Important Notes:

- For after-hours admissions, on-call Geriatric Psychiatrist is to complete BPMH
- **If no medications on the BPMH are to be ordered for admission, Admitting Prescriber to strike a line through the Prescriber Reconciliation section (right side) of the BPMH and place in Patient Orders Section (pink sheets) for history/reference only
- New information learned about the patient’s HOME medication after the BPMH has been processed will be entered onto the BPMH as a “late entry” for reference purposes, by any Healthcare Provider.
  - Notify Prescriber to address the discrepancy
  - Do not process/scan the order to Pharmacy
- Acute Facility Admissions with BPMH received from sending facility:
  - BPMH received from sending facility will NOT serve as inpatient orders; it will be kept in the Patient Care Orders Section (pink sheets), as history/reference only
  - A new BPMH is not completed
  - Admitting Prescriber to generate admission orders on the (pink) physician medication and (green) non-medication order sheets. The MedRec for DIRECT ADMISSION sticker (see below) is signed, dated, and placed after admission orders.

MedRec for DIRECT ADMISSIONS
Admitting Prescriber to complete:

I have reviewed the patient’s Best Possible Medication History (BPMH) and the medication transfer orders from the sending facility to generate these admission orders and have documented any medication discrepancies.

Signature: ___________________________ Date/Time: _________________

*Acute Facility Admission: admissions from another acute care facility
†Non-Acute Facility Admission: admissions from community, long-term care, supportive living, and other facilities
Mental Health: Acute Hospital Transfer - Villa Caritas Bed Held

**When a patient is to be transferred to another Acute Hospital and the Villa Caritas bed is held**
(i.e. Patient is scheduled for an elective surgery/test OR the patient suddenly requires medical treatment/observation at an Emergency Department)

- The **MedRec Acute Hospital Transfer sticker** (see below) will be placed onto the most current Medication Profile or MAR that is to be sent with the patient
- The Sending Prescriber (Psychiatrist/Resident) will sign and date/time the **MedRec Acute Hospital Transfer sticker**
- Both the Medication Profile/MAR and a copy of the BPMH is to be sent to the receiving facility

**Exception:**
- In extenuating circumstances, where the Sending Prescriber is not available (i.e. late at night) and the patient is promptly required to be transferred to another acute hospital, the Acute Hospital Transfer sticker is **not** required to be signed.
  - Please note that in this situation, both the most current Medication Profile/MAR and a copy of the BPMH is still required to be sent to the receiving facility

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**MedRec Acute Hospital Transfer - Villa Caritas Bed Held**

*Sending Prescriber to complete:*
I have reviewed the patient’s Best Possible Medication History (BPMH) and current medication orders to generate these medication transfer orders.

Signature: ___________________________ Date/Time: _______________________

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**Important Note:**
- When the patient is transferred back to Villa Caritas **and has been admitted to the Acute Hospital**, a MedRec for DIRECT ADMISSION sticker is required to be signed by the Prescriber to ensure the BPMH & most current transfer orders have been reviewed.
  - If the patient was **not** admitted to the Acute Hospital, no action is required.
Mental Health: Discharge Process (VC)

**Decision to Discharge Patient**

- Pharmacist (M-F 08:00h – 15:30h) to initiate *MedRec Discharge tool* when provided with minimum of 24 hrs advance notice of discharge
- Discharging Prescriber (Psychiatrist/Resident) performs final review & signs *MedRec Discharge tool*
- Unit Clerk/Charge Nurse to process discharge order/prescription
- Pharmacist/Nurse to work together to provide education to patients

**Important Notes:**

- If Pharmacist is not available, the Discharging Prescriber (Psychiatrist/Resident) is to complete the *MedRec Discharge tool*

  - *MedRec Discharge tool* must be signed and dated by a Prescriber to become a legal discharge order and/or prescription

- *MedRec Discharge tool* is 2-ply
  - White (top) copy is the discharge orders and/or prescription
    - If the patient wishes to take the white prescription copy to their pharmacy, make a photocopy for the chart and clearly mark it as “CHART COPY”
  - Yellow (bottom) copy is for patient/caregiver for information purposes