

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.03	Page 1 of 5
	Original Effective Date: 04/15/03	New Effective Date: 04/04/16
	Supersedes: 500.80.03	Dated: 01/28/13
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Medication Reconciliation – Continuation of Medication		

POLICY

Medication Reconciliation is a process whereby medications are prescribed, dispensed, and administered appropriately across the continuum of care while ensuring that medications are not unintentionally omitted or inappropriately continued.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, -2014, P-D-01 Pharmaceutical Operations, P-E-12 Continuity of Care During Incarceration

TJC (The Joint Commission) National Patient Safety Goals for 2009 – Goal #8 – Medication Reconciliation

DAI 500.30.06 – Transfer of Inmate Patient

DAI 500.80.02 – Transcription of Orders

DEFINITIONS, ACRONYMS, AND FORMS

Advanced Care Provider (ACP) – Practitioner with prescriptive authority.

BHS – Bureau of Health Services

DOC – Department of Corrections

DOC-2077 – Health Transfer Summary

DOC-3001 – Off-Site Service Request and Report

DOC-3021 – Progress Notes

DOC-3023 – Prescriber's Orders

DOC-3026 – Medication/Treatment Record

DOC-3034 – Patient Medication Profile

FDA – Food and Drug Administration

Medication – Intended to include prescribed medications, sample medications, over the counter medications, herbal derivatives, vaccines, vitamins, nutraceuticals, diagnostic and contrast agents used on or administered to persons to diagnose, treat or prevent

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disease or other abnormal conditions, radioactive medications, respiratory treatments, parenteral nutrition, blood derivatives, intravenous solutions, and any product designated by the FDA as a drug. This definition of medication does not include enteral nutrition solutions which are considered food products, oxygen, and other medical gases.

Medication Reconciliation – Process of making clinical decisions regarding newly prescribed medications based on the patient’s current medication list as determined by the medication history and medication review processes and adjusting the patient’s current medications, if necessary, to avoid any incompatibility with newly prescribed medications. In some situations, as outlined in this document, this process of medication reconciliation may also involve a complete reorganization of the patient’s current medications, discontinuing or holding some if necessary, to ensure compatibility among all of them. Medication reconciliation shall be performed by an ACP.

Medication Review – Process of reviewing the patient’s most current list of medications to assist with the identification of a potential medication related problem(s) which could potentially occur between the current patient medication list and any newly prescribed medication. The review is to occur whenever medications are prescribed. The review shall be performed by a prescribing practitioner.

WRC – Wisconsin Resource Center

PROCEDURE

I. General Guidelines

- A. An ACP is responsible to review/determine the inmate patient’s plan of care including medication reconciliation.
- B. If there is no ACP on-site, an on-call physician shall be contacted for medication reconciliation.
- C. Medication review and reconciliation shall occur at the following transition points for inmate patients:
 1. Intake.
 2. Return to facility following discharge from inpatient hospitalization greater than 23 hours (not observation.)
 3. Return to facility following a procedure involving conscious sedation/general anesthesia.

II. Process for Medication Reconciliation at Intake From the Community or County Jail

- A. Verification of a current prescription order is a key component of medication reconciliation. Verification may include:
 1. Reviewing the label on a medication container brought in by the inmate patient.
 2. Contacting the pharmacy that filled the prescription.
 3. Contacting the prescriber who wrote the order.

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4. Reviewing the DOC-2077 – Health Transfer Summary.
 5. Review of an outside facility medication reconciliation form or medication administration record or medication order.
- B. All verified medication shall be recorded on the DOC-3023 – Prescriber's Orders (includes all versions in the series depending on admission) or DOC-3631 – Medication Reconciliation by a licensed nurse.
- C. All verified orders shall be reviewed and ordered by an ACP to ensure the order includes:
1. Name of the medication.
 2. Dose.
 3. Route.
 4. Frequency.
 5. Directions for use.
 6. Stop date.
- D. An order to “continue current medications” is not acceptable.
- E. Telephone orders obtained shall be reviewed and signed by an ACP on the next business day.
- III. Medication Reconciliation and Continuation From WRC Transfer**
- A. Orders written by the ACP of WRC at the time of discharge to the DOC shall be transcribed consistent with DAI 500.80.02 and chart review shall be consistent with DAI 500.30.06.
- B. WRC shall provide BHS Central Pharmacy a current signed WRC Physician's Order Sheet at the time of inmate transfer from WRC. For continuity of care, the DOC shall allow orders written by WRC prescribers to be dispensed to inmate patients returning from WRC without the need to contact a DOC prescriber.
- C. The current signed WRC order sheet shall be included in the prescriber's orders section of the inmate patient DOC chart.
- IV. Process for Medication Reconciliation From, Inpatient Hospitalization, Following a Procedure Involving Conscious Sedation/General Anesthesia**
- A. Licensed nurse shall print out BHS Central Pharmacy Services Medication Reconciliation Form from WebConnect.
- B. The ACP may review BHS Central Pharmacy Services Medication Reconciliation Form and compare it with the inmate patient's current medications listed on the DOC-3034 – Patient Medication Profile or DOC-3026 – Medication Record.

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- C. The ACP shall complete the BHS Central Pharmacy Services Medication Reconciliation Form for each medication listed.
- D. The ACP shall sign, date and time each page of the BHS Central Pharmacy Services Medication Reconciliation Form.
- E. A licensed nurse shall sign, date and time each page of the BHS Central Pharmacy Services Medication Reconciliation Form indicating the orders were transcribed.
- F. The original BHS Central Pharmacy Services Medication Reconciliation Form shall be faxed to the Central Pharmacy and filed in the Medical Chart under the Prescriber’s order section.
- G. Any new orders not on the BHS Central Pharmacy Services Medication Reconciliation Form shall be written on the DOC-3023 – Prescriber’s Orders.
- H. Telephone orders obtained shall be reviewed and signed by an ACP on the next business day.

V. Continuation of Prescribed Medication (Order About to Expire)

- A. Abrupt discontinuation of certain prescription medication may have harmful effects.
- B. An ACP shall be consulted for direction for medications prescribed for an inmate patient intended for continuous use (not medications with a specific short duration or written to allow to expire without renewal order.)
- C. An on-call physician shall be consulted if there is no ACP onsite.
- D. Telephone orders obtained shall be reviewed and signed by an ACP on the next business day.

Bureau of Health Services: _____ **Date Signed:** _____
 James Greer, Director

_____ **Date Signed:** _____
 Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____
 Mary Muse, Nursing Director

Administrator’s Approval: _____ **Date Signed:** _____
 Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.80.03	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Medication Reconciliation – Continuation of Medication		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other