Medication Management &
Electronic Prescribing
Policies & Procedures

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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.