From the Office of Health Informatics
Netsmart Home Care and Hospice Documenting Medications on Host
July 2, 2025

All Medications (prescription and OTC) are added and ended in the chart.

Clinicians or providers enter medications orders. For inpatient units, the system will prompt for medication to be added to the Medication Administration Record (MAR).

➢ **Medication screen can be accessed in the patient chart from the Clinical menu.**

➢ **Adding Medications**

STEP 1: Review Allergies. The system will **not** prevent adding. a medication the patient is allergic to.

NOTE: Any field with a red ***** is required.

STEP 2: Click **Add Medication** icon on right side of screen.

- The <u>first</u> time a medication is added, choose a search method and select **I would like to search for the medication** then tap **OK**.

  - In the **Select Medication** screen, enter the name of the medication, then tap **Enter**.
  - Advise entering one word in the name of the medication as system will present all medications containing the word entered.

- Choose the medication, then click **OK.**

STEP 3: Enter **Dose** and add the number based on the Dose Units (example 1 for tablet, 20 for milligrams).
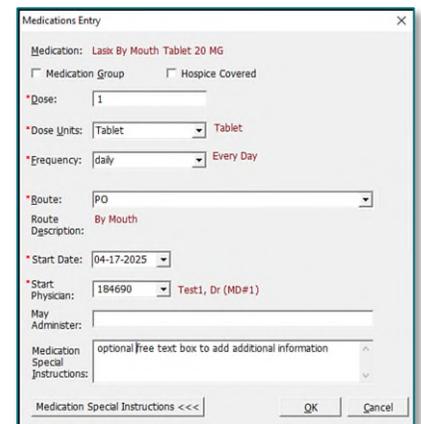
STEP 4: Enter **Dose Units** in dropdown.

STEP 5: Frequency in dropdown.

- If the required frequency is not on the list, enter **S** in the box, then choose **See Special Instructions/Custom Frequency Definition**.

  - Enter the Frequency in **Medication Special Instructions**.

See Special Instructions	Custom Frequency Definition

STEP 6: Enter Route. Click in the box to auto-populate the route for the medication. Use the dropdown to change if necessary.

STEP 7: Enter **Start Date**, use current date.

STEP 8:   Enter **Start Physician**. If blank or did not auto-populate correct name, use dropdown to choose.

- For Providers entering their own orders, if name is not in the dropdown, click **Select another physician** to open the search box to enter.

STEP 9:   Enter **Medication Special Instructions**. If **See Special Instructions Custom Frequency Definition** was entered for Frequency, free text the information here.

- Optional box to add additional information.

STEP 10:   Click **OK** to save.

- If patient chart has a MAR set up, the system will prompt to add saved medications to the MAR.
    - Choose **Yes** to add one medication.
    - Choose **Yes to all** if multiple medications have been added to the chart and should be added to the MAR.
    - If **Oxygen** is added to the Medications screen, chose **No** when prompted to add it to the MAR.
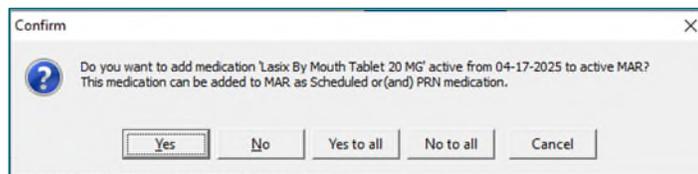
- **Add Medication to MAR** box appears.
    - **Add as**: Remove checkmark for **PRN** or **Scheduled** as appropriate.
    - **Frequency**: Most Medication Frequencies have Predefined times. To add or change times, choose **Custom Frequency.**
        - Edit time under Occurs at:
        - Click **OK** to save.
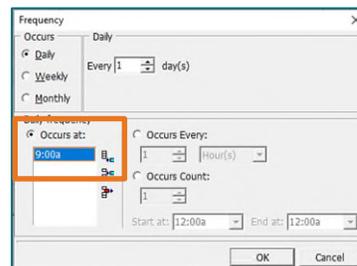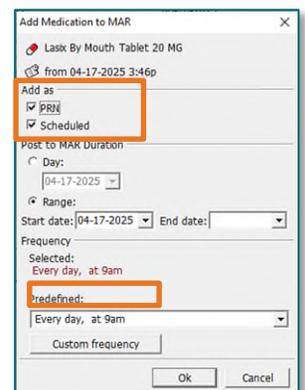
NOTE: **Netsmart will automatically create an order to be sent for review and signature. To prevent the order from being created, click the box in column Do Not Create Order.**

➢ **Drug to Drug Interactions.**

When adding a new medication, Drug/Drug Interactions must be run.

STEP 1: In the top right, click the **Drug /Drug Int…** button.

STEP 2: In **Drug/Drug Interactions** set up box, click **OK**.

STEP 3: Review for Interactions with medication(s) added.

➢ **Ending Medications**

STEP 1: Click in the **End date** column.

STEP 2: On the keyboard, tap the **T** key to add today's date.

- o If entering a different date, click the dropdown in the **End date** box for a calendar.

NOTE: **Netsmart will automatically create an order to be sent for review and signature. To prevent the order from being created, click the box in column Do Not Create End Order.**

The medication(s) will disappear from the screen. To view all ended medications, click the radio button for All Medications at top left of screen.

The medication will be ended on the MAR automatically.