**Process for conducting an Injection visit including documentation of visit on (NICE) Notes Injection Clinical Encounter Form**

**\*Preparation Before Appointment**

Complete the demographics on the top of the NICE form including,

Record patient name, today’s date

Record LAIA medication and dose, # of refills left on prescription

Look up and record previous injection site details, previous weight (under “last weight”), Lot# and expiration date

Make sure the LAIA consent form and HIPPA release forms are filled out and ready for the patient to sign on the **first visit** as well as any online registrations needed for Otsuka if the patient will be receiving an Abilify product.

All of this information can be recorded before patient arrives in pharmacy for injection appointment.

**\*At Start of Visit**

Be aware that your data collection begins as soon as you greet the patient at your location as the data being collected consists of both observational and/or conversational/ subjective.

On the first visit, patient will need to sign the LAIA consent form and the HIPPA release form, which give the patient some time to relax and get to know you prior to starting the injection process.

Begin visit by taking vital signs and new weight.

Indicate if weight has increased or decreased since last visit in the “change”

**\*Individual Patient’s Symptoms: Observations and brief interview**

Data will be collected in four different categories – “Appearance (observe), Affect (observe), Interaction (observe), and Sleep & Appetite (interview)

Three of the data collection categories require the clinician to observe the patient’s behavior (as indicated in parenthesis by “observe”) and the fourth category requires the clinician to gather the information though a conversational or interview type format (as indicated in parenthesis by “interview”). These categories as well as how data is to be obtained is clearly noted on the NICE form.

Check all of the indicators that apply to the patient.

Other: If there is an observation or Interview topic that is not addressed on the NICE form or something else about the

 patient that needs to be noted, then the clinician should document that information in this space

**\*Comment on Patients Mood**

Ask the patient how he/she is feeling today. Does what they are describing coincide with your observations as the clinician or is it different. Why or why not?

Words that can be used to describe a patient’s mood include; happy, upbeat, lighthearted, contented, optimistic, hopeful or uneasy, restless, somber, serious, hopeless, melancholy, hostile or pessimistic.

**\*Any New Signs/Complaints of Side Effects**

-Check either Yes or No

-If Yes is checked then clinician should check indicated side effect if listed and/or make a note of the

side effect verbalized by patient. The clinician should also indicate the duration of the side effect(s) in the “Duration/Other” section.

**\*Any New Habits/Behaviors**

If none reported- check that patient denies any new habits/behaviors

If patient reports a new habit/behavior – describe and document in space below.

New habits/behaviors could be things such as gambling, risky sexual behavior, or other impulsive behaviors that could indicate presence of manic symptoms

**\*Clinical Notes**

Check off if injection was given by Pharmacist or Nurse.

Check either yes or no if injection was tolerated by patient.

Use space below to elaborate on any part of the clinical visit that needs further documentation or clarification.

Indicate if a new prescription is needed prior to the next scheduled injection visit

Document next appointment date

Note the last date that patient can receive their next injection without going outside of LAIA treatment parameters

Sign NICE Form

Fax NICE Form to prescriber and indicate by checking box that form was faxed.

Save NICE Form in patient’s records at participating site as described in CPA.

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