Create Medication History
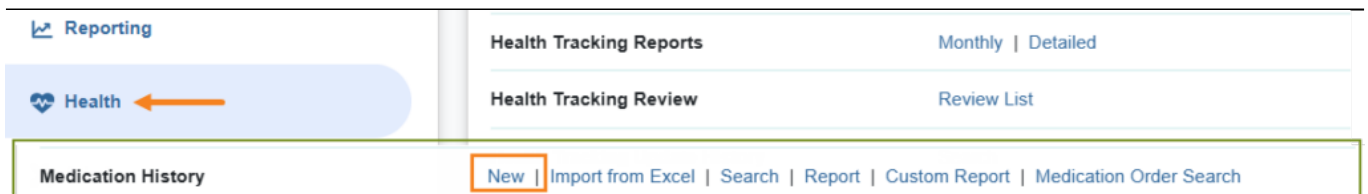
Users assigned with the *HT Submit* role can create and submit **Medication History** forms.
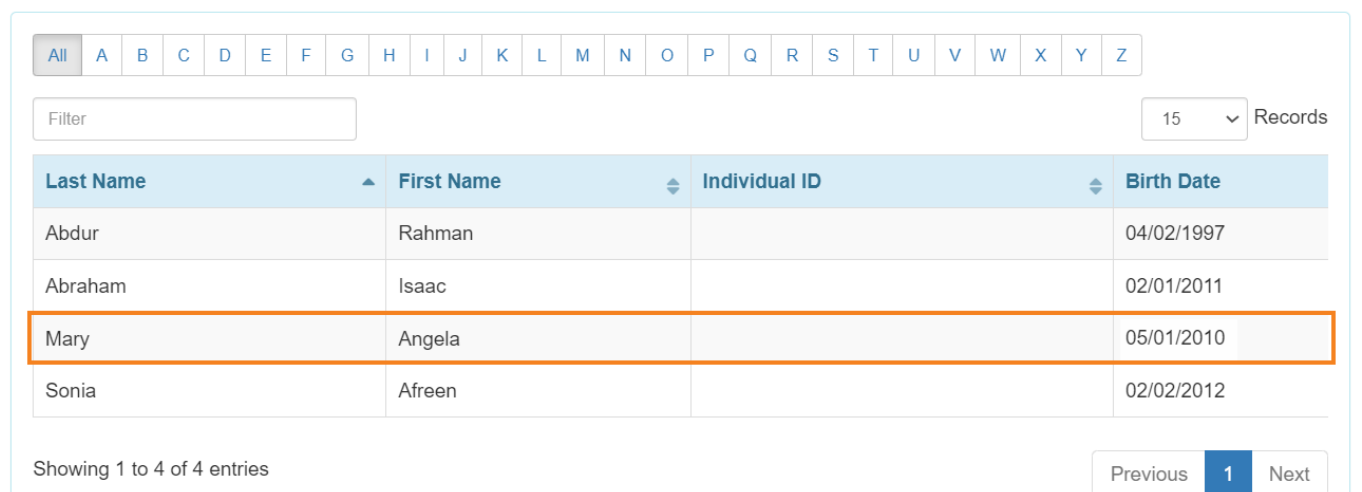
1. On the **Health** tab, click on the **New** link beside the **Medication History** option under the **Medication History** section.

2. Select the individual for whom you want to create a Medication History from the **Select Individual For Medication History**.

Section 1 – General Information

1. On the **Medication History** form, choose the **Program** name from the drop-down menu under the **General Information** section.

2. **Reported By** and **Date** fields will be automatically populated and if needed you can update information in these fields. **Notification Level** can be also updated using the dropdown list.

Section 2 – Pharmacy/Prescriber Information

1. Click on the **Look Up** button beside the **Prescriber** field in order to select a prescriber from the **Shared Contact Selection list** page.

Notes: *Users can export the prescriber lists to Excel from the* **Shared Contact Selection list** *page.*

Section 3 – Medication History Information

General Drug Information

1. In this section, users will be able to enter the general information about the medication.

- **Drug Code is optional.** Drug **Coding System**, **Strength Unit**, **Dose Form**, and **Medication Type these fields are optional too and** can be selected using the drop-down lists available next to these fields.

