

No.	Action	Responsibility
	<b>DOCUMNETING MEDICATION HISTORY (PHARMACY)</b>	
1.	<p>Login and navigate to Pharmacy care organiser (PCO).            Identify for your area of responsibility the patients which require medication histories to be documented.            Use the Med History column (M) to identify patient who requires their medication history to be reviewed and completed..</p> <p><b>NOTE:</b>            Green tick = medication history completed            Blue circle with exclamation = incomplete or not started</p>	Pharmacists , Pharmacy Technicians, Pre-reg pharmacists.
2.	Click on the patient name to open their record.	Pharmacists , Pharmacy Technicians, Pre-reg pharmacists.
3.	<p>Under Requests / Care plans click on the “document medication by History” button to open the Document Medication by History Window.</p>	Pharmacists , Pharmacy Technicians, Pre-reg pharmacists
4.	<i>Document Medication by history window</i>	Pharmacists , Pharmacy Technicians, Pre-reg pharmacists

**NOTE** -There may already be some entries in this window, eg:

- If the patient has been readmitted within 28 days.
- If a clinican has already documented some of the history.
- Any previous dicharge medication or outpatient medication within the past 28 days.
- **These will require checking and modifying as appropriate.**
  
- if a previous medication history *more than* 28 days ago has been undertaken for the patient and you need to refer to it this will be found under medication history or reconciliation history in the request/care plan 'View' panel.

If it has been confimed that the patient takes no medication, tick the “No Known Home Medication” tick box.

If unable to confirm history, tick “unable to obtain information” tick box.

If re-admitted within 28 days and medication history has not changed since last admission tick “use last adherence” tick box.

5. If the medication history has already been documented by another healthcare professional but not yet confirmed by pharmacy there are several options:

- Amend the medication already on there by right clicking on the medication and click on modify then follow the information in step 6
- Remove medication , right click and void if this medication was entered incorrectly for this patient
- Add a new medication , see step 6

6. To add and document history medication, click on the symbol to open the Add Order window. Search for the medication and select the appropriate medication from the drop down list.

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Technicians,  
Pre-reg  
pharmacists

	<div style="background-color: #0070C0; color: white; padding: 5px;"> <span style="float: left;">ZZZFRIENDS. MR ZZZTEST1 ** Allergies **</span> <span style="float: right;">Age: 34 years DOB: 01/08/1982 Resus: For CPR</span> </div> <div style="margin-top: 10px;"> <p>Search: <input type="text"/> Type: <input type="button" value="Document Medication by Hx"/></p> <p>Folder: Favourites Search within: <input type="text" value="Medications"/></p> </div> <p>Continue to search until all the medications have been selected.</p> <p>Non-formulary , homeopathic, herbal etc. medication should also be documented in the same way as other medication.</p> <p>If the medication cannot be found in the search box, document it using “Freetext”. Type Freetext into the search box and select “Freetext medication”.</p> <p>The Add Order window may be minimised if necessary to view the list of medicines added.</p> <p>When all medication that is required to be documented has been found, <b>click done</b>.</p>	
7.	<p>For each medication, complete the Order Entry Format (OEF) with as much information as possible.</p> <p>For medicines with a dose range “as required” eg “paracetamol 500mg to 1g four times a day when required”, this should be documented as the lower dose eg Paracetamol 500mg four times a day when required, and the dose range inserted into the “Special instructions” box.</p> <p>If any medication is a recent acute prescription ensure this is documented by including when the course was started / stopped/ duration, use the special instructions box to document this.</p> <p>If the medication is a weekly/ fortnightly/ monthly etc. ensure that the next dose due is documented in the special instructions box. The last dose can be documented in the adherence tab.</p>	Pharmacists , Pharmacy Technicians, Pre-reg pharmacists

8. Use the Adherence tab to document any further information if required

9. Once all medications are documented **untick** the “Leave med history incomplete” tick box. Then click document history.

This will then make the green tick appear in the Med History column (M) of the Pharmacy Care Organiser and also in the “Requests and Care Plans window”

If it is necessary to reverse this action, the green tick in the “Requests and Care Plans window” can be unticked by right-clicking on it to reset.

10. Go to Tasks in the menu section, select the Pharmacy Tasks tab and then the Medicines History task.

Double click on the Sim task in the task description column to open the Medication History form.

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**Pharmacy Tasks** Discharge Validation Discharge Dispensing Outpatient

Task retrieval completed

Scheduled Date and Time	Task Status	Mnemonic	Order Details	Charted By	Task Description
12/Jan/2018 11:06 GMT	Overdue	Medication History	- Requested on: 12/Jan/18 11:06:44 GMT System generated order for medicines history		Medication

11. Complete all the details in the form as appropriate and sign ✓ the form.  
 SAVE 📁 the form if the form is still work in progress and hasn't been completed yet. The task will only be complete once the form has been signed.

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 pharmacists

If there are any issues outstanding e.g. Unable to confirm a dose of methadone, document this in the other details box for communication to other Pharmacy staff members.