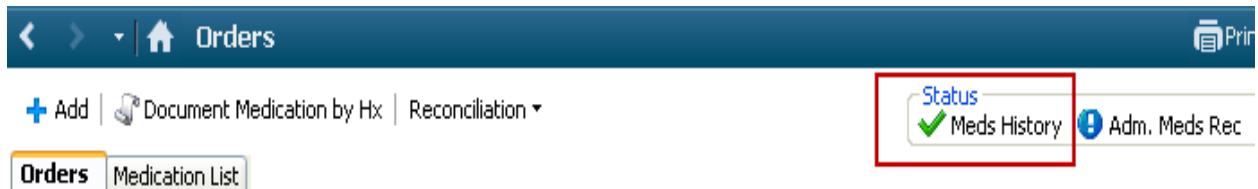


## Admission Medication Reconciliation

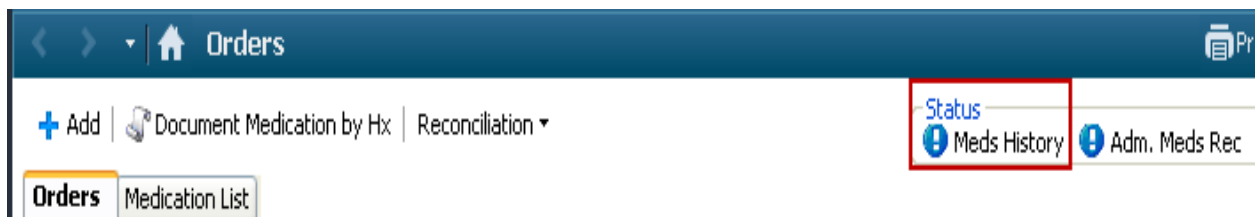
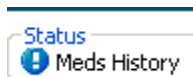
### Admission Medication Reconciliation

Admission Medication Reconciliation (Adm Med Rec) is completed using the “Reconciliation” tab from the Orders tab or Med List tab in Power Chart.

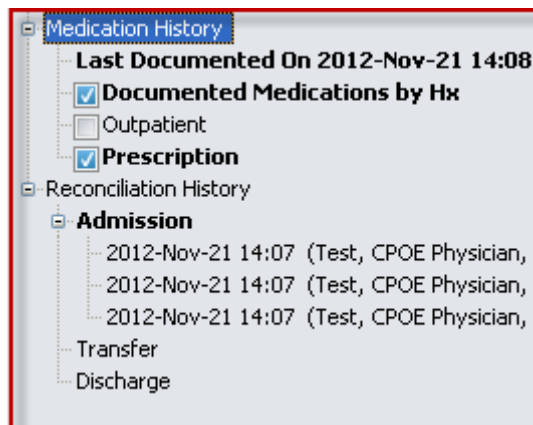
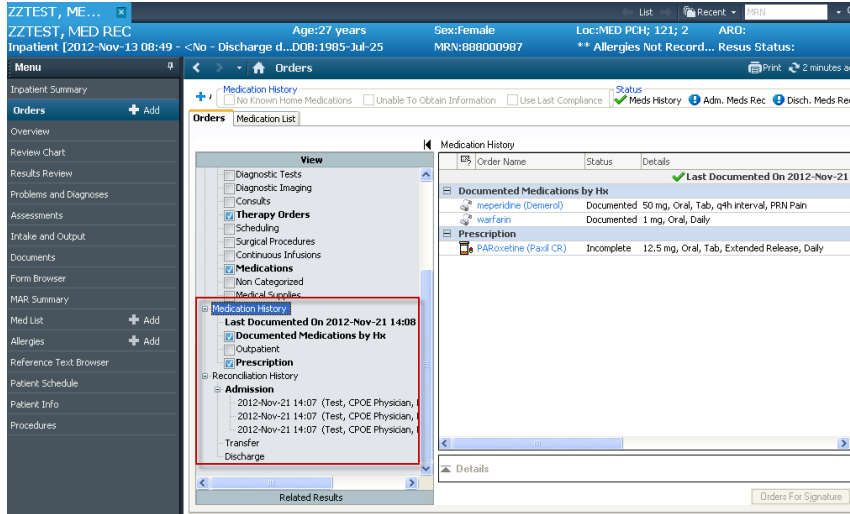
- Adm Med Rec will allow providers to reconcile home medications with hospital orders on admission. It is based on the patient’s home medications recorded in the Document Medication by Hx tab.
- Prior to Adm Med Rec, users should verify whether this list has been updated for the current patient encounter and whether the history that has been recorded as a primary medication history or Best Possible Medication History (BPMH) The safest practice is to perform Adm Med Rec using a BPMH.



