

Medication Reconciliation/Discharge HCP Orders (sample guide)

Medication Reconciliation is the process of generating the most complete and accurate list of the individual's currently prescribed medications. This must be done during every transition of care (i.e., transferred to/from a Health Care Facility [e.g., hospital, nursing home, crisis stabilization unit, or rehabilitation center, etc.]).

HCP Orders that were in place (at the MAP Registered site) prior to the Health Care Facility admission must be reconciled with the new Health Care Facility discharge orders to create a complete and accurate *Medication List*; if the same medication appears on both sets of orders, the discharge (new) HCP medication order supersedes (take the place of) the prior existing HCP medication order.

Checklist

1) Before the individual is discharged from the Health Care Facility:

- Obtain all HCP Orders that were in place prior to the admission (from the individual's home).
- Obtain the new HCP medication orders being prescribed (using the Health Care Facility discharge orders).
- Compare the medications on the two sets of HCP Orders (prior and new); bear in mind the five (5) rights. Pay particular attention to dose and/or frequency changes for medications that appear on both sets of orders.
- If there are discrepancies between the two sets of HCP Orders, review the discrepancies with the Health Care Facility HCP prior to the individual's discharge/transfer (from the Health Care Facility).
- Prior to discharge/transfer, be sure to obtain dated and signed HCP Orders for any new or changed medications.
- Obtain any new prescriptions or ensure that the pharmacy has been notified by the Health Care Facility HCP of any new medication prescriptions.

2) Once the individual has returned home:

- Notify the Primary Care Physician (PCP), and any other prescribing HCP(s), that the individual had a transfer of care.
- All new or changed medication/treatment HCP Orders are reported to the PCP and any other prescribing HCP(s).
- Obtain any newly prescribed medication from the pharmacy.
- Compare Health Care Facility HCP Discharge Orders to all HCP Orders that were in place prior to the discharge; if the same medication appears on both lists, the Health Care Facility HCP Discharge Order will supersede (take the place of) the prior HCP Order.
- Update the Medication Administration Record:
 - HCP medication orders that have been superseded by new HCP Orders, must be noted as discontinued and the new HCP Order transcribed;
 - Any newly prescribed HCP medication orders must be transcribed; and
 - All HCP Orders must be Posted and Verified.
- Communicate the changes to others involved in supporting the individual (e.g., coworkers, Supervisor, Day Program staff, School staff, family members, etc.) according to the Service Provider Policy.