

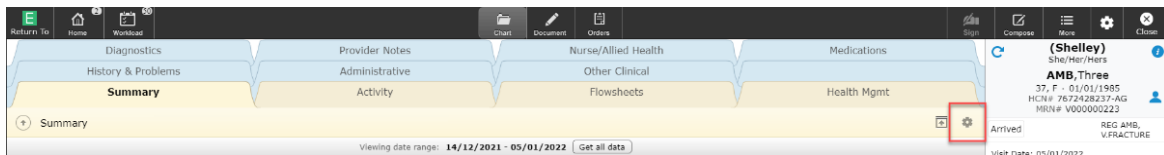
CARE4 MODULE NAME: AMBULATORY

Medication Reconciliation Routine (Home Meds Widget – Acute Routine)

To reconcile home medication using the acute Home Medications routine users must first add the Home Medication Widget

Adding the Home Medications Widget

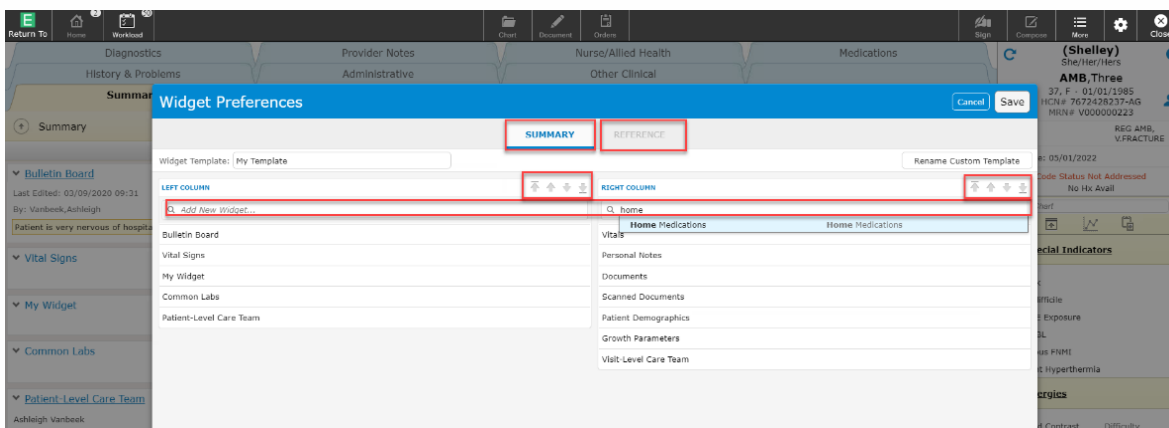
Once on you have the patients EMR open, click on the gear icon in the Summary tab.



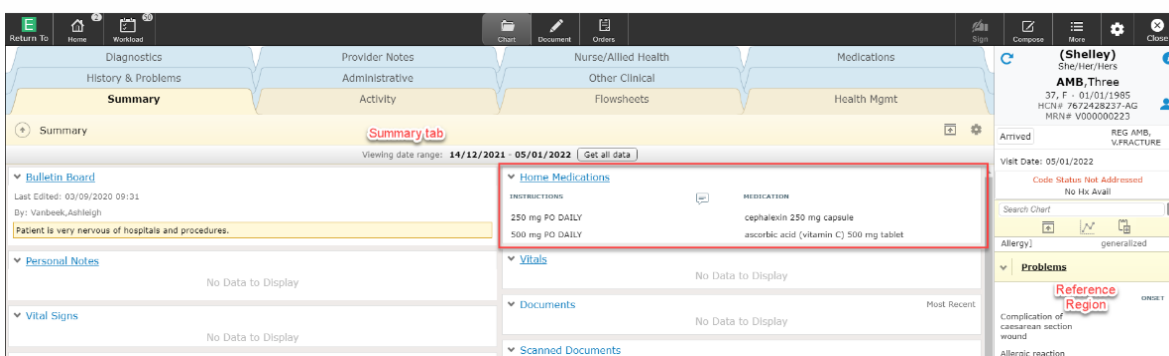
On the Widget Preferences overlay indicate if you want to add the Home Medications widget to the Summary Tab or the Reference Region.

If adding it to the Summary tab you have the option to add the widget to the right or left hand column.

Using the search field enter Home Medications (widget name should display when you start typing). Select the widget and it will be added to the bottom of the list, use the arrows to arrange the widget location preference.