If the **Meds History is incomplete**, the status bar will have a blue circle with an exclamation mark



The date/time that the Medication History was last updated as well as the Reconciliation History can also be viewed from the View window in the orders tab.

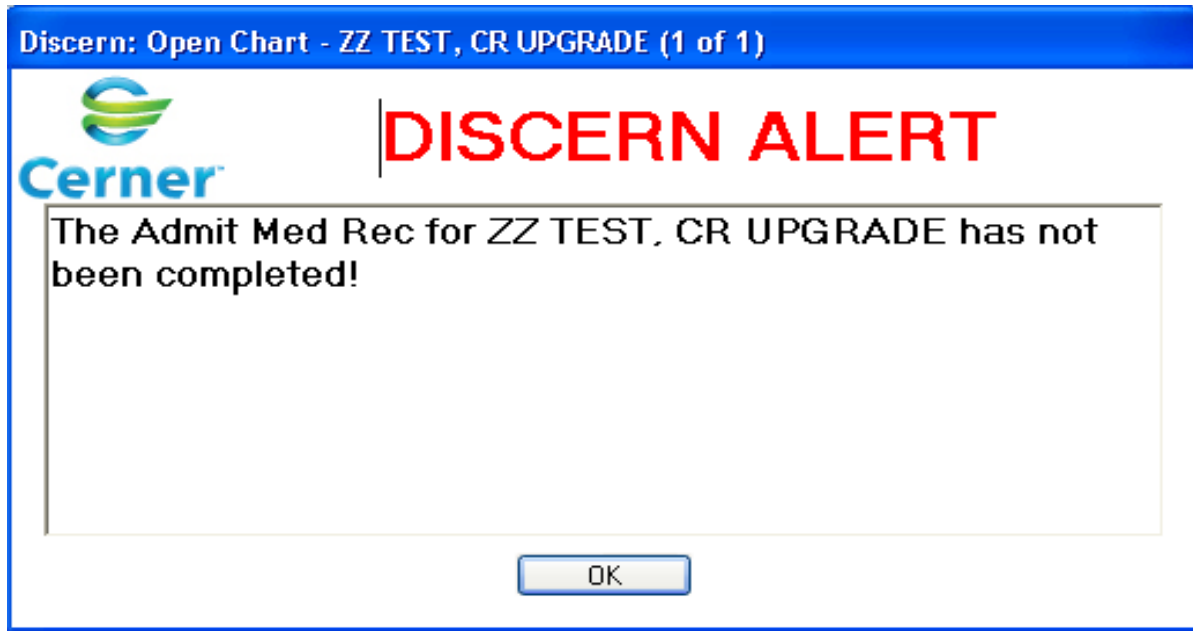


- Once a complete BPMH has been documented, the Meds Hx Status displays a green check.



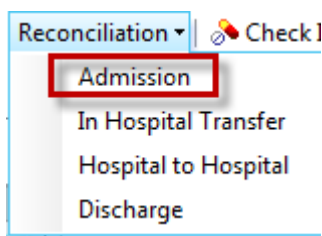
- An alert will fire **when the physician opens the chart notifying him/her that 24 hours have passed** and the Admission Medication Reconciliation has not been completed

This alert will fire for **inpatients only**.










### Admission Reconciliation

1. Click on Reconciliation drop down tab in the Orders or Med List screen and choose “admission”



The Admission Reconciliation screen will open.




It is important for users to be familiar with the following Icons:

	Documented medication by hx
	The orange star icon indicates Medications that are not reconciled
	Inpatient order
	Prescription
	Order part of Power Plan
	Non-compliance icon - the patient is not taking this med as prescribed
	If missing details are required, the "Missing Details" icon will appear. Complete the missing required details.

The reconciliation screen is divided into 3 sections:

**Medications prior to admission reconciliation**

The three types of medication orders that could be listed prior to reconciliation are:

-  Documented Home medications
-  Prescriptions
-  Inpatient Med orders

**\*Medications are listed alphabetically**

## Medication reconciliation screen

Order Reconciliation: Admission - ZZ TEST, PATIENT TWELVE

ZZ TEST, PATIENT TWELVE Age: 47 years Sex: Female Loc: Unit 3 QEH; 312; 1 ARD: Inpatient [2011-Dec-16 09:38 - 2011-Dec-16 09:38] DOB: 1965-Feb-01 MRN: 888000533 \*\* Allergies Not Record...

