1. <u>Appendices</u>

Appendix 1 Process with Meditech (QHB, SRP and SJ)

Medicines Reconciliation Process

After seeing the new patient and using appropriate sources to complete a drug history, open up the EMR tab on Meditech and go into the summary screen.

Cardio, () 77 M 1 ADM IN BH	C ecil 12/04/1945 120 BH20-02	5ft 7in 170.1 194lb 0.11oz Allergy: No kr	8cm BSA: 2.00m2 88kg BMI: 30.4kg Iown allergies Adv	BD0000011: //m2 /: Not Recorded	533 B10000	1260	
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- Identify any discrepancies between what is prescribed and the drug history.
- Enter all of these discrepancies into the Home Medication section on the summary screen
- Click on the document tab and
- Select the Medicines Reconciliation Pharm note

Cardio,Cecil 77 M 12/04/1945 ADM IN BH20 BH20-02	1.7m 88kg BSA:2.00m² BMI Allergy/Adv: No known allergi	BD0000011533 :30.4 No NHS Number es	B100001260 E00002775	r	
	Document Clinical Pharmacy Medicines Reconciliation Pharm OPAT Team Documentation Pharmacy PharmOutcomes Referral Tobacco Dependency Assessment GP Discharge Summary (QH)*	Type Note Note Note Note Note Note Note Report		Patient Lists Next Patient Find Patient Select Visits Refresh EMR Summary Review Visit Problem List New Results Clinical Panels Vital Signs	search an

- Fill in the Medication Reconciliation screen appropriately; SCR access will already be filled in if the patient has been in previously, however this can be updated if needed.
- Annotate if a patient uses a MDS if appropriate in the MDS on admission section.
- Select the sources used in the Meds Reconciled Against section- can utilise the comments box to add further information to support the source.
- Click on the Medication Reconciliation section, this should pull over all the active medication and the items listed in Home Medicines from the summary screen.
- Delete any items that were not part of the medicine's reconciliation.
- Remove the headings that are pulled over to create one list of medication.
- Add any quantities seen to the appropriate medication or if the medication is in an MDS, add "In MDS" at end of medication line.



- Once satisfied that the report accurately depicts the patient's medication history, fill in the supply note to annotate the home supply
- Click to confirm to whether permission was gained to access SystmOne- If SystmOne wasn't used, select "Not applicable.

Cardio,Cecii 77 M 12/04/1945 ADM IN BH20 BH20-02	1.7m 88kg BSA:2.00m² BMI:30.4kg, Allergy/Adv: No known allergies	/m²	BD000011533 No NHS Number	B100001260 E00002775	A ,/
Recon (Cnt Meds) → Medicines Reconciliation Pharm → Medicines Reconciliation Medication Reconciliation Issues:					Patient Lists
Permission to access pt's GP record (SCR)?	Agreed by Patient Declined by Patient	Unable to ask/respond Agreed by Parent/Guardian	Declined by Parent/Guard.		Next Patient
MDS (Monitored Dosage System) on admission?	MAR sheet	Monitored Dose System	MDS and MAR sheet		Refresh EMR
"Meds Reconciled Against	Ambulance Note Chemist Compliance Aid Clinic letter Carer's Record Discharge Letter Drug Chart Email Request Sent to GP	No Reply from Email GP GP Repeat Rx Slip/Info Health Profession Not GP Long Stay No MM on Adm Medical Notes Unconfirmed Med Order History Not Available Inappropriate Clinically	On-Call GP Note (Patient Own Medications) (5) Prison Records (Patient Verbal Info) (5) Patient Written Info Summary Care Record SystmOne		Summary G Review Visit Part Problem List G New Results D Vital Signs F Medications T Laboratory D Microbiology G
*Permission to access SystmOne record? (This visit only)	Agreed by Patient Decline by Patient	Emergency Access	Not Applicable 💬		Reports
Medication Reconciliation Pharmacy supply note	<entered> TTO: Cecil informs me he has a further su on discharge.</entered>	upply of all medications listed a	above at home, therefore only new/changes r	equired	Notes
Ward Pharmacy role	BH01 Pharmacist	Comme (Pharmacy Technician)	ent: Trainee Pharmacist		TTO Review Mar
Comment					Document
Document being auto-saved					208080

- Enter the ward the patient was seen on and select your role.
- If any critical medicines have been prescribed, annotate this on the Critical Medications tab and document the drug name in the comments section.

