

**Instructions to Prescribers:****1) PLEASE USE LAY LANGUAGE**

- 2) Use the *Admission Orders for Medications Prior to Admission Form* and current MAR at discharge for optimal medication reconciliation.
- 3) Indicate on this form ALL of the patient's discharge medications.
 - Non-controlled prescription and non-prescription medications on the top portion of the form – this portion of the form serves as the prescription for these medications.
 - Controlled substances on the lower portion of the form – this portion serves as documentation of the complete medication regimen.
 - Medications that the patient was taking PRIOR to admission that should be discontinued post-discharge should be documented on the bottom portion of the form.
- 4) To document a prescription medication that the patient is to continue to take at home, but NOT write a new prescription for that medication please place a ZERO in the dispense quantity field and the refill quantity field.
- 5) Controlled Substances (Schedule II, III, IV, and V) must be documented on the middle portion of this form AND must be written on a separate pink prescription or a computer generated prescription by an authorized prescriber with an approved DEA number to be a legal prescription.
- 6) In those situations where the brand name drug must be dispensed, you must write "Brand Necessary" on the prescription line.
- 7) Cross through unused lines on the prescription form.
- 8) If a medication order is incorrectly written or needs to be changed, a line must be drawn through the order and then initialed. Any change to an order must be written on a new line.
- 9) Physician Assistants using this prescription form must indicate which Attending Physician the prescriptions are authorized through in the space provided.
- 10) Since this form is not used for prescribing controlled substances, the DEA number field is optional, but can be helpful to the community pharmacy in submitting prescriptions to a patient's insurance company.
- 11) Reminder: patients who use mail order may need a separate prescription.
- 12) Print, press hard, and include the indication for each medication.

Instructions to Nurses:

- 1) Provide the patient with a copy of the prescription form. The nurse giving a copy to the patient must print their name on the line next to "Patient has been given a copy of this prescription form."
- 2) Provide the lay equivalents to any abbreviations the prescriber has used in the medication regimen on the patient's copy.
- 3) Clarify for the patient which medications they will need to self-administer the day of discharge.

Instructions to Patients:

- 1) Please give the original white page of this prescription form to your pharmacy. This original form is your prescription for new medications and information for your pharmacist.
 - NOTE: All medications that you are to take at home are listed on this form, but some may not require a new prescription.
 - NOTE: Prescriptions for controlled medications (Example: narcotic/pain medication) will be provided to you as a separate prescription.
- 2) Please keep a copy of the original white prescription form for your reference at home. It is important to take this duplicate with you to your next doctor's appointment.
- 3) Please keep an up-to-date list of the medications that you take with you at all times. The Universal Medication Form is available on the internet at http://www.emoryhealthcare.org/patient_guide/health_record_intro.html or at the Emory Clinics.

Instructions to Community Pharmacists:

- 1) This form can be used as a legal prescription for non-controlled substances only.
- 2) All medications that the patient is to take at home are listed on this form, but some may not require a new prescription. Please refer to the *Dispense* column for instructions.