



Managing Medications Checklist

Pharmacy (local) Phone #

Mail Order Pharmacy Phone #

Website Login Id / Password

Medication Audit **Date:** _____

1 Create a Master List of all PRESCRIBED medications

- Begin with the medication list from your recent doctor's visit. Is it complete? Does it include medications prescribed by other physicians and specialists (cardiologist, rheumatologist)
- Make sure the list includes
 - Name of the drug both brand name and generic
 - Dose and frequency
 - Prescribing physician
 - Pharmacy (adding the refill # to this list will really make it a handy reference tool)
- Gather all your actual medications and compare with the above list. Note any changes/corrections.
- Identify the medications to be refilled (# of refills) and those to be renewed (no refills available).
 - Refills only require a call to the pharmacy to order and pick up (easy and last minute)
 - Renewal requires the doctor to write new prescription (difficult and requires planning)
 - Some medication renewals can be handled with a phone call(s) to the doctor's office but others require an actual visit to the doctor. Be sure to plan ahead.
- Discard any medications that have expired, have been discontinued or are no longer needed. Especially any controlled substances, such as pain medications, which can be misused or abused.
- Be sure all current medications are in properly labeled containers. Don't store different medications in the same container and be careful about consolidating the same medication but with different expiration dates.

2. Add to the list all over the counter (OTC) medications and any herbal supplements

- Clean out the medicine cabinet and other shelves gathering all OTC and herbal supplements.
- Have these added to the doctor's list to avoid any possible drug interactions and to signal any possible worsening symptoms or medication side effects.
- Throw away and replace all expired OTC medications and supplements

3. Find a good system for daily medication reminders and administration.

- Keep daily medications in the same place, one that is easily accessible and large enough to maneuver
- NEVER TAKE medication directly from the prescription bottle.
- Find a dispensing system that works best for you. Those labeled with the day and time work best.
- A system where the pills are separated into time slots allows you to quickly "see" if a medication was taken.
- Fill the dispensing system weekly and make a note of those needing to be refilled or renewed.
- Store all EXTRA medications separately in one container and include the master list.

This information is for educational purposes only and does NOT provide any legal, medical or financial advice.

The goal is to provide general information so that you can seek out professional assistance from the appropriate subject matter expert

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