Resolving Narcotic Count Discrepancies

Narcotic discrepancy created and message appears on ADC screen

Discrepancy resolved during shift hours?

NO

• Discrepancy report is printed at the end of each shift on each nursing unit
• Charge Nurse or delegate follows up on outstanding discrepancies

YES

Explanation documented on ADC (message disappears)

Discrepancy resolved?

NO

Charge Nurse or delegate documents unresolvable discrepancies:
• Enters PSLS
• Enters explanation on ADC (i.e. drug is missing, PSLS filed) and message disappears
• Notifies the Pharmacy Distribution Coordinator

YES

Explanation documented on ADC (message disappears)

Following up Unresolved Discrepancies

ADC report with outstanding discrepancies greater than 3 days is e-mailed to designated leader of each nursing unit

Discrepancy resolved?

NO

• ADC report with outstanding discrepancies greater than 7 days is e-mailed to Med Manager and Program Director/Manager
• Message will show on the ADC screen only for 7 days; after 7 days contact Pharmacy Distribution Coordinator to resolve

YES

Examination documented on ADC (message disappears)

Med Manager:
• Enters PSLS
• Notifies the Pharmacy Distribution Coordinator

Med Manager = Manager Clinical Analytics and Medication Safety Systems