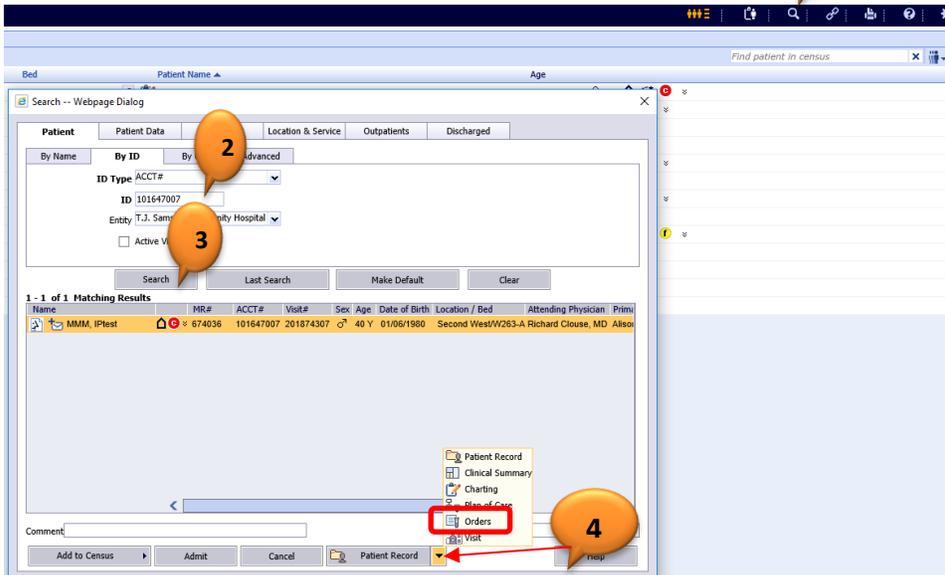


# Soarian Discharge Medication Reconciliation

## Search for Current encounter by one of below methods

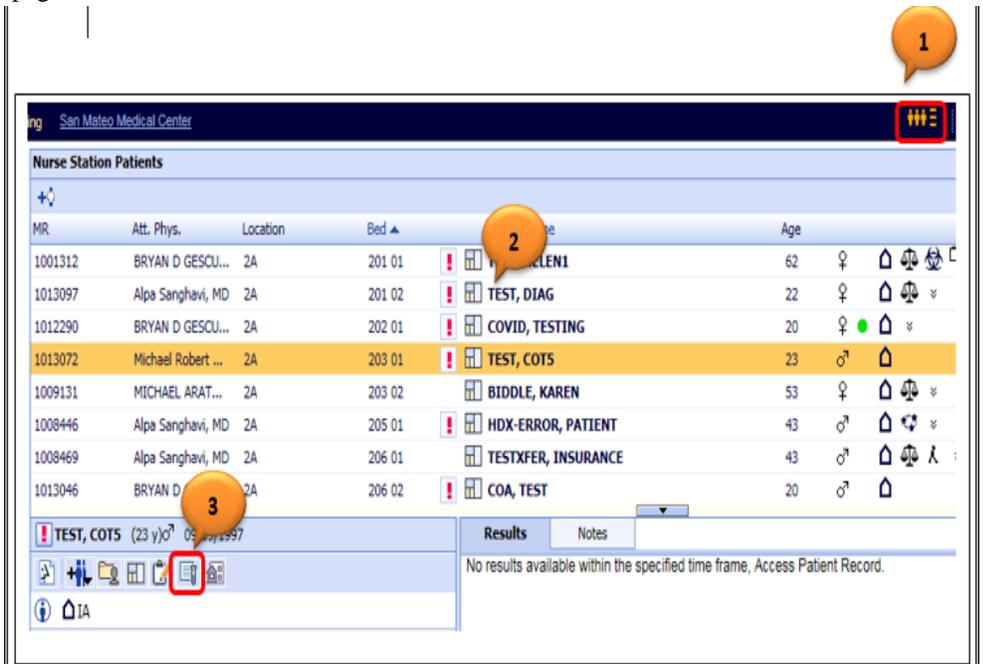
Method 1. Find today's patient encounter by Search feature



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

Method 2: Search IP choosing patient from Census page

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



You will now be in the Orders Task Card

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



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

TEST, COT5 23y ♂ 2A-203 01  
Allergies: (1) Nuts (0) Ht: N/A Wt: N/A MR# 1013072 ACCT# 200142297  
**Discharge Medication Reconciliation**  
Rx Retail: **San Mateo Medical ...** Mail Order: None Selected Prescription Plan: None

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

Pharmacy Name	Address	Phone	Miles	Type	Shield
CVS/pharmacy #9879	987 E Hillsdale Blvd, Foster City, CA 94404	(650) 570-4693	2		Shield
LUCKY PHARMACY #710	919 EDGEWATER DRIVE, FOSTER CITY, CA 94404	(650) 572-1167	2		Shield
CVS 16490 IN TARGET	2220 BRIDGEPOINTE PKWY, SAN MATEO, CA 94404	(650) 393-2126	2		Shield
CVS/pharmacy #9940	872 N Delaware, San Mateo, CA 94401	(650) 342-7448	2		Shield
Mariner Advanced Pharmacy Corp	43 E. 3rd Avenue, San Mateo, CA 94401	(650) 579-5678	2		No Shield
Mills Square Pharmacy Inc	11 S San Mateo Dr, San Mateo, CA 94401	(650) 347-5251	2		No Shield
Peninsula Gastrointestinal Spec, In	100 S. Ellsworth Ave., Ste. 507, San Mateo, CA 94401	(650) 342-7432	2		No Shield
Walgreens #03296	191 E 3RD AVE, SAN MATEO, CA 944014012	(650) 342-2723	2		Shield
Nob Hill #628	270 Redwood Shores Parkway, Redwood City, CA 94065	(650) 631-1685	3		Shield

Not accepting eprescription

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.

