# Documenting Medication Reconciliation

In this document you will find information about the 4 separate processes of Medication Reconciliation documentation.  Use the reference below to quickly move to the documentation process of interest to you.

## Documenting Medication History

You can select to work from either Medication List or PowerOrders from the Menu.  The only difference is which section displays.  Medications can be seen on either tab.

Click the **Document Medication by Hx** button to begin

1) Click the **+Add** button to add additional medications the patient states they are currently taking but are not listed

Notice the *Reconciliation Status* icons indicate no Meds History has been completed

If the patient already has meds listed, review for accuracy

2) Type the **medication name** in the Search field (or partial name)

3) Select a **medication type**.  The patient may not know the different types or dosage of their meds.  There is usually a generic choice

4) Select an **order sentence** that most closely matches if the patient knows the Dose, Route & Frequency. You can always change any of these details before signing. If unknown, select **(None)**
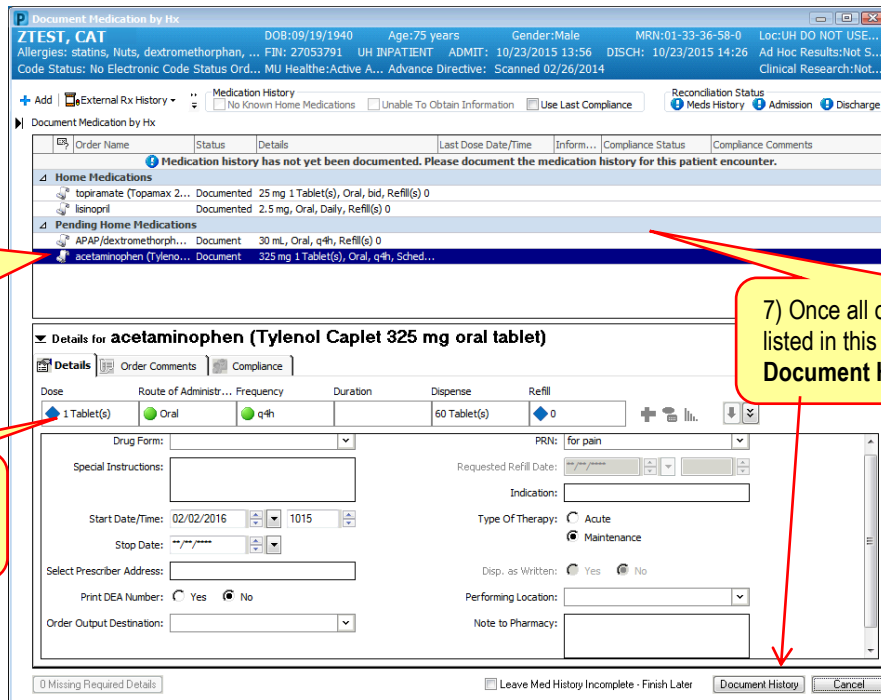
5) Then click the **OK** button

Search for additional medications to add, if needed
6) Then click the **Done** button
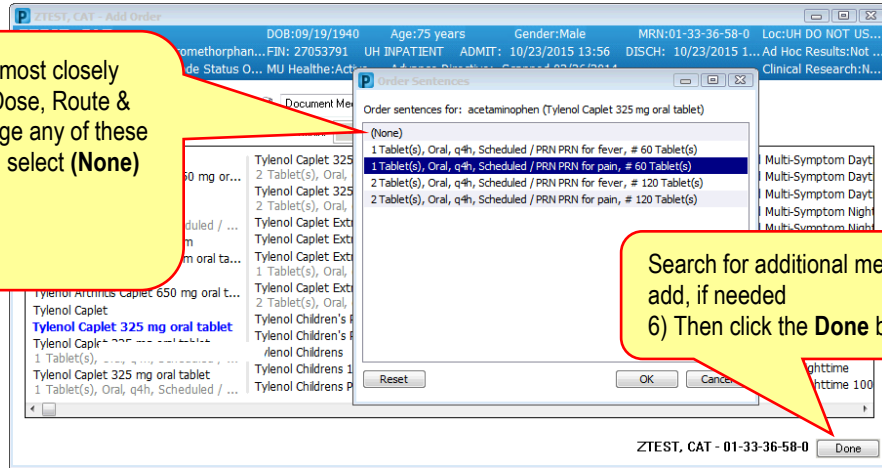
The medication that is highlighted here will display its details below

7) Once all of the medications are listed in this section, click the **Document History** button

Click in any field to change the details, if needed

Now the medications have been documented. This icon indicates the meds have been added historically