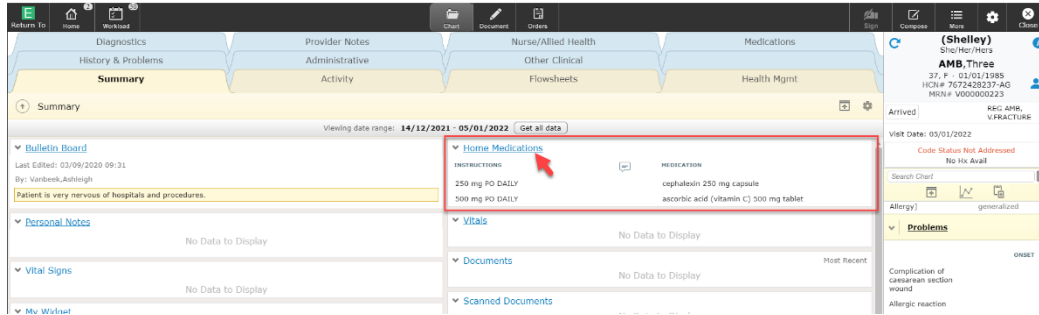


Depending on where you added the widget it will display on the Summary tab or the Reference Region.



Accessing the Home Medications Reconciliation Routine

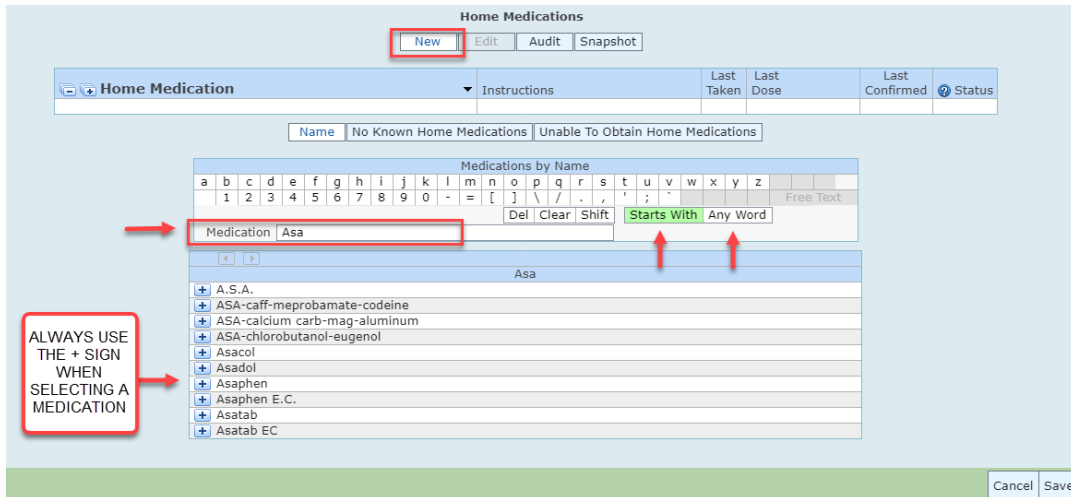
To access the Home Medications reconciliation routine, click on the Home Medications widget header.



The Acute Home Medications routine will launch.

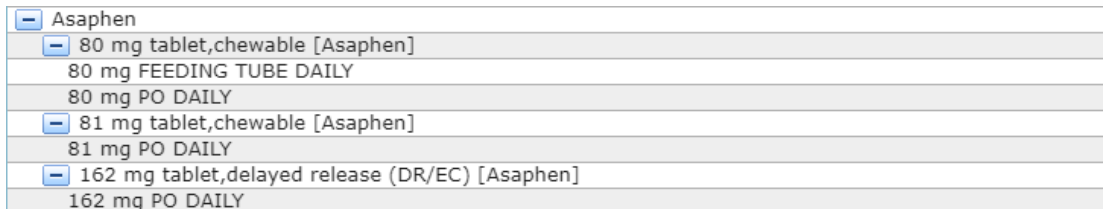
Entering Home Medications

To search for a medication, type the medication name into the **search box**. Options will populate as you type.



TIP: If you cannot find the medication, try typing the first 3 or 4 letters only, so that a larger list of options will appear. The **generic name** of the medication will also provide you more options to choose from. You also have the option to search by **Starts with** or **Any Word**.

When the desired medication appears, select the **+** plus button to view a list of available strengths for the medication.



