

### Workflow Guide

## **Provider Reconciling Orders For Discharge**

Reconcile orders for your patient in the **Discharge Activity** after reviewing previous sections of the navigator to streamline your workflow. In the Orders section, click on "Go to Medication Reconciliation."

### **Reconcile Problem List and Review Orders for Discharge**

- 1. Reconcile Problem List (first tab) before Review Orders for Discharge. Your problem list will be up to date for you to associate orders. Resolve, indicate Active, or edit problems as appropriate.
- 2. In the Reconcile Medications for Discharge section, home medications appear in the left column, with corresponding inpatient orders in the right column.
- 3. Use the buttons to take reconciliation actions on the orders:
  - Continue: Instruct the patient to continue taking the medication.
  - Modify: Change details about the medication.
  - Spiscontinue: Instruct the patient to stop taking the medication.
  - Prescribe: Create a new prescription from an inpatient order.
  - On't Prescribe: Don't prescribe an inpatient order.
  - A Prescribe as CAM: Create a new clinic-administered medication from an inpatient order.



4. If a home med is not ordered as an inpatient med you see Not Ordered on Admission in the Inpatient Medications column (A). You also see in the third column, the After Visit Summary Preview, the provider has not recommended to continue at home, so the Geritol has a "STOP taking" header (A).



- 5. If an inpatient order created from a home medication is identical to the home medication order, it's listed as Ordered for Admission (B). If a patient has multiple similar home medications, Ordered for Admission appears next to the home medication the identical inpatient order was created from. The space next to the other similar home medications will be blank.
- 6. If an inpatient order has differences in dose, route, or frequency from a home medication, the differences are highlighted in yellow. If an inpatient order has different administration instructions from a home medication, both orders appear with no highlighting.
- 7. To take action on all unreconciled orders in a column, use the **Continue, Discontinue, Prescribe, or Don't Prescribe** buttons in the header.

Discharge	Discontinue		Don't
1. Reconcile Problem List for Discharge       Review Orders for Discharge       3. Order Sets       Link         Sort by:       Discharge Outpatient and Inpatient       Continue all unreconciled orders in	all unreconciled orders in this column	<b>Prescribe</b> all unreconciled orders in this column	Prescribe all unreconciled orders in this column
Home Medications	8) 🕝 lr	patient Medications (	+0

8. Clicking the red banner or Find Unreviewed button highlights meds requiring reconciliation.

	0 Z X	Summary Reference Handoff Orders -
Find	Unreviewed ← →	Discharge Order Rec     Order Sets     Options ▼       ✓ Edit Multiple     © Patient Estimate
Inpatient Medications		Place new discharge orders or order sets
Clicking red banner	or Find	① Reconcile Meds for Discharge is incomplete.
Not OI Unreviewed button high	lights meds	After Visit Summary Preview
requiring reconcil	lation	+ START taking:
Networdered on Admission		ALPRAZolam (XANAX) 0.25 mg tablet Take one tablet (0.25 mg dose) by mouth 3 (three) times a day as needed for Anxiety. Normal. Disp-30 tablet. R-0
cefTRIAXone (ROCEPHIN) 1 g in NaCl 0.9 % 50 mL mini bag plus	+ 0	> (i) This medication will not be e-prescribed. Invalid items: Provider Details >
1 g, IntraVENous, Administer over 30 Minutes, Every 8 hours, on Wed 3/27/19 at 1815	First dose	Other Unsigned Actions
Assemble and activate just before dose is administered. Begi within one hour of activation. Post-Procedure (Floor orders)	n infusion	→ Resume
D5 - 0.45 % NaCl + KCl 20 mEq infusion	+ 0	Take 650 mg by mouth every 4 (four) hours as needed.
100 mL/hr, IntraVENous, Continuous, Starting Wed 3/27/19 at 0940, For 3 days		lisinopril (PRINIVIL,ZESTRIL) 10 MG tablet Take 10 mg by mouth daily.
D5-0.45 % NaCl infusion	+ 0	R New Inpatient Orders
1015, For 14 days		Discharge patient
Will start central line in the OR		R Select a pharmacy
DOPamine (INTROPIN) 80 mg in D5W 50 mL NP Syringe	+ 0 ~	× Bemove All Save Work ✓ Sign

If you don't make any choice for a home medication, the order is NOT discontinued. However, the patient's discharge instructions will be incomplete and potentially confusing. Medication reconciliation requires a physician to indicate an active decision about every medication order. The AVS cannot be printed unless decisions have been made for all orders.

