**Injection Day Process**

1. Day before--Bailey or Amy will ensure all medications are in stock for the patients
2. No dual services on the same day!!
3. Vivitrol Care Team Meeting from 8a-10a
   1. Will review all clients and issues therein—pill or injection decision
   2. Will review all pieces and parts and tweak as needed
4. Sarah or Sandra will print off the encounter forms and the daily schedule
   1. Encounter forms go to Bailey
   2. Daily Schedule goes in the exam room for Marissa/Amy
5. Around 10am Amy will pull the medication
6. Amy will ensure all blood work/tests are completed/ready to go
7. Bailey will meet with the client
   1. Review any case management items
   2. Ensure they are wearing their medical alert bracelet
   3. Schedule with Linda if need be
   4. Bailey will hand off the encounter form to Amy
8. Monitored UDS 12-Panel and Fentanyl Dip
   1. Follow the Monitored UDS Protocol
   2. If Male = Derrick or Tom
   3. If Female = Andi, Amy, Bailey
   4. Record outcome on appropriate form
   5. Relay outcome to Marissa and/or keep with the chart and encounter form
   6. Should the test be positive and the client objects, instruct them of the Lab Corp Process and the GCMS testing for a false positive. All testing would be done at their OWN EXPENSE!
9. Pregnancy Test—if applicable
10. ALERT MARISSA if you do not feel comfortable a client receives an injection!!!!
11. Schedule the clients that show for their next dose
12. Case management on those clients who were a no-call/no-show
13. For clients who cancelled, work with Marissa on what she recommends to be the best course of action
14. Amy completes vital and any other patient education necessary/indicated
    1. Medical Alert bracelet and how vitally important it is
15. Injection—Marissa or Amy
    1. Amy completes the encounter form (after the session ends) and walks patient to either Bailey or Sandra or Sarah
16. Sarah or Sandra will enter the encounter form

CREATED: AD 08/08/2018

UPATED: AD 08/14/2018