+ Add | Status  
 ✓ Meds History | Adm. Meds Rec | Disch. Meds Rec

Medications Prior to Admission Reconciliation				Continue	Do Not Continue	Medications After Admission Reconciliation			
Order Name	Details	Status				Order Name	Details	Status	
<b>Medications</b>									
acetaminophen (Tylenol ... 650 mg, Oral, q8h interv...		Documented		<input type="radio"/>	<input type="radio"/>				
coal tar/HCl/sulfur/salicyl... 20 mg, Ear left, 2 hours ...		Ordered		<input type="radio"/>	<input type="radio"/>				
PARoxetine (Paxil) 20 mg, Oral, Daily, 30 ta...		Documented		<input type="radio"/>	<input type="radio"/>				
<b>Continuous Infusions</b>									
nitroglycerin (additive) 5... IV, Stop: 2013-Jul-05 11...		Ordered		<input type="radio"/>	<input type="radio"/>				

A B C

### B. Reconcile actions: Continue and Do Not Continue

“Continue”- this will generate/continue a corresponding inpatient order that will populate the Medication list after Admission Reconciliation. When selected, the medication will be added to right side of the reconciliation screen.

ZZ TEST, PATIENT ELEVEN Age: 5 years Sex: Male Loc: Unit 5 QEH; 518; 2 ARD: Inpatient [2011-Dec-12 10:28 - <No - Discharge ...] DOB: 2007-Nov-01 MRN: 888000532 \*\* Allergies Not Record... RESUS:

+ Add | Manage Plans | Status  
 ✓ Meds History | Adm. Meds Rec | Disc

Medications Prior to Admission Reconciliation				Continue	Do Not Continue	Medications After Admission Reconciliation		
Order Name	Details	Status				Order Name	Details	
<b>Medications</b>								
furosemide 40 mg, Oral, Daily, 30 ta...		Documented		<input checked="" type="radio"/>	<input type="radio"/>	furosemide 40 mg, Oral, Daily		
pantoprazole 40 mg, Oral, Daily, 30 ta...		Documented		<input checked="" type="radio"/>	<input type="radio"/>	pantoprazole 40 mg, Oral, Daily		
ramipril 10 mg, Oral, Daily, 90 c...		Documented		<input checked="" type="radio"/>	<input type="radio"/>	ramipril 10 mg, Oral, Daily		

**\*\*Note all medications -entered from the medication reconciliation window will default to continue on the right hand side of the screen**

Order Reconciliation: Admission - USABILITY, ONE

USABILITY, ONE Age:10 years Sex:Female Loc:MED PCH; 129; 3 ARO:  
 Inpatient [2012-Jul-16 13:18 - <No - Discharge d... DOB:2001-Oct-07 MRN:888000536 \*\* Allergies Not Record...



+ Add | Manage Plans Status  
 ✓ Meds History | Adm. Meds Rec | Disch. Meds Rec

Medications Prior to Admission Reconciliation					Medications After Admission Reconciliation			
Order Name	Details	Status	Continue	Do Not Cont...	Order Name	Details	Status	
<b>Medications</b>								
furosemide	80 mg, Oral, Daily, 30 ta...	Documented	<input type="radio"/>	<input type="radio"/>				
mepredine (Demerol)	25 mg, Oral, q4h interva...	Documented	<input type="radio"/>	<input type="radio"/>				
nitroglycerin (nitroglycer...	0.3 mg, SL, q5m, PRN: ...	Ordered	<input checked="" type="radio"/>	<input type="radio"/>	nitroglycerin (nitroglycer...	0.3 mg, SL, q5m, PRN: ...	Ordered	
nitroglycerin (nitroglycer...	0.3 mg, SL, q5m, PRN: ...	Ordered	<input checked="" type="radio"/>	<input type="radio"/>				
PARoxetine (Paxil)	30 mg, Oral, Daily, 30 ta...	Documented	<input type="radio"/>	<input type="radio"/>				
<b>Continuous Infusions</b>								
nitroglycerin (additive) 1...	0.75 mL/hr, Intraosseou...	Ordered	<input checked="" type="radio"/>	<input type="radio"/>	nitroglycerin (additive) 1...	0.75 mL/hr, Intraosseou...	Ordered	


**“Do Not Continue”- the medication WILL NOT be added to the right hand side of the screen. It WILL NOT be ordered or continued as an inpatient medication.**

