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| <b>Health Care Agency<br/>Behavioral Health Services<br/>Policies and Procedures</b> | Section Name:   | Care and Treatment   |
|  | Sub Section:    | Practice Guidelines  |
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| Director of Operations<br>Behavioral Health Services | <u>Signature on File</u> | <u>11/20/17</u> |

**SUBJECT:** Courtesy Dosing at Narcotic Treatment Program

**PURPOSE:**

Establish a guideline and procedures for Courtesy Dosing at a Narcotic Treatment Program (NTP) other than the one where an Orange County beneficiary is currently admitted.

**POLICY:**

According to State Regulations, a beneficiary of an NTP shall report to the same program to which he or she was admitted unless prior approval is obtained from the program’s Medical Director or physician to receive services on a temporary basis from another Narcotic Treatment Program. This policy establishes guidelines by which a beneficiary may receive a Courtesy Dose from another provider.

**SCOPE:**

These procedures apply to beneficiaries entering into the County of Orange Behavioral Health, Narcotic Treatment Programs.

**REFERENCE:**

[Title 9, Division 4, Chapter 4, Narcotic Treatment Programs](#)

**PROCEDURE:**

- I. Qualifications for Courtesy Dosing
  - A. Request for Courtesy Dosing to another NTP is a privilege. Urine testing records and program performance will be major determining factors in considering requests. All requests must be arranged in advance (one-week notice) through the beneficiary’s counselor. A beneficiary may NOT be dosed if arriving for dosing without prior arrangements.
  
- II. Processing the Request for Courtesy Dosing to Other Providers
  - A. Once the request is received, Orange County contracted NTP staff shall research the location for a NTP that will accept Courtesy Dosing and gather that program’s

information (any requirements and charges). The beneficiary will sign an Informed Consent and Authorization to Disclose (ATD) Protected Health Information (PHI), giving the program permission to release required information. The staff shall then complete their program's Courtesy Dose Form. The program shall follow Title 9 requirements and the requirements of the Courtesy Dosing program.

III. Courtesy Dosing Requests from Other Providers

- A. Upon the program receiving a request for Courtesy Dosing from another NTP, the staff shall explain this program's policies, procedures and vital statistics (i.e., address, phone, charges etc.). Any questions (i.e., charges, urinalysis etc.) should be directed to the Program Manager for clarification. The beneficiary's home clinic is required to send (mail, FAX etc.) prescription documentation (name, dose etc.) before the receiving provider can dose their patient. To assist with continuity of care, the receiving Orange County provider will obtain an ATD from the beneficiary to exchange information with the home clinic/program.

IV. Courtesy Medication (Medi-Cal eligible Beneficiary)

- A. Request for Courtesy Dosing for Medi-Cal eligible beneficiaries shall include (in addition to all of the above) that upon the beneficiary's arrival staff shall:
1. Request a copy of the guest beneficiary's Medi-Cal card and the Courtesy Dose information. Each respective NTP shall retain a copy of the Medi-Cal eligibility card.
  2. The NTP provider will enter the required documentation into their database to be used for reporting purposes as required by Title 9.