

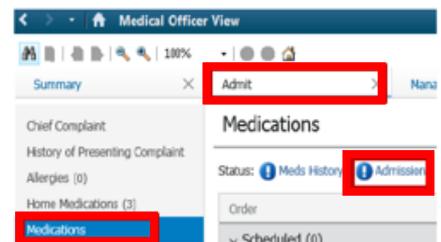
Medications – Reconciliation on Admission



Key messages:

Ensure Home Medications are documented before Admission Reconciliation is done as the documented Home Medications will be converted into active Inpatient Medication orders.

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 **Reconcile: Admission**

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

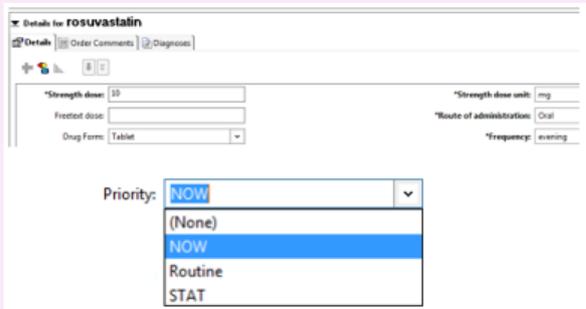
Orders after reconciliation (i.e. Active inpatient medications) will display on the right side. Check these orders to ensure it is as intended

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



Important – Review the “Details” for each medication and make changes as required

- If the patient has **not** taken their regular medication that day despite being past the regular administration time for the medication, change the **Priority** to **NOW**

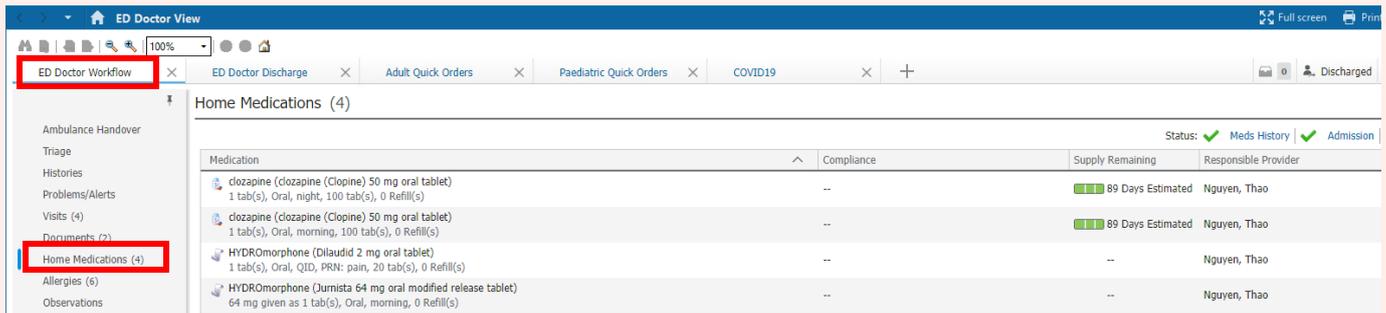


Reminder:
Never change the “First dose Date/Time”.
This is NOT how to reschedule medications
and can lead to double dosing.



Handy Hint – ED Doctor Workflow

- Access to the Medications or Home Medications component can differ slightly when viewing from different Medical mPages
- When performing a medication reconciliation from ED, the **Home Medications** component can be accessed via the **ED Doctor Workflow** tab of the ED Doctor View mPage



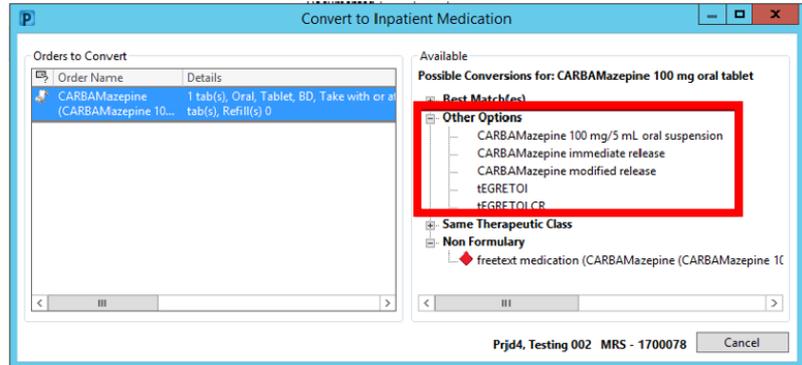


Troubleshooting

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

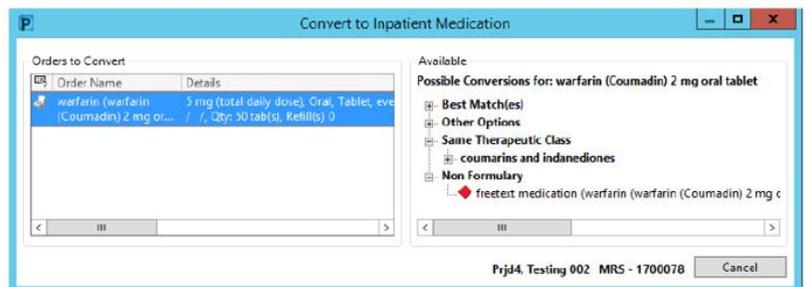


Reason 2: It is a medication that can only be ordered via an Order Set

If the medication can only be ordered via an Order Set as an inpatient:

1. Select the 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)

Example: For warfarin, order sets will not be suggested in the possible conversion 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**