+ Add | Manage Plans Status  
 ✓ Meds History | Adm. Meds Rec | Disch. Meds Rec

Medications Prior to Admission Reconciliation					Medications After Admission Reconciliation			
Order Name	Details	Status	Continue	Do Not Continue	Order Name	Details	Status	
<b>Medications</b>								
bisacodyl (Dulcolax)	10 mg, 2 tab(s), Oral, D...	Discontinue	<input type="radio"/>	<input checked="" type="radio"/>				
furosemide	40 mg, Oral, Daily, 30 ta...	Documented	<input type="radio"/>	<input type="radio"/>				
nitroglycerin (nitroglycer...	0.3 mg, SL, q5m, PRN: ...	Discontinue	<input type="radio"/>	<input checked="" type="radio"/>				
PARoxetine (Paxil)	20 mg, Oral, Daily, 30 ta...	Documented	<input type="radio"/>	<input type="radio"/>				
<b>Continuous Infusions</b>								
2/3 - 1/3 1000-ml	100 mL/hr, IV, Stop: 20...	Discontinue	<input type="radio"/>	<input checked="" type="radio"/>				
diluent (NS or D5W) 250...	250 mL/hr, IV, Stop: 20...	Discontinue	<input type="radio"/>	<input type="radio"/>				
Normal Saline IV Bolus 2...	250 mL/hr, IV, Stop: 20...	Discontinue	<input type="radio"/>	<input type="radio"/>				

You will notice that on the left side (side A) the discontinued inpatient med orders  will be crossed out and the documented home meds  will remain.

Additional order information should be viewed by hovering over the details column.

These details **must** be viewed when the non-compliance icon  is associated with a documented home medication.

Medications Prior to Admission Reconciliation					Medications After Admission Reconciliation				
Order Name	Details	Status	Continue	Do Not Continue	Order Name	Details	Status		
acetylsalicylic acid (ASA)	80 mg, Oral, Daily, speci...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	acetylsalicylic acid (ASA)	80 mg, 1 tab(s), Oral, D...	Ordered		
hydrochlorothiazide	12.5 mg, Oral, Daily, 90 ...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	hydrochlorothiazide	25 mg, 1 tab(s), Oral, BID	Ordered		
metoprolol	25 mg, Oral, BID, 180 ta...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	metoprolol	20 mg, 1 tab(s), Oral, D...	Ordered		
PARoxetine (Paxil)	20 mg, Oral, Daily, speci...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	PARoxetine (Paxil)	2.5 mg, 1 cap(s), Oral, ...	Ordered		
ramipril	2.5 mg, Oral, Daily, 90 c...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	ramipril	(salbutamol ... 200 mcg, 2 puff(s), Inha...	Ordered		
salbutamol (salbutamol ...	200 mcg, 2 puff(s), Inha...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	salbutamol (salbutamol ...	200 mcg, 2 puff(s), Inha...	Ordered		

hydrochlorothiazide  
 12.5 mg, Oral, Daily, 90 tab(s)  
 Documented  
 The patient is not taking this medication as prescribed.  
 Compliance:  
 Still taking, not as directed according to Patient.  
 Comments: Patient decreased dose from 25 mg oral daily due to side effects

**NOTE:** if a documented med by history was converted to an inpatient order outside of the Med Rec window, these 2 orders will be grouped together in the med rec window with ONE radio button.

If there are 2 separate orders [ie one document med by history and one inpatient order(not converted from Document meds by history) or 2 separate inpatient orders for the same med] these orders will NOT be grouped together and WILL have more than one radio button.

		atenolol	25 mg, 1 tab(s), Oral, BID	Ordered	<input type="radio"/>	<input type="radio"/>
		atenolol	50 mg, 1 tab(s), Oral, D...	Ordered	<input type="radio"/>	<input type="radio"/>
		atenolol	25 mg, 1 tab(s), Oral, D...	Ordered	<input type="radio"/>	<input type="radio"/>
		atenolol	25 mg, Oral, Daily, 30 ta...	Documented	<input checked="" type="radio"/>	<input type="radio"/>

These 2 orders are linked by one radio button because one is a documented med by history and the other is an inpatient order created by converting the documented med by history to an inpatient order outside the Med Rec window.



## Medication reconciliation screen continue

Order Reconciliation: Admission - ZZ TEST, PATIENT TWELVE

ZZ TEST, PATIENT TWELVE Age:47 years Sex:Female Loc:Unit 3 QEH; 312; 1 ARO:  
 Inpatient [2011-Dec-16 09:38 - 2011-Dec-16 09:38] DOB:1965-Feb-01 MRN:888000533 \*\* Allergies Not Record...

