

How to document a medication history on ICCA

This guide shows how medical and pharmacy staff should document the patient's medication history, and all the details that are required for medicines reconciliation throughout their hospital admission.

The information below can also be used to teach ward pharmacists how to find medication histories on ICCA when a patient is discharged from ITU.

Step 1: Access the correct patient's record on ICCA

Step 2: Go into the Demographics section and click on Demographic Form, then Allergies

The screenshot displays the PHILIPS ICCA software interface. At the top, there is a navigation bar with 'Home', 'Chart', and 'XLinks'. Below this is a toolbar with various icons for document management and editing. The main content area shows the patient's record for 'Holly Green' in the 'Alexandra ICU'. The 'Demographics' section is active, displaying the 'Demographic Form' for the date '10/05/2023 14:23'. The form includes fields for Patient Name (Holly Green), #Call Me, Hospital Number, CHI/NHS Number, Encounter Number (092762648), Date of Birth, Age on admission (Calculated), Biological Sex, Allergies (Unknown), and Patient Type (Adult). Below the Admission Form, there is a 'Demographics' section with fields for Patient address and Marital Status. A left-hand navigation menu is visible, listing various document types like 'Flowsheets', 'Investigations', 'Medications', etc.

Step 3: Update Allergies section with as much information as possible, starting with Status

– Allergies * No Known Allergies - Not yet confirmed:

Status No Known Allergies - Unconfirmed

Has Latex Allergy?

Allergies +

– Allergies * No known allergies (confirmed):

Status NKA (confirmed)

Has Latex Allergy? No

Allergies +

– Allergies * Has allergies:


Status Has allergies

Has Latex Allergy?

Allergies +

This is can be updated as new information comes to light, so it can change from 'No Known Allergies – Not yet confirmed' to 'Has Allergies' at any point during the patient's stay on ITU.

Step 4: Select 'Has allergies' if appropriate, and then press the black plus sign to add details

– Allergies * Has allergies: 

Status Has allergies

Has Latex Allergy?

Allergies +

Patient Type * Adult

Step 5: Select the type of allergy, and fill out the allergen, severity and reaction using the drop down menus or the option of 'Other...' if you need to add free text information in any of those boxes

Encounter Number * 092762648 + GP Name

Date of Birth

Age on admission (Calculated)

Biological Sex

- Allergies * *Has allergies: Vancomycin -*

Status

Has Latex Allergy?

- Allergies +

- Allergies 1

Type

Drug Allergen *

Severity

Reaction

Comment

Enter Other

Step 6: Press OK and add any further allergies which need recording by pressing the black plus sign again

- Allergies * *Has allergies: Vancomycin - Red Man Syndrome* 🔍

Status

Has Latex Allergy?

- Allergies +

- Allergies 1

Type

Drug Allergen *

Severity

Reaction

Comment

- Allergies 2

Type

Drug Allergen *

Severity

Reaction

Comment	<input type="text"/>
Allergies 2	<input checked="" type="checkbox"/> Strawberries
Type	Food allergy
Allergen	* Strawberries
Severity	Mild
Reaction	Rash/hives
Comment	<input type="text"/>
Patient Type	* Adult

Step 7: Press Save Chart when you have completed documenting allergies and intolerances

The screenshot shows the PHILIPS software interface. The top toolbar contains several icons, with the 'Save Chart' icon (a floppy disk) circled in red. Below the toolbar, the patient information for 'Holly Green' is displayed. The 'Allergies' section is expanded, showing 'Allergies Unknown' and a list of allergies: 'Has allergies: Vancomycin - Red Man Syndrome; Strawberries - Rash/hives'. The 'Demographics' section is also visible, showing fields for Date of Birth, Age on admission, and Biological Sex.

