

Medication Management Terminology



Indicates a prescription



Indicates a documented Home Medication

| | |
|--------------------------|---|
| Modify without resending | Used to modify medication order details, such as prior authorization information. |
| Suspend | Provider only function. |
| Complete | Use when the patient is no longer taking the medication, or to complete a historical medication that is prescribed. |
| Cancel/DC | Used to cancel a prescription order. |
| Delete/Void | Use only when entered in error. |
| Add/Modify Compliance | Used to indicate any changes the patient has made, including whether the patient has stopped taking the medication. |

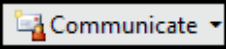
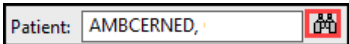
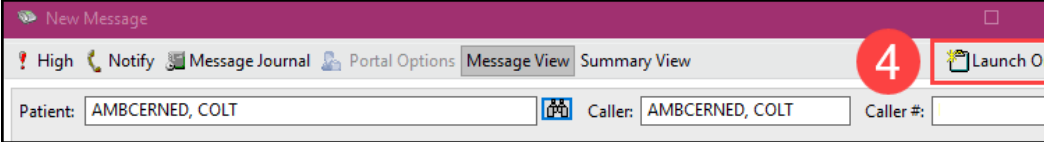
Documenting Home Medications by History

Home Medications may be documented from the Home Medications Component on the Ambulatory Workflow page, or from a clinical Intake form. See the document: Medication History Documentation on the [Clinical EHR Education website](#) for detailed instructions.

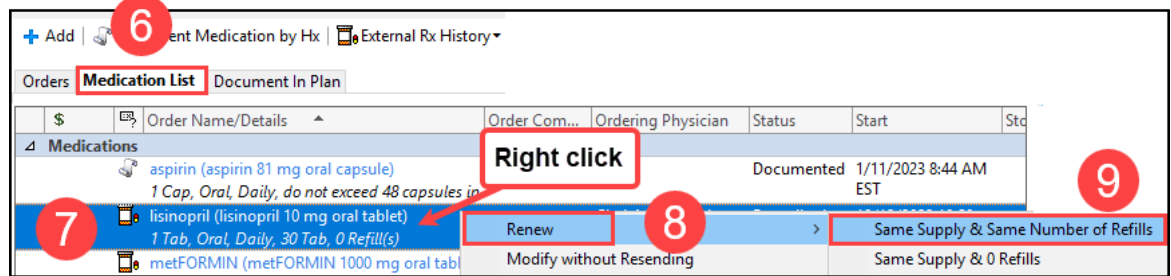
Renewing a Medication

Medications that have previously been prescribed in PowerChart may be renewed from the Home Medications Component on the Ambulatory Workflow page or from Message Center by proposing the medication order to the appropriate provider. Medication renewal proposals should be done from Message Center when documentation regarding the request is needed, and/or information needs to be communicated to the provider.

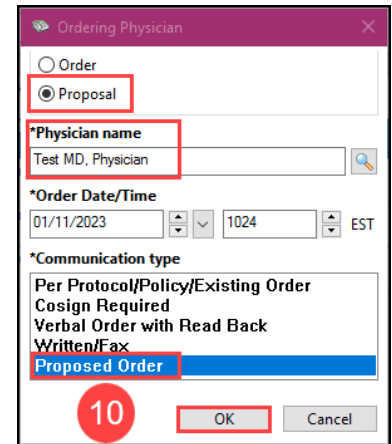
Renewing a Medication from Message Center:

- Open the patient's chart.
- Click Communicate on the toolbar to create a New Message. 
- Create a new InBetween Visits encounter if the medication order is not related to a current encounter.
 - To create a new InBetween Visits encounter, click on the search binoculars next the patient's name field. 
 - On the search screen, select the patient's name and **DO NOT** select an existing encounter. Click OK.
- Click **Launch Orders** on the Message toolbar. 
- The PowerOrders screen will open.

6. Click the Medication List tab.
7. Right-click on the medication to renew.
8. Select Renew.
 - a. Medications may only be renewed if they have been previously prescribed in PowerChart.
9. Select the desired Supply and number of Refills.



