

Health Care Providers: Witnessed Verbal Consent

Michigan Department of Health and Human Services (MDHHS) permits verbal consent for psychotropic medications for children who are in foster care when the consenting party is not present at the appointment **IF** this conversation is witnessed by the MDHHS Foster Care Psychotropic Medication Oversight Unit (FC-PMOU). When consent is needed for psychotropic medications, take the following steps once your office is ready to complete the consent process:

Step 1: Facility staff/physician calls the FC-PMOU 1 844 764 7668.

Step 2: Provide the following information to the FC-PMOU staff:

- Child's date of birth, and name.
- Consenting party's (birth/legal parent or caseworker) name and phone number.
- Prescriber's name (including spelling), telephone and fax numbers.
- Appointment Date.

The FC-PMOU will put the provider call on hold and reach out to the consenting party. Once the consenting party is on the phone, the FC-PMOU will link the two calls into a multiparty conference call.

Step 3: When the FC-PMOU returns to the conference with the consenting party, the provider discusses the following with the consenting party:

- Mental health diagnosis and/or target symptoms, reason for medication(s).
- Medication(s) recommended, why recommended, and maximum dose(s) that would be used for the patient.
- Risks, side effects and any monitoring (e.g. lab studies).

Step 4: The FC-PMOU will DRAFT the MDHHS Psychotropic Medication Consent form (DHS-1643) based on the discussion and FAX to the physician.

The physician is responsible to:

- Review the draft consent – amend as necessary.
- Sign and date the consent.
- Return to FC-PMOU either via fax 517-763-0143 or encrypted email at PsychotropicMedicationInformedConsent@michigan.gov for recording and processing. The consent is not valid until returned to the FC-PMOU.

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Note:

- Sometimes it is not possible to reach the consenting party – in that case the FC-PMOU will notify the foster care worker about the unsuccessful attempt so that he/she can work with the office and consenting party to complete consent prior to starting the medication.
- See “[Find status of current psychotropic medication consents](#)” guide to see if new consents are needed.
- Some offices choose to have a phone conversation with the consenting party first then call PMOU to initiate the conference call for documentation. This allows the provider and consentor the opportunity to discuss history and other factors privately.