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| Title | Completing Discharge TTO Medications- Clinician |
| Application | PowerChart |

1. Within the patient's record, navigate to the **TTO Meds** tab.



2. Click on  which will open the Discharge Reconciliation window.

On the **Orders Prior to Reconciliation** side, medications are grouped into:

- a. **Home Medications** - documented home medications that were not continued during inpatient stay.
- b. **Continued Home Medications** - documented home medications that were continued during inpatient stay
- c. **Medications** - new medications prescribed during inpatient stay

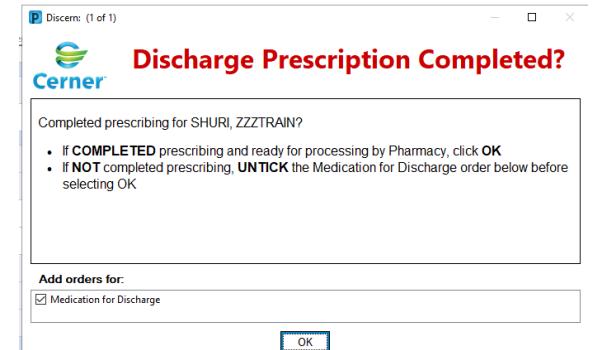
Each medication should be actioned using one of the following radio icons:

- a.  - **do not use**
- b.  - generate a discharge prescription for that item
- c.  - indicates medication stopped on discharge

3. Select the appropriate radio icon for each medication e.g.

| Status | | | |
|------------|-----------------------|----------------------------------|-----------------------|
| Documented | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Ordered | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Ordered | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Ordered | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

4. Continued medications will appear on the right-hand side of the screen under **Order After Reconciliation**.
5. Complete all mandatory fields.
6. Click Reconcile and **Sign**.
7. Discharge Prescription completion window displays. If completed, leave Medication for Discharge box ticked. Otherwise, untick until ready.



8. Click **OK**.

Finalising an incomplete TTO at a later date:

1. Once all medications have been reviewed and TTO is ready for submission, click  **Add**
2. Search for and select **Medication For Discharge**



3. Click **Done**.

4. This will now appear under Orders Prior To Reconciliation.



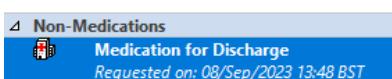
5. Complete as per steps 6-8 above.

Making an addendum to the items supplied on the TTO:

1. Within the patients record, navigate to the **TTO Meds** tab and select 

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2. If a medication is prescribed on the inpatient chart to continue, use the middle column to continue it on the TTO.
3. If the medication is brand new at point of discharge, click **+ Add** and input the new medication.
4. Once all medications have been reviewed and TTO is ready for submission, click **+ Add**.
5. Search and select **Medication for Discharge**.
6. Click Done.
7. This will appear under Orders prior to Reconciliation:



8. Complete steps 6-8 as detailed in the first section.

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