



MEDICATION RECONCILIATION ORDER FORM

Allergies:

PATIENT NAME:

UNIT NUMBER:

LIST BELOW ALL OF THE PATIENT'S MEDICATIONS PRIOR TO ADMISSION INCLUDING OTC AND ALTERNATIVE MEDS (ALTERNATIVE MEDICATIONS WILL NOT BE CONTINUED ON ADMISSION) NEW MEDICATIONS OR MEDICATION CHANGES SHOULD BE WRITTEN ON ADMISSION ORDERS

PROHIBITED ABBREVIATIONS: qd, qod, U, IU, .X, X.0, MS, MSO4, MgSO4, µg, OD, OS, OU, AD, AS, AU, tiw

Source of Medication list: (check all used)

- Patient medication list
- Patient/Family recall
- Pharmacy _____
- Primary care physician list / PCHIS
- Previous discharge paperwork
- Medication Administration Record from facility
- Other:

CHECK HERE IF THIS IS AN ADDENDUM TO OR REVISION OF PREVIOUSLY COMPLETED MEDICATION LIST

- Pregnant?
- Breastfeeding?

CIRCLE C to continue OR DC to discontinue

MEDICATION HISTORY RECORDED/VERIFIED WITH PATIENT BY: _____
DATE RECORDED: _____

PHYSICIAN ORDER	
CONTINUE ON ADMISSION	
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC
C	DC

MEDICATION NAME (WRITE LEGIBLY)	DOSE (mg, mcg,)	ROUTE (PO, GT, SC, IV)	FREQUENCY	LAST DOSE DATE/TIME
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Do not scan or take off orders without MD/NP/PA signature

Signature MD/DO/NP/PA	Printed Name	Pager #	Date
Signature RN	Printed Name		Date

Reviewed on Transfer: By: _____ Date: _____
 Reviewed on Discharge: By: _____ Date: _____

Scan to Pharmacy. File under Orders.

Instructions for proper use:

Admission:

1. A nurse, mid-level provider, or physician should take as thorough a medication history as possible. Consultation with the primary care physician, pharmacy, and family members may be necessary to generate the most accurate medication list.
2. Upon admission, the physician/nurse practitioner/physician's assistant responsible for the patient should carefully consider whether to continue (C) or Discontinue (DC) each medication and circle the appropriate letters..
 - a. For medications that require dosage changes, the medication should be discontinued on this form, and the new dosage should be written on the admission order sheet.
 - b. For medications for which there exists a hospital therapeutic substitution, the medication should be discontinued and the new medication to be substituted should be ordered on the admission order form.
3. Upon completion, the provider should sign and date on the M.D. signature line. This is now treated as a physician's order. The form is scanned to pharmacy and filed in the Orders section of the chart.
4. The nurse confirms the history with the patient and confirms proper transcription to the written Medication Administration record (Kardex) and signs on the Nurse signature line.
5. Admission orders should indicate, "See medication reconciliation form." All new medications to be started on admission should appear on the admission order form. The History and Physical may indicate "See reconciliation form" in the Medications area.
6. If additional medication history is made available after the form has already been scanned to pharmacy, the medication history may be updated by completing a second reconciliation form noting the addition or changes, and checking the Addendum/Revision box.

Transfer:

7. Upon transfer, this form should be reviewed together with the Medication Administration Record (Kardex). The provider should carefully consider whether each medication should be continued, resumed, or discontinued after the patient moves to another area within the hospital. All medications need to be reordered.

Discharge:

8. At discharge, this form should be reviewed together with the Medication Administration Record (Kardex). The provider should carefully consider whether each medication should be continued, resumed, or discontinued after the patient leaves the hospital. All medications and instructions should also be recorded on the discharge paperwork.

Prohibited Abbreviation	Potential Problem	Preferred Term
U (for unit)	Mistaken as zero, four or cc.	Write "unit"
IU (for international unit)	Mistaken as IV (intravenous) or 10 (ten).	Write "international unit" or "unit"
Q.D., Q.O.D. (any form)	Mistaken for each other. The period after the Q can be mistaken for an "I" and the "O" can be mistaken for "I".	Write "daily" and "every other day"
Trailing zero (X.0 mg), Lack of leading zero (.X mg)	Decimal point is missed.	Never write a zero by itself after a decimal point (X mg), and always use a zero before a decimal point (0.X mg)
MS, MSO₄, MgSO₄	Confused for one another.	Write "morphine sulfate" or "magnesium sulfate"
µg (for microgram)	Mistaken for mg (milligrams) resulting in one thousand-fold dosing overdose.	Write "mcg"
T.I.W. (for three times a week)	Mistaken for three times a day or twice weekly resulting in an overdose.	Write "3 times weekly" or "three times weekly"
A.S., A.D., A.U. O.S., O.D., O.U.	Mistaken for each other	Write: "left ear," "right ear" or "both ears;" "left eye," "right eye," or "both eyes"

Pharmacy	Phone Number	Pharmacy	Phone number	Pharmacy	Phone number
Memorial campus pharmacy	334-6356	CVS-Front St.	508-757-8118	CVS – Oxford	508 987-1327
University campus pharmacy	856-2775	CVS-Gold Star Blvd	508-852-0238	CVS – Westborough	508-898-9396
		CVS-Grafton St.	508-793-0851	Fallon	508-852-2866
Beacon Pharmacy	508-754-4075	CVS-Holden	508-829-7631	Great Brook Valley	508-595-1128
Brooks- Dudley	508-949-0512	CVS-Leomimster	978-534-5114	Monahan	508-756-8300
Brooks-Chandler St.	508-754-5348	CVS-Lincoln Plaza	508-856-0211	Stop & Shop Grafton St	508-791-0070
Brooks-Grafton	508-839-6133	CVS-Lincoln St.	508-791-2579	Stop and Shop West	508 898 0427
Brooks-Greenwood Fair	508-752-1911	CVS-Marlboro	508-485-6119	Walgreens Lincoln St	508-852-2370
Brooks-Holden Main St.	508-829-6504	CVS-Millbury	508-865-8805	Walgreens Mill St	508-791-2111
Brooks-Millbury	508-865-0544	CVS-Park Avenue	508-752-0925	Walgreens Park Ave	508-767-1732
Brooks-Oxford	508-987-5386	CVS-Shrewsbury Spags	508-752-7721	WalMart- Hudson	978-568-3377
Brooks-Shrewsbury	508-842-8400	CVS-Spencer	508-885-3838	WalMart- Oxford	508-987-1111
Brooks-Sturbridge	508-347-7874	CVS-Webster	508-949-0641	WalMart Northboro	508-393-1745
CVS- Southwest Cutoff	508-793-1903	CVS-Webster Square	508-753-3297	WalMart-Whitinsville	508-234-9196
CVS-Auburn	508-832-6257	CVS-West Boylston	508-852-2406	West Side Pharmacy	508-754-4155
CVS-Chandler	508-798-0221	CVS –Grafton	508-839-2240		

