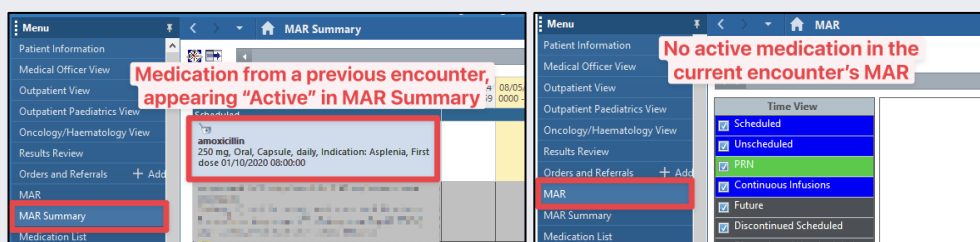


# Medications – Reconcile active medications from a previous encounter



## Background

- Medication orders may sometimes fail to be discontinued automatically after a patient is discharged.
- As a result, these orders can appear as active on the MAR Summary in the subsequent encounter, even though they are not actually active on the MAR.
- If you notice a patient has active medication orders from a previous encounter on the MAR Summary, you will need to discontinue these medications to prevent potential medication errors.



## Recommended action:

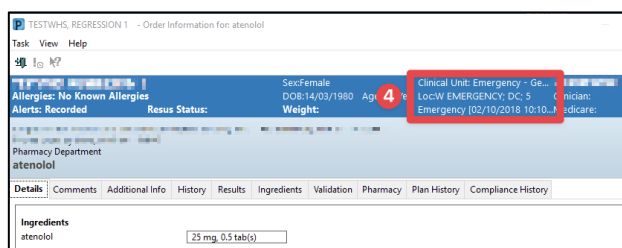
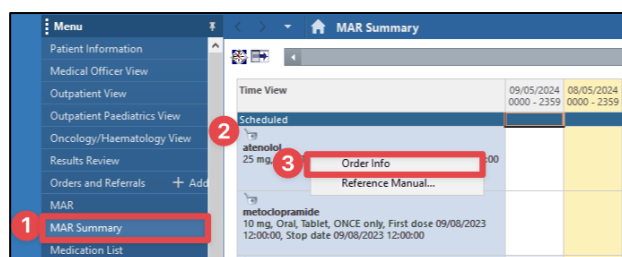
1. **Identify the previous EMR encounter** associated with the active medication order(s).
2. **Identify active orders from previous encounters in the Medication List section.**
3. **Cancel/DC (Discontinue) any active medications orders** from previous encounters as part of the routine medication reconciliation workflow.



If you are unsure about a patient's MAR Summary or MAR, it is recommended to consult a pharmacist for help, or Digital Health team member.

## 1. Identify the EMR encounter associated with the active medication order(s)

1. Navigate to the **MAR Summary**
2. **Right-click** on the active medication order from a previous EMR encounter
3. Select **Order Info**
4. **Note down the Encounter information in the top blue banner bar** (Clinical Unit, Loc, Encounter type and date)



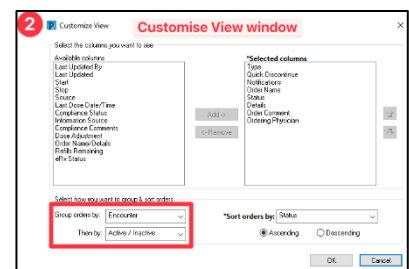
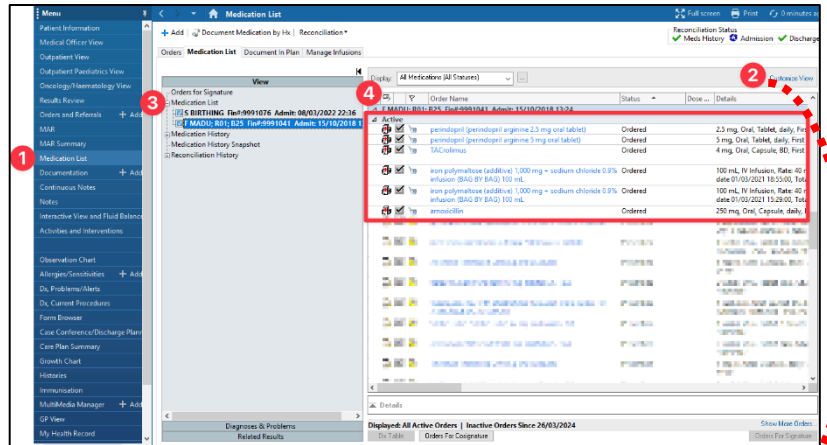
## 2. Identify active orders from previous encounters in the Medication List section

1. Navigate to the Medication List.

### 2. To group the list by "Encounter":

(Note: You only need to apply these settings once)

- Click on Customise View, then apply the following settings:
- Group orders by: Encounter.
- Then by: Active/Inactive.
- Click OK.



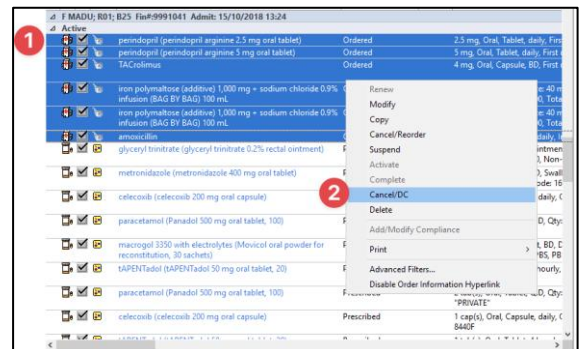
3. Under the View navigation panel, select

the previous encounter identified on the previous page. Encounters are listed under Medication List.

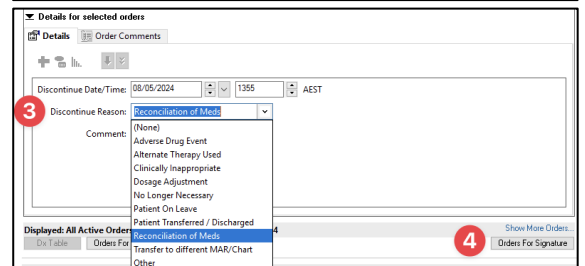
4. Active orders are listed under the "Active" list. The orders status is "Ordered".

## 3. Cancel/DC (Discontinue) active medication orders

- Highlight one or more orders you wish to cancel.
- Right-click and select "Cancel/DC" (Discontinue).
- Complete the mandatory "Discontinue Reason" field with: **Reconciliation of Meds.**



4. Click **Orders for Signature** and complete the remaining authorising steps.



5. Navigate to **MAR Summary** and click **Refresh**.

6. The cancelled medication orders appear greyed out.

5. Navigate to **MAR**

6. Click **Refresh**.

7. Ensure the MAR reflects the intended medication orders for the current encounter.

