

Example MTM Daily Task Sheet

Identify MTM Patients

- Identify patients with abandoned Rxs (potential non-adherent patients)
- Target MTM patients (patient must meet all criteria listed below):
 - Patient is 18 years or older
 - Rx was written by a partnering FQHC provider
 - Patient fits at least one of the following criteria:
 - Taking Coumadin (warfarin)
 - Diabetic
 - Taking 3 or more antihypertensives
 - Taking 5 or more chronic medications
 - Has 3 or more chronic conditions

Contact the Patient

- Call patient
- Document contact attempts

Prepare for the CMR

- Print the preliminary PMR
- Review PMR for potential recommendations
- Document counseling points on PMR for discussion

Provide the CMR

- Update PMR
- Provide recommendations and education to patient
- Document MAP (for patient)

Conclude the Visit

- If necessary, call the prescriber for urgent issues
- Give the patient a copy of the PMR and MAP
- Fax a copy of the patient's PMR and MAP (along with fax cover sheet)
 - **NOTE:** wait until the end of the day to fax/email all provider updates at the same time
- Document data electronically in database

Follow up

- Follow up with patient and/or prescriber as necessary
- Document follow attempts and/or results