**How to do a Med Rec**

1. First, obtain the patient’s pharmacy information from the residents if possible.

-If the resident doesn’t have the patient’s pharmacy information, then go speak with the patient and obtain pharmacy information.

2. Next, when you speak with the patient make sure you get all their pharmacy information.

-It may be possible that the patient goes to more than one pharmacy or even have mail order pharmacy.

-Obtain the pharmacy name, address or cross streets, and phone number (if possible).

3. Before calling the pharmacy, open up prism and open up the patient’s profile.

-In the patient’s profile, bring up the H&P note from the resident because many times they will have a list of some of the home medications of the patient.

7. Look at what the patient’s home medications are on the note as well as the medications the patient is on in the hospital.

8. When you call the pharmacy, make sure to introduce yourself and tell them where you’re calling from and the purpose of the call.

-Obtain the latest medications the patient filled **AND** picked up from the pharmacy.

-The Last Fill Date

-Medication, Strength, Directions

-Prescriber and Prescriber’s Phone Number

-**ALSO**, it is **IMPORTANT** to compare the medications on the H&P note and what the patient is receiving in the hospital with the medications you’re getting from the pharmacy.

-If there’s a medication on the H&P note, that the pharmacy didn’t mention ask if the patient ever filled that medication at that pharmacy before and get the information.

-**REMEMBER**, some medications given in the hospital are not going to be mentioned from the pharmacy because it was only given in the hospital, like Heparin are given in the hospital for DVT prophylaxis.

10. After obtaining all the information, it is time to type your note in DOCUMENTER in PRISM

11. Write the date and the time you are writing this med rec on the first line. Also on the first line write “Medication Reconciliation/ History”

12. Then on the next line write the name of the pharmacy.

-If you have more than one pharmacy, write the pharmacy that has the most recent filled medication.

13. Under the name of the pharmacy, write last filled date, medication, and prescriber.

14. Starting from the most recent filled date, write the medication, strength, direction, prescriber and prescriber’s number line by line.

-**Do Not Write QD – Must write daily**

**-BID, TID, and QID are okay.**

-The prescriber’s phone number just needs to be written once next to the prescriber’s name.

15. Lastly, write any important notes that you need to share with the resident.

16. Also write your name and put Pharmacy Student

17. When you are finished writing the note in Documenter, click PUBLISH and then choose Sharon See or the resident taking care of the patient. Your note will go to them for them to review and sign.