- 9. In the order sidebar (the third column), as you reconcile orders, they are color-coded green (prescribe or continue), yellow (modify), and red (don't prescribe or discontinue) based on your ordering decisions. This allows you to view your instructions as the patient will see them in their After Visit Summary.
- Ensure you have made a decision on all the orders if you are ready to discharge the patient. Then move on to the third tab, Order Sets.



After Visit Summary Preview	~
CHANGE how you take:	
ALPRAZolam (XANAX) 0.25 mg tablet (i) Take one tablet (0.25 mg dose) by mouth every 6 (six) hours as needed for Anxiety. Normal, Disp-30 tablet, R-0	
This medication will not be e-prescribed. Invalid items: Provider Details &	
ALPRAZolam (XANAX) 0.25 mg tablet     Frequency of 4 doses/day exceeds recommended maximum of 3 doses/day	
STOP taking:	
Iron-Vitamins (GERITOL COMPLETE) TABS Take by mouth daily., Historical Med	
Other Unsigned Actions	
→ Resume	
PARoxetine HCI (PAXIL) 20 mg tablet Take 20 mg by mouth every morning. Informant: Other	
Orders to Discontinue	
ALPRAZolam (XANAX) 1 mg tablet Take 1 mg by mouth 3 (three) times a day as needed for Sleep., Historical Med	
O Do Not Order	
citalopram hydrobromide (CELEXA) tablet 10 mg 10 mg, Oral, Daily, First dose on Wed 3/27/19 at 1845, For 14 days	

### Place New Orders / Using Order Sets for Discharge

- 11. Click on the Order Sets tab to place discharge order sets or other orders needed. (If you are reviewing orders and search for an order set from the sidebar from there, you will automatically be taken to Order Sets tab.)
- 12. Use your side bar to search for appropriate orders and sets.

Discharge 📃 💿 🖉 🗙	Summary Reference Handoff Orders 🗸
1. Reconcile Problem List for Discharge Review Orders for Discharge 3. Order Sets       Links       ✓         C Place New Orders       ← →	Discharge Order Rec     Order Sets     Options ▼            ✓ Edit Multiple           □ Patient Estimate
✓ Close → Next	neurontin + New 9 <u>N</u> ext
	After Visit Summary Preview Show All Orders
C Order Sets and Pathways	+ START taking:
✓ <u>Open Order Sets</u> X Clear Selection X Remove Open	ALPRAZolam (XANAX) 0.25 mg tablet Take one tablet (0.25 mg dose) by mouth 3 (three) times a day as needed for Anxiety., Starting Wed 3/27/2019, Until Thu 3/26/2020, Print
▼ BestPractice Advisories 🖉	enoxaparin (LOVENOX) 40 mg/0.4 mL
No advisories to address.	<ul> <li>SOLN Inject 0.4 mLs (40 mg dose) into the skin daily. Normal, Disp-11.2 mL, R-0</li> </ul>



13. The Order and Order Set Search window appears. Your search will display discharge order sets, outpatient meds, and outpatient procedure orders. During Visit Orders shows orders you may want to be carried out before the patient goes home, such as fitting with a leg brace. Using discharge order sets is recommended since they contain most or all of the orders you will need without your having to individually order or be called later to place an order necessary for discharge.

E Order and Order Set Search					
GENERAL 👂		se <u>Preference List</u> <u>Eacility List</u>			
🗄 Order Sets & Panels 🔦	sets, outpatient meds, and outpatient	s by user 🔎 I (Alt+1)			
Name           Discharge orders general medical	procedure orders having to do with your search term.	Type Order Set			
티 🔊 Postproc alvimopan (entereg) medicatio	To discharge and use only discharge on	Order Set			
E Dostproc breast surgery	In discharge med rec, only discharge or post-procedure order sets will be	Order Set			
E Dostproc general biopsy	available.	Order Set			
Postproc general reconstruction	Single orders for for <b>outpatient</b> meds	Order Set			
E Dostproc general surgery	or procedure orders appear under the	Order Set			
E D Postproc lap appendectomy	After Visit headers, discharge being the	Order Set			
E D Postproc lap cholecystectomy	place to focus on the patients care when they have left the hospital. Outpatient	Order Set			
E Destproc lap colon / small bowel	orders have a house icon.	Orde Set			
Postproc lap gastric hepatobility panc		Or er Set			
E 2 Postproc lap nissen (andoplication	Occasionally, you may need to place an order to be carried out before the	Crder Set			
After Visit Medications (No results found)	patient is discharged. During Visit Orders have a bed icon.	Order Set			
☆ After Visit Procedures	If the orders you are searching for don't	<u>∓</u> (Alt+3)			
Name	appear on your Preference List tab, click	Pref List Type Code			
Ambulatory referanto General Surgery	the Facility List tab for more options.	AMB FAM Referral REF27			
Puring Visit Orders 🗧					
	Select And St	ay Accept X Cancel			

#### **Open the Order Set of Your Choice**

Not the order set you meant to open? Look for the Remove Open button to remove all the order set orders not yet acted upon.





