

THE PURPOSE OF THIS MULTIDISCIPLINARY FORM IS TO:

- Ensure the BPMH is obtained, documented and maintained on this form only and then filed in one place in the patient chart (Patient Care Order section)
- Document reconciliation of home medications with Admission Medication Orders
- Allow the Prescriber to review the BPMH prior to writing Medication Orders at all transition points throughout the patient's stay (Admission, Transfer and Discharge)

MEDICATION RECONCILIATION STANDARD PRACTICE

- Medication Reconciliation is a shared responsibility between Medical Staff, Nursing and Pharmacy
- All admitted patients (> 24 hours) will have a completed BPMH prior to Admission Medication Orders being written

INITIATION OF THE RECORD:

- Initiated by the first Regulated Health Professional assessing and documenting the patient's medication history
- Completion of this BPMH meets the requirement for documentation of the patient's medication history
- To avoid duplication or confusion, the person completing this form then writes "See BPMH" on other documents where medication history may have been previously recorded

COMPLETING THE FORM**PAGE 1: PREADMISSION CLINIC (PAC) BPMH & PRE-PROCEDURE MEDICATION INSTRUCTIONS**

- Complete BPMH on left side of form including: all prescription medications, over-the-counter (OTC) medications, herbal preparations, supplements (e.g. vitamins, minerals)
- When documenting multiple medications, initial beside the first medication, arrow down to the last entry and initial beside the last medication
- Sign and date "Initial History Obtained By" box
- Prescriber/Delegate will review home medications and use the check boxes found under the Pre-Procedure Medication Instructions section to indicate medications to take on day of procedure and/or medications to be stopped prior to procedure. Prescriber/delegate to specify date of last dose for stopped medications. **Note:** all medications are held on the day of procedure unless otherwise indicated in this section.
- Prescriber/Delegate providing pre-procedure medication instructions is to sign and date "Medication Instructions provided by" box

DAY OF SURGERY/PROCEDURE:

- The BPMH is reviewed and validated prior to procedure
- To change an entry on the BPMH – draw a single straight line through the original entry and initial. Add the corrected information on the next available line, initial in the column to the right of your entry.
- When all changes and new medication information have been documented, sign and date the "Additional History Information Obtained By" box, followed by the "BPMH Reviewed and Validated Day of Procedure" box
- If there are no changes required, sign and date "BPMH Reviewed and Validated Day of Procedure" box only

PAGE 2: BEST POSSIBLE MEDICATION HISTORY (BPMH) and RECONCILED POST PROCEDURE ADMISSION MEDICATION ORDERS

- Prescriber/Delegate to reconcile all home medications and write post-operative admission orders using the columns provided (Continue, Modify, Hold or Discontinue)
- Modifications to home medications and rationale for the changes must be documented in the "Medication Changes and Rationale" section (right side)
- Prescriber to print name, sign and date in "Prescriber" box – bottom of page

PAGE 3: BEST POSSIBLE MEDICATION HISTORY (BPMH) – Blue copy of Form (To be placed in page protector)

- The BPMH is reviewed within 24 hours post procedure and signed off in box provided
- To change an entry on the BPMH – draw a single straight line through the original entry and initial. Add the corrected information on the next available line, and initial in the column to the right of your entry.
- To add information about home medications after the Admission Orders have been processed, document the information on the next available line on the left side of page, and initial in the column to the right of your entry. Add "Prescriber notified" and any actions taken to reconcile any new home medication information in the section titled "Detail Actions Taken". Then initial and date in the column to the right of your entry. Sign the "Additional History Information Obtained By" box at the bottom of the page.

INSTRUCTIONS TO USE BPMH (BLUE COPY) WITH TRANSFER, POST-OPERATIVE & DISCHARGE FORMS

- Print electronic Transfer Medication Orders, Post-Operative Medication Orders or Best Possible Medication Discharge Plan and Prescription(s) form
- Compare and reconcile medication orders on these forms with the BPMH (blue copy) and Medication Administration Record (MAR) using the columns provided (Continue, Modify, Hold or Discontinue). Include rationale for any changes in the section provided.
- On discharge, discontinued medications from BPMH must be transcribed to the Best Possible Medication Discharge Plan and Prescription(s) form and reconciled (Resume, Modify, Cont. to Hold or Discontinue)