+ Add | Status Meds History Adm. Meds Rec Disch. Meds Rec

Medications Prior to Admission Reconciliation				Continue	Do Not Continue	Medications After Admission Reconciliation			
Order Name	Details	Status				Order Name	Details	Status	
<b>Medications</b>									
acetaminophen (Tylenol ...	650 mg, Oral, q8h interv...	Documented		<input type="radio"/>	<input type="radio"/>				
coal tar/HCl/sulfur/salicyl...	20 mg, Ear left, 2 hours ...	Ordered		<input type="radio"/>	<input type="radio"/>				
PARoxetine (Paxil)	20 mg, Oral, Daily, 30 ta...	Documented		<input type="radio"/>	<input type="radio"/>				
<b>Continuous Infusions</b>									
nitroglycerin (additive) 5...	IV, Stop: 2013-Jul-05 11...	Ordered		<input type="radio"/>	<input type="radio"/>				

A B C

**c. Medications after Admission reconciliation-** This section displays all inpatient medication orders that have been reconciled through the Med Rec process. They are all listed on the right side.

Order Reconciliation: Admission - PHARMNET, DANIELLE

PHARMNET, DANIELLE Age:38 years Sex:Female Loc:MED PCH; 120; 2 ARO:  
 Inpatient [2012-Oct-23 10:03 - <No - Discharge d... DOB:1974-Aug-30 MRN:888000628 \*\* No Known Allergies \*\* RESUS:

+ Add | Manage Plans | Status Meds History Adm. Meds Rec Disch. Meds Rec

Medications Prior to Admission Reconciliation				Continue	Do Not Continue	Medications After Admission Reconciliation			
Order Name	Details	Status				Order Name	Details	Status	
<b>Medications</b>									
acetylsalicylic acid (ASA ...	81 mg, 1 tab(s), Oral, D...	Ordered		<input type="radio"/>	<input type="radio"/>				
acetylsalicylic acid (ASA ...	81 mg, Oral, Daily, 90 ta...	Documented		<input type="radio"/>	<input type="radio"/>				
acetylsalicylic acid (ASA)	80 mg, Oral, Daily, speci...	Documented		<input type="radio"/>	<input type="radio"/>	acetylsalicylic acid (ASA)	80 mg, 1 tab(s), Oral, D...	Ordered	
hydrochlorothiazide	12.5 mg, Oral, Daily, 90 ...	Documented		<input type="radio"/>	<input type="radio"/>				
metoprolol	25 mg, Oral, BID, 180 ta...	Documented		<input type="radio"/>	<input type="radio"/>	metoprolol	25 mg, 1 tab(s), Oral, BID	Ordered	
PARoxetine	20 mg, 1 tab(s), Oral, D...	Ordered		<input type="radio"/>	<input type="radio"/>				
PARoxetine (Paxil)	20 mg, Oral, Daily, speci...	Documented		<input type="radio"/>	<input type="radio"/>	PARoxetine (Paxil)	20 mg, 1 tab(s), Oral, D...	Ordered	
ramipril	2.5 mg, Oral, Daily, 90 c...	Documented		<input type="radio"/>	<input type="radio"/>	ramipril	2.5 mg, 1 cap(s), Oral, ...	Ordered	
salbutamol (salbutamol ...	200 mcg, 2 puff(s), Inha...	Documented		<input type="radio"/>	<input type="radio"/>	salbutamol (salbutamol ...	200 mcg, 2 puff(s), Inha...	Ordered	

**Note:** Range Dose information is contained in user defined fields to allow a clear display on the eMAR and orders tab. This information is **not visible** in the med rec window until you click on the order to view the details. This information will be part of the order if you choose <continue>.

The screenshot displays a medication management interface. At the top, there is a table with columns for medication name, dose, frequency, route, and status. The table lists several medications, including acarbose, atenolol, and ceFAZolin. The medication dimenhyDRINATE is highlighted in blue. Below the table, there is a section titled "Details for dimenhyDRINATE". This section contains a "Details" tab and an "Order Comments" tab. The "Details" tab is active and shows the following information: \*Dose: 25 mg (dropdown menu), Dose Range: 25-50 mg (text input), Route of administration: Oral (dropdown menu), and Drug Form: Tab (dropdown menu). The text "Remaining Administrations: (PRN) Stop: 2014-" is visible on the right side of the details section. Two red arrows originate from the medication name "dimenhyDRINATE" in the table and point to the "Details" tab and the "Dose Range" field in the details view.

				Continue	Do Not Co...			
Medications								
acarbose	50 mg, 1 tab(s), Oral, BID	Ordered						
acarbose	50 mg, 1 tab(s), Oral, B...	Ordered						
acarbose (Prandase)	50 mg, 1 tab(s), Oral, D...	Ordered						
atenolol	25 mg, 1 tab(s), Oral, BID	Ordered						
atenolol	50 mg, 1 tab(s), Oral, D...	Ordered						
atenolol	25 mg, 1 tab(s), Oral, D...	Ordered						
atenolol	25 mg, Oral, Daily, 30 ta...	Documented						
ceFAZolin	1,000 mg, IV, q8h timed	Ordered						
dimenhyDRINATE	25 mg, 0.5 tab(s), Oral, ...	Modify					dimenhyDRINATE	25 mg, 0.5 tab(s), Oral, ...

