TuftsMedicine

EpicEdge Tips & Tricks

Outside Medication Reconciliation

At SOC clinicians may see a medication list if the patient has been seen by a Tufts Medicine provider in the past. If not, there will not be a medication list in the referral. Clinicians have the option to log into Hyperspace and run a query that will pull in any outside medications.

Once there is a patient medication list it is shared across all Tufts providers, so it must be updated real time. If you choose to pull outside medications and add them to the med list, the medications must be reconciled within one hour of pulling the medications to the med list.

Important Note: This is a patient safety requirement.

Clinicians have the option to add medications manually at the SOC or to use Hyperspace to run the outside medication query.

If there is no medication list and you choose to proceed with the outside medication reconciliation process in Hyperspace, please follow the below workflow to complete a reconciliation of outside medications for Home Health and community Hospice patients.

1. Open Tufts Medicine Apps on your Desktop.



2. Double Click Epic PRD icon to log into Hyperspace.



- 3. The Username is your email address or your 6-digit code.
- 4. The password is the password for your email address.

145859	
••••••	
L <u>o</u> g In	

5. The Log In Department is TMCAH Scheduling. If this does not default in, then search for it.

0

Department: TMCAH SCHEDULING [1010010000]

- 6. Click **Continue.**
- 7. Click **Ok** at the message of the day.

8. Create a Documentation encounter by clicking the Epic Button > choose Patient Care > choose Documentation.

E	pic - 🛃 I.S. Help	🛃 Home Health Intake 🛃 Ho	spice Intake 🛃 Discharge/Non-Admit
Re	cent	erral Entry	
日本国にも同様	Documentation Encounter Deep Blue Lavender Referral Entry Registration Chart General Settings	eferral/Authoriza tegort 👹 Export 🕞 Ma juests 🔄 Charge Revie 7 Remgve 🖉 Edit	tion - Filtered nage WQ - I AR DocPop I Sh w [] Claim Edit. 🎼 Deficiency
*	Display Fewer Icons Display Fewer Colors Hospice	TAKE INCOMPLETE SPC INCOMING REFERRAL - INCOMING REFERRAL	ALS WITH ERRORS
	Patient Care	M Chart	
ľ	Enterprise Billing HIM Referrals Reg/ADT Scheduling	Sy Encounter II Image: Addendum II ✓ Enter/Edit Results II ✓ Immunizations II Image: Patient To Do List II	NG ING AALS INICAL REVIEW
	Rgports Tools My Settings Help		VIEW COMPLETE TE
	Change Context Secure Log <u>O</u> ut	A Refill Medication	

9. Search for the patient and click **Find Patient** button.

tient Lookup						
Patient Search	<u>R</u> ecent Patients					
Name/MRN:			EPI ID:			
SSN:		C	Sex (Legal):	Q		
Birth date:			Zip Code:			
Phone #:						
□ <u>U</u> se sounds-lil	ke 🔲 My patients					
New	Eind Patient	Clear			Accept	Cancel

10. Click on the *Verify Rx Benefits* navigator section. If the patient only has one prescription medication coverage, it will be selected by default. If the patient returns multiple coverages, choose which coverage you want to query by selecting the appropriate *Use As Primary Coverage* button. Click the *Close* button to initiate the query.

n List Verify Rx Benefits	Outside Meds Medicati	on Review History	y Progress Notes	
Benefits				
section before changes becom	e effective.			
LAINE, ZACHARY - MID-CA F	LAN7 (PBMF) Total coverages:	2		
ACHARY - MID-CA PLA	AN7 (PBMF)			
I Order, Specialty Unknown:	Long-Term Care			
8351ZD	12/1/2010 - M			
JW92983	901 SAUVBLAN	IC BLVD		
JW MID-CA#7	PETALUMA, CA	94952		
Coverage				
HARY - (CERT PBM-A	()			
rder, Specialty Unknown: Lon	g-Term Care			
	12/1/2010 - M			
Y8831_9	901 SAUVBLANC	BLVD		
SPC-9288	PETALUMA, CA 9	94952		
verage				
	1 List Verify Rx Benefits Section before changes becom "LAINE, ZACHARY - MID-CA PL/ I Order, Specialty Unknown: I 83512D JWBID-CA#7 Coverage HARY - (CERT PBM-A rder, Specialty Unknown: Lon Y8831_9 SPC-9288	List Verify Rx Banefits Outside Meds Medicati Senefits Section before changes become effective. LAINE, ZACHARY - MID-CA PLAN7 (PBMF) Total coverages: ACHARY - MID-CA PLAN7 (PBMF) Total coverages: IOrder, Specialty Unknown: Long-Term Care 83512D 12/1/2010 - M JW MID-CA#7 PETALUMA, CA Coverage 12/1/2010 - M HARY - (CERT PBM-A) 12/1/2010 - M Y8831_9 901 SAUVBLANC SPC-9288 PETALUMA, CA	List Verity Rx Benefits Benefits Section before changes become effective. LAINE_ZACHARY - MID-CA PLAN7 (PBMF) Total coverages: 2 ACHARY - MID-CA PLAN7 (PBMF) I Total coverages: 2 ACHARY - MID-CA PLAN7 (PBMF) I Order, Specialty Unders, Specialty JW92983 901 SAUVBLANC BLVD JW MID-CAPT PETALUMA, CA 94952 PHARY - (CERT PBM-A) rder, Specialty Y8831_9 \$01 SAUVBLANC BLVD SPC-9288	List Verify Rx Benefits Sene fits Section before changes become effective. LAINE_ZACHARY - MID-CA PLANT (PBMF) Total coverages. 2 ACHARY - MID-CA PLANT (PBMF) I oftal coverages. 2 ACHARY - MID-CA PLANT (PBMF) Total coverages. 2 ACHARY - MID-CA PLANT (PBMF) I oftal coverages. 2 ACHARY - MID-CA PLANT (PBMF) I Order, Specialty MMD-CA#7 PETALUMA, CA 94952 Coverage #HARY - (CERT PBM-A) Medication Review YB331_9 901 SAUVBLANC BLVD PETALUMA, CA 94952

