



Weekly Injection/Take Home Injection(s) Policy & Procedure

(15-20 minutes visits)

- Client check-in
 - Payments taken prior to visit and make next appointment, if needed

- Room Client
 - Take Client weight.
 - Some like their weight taken, others may not... be sensitive whether the client wants weight taken on a weekly or biweekly. There are few willing to take weight but does not want to see or know.
 - Ask if any side effects:
 - Nausea
 - Vomiting
 - Acid reflux
 - Dizziness
 - Constipation
 - Diarrhea
 - How long side effects last?
 - 1-2 days (reference Titration Level Plan)
 - More than 2 days of side may need to decrease (reference Titration level plan)
 - Effectiveness of medication?
 - Decrease appetite? How long?
 - Fuller quicker?
 - Hunger? How much do one's eaten when hungry?
 - Hunger is a way body tells you that you need some water or nutrient, especially if working out. If hungry and only eating a few bites, then medicine is working.
 - Injection
 - Supplies
 - Gloves, alcohol prep pads, syringe w/needles and vial
 - Always inform client how much medication you are giving prior to administer medication.
 - Medication must be taken from vial in front of client.
 - Client may see vial, if asked to see the vial.
 - Medication is administered subcutaneously in the stomach, however, may be in the upper arms and thigh area also.
 - No specific area makes the medicine work better or faster.
 - Must use safe injection practices always.



- Medical Assistant Notes for Injection in office
 - Notes to be completed and enter in EMR System at time of service.
 - “Weekly visit” template for data entry for each visit in EMR system
 - The following required to be entered in system: Weight, units given, side effects, vial lot# and expiration date.
- Take Home Injection(s)
 - “Take Home Injection(s) template needs to be filled out by medical assistant and sign by client.
 - Patient will be instructed when and how to take medication.
 - Inform patient need to contact office of any side effects or issues asap.
 - Handouts
 - Prepare take home injection(s)
 - Practice sterile procedures
 - Track the units, lot, exp take from vial on the “Daily Medication Log.”
 - Limit 1-3 injections to take home.
 - Be aware of expiration date of vial.
 - Max increases of dosage up to 1-2 units if there no side effects and appetite only decrease 3-4 days. Otherwise, stay at same dosage until client returns.
 - Label container and syringe
 - Label syringe (See clinical supplies list)
 - May add unit# with fine point sharpie on label.
 - Label container
 - Name, Units, Medication, expiration date and initials of who prepared syringe.
 - Also, include “Refrigerate” sticker on container.