

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Direct Orders

Policy Number: 507.04.30

Effective Date: 01/25/2022

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Health Services Division
(Physical Health)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All treatment will be performed pursuant to verbal or written orders and signed by personnel authorized by law to give such orders. This procedure is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and County Prisons.

II. Authority:

- A. O.C.G.A. § 43-34-26.1;
- B. Ga. Comp. R. & Regs. R. 480-30-.02, 360-14-.02;
- C. GDC Standard Operating Procedure (SOP): 507.04.32 Transcription of Orders;
- D. Rules of the Georgia Board of Nursing: Chapter 410-13;
- E. NCCHC 2018 Adult Standard: P-D-01; and
- F. ACA Standard: 5-ACI-6A-43

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. All treatment orders generated by an advanced clinical provider will be documented in the physician's orders section of the health record. The order will include the date and time the order was written. An exception is non-prescription or over the counter (OTC) medication given to the offender to self-administer at the time of the clinical encounter and documented in the progress notes.
- B. All physician's orders will be transcribed in a timely manner in accordance with 507.04.32, Transcription of Orders.

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- C. The health care professional receiving the orders will document orders received either verbally or by telephone as such in the physician's orders section of the health record.
- D. A physician assistant may order a prescription medication or prescription device if the supervising physician delegates such authority in a job description. If an existing job description does not contain such authority to carry out a prescription drug or device order, the physician assistant may not issue such until a new job description is submitted to and approved by the Georgia Board of Medical Examiners. The writing of orders by a physician assistant will be in accordance with O.C.G.A. §43-34-26.1.
- E. A nurse practitioner may write an order in accordance with a written protocol that has been jointly signed by the nurse practitioner and the physician. These orders do not require physician countersignature. However, the pharmacist will be provided a copy of all advanced clinical provider protocols for verification of physician approval.
- F. All verbal or telephone orders documented on the Physician Order Sheet will be signed by the clinician within five days except in circumstances described in (E).
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.