Step 8: Go into the Medications section and click on Previous Medications

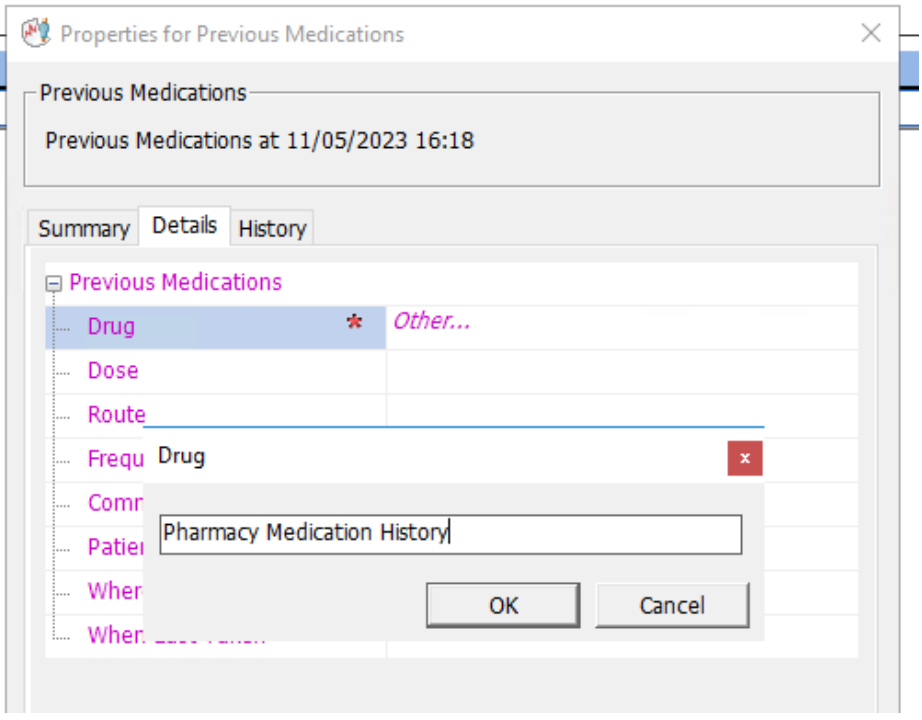
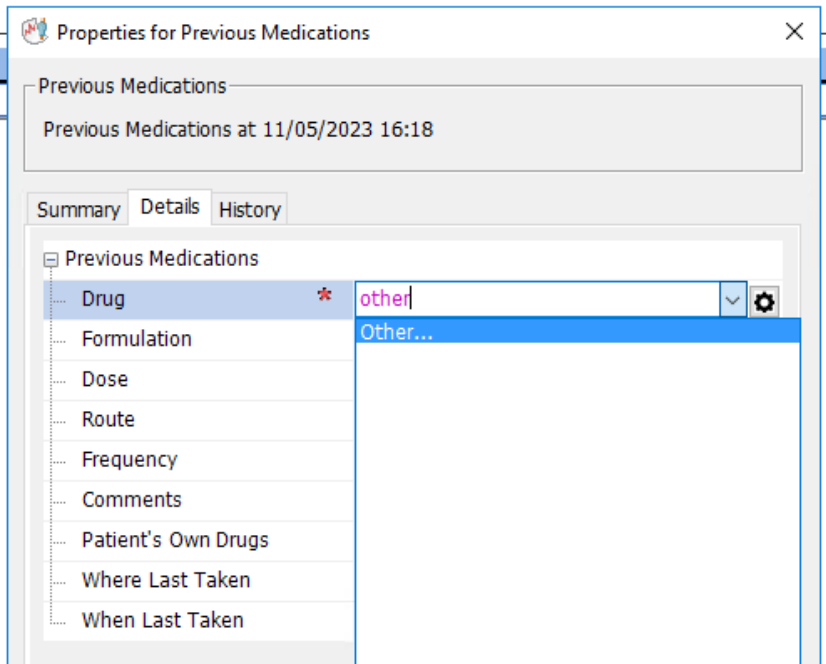
The screenshot shows the PHILIPS software interface with the 'Medications' section selected. The 'Previous Medications' option is highlighted in the left-hand menu. The main area displays a table with the following structure:

