Barcode Medication Administration is a process designed to electronically confirm the 7 Rights of Medication Administration. This flyer outlines the process for clinical staff to proxy chart medication administration performed by the provider.

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 but **DOES NOT** replace the safe medication administration process.

➢ Hospital directives regarding Patient Identification (2-Identifier process) MUST be followed.

Proxy Chart Medication Administration Workflow

When a provider is administering the medication and clinical staff are documenting at the time of the administration, follow the process below:

STEP 1: Prepare medications to be administered.

- If preparation is required, keep the barcode intact for scanning.

STEP 2: At the patient's bedside, verbally/visually verify the correct patient, following hospital policies/directives.

STEP 3: Confirm the patient information in the demographics banner bar.

STEP 4: Open the **Medication Administration Wizard** from the barcode button on the toolbar.
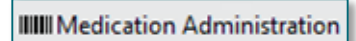
STEP 5: Click the **Refresh** button within the Wizard to ensure the most up-to-date medication orders are viewed.

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.

STEP 7: Scan the medications.

- Complete any required or missing fields and manage alerts, as applicable.

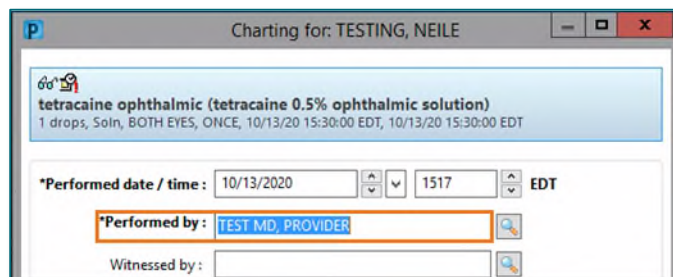**STEP 8:** The medication is administered by the provider.

STEP 9:   Click the medication name in the **Results** column.

STEP 10:   Change the ***Performed by** field to the **provider's name**.

- Review date and time for accuracy.
- Only change the **Performed date/time** if a **downtime** occurred and/or if the medication was unable to be scanned at the time of administration.

STEP 11:   Click the **Sign** button to document.

NOTE: After a downtime, medications will not be scanned. Medications will need to be bypassed.

NOTE: For documentation that is done after the provider administers the medication, the patient barcode and medication will need to be bypassed. Please refer to the **Documentation After Medication Administration flyer**.