

Workflow Guide

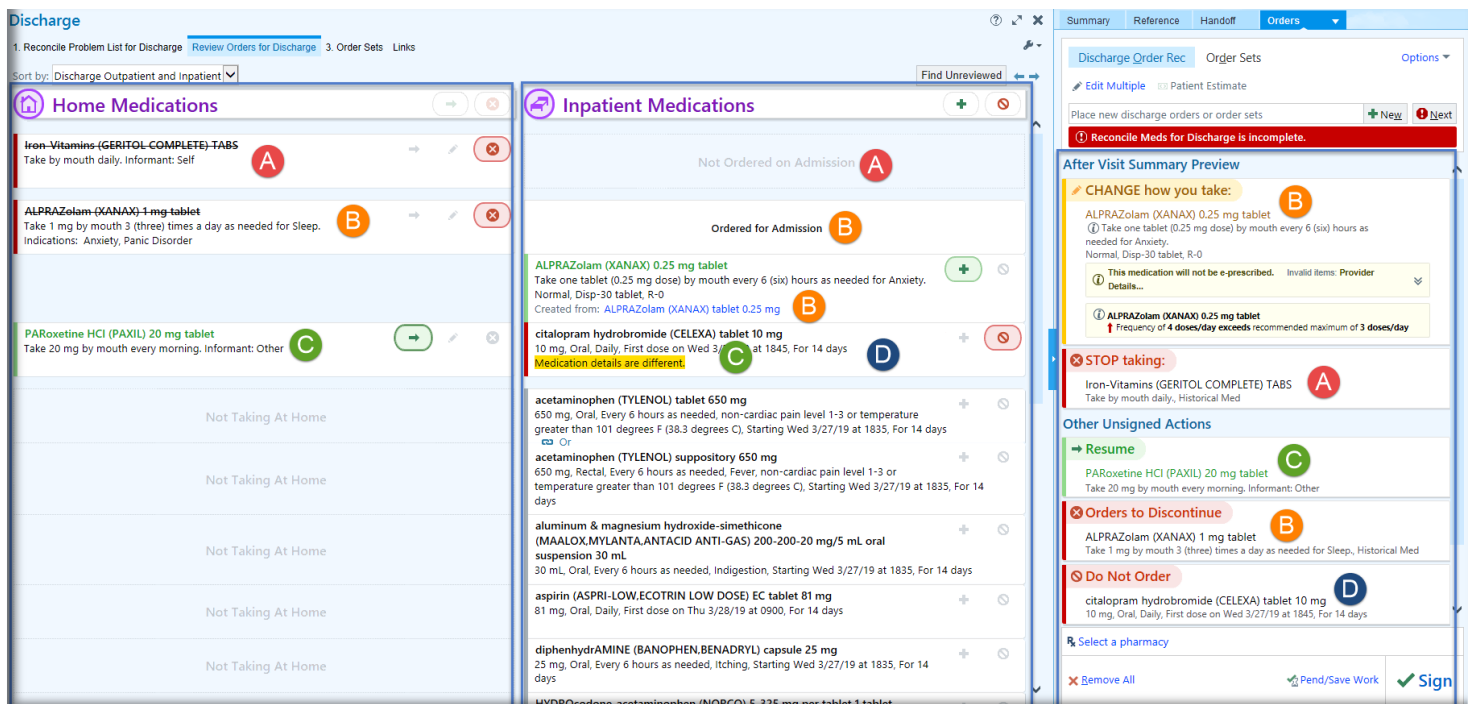
Provider Reconciling Orders For Discharge

