1.   **Appendices**

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.

- 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
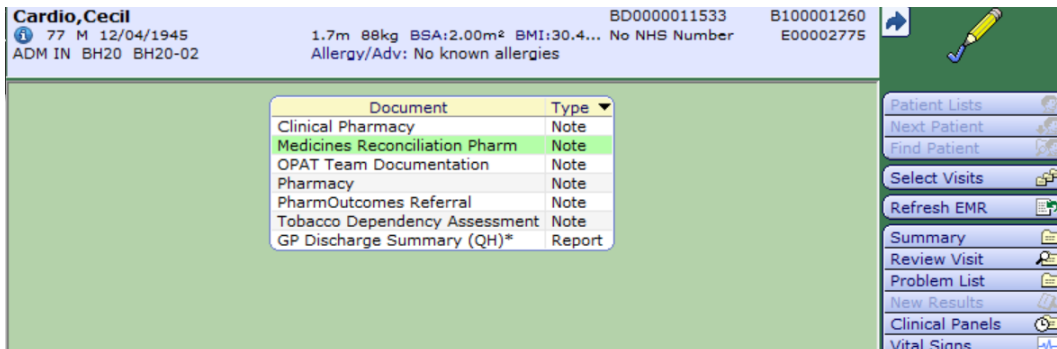
- Fill in the Medication Reconciliation screen appropriately; SCR access will already be filled in if the patient has been in previously, however this can be updated if needed.
- Annotate if a patient uses a MDS if appropriate in the MDS on admission section.
- Select the sources used in the Meds Reconciled 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.
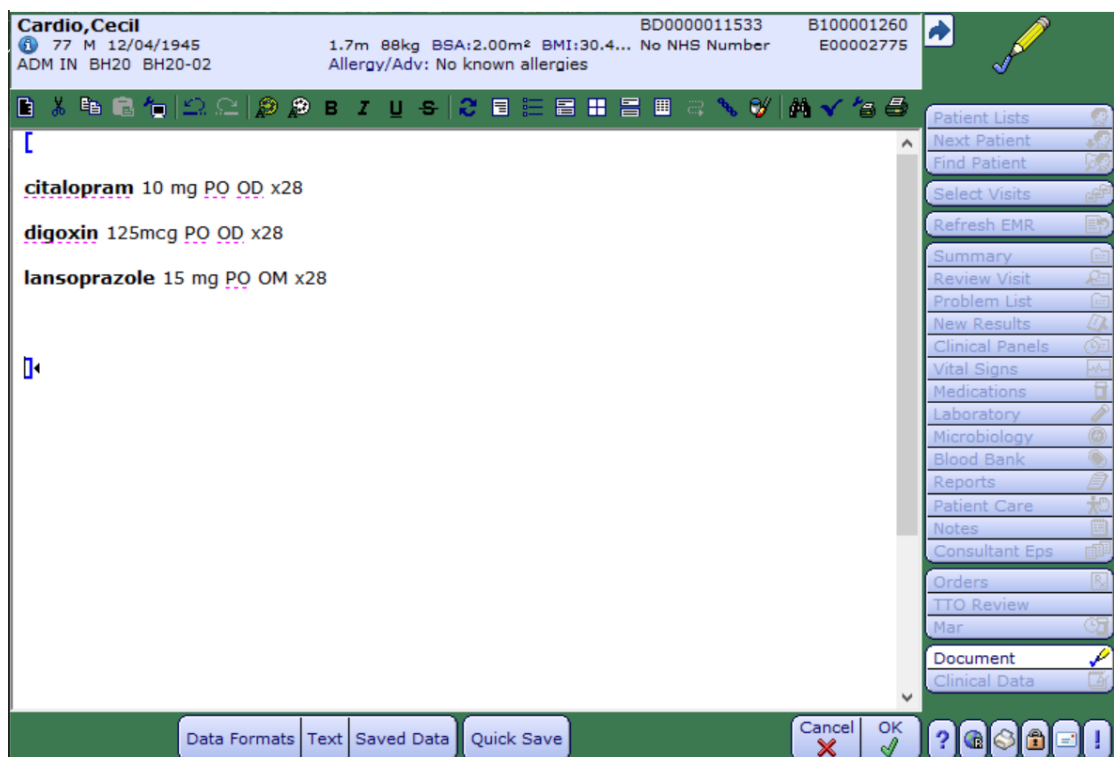
- Once satisfied that the report accurately depicts the patient's medication history, fill in the supply note to annotate the home supply

- Click to confirm to whether permission was gained to access SystmOne- If SystmOne wasn't used, select "Not applicable.