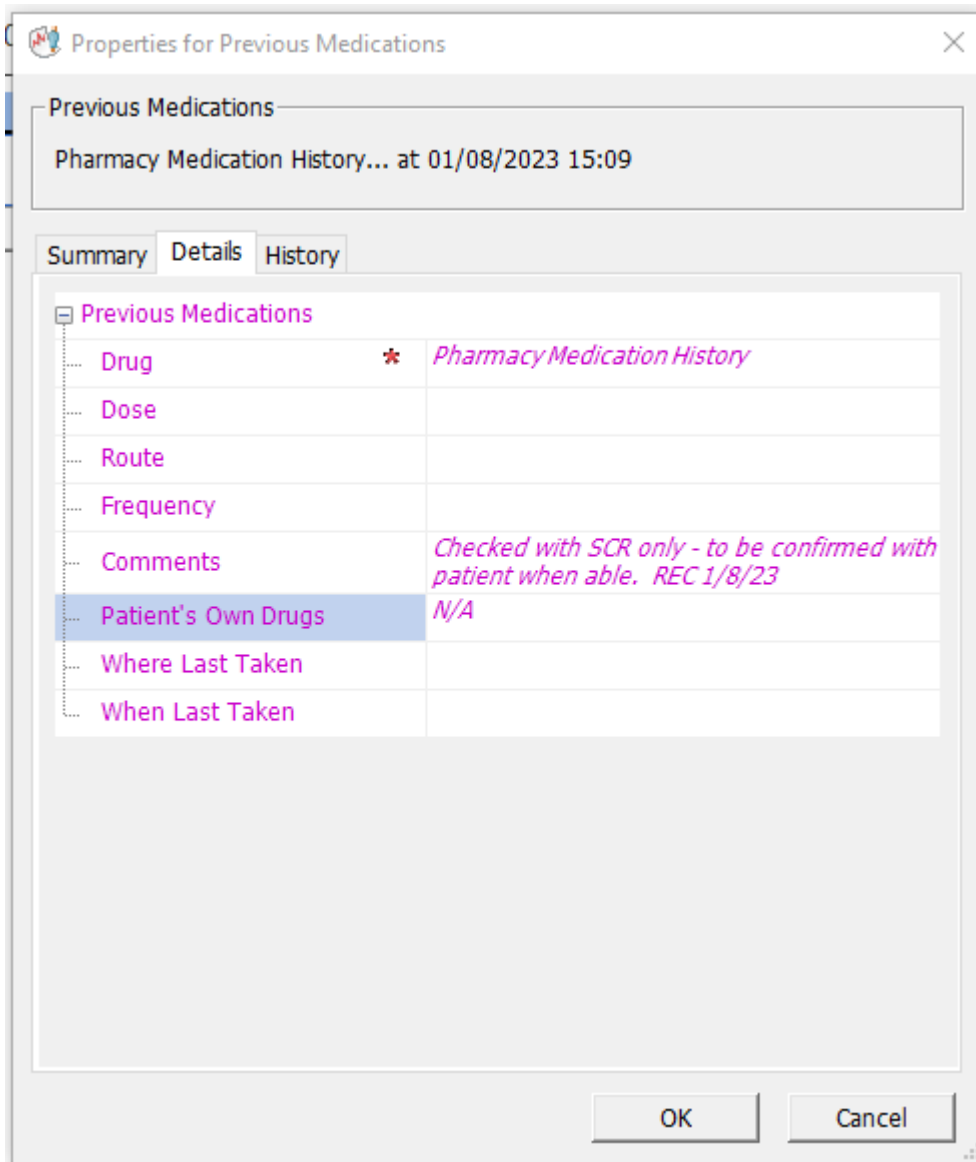
Medication

The patient information at the top shows 'Holly Green' with the allergy list: 'Allergies Has allergies: Vancomycin - Red Man Syndrome; Strawberries - Rash/hives'.

Step 9 - PHARMACY STAFF ONLY: Double click in the empty row, and use the first line to document that the medication history has been completed by pharmacy staff, the sources used and date and initial the entry. Use 'Other...' in the Drug section to allow you to free-text this line, and also to record any medications which are not in the formulary. Comments should be used for sources and any other useful information, plus initials and date.

You can select 'N/A' from the Patient's Own Drugs drop down list, add some useful comments using the 'Other...' option or leave it blank as it is not relevant here.





Step 10: Press OK all the way back to the patient's record

Medication	Last Taken	Comments
Pharmacy Medication History Supply: N/A		Checked with SCR only - to be confirmed with patient when able. REC 11/5/23

Medication	Comments
Pharmacy Medication History. Supply: No regular medicines O/A	Confirmed no medication taken pre-admission with patient, SCR and relative. REC 11/5/23

Note to Pharmacy staff: this is a dynamic document, so if details of the patient's previous medications have already been added by another member of staff, or only half completed, you can confirm it is correct or tweak as appropriate, and then add or update the 'Pharmacy Medication History' information.

