

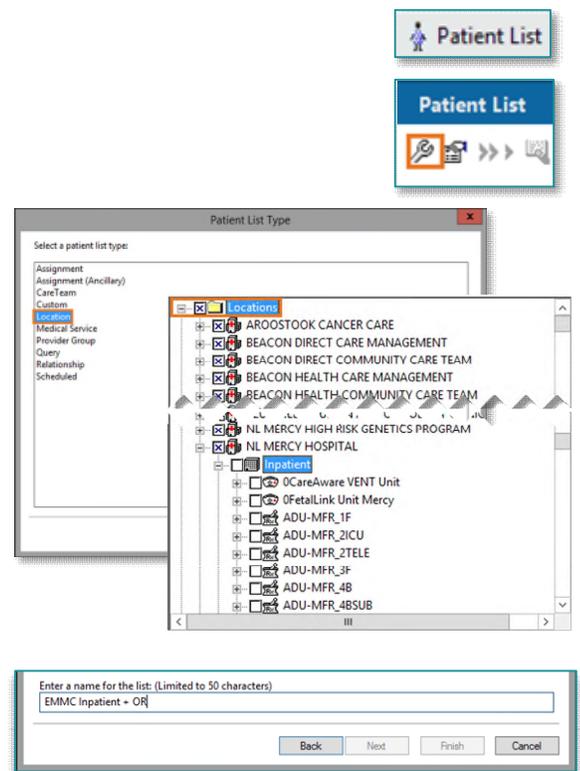
The Bedside Medication Delivery Program, commonly referred to as Meds to Beds, is a service where a NLH Retail Pharmacy receives a prescription and delivers the medication to the patient bedside at the time of discharge. Meds to Beds will help decrease readmission rates where medication non-compliance is high risk, as well as, added convenience for the patient by eliminating the need to pick-up prescriptions at the pharmacy.

Multi-Patient Task List Retail Pharmacy Overview

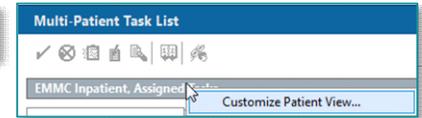
The Multi-Patient Task List (MPTL) will assist Pharmacists and Technicians with managing and carrying out patient-specific tasks based on orders that have been placed. It also aides by preventing errors of omission by maintaining a list of outstanding interventions. While the MPTL can be customized, it can also be used to launch the opening of the patient record, as well as the ability to proxy a list to another user.

Configuring Multi-Patient Task List and creating Patient List for Meds to Beds usage

- STEP 1:** Select the **Patient List** button within the toolbar.
- STEP 2:** Select the **List Maintenance** icon.
- STEP 3:** Within **Modify Patient Lists** window, select **New**.
- STEP 4:** From the **Patient List Type** window, select **Location**, then click **Next**.
- STEP 5:** Expand the **Locations** folder by clicking the + sign icon , then select the NL Member Hospital you provide Meds to Beds service to, i.e., NL Eastern Maine Medical Center, NL Mercy Hospital.
- STEP 6:** Click the  next to the **Facility** location to select any units/locations pertinent to Meds to Beds at your site.
- STEP 7:** **Name** the list at the bottom of the window. Click **Finish**.
- STEP 8:** The **Modify Patient Lists** window appears. Select the applicable list within the available list section.
- STEP 9:** Select the arrow icon to move the patient list to **Active Lists** to be available on view.
- STEP 10:** Click **OK**.

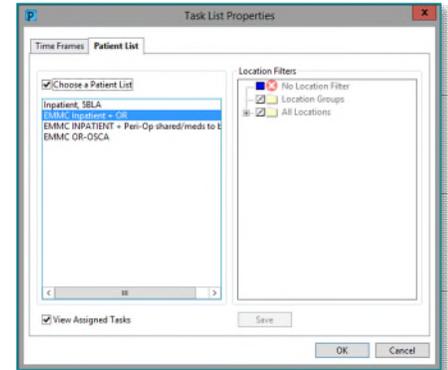


STEP 11: Navigate to the **Multi-Patient Task List** and right-click the task list toolbar and select **Customize Patient View**.



STEP 12: The **Task list Properties** window will open. Select the **Patient List** tab.

- Select the newly created patient list, then click **OK**.



For more information regarding creating a Patient List, visit this [link](#).

NOTE: When a new patient unit is created or removed, the Patient list will need to be updated.

Retail Pharmacy Workflow

STEP 1: From **PowerChart**, select the **Multi-Patient Task List** button within the toolbar.

STEP 2: Once a provider documents the patient has accepted the Meds to Beds Program, a **Pharmacy Consult – Meds to Beds Order** task will appear in the Pharmacy Multi-Patient Task List (MPTL).

