

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued: 7/24

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SECTION Residential and Day Programs		SUBJECT Standing Missed Medication Orders (SMMO)	
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I. APPLICATION:

- SCCCMH Board
- SCCCMH Providers & Subcontractors
- Direct Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health (SCCCMH) to ensure accurate and safe administration of all medications. If a medication is missed, corrective action should be taken, as appropriate.

III. DEFINITIONS:

A. Standing Missed Medication Order (SMMO): An order completed by a Prescriber for each medication listed on the form, procedures to be followed if the medication is missed (refused or omitted).

IV. STANDARDS:

None Available.

V. PROCEDURES:

A. Home Supervisor/Designee/ Foster Care Provider

1. Obtains initial form [#0029 Standing Missed Medication Order \(SMMO\)](#) from a Prescriber.
2. Obtains update from the Prescriber when a medication, dosage, or frequency is changed and annually.
3. Retains original in-home record; sends a copy to the Prescriber and Community Based Program (if medications are administered at the program).

B. Medical Assistant

4. Receives SMMO order.

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5. Assigns SMMO to correct Prescriber.
6. Obtains signed SMMO back from Prescriber.
7. Faxes signed SMMO to group home.
8. Sends a copy to scanning department to be added into Oasis.
9. Writes process in chart of individual served.

C. Home Supervisor/Designee/Foster Care Provider/Day Program Staff

10. Registers initials for omissions and held medications in the appropriate box on form [#0048 Medication Administration Record](#) (MAR) and circles in ink. Enters "R" on the MAR for refused doses and initials this notation in ink. (Some Electronic Medication Administration Records (eMAR) systems may automatically circle refused or omitted medications.)
11. Documents on the individual's form [#0055 Health Care Chronological](#) (Progress Note for Community Based Programs), what took place and the action taken.
12. Follows [Administrative Procedure #04-001-0045 Medication Errors](#), if omission constitutes an error.
13. Follows policy [Administrative Procedure #04-003-0060 Refused or Omitted Medications](#), if an SMMO is utilized.

VI. REFERENCES:

- A. [#0029 Standing Missed Medication Order](#)
- B. [#0048 Medication Administration Record \(MAR\)](#)
- C. [#0051 Medication Error Report](#)
- D. [#0055 Health Care Chronological](#)
- E. [#04-001-0045 Medication Errors](#)
- F. [#04-003-0060 Refused or Omitted Medications](#)

VII. EXHIBITS:

None Available.

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VIII. REVISION HISTORY:

Dates issued: 09/94, 03/98, 02/00, 02/02, 02/04, 02/06, 02/08, 02/10, 12/11, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 01/19, 01/20, 01/21, 05/22, 06/23.