Soarian Discharge Medication Reconciliation

Search for Current encounter by one of below methods

ethod	1. Find today	vs patient encounter by Search feature	e		
			***	■ t• Q P -	b 0
				Find patient in census	×
ed	Patient Name 🔺	Age			
Search Web	ppage Dialog	^ ^ /	× • ×		
			*		
Patient	Patient Data	Location & Service Outpatients Discharged	_		
By Name	By ID By	Advanced	×		
	ID Type ACCT#	×			
	ID 101647007		×		
	Entity T.J. Same pity	riospital 🗸	• •		
	Active V 3				
	Search	Last Search Make Default Clear			
Name	MR#	ACCT# Visit# Sex Age Date of Birth Location / Bed Attending Physician Prin	na l		
2 1 2 MMM,	,IPtest ₽ ♥ × 674036	101647007 201874307 g* 40 Y 01/06/1980 Second WestW253-A Richard Clouse, MD Alas	0		
Comment	<	C₂ Patient Record ☐ clinical Summary C Charting C Mond Const C Orders C Orders 4			
			5		

- 1. Open Search box
- 2. Enter Acct number for the current visit
- 3. Search and highlight the Visit
- 4. Click dropdown by Patient record and open Orders tab

- 1. Go to the Census/Worklist
- 2. Select a patient
- 3. Click on the Orders icon

ng <u>San Mate</u>	o Medical Center							+++ E
Nurse Statio	n Patients							
+0				0				
4R	Att. Phys.	Location	Bed 🔺	2	e	Age		
1001312	BRYAN D GESCU	2A	201 01		EN1	62	Ŷ	ዕ 🗛 🕸
1013097	Alpa Sanghavi, MD	2A	201 02	🚦 🔣 TEST, DIA	G	22	Ŷ	≙₄∗
1012290	BRYAN D GESCU	2A	202 01	🚦 🔣 COVID, T	ESTING	20	Ŷ) 🛆 🗧
1013072	Michael Robert	2A	203 01	TEST, COT	15	23	്	۵
1009131	MICHAEL ARAT	2A	203 02	🔣 BIDDLE, H	CAREN	53	Ŷ	∆ ∯ ∗
1008446	Alpa Sanghavi, MD	2A	205 01	HDX-ERR	OR, PATIENT	43	o "	∆ ♥ ×
1008469	Alpa Sanghavi, MD	2A	206 01	TESTXFER	, INSURANCE	43	ീ	∆∰∖
1013046	BRYAN D	24	206 02	🚦 📊 COA, TEST	r 📃	20	്	۵
TEST, CO	T5 (23 y)0 ⁷ 09 09 19	97		Results	Notes			
				No results ava	ilable within the specified time f	irame, Access Pati	ent Rec	ord.
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You will now be in the Orders Task Card

4. In the Orders task card click on the Discharge Reconciliation

TES	T, DIAG				8	-	DOB: 12/1-
llergies: (0) N	KDA	Diagnosis: (0)		Height: 165.1	cm Weight: 58	967 kg	MR# 10
J. 🔄 🔄	🖩 🕂 🎜 🚮	D Patient R	ecord Clinic	al Summary 🛛 🔭	Charting [] O	rders	🔐 Visit
A Admissio	on Reconciliation (incon	plete) Disch	arge Reconciliation				

5. Once the Discharge Reconciliation is open, ensure that the correct retail pharmacy has been documented



Note: The shield icon will display in the corresponding retail pharmacy that accepts e-prescribed controlled

substances.

Retail Pharmacies: Search Results (38)				
Pharmacy Name	Address	Phone	Miles	Туре	Ŵ
CVS/pharmacy #9879	987 E Hillsdale Blvd, Foster City, CA 94404	(650) 570-4693	2		۷
LUCKY PHARMACY #710	919 EDGEWATER DRIVE, FOSTER CITY, CA 94404	(650) 572-1167	2		۷
CVS 16490 IN TARGET	2220 BRIDGEPOINTE PKWY, SAN MATEO, CA 94404	(650) 393-2126	2		Ψ.
CVS/pharmacy #9940	872 N Delaware, San Mateo, CA 94401	(650) 342-7448	2		Ŵ
Mariner Advanced Pharmacy Corp	43 E. 3rd Avenue, San Mateo, CA 94401	(650) 579-5678	2		
Mills Square Pharmacy Inc	11 S San Mateo Dr, San Mateo, CA 94401	(650) 347-5251	2		
Peninsula Gastrointestinal Spec, In	100 S. Ellsworth Ave., Ste. 507, San Mateo, CA 94401	(650) 342-7432	2		-
Walgreens #03296	191 E 3RD AVE, SAN MATEO, CA 944014012	(650) 342-2723	2		1
Nob Hill #628	270 Redwood Shores Parkway, Redwood City, CA 94065	(650) 631-1685	3		\forall

You are now Ready to Perform Discharge Med Reconciliation

3. Click on arrow to left of medication name to select it for continuation upon discharge. This will move that medication to the well on the right side of the screen.