- 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.

- 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.
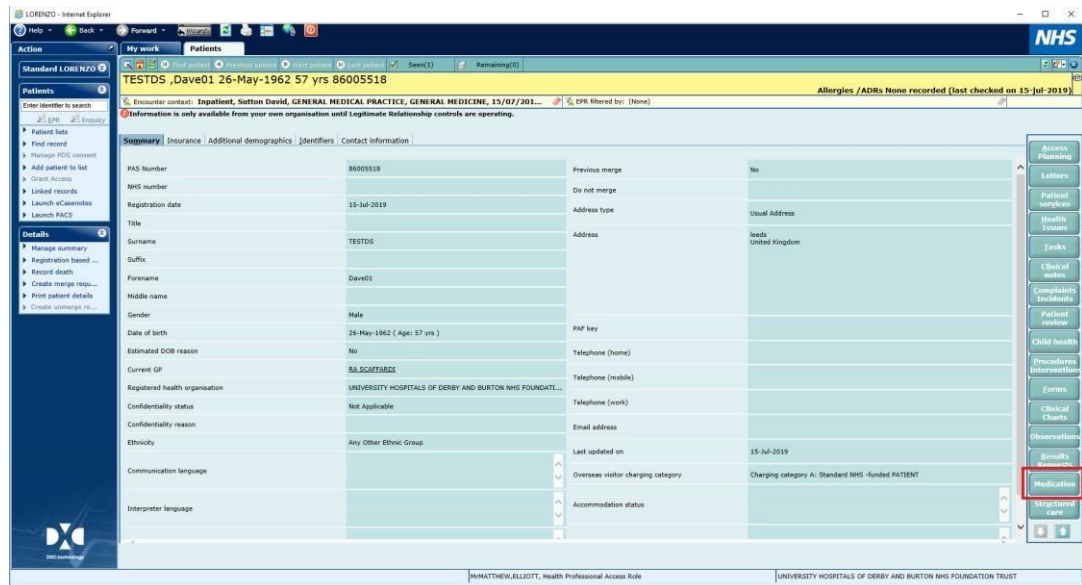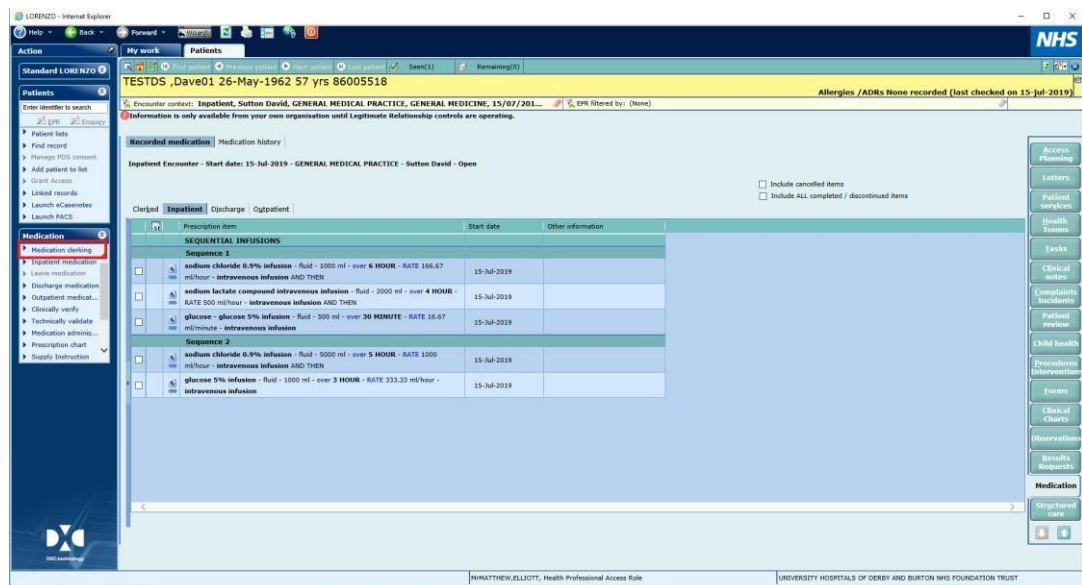
Appendix 2