**Details for dimenhyDRINATE**

Details | Order Comments

Remaining Administrations: (PRN) Stop: 2014-

\*Dose: 25 mg (dropdown menu) | Dose Range: 25-50 mg (text input)



Route of administration: Oral (dropdown menu) | Drug Form: Tab (dropdown menu)

## Complete versus Partial Medication Reconciliation

Medication reconciliation can be completed at once or started and completed later as explained below.

### 1. Complete Medication Reconciliation Adm. Meds Rec

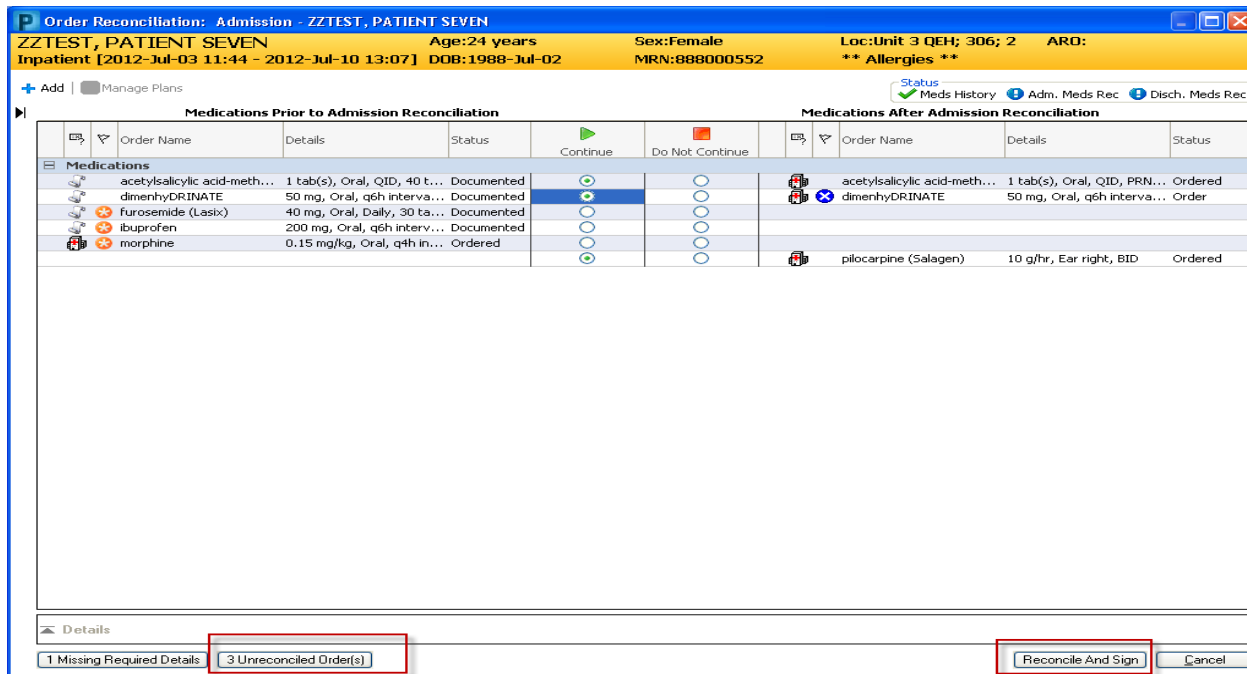
The user has addressed all meds and has reconciled and signed the med rec and the status bar has changed from a blue circle with a white exclamation mark

 Adm. Meds Rec to a green check mark  Adm. Meds Rec

### 2. Partial Medication Reconciliation




This allows for partial reconciliation to occur when unable to reconcile all orders.

This is especially helpful if the user is interrupted during reconciliation or wants to leave the reconciliation screen to review the patient chart before proceeding. The user can click "Reconcile and Sign" saving the work that has been performed to that point. **The med rec screen must be accessed later to complete reconciliation.**



Order Reconciliation: Admission - ZZTEST, PATIENT SEVEN

ZZTEST, PATIENT SEVEN Age:24 years Sex:Female Loc:Unit 3 QEH; 306; 2 ARD:  
 Inpatient [2012-Jul-03 11:44 - 2012-Jul-10 13:07] DOB:1988-Jul-02 MRN:888000552 \*\* Allergies \*\*

