THE COMPONENTS OF A DRUG ORDER ARE:

1. DATE AND TIME THE ORDER IS WRITTEN
2. DRUG NAME (GENERIC OR TRADE)
3. DRUG DOSAGE
4. ROUTE OF ADMINISTRATION
5. FREQUENCY AND DURATION OF ADMINISTRATION, SUCH AS TIME SEVEN DAYS, TIMES THEREE DOES, QUID, ETC.
6. ANY SPECIAL INSTRUCTIONS FOR WITHHOLDING OR ADJUSTING DOSAGE BASED ON EFFECTIVENESS OR LABORATORY RESULTS
7. PHYSICIAN OR PROVIDER’S SIGNATURE OR NAME IF TELEPHONE ORDER (T.O.)/VERBAL ORDER (V.O.), WRITTEN ORDER
8. SIGNATURE(S) OF LICENSED PRACTITIONER TAKING WRITTEN ORDER, TELEPHONE ORDER, OR VERBAL ORDER

WHEN A COMPONENT IS MISSING FROM THE DRUG ORDER, THE DRUG ORDER IS INCOMPLETE AND YOU SHOULD NOT ADMINISTER THE MEDICATION UNTIL CLARIFICATION IS OBTAINED.

Adapted from: “Pharmacology” by Joyce LeFever