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.

2. Click on the "Medication Clerking" Link

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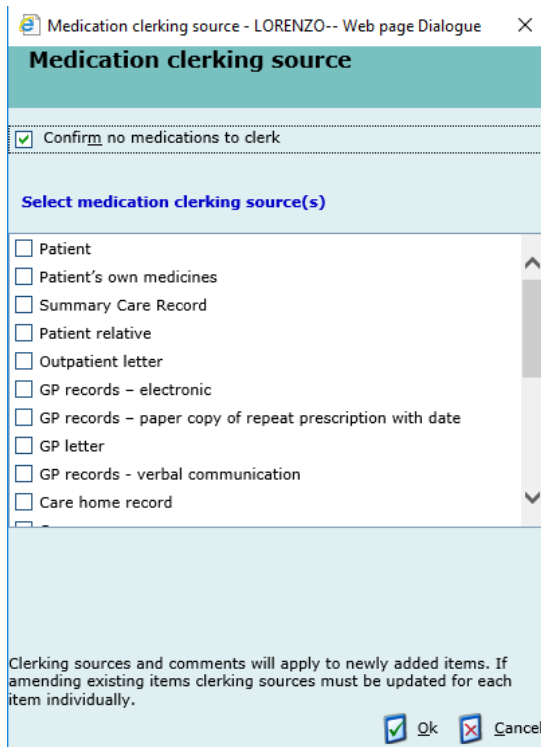
4. You can now enter the drug history. To copy medication already prescribed as an inpatient click the green arrow next to the relevant line.
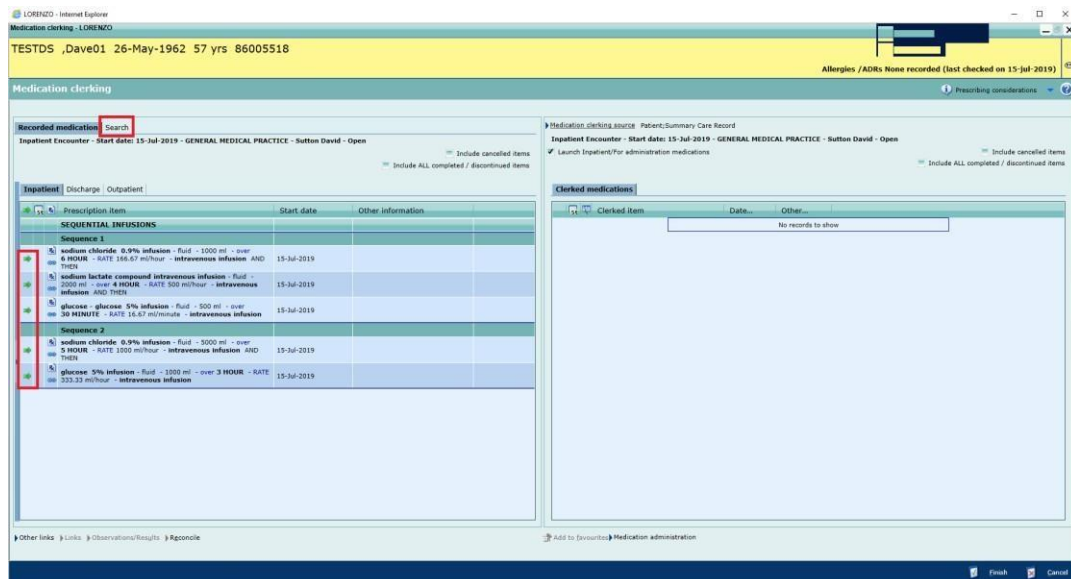