Locate the correct medication strength, select the **plus button** to view a list of commonly used doses and directions.

TIP: Use of the **plus button** reduces the amount of information that has to be entered manually into the system, saving time and increasing efficiency.

Any additional information can be entered or edited within the **Edit** screen (pictured below). To add the next medication select the **New** tab to return to the new entry screen.

TIP: After all the medications have been entered, the **Source** and **Last Taken** information can be updated individually or for all medications at the same time using the footer buttons at the bottom of the screen. **Source** and **Last Taken** are mandatory fields that must be completed. Note that Last taken information may not be the same if the frequency differs between medications. Some entries may need to be edited individually.

Once all home medications have been entered, use the **checkmark column** to select multiple medications at once. After selection, a row of **footer buttons** will appear.

Use of the **footer buttons** will apply the entered information to all of the selected medications at the same time.

Select the **Source** footer button to enter the applicable sources of information. Selecting the **down arrow** will populate a list of source options to choose from.

TIP: This process can be repeated for any of the footer button options.

Source

✓ Home Medication	Instructions	Category	Last Taken	Last Dose	Last Confirmed	Status
✓ acetylsalicylic acid [Asaphen] 80 mg Tablet,Chewable	80 mg PO DAILY	Pt History			01/02/2021	New*
✓ atorvastatin 20 mg Tablet	20 mg PO BEDTIME	Pt History			01/02/2021	New*
✓ ramipril 1.25 mg Capsule	1.25 mg PO BID	Pt History			01/02/2021	New*

Source

Patient

Connecting Ontario (ONE ID)

+ X

Select the **Last Taken** footer button to enter the date and time the patient last took the selected medication. If **known**, click on the calendar icon (red box below) and select the applicable date. If the date is not known, click the **Unknown** icon. If there is a range of dosing (ex: 325-650 mg), you may type the last recorded dose. This is a free text option and not a required field for all medications.

Last Taken

✓ Home Medication	Instructions	Category	Last Taken	Last Dose	Last Confirmed	Status
✓ acetylsalicylic acid [Asaphen] 80 mg Tablet,Chewable	80 mg PO DAILY	Pt History			01/02/2021	New*
✓ atorvastatin 20 mg Tablet	20 mg PO BEDTIME	Pt History			01/02/2021	New*
✓ ramipril 1.25 mg Capsule	1.25 mg PO BID	Pt History			01/02/2021	New*

* Last Taken Known Unknown

* Date/Time 01/02/2021 09:00

Recorded Dose

TIP: This process can be repeated for any of the footer button options.

Home Meds (ROV TEST - TEST)

Amb. Iwo (Amber) 36 F 17/05/1985 She/Her/Hers SCH AMB V.FRACTURE

V80000018/22 4561237890-AA E00000107

Allergy/Adv: cephalexin, grass pollen, Opioids - Morphine Analogues, Sulfa (Sulfonamide Antibiotics), valproic acid, cat dander, (More)

Home Medications

New Edit Audit Snapshot

✓ Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
✓ ? acetylsalicylic acid [Aspirin (acetylsalicylic acid)] 325 mg tablet, delayed release (DR/EC)	? 325 mg PO DAILY	Unknown		Unconfirmed	Edited
✓ ? ascorbic acid (vitamin C) 500 mg tablet	? 500 mg PO DAILY	Unknown		Unconfirmed	Edited
✓ ascorbic acid (vitamin C) 500 mg tablet	500 mg PO DAILY	Unknown		06/01/2022	Edited
✓ black cohosh 500 mg capsule	500 mg PO BID	Unknown		06/01/2022	Edited
✓ clonazepam 2 mg tablet	2 mg DAILY	Unknown		06/01/2022	Edited
✓ metformin 500 mg tablet	500 mg DAILY	Unknown		06/01/2022	Edited

Medication: acetylsalicylic acid [Aspirin (acetylsalicylic acid)]

Status: Unconfirmed

* Status: Unconfirmed

* Date: User:

Strength: 325 mg

Dispense Form: tablet, delayed release (DR/EC)

Brand: Aspirin (acetylsalicylic acid)

Dose: 325

Units: mg

Route: PO

Freq: DAILY

PRN: No

Reason for Use: Max Daily Dose

Status: Unconfirmed

* Source: Patient Connecting Ontario (ONE ID)

Discontinue Cancel

Rx Instructions:

* Last Taken: Known Unknown

Date/Time:

Discontinue Cancel Last Taken Source Comments Confirm Discontinued Print Cancel Save

Documenting Home Medication Discrepancies

As part of the BPMH process, when documenting a home medication it is important to document *how that patient is taking the medication* even if this differs from the prescribed instructions. This practice is consistent with the *Institute for Safe Medication Practice (ISMP)* recommendations for completing a Best Possible Medication History and is also referred to within the *CARE4 Home Medications Policy*.

