Suspending Medications

The surgeon will be responsible for suspending medications for patients being transferred to the OR for surgery.

To suspend Medication orders:

1. Access the medication list from the **Orders** tab.
2. To select multiple medication orders to suspend, hold down the Ctrl key and click on each medication order you wish to suspend.
3. Multiple orders should be highlighted in blue.
4. Right-click, highlight and select **Suspend** from the pop-up menu.

   ![Medication List](image1.png)

5. From the Order Details click the drop down arrow next to **Suspend** Reason.

6. Select “**Patient to OR**.”

   ![Order Details](image2.png)

7. Click **Orders For Signature**.
8. Click **Sign**.
9. Click **Refresh**.

All of the medications selected should display with the status of suspended.

After surgery, the Surgeon will complete the Transfer Med Rec and resume the medications as needed.

**NOTE:** For outpatient surgical cases, the surgeon will complete Discharge Med Rec as appropriate.

Transfer Med Rec

The actual function of Transfer Med Rec will **NOT** be performed in HERO by providers for patients being transferred to a higher or lower level of care.

Medications for these patients will be addressed/reconciled by the provider completing the following:

- Reviewing medication orders
- Continuing appropriate medication orders
- Cancelling/discontinuing appropriate medication orders
- Placing new medication orders as appropriate

![Transfer Med Rec](image3.png)
Medication Reconciliation

Medication Reconciliation allows the physician to efficiently reconcile a patient’s documented medication list, to quickly and accurately make the appropriate decision on each medication order and document compliance on all medications.

Documenting historical medications is the first step in reconciling medications.

*Nursing will document Medication History once the patient arrives to the inpatient unit.*

**Admission Med Rec CANNOT be completed until Medication History is complete.**

The status bar will display with a green check indicating Medication History has been documented.

To complete Admission Med Rec:

1. Click the Orders tab from the Main Menu.
2. Click the Reconciliation drop-down arrow from the orders toolbar:
3. Click on Admission.
4. The Order Reconciliation Admission window will display.

Medications documented as part of Med History will display with a “scroll” and orange-asterisk symbol next to the medication.

Any new medication orders placed during the patient’s current stay and prior to the completion of Admission Med Rec, display to the right with the “hospital” symbol.

5. Review the medications.
6. Make any necessary medication changes/updates by clicking the Continue or Do Not Continue radio buttons.
7. To complete the Admission Med Rec process, click the Reconcile and Sign button.

The status bar now updates with a green check indicating Admission Med Rec has been completed.

**Non-Formulary Med Rec Options**

During Admission Meds Rec, if a medication is not available, the Non-formulary window will display.

To find the Non-formulary medication, click the + in front of the Non Formulary Alternative (last in listing).

Select the Convert Existing SIG option from the Order Sentences pop-up window.

Clicking the Continue Radio button will convert home medications to inpatient medication orders.