

Medications – Discharge Prescriptions (includes printing issues)



Discharge Reconciliation

Discharge Reconciliation should be done for every patient.

1. Navigate to **Medical Officer View** and select the **Discharge tab**
2. Click **Discharge**
3. The reconciliation window will appear

Order Name/Details	Status				Order Name/Details
Continued Home Medications					
atorvastatin (atorvastatin 40 mg oral tablet) 1 tab(s), Oral, daily, 30 tab(s), 0 Refill(s)	Documented	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
atorvastatin 80 mg given as 1 tab(s), Oral, morning	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
calcium carbonate (calcium (as carbonate) 500 mg oral chewable tablet) 1 tab(s), Oral, BD (with or after food), 240 tab(s), 0 Refill(s)	Documented	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
calcium carbonate (calcium (as carbonate) 500 mg oral chewable tablet) 500 mg given as 1 tab(s), Oral, BD (with or after food)	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Medications					
fenofibrate 145 mg given as 1 tab(s), Oral, daily	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
flucloxacillin (additive) + Sodium Chloride 0.9% infusion 100 mL 2 g, 200 mL/hr, IV Infusion, 6 hourly	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
insulin aspart (novoRAPID) 0 (zero) unit(s), Subcutaneous, Scheduled Meal Times, PRN: hyperglycaemia	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
insulin aspart (novoRAPID) 4 unit(s), Subcutaneous, Scheduled Meal Times, PRN: hyperglycaemia	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
metformin (metformin 500 mg oral modified release tablet) 500 mg, Oral, BD	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
paracetamol (Panadol) 1,000 mg given as 2 tab(s), Oral, QID	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
perindopril (perindopril arginine 10 mg oral tablet) 10 mg given as 1 tab(s), Oral, daily	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
Continuous Infusions					
compound sodium lactate (Hartmann's) infusion (BAG BY BAG) 1,000 mL 125 mL/hr, IV Infusion, Stop: 08/12/2020 20:21:00	Ordered	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

Documented = Home medication

Ordered = Inpatient medication

Symbol Legend:

	Continue medication after discharge	This will not be included on the discharge script but it will appear on the discharge summary. Only use when a patient is transferred to a non-Western Health hospital.
	Create new prescription	Adds medication to discharge script and discharge summary. Always use for ongoing medications including home meds regardless of whether or not patient needs supply, as per WH policy.
	Do not continue medication on discharge	The medication will cease and will not be printed on the discharge script or discharge summary.

4. Make a selection for each medication:

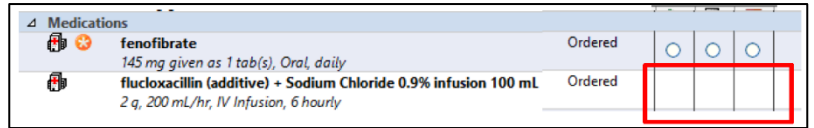
- Select column for medications that are to continue upon discharge. These will move into the right hand column with a status of prescribe.
- Select column for medications to be ceased.
- If there are duplicated medications (e.g. a documented home medication converted to an active inpatient medication will have two entries
 - Continue the documented medication
 - Discontinue the ordered medication

***Note*:** You can continue the medications you wish to prescribe then click

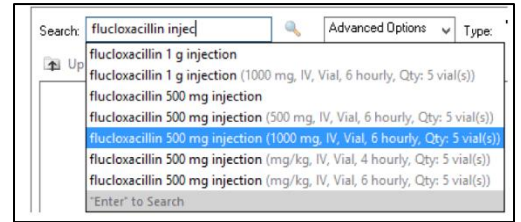
5. You can make modifications to medications and add any additional discharge medications by clicking **Add**



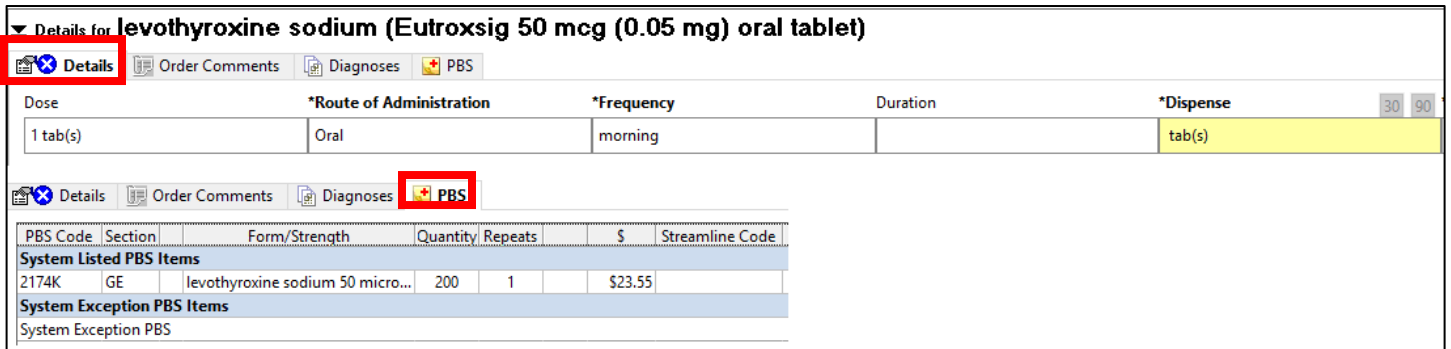
- Inpatient infusion orders cannot be reconciled upon discharge.



