**Med List**

- **Medication History**
- **Med List and Allergies**

**Purpose:** To serve as the official medication record of all CBHS clients as of January 1, 2011. Information is accessible electronically throughout the CBHS system of care, including all crisis, residential and mental health clinics.

Two reports are available:

- **Medication History:** Chronological list of all prescribing events (medication changes, reorders, and discontinuation) and medication allergies

- **Med List and Allergies:** The official current medication list and allergies for clinicians and facility transfers

**Access:** All clinicians with Avatar Clinical Work Station access

Contact CBHS Pharmacy Services at 415-255-3659 with any questions or comments.
Opening Med List
Using Menu Path → Avatar CWS

TIP – Medication History contains prescribing history, including inactive medications.

Med List and Allergies contains current active medications ONLY.

TIP – Same menu is available by right clicking on name of client if listed in My Session or My Caseload. This client’s information will be populated for the med list.
• Saving desired med list as a favorite allows for less mousing.
Adding Med Lists to “Favorites”

Using Help → Search for Option

1) To search for item, click the word Help in the upper right corner, then click Search for Option

2) Type in “Med” and select “Medication History” or “Med List and Allergies”

3) Click desired item to select
   - Medication History
   - Med List and Allergies

TIP – Double clicking the desired form can also open item

TIP – Medication History contains prescribing history, including inactive medications

Med List and Allergies contains current active medications ONLY

4) Clicking on the item then clicking on “Add to Favorites”.
   - A pop-up screen listing your favorites will appear. Click OK to save.
Selecting Client

Select client using Client Name, BIS # or Alternative Lookup

TIP – This step is avoided if Med List is selected through My Caseload or My Session
Launching Med List Report
- After selecting client, the following screen will appear

1) Your selected client information will appear here
- In this example, Med List and Allergies was selected

TIP – At this point, you may choose a different client by entering information in search box

2) Click Report Icon to generate Med List

TIP – Report icon may not be available (lit) immediately. Please allow a few moments for option to be available
Launching Med List Report

- The following dialogue boxes will appear

Click “Yes” if you want to run the same report for another client after viewing.

Click “OK” to view report

TIP – This dialogue box will only appear once during the Avatar session

TIP – It may take a few moments for the report to download from the server.
**MEDICATION LIST AND ALLERGIES**

**Pharmacy:** CBHS PHARMACY SERVICES

**Patient:** JENNY TEST  
Age: 38  
DOB: 05/03/1972  
Client ID: 981380786  
3729 BALBOA ST  
SF CA, 94121

**Allergies:** atenolol, chlorproMAZINE, penicillin,

<table>
<thead>
<tr>
<th>Rx Description</th>
<th>Prescriber</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trazodone 100 mg, TAB, PO (t) ea at bedtime</td>
<td>Chu, Hung-Ming</td>
<td>10/26/2010</td>
<td>11/25/2010</td>
</tr>
<tr>
<td>Hydrochlorothiazide 50mg po qday</td>
<td>Non-ISC</td>
<td>09/05/2010</td>
<td></td>
</tr>
<tr>
<td>Potassium Chloride SR 20meq po qday</td>
<td>Non-ISC</td>
<td>07/12/2010</td>
<td>07/12/2011</td>
</tr>
<tr>
<td>do not refill until pt comes in for appt</td>
<td>Non-ISC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allergic to cranberries</td>
<td>Non-ISC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TIP – Avatar Med Lists update every 30 minutes.**  
- Medication changes are reflected in Avatar 30 minutes after a prescriber enters orders

- Specific pharmacy will only appear if set by prescriber

- Indicates that prescriber may need to authorize refills

- Medications prescribed by non-CBHS providers

- Ongoing special instructions

- Free text allergies
Viewing Medication History

3 Different sections are available for viewing:

- **Facility Prescriptions**: Mental health medication history
  - Includes active, reordered and discontinued medications
- **Non-ISC Orders**: Other medications as reported by client
  - Medications prescribed by outside providers
  - May also contain free text allergies and notes
- **Allergies**: Reported medication allergies

### Example Table

<table>
<thead>
<tr>
<th>Order Date</th>
<th>Facilitated by</th>
<th>Medication</th>
<th>Action</th>
<th>End Date</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2010</td>
<td>Ho, Chishen</td>
<td>Triazolone</td>
<td>Discontinue</td>
<td>10/28/2010</td>
<td></td>
</tr>
<tr>
<td>10/28/2010</td>
<td>Ho, Chishen</td>
<td>Triazolone</td>
<td>Reorder</td>
<td>10/28/2010</td>
<td></td>
</tr>
</tbody>
</table>

**To advance to next page on current section, click arrow button**

**Action**: Status of prescription

**End Date**: When the prescription should run out.
- Indicates that prescriber may need to authorize refills

**Instructions**: Special instructions from prescriber

**TIP – Avatar Med Lists update every 30 minutes.**
- Medication changes are reflected in Avatar 30 minutes after a prescriber enters orders
Navigating Medication History

Viewing other sections: Non-ISC and Allergies

To view section, click on tabs

Click on Preview tab to return to Medication History section

TIP – Must return to Medication History section to select another section