MEDICATION RECONCILIATION IN THE EMR

See [Policy No. 110.000.380 - Medication Reconciliation](#) to review the Medication Reconciliation expectations.

Access the Medication Reconciliation Form

1. Go to the **EMR** section
2. Open the **Medications** tab
3. Click on the [Medication Reconciliation] button

Verify Medications - Obtain Best Possible Medication History

The first five columns in the form display details of the client's active prescriptions:

Medication	Dose	Use	Provider	SIG
Active Prescriptions				
salbutamol sulphate 200 mcg Inh...		Continuous	Provider Test	1-2 inhalations 3-4 times daily ...
TYLENOL 500 MG TABLET	1 Tablet(s) Every 4 hours As Needed	Short term	Provider Test	
amoxicillin 250 mg Oral Capsule	1 Capsule(s) Every 8 hours	Short term	Provider Test	
levothyroxine sodium 100 mcg Or...	1 Tablet(s) Once daily	Continuous	Provider Test	
External Prescriptions				
LIPITOR 20 MG TABLET		Short term		

These columns are for reference purposes—prescriptions cannot be altered using these fields.

The remaining columns are to be entered by the Health Care Provider completing the form:
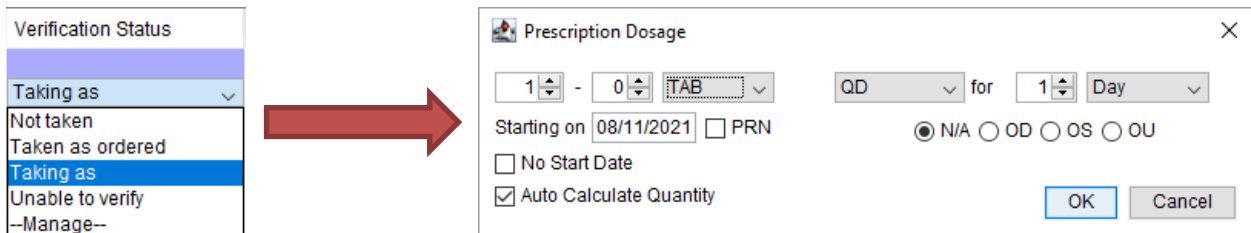

Note: The "Status" column will change automatically as prescriptions are updated.

Column Title	Column Type	Purpose
Comments	Free text	Record any general comments related to this prescription.
Verified With	Drop-down list	Specifies with whom the medication was verified.
Verification Source	Drop-down list	Specifies source of the verification. If there are multiple sources used, the provider completing the form should select the most reliable/trusted source.
Verification Status	Drop-down list	Specifies whether the medication was able to be verified or not. Any discrepancies here will be highlighted in red once the form is re-opened (form must be saved and closed first).
Verification Comments	Free text	Record any comments related to the verification of this prescription. This field should be used to identify any outstanding work that needs to be completed before the form can be marked as completed.
Reason for Taking	Free text	Record reason for taking the medication.
Status	Display only	Display new status if medication is updated within the form (i.e. Discontinued).

1. Double-click on any of the free text or drop-down fields to enter text/select an item from the list.

Note: Selecting "Taking as" from the "Verification Status" drop-down list will prompt the user to enter the new dosage. This action <u>does not</u> change the prescription itself. Its function is to auto-populate the "Verification Comments" field with the new dosage and display "Status" field as "Changed".

2. Click Save and Close when finished.

Discrepancies identified by a Health Care Provider shall be communicated to the Most Responsible Prescriber for resolution. If the Health Care Provider completing the Best Possible Medication History is not the Most Responsible Prescriber, the form should be sent to the Most Responsible Prescriber via established processes.

Open an Incomplete Medication Reconciliation Form

1. Go to the **EMR** section
2. Open the **Medications** tab
3. Click on the | Medication Reconciliation | button

4. Select | Open existing form | when prompted

This will open the <u>most recent</u> incomplete form.