Place New Orders			$\leftarrow \rightarrow$	^	
Order Sets			Clear All Orders		
Discharge orders general medical & Personalize 🔹 😤					
▼ General					
<ul> <li>Conditional discharge hold order (place IN AL Conditional Discharge Hold Routine, Continuous, Starting 3/28/19 Until Spece</li> </ul>	DDITION to the D	Discharge Patient order)			
<ul> <li>Device Management</li> <li>Urinary Device removal should be managed by protocols are followed.</li> </ul>	discontinuing the	urinary device order. This helps to ensure that proper post re	emoval		
Remove central venous catheter prior to discharg Once (Routine)	je				
Remove PICC line prior to discharge Once (Routine)					
Leave foley catheter in place for post-discharge u Once (Routine)	use and provide ho	me care instructions			
Leave PICC line in place for post-discharge use					
Once (Routine)	Educate Patient	on			
<ul> <li>Patient / Family Education</li> <li>Educate Patient on Routine, Once (Routine), First occurrence today a Educate patient on ***, Post Discharge, Sign</li> </ul>	Priority: Frequency:	Routine     Routine       Once (Routine)     Once (Routine)         BID     TID			
<ul> <li>Notify Physician</li> <li>Activity</li> <li>Diet</li> <li>Referrals</li> </ul>		Starting: 3/28/2019  ☐ Today Tomorrow At: 1415	Ð		
<ul> <li>▼ Follow-up/Tests</li> <li>▶ Follow Up /Tests</li> </ul>	() Comments:	⊕ ♣ ▲ ▲ ? ? + Insert SmartText	⇒ ≼ ₽ş		

Discharge order sets in Dimensions contain orders to streamline your discharge workflow. For example:

- A **Conditional Discharge Hold** order to be placed in addition to the Discharge order when you are waiting for some event (infusion completed for instance), but at that point the patient is free to go (screenshot below).
- **Device Management** to easily place orders to remove lines before discharge (screenshot above).
- Educate Patient order is a quick way to list topics you want to be sure are covered by the ancillary staff (screenshot above).
- **Discharge Instructions** order is a place for you to write exact instructions to appear on the AVS (screenshot below).
- Most **Referrals** (for those not in the order set, search for an additional order with "amb ref") and Test orders are opened with a simple click.

✓ Instructions	Discharge instru	uctions
<ul> <li>Instructions</li> <li>Discharge instructions</li> </ul>	Status:	Normal Standing Future
Routine, Clinic Performed	Class:	Clinic Perfo 🔎
◄ Additional SmartSet Orde	Sched Inst.:	+ Add Scheduling Instructions
🔎 Search		
You can search for an order by ty	Comments:	Add Comments (F6)



Conditional Discharge H	old	✓ <u>A</u> ccept	X Cancel
Priority: Routine	P Routine		~
Frequency: Continue	ous 🔎		
For:	Hours Days Weeks		
Starting:	3/28/2019 🛱 Today Tomorrow At: 1417 🕗		
Starting:	Today 1417 Until Specified		
Schedule	ed Times 🖄		
03/28/1	9 1417		
Specimen Src:	Q		
Provider to notify:	Myself Not needed Other provider (comments)		
Medication:	When next dose of antibiotic complete When next medication pass complete		
	When patient demonstrates ability to self inject medication		
Dietary:	When tolerating PO When tolerating meals		
Comfort:	When pain controlled		
Elimination:	When voiding without assistance When voiding with specific volume (comments)		
Tests:	Final lab(s) results Final radiology results Other tests (comments)		
Services:	When PT, OT and /or ST visit complete with recommendations		
	When Rehab visit complete with recommendations		

### Pharmacy Selection / Rx Routing

If a pharmacy isn't selected, you can ask the patient and add pharmacies of their choice.





