



Medicine Reconciliation

- Making the impossible possible
- Step-by-step guide to best practices

March 2026

Starting the process


- Who is responsible
- Step 1 - Direct discussion (!)
- Step 2 – use **Epic**

Step 2

1. Navigate to the **Admission tab**.
2. Select **Admission Orders**.
3. Select **Review Home Medications**.
4. Click **Reconcile Outside Medications** to view medications from 2 key sources: Local Medical Record and External Pharmacy

Reconcile Outside Medications

The screenshot shows a software interface for managing medications. At the top, the title "Admit Orders" is displayed in a dark teal font. To the right of the title is a purple notification badge with a white icon of a factory and the number "2". Below the title is a light blue navigation bar with three tabs: "Review Home Medications", "Reconcile Orders", and "Order Sets". The "Reconcile Orders" tab is currently selected. Below the navigation bar is a purple button with a white plus sign and the text "Review Prior to Admission Medications", followed by a right-pointing arrow. Below this is a yellow button with a magnifying glass icon and the text "Reconcile Outside Medications", which is circled in red. Below the yellow button is a text input field containing "Add Prior to Admission Med" and a green plus sign followed by the text "Add". To the right of the input field are several buttons: "Dispense Report", "Check Interactions", "Informants", and "Find Medication". Below the input field is a "Sort by:" dropdown menu with "Alphabetical" selected. To the right of the dropdown are two more buttons: "Mark Unreconciled Today" and "Mark Unreconciled". At the bottom left, there is a blue icon of a document and the text "WALGREENS DRUG STORE".

Admit Orders 

Review Home Medications Reconcile Orders Order Sets

[+ Review Prior to Admission Medications](#) →

[🔍 Reconcile Outside Medications](#)

Add Prior to Admission Med [+ Add](#) [Dispense Report](#) [Check Interactions](#) [Informants](#) [Find Medication](#)

Sort by: Alphabetical [Mark Unreconciled Today](#) [Mark Unreconciled](#)

📄 WALGREENS DRUG STORE

Superpower Tip

Reconcile Outside Information

 Medications

 Problems

 Immunizations

 [Dispense Report](#)

 [Medication Reconciliation History](#)

 [Legend](#)

Group Sort: [Outside Inf](#)

Medication

prednisone



PREDNISONE 5 MG TABS New



Add as: predniSONE (Deltasone) 5 mg tablet





Adding medications

Medication


prednisone

PREDNISON 5 MG TABS New 

Add as: predniSONE (Deltasone) 5 mg tablet 

Source: External Pharmacy Updated on: 01/20/2026

 Months of dispense information: **1**; Number of dispenses: **1**

Dispense date: 01/20/2026 Qty: 60 tablet Unit strength: **5 mg**

CVS/pharmacy

- Use the green "+" sign to add the medication to the list, then input the dose, frequency and route.

Deleting medications

Alphabetical

 **albuterol (Proventil; Ventolin) 90 mcg/actuation inhaler**
Inhale 2 puffs. Starting 7/10/2023, Last Dose:
Not Recorded. Received from: External Pharmacy
Received from: External Pharmacy

Today Yesterday Past Week Past Month More Than A Month Unknown 

**Under the tab Review Home Medications
use the red “X” to remove/discontinue the
medication.**

Secondary Sources

- Outpatient pharmacy – including VA pharmacy
- MAR from transferring facility

How Far to Go!

- Target classes- controlled substances, anticoagulants, psychoactive medications, steroids, diabetes therapy/insulin, immunosuppressives, and epilepsy medications
- Mnemonic: ***CAPS DIE***
- Narrow therapeutic index medications
- Significant side effect or drug interaction risk
- Polypharmacy (not Polythene Pam)

This is the end

Once reconciliation is completed under the tab labeled **Review Home Medications** there is a button at the bottom of the page to mark the list as BOTH **Reviewed AND Complete** to finish