Compound Drug Components

In the Compound Drug Components section, users will be able to enter data about the components of a particular Medication. Multiple components can also be added or removed as necessary.

1. Clicking on the **Add Component** button will open the Create/Update component pop up window.

2. Fill up the necessary fields and click on the **Add** button.

*Note: The **Name** and **Type** fields are required.*

3. For an added component, users can click on the **Open** link and update the Name, Code, Coding System, Strength, Strength Unit, Give Amount/Quantity, Measurement Unit, and Type field.

Click on the **Update** button to update the information. To remove the information, click on the **Remove** button.

Administration Details

1. In the Administration Details section, users can create and add multiple schedules and timings for the medication.

To add a new schedule, click on the **Add Timing & Schedule** button.

Administration Details

Give Amount / Quantity	Measurement Unit	Frequency	Begin Date & Time	End Date & Time	Days in Interval	Schedule Time(s)	Schedule Interval	Instruction	Action
				No medication schedule added					

Add Timing & Schedule

Route [▼]

The **Add Timing & Schedule** button will open the Medication Schedule form where the schedule for the medication can be entered or edited.

2. Click on the **Add** button to add the timing and schedule.

Note: Begin Date field is a required field. Here, Begin Date can not be later than 365 days

Apart from Daily schedules, users will also be able to add schedules that are Weekly, Monthly, Hourly and for PRN/Other.

3. Changes to an existing schedule can also be made by clicking on the **Open** link beside the particular schedule.

Administration Details ❓

Give Amount / Quantity	Measurement Unit	Frequency	Begin Date & Time	End Date & Time	Days in Interval	Schedule Time(s)	Schedule Interval	Instruction	Action
Once a day	Tablet	1 X DAILY	07/30/2023 02:00 pm	10/31/2023 02:00 pm	N/A	02:00 pm	Every Day 1 time(s) a day	Take one tablet after the meal.	Open

4. The Route can be selected from the drop-down list of the field. Users will be able to enter the Administrative Method, Administration Device and Route Instruction under the Administration Details section.

Route	Oral (mouth) ▼
	Oral (mouth)
	Topical
	Aural (ear)
	G-Tube
	Intra-muscular
	Intra-venous

Administration Method

Administration Device

Route Instruction

About 512 characters left

5. Users can attach a person's diagnoses to the form once they have completed all the required fields. Additionally, users can scan or attach files by clicking the **Add File** or **Scan File** button.

	Home Medication ❓	○ Yes ● No

Prescription/Over the Counter: ● Prescription ○ Over the Counter

Medication Category: General Medication ▾   Medication Subcategory: Other ▾

Indication/Purpose:
Used to reduce extra fluid in the body caused by conditions such as heart failure, liver diseases and kidney diseases.

About 393 characters left

Side Effects:
Nausea or vomiting, stomach cramps, headache, dizziness, etc.

About 3438 characters left

Instruction/Comments:
Take 1 tablet after a meal.
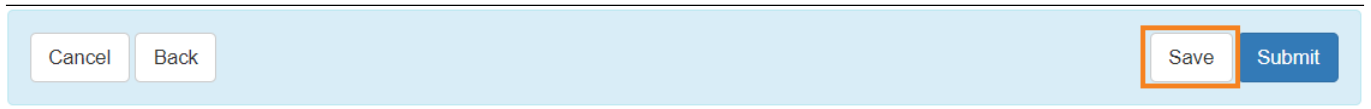
About 3472 characters left

Link Diagnoses ❓

	Diagnosis Coding Type	Diagnosis Code	Description	DSM-5	Billable	Status
☑	ICD-10	F84.0 - Autistic disorder	Faces difficulties to communicate and understand what people are saying to her.	Yes	Yes	Active

Attachment

Add File   Scan File

6. Once the necessary edits are made, users will be able to click on the **Submit** button or **Save** button at the bottom of the page.

Cancel	Back		Save	Submit

Cancel	Back		Save	Submit

7. After submitting or saving the form, a success message will be displayed.

The form HTMH-DEMOTPHL-M9Y4NDSZE842M has been successfully saved