

Discharge/Transfer Medication Reconciliation (MedRec) Process Narrative

Sites need to ensure the availability of the paper Saskatchewan Discharge/Transfer Medication Reconciliation (DTMR) Form for use by the Staff and Physicians as part of a contingency plan (computer issues) and at rural sites with limited pharmacy services where a pre-populated form may not be obtainable on weekends/statutory holidays.

The DTMR Form is an interprofessional document used by:

- **Health care professionals:** for all discharges and/or transfers. They complete their entries based on their professional scope of practice e.g. RPN, RN, LPN, pharmacist, pharmacy technician and/or site-specific individuals.
- **Prescribers:** to complete all or shared portions of the DTMR Form including the prescription (for discharges only) where indicated e.g. physicians, nurse practitioners, midwives, physician assistants, medical residents and others following their legislated prescribing rights within their discipline-defined scope of practice.

PROCESS	RESPONSIBLE
1) Prescriber indicates intention to discharge or transfer the patient on the prescriber order sheet. External transfer is Acute to Acute and requires a medication list; Discharge to LTC or home requires a prescription.	Prescriber
2) Compare the medication list in Section 1 of the DTMR Form (the area left of the solid black line) through review of the current 24-72hrs of MAR(s), the last 72 hours of prescriber orders and the Best Possible Medication History (BPMH) from the PIP med rec form (i.e. completed Preadmission Medication List/Prescriber Order Form) indicating: <ul style="list-style-type: none"> • <i>Same as prior to admission, Adjusted in hospital or New in hospital</i> status beside each medication in the columns. • document any changes to the medication dose, frequency, route (from the BPMH), last dose taken, etc. in the <i>Comments/Rationale/Indication</i> column beside each medication to provide communication to next service provider 	Health care professional Prescriber
3) Complete section 2 of the DTMR Form using the BPMH (i.e. completed Preadmission Medication List/Prescriber Order Form/PIP med rec form from admission) and comparing sections 1 and 2. Record any medications that were held or stopped at admission in section 2 (depending on site procedures, section 2 may be prepopulated).	Health care professional Prescriber
4) Discrepancies identified are reconciled or brought to the prescriber's attention to reconcile <i>prior</i> to writing the Rx. The person completing #2 and #3 signs and dates all pages on the 'Completed by' line the at the bottom of the DTMR Form.	Health care professional Prescriber
5) Discharges only: In section 1 – Reviews current medications, identifies and resolves discrepancies and completes the prescription by checking off the appropriate boxes under 'Prescriber Orders' on the right hand side of the page for patients discharged home or to LTC. <ul style="list-style-type: none"> • If prescriber checks 'Continue', one of the corresponding boxes must also be checked (i.e. quantity, refills, or no Rx needed). <i>For narcotics, controlled substances, benzodiazepines, and gabapentin, include both numeric and written quantity.</i> 	Prescriber
6) Discharges only: In section 2 – Reviews the meds stopped or held on admission recorded in this section. Complete the prescription by indicating whether medication is to be stopped or restarted (specify quantity), for patients discharged home or to LTC.	Prescriber
7) Discharges only: In section 3 - List all 'New medications to start after discharge' and complete the prescription by providing a quantity and refills needed if any, under 'Prescriber Orders' on the right hand side of the page. <i>For narcotics, controlled substances, benzodiazepines, and gabapentin, include both numeric and written quantity.</i>	Prescriber
8) Discharges only: Prescriber prints name, phone number, signs, and dates every completed page in the designated space provided at the bottom of each page. Add prescriber number and address for narcotics, controlled substances, benzodiazepines, and gabapentin.	Prescriber
9) Discharges only: Cross out blank lines and/pages on the DTMR form and sign to indicate this was reviewed. Review completed DTMR Form. If the prescriber is unavailable to resolve discrepancies, document actions to reconcile in the ' <i>Other Medication Instructions/Comments</i> ' field at the bottom of the last page for next service provider to follow-up. The person reviewing the DTMR form signs and dates all pages on the 'Reviewed by' line at the bottom of the form.	Health care professional Prescriber

10) Once the prescriber has completed and signed the DTMR Form, it is the patient's discharge prescription if going home or to LTC.	Health care professional Prescriber
11) Transfers only: The 'Prescriber Orders' section of the form requires no action by the sending site. The section is left blank, to be completed at the 'receiving site' as admitting orders (according to area procedures). If the 'receiving site' does not use the DTMR as admitting orders, a line is drawn through the 'Prescriber Order' section.	Prescriber
12) The finalized DTMR Form, the BPMH, the MAR and prescriber orders are processed as described below	Health care professional Unit Clerk

PROCESS	ACUTE TO ACUTE EXTERNAL TRANSFER	ACUTE TO LTC DISCHARGE	DISCHARGE HOME	RESPONSIBLE
13) Document Management (The end)	Document name, contact number and date of <i>all recipients</i> that will be receiving the DTMR Form in the designated section at the bottom of the page (<i>prior</i> to faxing and/or copying the Form).			Health care professional Unit Clerk
	Copies of the DTMR Form, BPMH, last 24-72 hrs MAR, last 72 hrs Prescriber orders added to the transfer patients record.	DTMR Form is faxed to the: <ul style="list-style-type: none"> contracted community pharmacy LTC facility Patient's family physician Also send copies of the: <ul style="list-style-type: none"> BPMH last 24-72 hrs MAR(s) last 72 hrs prescriber orders 	DTMR Form is faxed to the: <ul style="list-style-type: none"> Community pharmacy of patient's choice Patient's family physician Home Care (as required) Copy of DTMR Form, marked 'copy' is given to patient with the discharge care plan.	
	All original documents (DTMR, BPMH, MARs and prescriber orders) are retained on the patient record. <ul style="list-style-type: none"> When a community pharmacy is not identified, a photocopy of the original DTMR form, stamped 'Copy' is retained on the patient's record. The original DTMR form/Discharge Rx is given to the patient with the discharge care plan. Ensure the DTMR form is referenced on the discharge care plan. 			