



Nursing Medication Reconciliation Process Steps

Checklist for Admission

- Interview patient/family and collect patient's home medication list
- Enter the home medications into RxPad.
- Contact family, retail pharmacy, primary care physician and/or skilled nursing facility if clarification is needed.
- Print out **Report #1** (*RxPad Home Medication List*) and place in the *Physician's Order* section of the patient's chart, for the physician to use as an order sheet.
- Physician must fill out Report #1 and sign. If physician has already written the medication orders on the physician orders sheet, s/he is still required to review and sign Report #1 (*except* when there are no home medications).
- Copy (or fax) completed Report #1 and send to the inpatient pharmacy (*even if* there are no home medications).

Checklist for Transfer

- Print out **Report #1** (*RxPad Home Medication List*) and place in the *Physician's Order* section of the patient's chart (*skip this step if done by transferring unit*).
- Print out the **Medication Administration Guide** and place in the *Physician's Order* section of the chart (*skip this step if done by transferring unit*).
- Physician must fill out Report #1 and sign. The Medication Administration Guide is available if the physician is interested in using it.
- Copy (or fax) completed Report #1 and the Medication Administration Guide (if filled out) and send to the inpatient pharmacy.

Checklist for Discharge

- Physician must review the home medication list in RxPad and update it by removing medications, changing medications and prescribing new medications, as appropriate.
- After the physician does the medication reconciliation, print out **Report #11** (*Discharge Medication Handout*) – 2 copies will automatically print out.
- Review medications with patient/family and give them the *Discharge Medication Handout*.
- If any home medications have been discontinued during the admission, print out Report #12 (*Do Not Take list*) and give to patient/family.
- Fax Report #11 to the next provider of service and/or primary care physician.
- Place a copy of Report #11 in chart (with the discharge instructions)