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

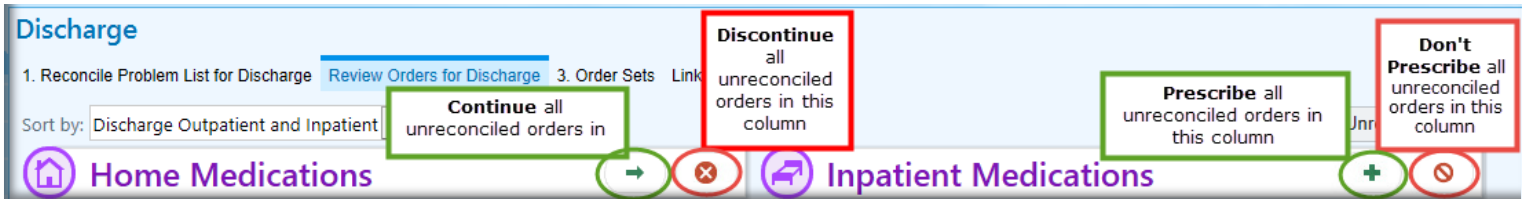
1. Reconcile Problem List (first tab) before Review Orders for Discharge. Your problem list will be up to date for you to associate orders. Resolve, indicate Active, or edit problems as appropriate.
2. In the Reconcile Medications for Discharge section, home medications appear in the left column, with 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.
- **Discontinue:** Instruct the patient to stop taking the medication.
- **Prescribe:** Create a new prescription from an inpatient order.
- **Don't Prescribe:** Don't prescribe an inpatient order.
- **Prescribe as CAM:** Create a new clinic-administered medication from an inpatient order.

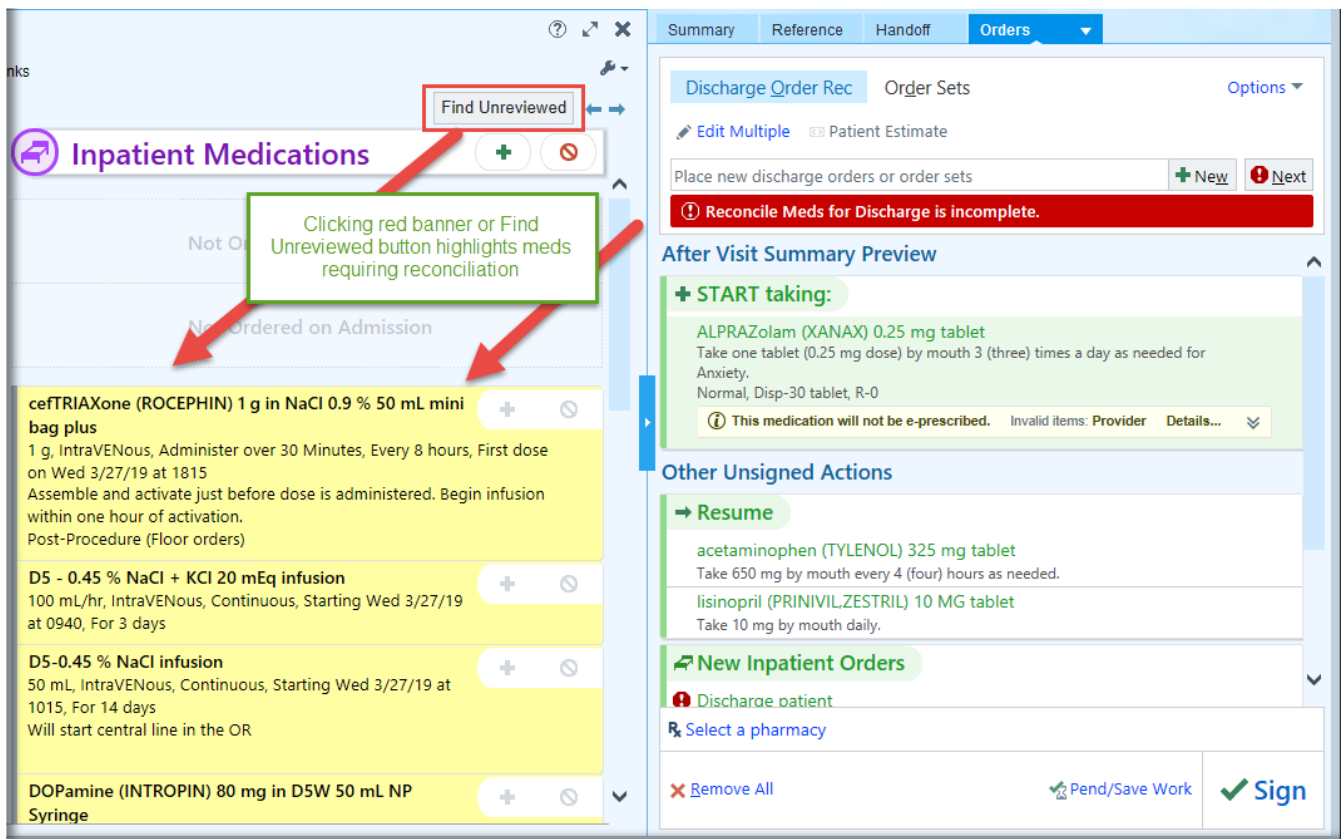


4. If a home med is not ordered as an inpatient med you see Not Ordered on Admission in the Inpatient Medications column (A). You also see in the third column, the After Visit Summary Preview, the provider has not recommended to continue at home, so the Geritol has a “STOP taking” header (A).