+ Add | Manage Plans Status  
 Meds History  Adm. Meds Rec  Disch. Meds Rec

Medications Prior to Admission Reconciliation				Medications After Admission Reconciliation			
Order Name	Details	Status	Continue	Do Not Continue	Order Name	Details	Status
acetylsalicylic acid-meth...	1 tab(s), Oral, QID, 40 t...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	acetylsalicylic acid-meth...	1 tab(s), Oral, QID, PRN...	Ordered
dimenhydrINATE	50 mg, Oral, q6h interva...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	dimenhydrINATE	50 mg, Oral, q6h interva...	Order
furosemide (Lasix)	40 mg, Oral, Daily, 30 ta...	Documented	<input type="radio"/>	<input type="radio"/>			
ibuprofen	200 mg, Oral, q6h interv...	Documented	<input type="radio"/>	<input type="radio"/>			
morphine	0.15 mg/kg, Oral, q4h in...	Ordered	<input type="radio"/>	<input type="radio"/>	pilocarpine (Salagen)	10 g/hr, Ear right, BID	Ordered

Details

1 Missing Required Details 3 Unreconciled Order(s) Reconcile And Sign Cancel

**A completed medication reconciliation is necessary for the Adm. Meds Rec status indicator to change to Complete  Adm. Meds Rec .**

## Modify Orders

If modifications are required for a medication order, it is recommended to:

1. “Continue” the medication.
2. Double Click on the medication **Details** (directly below the details column) on the right side of the screen under “Medications after Admission Reconciliation” (Section C) to open the order details screen.
3. Modify details such as dose and frequency as required.

ZZTEST, MAR 2 Age:78 years Sex:Female Loc:MH PCH; 151; 1 ARD: Inpatient [2012-Nov-06 09:33 - <No - Discharge ... DOB:1934-Oct-12 MRN:888000715 \*\* Allergies Not Record... Custom

+ Add | Manage Plans Status Meds History Adm. Meds Rec Disch. Meds Rec

Medications Prior to Admission Reconciliation					Medications After Admission Reconciliation				
Order Name	Details	Status	Continue	Do Not Continue	Order Name	Details	Status		
<b>Medications</b>									
ethinyl estradiol-ethyno...	1 tab(s), Oral, Daily, 21 ...	Documented	<input type="radio"/>	<input type="radio"/>					
furosemide (Lasix)	80 mg, 2 tab(s), Oral, QID	Modify	<input checked="" type="radio"/>	<input type="radio"/>	furosemide (Lasix)	80 mg, 2 tab(s), Oral, QID	Modify		
furosemide (Lasix)	80 mg, 8 mL, IV, Once	Ordered	<input type="radio"/>	<input type="radio"/>					
meperidine (Demerol)	25 mg, Oral, q4h interva...	Documented	<input checked="" type="radio"/>	<input type="radio"/>	meperidine (Demerol)	25 mg, Oral, q4h interva...	Order		
PARoxetine (Paxil)	10 mg, Oral, Daily, 30 ta...	Documented	<input type="radio"/>	<input type="radio"/>					

**Details for furosemide (Lasix)**

Details | Order Comments

Remaining Administrations: 1440 Stop: 2013-Nov-29 15:59

\*Dose: 80 mg

Route of administration: Oral

\*Frequency: QID

Duration from now to end point: <No Items>

May use own medication:  Yes  No

Special Instructions:

Stop type: Soft Stop

\*\*Range Dose\*\* - see comments:  Yes  No

Drug Form: Tab

PRN:

Priority (e.g. STAT or NOW): Routine

May self administer:  Yes  No

Start Date/Time: 2012-Nov-29 16:00

Stop Date/Time: xxxxx, xxx, xxx

Order for future visit:  Yes  No

0 Missing Required Details 3 Unreconciled Order(s) Reconcile And Sign Cancel

## Suspend (HOLD) orders

If suspending a medication is required it is recommended to:

1. "Continue" medication

**Order Reconciliation: Admission - ZZTEST, MEDREC4**

ZZTEST, MEDREC4 Age:36 years Sex:Female Loc:ICU/IMCU PCH; 109; 1 ARD:  
Inpatient [2012-Oct-04 09:44 - <No - Discharge date>] DOB:1976-Jul-30 MRN:88800653 \*\* Allergies Not Recorded \*\* Custom

Medications Prior to Admission Reconciliation | Medications After Admission Reconciliation

Order Name	Details	Status	Continue	Do Not Continue	Order Name	Details	Status
acetylsalicylic acid (ASA EC)	81 mg, Oral, Daily, 90 tab(s)	Documented	<input checked="" type="radio"/>	<input type="radio"/>	acetylsalicylic acid (ASA EC)	81 mg, Oral, Daily	Order
furosemide (Lasix)	40 mg, Oral, Daily, 30 tab(s)	Documented	<input type="radio"/>	<input type="radio"/>			
metoprolol	25 mg, Oral, BID, 180 tab(s)	Documented	<input type="radio"/>	<input type="radio"/>			