Tip:

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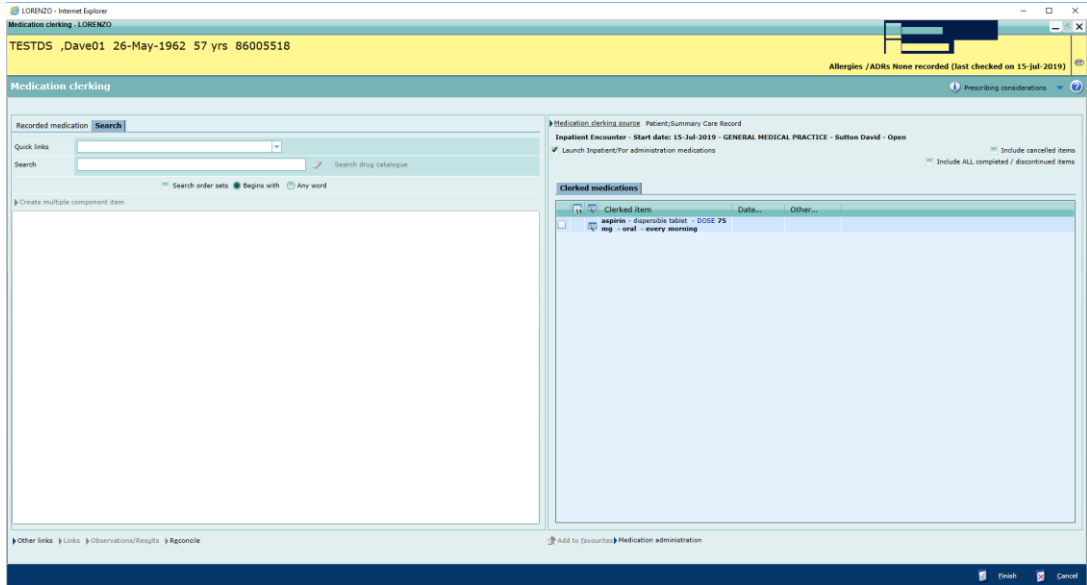
5. To enter medication manually click the search tab (highlighted above) and enter at least three characters of the medication you are searching for.
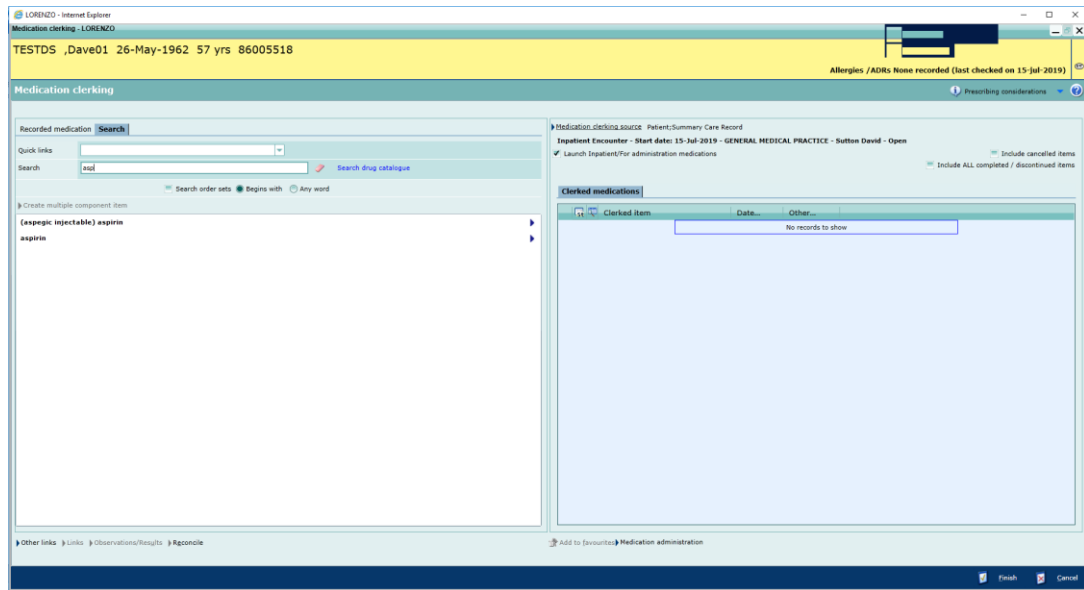

