

SOP Template: Medication Reconciliation and Prescription Provision

This SOP details the **medication reconciliation and prescription provision** process, encompassing accurate patient medication history review, identification and resolution of discrepancies, coordination with healthcare providers, documentation standards, and safe prescription issuance practices. The goal is to ensure patient safety, reduce medication errors, and promote effective communication across healthcare teams during transitions of care.

1. Purpose

To outline the standardized process for medication reconciliation and the safe provision of prescriptions, ensuring accuracy and effective communication to maximize patient safety during transitions of care.

2. Scope

This SOP applies to all healthcare professionals involved in the admission, transfer, and discharge of patients, as well as those responsible for prescribing and dispensing medications.

3. Responsibilities

- **Prescribers:** Review, reconcile, and issue prescriptions as appropriate.
- **Pharmacists:** Confirm accuracy of medication lists, identify discrepancies, and collaborate on resolution.
- **Nurses:** Assist in collecting medication history and reporting discrepancies.
- **Administrative Staff:** Support documentation and communication as needed.

4. Procedure

1. **Obtain Accurate Medication History**
 - Collect the most current list of patient's medications, including prescription, over-the-counter, herbal, and supplements.
 - Interview the patient/caregiver or refer to other records as needed.
2. **Compare Current and Previous Medication Lists**
 - Identify all differences between admission, transfer, and/or discharge medication lists.
3. **Identify and Resolve Discrepancies**
 - Consult with prescribers and pharmacists to address unintentional changes, omissions, or duplications.
4. **Document Reconciliation**
 - Record all reconciliations and resolutions in the patient's health record per institutional policy.
5. **Issue Prescriptions Safely**
 - Ensure prescriptions are clear, accurate, and adhere to legal/regulatory requirements.
 - Provide patient counseling regarding any changes to their regimen.
6. **Communicate with Healthcare Team**
 - Update and notify relevant healthcare providers of any medication changes or potential concerns.

5. Documentation Standards

- Utilize standardized medication reconciliation forms/electronic health records.
- Record all pertinent findings and actions taken at each point of care transition.
- Maintain clear, legible, and contemporaneous records.

6. Quality Control & Review

- Conduct periodic audits of medication reconciliation accuracy and documentation.
- Provide feedback and training to staff on process improvements if discrepancies are found.

7. References

- Local institutional policies and procedure manuals
- Relevant national safety and prescribing guidelines

8. Revision History

Date	Version	Summary of Changes	Author
2024-06-01	1.0	Initial creation of SOP template	Medical SOP Team