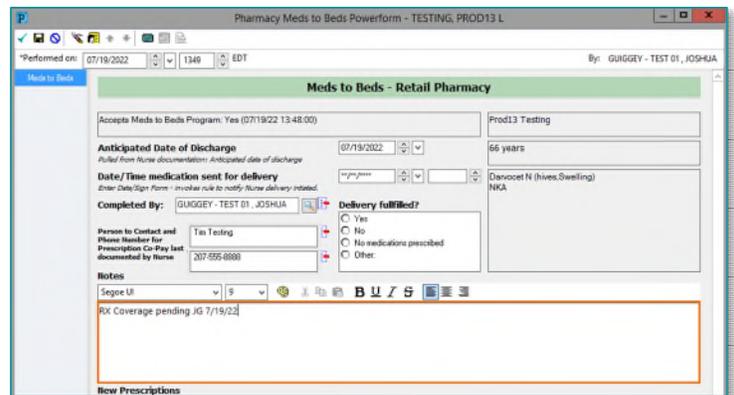
STEP 3: Double-click the **Pharmacy Consult – Meds to Beds** task to view the anticipated discharge date and patient acceptance of the program.

1. Pending Meds to Beds		2. Completed Meds to Beds					
Task retrieval completed							
		Location/Room/Bed	Name	Medical Record Number	Scheduled Date and Time	Task Description	Frequency
<input checked="" type="checkbox"/>	All Patients						
<input checked="" type="checkbox"/>	* PROMISEPOINT, KAR						
<input checked="" type="checkbox"/>	* TESTING, BENEDICT						
<input checked="" type="checkbox"/>	* TESTING, DAWN A						
<input checked="" type="checkbox"/>	* TESTING, GAVIN						
<input checked="" type="checkbox"/>	* TESTING, GRACE						
		70BGYN / G705 / 01	*PROMISEPOINT, KARARA 01/01/1989	2440166	04/06/2022 12:31 EDT	Pharmacy Consult - Meds to Beds	
		70BGYN / G704 / 01	*PROMISEPOINT, OLIVIA 01/01/1990	2440167	04/06/2022 12:10 EDT	Pharmacy Consult - Meds to Beds	

NOTE: If the anticipated date of discharge is in the future, the Pharmacy Consult – Meds to Beds task should be rescheduled. See instructions below for Rescheduling of Task on MPTL section.

STEP 4: Navigate to **McKesson EnterpriseRx** to create a medication profile for the patient.

- Information regarding the patient’s prescription coverage can be documented in the **Notes** section of the Pharmacy Meds to Beds PowerForm, such as insurance information, authorization details, etc.
- Click **Save**.



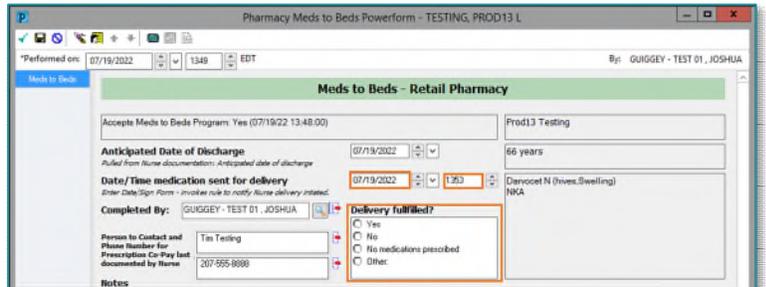
NOTE: If the Pharmacy Meds to Beds PowerForm is signed instead of saved, the task will move to the Completed Meds to Beds tab on the Multi-Patient Task List. Future documentation of the Pharmacy Meds to Beds PowerForm would need to be completed on the Complete Meds to Beds tab.

➤ Once within the Completed tab:

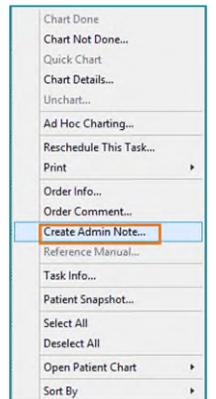
- The **InProcess** icon will display and the **Task Status** will update to InProcess.
- A **Pharmacy Consult – Meds to Beds, Discharge Ordered** task will generate when a discharge order has been entered.



STEP 5: After the prescription has been received and processed by retail pharmacy, open the **Pharmacy Meds to Beds PowerForm** from the MPTL



STEP 6: If NL Pharmacy State Street cannot fill any of the prescribed medications, document these details by right-clicking the **Pharmacy Consult – Meds to Beds** task and select **Create Admin Note**.



- To alert Acadia Inpatient Pharmacy, find the **Acadia/State Street Meds to Beds Microsoft Teams** chat and provide the patient medical record number and state “Acadia Staff, please see Admin Note on MRN:1234567.”. Medical record number can be found on the MPTL. This shared meeting chat will be available for two-way communication between NL Pharmacy State Street and Acadia Inpatient Pharmacy.

NOTE: After creating an Admin Note, a visible icon on the MPTL will appear. To view full details of the Admin Note, right click the Task and select View Admin Note.