If intravenous or subcutaneous medications are required on discharge (e.g. for HITH), add them as ampoules or vials.



- Complete mandatory fields and select appropriate PBS code if applicable. For non-PBS items where the quantity is unknown, enter “1 box(es)” into the Dispense field.



Refer to **Medications – PBS Prescribing** for more information if needed.

- Click **Plan** if you wish to save your progress and return to it later. This will **NOT** generate a discharge script.
- Check the printer location. If the location is not correct, click **...** to find the correct printer.



- Click **Sign** to generate a discharge script. EMR will automatically print TWO copies (Medicare and Pharmacy copy).
- Sign **both** copies and give to pharmacist/patient.



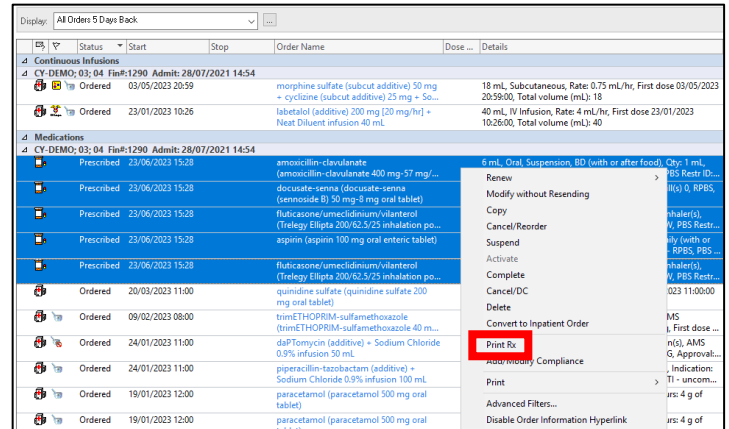
Troubleshooting – Printing Issues

If your discharge scripts haven't printed, first check the following:

1. Does the printer have PBS prescription paper? Ask the staff in-charge for further supply.
2. Has the correct printer and/or tray been selected? See below to reprint the prescription.

How to Reprint the Original Prescription:

1. From the Table of Contents, go to **Orders and Referrals**.
2. Select and highlight the 'Prescribed' medication order. Hold the **CTRL** key to select more than one order.
3. Right-click over the highlighted orders and choose **Print Rx**.



How to Add a Printer:



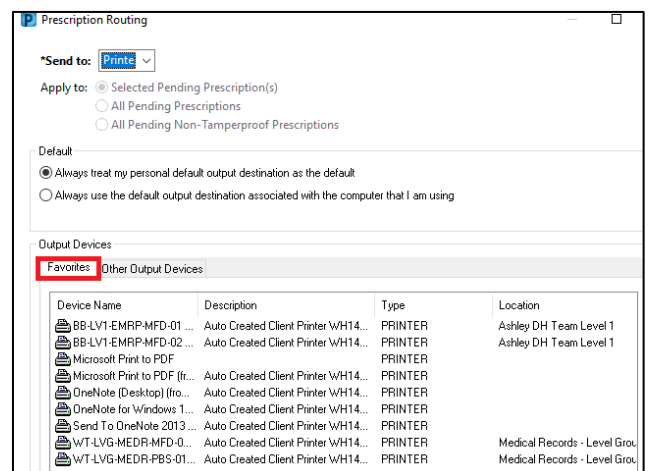
Printer name and tray

EMR Printer Device Names are labelled directly on the printer. Tray numbers are indicated at the end of the device name. For example:

- mhurgcpbs24-1 corresponds to **Tray 1**
- mhurgcpbs24-2 corresponds to **Tray 2**

There are two ways to add a printer:

1. Via **“Favourites”**
Select the printer with the corresponding tray that contains prescription paper and click **OK**.





2. Via “**Other Output Devices**”

Click the plus icons to filter and find you location's printer. If your location is not listed, click on **Unknown** to find the printer. Select the printer and click **OK**.