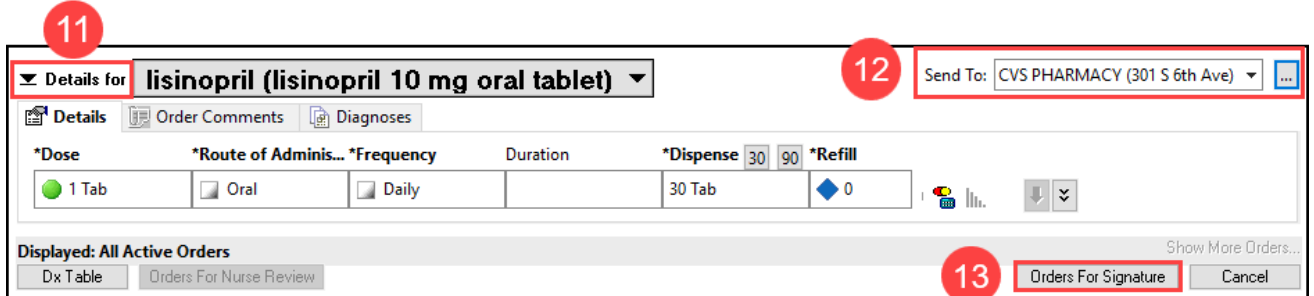
10. Complete the Ordering Physician information and click OK.
 - a. **Note:** Medication orders should always be proposed unless they meet the criteria for other communication types.



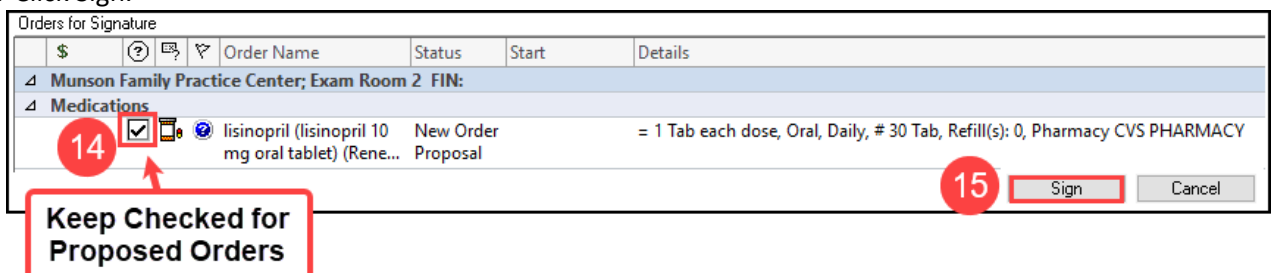
11. Review order Details and adjust, if needed.
12. Select the correct pharmacy our route of prescription by clicking Send To.

Click for additional send options, or to search for and/or add a new pharmacy.

13. Click Orders for Signature.



14. Review the Orders for Signature. **Note:** Verify that the Proposal checkbox is **checked** for Proposed orders.
15. Click Sign.



16. The medication order proposal will be added to the New Message.
17. Add any communication or documentation regarding the proposed medication order by typing in the General Message area.
18. Fill in all Message fields needed (To:, Provider:, Subject:).
19. Click Send to Send the Message and Medication order proposal to the provider selected.

Note: Proposed medication orders will only route to the pharmacy selected once the provider has accepted and signed the proposed order. Notify the provider of any time-sensitive orders per the agreed upon method.

Renewing a Medication from Home Medications Workflow Component:

1. Navigate to the Home Medications component on the Ambulatory Workflow page.
2. Click on the medication that you wish to renew.
 - a. Medications may only be renewed if they have been previously prescribed in PowerChart.
3. Click Renew.

4. Enter the desired Number of Refills and Dispense Quantity and click Save.
 - a. **Note:** Multiple medications may be selected to Renew, Cancel, or Complete by holding down the shift key and clicking each medication to act on. The action screen on the right side will display the number of medications selected. Select the appropriate action. If selecting Renew, an additional screen will display to enter the number of refills and dispense quantity for each medication selected.

5. Click **Sign** to complete the medication renewal, cancelation, and/or completion.
6. Complete the Ordering Physician information. **Note:** Medication orders should always be proposed unless they meet the criteria for other Order Communication types.

7. Review the Orders for Signature. Verify that the Proposal checkbox is **checked** for Proposed orders.
8. Click Sign.

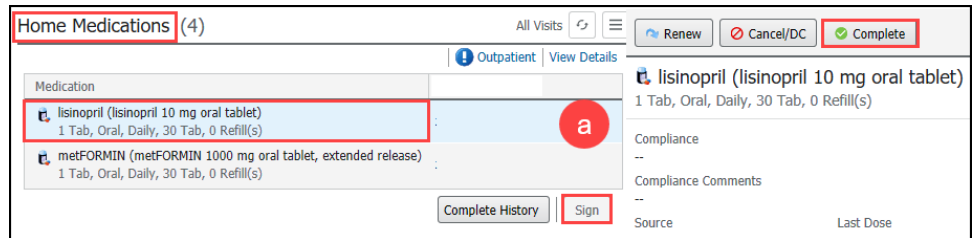
Note: Proposed medication orders display on the patient's medication list three times:

- The original medication order under Active Medications
- Italicized proposed order under Active Medications
- Italicized proposed order under New Order Proposals

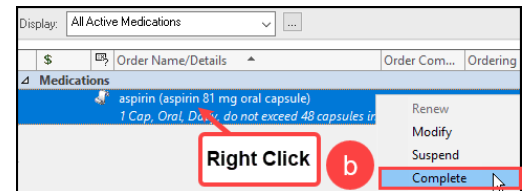
New Medication Order Proposal

Medications that have not been previously prescribed in PowerChart may be proposed by following the below process.