Step 11 – ALL STAFF: Double click in the empty row, and fill out details as appropriate

Properties for Previous Medications

Previous Medications at 12/05/2023 08:16

Summary Details History

Previous Medications	
Drug	* Aspirin
Formulation	Aspirin (PO/NG)
Dose	75 mg
Route	PO
Frequency	Daily
Comments	
Patient's Own Drugs	At home
Where Last Taken	
When Last Taken	

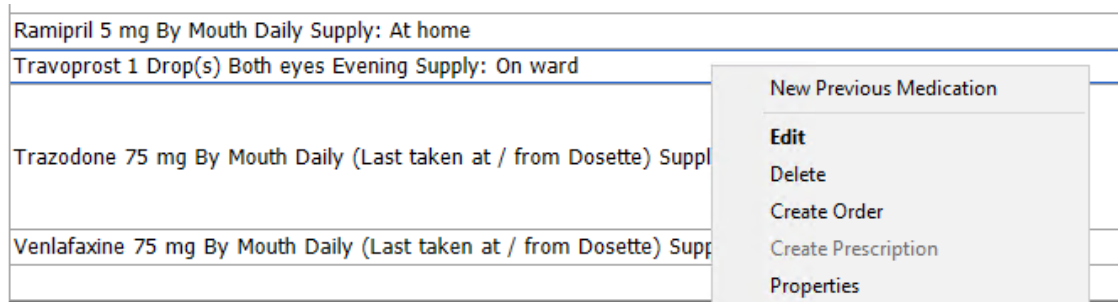
OK Cancel

Step 12: Press OK and then double click on the empty row and repeat the process until completed (NB: 'When Last Taken' will only let you go back 5 days into the past), then Save Chart.

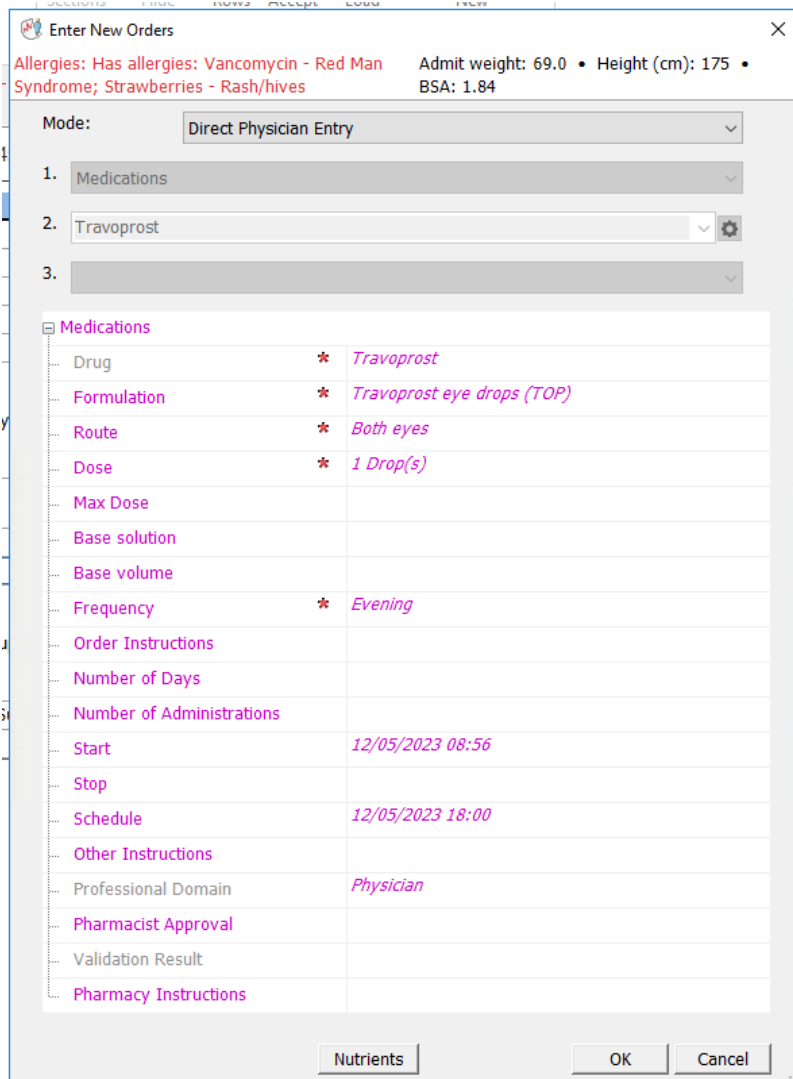
Converting Previous Medications to Inpatient Orders on the Drug Chart

Once the medication history has been documented, you may wish to use this information to transfer pre-admission medicines which should be continued onto the Drug Chart.

Step 1: Right click on the required medication and select Create Order



Step 2: Press OK on the box which comes up with all the information ready populated



Step 3: Move to Drug Chart to see pending order, and then press Save Chart to confirm.