When a patient's actual medication use differs from what is prescribed, a comment or explanation of the discrepancy should be documented for physician review.

Enter the home medication using the regular home medication entry process, selecting the medication, dose and directions consistent with the **patient's actual medication use**.

Enter an explanation of the discrepancy into the **Patient Comments** textbox.

Home Medications

New Edit Audit Snapshot

Home Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
acetylsalicylic acid [Asaphen] 80 mg Tablet, Chewable	80 mg PO DAILY	Unknown		01/02/2021	New
atorvastatin 20 mg Tablet	20 mg PO BEDTIME	Unknown		01/02/2021	New
ramipril 1.25 mg Capsule	1.25 mg PO BID	Unknown		01/02/2021	New
zopiclone 5 mg Tablet	10 mg PO BEDTIME			01/02/2021	New*

Rx Instructions

* Last Taken Known Unknown
Date/Time
Dose

Nursing Comments Pharmacy Comments

Patient Comments
Prescribed as 5 mg PO BEDTIME, patient takes 10 mg PO BEDTIME.

Discontinue Cancel Last Taken Source Comments Confirm Unconfirmed Reviewed Print Cancel Save

Patient comments will automatically display for the physician on their reconcile screen allowing them to see both how the patient is actually using the medication as well as how it was originally prescribed. The prescriber can then make an informed decision about the medication to be held or continued while in hospital.

View Home Medication

Gbgh, Intfour 21 F 16/12/1999 Allergy/Adv: No Known Allergies

Close

HOME MEDICATION DETAIL AUDIT LOG

Current All

View

Order	zopiclone 5 mg Tablet 10 mg PO BEDTIME	Ordering User	Kenney, Joshua
Order	01/02/2021 18:12	Ordering Device	1SA472NB24
Date Issued	01/02/2021	Verifying User	Kenney, Joshua
Status	Active	Verifying Device	1SA472NB24
		Category	Pt History
		Order Number	210201-181843090
		Internal Order Number	H1-B20210201181843090

Patient Comments Prescribed as 5 mg PO BEDTIME, patient takes 10 mg PO BEDTIME.

Last Taken Unknown
Last Taken Date/Time Unknown
Last Taken Dose

Documenting Home Medications with Complex Instructions

For medications with complex instructions that cannot be documented using the usual dose, route and frequency fields, the Rx Instructions textbox is available.

Begin to enter the home medication using the regular home medication entry process. From the **Edit** screen, use the **dose** dropdown list to select **See Rx Instructions**.

The screenshot shows the 'Home Medications' interface. At the top, there are buttons for 'New', 'Edit', 'Audit', and 'Snapshot'. Below is a table with columns: 'Home Medication', 'Instructions', 'Last Taken', 'Last Dose', 'Last Confirmed', and 'Status'. The 'zopiclone 5 mg Tablet' row is highlighted in green, and its 'Instructions' field contains 'See Rx Instructions .ROUTE .CO...'. Below the table, a dropdown menu is open, showing options: 'See Rx Instructions', 'See Rx Instructions', '.ROUTE', and '.COMPLEX'. The 'See Rx Instructions' option is selected. Below the dropdown, there is a text area for 'Rx Instructions' containing the text: '4 mg PO at supper on Monday, Wednesday, Fridays. 2 mg PO at supper on all other days.' At the bottom, there are buttons for 'Discontinue', 'Cancel', 'Last Taken', 'Source', 'Comments', 'Confirm', 'Unconfirmed', 'Reviewed', 'Print', 'Cancel', and 'Save'.

The **Rx Instructions** textbox will become a mandatory field, further specifying that the dose, units, route and frequency should be included in the instructions.

Discontinuing and Cancelling Home Medications

Select the medication to be discontinued using the **checkmark** column.

Select the **down arrow** on the discontinue field to view the dropdown list of discontinue reasons.

