SUMMARY & PURPOSE: Medication reconciliation is a process of comparing the medications a patient is taking (and should be taking) with newly ordered medications. Medication reconciliation is intended to identify and resolve any discrepancies. A review or “reconciliation” of medications occurs at the beginning of each patient care visit. Based on the setting, different approaches may be used which accurately compare the new or modified medications order(s) with a list of the patient’s current home medications, including over the counter medications.

SCOPE/APPLICABILITY: This policy applies to all the HWCOM Clinical Locations where faculty, students and/or staff provide care to patients. The HWCOM clinical locations are FIU Health Modesto Maidique, (“MMC”), Green Family Foundation NeighborhoodHELP Mobile Health Centers and clinical household visits and the Linda Fenner 3D Mobile Mammography Center. For the faculty, students, and staff that are providing patient care in the affiliated hospitals, outpatient and diagnostic centers, the policies and procedures of those institutions will govern their reporting responsibilities.

Exception: A NeighborhoodHELP household visit specifically for social determinants of health (SDH) is exempt from this policy as it is not considered an outpatient medical treatment visit. This type of visit will be identified in the visit note in the electronic medical record (EMR).

POLICY: This policy ensures that all reasonable efforts are taken to initiate the medication reconciliation process collaboratively among healthcare professionals, with the involvement of the patient/family, to maintain and communicate accurate patient medication information across the continuum of care.
DEFINITIONS:

Medication: Any prescription drugs, sample drugs, herbal remedy, vitamin, nutraceutical, over-the-counter drug, vaccines, diagnostic and contrast agents, radioactive medications, respiratory medications, parenteral nutrition, blood derivatives, intravenous solution, and any other products designated by the Food and Drug Administration as a drug is considered a medication.

Over the Counter Medications: Over-the-counter medicine is also known as OTC or nonprescription medicines. These medications can be purchased by the patient without a prescription. They can be considered safe and effective when you follow the directions on the label and use as directed by your health care provider.

Patient Identifiers: For the purposes of this policy the Patient Identifiers for HWCOM are: (Full name and date of birth). Medical record identification number can be utilized as a third Patient identifier if necessary for names that look alike or sound alike or have same date of birth. For additional details, see HWCOM Administrative Policy: Patient Identifiers No.: 200.02102A

PROCEDURE:

1. Prior to the medication reconciliation process staff will verify patient identifiers. The Patient Identifiers for HWCOM are: (Full name and date of birth). Medical record identification number can be utilized as a third Patient identifier if necessary for names that look alike or sound alike or have same date of birth. Please refer to: HWCOM Administrative Policy: Patient Identifiers No.: 200.02102A

2. At the time of Medication reconciliation, a list of the patient’s current medications is obtained, verified, and documented in the EMR (Electronic Medical Record) by the LPN (Licensed Practical Nurse), the CMA (Certified Medical Assistant), or paramedic. All medications are reviewed including over the counter medications as these medications can interact with prescribed medications. During Household visits the medical students, nursing students, and physician assistant (PA) will perform this function under the supervision of the supervising faculty member. The medication list should be as complete as possible to include dose, strength, and frequency. When the patient is not able to provide the information, assistance should be sought from family or next of kin accompanying the patient if available.

3. The provider will also conduct a medication review as part of the medication reconciliation process. Before any medication is prescribed and/or administered or if treatment is affected by any medications that the patient is currently taking, the provider shall review the medication list to identify any potential adverse drug reactions.

4. For recurring patient visits: The complete medication list that was obtained on prior visit will be reviewed by the LPN, CMA, or paramedic at each recurring visit with the patient to ensure that there have been no changes to the medication regime.
   a. Any changes to the medication list shall be documented in the EMR by the LPN, CMA, or paramedic and reviewed with the provider. The review and/or communication between the patient and the provider shall be documented in the EMR.
5. **For transfers to a higher level of care:**
   At the time of transfer, the patient’s provider is responsible for reconciling the medication list via the EMR. The patient shall receive a copy of the complete list of medications. Patient is instructed to share this list with the next provider of care. The communication shall be documented in the EMR. Reconciliation of medications should not delay an emergency/urgent transfer due to patient’s condition. The reconciliation during this time may be completed by the receiving provider.

6. Any Medication reconciliation concerns are reported through the clarity system located through the desk icon Clarity. Please refer to HWCOM Administrative Policy: *Incident Reporting No.: 200.03.100A*

   **Clarity Icon**

**SUPPORTING/REFERENCE DOCUMENTATION:**
- TJC (The Joint Commission). (2017) NPSG (National Patient Safety Goal). 03.06.01: Maintain and communicate accurate patient medication information.
- FDA: [https://www.fda.gov/drugs/buying-using-medicine-safely/understanding-over-counter-medicines](https://www.fda.gov/drugs/buying-using-medicine-safely/understanding-over-counter-medicines) 5.16.2018

**RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:**
- HWCOM Administrative Policy: *Incident Reporting No.: 200.03.100A*
- HWCOM Administrative Policy: *Patient Identifiers No.: 200.02102A*