# Medication List Review and Edit for Clinical Staff

Summary: Home medication lists must be reviewed for accuracy at each encounter. Duplicate medications should be removed by changing to a completed status. Reviewing home medication lists can be completed prior to the clinic visit, but completing the Documentation of Medication History and medication reconciliation are to be done with the patient at the time of the visit.

Support: Ambulatory Informatics at 231-392-0229.

Medication List Review

Please reference the Clinical EHR Education website to view full instructions on Medication Management and Medication History Documentation.

1. Navigate to the Ambulatory Nursing Workflow and select the Home Medications component.
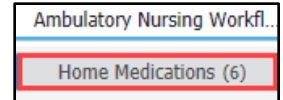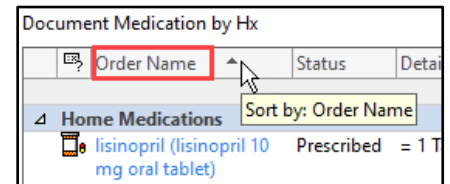
2. Select **Meds History**.

> **Additional sources available for medication history review:**
> - Legacy EHR
> - External Rx History
> - Discharge/Clinical notes within PowerChart

3. Review the medication list for accuracy.

4. **Alphabetize the medication list.**
   a. Click on the Order Name Column header to sort Medications from A to Z. Click again to sort from Z to A.

5. Remove duplicate medications by completing the medication.

6. **To Complete a duplicate medication:**
   a. Verify the correct medication dosage by referring to documentation or verifying with the patient.
   b. Right click on the duplicate medication.
   c. Select **Complete**.
   d. Completed medications will display under Pending Home Medications until signed.
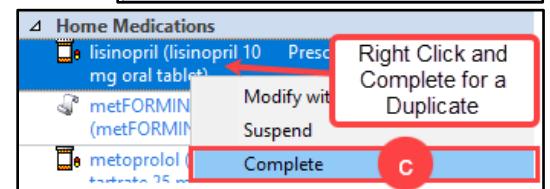
7. **Review External Rx History.**
   a. External Rx History accesses SureScripts and is a tool that can assist with obtaining an accurate medication list. Information will only display from pharmacies that participate with SureScripts.
   b. Within Document Medication by Hx, click on **External Rx History**.
   c. Selecting View or Import from the drop-down shows a side-by-side comparison of the External Rx History on the left and the current medication list on the right.
   d. Selecting Import will allow the ability to import the medication as a documented historical medication by clicking the paper icon.
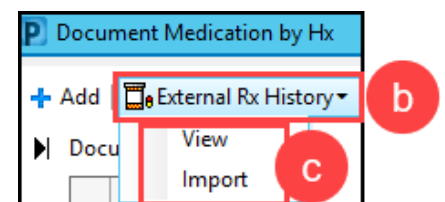
8. Add or import additional medication information as needed.

9. Click **Leave Med History Incomplete-Finish Later** to avoid the medication history showing as completed for the visit.
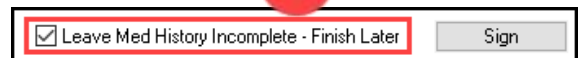
10. Click **Sign** when review and edits are complete.

Note: Only complete prescribed medications if the patient has completed the medication course or has been directed to discontinue the medication by the prescribing provider.