



No.	Action										Responsibility				
	DOCUMNETING MEDICATION HISTORY (PHARMACY)														
1.	Login and naviga Identify for your a documented. Use the Med His reviewed and co	in and navigate to Pharmacy care organiser (PCO). Intify for your area of responsibility the patients which require medication histories to be umented. In the Med History column (M) to identify patient who requires their medication history to be ewed and completed Pharmacists, Pre-reg pharmacists.													
	Patient List: RD8-GH General Medicine - Ward 18 V List Maintenance Establish Relationships														
	Location	A.	Patient MRN: 864359	М.	U	AKI	L.		C	MDS	т	Τ			
	RD8-GH Ward 18 Bay B - 05	•	*ZZZEPMA, XXX 51 yrs F DOB: Dec 20, 1966 NHS: MRN: 865544	<b>(</b> ) () ()	20 🔔				2	No		-			
	RD8-GH Ward 18 Bay C - 04	o	<b>VADER, DARTH</b> 43 yrs M DOB: Jan 1, 1975 NH5: MRN: 864684	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	8 🛦					No	-	-			
	NOTE: Green tick = medication history completed Blue circle with exclamation = incomplete or not started														
2.	Click on the patient name to open their record.											Pharmacists , Pharmacy Technicians, Pre-reg pharmacists.			
3.	Under Requests / Care plans click on the "document medication by History" button to open the Document Medication by History Window. Add   & Document Medication by History   Reconciliation -   & Check Interactions									Pharmacists , Pharmacy Technicians, Pre-reg pharmacists					
4.	Document Medication by history window									Pharmacists , Pharmacy Technicians, Pre-reg pharmacists					





ZZZF	RIENDS. MR ZZZTEST	1 EDD: Isolation:	Age: 34 years DOB: 01/08/1982 Resus: For CPR	NHS: MRN: 3001655 Gender:Female	Loc: 19 HRI; Room 03; Bed 15 Inpatient [01/11/2016 14:42 - Consultant: Ainslie , William	5 Your epr: Yes - ≺No - Discharge date>]		
+ Add	Medication History	ations 📄 Unable To Obtain Inform	nation 🗌 Use Last Adherence		R	Reconciliation Status Meds History		
	Order Name		Status  Medication history has	Details not yet been documented. Please	document the medication history for this pa	Last Dose Date/Time Info		
•	l Dotails					F		
0 N	Missing Required Details					Document History Done		
NC	DTE -There m	hay already be	some entries i	n this window	, eg:			
-	If the patier	nt has been rea	admitted within	28 days.				
-	If a clinican	has already d	locumented sor	me of the histo	ory.			
-	Any previou	us dicharge me	edication or out	patient medica	ation within the pa	ast 28 days.		
-	These will	require check	king and modi	fying as appr	opriate.			
-	if a previou	s medication h	nistory more the	an 28 days ago	b has been undert	aken for the patier	nt	
	and you ne	ed to refer to it	t this will be fou	and under med	lication history or I	reconcilation histo	ry	
	in the reque	est/care plan '\	√iew' pannel.					
If it	t has been co	onfimed that th	ne patient takes	no medication	n, tick the "No Kno	own Home		
Me	edication" tick	cbox.						
If u	inable to con	firm history, ti	ick "unable to o	btain informat	ion" tick box.			
IC .								
If r	e-admitted w	ithin 28 days a	and medication	history has no	ot changed since l	ast admission tick		
"us	se last adhere	ence" tick box.	1					
lf t	he medicatio	n history has a	already been do	ocumented by	another healthcar	re professional but		
not	t yet confirme	ed by pharmac	cy there are se∖	/eral options:				
-	Amend the	medication alr	ready on there	by right clickin	g on the medication	on and click on		
	modify ther	follow the info	ormation in step	o 6				
-	Remove me	edication, righ	it click and void	I if this medica	tion was entered i	incorrectly for this		
	patient							
-	Add a new	medication, se	ee step 6					
					A.1.1		Pharma	cists
То	add and doo	ument history	medication, cl	lick on the 👎	symbol to or	pen the Add Order	Pharmad	CV
wir	ndow.	-					Technici	ans,
							Pre-rea	
Se	arch for the r	medication and	d select the app	propriate medi	cation from the dro	op down list.	1.0.09	





ZZZFRIENDS. MR ZZZTE ** Allergies **	ST1 EDD: Isolation:	Age: 34 years DOB: 01/08/1982 Resus: For CPR	
Search: 📔 🔍 🔍	Type: Search within: Medications →		
Continue to search until a	Il the medications have been selected.		
Non-formulary , homeopa way as other medication.	thic, herbal etc. medication should also	be documented in the same	
If the medication cannot b into the search box and se	e found in the search box, document it elect "Freetext medication".	using "Freetext". Type Freetext	
The Add Order window m	ay be minimised if necessary to view th	e list of medicines added.	
When all medication that	s required to be documented has been	found, <b>click done</b> .	
For each medication, cor possible.	nplete the Order Entry Format (OEF) wi	ith as much information as	Pharmac Pharmac Technicia
For medicines with a dose when required", this shoul a day when required, and	e range "as required" eg "paracetamol s d be documented as the lower dose eg the dose range inserted into the "Speci	500mg to 1g four times a day Paracetamol 500mg four times ial instructions" box.	Pre-reg pharmac
If any medication is a rece course was started / stopp	ent acute prescription ensure this is doc ped/ duration, use the special instructior	umented by including when the ns box to document this.	
If the medication is a wee documented in the specia	kly/ fortnightly/ monthly etc. ensure that I instructions box. The last dose can be	the next dose due is documented in the adherence	