11. Click on the *Outside Meds* navigator section. Go through all of the medications that are returned within the query and click on the green plus sign next to each medication that you have verified should be added to the medical record.

son tor	Doc	Pro	blem List Verify Rx Benefits Outside Meds Medication Revie	aw History Progress Notes					
Out	side	Medi	cation Reconciliation					Ť	1
						Dispense Report	Medication Reconcilia	ation History	
			Medication	Sig	Start Date	End Date	Source	Updated or	n
ACETA	AMIN	OPHE	4						
•	Ŵ	e	acetaminophen (Tylenol Extra Strength) 500 mg tablet Nev Add as: Tylenol Extra Strength 500 mg tablet Months of dispense information: 4: Number of dispenses: 1 Dispense date: 124/2022 Unit strength: 500 mg Pharmacy: ATL Dev ter	Take 2 tablet By Mouth every six to eight hours It store - Birmingham, AL - 3500 Blue Lake Dr 205-437-3110			External Pharmacy	1/24/2022	
+	â	e	acetaminophen (Tylenol) 325 mg capsule New Add as: Tylenol. 325 mg capsule Months of dispenses information: 4: Number of dispenses: 1 Dispense date: 1/27/2022. Unit strength: 325 mg. Pharmacy, ATL Dev ter	SMARTSIG:1 Capsule(s) By Mouth Daily PRN st store - Birmingham, AL - 3500 Bive Lake Dr 205-437-3110			External Pharmacy	1/27/2022	
ALPR/	ZOL	AM							
+	Ŵ	e	alprazolam (Xanax) 0.25 mg tablet New Add as: Xanax 0.25 mg lablet Months of dispense information: 11; Number of dispenses: 2 Dispense date: 7/t/2021 Unit strength: 0.25 mg	SMARTSIG:2 Tablel(s) By Mouth			External Pharmacy	7/1/2021	
MM	ONLA	SOLU	TION, STRONG/MSM						
+	û	e	ammonia solution, strong-msm (Penetran Plus) 1.5% lotion New Add as: Penetran Plus 1.5 % lotion Months of dispense information: 1; Number of dispenses: 1	SMARTSIG Topical			External Pharmacy	4/11/2022	

12. The Medication Details window will pop up where you can enter specific details about the medication based on the response query. After you have verified the Medication Details are correct, click Accept to have the medication added the patient's current medication list.

Patient sig: 1 tablet Instructions: Orally at bedtime Local med: Escitalopram Oxalate 10 MG Image: Image: I	0 0 0
Instructions: Orally at bedtime Local med: Escitalopram Oxalate 10 MG Image: Image: Imag	0 0 0
Local med: Escitalopram Oxalate 10 MG	م م م
Image: Image	0 0 0
Dose: ▲ Route: ▲ Erequency: ▲ PRN reasons: ▲ Instructions: △ Patient sig: 1 tablet	0 0 0
Route: ▲ Erequency: ▲ PRN reasons: ▲ Instructions: ● ● ● Patient sig: 1 tablet	ې م
Erequency: ▲ PRN reasons: Instructions: Patient sig: 1 tablet	Q
PRN reaso <u>n</u> s: Instructions: I	
Instructions: ^{aby} 5 ⊂ ? ;? + ← → ≪ ■ Patient sig: 1 tablet	
Patient sig: 1 tablet	
□ Taking? □ Long-term	
Las <u>t</u> dose:	2.1
Start date:	1
Provider:	,o
Comments:	\$

13. **IMPORTANT LAST STEP!!!** Once you have completed adding all of the needed medications, click the **Discard Remaining** to remove medications that are not being taken, then select the **Accept** button at the bottom of the navigator section to save your work.

⑦ Dispense Information Disclaimer Certain dispenses may not be available or accurate in this report, including over-the-counter medications, low cost prescriptions, prescriptions paid for by the patient or non-participating source information. The provider should independently verify medication history with the patient.	s, or errors in insurance	e claims
Discard Remaining	Accept/N	le <u>x</u> t 🕍 <u>A</u> ccept
✓ Close	1 Previous	Next

14. Close the Documentation encounter by clicking the **Sign Encounter** button in the lower right corner of the screen.

✓ SIGN ENCOUNTER