Northern Light Health | **Optum**

Documenting the administration of a patient's own medication within the Medication Administration Record (MAR) ensures a complete and accurate record. Timely and precise charting protects the patient from potentially dangerous errors, provides a clear communication tool for the entire care team, and establishes a legal record of care delivered.

Overview of Barcode Medication Administration

Barcode Medication Administration (BCMA) is a process designed to electronically confirm the 7 Patient Rights of Medication Administration: Right Patient, Right Medication, Right Dose, Right Time, Right Route, Right Documentation, and Right Reason. BCMA adds an additional layer of safety but **DOES NOT** replace the safe medication administration process. Hospital policies regarding Patient Identification (2-Identifier process) **MUST** be followed.

Patient's Own Medication Administration Documentation Workflow

When a patient provides their own medication or an outside pharmacy delivers a medication to be administered within the office by healthcare staff, it is imperative to follow a strict protocol for proper ordering and documentation.

STEP 1: From the Quick Orders MPage, locate and place the appropriate **Patient's Own Med** order.

Patient's Own Med mg, Misc, SL, ONCE
Patient's Own Med mg, Misc, PO, ONCE

STEP 2: Prepare the medication(s) to be administered.

STEP 3: At the patient's bedside, verbally/visually verify the correct patient, following hospital policies.

STEP 4: Confirm the patient information in the demographics banner bar.

STEP 5: Open the **Medication Administration Wizard** from the barcode button on the toolbar.
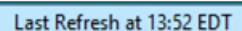

IIIIII Medication Administration

STEP 6: Scan the **FIN barcode** on the patient's wristband or face sheet per practice policy.

- On the patient's facesheet, staff will scan the **QR Code**.
- When scanning the QR Code, staff will need to scan in a downward fashion. This will avoid capturing the other barcodes on the sheet.

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FIN# 270950330

STEP 7: Click the **Refresh** button within the Wizard to ensure the most up-to-date medication orders are viewed.
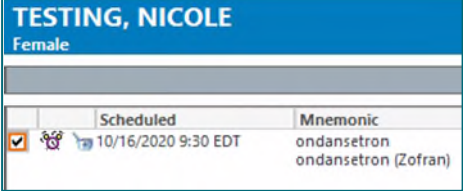

Last Refresh at 13:52 EDT

STEP 8: To bypass the medication scan, click the ☐ box to the left of the Patient's Own Medication order(s).
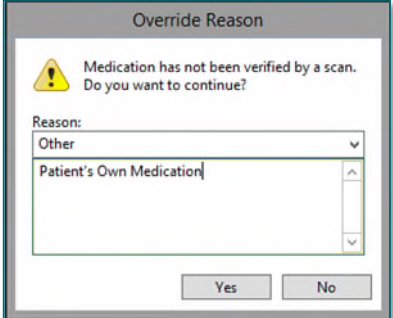
- The **Override Reason** window displays to indicate the reason for overriding scanning the medication.
- Complete any required or missing fields and manage alerts, as applicable.

STEP 9: Administer the medication(s) to the patient.

STEP 10: Click the **Sign** button to document.