

Collect



Access the Emergency Care Summary (ECS) via TRAK
(or ECS on intranet if TRAK is down)

ECS should be the primary source for ALL admissions

Check for duplicate medications and check the prescription dates
as medicines that are no longer taken might still be listed

Check dispensed dates are recent, if there is not a dispensed
check that the prescription date is recent

Additionally, the ECS may not include recently prescribed
medicines or dose changes

Confirm



Obtain a 2nd source: ideally patient, relative or carer
Check for over the counter/herbal medicines

Other options: Patient own medicines, recent discharge letter,
nursing home administration chart, GP referral letter, outpatient
prescriptions/clinical letters, community pharmacy

Communicate



Document the medicine reconciliation on the ECS (at the WGH
and SJH document on TRAK using the medrec short code \medrec
then press the space bar)

1. Document the sources used
2. List the medications include the dose, frequency and route
3. Ensure a plan is documented for each medication:
Continue/Stop/Withhold
4. State reason for medicines that are stopped or withheld

Prescribe



Prescribe the medicines on HEPMA prescription chart

Check all the relevant reconciled medicines have been prescribed

Add additional medicines as appropriate

Review



Review the prescription chart on the post take ward round

Start all essential medicines as soon as possible