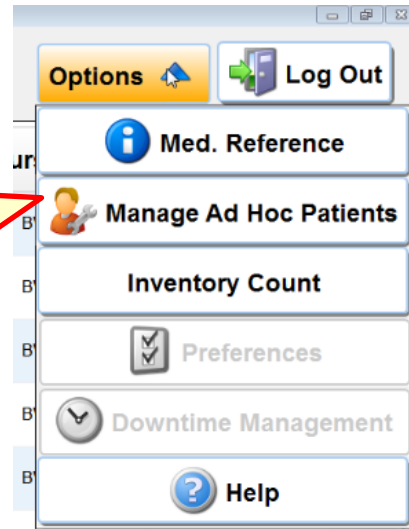


Ad Hoc Patient Medication Reconciliation post-Downtime

When a patient is created by Ad Hoc while the RxStation is in downtime, the Ad Hoc patient and the actual patient's record must be reconciled by the Nursing Staff after the downtime. Complete the following steps to reconcile an Ad Hoc patient with the actual patient's medical record.

1. Select **Manage Ad Hoc Patients** found under the Options menu.



2. The list of Ad Hoc patients created at that station will display. Click the **Select** checkbox associated with the name you are preparing to reconcile.

Select	Patient Name	Create Date	FIN	Creator Name	Status
<input type="checkbox"/>	Adams, Michael	05/14/2014 at 14:30		Leiszler RN, Natalie	ACTIVE
<input type="checkbox"/>	Martin, Tim	05/14/2014 at 10:55		Leiszler RN, Natalie	ACTIVE
<input type="checkbox"/>	Rogers, Jennifer	05/14/2014 at 10:55		Leiszler RN, Natalie	ACTIVE

3. Click **Reconcile Selected** at the bottom of screen.

Reconcile Selected

4. You will now search for the actual patient. With all patient search function, searching by *FIN* is your lowest risk for error.

Search

Last Name First Name Middle Initial FIN

Gender Male Female Date of Birth mm/dd/yyyy

Show Inactive Encounters Search

Patient ▲	DOB	FIN	Med Service	Nurse Unit	Room/Bed
GEHRT, JONATHAN	08/20/1982	719	Gastroenterology	BW 1N	122 / 02

5. Verify correct patient and click the **patient name** of the correct search result.

Gehrt, Jonathan DOB:
Log Out

Reconcile ad hoc patient activity to patient record.

Action ▲	Item	Reason	Quantity	Date
Override	albuterol 0.5% Inh Sol	Urgent/Emergent Patient Care Issue	1	06/09/2014 at 11:03

Patient Record
Last Name:
First Name:
FIN:
Date of Birth:

6. Verify correct medications and patient information and click the **Reconcile** of the correct search result.

You have now completed the Ad Hoc patient medication reconciliation process.