- 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.
- 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.
- To take action on all unreconciled orders in a column, use the **Continue, Discontinue, Prescribe, or Don't Prescribe** buttons in the header.



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



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.
10. 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
 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 HCl (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

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

1. Reconcile Problem List for Discharge Review Orders for Discharge **3. Order Sets** Links

Place New Orders

Close Previous Next

Order Sets and Pathways

Open Order Sets Clear Selection Remove Open

BestPractice Advisories

No advisories to address.

Summary Reference Handoff **Orders**

Discharge Order Rec **Order Sets** Options

Edit Multiple Patient Estimate

neurontin New Next

After Visit Summary Preview Show All Orders

START taking:

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

enoxaparin (LOVENOX) 40 mg/0.4 mL SOLN
 Inject 0.4 mLs (40 mg dose) into the skin daily.
 Normal, Disp-11.2 mL, R-0

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.

GENERAL

Order Sets & Panels

Name
Discharge orders general medical
Postproc alvimopan (entereg) medicati
Postproc breast surgery
Postproc general biopsy
Postproc general reconstruction
Postproc general surgery
Postproc lap appendectomy
Postproc lap cholecystectomy
Postproc lap colon / small bowel
Postproc lap gastric hepatobiliary panc
Postproc lap nissen fundoplication
Postproc lap ventral hernia

After Visit Medications (No results found)

After Visit Procedures

Name
Ambulatory referral to General Surgery

During Visit Orders

Preference List | **Facility List**

Search by user: [] (Alt+I)

Type
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set
Order Set

Search: [] (Alt+3)

Pref List	Type	Code
AMB FAM...	Referral	REF27

Buttons: Select And Stay | Accept | Cancel

Callout 1: Your search will display discharge order sets, outpatient meds, and outpatient procedure orders having to do with your search term.

Callout 2: In discharge med rec, only discharge or post-procedure order sets will be available.

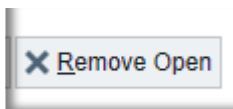
Callout 3: Single orders for for **outpatient** meds or procedure orders appear under the After Visit headers, discharge being the place to focus on the patients care when they have left the hospital. Outpatient orders have a house icon.

Callout 4: Occasionally, you may need to place an order to be carried out before the patient is discharged. During Visit Orders have a bed icon.

Callout 5: If the orders you are searching for don't appear on your Preference List tab, click the Facility List tab for more options.

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.



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.

Conditional Discharge Hold Accept Cancel

Priority:

Frequency:

For:

Starting: At:

Starting: **Today 1417** **Until Specified**

Scheduled Times

Specimen Src:

Provider to notify:

Medication:

Dietary:

Comfort:

Elimination:

Tests:

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.

Summary Reference Handoff **Orders**

Discharge Order Rec Order Sets Options

Edit Multiple Patient Estimate

Place new discharge orders or order sets

promethazine (PHENERGAN) injection 25 mg
25 mg, Intramuscular, Every 6 hours as needed, Nausea, Vomiting, Starting Wed 3/27/19 at 1811, For 14 days, Post-Procedure (Floor orders)

