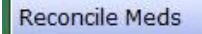



# ED Home Medication Documentation

## Confirm Home Meds from a Previous Visit (Page 1 of 2)

1	On the tracker, highlight the patient and click <b>Reconcile Meds</b> . 
2	Expand the <b>Home Meds</b> category by clicking the + sign.
3	<p><b><u>If the patient is still taking a medication listed</u></b></p> <ol style="list-style-type: none"><li>1. Highlight the medication.</li><li>2.  Click the <b>Change</b> portion of the <b>View/Change</b> footer button.</li><li>3. Confirm with the patient whether all the details are correct.<ul style="list-style-type: none"><li>• If you need to edit, click in the field and make the change.</li><li>• <b><u>Do NOT edit the Dose.</u></b> Instead, Discontinue the med and reorder with the correct dose.</li><li>• <b>Patient Instructions</b> field. <b>IMPORTANT:</b> Be sure the <b>Patient Instructions</b> information is still correct. Remove any text that is not appropriate. For example, if this med was prescribed when the patient was discharged from this hospital, it may include the words NEW PRESCRIPTION or include next dose information.</li></ul></li><li>4. Click the <b>Keep as Reported</b> button when information is up to date.</li><li>5. Click in the <b>Last Taken</b> cell.<ol style="list-style-type: none"><li>a. Enter <b>Date</b> and <b>Time</b> when med was last taken. If unknown, click the box for <b>Unknown Date/Time</b>.</li><li>b. Enter <b>Dose</b> taken if different than the prescribed STRENGTH. If patient does know how much was taken, click the <b>Unknown Dose</b> box.</li><li>c. At <b>Information Source:</b> enter who is providing the information. Click the down arrow or press F9 for options.</li><li>d. At <b>Medication Purpose:</b> type the reason the patient takes the med.</li><li>e. At <b>Attention Req:</b> click <b>Yes</b> whenever there is an <u>unknown name, dose, frequency or reason.</u></li></ol></li></ol>

*Continued on the next page*

## Confirm Home Meds from a Previous Visit (Page 2 of 2)

### 4 If the patient no longer takes a medication on the list

1. Highlight the medication.
2. Click the **DC** portion of the **Cancel/DC** footer button.
3. Choose a reason and click OK.
4. “Discontinue” will appear in the Action column.



**Note:** DC should be used for a medication which was documented as “Reported” by the patient during a prior visit or a medication that was prescribed at discharge and is no longer taken.

Medication Reconciliation				
Home Meds (3)				
	Last Action	Last Taken	Generic	Action
Atenolol 25 Mg Tablet 75 Mg PO Q8HR #30 TABL	New Order Nursing RN 5/29/14 @ 1404	5/29/14 @ 0800 25	Atenolol	Discontinue
Vitamin A 8,000 Unit 8,000 Unit PO DAILY	Reported New Order Nursing RN 5/29/14 @ 1404	5/28/14 @ 1800	Vitamin A	Discontinue

Prescribed Home Med

Reported Home Med

### 5 If all medications have been updated

1. Click **Save**.
2. Select **File and Refresh**.
3. Select each medication
4. Click the **Review** footer button
5. Click **Save**
6. Click **File and Exit**

(Tip: To record that you reviewed all meds with a single, you can click on the **Action** column header. Next, click **Review**.)