1. If the medication is listed as a documented medication, first Complete the medication.
 - a. From the Home Medications Component on the Ambulatory Workflow page: highlight the medication(s), click Complete, and Sign.

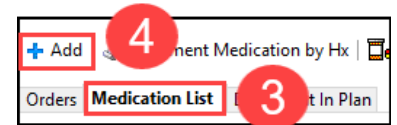


- b. From the Medication List: right click on the medication and select Complete, click Orders for Signature, and Sign.

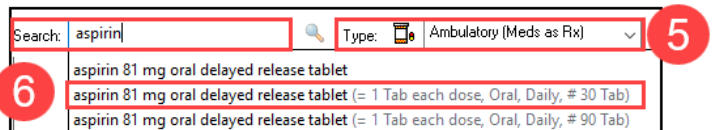


2. If communication or documentation regarding the medication order is needed, add the medication as a proposed prescription within a message. If no communication is needed, add the medication as a proposed order without a message.
3. Navigate to the Medication List.

- a. To add the medication proposal to a message, first create a New Message and click Launch Orders (see steps above on Renewing a Medication from Message Center for detailed steps).




4. Click Add within the Medication List.
5. Verify that Ambulatory (Meds as Rx) Type is selected.
6. Search for and select the correct medication.

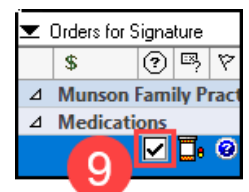


7. Review and adjust any medication Details needed.
8. Select the correct pharmacy or prescription routing by clicking Send To.



- a. Click  for additional send options, or to search for and/or add a new pharmacy.

9. Review the Orders for Signature. **Note:** Verify that the Proposal checkbox is **checked** for Proposed orders.
10. Click Sign.



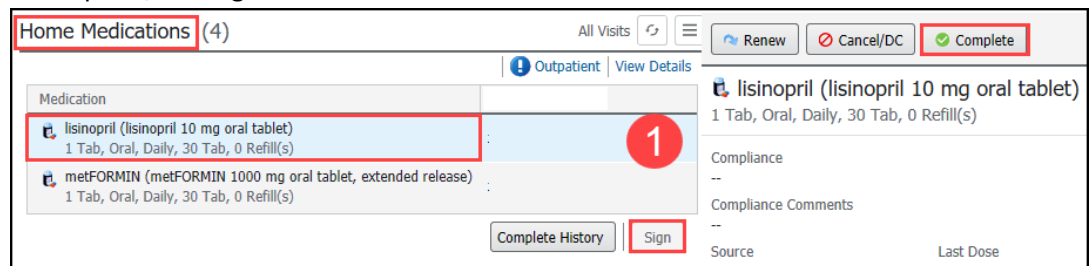
Completing a Medication

Medications may be completed if a patient has completed a medication, or to remove a documented historical medication from a patient’s medication list when ordering the medication as a prescription.

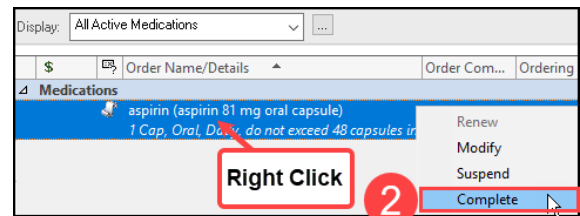
Note: Only complete prescribed medications if the patient has completed the medication course or has been directed to discontinue the medication by the prescribing provider.

To complete a medication:

1. From the Home Medications Component on the Ambulatory Workflow page: highlight the medication(s), click Complete, and Sign.



2. From the Medication List: right click on the medication and select Complete, click Orders for Signature, and Sign.



3. To add a new medication order, follow the steps in the previous sections.

- Medication orders may also be cancelled if needed (i.e., if the order was entered in error), and the order cancellation will be sent to the prescribing provider to accept the cancellation. Communication should be sent to the provider via message to relay information regarding the cancellation request.