

## Documenting Medication by Hx (Home Meds)



## Med Rec Pocket Guide

For assistance, call the ServiceDesk at 4-1675 or (512) 324-1675

### From the Orders page:



1. Click **Document Medication by Hx** button.
2. Select *No Known Home Meds*, *Unable to Obtain* or *Add*.
3. When adding home medications:
  - a) Search for and select the home medication.
  - b) Add all known details.
4. Click the **Compliance** tab.
  - a) Select Status from the drop-down box.
  - b) Select Information Source.
  - c) Enter time and date of last dose.
5. Once all home medications are added, click **Document History**.

## Completing Admission Med Reconciliation

### From the Orders page:



1. Click the **Reconciliation** button.
2. Select **Admission** from drop-down menu.

*Tip: If you receive a message that the order history has not been completed, follow the Document Medication by Hx instructions above to enter home meds before continuing.*
3. Select **Do Not Convert** or **Convert to Inpatient** for all home medications highlighted in yellow.
4. If converting home meds to inpatient orders, select **Formulary Matches** or **Order as Non-formulary**.
5. Click **Reconcile & Sign**.

## Completing Transfer Med Reconciliation

### From the Orders page:

1. Review all non-nursing orders.
  - To cancel orders, right-click on order name and select **Cancel/DC**.
  - To modify orders (including med orders) which will continue, right-click on order name and select **Modify**. *Tip: Modify may only be used to change rate, dose, or frequency. Change of administration route requires Cancel/DC and Re-order.*
2. Click the **Reconciliation** button.
3. Select **Transfer** from drop-down menu.
4. Select **Continue** or **Cancel/DC** for all inpatient orders.
5. Review **Document Medications by Hx**.
  - Select **Convert to Inpatient Order** or **Do Not Convert**.
6. Click **Reconcile & Sign**.

## Using Prescription Writer

**Prescription Writer is used to prescribe new medications or medications that have been taken while in hospital but not at home. From the Orders page:**

1. Click **Add**.
2. The *Add Order* window will open. Click the drop-down arrow to the right of the field marked Type. Look for a hospital icon.
3. Choose **Discharge Meds as RX** from the drop-down box. The hospital icon will turn into a Rx bottle icon. This change prevents the order from tasking Pharmacy or Nursing.
4. Enter your medication name in the Search field and hit enter.
5. Complete the details (dose, frequency, duration, etc.) of the order. Repeat for all meds you want to prescribe.
6. Click **Send To**.
7. The *Send To* window opens. Click the **All Prescriptions** button. Select a Rx printer (this will print your script on watermark paper.)
8. Click **OK**. Your script will print with an electronic signature.
9. Sign the order and click **Refresh**.

## Completing Discharge Med Reconciliation

### From the Orders page:



1. Click the **Reconciliation** button.
2. Select **Discharge** from drop-down menu.
3. Address all medications highlighted in yellow:
  - If patient is on a med at home + in the hospital + returning home on the med, select **Do Not Convert**.
  - If patient began a new med in the hospital + will be on it at home, select **Convert to Prescription**.
  - If home medication will continue (regardless of refill status), select **Resume**.
  - If you are completing the discharge med rec before the day of the discharge and want the patient to continue on IV medications until discharge, select **Continue**.
4. Select **Reconcile & Sign**. Click **Refresh** to update chart.