

Medication Management & Electronic Prescribing Policies & Procedures

This document may be used as is or edited to meet the needs of your practice. Except where otherwise noted, content of this document is licensed under a *Creative Commons Attribution 3.0 License*, which entitles the user to make edits, as long as the original source (the American College of Physicians) is credited as such.



Used with permission from the **American College of Physicians**. Except where otherwise noted, content of this document is licensed under a Creative Commons Attribution 3.0 License.

Policy:

Our practice routinely uses electronic prescribing and effectively manages medications to protect the safety of our patients.

Purpose:

To outline the processes through which our practice manages medications and uses electronic prescribing.

Procedure:

1. The clinical team, led by the clinician, systematically:
 - a. Reviews and reconciles medications when patients have been received from another care setting or during a relevant visit
 - b. Documents over-the-counter medications, herbal remedies, and supplements in the clinical record
 - c. Provides patients/families/caregivers information about new prescriptions
 - d. Coordinates medication management and reconciliation with primary care/referring clinician and patient/family/caregiver
 - i. Referral notes include clear details about medications changed, discontinued, added and the reasons for the modification(s)
 - e. Assesses whether patients/families/caregivers understand:
 - i. The reason(s) for and how to take new medications
 - ii. Changes to and existing medication regimens
 - iii. The use/side effects of new medications prescribed.
 - f. On follow-up visits/encounters, assesses patients' response to medication, side effects, and barriers to adherence (i.e., side effects, schedule conflicts).
2. Our practice routinely uses electronic prescribing with the following expectations:
 - a. Eligible prescriptions are compared to drug formularies
 - b. Medication orders are entered into the medical record
 - c. Drug-drug and drug-allergy interactions are routinely checked
 - d. Generic medications are used when available.



Used with permission from the **American College of Physicians**. Except where otherwise noted, content of this document is licensed under a Creative Commons Attribution 3.0 License.