STEP 7: Click the **Save** icon. Acadia inpatient pharmacy staff upon receiving the delivered prescription(s), will **Sign** the form prior to delivering prescriptions to the patient, patient’s nurse, or house supervisor.

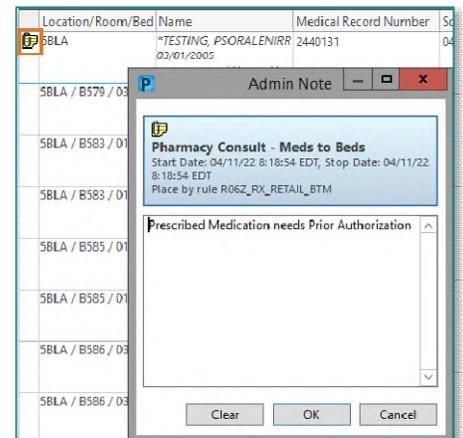
- To learn more about correcting PowerForm documentation, visit this [link](#).

Acadia Inpatient Pharmacy Workflow

STEP 1: Prescriptions are delivered by NL Pharmacy delivery driver to Acadia Hospital. This will occur at door closest to Acadia inpatient pharmacy.

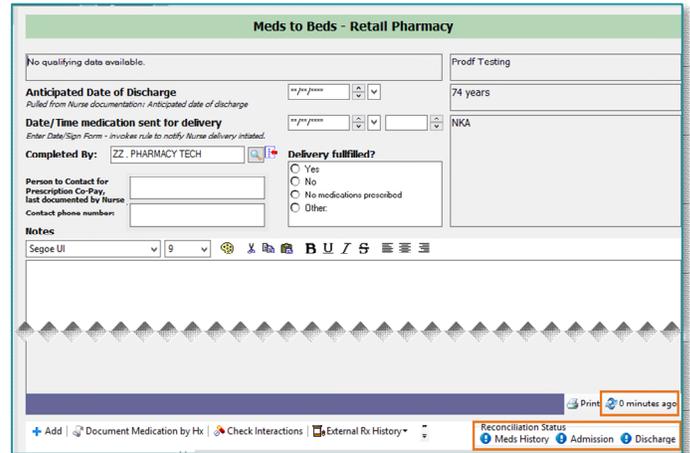
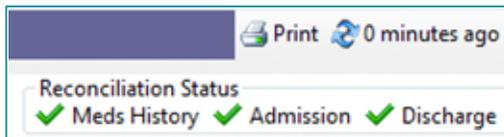
STEP 2: Pharmacist will view the Multi-Patient Task List for applicable patient prescriptions that have been received.

STEP 3: Double-click **Pharmacy Consult – Meds to Beds** task for applicable patient.

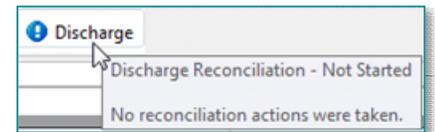


STEP 4: Meds to Beds – Retail Pharmacy PowerForm will open.

- Click the **Minutes Ago** button located at the bottom of the form to view the Reconciliation Status.
- If **Discharge Medication Reconciliation Status** has a green checkmark beside it, full medication reconciliation has been performed and all prescriptions have been routed to the retail pharmacy.



- Hovering over the **Discharge** icon will also provide information on medication reconciliation.



STEP 5: A review of prescriptions delivered compared to prescriptions displayed in the New Prescriptions section of the Pharmacy Meds to Beds PowerForm is completed.

STEP 6: Once prescriptions have been received, documentation in the following fields should occur: Date/Time medication sent for delivery, Delivery Fulfilled, and any relevant information in Notes. Click the green checkmark to sign the form.

STEP 7: Pharmacy Consult – Meds to Beds, Discharge Ordered task is cleared from the Pending Meds to Beds tab on the MPTL by right-clicking the task and selecting **Chart Done**.

- This task will now move to the **All Meds to Beds** tab. The name of these tabs could vary slightly depending on position and configuration.

STEP 8: Medications will be delivered to nursing unit by pharmacy staff or House Manager.

NOTE: If there are issues with filling prescriptions, NL Pharmacy State Street will alert Acadia inpatient pharmacy staff through Microsoft Teams messaging. Acadia inpatient pharmacy staff will alert discharging prescriber for follow-up. If there are issues during review of received prescriptions by Acadia, a message to NL Pharmacy State Street will be sent

Rescheduling of Task on MPTL

If a patient has not been discharged by the original anticipated date of discharge, the Pharmacy Consult – Meds to Beds task can be rescheduled.

STEP 1: Right-click the task, select **Reschedule This Task...**

STEP 2: Modify the date within the Rescheduled date and time section to match the Anticipated Date of Discharge within the Pharmacy Meds to Beds PowerForm.

STEP 3: Select the **Rescheduling reason** from the drop-down list.

STEP 4: Click **OK**.