The screenshot shows the 'Home Medications' interface. At the top, there are buttons for 'New', 'Edit', 'Audit', and 'Snapshot'. Below is a table with columns: 'Home Medication', 'Instructions', 'Last Taken', 'Last Dose', 'Last Confirmed', and 'Status'. The 'zopiclone 5 mg Tablet' row is highlighted in green, and its 'Status' column has a checkmark. Below the table, the 'zopiclone' medication details are shown. The 'Discontinue' button is highlighted in red, and a dropdown menu is open, showing a list of discontinue reasons. At the bottom, there are buttons for 'Discontinue', 'Cancel', 'Last Taken', 'Source', 'Comments', 'Confirm', 'Unconfirmed', 'Reviewed', 'Print', 'Cancel', and 'Save'.

Select the most appropriate discontinuation/cancel **reason** from the list provided.

* Discontinue Reason

Discontinue Reason
Completed
Doctor's Order
Dose Change
Entered in error
Order Change
Patient Refused
Patient no longer taking
Stopped as Part of a Protocol
Wrong Patient
<FREE TEXT>

The discontinued medication will no longer appear in the patient's home medication list. Cancelled and Discontinued entries are still viewable from the Audit and Snapshot tabs.

Documenting an Unconfirmed Home Medication List

If circumstances arise where the BPMH process cannot be completed (ie. home medications entered overnight, without the ability to contact the patient's pharmacy to obtain their medication list), home medications can be entered in an **unconfirmed** status.

Unconfirmed home medication entries will display within the patient's home medication list and on the prescriber's reconcile screen with the **question mark icon**.

Home Medication	Instructions	Last Taken	Last Confirmed	Rx
cholecalciferol (vitamin D3) [Vitamin D3]	1,000 unit PO DAILY	03/10/19 09:00	Unconfirmed	
cyanocobalamin (vitamin B-12)	1,000 mcg PO DAILY	03/10/19 09:00	Unconfirmed	
hydrochlorothiazide	25 mg PO DAILY	03/10/19 09:00	Unconfirmed	
ramipril	5 mg PO DAILY	03/10/19 09:00	Unconfirmed	
sertraline	50 mg PO DAILY	03/10/19 09:00	Unconfirmed	
warfarin	See Rx Instructions	03/10/19 09:00	Unconfirmed	
zopiclone	10 mg PO BEDTIME	Unknown	Unconfirmed	

Unconfirmed home medications must be completed as soon as the nurse or technician is able to do so.

Confirming the Home Medication List

The home medication list should be **confirmed** when the BPMH process is complete. The Last Confirmed column will display the date of when the confirmation took place.

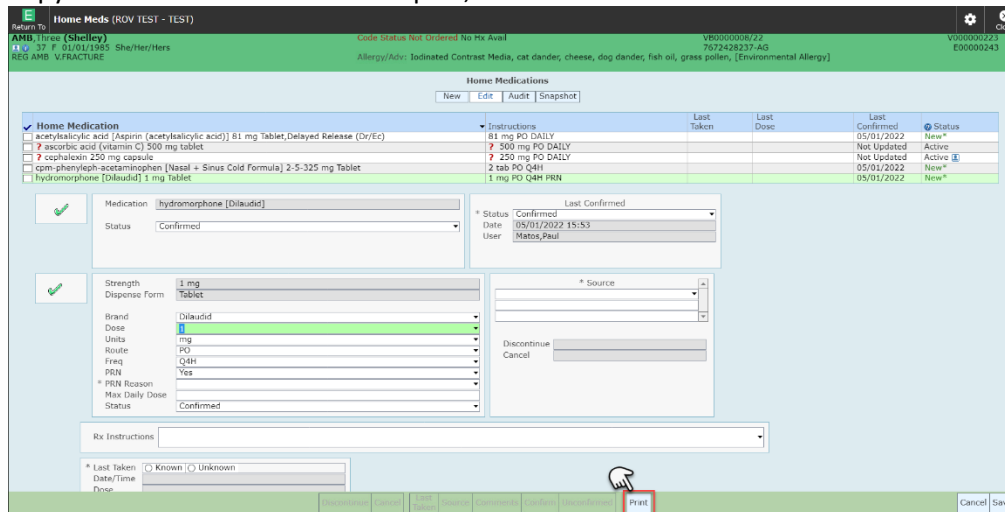
The screenshot shows the 'Home Medications' section for a patient. A table lists several medications, with the 'Last Confirmed' column highlighted in red. Below the table, the details for an unconfirmed Aspirin entry are shown. The 'Status' is 'Unconfirmed' and the 'Last Confirmed' date is '06/01/2022'. The 'Confirm' button at the bottom is also highlighted in red.

