

# Pharmacy – Generating, Documenting and Printing the Pharmacy Discharge Medilist





This Quick Reference Guide will explain how to:

Generate, document and print the Pharmacy Discharge Medilist

## Generating and Documenting the Pharmacy Discharge Medilist

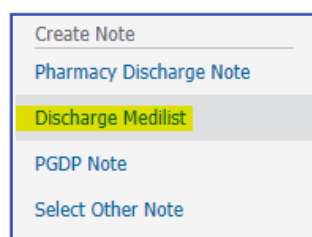
1. Click on **Pharmacist View** from the Table of Contents

2. Click on the  tab

3. Under Medication Reconciliation, confirm whether discharge reconciliation has been completed, as indicated by the green tick  **Discharge**

If the green tick is not present, it is recommended to follow this up with the appropriate Medical Officer. This step is not mandatory for generating and completing the Medilist, however full discharge reconciliation will help to ensure accuracy of the list of prescription medications.

4. Click the **Discharge Medilist** link under **Create Note** at the bottom of the Pharmacist View mPage



5. The **Discharge Medilist** template is generated

Allergies		Local Doctor								
flucloxacillin (Rash)		Name: Dr John Doe Address: 123 Sesame St, Footscray VIC 3011 Phone: 9876 5432 Fax:9876 5432								
Status	What	How Much	When	Morning	Midday	Evening	Bedtime	Why	Special Instructions	
New	amoxicillin (amoxicillin 500 mg oral capsule)	2 Capsule(s) Oral	THREE times a day						Continue for 5 days (cease after 25/ 08/ 25)	
New	lipase/ amylase/ protease (Creon 10,000 oral enteric capsule)	1 Capsule(s) Oral	THREE times a day						(Pancreatic extract) Swallow whole. Take with meals	
New	paracetamol (paracetamol 500 mg oral tablet)	2 Tablet(s) Oral	FOUR times a day as needed for pain							
<b>Medicine(s) STOPPED during your hospital stay:</b>										
Stop Taking	What	How Much	When	Why	Comments					
	ibuprofen (ibuprofen 400 mg oral tablet)	1 Tablet(s) Oral	THREE times a day as needed for pain							
<b>Additional Information</b>										

It displays the patient's list of discharge prescription orders.

The contents that are automatically pulled in within the EMR include:

- **What** - Medication/Strength/Dose Form
- **How Much** – Dose/Route
- **When** - Frequency
- **Special instructions** – Special Instruction note
- **Medicines STOPPED** will appear based on medications discontinued per the discharge reconciliation
- **Local Doctor** and **Allergies/Sensitivities** populate per information documented in the EMR in their respective sections.



6. The **Status** column, which indicates if the medication is new/changed/unchanged, must be reviewed and it can be manually edited if necessary
7. Enter the dose for each medication (e.g. '1' for 1 tablet) under the appropriate dosing column:
  - **Morning/Midday/Evening/Bedtime**
  - For PRN medication, write additional information if required
8. Enter the indication for each medication under the **Why** column
9. Review the **Special Instructions**, information in this field can be entered or edited as free text information if necessary
10. In the **Additional Information** field, any additional information to communicate to the patient can be entered as free text
11. In the **Medications STOPPED during your hospital stay** section, complete the **Why** and **Comments** section with the necessary information
12. Complete a final review of the **Discharge Medilist**

Status	What	How Much	When	Morning	Midday	Evening	Bedtime	Why	Special Instructions
<b>New</b>	amoxicillin (amoxicillin 500 mg oral capsule)	2 Capsule(s) Oral	THREE times a day	1	1		1	Community Acquired Pneumonia	Continue for 5 days (cease after 25/ 08/ 25)
<b>Changed</b>	lipase/ amylase/ protease (Creon 10,000 oral enteric capsule)	1 Capsule(s) Oral	THREE times a day	1	1	1		Pancreatic Insufficiency	(Pancreatic extract) Swallow whole. Take with meals
<b>New</b>	paracetamol (paracetamol 500 mg oral tablet)	2 Tablet(s) Oral	FOUR times a day as needed for pain	Take 2 tablets FOUR TIMES A DAY when required for pain				Back pain	Maximum of 8 tablets per 24 hours.

<b>Medicine(s) STOPPED during your hospital stay:</b>									
Stop Taking	What	How Much	When	Why	Comments				
	ibuprofen (ibuprofen 400 mg oral tablet)	1 Tablet(s) Oral	THREE times a day as needed for pain	Worsening Reflux	Use paracetamol as an alternative				

**Additional Information**  
See GP in the next week to follow up Vitamin D results.

13. Click on 'Save & Close' to save the note with an *In Progress* status if it is incomplete or if patient discharge is pending and you would like to return to it later.  
**Note** – *In Progress* Discharge Medilist can be viewed by all users. There is a \*Preliminary Report\* banner in the note when saved.
14. Click on 'Sign/Submit' to finalise the completed **Discharge Medilist**
15. The Sign/Submit Note window appears. Type in the **Ward Location** at the end of the pre-populated 'Pharmacy Discharge Medilist' text in the **Title field**

**P** Sign/Submit Note

**\*Type:** Pharmacy Discharge Medilist

**Note Type List Filter:** All

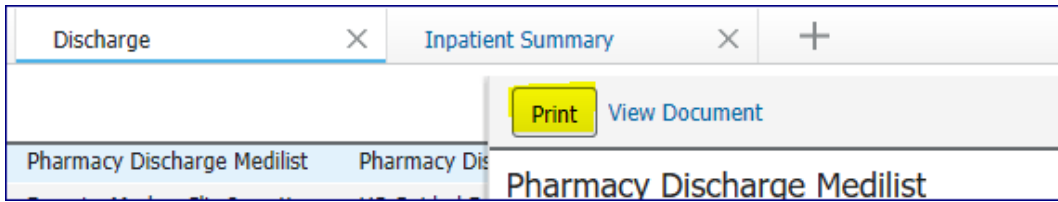
**\*Author:** Lay, Danny

**Title:** Pharmacy Discharge Medilist - F 3 West

Forward Options | 
  Create provider letter

16. Click 'Sign' to finalise the document

17. To print select the Medilist in the Documents component of the Pharmacist View Admission/Progress/Discharge mPage. A right panel window will appear. Click the 'Print' button to trigger the Print Method window to appear. Select Medical Record Request.



18. The Medical Record Request window appears. Ensure the Template is WHS Pharmacy Medilist

19. To select your printer, there are two options:
- Click on the drop down arrow under Device. Enter the first 3 characters of the Printer name. (These details can be found labelled on the printer)
  - Select the ellipsis next to the device, select 'Other Output Devices' tab, expand and select the facility and location you are at for printers to appear. Select the appropriate printer
20. Update number of 'Copies' to be printed
21. Click 'Send' to print



### Important

**TWO** copies of the Discharge Medilist are required.

- A copy is to be provided to the patient/carer on discharge
- The second copy is to be kept with the patient's folder and scanned to Medical Records for automatic distribution to the GP