

From the Office of Health Informatics Barcode Medication Administration Proxy Chart Medication Administration

May 13, 2025

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:

- **<u>STEP 1</u>**: Prepare medications to be administered.
 - If preparation is required, keep the barcode intact for scanning.
- **<u>STEP 2</u>**: At the patient's bedside, verbally/visually verify the correct patient, following hospital policies/directives.
- **<u>STEP 3</u>**: Confirm the patient information in the demographics banner bar.
- **<u>STEP 4</u>**: Open the **Medication Administration Wizard** from the barcode button on the toolbar.
- **<u>STEP 5</u>**: Click the **Refresh** button within the Wizard to ensure the most up-to-date medication orders are viewed.
- **<u>STEP 6</u>**: 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.
- **<u>STEP 7</u>**: Scan the medications.
 - Complete any required or missing fields and manage alerts, as applicable.
- **<u>STEP 8</u>**: The medication is administered by the provider.

IIIII Medication Administration

Last Refresh at 13:52 EDT



<u>STEP 9</u>: Click the medication name in the **Results** column.

	Scheduled	Mnemonic	Details	Result
2		tetracaine ophthalmic tetracaine ophthalmic (tetr	1 drops, Soln, BOTH EYES, ONCE, 10/13/20 15:	tetracaine ophthalmic 1 drops, BOTH EYES

<u>STEP 10</u>: 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.

8	Charting for: TESTING, NEILE	- - ×
	(tetracaine 0.5% ophthalmic solution) DNCE, 10/13/20 15:30:00 EDT, 10/13/20 15:30:0	
*Performed date / time :	10/13/2020	► EDT
	10/13/2020 X 1517	EDT

- **<u>STEP 11</u>**: Click the **Sign** button to document.
- **<u>NOTE</u>**: After a downtime, medications will not be scanned. Medications will need to be bypassed.
- <u>NOTE</u>: 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 <u>Documentation After</u> <u>Medication Administration flyer</u>.

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.