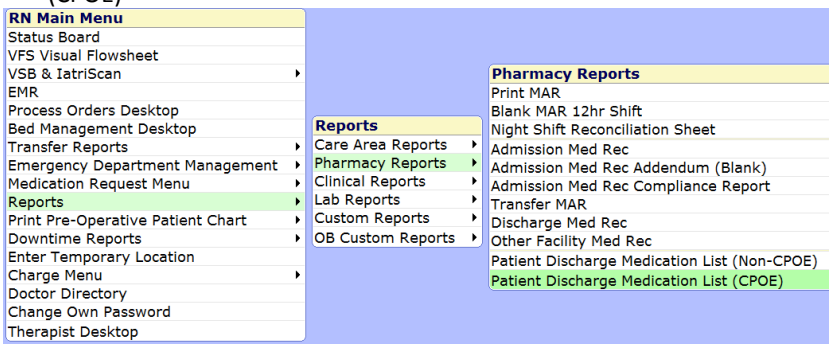
STANDARD WORK - JOB INSTRUCTION BREAKDOWN SHEET

Medication Reconciliation – Nurse Discharge Process

Select Patient from Status Board and click Discharge button before proceeding

Important Steps	Key Points	Reason
WHAT *I am doing* *A logical segment of the operation when something happens to advance the work.*	***HOW*** *I must do the work* *1. Things that make or break the job* *2. Things that make the work easier to do; a "knack" or a "trick"*	***WHY*** *I must do it this way* *Reasons for the Key Points*
Step 1. Type in MD Name and select secondary as order source		Allows you to view the patients D/C Med Rec
Step 2. Click on EDIT next to **Prescriptions**		
Step 3. Confirm both **Active Ambulatory Prescriptions (0)** **Reported Ambulatory Prescriptions (0)** are zeros	1. Located on bottom of page **2.** If both sections do not have a zero next to them, contact provider to complete the D/C process	'0' confirms provider has completed the D/C Med Rec process
Step 4. Confirm there are no duplications of medications in the **Discharge Plan**	1. **Discharge Plan** is located at the top of page 2. If duplications exist, contact discharging provider for clarification (*see incomplete med rec instructions)*	
Step 5. Highlight each **Reported Medications** (that is not indicated as a "stop") to confirm Instruction and Reason has been documented	1. Highlight medications 2. Select View/Change button at bottom of page 3. Click in **Instructions** box 4. Type instruction and reason in layman terms 5. Click Save 6. Click Keep As Reported *Repeat steps 3- 6 for each medication, then, click save, click OK, click File and Exit*	
Step 6. Print Patient Discharge Medication List (CPOE)	1. From RN Main Menu 2. select Reports→ Pharmacy Reports →Patient Discharge Medication List (CPOE)  4. type in patients name 5. click on correct patient visit 6. click OK 7. click Print 8. click OK	
Step 7. Review Discharge Medication List with Patient/Family, obtain signature, and obtain copy for patients record	1. Confirm each medication has a documented Instruction/Reason, if not, hand write in layman terms on printed form 2. Confirm patients/family understanding of medications 3. Obtain signature 4. Give original list to patient/family 4. keep copy in chart	

STANDARD WORK - JOB INSTRUCTION BREAKDOWN SHEET

Medication Reconciliation – Nurse Discharge Process

Select Patient from Status Board and click Discharge button before proceeding

Incomplete Medication Reconciliation Instructions *If MD can not go into MediTech again, RN to take telephone order for any clarification needed*	
How to Cancel Duplications	1. Click to Highlight duplicate medication within **Discharge Plan** 2. Click "Stop" in circle **Cont** **Stop** **Renew** 3. Document **Discontinue Reason** from dropdown box ***Repeat for each duplicated medication, then click save***
How to Delete a Medication Prescription	1. Highlight medication within **Discharge Plan** 2. Click "Stop" in circle **Cont** **Stop** **Renew** 3. Document **Discontinue Reason** from dropdown box ***Repeat for each medication prescription you wish to delete, then click save*** 4.) Go to actual prescription – and cross out medication
How to Document New Written Prescriptions *(i.e. found in pouch, MD does telephone order, MD is calling in med)*	1. Click on EDIT next to **New Prescriptions (0)** 2. Type in medication name in the **Favorite Medication Search** field 3. Select medication with prescribed dose, route, frequency 4. Click under **Details** on far right of screen 5. Select **Instructions** field 6. Type Instruction/Reason in layman's terms 7. Click Save, and Save again 8. Click Select *(repeat above steps for each new prescriptions)* 9. Click Save, click OK 10. Click File and Exit