Discharge Medication Reconciliation

Current and Home Medications (36) | Discharge Medications (2) | Held Home Meds (0) | Stopped Home Meds (4)

Medication List (Left):  
acetaminophen (Tylenol Arthritis) 650 mg Tablet Extended Release 1 tablet oral every 6 hours  
acetaminophen 650 mg oral every six hours PRN pain-moderate  
lisinopril (Norvasc) 2.5 mg Tablet 1 tablet oral daily  
lisinopril 10 mg Tablet 1 tablet oral daily  
methotrexate sodium 5 mg Tablet daily  
metoprolol tartrate (Lopressor) 50 mg Tablet 1 tablet oral twice a day before dinner

Medication Detail View (Right):  
**methotrexate sodium** 5 mg Tablet daily Continued By: NPPA1 TRN  
Drug: metoprolol tartrate, Brand: Lopressor, Strength: 50 mg, Form: Tablet, Dose: 1 tablet, Route: oral  
Frequency: twice a day, Timing: before dinner, PRN?: no, Extended Instructions: no, DAW?: no  
Formulary Status: ..., Preferred Level: ..., Copay: ..., Continued By: NPPA1 TRN, Product type: ...  
Prescriptions: Mail Pharmacy, Retail Pharmacy  
**Drug Food Interaction Alert:** More significant : Assess risk to patient and take action as needed. metoprolol tartrate Oral may interact with food in that FOOD MAY INCREASE SERUM DRUG CONCENTRATIONS. TAKE CONSISTENTLY W/MEALS OR ON EMPTY STOMACH.~  
This order: Keep (selected), Revoke, metoprolol tartrate (Lopressor) 50 mg Tablet Directions: 1 tablet oral twice a day before dinner Continued By: NPPA1 TRN

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 choose from.

**Complete all details for new medication order. ( Under strength you will see most common choices)**

Retail Quantity Enter number of pills would like pharmacy to dispense (**Required**)

Refills- You may Enter number of refills

Days Supply Enter days if wish to designate time frame

Output- Eprescribe (**required**)

7. Change status to Complete when DC Reconciliation is final. You may now click on **Sign & Close** to esign.

**You will then be taken to a screen to confirm the Prescriptions you have entered.**

## 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

1. In the identity confirmation process, Imprivata window will display.

This is where you will enter TJ Username and password.

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

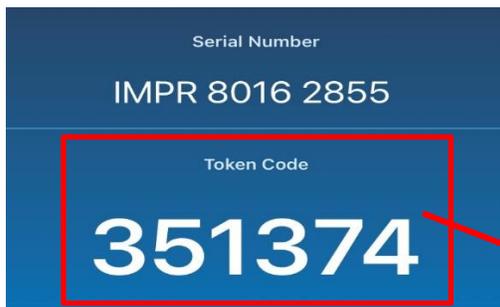
A push notification is sent the provider's phone or mobile device.

Provider will only have **30 seconds** to approve the request in their phone

When successful identification is confirmed a "Green Check mark" will display.



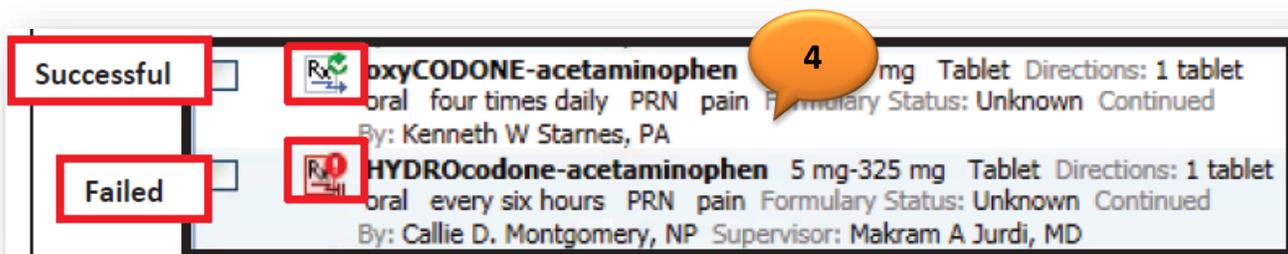
2. If **30 seconds passed**, the approve or deny request on the phone will **expire**. At this point, enter the "**Token Code**" received from the text. The Token Code is a **six-digit code** below the Serial Number.



You must enroll before authenticating with Imprivata ID.



3. **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, reopen **Discharge Medication Reconciliation** after several minutes.



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

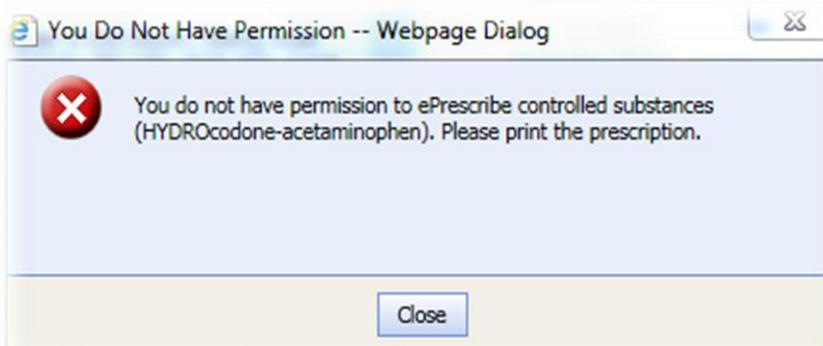
1. If you have issues with Soarian Clinicals or Imprivata please call Help Desk 4357

**Alerts:** You will encounter Alerts if you don't have permission to prescribe controlled substances and the workstation 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.

