DATE: {ACTUAL DATE OF LETTER DELIVERY GOES HERE}

To: Quality Committee

{Facility Name Goes here}

Re: {NAME OF THE CHAIR OF THE COMMITTEE GOES HERE}

RE: Medication Management, Storage, Retrieval, and Administration of the Meds

Semi-Annual Review of Facility Data, Policies, and Observations of administration and storage

Chair, Dr. {name of the doctor here that is the chair of the committee};

It is with great pride, that I, your contracted Pharmacist write this letter to you and the committee to convey my findings with regards to the overall requirements of the regulatory body, The Joint Commission. I am referring to the specific chapter Medication Management.

If you will please, I would like the committee to look at the pages affixed to this letter. These pages are taken directly from the electronic edition of the regulatory body’s standards online version booklet and with their permission, of course.

If you will focus on the bottom of page 1 of the attached, you will see the Chapter outline. It is the outline of the regulations that I have made my observations, interviews, and reviews of the documents required. On the following pages, for each element of performance, I have reviewed these and can attest to their standards as being met, unless it is noted in the free text below:

Sample of free text with a non-compliant element of performance-

*MM.01.02.01 Look-a-like, sounds-a-like – at the time of my initial inspection, the facility had not received in its possession all the medications it plans to use. They are a new facility and still setting up their medication management processes to meet their needs for the delivery of safe and effective patient care. They do have a written policy that I have reviewed, however, it is not complete until such a time that the medications are ordered and received. This standard is considered n/a at this time. The nurse is aware of the revisions that are needed for the policy and has confirmed she and their facility consultant will update this prior to patient care delivery. I will review this the next time I am scheduled for my semi-annual review and report this out as being complete and compliant at that time.*