Reconcile Medications - Medication Discrepancies

Discontinue/Manage a Prescription:
1. Select the medication from the list
2. Select either **Discontinue Prescription** or **Manage Prescription** at the bottom of the form
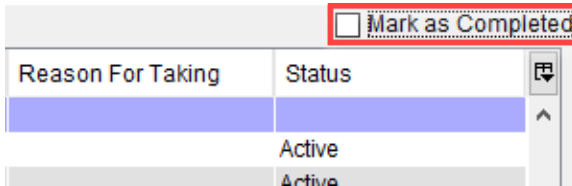

Add Prescription/External Medication:
1. Select either **Add Prescription** or **Add External Medication** at the bottom of the form

Complete and Save a Medication Reconciliation Form

1. Once you have completely verified and reconciled the client's medication(s), check the "Mark as Completed" button in the upper right-hand corner
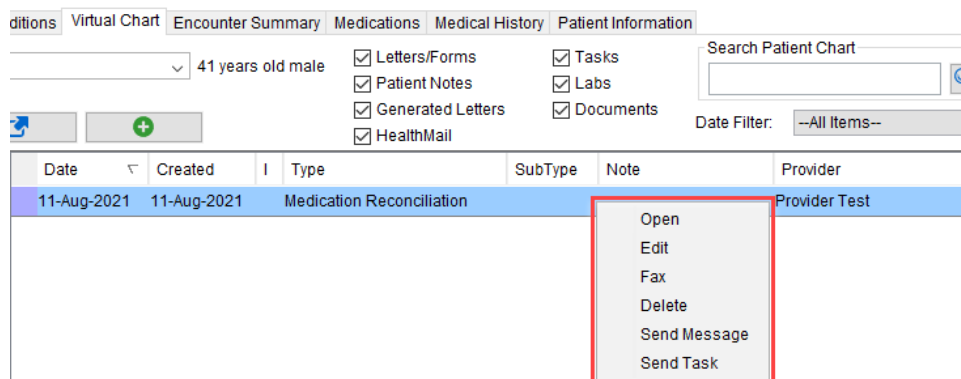

2. Click **Save and Close** when finished.

Note: Forms remain active until they are marked as completed.

Open/Edit/Send a Medication Reconciliation Form through Virtual Chart
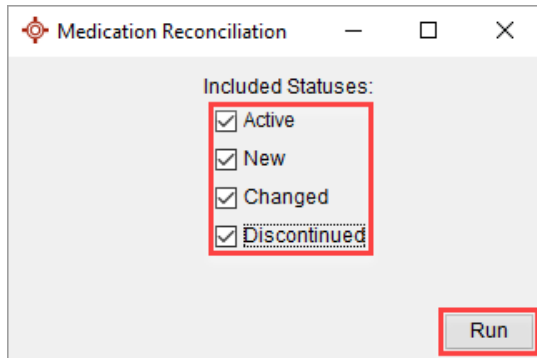
1. Go the **EMR** section
2. Open the **Virtual Chart** tab
3. Right-click on the form
4. Select the desired action from the drop-down list:
   a. Open → Opens the form in a read-only view
   b. Edit → Allows <u>incomplete</u> forms to be edited (complete forms cannot be edited and will open in a read-only view)
   c. Fax → Opens the fax Recipients window to send the form via fax
   d. Send Task → Attaches the form as a PDF to a task
   e. Send Message → Attaches the form as a PDF to a message

Note: Medication Reconciliation forms attached to a task or message are sent in PDF format, therefore the task recipient must open the form via the Medications tab or Virtual Chart tab to edit it.

Generate a Completed Medication Reconciliation Form Report

1. Go to the **EMR** section
2. Open the **Medications** tab
3. Click on the Patient Medication List button
4. Select the prescription statuses to be included in the report

5. Click Run
6. The report can then be printed or saved

Note: This report can only be generated for the most recent completed Medication Reconciliation form.