Quick Reference Guide (QRG)
Medication Administration

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This Quick Reference Guide (QRG) demonstrates the processes for administering medications.

Common Buttons & Icons

	Refresh icon
Medication Administration	Medication Administration button
	Order Details icon
Sign	Sign button
	Save and Return icon
	Sign icon
Next	Next button
Apply	Apply button

Document Administration of Scheduled and PRN Medications

- **From the patient's MAR:**

STEP 1: Click the **Refresh** icon.

STEP 2: Click **Medication Administration**. The Medication Administration window (MAW) displays.

STEP 3: Scan the patient's wristband. The patient's medications that are due for administration display.

STEP 4: Scan the medication.

NOTE: **On the MAW, a blue Order Details icon and yellow Result cell display if there is required documentation to complete. If a blue checkmark and white Result cell display, all documentation is complete, skip to step 7.**

- **If the Filtered Tasks window displays after scanning the medication and the Underdose displays in the Qualifications column, scan the medication again until the dosage amount of the order requirement is met. When the order requirements are met, proceed on.**
- **If a Filtered Tasks window displays after scanning the medication and there are both Scheduled and PRN tasks attached to the order, after making sure the order requirements are met, select the Scheduled administration task; then click OK.**

STEP 5: Click the yellow Result cell. A Charting window for the medication displays.

NOTE: **Yellow fields indicate required documentation.**

STEP 6: Complete all required and relevant documentation; then click OK.

NOTE: **A blue checkmark displays, and the Result cell turns white, indicating all required documentation has been completed. Best practice is to wait until the patient takes the medication before signing.**

STEP 7: Click **Sign**. The date, time, and dosage of the medication administration displays on the MAR.

NOTE: **Depending upon the medication and the reason for administration, a Med Response task may be generated on the MAR to be completed later.**

Manual Administration of Medications

- **From the patient's MAR:**

STEP 1: Click the **Refresh** icon.

STEP 2: Click **Medication Administration**. The Medication Administration window (MAW) displays.

STEP 3: Scan the patient's wristband. If the scanner is not working or another piece of equipment is not functioning correctly, a manual workaround will need to be used.

NOTE: **If the scanner or other piece of equipment is malfunctioning, contact the appropriate resource to fix or replace the equipment as soon as possible. At all times, follow the facility's policies and directives. This is a temporary solution only and should be used only if absolutely necessary and after confirming the correct patient with a minimum of two patient identifiers.**

STEP 4: Click **Next**. An Override Reason window displays.

STEP 5: Click the **Reason** dropdown arrow; then click the appropriate reason.

STEP 6: Click **Yes**. The patient's medications due for administration display.

STEP 7: Select the checkbox of the medication being administered. An Override Reason window displays.

STEP 7: Click the **Reason** dropdown arrow; then click the appropriate reason.

STEP 8: Click **Yes**.

NOTE: **On the MAW, a blue Order Details icon and yellow Result cell display if there is required documentation to complete. If a blue checkmark and white Result cell display, all documentation is complete, skip to step 12.**

STEP 9: Click the yellow Result cell. A Charting window for the medication displays.

NOTE: **Yellow fields indicate required documentation.**

STEP 10: Complete all required and relevant documentation; then click **OK**.

NOTE: **A blue checkmark displays, and the Result cell turns white, indicating all required documentation has been completed. Best practice is to what until the patient takes the medication before signing.**

STEP 11: Click **Sign**. The date, time, and dosage of the medication administration displays on the MAR.

NOTE: **Depending upon the medication and the reason for administration, a Med Response task may be generated on the MAR to be completed later.**

Document Not Given Doses

- **From the patient's MAR:**

STEP 1: Click the **Refresh** icon.

STEP 2: Right-click the next scheduled dose of the medication; then click **Chart Not Done**. A Not Done window displays.

STEP 3: Click the **Reason Not Done** dropdown arrow; then click the appropriate reason.

NOTE: **Use the Comment field to add more details, if needed.**

STEP 4: Click the **Sign** icon. Back on the MAR, the administration displays as Not Done with the selected reason.

NOTE: **A medication administration can also be documented as Not Done from the Medication Administration Task window in the MAW by selecting the Not Done checkbox.**

Modify an Administration

- **From the patient's MAR:**

STEP 1: Click the **Refresh** icon.

STEP 2: Right-click the medication administration details cell; then click **Modify**. The Charting window for the medication displays.

STEP 3: Make the necessary modifications; then click **Apply**.

STEP 4: Click the **Sign** icon.

NOTE: **On the MAR, a (c) displays to indicate the documentation has been changed.**

Unchart an Administration

- **From the patient's MAR:**

NOTE: **Please follow the organization's policies and procedures regarding when it is appropriate to unchart an administration.**

STEP 1: Click the **Refresh** icon.

STEP 2: Right-click the medication administration details cell; then click **Unchart**. An Unchart window displays.

STEP 3: Click the **Comment** field.

STEP 4: Enter the reason for uncharting the administration documentation; then click the **Sign** icon.

NOTE: On the MAR, the medication administration displays as In Error, indicating the administration has been uncharted.

Reschedule the Administration of a Dose of Medication

- **From the patient's MAR:**

STEP 1: Click the **Refresh** icon.

STEP 2: Right-click the corresponding dose in the MAR; then click **Reschedule This Dose**. A Reschedule window displays.

STEP 3: Enter the new date and time of administration.

STEP 4: Click the **Rescheduling** reason dropdown arrow; then click the appropriate reason.

STEP 5: Click **OK**. The MAR updates to display the new administration time.