

## Medication Profile

### Accessing/Viewing Medication Profile

- Open patient's chart and click on **Med Profile** from the **Menu** list.
- View *Medications Being Given* (documented by Pharmacy staff from the doctor's orders) by clicking on **Current** or **Past** folders.
- **Do NOT Cancel, Complete, Discontinue or Modify any medications in the Medication(s) Being Given section. These are Inpatient Medications.**
- View *Prescriptions/Home Medications* by clicking on **Current** or **Past** folders.

### Adding Home Medications

1. Click on **Med Profile** from the **Menu** list.
2. Right click on or below green bar entitled *Prescription(s)/Home Medications*.
3. Click **Add Medication by Hx....** The *Medication Profile* window will appear.
4. Type drug name in **Search** field in upper left corner. Do not abbreviate.
5. Press **Enter** or click **Search**. A list of choices will appear. If desired drug name does not appear on list, verify correct spelling or type partial name and try again.
6. Highlight desired choice and click **Select** button (or double click on the desired drug name). The drug name moves to the *Rx* field in the upper right yellow panel.
7. Click **<Dose>**. A short list will appear. Click on desired dose.
  - To view a larger list, remove check mark from box in front of **Short lists** at right.
  - If desired dose is not on the list, type dose as free text in highlighted dose field. Include unit of measure. Press **Enter**.
8. Click **<Route>**. A list will appear. Click on the appropriate route.
9. Click **<Frequency>**. A list will appear. Click on the appropriate frequency.
10. Review profile of medication in **Rx List** tab in lower right panel.
  - If corrections are needed, click on drug name, & make changes in upper yellow panel.
  - If a drug needs to be removed, click on drug name, and click **Remove** button.
11. When drug profile in **Rx List** tab is accurate, click **Sign Orders**.
12. Click **Refresh** button (minutes ago) to move medication from **Pending** to **Current** folder.

### Tips for Searching

- **Other** - If patient does not know the drug name or the drug name does not appear on the list, type "Other" in the **Search** field. Click on **Dose** and type patient's description of drug ("blue heart pill") as free text. Include route and frequency.
- **No Home Medications** - If the patient is on **no** home medications, enter "No Home Medications" in the **Search** field.
- **Unknown** - If the patient is unable to communicate home meds on admission, enter "Unknown" in the **Search** field.
- **Category** - If you need help finding the drug, click the **Category** button under the **Search** field to reveal drug categories and additional choices.
- Type comments, such as prn information, as free text in the **Dose** field. Avoid using *Comment* field to enter additional information where comments will be out of view on the **Med Profile** list, although they can be viewed by holding the cursor over the paperclip next to the drug name.

### Adding Multiple Home Medications

1. Follow steps 1-10 under Adding Home Medications.
2. Delete the item previously typed in **Search** field and type in the next drug to be added. Continue this process until all the home medications are added.
3. When drug profile list in **Rx List** tab is accurate, click **Sign Orders**. All listed drugs will be added at once.
4. Click **Refresh** button (minutes ago) to move medications from **Pending** to **Current** folder.

### **Modifying a Home Medication**

1. Right click on drug name on **Medication Profile** list. (Multiple drugs can be selected by left clicking on each drug name).
2. Select **Modify** from the drop down menu. The *Medication Profile* window will appear.
3. Click on **dose, route, or frequency** fields and make desired changes.
4. Verify accuracy of change in **Rx List** tab in lower right panel.
5. Click **Sign Orders**.
6. Click Refresh button (minutes ago) to moved modified drugs from **Pending** to **Current** folder.

### **Moving a Discontinued Home Medication from Current to Past Folder**

1. From **Current** folder, right click on name of discontinued drug.  
Multiple drugs can be selected by left clicking on each drug name.
2. Select **Cancel/DC** from the menu.
3. If desired, click **Comments**. Type comments as free text.
4. Click **Sign**.
5. Click **Refresh** button (minutes ago) to move discontinued drug from **Pending** to **Past** folder.

### **Adding Medications to My List (A time saver when entering common home meds)**

There are two ways to add medications to **My List** tab.

- Adding Drug Name Only:
  1. Type drug name in **Search** field in upper left corner. Do not abbreviate.
  2. Press **Enter** or click **Search**. A list of choices will appear.
  3. Right click on name of desired drug.
  4. Click **Add to Favorites**.
- Adding Home Medication Name with Dose, Route and Frequency
  1. Follow steps 1-9 under Adding Home Medications.
  2. From the **Rx List** tab in the lower right panel, highlight drug to be added to **My List**.
  3. Click the **Add to My List** button.
  4. Click the **My List** tab. The medication along with the dose, route and frequency will be listed.

### **To View Med Profile list within the Medication Profile window**

In lower right panel, click **Medication Profile** tab. The patient's current and past inpatient and home medications can be viewed from this screen.

### **To View Allergies within the Medication Profile window**

In lower right panel, click on **Allergies** tab. Allergies can be added, marked as reviewed, canceled or modified from this screen.

### **Patient Locked Warning**

The *Patient Locked Warning* box will appear if a home medication is being entered when Pharmacy is entering inpatient medication orders.

1. Click the **Close** button or the **X** in the upper right corner. Do **NOT** click the **Override** button.
2. Return in a few minutes to enter the home medications again. Click **Details** button to view whom has patient locked.

### **Decision Support Window**

A *Decision Support* window will open if there is an interaction, allergy or duplication of a medication. Review the information, then click **OK** at bottom right to close. Make changes as needed.