

This Quick Reference Guide (QRG) demonstrates the process for completing medication reconciliation.

Common Buttons & Icons

	Outpatient hyperlink with unreconciled medications
	Pill Bottle/Create Rx icon
	Documented Home Medication icon
	Unreconciled Medication icon
	Continue After Reconciliation icon
	Discontinue After Reconciliation icon

	Missing Details icon
	Add button
	Search icon
	Printer Ellipsis icon
	Pending Complete Med Rec icon
	Complete Med Rec icon

Document Medication Reconciliation

➤ From the Provider View Workflow page in the patient's chart:

STEP 1: Click **Home Medications** in the Ambulatory workflow menu.

STEP 2: Click the **Outpatient** blue hyperlink. The Order Reconciliation: Outpatient window displays.

STEP 3: Click the appropriate radio buttons to continue a medication, convert to prescription, or discontinue medications based on what is needed for each medication.

NOTE: To convert documented medications to prescriptions, right-click the order; then click **Convert to Prescription**. To modify medication details without sending a prescription, right-click the order; then click **Modify without Resending**.

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

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

STEP 5: Once all required medications have been addressed, click **Acknowledge Remaining Home Meds**.

NOTE: If additional modifications and the medication reconciliation needs to be completed at a later time, click **Plan**.

STEP 6: Click **Sign**. The screen returns to the Home Medications component.

NOTE: A green checkmark should display in front of Outpatient. If a Pending Complete icon displays, the reconciliation is incomplete. Click the Outpatient hyperlink to address the missing information.

Document a Home Medication During Med Rec

➤ From the Order Reconciliation: Outpatient screen:

STEP 1: Click **Add**.

STEP 2: Click the **Type** dropdown arrow; then click **Document Home Medications**.

STEP 3: Enter the medication in the **Search** field; then click the **Search** icon.

NOTE: The medications folders can be used to search for most frequently used medications, as well. Click the folder with the corresponding first letter of the medication. Then click the folder of the medication.

STEP 4: Click the appropriate medication.

NOTE: If an Order Sentence window displays, click the appropriate order sentence; then click OK.

STEP 5: Click **Done**. The screen returns to the Order Reconciliation: Outpatient screen.

STEP 6: Modify order details in the lower pane, if needed.

Add a New Prescription During Med Rec

➤ From the Order Reconciliation Outpatient screen:

STEP 1: Click **Add**.

STEP 2: Click the **Type** dropdown arrow; then click **Ambulatory Orders and Prescriptions**.

STEP 3: Enter the medication in the **Search** field; then click the **Search** icon.

STEP 4: Click the appropriate medication from the results.

NOTE: If an Order Sentence window displays, click the appropriate order sentence; then click OK.

STEP 5: Click **Done**. The screen returns to the Order Reconciliation: Outpatient screen.

STEP 6: Modify the prescription details in the lower pane, if needed.

NOTE: The **Send To** field will default to the patient's preferred pharmacy. The **Printer Ellipses** button will bring up additional pharmacies listed.

Add a Medication

➤ From the Provider View Workflow page in the patient's chart:

STEP 1: Click **Home Medications** in the Ambulatory Workflow menu.

STEP 2: Click the Home Medications component + icon. The Add Order window displays.

STEP 3: Click the **Type** dropdown arrow; then click the appropriate medication type.

STEP 4: Enter the medication in the **Search** field; then click the **Search** icon.

NOTE: The frequently used folders in the lower pane can be used by clicking the corresponding letter to the first letter of the needed medication.

STEP 5: Click the appropriate medication.

STEP 6: Click **Done**.

STEP 7: Document any order details, if needed.

STEP 8: Click **Sign**.

NOTE: To return to the **Provider View** workflow page, click the **Home** icon.

Renew a Medication

➤ From the **Home Medications** component:

STEP 1: Click the medication to be renewed.

STEP 2: Click **Renew** in the details pane on the right.

STEP 3: Review the prescription details and modify any fields, as needed.

STEP 4: Click **Save**.

STEP 5: Click **Sign** at the bottom of the component.

NOTE: If the order has any missing required details, the order will open in the **Orders** screen. Document the details; then click **Sign**.

Discontinue a Medication

➤ From the **Home Medications** component:

STEP 1: Click the medication to be discontinued.

STEP 2: Click **Cancel/DC** in the details pane on the right.

STEP 3: Click **Sign** at the bottom of the component.

Complete a Medication

➤ From the **Home Medications** component:

STEP 1: Click the medication that needs to be documented as complete.

STEP 2: Click **Complete** in the details pane on the right.

STEP 3: Click **Sign** at the bottom of the component.