Optum

From the Office of Health Informatics Netsmart Home Care and Hospice Documenting Medications on Host

April 17, 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
- **<u>STEP 1</u>**: Review Allergies. The system will **<u>not</u>** prevent adding a medication the patient is allergic to.

<u>NOTE</u>: Any field with a red * is required.

- **<u>STEP 2</u>**: 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**.
- **<u>STEP 3</u>**: Enter **Dose** and add the number based on the Dose Units (example 1 for tablet, 20 for milligrams).
- **<u>STEP 4</u>**: Enter **Dose Units** in dropdown.
- **<u>STEP 5</u>**: 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

Cuscom Frequency Definition

- **<u>STEP 6</u>**: Enter Route. Click in the box to auto-populate the route for the medication. Use the dropdown to change if necessary.
- **<u>STEP 7</u>:** Enter **Start Date**, use current date.

0	When entering a new medication
-	C I would like to search for the medication
	QK

Code	Name	1	Action	Other Name
LA0306	Lasix By Mouth Tablet 20 MG			Furosemide tablets
LA0307	Lasix By Mouth Tablet 40 MG			Furosemide tablets
LA0308	Lasix By Mouth Tablet 80 MG			Furosemide tablets
	Code LA0306 LA0307 LA0308	Code Name LA0306 Lasix By Mouth Tablet 20 MG LA0307 Lasix By Mouth Tablet 40 MG LA0308 Lasix By Mouth Tablet 80 MG	Code Name / LA0306 Lasx By Mouth Tablet 20 MG Lasx By Mouth Tablet 40 MG LA0307 Lasx By Mouth Tablet 40 MG LA0308 Lasx By Mouth Tablet 80 MG	Code Name / Action LA0306 Lask By Mouth Tablet 20 MG LA0307 Lask By Mouth Tablet 40 MG LA0308 Lask By Mouth Tablet 80 MG

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By Mouth	
04-17-2025 💌	
184690 Test1, Dr (MD#1)	
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Continent lines have been be add additional information	
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event ad



- **<u>STEP 8</u>**: 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.

Confirm						×
?	Do you want to add mee This medication can be a	dication 'Lasix E added to MAR a	By Mouth Tablet 20 as Scheduled or (an	MG' active from 0 d) PRN medication	4-17-2025 to active MAR?	
	Yes	No	Yes to all	No to all	Cancel	

- 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:
 - o Click OK to save.

Frequency	×
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ে Occurs at: 9:00a বৃ টি টি টি টি টি টি টি টি টি টি টি টি টি	C Occurs Every: 1 + Hour(s) C Occurs Count: 1 Start at: 12:00a - End at: 12:200a -
	OK Cancel



<u>NOTE</u>: 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.

- **<u>STEP 1</u>**: In the top right, click the **Drug /Drug Int...** button.
- **<u>STEP 2</u>**: In **Drug/Drug Interactions** set up box, click **OK**.
- **<u>STEP 3</u>**: Review for Interactions with medication(s) added.
- Ending Medications
- **<u>STEP 1</u>**: Click in the **End date** column.
- **<u>STEP 2</u>**: On the keyboard, tap the **T** key to add today's date.
 - If entering a different date, click the dropdown in the **End date** box for a calendar.
 - <u>NOTE</u>: 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.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

Drug/Drug I	nteractions	×
As of Date	04-17-2025	•
Existing New Me	Medications	
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