Cardio,Cecil 77 M 12/04/1945 ADM IN BH20 BH20-02	1.7m 88kg BSA:2.00m² BMI:30.4k Allergy/Adv: No known allergies	g/m² BD0000 No NHS	011533 Number	B100001260 E00002775	• ,/
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Comment					New Results (L Clinical Panels (S) Vital Signs (Clinical Panels (S) Medications (Clinical Panels (S) Microbiolog (S) Micro

- Once this is completed, click view/save and enter your pin.
- If any amendments need to be made, this will need to be done as an addendum. To do this click on the note, press amend, enter the amendment then press ok and enter your pin.

Appendix 2

Process for Lorenzo

Medicines Reconciliation on Lorenzo

Clerked Medicines (Enter Drug History)

1. Open the patient record and select the Medication Tab (if not your default tab when opening a patient.

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Gender	Male				Pe
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Registered health organisation	a UNIVERSITY HOSPIT	ALS OF DERBY AND BURTON NHS FOUNDATL	The second second		
Confidentiality status	Not Applicable		Telephone (work)		5
Confidentiality reason			Email address		
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Communication language			Overseas visitor charging category	Charging category A: Standard NHS -funded PATIENT	Me
			Annual adation status		
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2. Click on the "Medication Clerking" Link

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Date and her her state					
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3. Select sources used. If the patient takes no medicines then select "Confirm no medicines to clerk" box and this ends here. If you are changing from nil drug history to adding medicines you will need to remove the tick from the "Confirm no medicines to clerk" box.

Medication clerking source - LORENZO Web page Dialogue	х
Medication clerking source	
✓ Confirm no medications to clerk	
Select medication clerking source(s)	
Patient	~
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Summary Care Record	
Patient relative	
Outpatient letter	
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GP records - paper copy of repeat prescription with date	
GP letter	
GP records - verbal communication	
Care home record	~
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Clerking sources and comments will apply to newly added items. If amending existing items clerking sources must be updated for each item individually.	
📈 <u>o</u> k 🕅 <u>c</u> a	ancel

4. You can now enter the drug history. To copy medication already prescribed as an inpatient click the green arrow next to the relevant line.

C LOR	ENZO - Internet Explorer on clerking - LORENZO			- 0 x
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	Sequence 2			
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• Other	laka julaka jotharrostumjikasjita jitgeonde			2 Add to forwards a Merindration
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Tip:

If you used a previous Derby sites discharge or outpatient as a source you can copy medicines from those encounters as well by selecting the blue arrow on the side of the screen then selecting the appropriate encounter and medication type.

Other members of the MDT may have already done this so it won't always be empty.

5. To enter medication manually click the search tab (highlighted above) and enter at least three characters of the medication you are searching for.

6 LORINZO - Internet Euplorer	- O X
Medication clerking - LORENZO	_ 8 X
TESTDS ,Dave01 26-May-1962 57 yrs 86005518	
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6. Select the appropriate drug and select the pre-configured dose or click "Other".

ORENZOWebpage	Dialog							
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7. Once details have been entered click "Ok".

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- Repeat steps 4-7 for as many medications as necessary. The list in the right hand pane will be the finished "Clerked Medication" list that is available to all prescribers.
- 9. Remove the tick from the box "Launch Inpatient/for administration medications" to stop the system from taking you to the inpatient prescribing screen.



10. Once you have entered the drug history click "Finish".

Medication Management Checklist (Enter Additional Information)

1. From the Clinical Indicators view click the bars in the "Pharm" column for the patient you have reconciled.

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Tip:

The colours of the bars mean;

Red = Form not completed and over 24hours since admission Amber = Form not completed and 16-24hours since admission Green = Form already completed.

2. If there has already been a form completed the information already put in will be displayed. Add or edit information as required.

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NB This form will be changing to remove some of the duplication and have a link to Meds Clerking directly to streamline workflow. Expected August to September 2019

3. Once complete, click "Finish"