4. Once medication is in the well on the right, you can change order details if needed by clicking on the **medication name**. This will expand/open the med order.

5. Lastly Respond to any alerts presented.

To Add a new Prescription to Discharge Medications and E-prescribe

6. Click on Add to add a new medication. When new med line is created, begin typing first 3 or 4 letters of drug name to be added. Options from the drug database will automatically populate for you to chose from. Complete all details for new medication order. (Under strength you will see most common choices) <u>Retail Quantity</u> Enter number of pills would like pharmacy to dispense (Reguired) Refills- You may Enter number of refills Days Supply Enter days if wish to designate time frame Output- Eprescibe (required) 6 Discharge Medications (1) Held Home Meds (0) Stopped Home Meds (1) ۵., + Add | + Favorites | Save to Favorites | Quality Measures | 🗙 Sort by: Drug 👻 | famotidine 20 mg Tablet Directions: 1 tablet oral twice a day Continued By: DR1 Training By: Rx Drug Strength Form HYDROcodone-acetaminophen 5 mg-325 mg Tablet 1 tablet PRN? Prescribe Dose Route Frequency Timing Reason every six hours oral PRN pain Extended Instructions DAW? Dx Primary Dx Secondary no 7. Change status to Complete when DC Reconciliation is Prior Auth Code Formulary Status Preferred Level Copay Continued By Unknown final. You may now click on Sign & Close to esign. Supervisor Max Daily Dose Product type Generic Rx Prescriptions You will then be taken to a screen to confirm the Mail Quantity Unit Refills Days Supply Output 7 Earliest Fill Date (MM/DD/YYYY) Prescriptions you have entered. Retail Quantity Unit Refills Days Supply Output 10 Tablet 0 Earliest Fill Date (MM/DD/YYYY) ePrescribe with Copy Formulary Status: Unknown - No alternatives Handwritten Print < > + Diagnosis (0) Fill Histor Selected \times Status: Complete ~ Sian & Close Cancel

To E-prescribe Controlled Substances you must confirm with a Two-factor Authentication

8. Place a check in the box of the controlled substance, which prompt the identity confirmation process to begin.



9. Once you Place a check in the box of the controlled substance, the identity confirmation process will begin. EPCS Confirmation

Confirm Prescriptions Webpage Dialog		×	
TEST, ANGELINA S	DOB:10/20/1972 9 222 W 39TH AVE SAN M 944034364	NATEO CA	
http://www.com/commons/sectory/work/www.com/com/com/com/ Sam Makoo Nedical Center Rx Sam Makoo Nedical Center Rx Sam Makoo, CA 94403 G69-573-223	Prescriber SPENCER, ROBERT DEAR ASS429180 NADEAN# XS5429180 222 West 39th Avenue San Mateo, CA SH403 659-573-2222	Show Less	
Prescribed Controlled Substances (1)	Date writte	n:12/18/2020	
Select each ePrescribed controlled substance prescription below to confirm	they are ready for signing.		
Dr completing the tore factor authoritication protocol information to the pharmacy for dispersing. The tore registration number appear above.	by signing the prescription(s) and authorizing the type-station o cold may only be completed by the proceed on the search and the second of the second of th	f the below d dea	 In the identity confirmation process, Imprivation window will display. This is where you will enter TJ Username and password.
		Cancel	

2. You will then see a confirmation to approve on your mobile device.

A push notification is sent the provider's phone or mobile device. Provider will only have **30 seconds** to approve the request in their phone



 If <u>30 seconds passed</u>, the approve or deny request on the phone will <u>expire</u>. At this point, enter the "<u>Token</u> <u>Code</u>" received from the text. The Token Code is a <u>six-digit code</u> below the Serial Number.



 When successful, the Imprivata screen will disappear and you go back to the Order section screen in Soarian Clinicals. To determine if eprescription was successful, <u>reopen</u> Discharge Medication Reconciliation after several minutes.



Help Desk Call for Issues encountered during the eprescription of Controlled Substances

1. If you have issues with Soarian Clinicals or Impravata please call Help Desk 4357

Alerts: You will encounter Alerts if you <u>don't have permission to prescribe controlled substances</u> and <u>the workstation</u> you are using does not support two factor authentications.

Alert #1 – "You don't have permission to ePrescribe controlled substances"

Actions:

- 1. Continue adding the drug in the Discharge Medication list and fill-up the triplicate form to prescribe controlled substances available in the nursing unit.
- 2. Contact Medical Office to complete enrollment process to ePrescribe controlled substances.



Alert #2 – "The workstation you are using does not support two factor authentications."

Actions:

- 1. Try another workstation that supports two factor authentications.
- 2. If you don't have access to other workstation that supports two factor authentications, fill-up the triplicate form to prescribe controlled substances.

3)	Tw	o Factor Authentication Failed Webpage Dialog	x
E	3	This workstation does not support two factor authentication. If you are ePrescribing controlled substances, you can print the prescription(s) or contact your IT administrator.	
		Close	