Medication	Instructions	Last Taken	Last Dose	Last Confirmed	Status
acetylsalicylic acid [Aspirin (acetylsalicylic acid)] 325 mg tablet, delayed release (DR/EC)	325 mg PO DAILY	Unknown		06/01/2022	Unconfirmed
ascorbic acid (vitamin C) 500 mg tablet	500 mg PO DAILY	Unknown		06/01/2022	Edited
ascorbic acid (vitamin C) 500 mg tablet	500 mg PO DAILY	Unknown		06/01/2022	Edited
black cohosh 500 mg capsule	500 mg PO BID	Unknown		06/01/2022	Edited
clonazepam 2 mg tablet	2 mg DAILY	Unknown		06/01/2022	Edited
metformin 500 mg tablet	500 mg DAILY	Unknown		06/01/2022	Edited

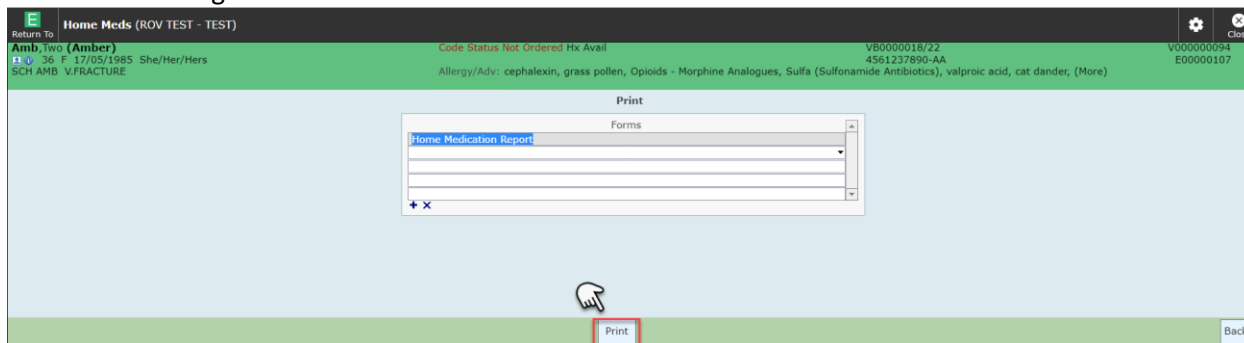
Once all the relevant information has been recorded for the documented home medications, select **Save** to return to the patient's EMR.

Printing the Home Medication Report

To print a copy of the Home Medications Report, click the Print button



Click Print once again



Report Sample

Royal Victoria Reg Hlth AMB	*** NOT A PRESCRIPTION ***	Page: 1 of 1 Date: 05/01/2022 16:03
Home Medication List		
Royal Victoria Reg Hlth AMB		201 Georgian Dr Barrie ON L4M 6M2
Please review the sections of this list carefully, and if you have any questions regarding your medications or medical equipment/supplies, contact your primary care physician.		
Patient: AMB,Three	DOB: 01/01/1985	
Patient Address: 113 Rainy Day Street, Penetanguishene, L9M 1B2, ON		
Allergies: Iodinated Contrast Media, fish oil, grass pollen, cat dander, dog dander, cheese, Environmental Allergy		
Current medications to discuss with your Primary Care Provider (5)		
1. cephalexin 250 mg Capsule		
250 mg Oral daily Dispense daily for Days No Refills		
2. ascorbic acid (vitamin C) 500 mg Tablet		
500 mg Oral daily Dispense daily for Days No Refills		
3. Aspirin (acetylsalicylic acid) (acetylsalicylic acid) 81 mg Tablet,Delayed Release (Dr/Ec)		
81 mg oral daily Dispense daily for Days No Refills		
4. cpm-phenyleph-acetaminophen 2-5-325 mg Tablet		
2 tab oral Every 4 Hours Dispense Every 4 Hours for Days No Refills		
5. Dilaudid (hydromorphone) 1 mg Tablet		
1 mg oral Every 4 Hours as needed for: Pain Dispense Every 4 Hours for Days No Refills		
This is not a prescription. This is for patient or caregiver use only.		

