

# San Bernardino County Department of Behavioral Health Sample Medication Log

MHP Contract, Exhibit A, Attachment 1, Section 4.L.10  
CA Code of Regulations, Title 9, Section 1810.435

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Incoming				
Date	Lot #	Exp. Date	Quantity Received	Receiving Medical Staff Printed Name
				Signature

Outgoing				
Medical Record Number	Date Meds Given	Quantity Out	Issuing Medical Staff Printed Name	Total Quantity on Hand
Client Name			Signature	

# San Bernardino County Department of Behavioral Health Sample Medication Log Instructions

MHP Contract, Exhibit A, Attachment 1, Section 4.L.10  
CA Code of Regulations, Title 9, Section 1810.435

The Department of Behavioral Health (DBH) is committed to providing necessary medication to the clients we serve. All medications shall be recorded in and recorded out by authorized DBH licensed medical staff. Each log form shall contain the name of each medication and the dosage. Medication is received by either the pharmaceutical representative or mail delivery. The packing slips shall be checked for accuracy and/or discrepancies and reconciled with the actual medication received and recorded in to the medication log books prior to medication placed in the storage cabinets or refrigerator. Below is an example of how the log is to be completed.

**Example:**

Incoming				
Date	Lot #	Exp. Date	Quantity In	Printed Medical Staff Name
1	2	3	4	Signature 5
06/01/14	F123456	09/01/15	4 bx = 4 injectable	Jane Doe
				<i>Jane Doe</i>

Outgoing				
Medical Record #	Date Meds Given	Quantity Out	Issuing Medical Staff Name	Total Quantity on Hand
6			7	
789654	06/12/14	1bx / 1 injectable	John Doe	3 bx / 3 injectable
Jane Smith			<i>John Doe</i>	

**San Bernardino County  
Department of Behavioral Health  
Sample Medication Log Instructions, continued**

Step	Action
<b>1</b>	Enter the date medication is received in the clinic in the first column of the "Incoming" table
<b>2</b>	Enter the expiration date located on the box and verify it with the packing slip
<b>3</b>	Enter the quantity received (i.e. 4 boxes of 4 injectable)
<b>4</b>	Print your name and sign your name, if you received the sample medication
<b>5</b>	Once medication is administered (or dispensed) to a DBH client, record the client medical record number and name in the first column in the "Outgoing" table
<b>6</b>	Enter the lot number of medication being administered
<b>7</b>	Enter the date medication is administered (or dispensed) to DBH client
<b>8</b>	Enter the quantity of the medication administered or dispensed to DBH client using step 4 example
<b>9</b>	Print your name and sign your name if you administered (or dispensed) the sample medication
<b>10</b>	Take step 4 total for the same lot number logged in the "Incoming" table, subtract step 8 total then enter new amount on step 10

**IMPORTANT:** The total in step 10 shall be verified with a physical count of medication left on the shelf. Step 4 minus step 8 should equal the amount left on the shelf and the number in step 10.

**NOTE: DISCREPANCIES OR MISSING MEDICATION SHALL BE IMMEDIATELY REPORTED TO DBH CLINIC MEDICAL DIRECTOR OR DESIGNEE AND THE CLINIC SUPERVISOR**