ZZZFRIENDS. MR	ZZZTEST1 EDD: Isolation:	Age: 34 years DOB: 01/08/1982 Resus: For CPR	NHS: MRN: 3001655 Gender:Female	Loc: 19 HRI: Room 03; Bed 15 Your epr: Yes Inpatient [01/11/2016 14:42 - <no -="" date="" discharge="">] Consultant: Ainsile William</no>				
Add Medication His     No Known     Document Medication H	tory Home Medications 🗌 Unable To Obtain Info ny History	rmation 🗌 Use Last Adherence		Reconciliation Status Meds History Admission Discharge	je			
Order Name		Status A Status Medication history h	Details as not yet been documented. Please do	Last Dose Date/Time I	nfo <mark>i</mark>			
	dications mvador)	Document	- START: 02/11/2016 14:50					
Beclometasone     Salbutamol (Sa	te (olyceryl trinitrate 400micrograms/ dose pu : (Qvar Easi-Breathe) lamol Easi-Breathe)	Document Document	<ul> <li>START: 02/11/2010 14:49</li> <li>DOSE: 200 microgram - ROUTE: inhala</li> <li>START: 02/11/2016 14:49</li> </ul>	tion - inhaler - TWICE a day - START: 02/11/2016 14:49				
Bisoprolol Atorvastatin		Document Document	DOSE: 2.5 mg - ROUTE: oral - tablet - DOSE: 20 mg - ROUTE: oral - tablet - (	ONCE a day (morning) - START: 02/11/2016 14:48 DNCE a day (night) - START: 02/11/2016 14:48				
Furosemide Ramipril		Document Document	DOSE: 40 mg - ROUTE: oral - tablet - ( DOSE: 1.25 mg - ROUTE: oral - capsul	NCE a day (morning) - START: 02/11/2016 14:48 - ONCE a day - START: 02/11/2016 14:47				
Details for Simv.     Details for Simv.     Details im Order t     Dose     Drug Form:     Special Instructions:     Start Date / Time:     Admission Med:     Days Supply:     Othering Required Data     Othering Required Data     Starts for B     Details for B     Still Taking, as I     Still Taking, as F	rastatin (Simvador) Comments Adherence Route of Administration Route of Administration (C11/2016 (C) (1450 (C)) (C11/2016 (C) (1450 (C)) (C11/2016 (C)) (C)) (C11/2016 (C)) (C)	rrequency	Duration  PRN: Indication  Patient's Own Meds: VA Stop Date / Time: Profile  Oose Change Reason: N/A GP to Continue  Profer information if  Profer information if Profer i		Pharmacists , Pharmacy Technicians, Pre-reg pharmacists			
Still Taking, Not Unable to Obtai Investigating	edications are doc nent history.	umented <b>untick</b>	the "Leave med	I history incomplete" tick box. Then	Pharmacists , Pharmacy Technicians, Pre-reg			
Leave Med History Incomplete - Finish Later Document History C								
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.								
			Reconcilia	tion Status History 😲 Admission 😲 Discharge				
Go to Task task.	s in the menu sect	ion, select the F	Pharmacy Tasks	tab and then the Medicines History	Pharmacists , Pharmacy Technicians,			
Double clic	k on the task in the	e task descriptio	n column to ope	n the Medication History form.	Pre-reg pharmacists			





	Pharmacy Task	s Discharge Validati	on Discharg	je Dispensing	Outpatient					
	Task retrieval co	ompleted								-
	Scheduled Date and Time Task Status Mnemon					Order Details		Charted By	Task Desc	ri
	<sup>.</sup> භී <sup>12/Jan</sup>	n/2018 11:06 GMT	Overdue	Medication Hi	story	- Requested on: 12/Jan/18 11:0 System generated order for m	6:44 GMT edicines history		Medicatio	r
11.	Complete a SAVE In the will only be Medication History 22 Info Performed on: 19/01/201 Medi Haroy 19/01/201 Medi Haroy 19/01/201 Disc Disc Oth	Il the details in he form if the f complete onc complete	the form orm is sti e the form	n as appro	opriate an progress en signed.	System generated order for m d sign ✓ the form. and hasn't been con By: Test sdication History	npleted ye	t. The ta	sk	Pharmacists , Pharmacy Technicians, Pre-reg pharmacists