

Standard Operating Procedure

Procedure Title:	Vitamin Injection
Date:	10.30.25
Version:	2.5
Department:	Clinical
Approved By:	Cece Carvajal

Purpose: The purpose of this SOP is to outline the process of administering a Vitamin Injection from start to finish.

1. When the patient comes to the front desk and asks for a vitamin injection, the front desk will collect payment, they will put in the nurse visit chat who the patient is and which injection(s) the patient wants and what floor the patient will be on. The front desk is also responsible for adding on and checking in the patient on the medical assistant schedule.
2. The medical assistant who is going to administer the injection notifies the office in the nurse visit chat that they are going to grab the patient.
3. If a patient is being seen and tells the MA or provider they want an injection the medical assistant is responsible for messaging the front desk in the nurse chat which injection(s) the patient is receiving and **once the injection has been administered the medical assistant is to walk the patient to the front desk for hand off for payment.**
4. The medical assistant is always to check the patient's chart for any contraindications in their pop-up or allergy list. The medical assistant must ALWAYS check when the last injection was given. Patient may only receive the same vitamin injection once every 7 days. Vitamin D must be strictly followed: "Can be administered every 2-4 weeks or with Vitamin D Deficiencies and a provider order in Athena can do up to 1 time weekly, unless otherwise directed by provider."
5. If the patient is too soon for the injection they requested, please discuss with patient alternatives they can receive.
6. The medical assistant is to either pre-fill in a vitamin injection consent form with the patient's name and DOB and write what they are getting on the top of the form OR write a note on a sticky or spare piece of paper.

7. Check the expiration date and the date the vitamin injection was open. Once the vitamin injection has been opened, we can use it for up to 60 days as long as the vial is not expired. (If there is no written date of when it is open do not use and open a new vial. If you open a new vial, you must use a sharpie to write on the vial or on a sticker on the bottom of the vial of the date it was open with your initials)
8. Once in the utility room to draw up the vitamin injection, double check what is being drawn is what the patient is requesting.
 - A. Immune (TRI IMMUNE BOOST)
 - B. Skinny (LIPO-MINO-MIX-C)
 - C. Date Night (Amino Blend)
 - D. Energy (LIPOSTAT PLUS)
 - E. B-12 (METHYLCOBALAMIN)
 - F. Detox (GLUTATHIONE)
 - G. Glow (BIOTIN)
 - H. Sunshine (VITAMIN D3)

Drawing up vitamin injection:

Supplies: Vitamin injection, alcohol wipe, 3ml or 1ml syringe, 23x1” needle, 25x1.5” needle (will need one of each per injection)

1. Wash hands or use hand sanitizer or wear gloves while drawing medication.
2. Use the alcohol wipe to clean the top of the vial. Allow time for the top to dry. Do not touch the top of the vial once cleaned off.
3. Attach the 23 gauge needle to the syringe.
4. Pull back the plunger slightly to have a little room for air.
5. Uncap the needle, keep the bevel up, puncture the center of the rubber stopper, slightly angle the tip at first to reduce “coring,” then straighten.
6. Inject the air into the vial **above the fluid**, then **invert** the vial with the needle tip **below the fluid line**.
7. **Withdraw slightly more** than the ordered dose. ALL vitamin injections are 1mL.
8. Tap the syringe to move bubbles to the top and **expel air back into the vial** until you’re at the exact dose line.
9. Withdraw the needle from the vial **change to a fresh safety needle (25x1.5)** to keep the injection needle sharp and clean.

Once you have drawn up the appropriate injection(s) you will walk out to the lobby or the room the patient is in and confirm the injection they requested is what you have drawn up.

Prior to injecting the patient, they must read and sign and date the vitamin injection waiver. This must be completed at every visit even if they come weekly.

Once they have signed the waiver and have had an opportunity to ask any questions they may have, you always want to ask the patient if they would prefer to have this in their upper arm (deltoid) or in their gluteal/hip area (ventrogluteal). If they are receiving more than one injection, ask if they would prefer them on the same side or different. The recommendation is typically the gluteal area for less discomfort when receiving the injection. Any of these injections can go either in the arm or glute.

If the patient is receiving more than one injection, they can receive no more than 2mL in one deltoid or 3mL in one gluteal.

Administering vitamin injection:

1. Grab supplies needed: Alcohol wipes, spot band aids, cotton swab of 4x4 in case of bleeding, gloves.
2. Once you have located the spot of the injection, gently clean with alcohol wipe rubbing in a circular motion for 10-15 seconds. Allow it to dry prior to injection to help prevent discomfort.
3. Stretch the skin taut between thumb and forefinger.
4. Insert the needle **at a 90° angle** in one quick, smooth motion.
5. Use the **Z-track method** if the medication is irritating (e.g., iron, antipsychotics): pull the skin laterally 1–1.5 inches before inserting the needle; release after withdrawing.
6. Inject **slowly and steadily (about 1 mL per 10 seconds)**.
7. Wait a couple of seconds before removing the needle to allow absorption.
8. Remove the needle swiftly at the same 90° angle.
9. Engage **safety device immediately** and dispose of the syringe/needle into a **sharp's container**.
10. Apply pressure or band aid if necessary

Documenting vitamin injection

1. Click on the appropriate patient on the medical assistant schedule.
2. In the appointment note, you will document the medication, the dose, the lot, expiration, and where and how the injection was administered.

Example: Lipo-Mino-Mix-c 1ml administered IM LUOQ gluteal. LOT: G08A1125, EXP: 01.06.2026 KI

3. On the top right of the screen it will say “medical assistant” that is to be changed to doctorcompletecare.
4. Then click done with intake to complete the note

Finally, document this on your utility log.