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.
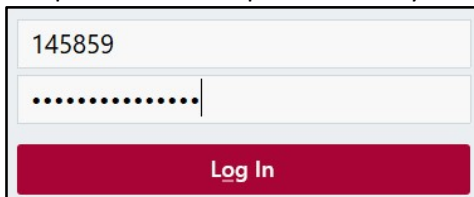
1. Open Tufts Medicine Apps on your Desktop.

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

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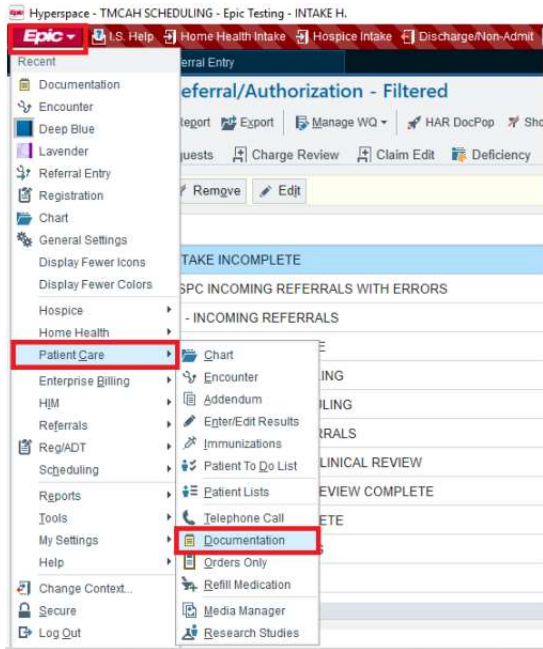4. The password is the password for your email address.

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

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.

9. Search for the patient and click **Find Patient** button.
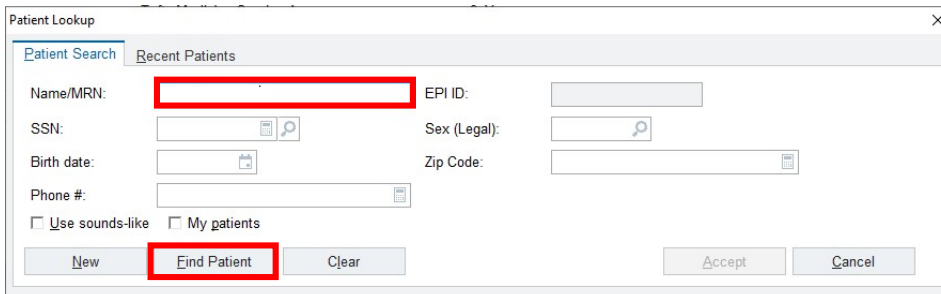
10. Click on the *Verify Rx Benefits* navigator section.   If the patient only has one prescription medication coverage, it will be selected by default.   If the patient returns multiple coverages, choose which coverage you want to query by selecting the appropriate *Use As Primary Coverage* button. Click the *Close* button to initiate the query.
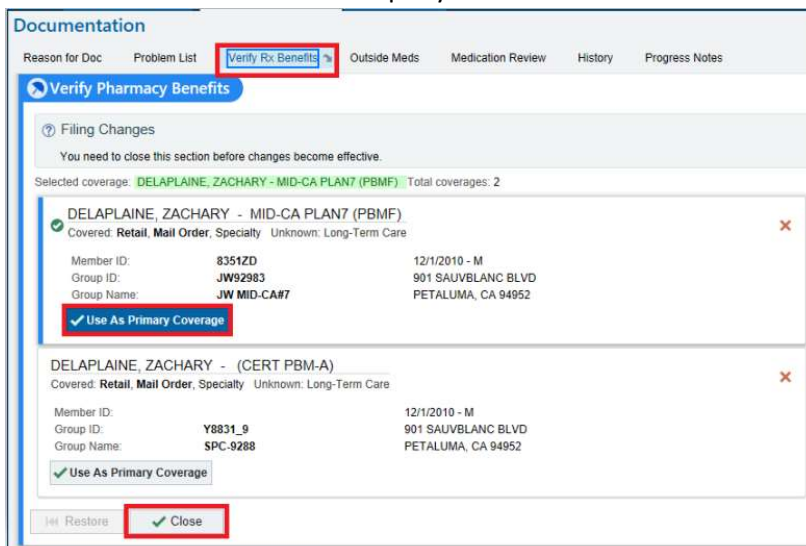
11. Click on the *Outside Meds* navigator section. Go through all of the medications that are returned within the query and click on the green plus sign next to each medication that you have verified should be added to the medical record.

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.

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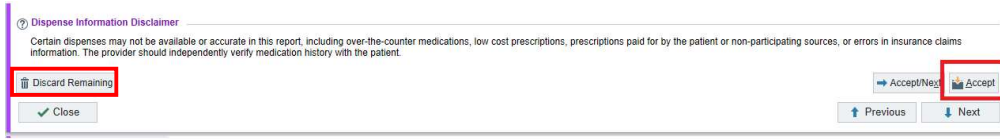
14. Close the Documentation encounter by clicking the **Sign Encounter** button in the lower right corner of the screen.