New Inpatient Orders

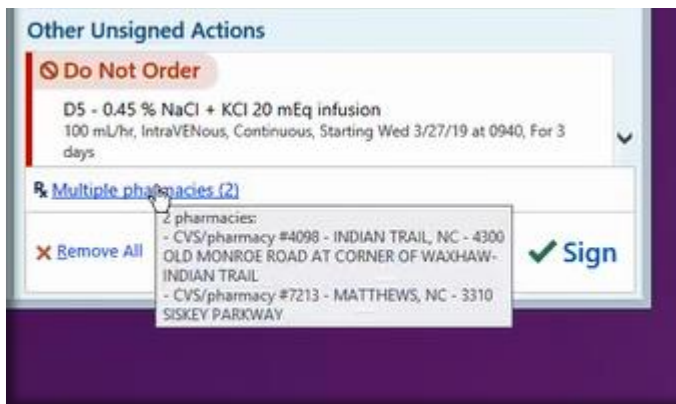
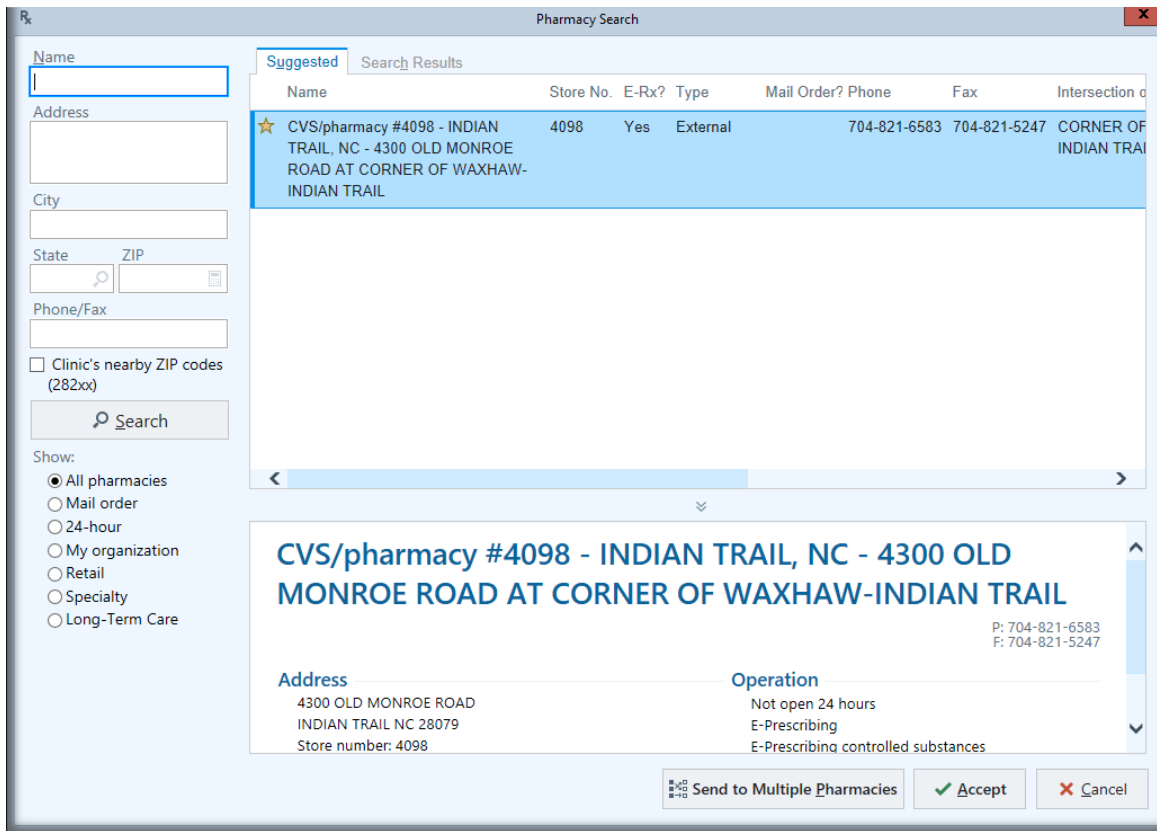
Discharge patient
P Order details

Rx CVS/pharmacy #4098 - INDIAN TRAIL, NC - 4300 OLD MONROE ROAD AT CORNER OF WAXHAW-INDIAN TRAIL 704-821-6583

Rx Select a pharmacy

Click the link to "Select a pharmacy" or change/add to the list of pharmacies the patient uses.

Find the pharmacy in the Pharmacy Search window. This is especially important when the patient wants their prescriptions e-prescribed and may want different medications sent to different pharmacies. Often, the nurse has already had that conversation with the patient and filled in the pharmacy. If they have, be sure to confirm with the patient before making a change to it.



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.

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.

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:

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.****

