**Clinical staff have the ability to reschedule medication administration times; however, staff should always consult with the ordering provider or refer to their clinical workflow prior to doing so.**

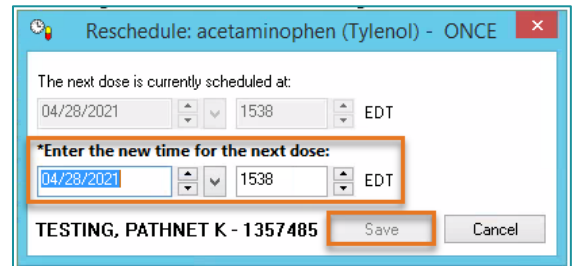## Rescheduling Single Administration Times

Medications with multiple administration times may be adjusted using the **Reschedule Admin Times** option.

STEP 1: In the Medications column, right-click the medication and choose: **Reschedule Admin Times.**
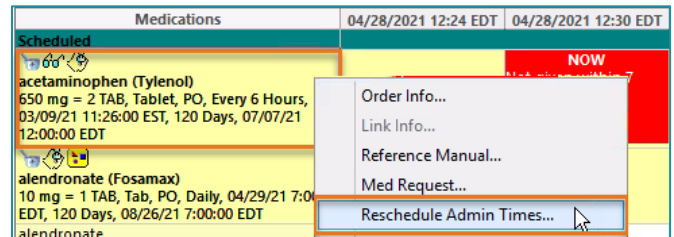
STEP 2: This will open the Reschedule window where you can enter the new time for the next dose and click **Save.**

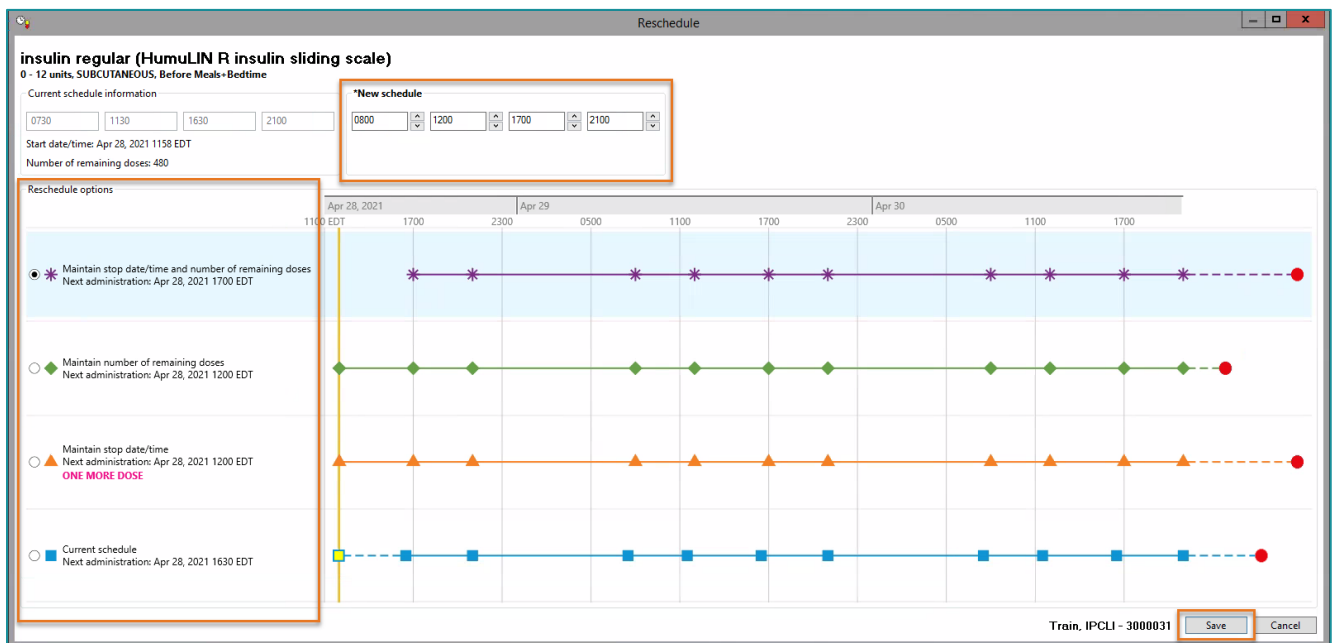- This information will update on the MAR.

Rescheduling Multiple Administration Times

For medications with multiple administration times:

STEP 1: In the Medications column, right-click the medication and choose: **Reschedule Admin Times.**

STEP 2: This will open the **Reschedule** window. Insert the desired times in the **New schedule** section and choose the **Rescheduling Options** that meets the administration time needed and click **Save.**


- This information will update on the MAR.

Documenting Medications as Not Done

When a patient does not receive a scheduled medication (due to a given reason) you need to chart that medication as **Not Done**.

➢ In the MAR, right-click the task box and choose **Chart Not Done**.

➢ Enter the **Reason Not Done** and sign using the **green checkmark**.

➢ This will update the MAR in the medication timeframe cell that the medication administration was not done with the reason.
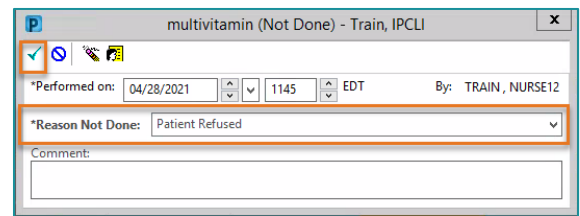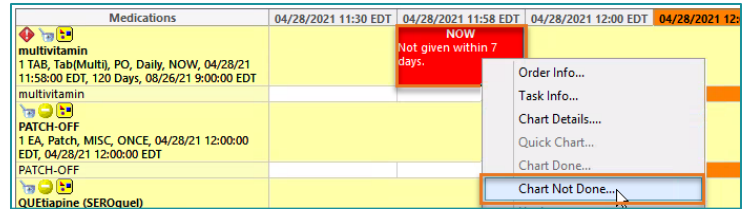
Uncharting a Not Done Administration

If a patient changes their mind and wishes to take a medication after you charted it as not done.

➢ Right-click in the **Not Done: [Reason]** cell and choose **Unchart**.

   Enter a comment and sign using the **green checkmark**.
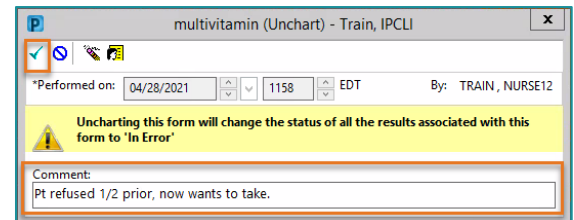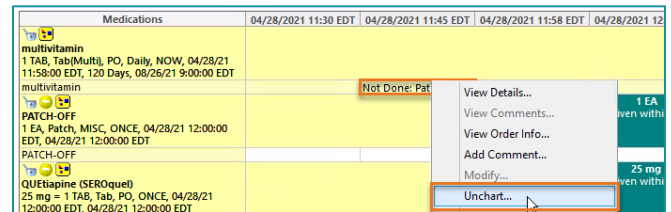
➢ This will record the In Error documentation and repopulate the task box, allowing you to access the charting medication administration window and document the administration.