

Example Guidelines for Time Frames for Completing Reconciling Process

An example policy specifying time frames for completing the reconciling process by dividing medications into categories based on the criticality of medication administration timing might include:

- Setting a short time frame (e.g. within 4 hours of admission) for reconciling a clearly-specified list of high-risk medications*
- Remaining medications must be reconciled within 24 hours, with some flexibility introduced based on the time of admission and medication administration schedules to avoid the need for middle-of-the-night reconciling activity

4 Hour Medication Category	24 Hour Medication Category
<ul style="list-style-type: none"> ▪ Antibiotics ▪ Insulin ▪ Antihypertensives-multiple dosing ▪ Anti rejection ▪ Antiarrhythmics ▪ Inhalers ▪ Seizure medication ▪ Eye medications ▪ Pain medication ▪ Oral hypoglycemic -multiple dosing ▪ Antianginal (?) 	<ul style="list-style-type: none"> ▪ Antihypertensives ▪ Anticoagulants, antiplatelets ▪ Diuretics ▪ Oral hypoglycemic agents ▪ Antineoplastics ▪ Thyroid medications ▪ Antipsychotic/Antidepressants ▪ Electrolyte ▪ Oral contraceptives ▪ HRT ▪ Laxatives ▪ GI medications ▪ Vitamins/iron ▪ Hyperlipidemia agents ▪ Topical ▪ NSAIDS

Example provided by Dr. Roger Resar, **Luther Midelfort Hospital, Mayo Health System**

* Note that for this purpose, *high risk* medications are defined specifically as those where *missing a dose/delay in administration* defines high risk; this is conceptually different from other categorizations such as ISMP's listing of high alert medications which have been developed based on the full spectrum of medication error risk factors.