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**Barcode Medication Administration (BCMA) is a process designed to electronically confirm the 7 Rights of Medication Administration. This flyer outlines the process to order and administer a Patient's Own Medication.**

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### Overview of Barcode Medication Administration

- Barcode Medication Administration (BCMA) is a process designed to electronically confirm the 7 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. It **DOES NOT** replace the safe medication administration process.
- Hospital directives regarding Patient Identification (2-Identifier process) **MUST** be followed.

### Patient's Own Medication Administration Workflow

There are times when patients bring their own medications to the office to be administered by staff. Follow the process listed to properly order and document the medication.

**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 medications to be administered.

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

**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.



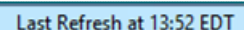
Medication Administration

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



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

**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, click the checkbox 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 medications to the patient.

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

