

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Transcription of Medical Orders

**Policy Number:** 507.04.32

**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 medical orders will be accurately transcribed by a registered or licensed practical nurse in a timely manner to ensure efficient implementation of all orders. This policy is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include private and county prisons.

**II. Authority:**

- A. GDC Standard Operating Procedures (SOPs): 507.04.43 Medication Distribution System, 507.04.44 Medication Administration Record, and 507.04.77 Scope of Pharmacy Services;
- B. NCCHC 2018 Adult Standards: P-E-08, P-D-02; and
- C. ACA Standard: 5-ACI-6A-43.

**III. Definitions:**

- A. **CQI Studies** - Continuous Quality Improvement study.
- B. **STAT** - Without delay / immediately.

**IV. Statement of Policy and Applicable Procedures:**

- A. Transcription of Orders: Each facility will develop a system for ensuring that all orders are reviewed and transcribed by a registered or licensed practical nurse.
- B. Transcription of Medication Orders:
  - 1. All routine medication orders will be transcribed within eight (8) hours, in accordance with SOP 507.04.44. Exception is for inpatient areas at Augusta State Medical Prison (ASMP) and for Infirmaries (Regional and observation), routine orders will be transcribed on to the MAR within four (4) hours.

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2. Each order will be signed by the individual noting the order with date and time of the transcription.
3. The provider initiating a 'STAT' or 'Now' order will be responsible for taking the health record to the appropriate individual for transcription of the order(s) immediately or as soon as possible to ensure that orders needing immediate attention will be carried out as ordered.
4. All 'STAT' and 'Now' orders will be signed, dated, timed and "noted."
5. 'STAT' and 'Now' orders will have corresponding documentation in the medical record progress notes, and in addition, medications will be charted on the Medication Administration Record.
6. All health records will be reviewed by the health care staff prior to filing to ensure that no orders are missed.

C. Non-Medication Orders:

1. Routine non-medication orders will be transcribed within eight hours.
2. Each facility will develop a tracking and accountability system for the transcription of orders.
3. Orders for laboratory or radiology procedures will be recorded on a log to be checked off when the procedure has been completed. The log will also include notation of the receipt of the completed report.

D. CQI Studies: CQI Studies regarding transcription of orders will include examining the accuracy of the transcribed order and the timeliness of the service delivered.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.