

From the Office of Clinical Informatics Acadia Hospital Pharmacy – Meds to Beds Program September 20, 2022

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

- **<u>STEP 1</u>**: Select the **Patient List** button within the toolbar.
- **<u>STEP 2</u>**: Select the **List Maintenance** icon.
- **<u>STEP 3</u>**: Within **Modify Patient Lists** window, select **New**.
- <u>STEP 4</u>: 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.
- **<u>STEP 6</u>**: Click the I next to the **Facility** location to select any units/locations pertinent to Meds to Beds at your site.
- **<u>STEP 7</u>:** Name the list at the bottom of the window. Click **Finish**.
- **<u>STEP 8</u>**: The **Modify Patient Lists** window appears. Select the applicable list within the available list section.
- **<u>STEP 9</u>**: Select the arrow icon to move the patient list to **Active Lists** to be available on view.

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<u>STEP 10</u>: Click **OK**.

- **STEP 11:** Navigate to the **Multi-Patient Task List** and right-click the task list toolbar and select **Customize Patient View**.
- **<u>STEP 12</u>**: 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 <u>link</u>.

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

Retail Pharmacy Workflow

STEP 3:

- **<u>STEP 1</u>**: From **PowerChart**, select the **Multi-Patient Task List** button within the toolbar.
- <u>STEP 2</u>: 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).
 - Double-click the 1. Pending Meds to Beds 2. Completed Meds to Beds Task retrieval completed Pharmacy Consult -All Patients Medical Record Number Scheduled Date and Time Task Description equend 전 All Fatteris 전 행* PROMISEPOINT, KAR 전 행* TESTING, BENEDICT 전 행* TESTING, DAWN A 전 형* TESTING, GAVIN 전 행* TESTING, GRACE 70BGYN / G705 / 01 "PROMISEPOINT, KARA 2440166 Pharmacy Consult - Meds to Beds W 04/06/2022 12:31 EDT Meds to Beds task to 01/01/1989 Name Alert 70BGYN / G704 / 01 *PROMISEPOINT, OLIVIA 2440167 Pharmacy Consult - Meds to Beds 04/06/2022 12:10 EDT view the anticipated R. 01/01/1990 Name Alen discharge date and

🔐 Multi-Patient Task List

patient acceptance of the program.

- <u>NOTE</u>: 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.
- **<u>STEP 4</u>**: 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.

- ed on: 07/19/2022 🗘 🛩 1349 🗘 EDT By: GUIGGEV - TEST 01, JO Meds to Beds - Retail Pharmacy Accepts Meds to Beds Program: Yes (07/19/22 13 48:00) Prod13 Testing Anticipated Date of Discharge 66 years 07/19/2022 Date/Time medication sent for delivery Date/Time delivery intend. ve/m/more ** * ed By: GUIGGEY-TEST 01, JOSHUA Delivery fullfilled? O Yes O No O No medications prescribed O Other: act and Tim Testing Pay last 207-555-8988 ・ 5 、 4 1 日前日日/5 回車当
- <u>NOTE</u>: 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.

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- 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.
- <u>NOTE:</u> 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.
- <u>STEP 7</u>: 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 <u>link</u>.

Acadia Inpatient Pharmacy Workflow

- **<u>STEP 1</u>**: Prescriptions are delivered by NL Pharmacy delivery driver to Acadia Hospital. This will occur at door closest to Acadia inpatient pharmacy.
- **<u>STEP 2</u>**: Pharmacist will view the Multi-Patient Task List for applicable patient prescriptions that have been received.
- **<u>STEP 3</u>**: Double-click **Pharmacy Consult Meds to Beds** task for applicable patient.







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	Quick Chart	
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Chart Done

From the Office of Clinical Informatics Pharmacy – Meds to Beds Program September 20, 2022 Page 4 of 5

<u>STEP 4</u>: 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.



Meds to Beds - Retail Pharma	cy .
No qualifying data available.	Prodf Testing
Anticipated Date of Discharge	74 years
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• Hovering over the **Discharge** icon will also provide information on medication reconciliation.

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h	Discharge Reconciliation - Not Started
	No reconciliation actions were taken.

- **<u>STEP 5</u>**: A review of prescriptions delivered compared to prescriptions displayed in the New Prescriptions section of the Pharmacy Meds to Beds PowerForm is completed.
- **<u>STEP 6</u>**: 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.
- **<u>STEP 8</u>**: Medications will be delivered to nursing unit by pharmacy staff or House Manager.
- <u>NOTE</u>: 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.

- **<u>STEP 1</u>**: Right-click the task, select **Reschedule This Task...**
- **<u>STEP 2</u>**: Modify the date within the Rescheduled date and time section to match the Anticipated Date of Discharge within the Pharmacy Meds to Beds PowerForm.
- **<u>STEP 3</u>**: Select the **Rescheduling reason** from the drop-down list.
- STEP 4: Click OK.

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For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.