2. Complete and sign admission med rec (see below)

Details

0 Missing Required Details | 2 Unreconciled Order(s)

Reconcile And Sign | Cancel

3. Suspend desired medication(s) in orders

ZZTEST, MEDREC4 - 88800653 Opened by Test, CPOE Physician, MD

ZZTEST, MEDREC4 Age:36 years Sex:Female Loc:ICU/IMCU PCH; 109; 1 ARD:  
Inpatient [2012-Oct-04 09:44 - <No - Discharge date>] DOB:1976-Jul-30 MRN:88800653 \*\* Allergies Not Recorded \*\*

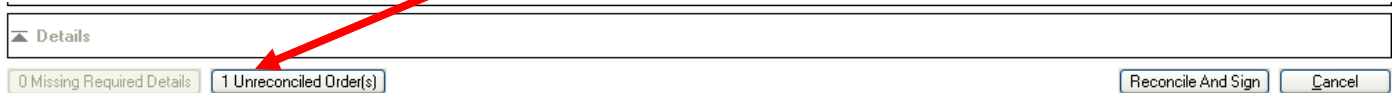
Orders

Medication List

Order Name	Details	Com...	Status	Ordering Physician	Last Upd
Admission History Adult	2012-Oct-04 09:44, Stop ...		Ordered	SYSTEM, SYSTEM,	2012-O
Admission Assessment Adult	2012-Oct-04 09:44, Stop ...		Ordered	SYSTEM, SYSTEM,	2012-O
Valables and Belongings	2012-Oct-04 09:44, Stop ...		Ordered	SYSTEM, SYSTEM,	2012-O
acetylsalicylic acid (ASA EC)	81 mg, Oral, Tab EC, Daily, Start: 2012-Dec-18 09:00		Ordered	Test, CPOE Physician, MD	2012-Dec-17 09:00
metoprolol	25 mg, Oral, BID		Documented	Test, CPOE RN, RN	2012-Nov-20 09:45

## Signing Admission Med Rec

The system will tell you how many unreconciled medications are outstanding. See the bottom left hand corner of the screen.








When you have completed your partial or complete reconciliation,



- click “Reconcile and Sign” in the lower right hand corner of the screen.





## **Tips – Admission Medication Reconciliation (“Med Rec”)**


### **Tips to follow (for physicians):**

1. Try to do the Med Rec as early in the admission as possible – this makes it simpler for you.
2. If you see  Meds History then the BPMH is completed for this admission and you can do Admission Med Rec.
3. If you see  Meds History then the BPMH is NOT completed for this admission. If you choose to proceed with Med Rec, be aware that you may be working with outdated information.
4. If you see  Adm. Meds Rec then the Admission Med Rec has not been completed for this admission.
5. If you see  Adm. Meds Rec then the Admission Med Rec has been completed for this admission. It is recommended you DO NOT make any further changes through the Admission Med Rec screen. If you do, you will be required to reconcile all ordered medications as the icon will only indicate a partial admission med rec was done.
6. If you see  then the Admission Med Rec has been partially completed for this admission and it should be completed by the most responsible physician.

7. When you complete Admission Med Rec on a Primary Med History, the nurse or pharmacist will contact you with any medication discrepancies found when the BPMH is completed.
8. Partial Med Rec  should only be done by the ED physician on admission or if you are interrupted while performing Admission Med Rec on your patient (this allows you to save the work you have done).
9. To complete the Admission Med Rec, you need to address each of the meds with  = “Med has not been reconciled”;

First, look at the Status Column:

 = Documented (Home) Med       = Ordered (Inpatient) Med

- a. If a med has a Status of “Documented” and you want to order the same med as an inpatient, click “Continue”.
  - b. If a med has a Status of “Documented” and you DO NOT want to order the same med as an inpatient, click “Do Not Continue”.
  - c. If a med has a Status of “Ordered” and you want to continue the same med , click “Continue”.
  - d. If a med has a Status of “Ordered” and you DO NOT want to continue the same med, click “Do Not Continue”.
  - e. However, if the same med is there twice with the same order details, it means it is both a Home Med (“Documented” Status) and has already been ordered as an inpatient med by someone else (“Ordered” Status); “Continue” the Inpatient medication order you want and “Do Not Continue” the Documented medication (this will prevent duplicate orders).
10. Fill in any missing order details (denoted by the blue circle/white X). 
  11. Sign the Admission Med Rec form.
  12. After completing the Admission Med Rec, you can still modify/suspend/discontinue any inpatient med by right-clicking on that med in the Orders Profile.