PowerChart/FirstNet: How To Enter Home Medications

Home Medications can be entered via the patient's Medication Profile in **PowerChart** or **FirstNet**. There is a **Medication Profile** tab and the **Medication Profile** is also embedded inside the **Admission Medication Reconciliation** PowerForm, the **ED Triage Form** and the **Depart Process**. Once the profile is accessed, the steps for entering home medications are the same regardless.

Entering a New Home Medication:

1.   Open **PowerChart** and search for the appropriate patient's chart.

2.   Verify the correct patient chart is open by looking on the yellow **Demographic Banner Bar**.

3.   Navigate to the **Medication Profile**. This is done by clicking on the **Medication Profile** tab, or opening the appropriate section in the **Admission Medication Reconciliation** PowerForm, the **FirstNet Triage Form** or the **Depart Process**.

4.   Right click in the white space below all the medications or on the green **Prescriptions/Home Medications** bar and select **Add New Medication by Hx**. This will open the **EasyScript** window.

5.   Search for a drug or product (you should always search by **Product** wherever possible, this will ensure the dosage is listed right next to the drug name on the Med Profile) by selecting the appropriate radio button.

6.   Type in all or part of a medication in the search box and press **Enter** on your keyboard. Sometimes you will have better luck searching of you only type in a partial name (due to spelling errors).

*Tip: The "My List" tab can be populated by right clicking on a drug in the **Search** result field and clicking* ***Add to Favorites.*** *These favorites can be removed by right clicking on a drug on the **My List** tab and selecting* ***Remove.*** *If you add medications to **My List** after you have populated all the details, the details will also be retained.*

7.   Double click on the appropriate medication to move it to the scratch pad on the left hand side of the window. Notice some information filled in for you and the drug you selected has populated the lower right hand pane.

8.   Enter as much information as you can. At the very least include the drug name, dose, route and frequency. Some fields have drop down lists to choose from. All fields can have information "free-texted" in, however any information that is entered free-text will NOT translate to patient language on the **Discharge Home Med** list. Be sure to enter the **Indication** and **PRN** in layman's terms as these show up under the **Reason for Taking** column on the **Discharge Home Med** list.

   Do not user 1-Time as a frequency choice, this will automatically discontinue the med and it will not show up on the Discharge Home Med list. If you need to indicate a med is only to be taken once, use Daily, or the time of day (i.e. with breakfast) as the Frequency and enter the duration in the **Instructions** field.

*Tip: To give you more choices in the drop down list, make sure **Short List** (on the upper right hand side of the window) is unchecked.*

9.   Add additional home medications if desired. When all medications are entered, click on the **Sign Orders** button. The medications you entered will display in the Pending folder at the top of the Medication Profile.

10. Click on **As Of** to refresh the profile and move the pending meds into the active folder. If you are inside of a PowerForm and do not have the As Of button, right click in the white space and select **Refresh Profile**.

Important: *After adding, modifying or canceling a Home Medication, you must refresh the screen to move the medication from the **Pending** folder to the **Current** folder. To refresh the screen, either click on the **As Of** button or right click in the white space and select **Refresh Profile.***

Modifying a Home Medication:

1. From the **Medication Profile**, locate the medication you would like to modify. Right click and select **Modify**. The **EasyScript** window will open.

2. Make any changes necessary to the medication (you are not able to change the drug name).

3. Click the **Sign Orders** button.

4. Refresh the profile by clicking on **As Of** or right clicking and selecting **Refresh Profile**.

Canceling a Home Medication:

1. From the Medication Profile, locate the medication you would like to cancel. Right click and select **Cancel/DC**. The **Cancel/DC Order** window will open.

2. Enter a reason for discontinuing. The only two reasons for discontinuing that will keep the medication from showing up on the patient's Discharge Home Med List are **Entered in Error** and **Wrong Encounter**.

3. Click the **OK** button. If you did not mean to cancel the medication, click the **Remove** button before closing the window.

4. Refresh the profile by clicking on **As Of** or right clicking and selecting **Refresh Profile**.

Entering a Free-Text (Template Non-Formulary) Home Medication:

1. From the Medication Profile, right click in the white space below all the medications or on the green **Prescriptions/Home Medications** bar and select **Add New Medication by Hx**. This will open the **EasyScript** window.

2. Click the **Drug** radio button.

3. Type **Template** into the search field and press **Enter** on your keyboard.

4. Double click on the **Template Non-Formulary** option to move it to the scratch pad on the right hand side of the window.

5. Enter all the appropriate information. Enter the name of the medication as it was given to you (i.e. little blue pill) into the **Instructions** fields.

6. Click the **Sign Orders** button.

7. Refresh the profile by clicking on **As Of** or right clicking and selecting **Refresh Profile**.

To View More Details on a Medication:

1. From the Medication Profile, locate the medication you would like to view details on.

2. Double click to open the details on the medications. View the appropriate tab(s).

3. Click the **OK** button to return to the **Medication Profile**.

To Locate Reference Text on a Medication:

1. From the Medication Profile, locate the medication you would like Reference Text for, right click on the selected medication and select **Reference Text**.

2. Click on the appropriate tab. For patient education, select the **Educational Leaflet** tab. You can print the reference material from this window in either English or Spanish (right click and select **Print**).

3. Click the **OK** button to return to the **Medication Profile**.

To Change Your Medication Profile Preferences:

1. From the **Medication Profile** tab, right click in the white space and select **Preferences**.

2. Modify the desired preferences.

3. To collapse your **Medications Being Given** section so that it is easier to see the home medications, before going into preferences, set the folders the way you would like them. Once in the **Preferences** window, select **Save Expand/Collapse Settings**.

4. Click the **OK** button to close the **Preferences** window.

5. To set the same preferences when accessing the **Medication Profile** from within the **Admission Medication Reconciliation** PowerForm or **ED Triage Form**, you must complete steps 1-4 from within the PowerForm also.