

SUBJECT: MEDICATION RECONCILIATION

EFFECTIVE

DATE: 12-29-08 (replaces 07-01-06)

APPROVED BY:

Reviewed (no changes): 11-17-09 _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to have a process for obtaining and documenting a complete list of consumer's current medications upon the consumer's entry to the organization and with the involvement of the consumer.

McIntosh Trail CSB will keep the complete list of the consumer's medications to be communicated to the next provider of service, when the agency refers or transfers a consumer to another setting, service, practitioner, or level of care within or outside the organization.

PROCEDURE

1. At time of intake, access the Medication Reconciliation Form (through FormDocs) and complete with consumer's current medications. This form should be filed in the consumer's chart under the "Medication Forms" section.
2. All medications prescribed by McIntosh Trail doctors/CNSs should be listed on the Medical Reconciliation Form. This information is to be kept current at all times.
3. As part of psychiatric assessment and ongoing care, the medical staff will develop a list of medications to be prescribed and compare with list compiled at intake.
4. Clinical decisions regarding prescription of medications will be based on the comparison.
5. The most current list of medications will be shared with consumers, caregivers, and the next provider of services. A copy of the Medication Reconciliation Form can serve this purpose unless other forms or communication processes are in place.