

Medications – Pharmacist Generated Discharge Prescription (Medical Officer)



This Quick Reference Guide will explain how to:

Complete Discharge Reconciliation and generate a discharge prescription that has been pre-planned by a Pharmacist



Review the Pharmacist Generated Discharge Prescription (PGDP) note

- The Pharmacist Generated Discharge Prescription (PGDP) note must be reviewed by the Medical Officer prior to completing Discharge Reconciliation.
- This contains information on which medications require specialised approval e.g. PBS phone authority or permit, any medication changes and information for Medical Officer to review.

Discharge Reconciliation

- Navigate to Medical Officer View and select the Discharge tab
- Select Medication Reconciliation component and click Discharge
- The reconciliation window will appear. A selection for each medication will be **prefilled** by the pharmacist. These medications are in a 'planned' status as denoted by the symbol.

Order Name/Details	Status		Order Name/Details
Continued Home Medications			
aspirin (aspirin 100 mg oral tablet) 1 tab(s), Oral, daily (with or after food), 112 tab(s), 0 Refill(s)	Discontinue		aspirin (aspirin 100 mg oral tablet) 100 mg given as 1 tab(s), Oral, daily (with or after food), 112 tab(s), 0 Refill(s)
aspirin (aspirin 100 mg oral tablet) 100 mg given as 1 tab(s), Oral, daily (with or after food)	Ordered		
atorvastatin (atorvastatin 40 mg oral tablet) 1 tab(s), Oral, daily, 30 tab(s), 0 Refill(s)	Discontinue		atorvastatin (atorvastatin 40 mg oral tablet) 40 mg given as 1 tab(s), Oral, daily, 30 tab(s), 0 Refill(s) - Notes for Patient
atorvastatin 40 mg given as 1 tab(s), Oral, daily	Ordered		
metformin (metformin 500 mg oral tablet) 500 mg given as 1 tab(s), Oral, BD (with or after food)	Ordered		metformin (metformin 500 mg oral tablet) 500 mg given as 1 tab(s), Oral, BD (with or after food), 100 tab(s), 0 Refill(s)

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.

- Review all medications and modify if required. To modify a medication order details, right click and select Modify on the order
- 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

Medications	Status	
fenofibrate 145 mg given as 1 tab(s), Oral, daily	Ordered	
flucloxacillin (additive) + Sodium Chloride 0.9% infusion 100 mL 2 q, 200 mL/hr, IV Infusion, 6 hourly	Ordered	



6. Add any additional discharge medications by clicking **+ Add**



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For medications that require PBS phone authority, the pharmacist will annotate '*pending approval*' in the PBS approval number fields. The Medical Officer must update this with the obtained phone authority number.

7. 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.
8. Check the printer by right clicking the order and select Modify on one of the planned prescription orders.

A) Printer is correct	Proceed to Step 9A
B) Printer is 'Do Not Send...'	Proceed to Step 9B or proceed to 8C to change printer
C) Printer is not correct	Right click each planned prescription order and select Modify. When all planned prescription orders are in a modifiable state, select one of the order, click ... or select the drop down option to find the correct printer. The printer will update for all the planned orders. Proceed to Step 9A or 9B depending on the selected printer i.e. actual printer or 'Do Not Send...'

9. A) Click Reconcile **and Sign** to generate a discharge script. The EMR will automatically print TWO copies (Medicare and Pharmacy copy).
- B) Click Reconcile **and Sign**. The prescription will then need to be printed in **Orders and Referrals** via **Print Rx**.
10. Sign both copies and give to the pharmacist/patient

Troubleshooting – Printing Issues

For all Printing Issues refer to the *Medications – Discharge Prescription (includes printing issues) Quick Reference Guide*