



**PRAIRIE NORTH REGIONAL  
HEALTH AUTHORITY**

**POLICIES & PROCEDURES**

**Number:** 15580(P)  
**Category:** Continuing Care/Home Care  
**Title:** Medication Reconciliation in Home Care – Referral or Transfer and Discharge Procedure

**Approved by:** VP of Integrated Health Services

*Debra A. King*

**Source:** Home Care Managers  
**Date Effective:** April 29, 2013

<b>Review Date:</b>					
<b>Initial:</b>					

**PROCEDURE**

1. Upon notification that the client has been referred or transferred, the Medication Record must be communicated to the next care provider. Methods may include using the client or family to deliver the list, a telephone call, or a s fax between providers. The Home Care RN/LPN or community pharmacy (upon request) will ensure communication of the most recent Medication Record to the next provider of care.
  
2. Following a referral to a health care practitioner or a facility transfer (returning from hospital, respite care, OPD emergency department) the RN/LPN will seek any changes to the client’s medication list, by accessing the information source list:
  - Asking the client
  - Asking family/caregiver
  - Reviewing the vials/blister packs
  - Communication with the community pharmacy
  - Communicating with the transferring RN/LPN or other provider within the circle of care
  - Accessing PIP
  
3. If a change has been made to the client’s medication, an order (i.e. fax from the pharmacy, clinic, transferring facility, or a Physician Order) will be on file, clearly stating the change to the client’s medication profile. This will be filed sequentially following the Admission BPMH/Med Rec form.
  
4. The clients’ Medication Record/MAR will be updated to reflect this reconciliation.
  
5. The field on the front page of the Med Rec form indicating “Transfer/Discharge Reconciliations” will be dated and initialed by the RN/I.PN completing the update to the medication list.

**Checklist For Completing Med Rec Process and BPMH Form**

1. Complete form on admission, every six months ongoing, or following 10 transfer/discharge reconciliation. Remove pages not being used.
2. Sign and date under “Professional Completes”.
3. Fax cover letter and Med Rec form to physician/NP.
4. Physician/NP orders are complete when they have indicated “continue” or “stop” on the Med Rec form and signed on the bottom Section 1 and 2.
5. Fax the completed Med Rec form to the Community Pharmacy.
6. Transcribe medication to Medication Record Sheet/MAR, date and sign orders on Med Rec form.
7. Keep most recent Med Rec form on chart.

**Correct Completion Of The Medication Record (SK Ministry of Health Form 31-14/2/04-pink)**

1. Minimum 2 client identifiers, preferably full name, Health Care # and DOB.
2. Complete the drug allergies and types of reactions, and follow with drug intolerance and reactions.
3. On the Regional Health Authority line-write “Medication Reconciliation list” and the date you initially transcribed, and sign.
4. If a second nurse is available, have them check your transcript, date and sign also. Exception: rural areas where only one nurse is available. When working as the only clinician, conduct a double check after a self imposed interruption. Sign and date noting self check done.
5. When changing the medication record following transfer reconciliation, clearly put a line through a discontinued medication so it is still legible and write the date in the “date discontinued” field. Do not use highlighter. Date in a mm/dd/yy format.
6. When completing a new Med Rec/BPMH, thin the past Medication Record and Med Rec/BPMH form along with any changes into the clients’ district folder, once the new Med Rec/BPMH is signed and a new Medication Record completed.

**Checklist For Completing Med Rec On Transfer and Discharge**

1. Ensure the current Medication Record is shared at all known clinic consultations or visits to health care practitioners.

2. Following each clinical consultation or visit, the clients' medications are reconciled for changes, with the Medication Record being updated.
3. Initial and date the Transfer Reconciliations field on page 1 of the Admission Med Red form.
4. Upon notification that a client has been transferred or discharged, communicate the most recent Medication Record to the next provider of care.
5. Following 10 transfer reconciliations, or after 6 months has elapsed, whichever occurs first, a full medication review/BPMH on the Med Rec form is completed.
6. Keep the most recent Med Rec form on the chart, with subsequent transfer reconciliations filed on the chart in the order in which they are received.
7. Keep the current Medication Record on file with the current Med Rec form, to be easily accessed and communicated upon notification of transfer or discharge.
8. If the client is being discharged into self care, the RN/LPN must provide the client and/or family with the up-to-date Medication Record, along with clear information about any changes. Educate the client and family to share the list when encountering health care providers.
9. When updating the BPMH after 10 transfer reconciliations or 6 months time, thin all medication pages into the client's district file, starting with a new Med Rec form, and new Medication Record. Every BPMH requires collecting multiple sources of information and interviewing the client/caregiver.
10. Allergy and Intolerance/Sensitivity Records will be completed with the initial BPMH/Med/Rec, and annually per PNHR Policy and Procedure No. 10902. The original copy is to be kept on the clients' chart. The copy will be sent to the clients' community pharmacy.

## **REFERENCES**

Accreditation Canada. (2012). *Required Organizational Practices 2012*. Ottawa, ON: Author.

Safer Healthcare Now. (January 2011). *Medication Reconciliation in Home Care: Getting Started Kit*. Retrieved April 23, 2013 from <http://www.saferhealthcarenow.ca/EN/Interventions/medrec/Documents/Home/Medication%20Reconciliation%20in%20Home%20Care%20Getting%20Started%20Kit.pdf>

Saskatchewan Registered Nurses' Association. (2007). *Medication Administration: Guidelines for Registered Nurses*. Regina: Author