This Quick Reference Guide (QRG) reviews the process for completing medication reconciliation.

Common Buttons & Icons

Icon	Description
ⓘ Outpatient	**Outpatient** hyperlink with unreconciled medications
(pill bottle icon)	**Pill Bottle/Create Rx** icon
(document icon)	**Documented Home Medication** icon
✳	**Unreconciled Medication** icon
▶	**Continue After Reconciliation** icon
■	**Discontinue After Reconciliation** icon

Icon	Description
⊗	**Missing Details** icon
✚ Add	**Add** button
🔍	**Search** icon
...	**Printer Ellipsis** icon
🔄 Outpatient	**Pending Complete** Med Rec icon
✔ Outpatient	**Complete** Med Rec icon

Document Medication Reconciliation

➢ **From the Provider View workflow page in the patient's chart:**

STEP 1: Click **Home Medications** in the Ambulatory workflow menu.

STEP 2: Click the **Outpatient** blue hyperlink. The Order Reconciliation: Outpatient window displays.

STEP 3: Click the appropriate radio buttons to continue a medication, convert to prescription, or discontinue medications based on what is needed for each medication you are responsible for.

NOTE: To convert documented medications to prescriptions, right-click the order; then click Convert to Prescription. To modify medication details without sending a prescription, right-click the order; then click Modify without Resending.

STEP 4: Review and modify order details for the orders after reconciliation, as needed.

NOTE: To view order details, click the order in the Orders After Reconciliation column.

STEP 5: Once you have addressed all the medications you are responsible for, click **Acknowledge Remaining Home Meds.**

NOTE: If you need to make additional modifications at a later time and complete the med rec later, click Plan.

STEP 6: Click **Sign.** You return to the Home Medications component.

NOTE: A green check mark should display in front of Outpatient. If a Pending Complete icon displays, the reconciliation is incomplete. Click the Outpatient hyperlink to address the missing information.

Document a Home Medication During Med Rec

➢ **From the Order Reconciliation: Outpatient screen:**

STEP 1:   Click **Add**.

STEP 2:   Click the **Type** drop-down arrow; then click **Document Home Medications**.

STEP 3:   Enter the medication in the **Search** field; then click the **Search** icon.

NOTE: You can also use the most frequently used medications folders to search for a medication. Click the folder with the corresponding first letter of the medication. Then click the folder of the medication.

STEP 4:   Click the appropriate medication.

NOTE: If an Order Sentence window displays, click the appropriate order sentence; then click OK.

STEP 5:   Click **Done**. You return to the Order Reconciliation: Outpatient screen.

STEP 6:   Modify order details in the lower pane, if needed.

Add a New Prescription During Med Rec

➢ **From the Order Reconciliation: Outpatient screen:**

STEP 1:   Click **Add**.

STEP 2:   Click the **Type** drop-down arrow; then click **Ambulatory Orders and Prescriptions**.

STEP 3:   Enter the medication in the **Search** field; then click the **Search** icon.

STEP 4:   Click the appropriate medication from the results.

NOTE: If an Order Sentence window displays, click the appropriate order sentence; then click OK.

STEP 5:   Click **Done**. You return to the Order Reconciliation: Outpatient screen.

STEP 6:   Modify the prescription details in the lower pane, if needed.

NOTE: The Send To field will default to the patient's preferred pharmacy. The Printer Ellipses button will bring up additional pharmacies listed.

Add a Medication

➢ **From the Provider View workflow page in the patient's chart:**

STEP 1:   Click **Home Medications** in the Ambulatory workflow menu.

STEP 2:   Click the Home Medications component + icon. The Add Order window displays.

STEP 3:   Click the **Type** drop-down arrow; then click the appropriate medication type.

STEP 4:   Enter the medication in the **Search** field; then click the **Search** icon.

NOTE: You can also use the frequently used folders in the lower pane clicking the corresponding letter to the first letter of the needed medication.

STEP 5:   Click the appropriate medication.

STEP 6:   Click **Done.**

STEP 7:   Document any order details, if needed.

STEP 8:   Click **Sign.**

NOTE: To return to the Provider View workflow page, click the Home icon.

Renew a Medication

➤ **From the Home Medications component:**

STEP 1:   Click the medication you wish to renew.

STEP 2:   Click **Renew** in the details pane on the right.

STEP 3:   Review the prescription details and modify any fields, as needed.

STEP 4:   Click **Save.**

STEP 5:   Click **Sign** at the bottom of the component.

NOTE: If the order has any missing required details, the order will open in the Orders screen. Document the details; then click Sign.

Discontinue a Medication

➤ **From the Home Medications component:**

STEP 1:   Click the medication you wish to discontinue.

STEP 2:   Click **Cancel/DC** in the details pane on the right.

STEP 3:   Click **Sign** at the bottom of the component.

Complete a Medication

➤ **From the Home Medications component:**

STEP 1:   Click the medication that needs to be documented as complete.

STEP 2:   Click **Complete** in the details pane on the right.

STEP 3:   Click **Sign** at the bottom of the component.