P <sub>x</sub>		F	harmacy Sea	irch				×
<u>N</u> ame	Suggested	Search Results						
	Name		Store No.	E-Rx?	Туре	Mail Order? Phone	Fax	Intersection o
Address	CVS/phar TRAIL, NO ROAD AT	macy #4098 - INDIAN C - 4300 OLD MONROE CORNER OF WAXHAW-	4098	Yes	External	704-821-6583	704-821-5247	CORNER OF INDIAN TRAI
City	INDIAN							
State ZIP								
Clinic's nearby ZIP codes (282xx)								
₽ <u>S</u> earch								
Show:								
All pharmacies     Mail order	<							>
O 24-hour					×			
O My organization	CVS/p	harmacy #40	98 - II	NDI/	AN TRA	AIL, NC - 4300	OLD	^
O Specialty	MON	ROE ROAD AT		NER	OF W	AXHAW-INDI	AN TRAI	L
O Long-Term Care							P: 704-82 F: 704-82	21-6583 21-5247
	Address				Ор	eration		
	4300 OL	D MONROE ROAD			1	Not open 24 hours		
	Store nu	mber: 4098				-Prescribing controlled subs	tances	~
					똨 Send to I	Multiple <u>P</u> harmacies	<u>A</u> ccept	X Cancel



There may be multiple pharmacies and you may select different pharmacies for different medications.

To indicate multiple pharmacies for this medication reconciliation, before signing discharge orders, check pharmacy selection:

- A- Click on the pharmacy link to open the Select Pharmacies window.
- B- Change pharmacy for each medication as needed.
- **C-** Add an additional pharmacy if needed.
- **D-** Accept changes.



		THE PARAGONE WARKING OLD THE CONCE	
Before signing discharge	Select Pharmacies		e) times a day as
orders, check pharmacy selection:	CVS/pharmacy #4098 - IN 4300 OLD MONROE ROAD NDIAN TRAIL NC 28079 704-821-6583	× CVS/pharmacy #7213 - M × 3310 SISKEY PARKWAY MATTHEWS NC 28105 704-849-2180	
A- Click on the pharmacy link to open the Select Pharmacies window.	Not open 24 hours	E Not open 24 hours E	d items: Provider
enoxaparin (LOVENOX) 40 mg/0.4 mL 40 mg, Subcutaneous, Every 24 hours Disp-11.2 mL, R-0, Starting 3/28/2019	<b>~</b>		times a day.
gabapentin (NEURONTIN) 100 mg caps 100 mg, Oral, 3 times a day Disp-90 capsule, R-0, Starting 3/28/2019	В	→ <mark>⊻</mark>	d items: Provider
Add Pharmacy	1	✓ Accept     ✓ Cancel	
		100 mL/hr, IntraVENous, Continuous, Starting	Wed 3/27/19 at 0940, For 3
<b>B</b> - Change pharmacy for each medication as needed. C-Add an additional pharmacy if n	eeded.	CVS/pharmacy #4098 - INDIAN TRAIL, NO CORNER OF WAXHAW, INDIAN TRAIL	C - 4300 OLD MONROE ROAD 704-821-6583
D-Accept changes.	×	Remove All	Pend/Save Work ✓ Sign

#### Meds to Beds

Meds to Beds is a program aimed to address barriers some patients face, such as transportation, insurance authorizations, and concerns about tiring the patient or leaving them home alone while a caregiver picks up the medications.

Once admitted, the Inpatient Nurse, Case Manager, MLA, Community Pharmacy Technician, or Engagement Specialist discusses the Meds to Beds service and its benefits with the patient or patient representative for pediatric patients.

If the patient or patient representative chooses to opt into the service, the user will document the patient or patient representative's response as "Yes, Interested" and the provider will see this indication in the patient header:

Epic -	🔤 In Bask	et ᠑ (	Order Hx 🐻 Label Hx 🔋	Cart Fill
¥E 🖴		$\Box$	Poc, Medstobeds	×
Poc, Med	stobeds		Bed, Class: B343-0	01, IP
Bedside Med	ls Delivery		Attending Provider	: Physician
35 y.o., 02/2	6/1984, Male		TT: None	
MRN: 85012	746			
CSN: 30000	0094827			

As the provider writes the discharge prescription(s) for the patient, the Rx will be routed automatically to the Community Pharmacy associated with the acute care facility. The preferred pharmacy does NOT need to be altered. This will not impact the patient's preferred pharmacy after discharge.

Once the patient is discharged from the acute care facility, the Bedside Meds Delivery FYI will automatically be removed from the patient's chart.

\*\*Also, for patients using the Ready At Home program, please leave the Lobby Pharmacy selected.\*\*

