

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.80.03	<b>Page</b> 1 of 3
	<b>Original Effective Date:</b> 04/15/03	<b>New Effective Date:</b> 01/11/21
	<b>Supersedes:</b> 500.80.03	<b>Dated:</b> 10/06/17
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
	<b>Required Posting or Restricted:</b> <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted	
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medication Reconciliation		

**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, -2018, 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 Patient

Wisconsin Statutes s. 302.85 – Medical Care of Prisoners

**DEFINITIONS, ACRONYMS AND FORMS**

Advanced Care Provider (ACP) – Practitioner with prescriptive authority

BHS – Bureau of Health Services

DOC – Department of Corrections

EMR – Electronic Medical Record

DOC-2077 – Health Transfer Summary

DOC-3001 – Off-Site Service Request and Report

FDA – Food and Drug Administration

Medication Reconciliation – The process of identifying the most accurate list of all medications that the patient is taking, including name, dosage, frequency, and route, by comparing the medical record to an external list of medications obtained from a patient, hospital, or other provider to avoid inconsistencies across transitions in care.

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

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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.

Medication Verification – Process of validating the patient’s stated list of current medications such as a pharmacy, medication bottle/label, and/or prescriber, current medication record, Health Transfer Summary of health information provided by a reliable source.

## PROCEDURE

### I. General Guidelines

- A. Verification of current prescribed medications shall occur through the process of obtaining a medication history prior to medication reconciliation.

### II. Reconciliation and Review Guidelines

- A. Medication reconciliation shall be performed by an ACP. The ACP is responsible to review/determine the patient’s plan of care.
- B. If there is no ACP on-site, an on-call physician shall be contacted for medication reconciliation.
- C. Medication reconciliation shall occur at the following transition points for 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.
  4. Upon return from a Contracted County jail or out of state facility.
  5. Infirmary admissions and discharges.
  6. Return from a Department of Health Services mental health facility.
- D. Medication review shall occur at the following transition points for patients:
1. Returning from court.
  2. Returning from emergency room.
  3. Returning from off-site appointments.
  4. Transfer between DOC facilities.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Michael Rivers, Director of Healthcare Administration

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Vacant, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Wisconsin Women's Correctional System		
<b>Original Effective Date:</b> 04/15/2003	<b>DAI Policy Number:</b> 500.80.03	<b>Page</b> 3 of 3
<b>New Effective Date:</b> 4/30/2021	<b>Supersedes:</b> 500.80.03	<b>Dated:</b> 09/07/2018
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Medication Reconciliation		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Warden Jennifer McDermott		

**REFERENCES****DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

- I. Intake
  - A. Intake Nurse enters medications identified on intake and notifies providers through established intake patient list if there are Medical or Psychiatric Medications to review.
  - B. Medical ACPs and Psychiatrists determine whether to continue or discontinue medications and adjust order details as appropriate and sign to authenticate order.