
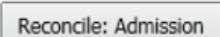




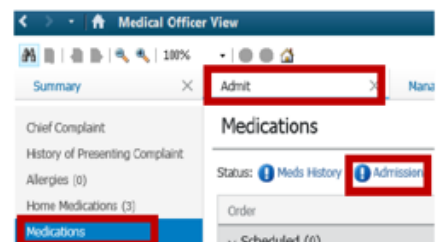
## EMR Quick Reference Guide

### Medications – Reconciliation on Admission

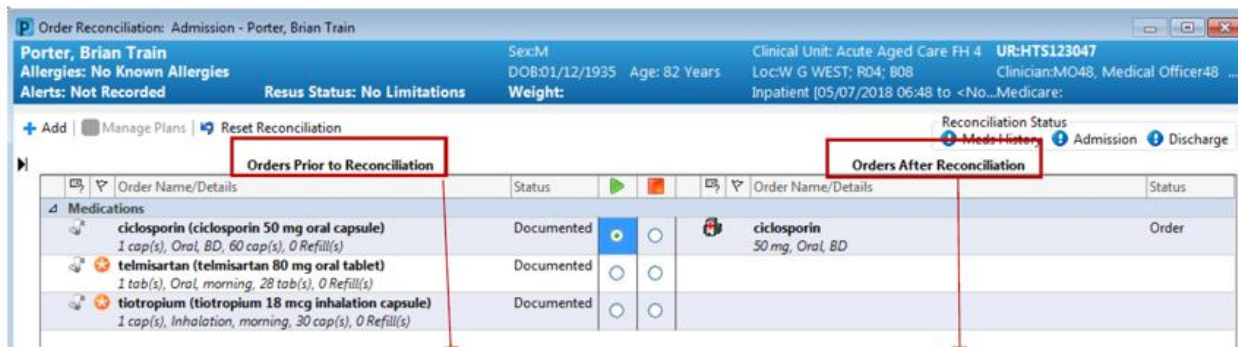
Ensure that **Home Medications** are documented first *before Admission Reconciliation* is done as this is the process of converting documented **Home Medications** into active **Inpatient Medication orders**. New inpatient orders can be placed at this point.

1. Navigate to **Medical Officer View** from the Table of Contents (TOC)
2. Select **Admit** tab and scroll down to the Medications component (or use the menu on the left-hand side)
3. Click on  **Admission** and select 


#### Medical Officer View



The **Admission Medication Reconciliation Window** will display like below:






All orders on the left hand side are Medications taken prior to this admission.

 = a documented home medication

 = previously prescribed

Orders after reconciliation (i.e. Active inpatient medications) will display on the right side. Check these orders to ensure it is as intended

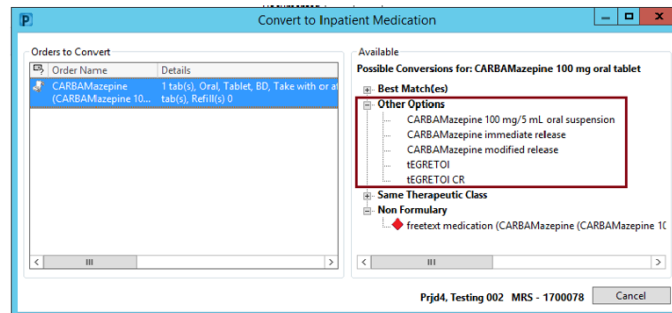
4. **Reconcile** each Home Medication (  indicates Home Medications that have not been reconciled)
  - Select  (Continue) to convert the home medication to an Inpatient Medication
  - Select  (Stop) if a Home Medication is not to be continued while inpatient

5. Click on **+ Add** to add new inpatient medication orders (e.g. new treatment)
6. **Modify** inpatient orders if required by clicking the converted inpatient order and changing the order details
7. Once complete, click **Reconcile And Sign** and enter password
8. Always check the **MAR** to ensure orders are placed as intended

## Troubleshooting

Certain home medications will not convert automatically to an inpatient medication.

**Reason 1: System requires clarification on specific details of a medication (e.g. modified release vs. immediate release or brand-specific medications)**

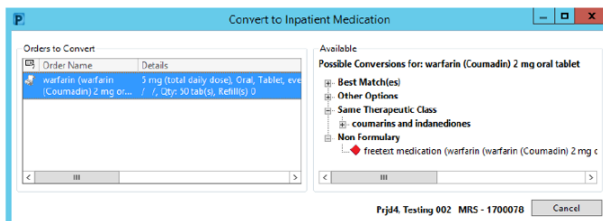


1. Check if desired medication order is in the **'Other Options'** suggestion
2. If it is in the available list, click on the medication and select an order sentence

**Reason 2: It is a medication that can only be ordered via an Order Set**

If the medication is on the list:

1. Select the radio button under the **(Do Not Continue)** column next to the documented Home Medication
2. **Order inpatient medication** by clicking **+ Add** and search for the Order Set (indicated by **📁** icon)



An example of this is Warfarin. Order Sets will not be suggested in the *Possible Conversions* list

**Reason 3: It is not available in the Inpatient Order Catalogue**

This may be the case for some **Complementary and Alternative Medications (CAMs)**, extemporaneous products, overseas medications or new medications on the market.

1. Click **+ Add** to try searching the Inpatient Order Catalogue to see if it's available
2. If not, add it as a **freetext medication**