6. Select the appropriate drug and select the pre-configured dose or click "Other".
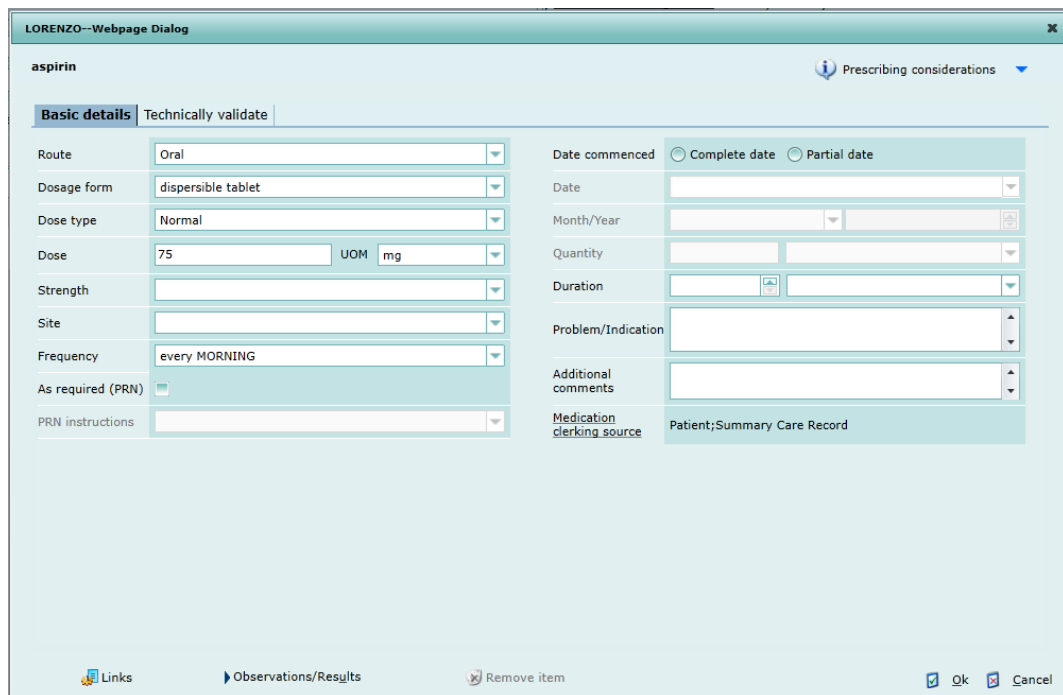
7. Once details have been entered click "Ok".

8. 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.
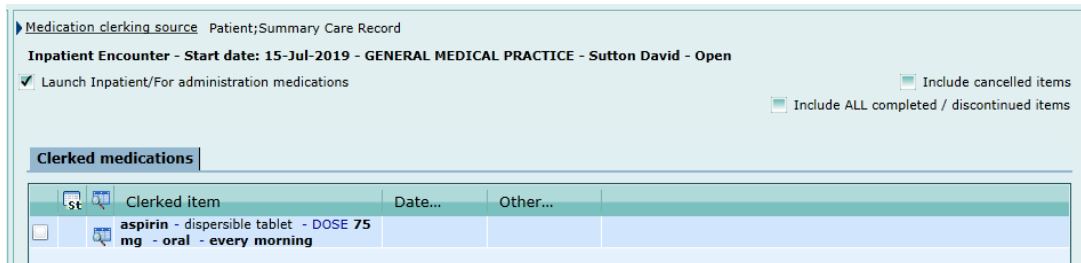
10. Once you have entered the drug history click "Finish".

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.

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.

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"