

This Quick Reference Guide (QRG) demonstrates the process of completing the Provider Admit Workflow for reconciling orders.

Common Buttons & Icons

	Unreconciled Med Rec icon
	Pending Complete Med Rec icon
	Complete Med Rec icon
	Prescription icon
	Documented Home Medication icon
	Unreconciled Medication icon
	Inpatient Order icon
	Continue After Reconciliation icon
	Discontinue After Reconciliation icon
	Missing Details icon
	Collapse icon

	Orders for Signature Tray icon
	Refresh icon
	Expand icon
	No Pharmacologic Contraindications / Contraindicated icons
	No Mechanical Contraindications / Contraindicated icons
	Pharmacologic therapy recommended and ordered/selected icon
	Mechanical therapy recommended and ordered/selected icon

Reconcile Orders Across Encounters

➤ From the Provider View workflow page:

STEP 1: Navigate to the **Home Medications** component.

STEP 2: Click **Cross Encounter Transfer**.

STEP 3: Click the appropriate radio buttons to continue an order on to the new encounter or to discontinue an order.

NOTE: **Home Medications converted to inpatient medications during the Admission Medication Reconciliation process are automatically grouped together.**

STEP 4: Review and modify order details for the orders after reconciliation, as needed.

NOTE: It is very important to review all details, including doses remaining, schedule of lab draws, etc. of the orders being reconciled to ensure accuracy.

- To view order details, click the order in the **Orders After Reconciliation** column.
- Clicking **Plan** puts this reconciliation in a planned status to be finalized later.

- Clicking **Transfer** signs the orders and moves them to the new encounter where they can be picked up. Once the **Transfer** button is clicked, no edits can be made from this encounter.

STEP 5: Click **Transfer**. A Print window opens.

NOTE: If the patient is being transferred to a non-Northern Light Health facility, print the transfer orders to use as recommendations.

STEP 6: Click **Cancel**, if the orders do not need to be printed.

➤ From the FIN the patient is transferring to:

STEP 1: Navigate to the **Home Medications** component.

STEP 2: Click **Admission**. The Order Reconciliation window opens.

NOTE: Purple boxes in the left-most column indicate that these orders have come in from the Cross Encounter Reconciliation.

- Orders are already marked continue or discontinue based on the selections that were made during the Cross Encounter Reconciliation.

STEP 3: Review all details of the orders being reconciled to ensure accuracy and update as appropriate.

NOTE: To view order details, click the order in the **Orders After Reconciliation** column.

- Click **Plan** to place this reconciliation in a planned status to be finalized later.

STEP 4: Click **Sign**.