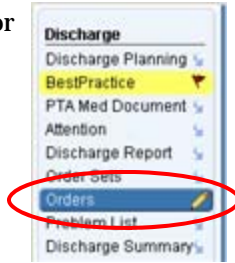


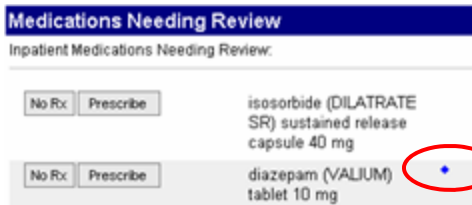
Upon Discharge

- 1) Open **Discharge** navigator
- 2) Click **Orders**



Inpatient Medications Needing review

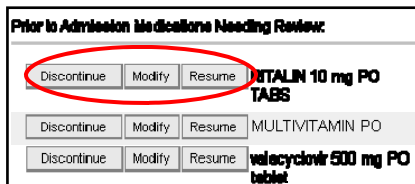
- 4) Click **No Rx** or **Prescribe** as appropriate
- 5) Enter Dispense Quantity and Refill values



Tip– PTA Meds that have been ordered Inpatient will be marked with a blue diamond

PTA Meds needing review

- 4) **D/C**, **Modify**, or **Resume** as necessary



Tip– Modify generates a new prescription

- 5) To order an additional discharge medication, use the blue **Additional Discharge Orders** field



Discharge Prescriptions

A discharge prescription may electronically faxed to the pharmacy, phoned in, or printed to a local printer.

To Fax Discharge Prescriptions

- 1) **Confirm the patient's Pharmacy** with the patient. If not on record, click **'No Selected Pharmacy'**



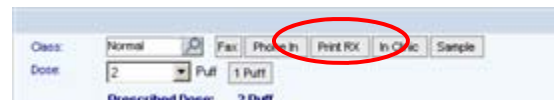
- 3) Enter Pharmacy name to select

- 4) **Pend or Sign** orders. **If you are a resident without a license, select **Pend**. Only a physician with a license can **Sign**.*

Prescriptions will fax immediately to the selected pharmacy. By default, **Schedule II** substances will always print.

To Print Discharge Prescriptions

- 1) To print discharge prescriptions, the **'Print Rx'** button must be selected for each order.



- 2) **Pend or Sign** orders. **If you are a resident without a license, select **Pend**. Only a physician with a license can **Sign**.*

For additional help information

<http://portal.stanfordmed.org/depts/it/cis/Pages/default.aspx>

Medication Reconciliation

Reference Guide for Epic

During Admission

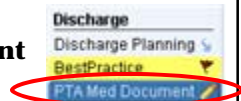
Document Prior-to-Admission (PTA) Meds

- RN will document PTA meds
- **MD is responsible to review list with patient/caregivers, modify as necessary and Mark as Reviewed**

- 1) Select patient
- 2) Click **Navigator** button
- 3) Select **ED** or **Direct Admission**
- 5) Admit as appropriate
- 6) Click Admit Documentation



- 7) Click **PTA Med Document**



- 8) Document outpatient meds (e.g. 'Aspirin 81') in empty field

** Dose/route/freq are defaulted in Generics but not Name Brand.*

- 9) Uncheck **'Taking'** if temporarily stopped

Prior to Admission Medication Documentation			
Generic Name	Medication Name	Sig (F3 to Edit)	Taking?
Methylphenidate 10 mg Tab	RITALIN 10 mg PO TABS	take 1 Tab by mouth d	✓
Multivitamin Oral	MULTIVITAMIN PO	take 1 Tab by mouth d	✓
Valacyclovir 500 mg Tab	valacyclovir 500 mg PO tablet	500 mg.	✓
	aspirin 81 mg		

- 10) Select **Discontinue/remove** if patient *no longer* takes this med

- 11) Click **Reviewed** 

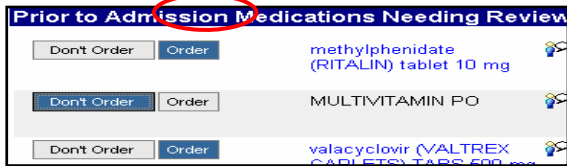
** Reviewed means Reviewed with the patient*

Admission (Cont.)

Use PTA Med Review to decide which PTA meds to order for this admission.



- 1) Click **PTA Med Review** button
- 2) Click **Orders**
- 3) Click **Order** to continue med during current Inpatient Admission
- 4) Click **Don't Order** to hold during current Inpatient Admission



**Additional details may be required for ordering PTA meds*

- 5) **Sign or Sign and Hold**

Transfer

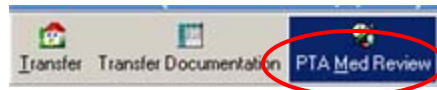
New PTA meds are discovered during transfer

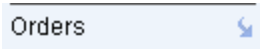
- 1) Open **Transfer** navigator
- 2) Click **Transfer Documentation**



- 3) Click **PTA Med Document**
- 4) See prior instruction

Reconciling Newly Discovered PTA Medications at Transfer



- 1) Click **PTA Med Review**
- 2) Click Orders 
- 3) Select **Don't Order** or **Order**
- 4) **Sign & Hold**

Reconciling ALL Current Medications at Transfer

- 1) Click 

- 2) Click 

1. For PTA Prescription Medications, you can reorder or modify

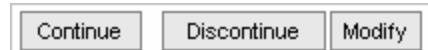
- 1) Click Medication
- 2) Complete order detail
- 3) Click Accept

Tip- Modified orders are indicated by strike through; e.g.

~~take 1 Tab by mouth as needed~~

2. For Active Med Orders, you can continue, discontinue, or modify.

- 1) Select order
- 2) Click **Continue, Discontinue, or Modify**



- 3) Make changes to order if necessary

Tip—You can continue/discontinue all active orders (including procedures) at Transfer by clicking the appropriate button.

- 4) Click **Continue All at Transfer** or **Discontinue All Orders**

[Continue All at Transfer](#) [Discontinue All Orders](#)

- 5) Click **Sign and Hold Changes** button