The **green** checkmark indicates **Meds History** has been documented

Meds History is required to be completed before any Discharge Meds Rec can be performed
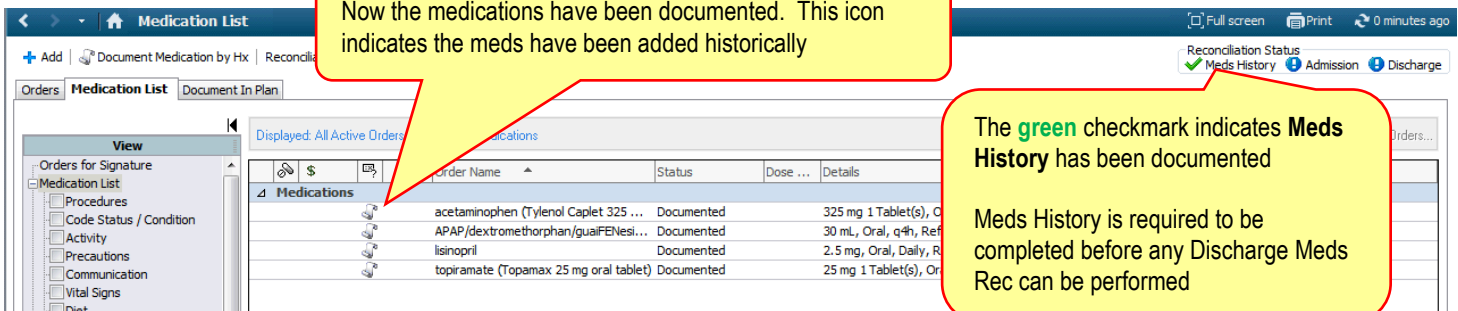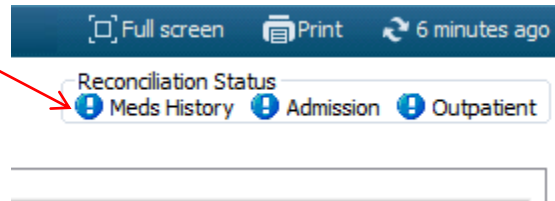
## No Order History Performed Warning

If you are trying to perform an Admission, Discharge, or Transfer/Daily Medication Reconciliation and this window pops up, it means no one has Documented Medication History on this patient.
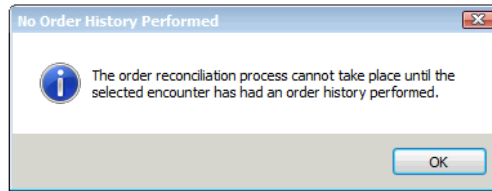


A Meds History must be documented before any other type of reconciliation can take place.

## Admission Medication Reconciliation



This Status icon indicates that the Admission Meds Rec has **not** been completed

1) Click the **Reconciliation** button, then select **Admission**

The title of this window indicates which type of reconciliation you selected

The white scroll symbol indicates this medication was documented historically

The orange asterisk symbol indicates this medication needs to be reconciled

This button can help when there are many meds on the list so you don't miss one

2) Decide which medications will be **Continued** or **Discontinued** by clicking in the appropriate column

Medications listed on this side are meds that will be continued upon Admission

This hospital symbol indicates an Inpatient medication

Highlight the medication here to display & change any details as needed below

These buttons are all dithered to indicate no other items need attention

3) Once all medications have been reconciled, click the **Reconcile And Sign** button

The status now indicates *Admission meds rec* has been done for this visit

## Discharge Medication Reconciliation



**1)** Click the **Reconciliation** button, then select **Discharge**

This Status icon indicates that the *Discharge Meds Rec* has **not** been completed

**2)** Decide which medications will be **Continued, Discontinued, or** Add/Renew/Convert a **Prescription** by clicking in the appropriate column

Medications listed on this side are meds a patient should continue or start taking after discharge

Highlight the medication here to complete the details for the prescription below

TIP: Right click on a PRN med and click Results to see times of recent med administration

**3)** Once all medications have been reconciled, click the **Reconcile And Sign** button. Depending on the routing selected, prescriptions will be sent or printed at this time

The status now indicates *Discharge meds rec* has been done for this visit

Information about *Reconciliation History* can be found at the bottom of the View column

## Transfer/Daily Reconciliation

On 6/23/15, "Transfer" reconciliation became "**Transfer/Daily**" reconciliation and includes **ALL** orders, not just medications.  Within PowerOrders, Medication List, or any of the other places where you can reconcile orders, you see the "Transfer/Daily" option for reconciling all orders.

This new process allows for:

- a. Easy discontinuation of orders no longer needed
- b. Visibility of all orders in one place
- c. The ability to add orders all within one interface

Ideally, *Daily Orders Reconciliation* would be completed during rounds to maintain only the active order needed by the nurse.