1. Select a patient on the first Barnestorm Office screen by typing in either the patient's chart number or the first 3 letters of their last or first name.

2. Click the patient's name to select him or her.

3. Click the **Patient Histories** button from the Main Menu. A menu will pop up right underneath that, and from there you will select **Medicine History**.

4. A list of the medicines for the selected patient is displayed.

5. Click the **Print Med Sheets** button.

6. The options available for printing med sheets are:

- All of the below

- **Checklist:** Checklist of which meds have been checked by nurse with last check date

- **Instructions:** Patient instructions for medicine

- **Instructions Large:** – For patients who have a really hard time seeing

- **Profile:** Medication profile with option for case manager to sign

- **Schedule:** Listing of breakfast, lunch, etc. and which medicines patient should take at each schedule time

- **Complete History:** Prints a checklist all of medications and the changes, including discontinued

- **Short List Only:** Like a Checklist but only shows the dose, freq, and route. Does not show the order date, date last checked, etc…

- You have a choice of printing All meds or just the Selected Med when printing Instructions, Profile, or the Interactions.

- Omit Dose/Freq/Route on patient instructions

- Skip pages between medications

- Print Agency Name/Address Headings

- Print Date/Time Stamp

- Skip Blank Schedules

- Add Hospice Signature Lines (may need setup - see the attached article Change Message on Medication Sheet)

- Print My Signature

- Print Patient Signature (line)

- Effective Date: Set the date back to the effective date of when you want to print the medication sheet. Ex. If you need to print the med checklist with how the medications were from a month ago, change the Effective Date, and then print the med sheet. The dose/freq/route will reflect as it was at that time. When you click on **Set Effective Date = Admit Date**, it will print the medications as it was at the start of care time. When you print the med sheets the printed date will reflect the Effective Date.