▶	[Thiamine 100 mg PO/NG Twice a day]	
	<i>Travoprost 1 Drop(s) Both eyes Evening</i>	
⚠	Chlordiazepoxide 10 mg PO/NG At 1pm and 6pm (1 days total)	<input type="checkbox"/> 13:00 - Overdue <input type="checkbox"/> 18:00 - Overdue
		<input type="checkbox"/> Pending @ 22:00 <input type="checkbox"/> Pending @ 18:00
▶	Travoprost 1 Drop(s) Both eyes Evening (Day 1)	
▶	[Thiamine 100 mg PO/NG Twice a day]	

Appendix 1: Some examples of what can be documented in Previous Medications

Medication
Aspirin 75 mg By Mouth Daily Supply: At home
Atorvastatin 80 mg By Mouth Nocte Supply: At home
Bisoprolol 2.5 mg By Mouth Daily Supply: At home
Glyceryl Trinitrate 2 Spray(s) Sublingual PRN Supply: At home
Pharmacy Medication History Supply: N/A
Ramipril 5 mg By Mouth Daily Supply: At home

Properties for Previous Medications

Previous Medications at 12/05/2023 08:30

Summary Details History

Previous Medications

Drug	* Methadone
Formulation	Methadone (PO/NG)
Dose	55 mg
Route	PO
Frequency	Daily
Comments	
Patient's Own Drugs	N/A
Where Last Taken	[Dropdown Menu]
When Last Taken	<Clear Entry>

Where Last Taken dropdown options:

- <Clear Entry>
- Dosette
- Community Pharmacy
- Home
- Hospital
- Nursing Home
- Assisted living
- Emergency Room
- General Ward
- Other Hospital Location
- Outpatient Clinic
- Skilled Nursing Facility
- Step-Down Unit
- Ambulance
- Hospice

Properties for Previous Medications

Previous Medications at 12/05/2023 08:30

Summary Details History

Previous Medications

Drug	* Methadone
Formulation	Methadone (PO/NG)
Dose	55 mg
Route	PO
Frequency	Daily
Comments	Key worker Peter Pan aware of admission. Mobile: 07345 234567 Lloyds Pharmacy Redditch informed of admission. Tel: 01905 765422
Patient's Own Drugs	N/A
Where Last Taken	Community Pharmacy
When Last Taken	11/05/2023 10:30

OK Cancel

Methadone 55 mg By Mouth Daily (Last taken at / from Community Pharmacy) Supply: N/A

Last Taken	Comments
11/05/2023 10:30	Key worker Peter Pan aware of admission. Mobile: 07345 234567 Lloyds Pharmacy Redditch informed of admission. Tel: 01905 765422

Properties for Previous Medications

Previous Medications at 12/05/2023 08:36

Summary Details History

Previous Medications

Drug	*	<i>Travoprost</i>
Formulation		<i>Travoprost eye drops (TOP)</i>
Dose		<i>1 Drop(s)</i>
Route		<i>Both eyes</i>
Frequency		<i>Evening</i>
Comments		
Patient's Own Drugs		<i>On ward</i>
Where Last Taken		
When Last Taken		

Properties for Previous Medications

Previous Medications at 12/05/2023 08:38

Summary Details History

Previous Medications

Drug	*	<i>Filgrastim</i>
Formulation		<i>Filgrastim (INJ)</i>
Dose		<i>300 micrograms</i>
Route		<i>SC</i>
Frequency		<i>Daily</i>
Comments		
Patient's Own Drugs		<i>In fridge</i>
Where Last Taken		
When Last Taken		

Properties for Previous Medications

Previous Medications at 12/05/2023 08:42

Summary Details History

Previous Medications

Drug	* Venlafaxine
Formulation	Venlafaxine (PO/NG)
Dose	75 mg
Route	PO
Frequency	Daily
Comments	MR preparation - 8am in Dosette
Patient's Own Drugs	At home
Where Last Taken	Dosette
When Last Taken	

Properties for Previous Medications

Previous Medications at 12/05/2023 08:45

Summary Details History

Previous Medications

Drug	* Trazodone
Formulation	Trazodone (PO/NG)
Dose	75 mg
Route	PO
Frequency	Daily
Comments	Community pharmacy aware of admission. Delivers weekly on a Tuesday. Tel: 01905 876544 10pm in Dosette
Patient's Own Drugs	At home
Where Last Taken	Dosette
When Last Taken	

Trazodone 75 mg By Mouth Daily (Last taken at / from Doseette) Supply: At home	Community pharmacy aware of admission. Delivers weekly on a Tuesday. Tel: 01905 876544 10pm in Doseette
Venlafaxine 75 mg By Mouth Daily (Last taken at / from Doseette) Supply: At home	MR preparation - 8am in Doseette