Northern Light Health | Optum

From the Office of Health Informatics

Quick Reference Guide (QRG) IV Medication Administration

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This Quick Reference Guide (QRG) demonstrates the processes for IV medication administration.

Common Buttons & Icons

	Refresh icon
Medication Administration	Medication Administration button
	Order Details icon

Sign	Sign button
	IV Pole icon
Apply	Apply button
	Sign icon

Start an IV

- **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 due for administration display.

STEP 4: Scan the IV bag.

NOTE: **If a Filtered Tasks window displays after scanning the medication advising of multiple tasks attached to the order, make sure the order requirements of the appropriate task have been met. Once the requirements have been met, select the task with Exact match in the Qualifications column; then click OK.**

- **If a Filtered Tasks window displays after scanning the medication and not all ingredients scanned displays in the Qualifications column for the appropriate task, scan the remaining ingredients until the order requirements are met.**

STEP 5: Click the yellow Result cell. The Charting window for the medication displays, defaulted to the Rate Change task.

NOTES: **The Begin Bag designation in the bottom right corner indicates the task that is currently being documenting. Yellow fields indicate required documentation.**

STEP 6: Click the **Site** dropdown arrow; then click the appropriate site.

STEP 7: Complete all required and relevant documentation; then click **OK**.

NOTE: **On the MAW, the blue checkmark and white Result field indicate all required administration documentation has been completed.**

STEP 8: Click **Sign**. The MAR displays the IV administration details and an IV Pole icon to indicate an IV has been started for the patient.

Document IV I&O

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

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

STEP 2: Click the **Pending task** cell for the appropriate medication. The Charting window for the medication displays, defaulted to the Rate Change task.

STEP 3: Click **Infuse**.

STEP 4: Click the **Infuse volume (ml)** field.

STEP 5: Enter the infuse volume; then click **Apply**.

STEP 6: Click the **Sign** icon. The MAR displays the infuse volume documentation for the medication.

STEP 7: Click **Interactive View and I&O**. The patient's iView screen displays.

STEP 8: Click **Intake and Output**.

STEP 9: Click **IV Intake**. The IV Intake flowsheet displays.

NOTE: **To create a new column to document in real time:**

- **Right-click the most current column header.**
- **Click Insert Date/Time. A Change Column Date/Time window displays.**
- **Enter the date and time of the new column; then press Enter. A new column displays for documentation.**

STEP 10: Double-click the cell to document in.

STEP 11: Enter the infusion documentation.

STEP 12: Click the **Sign** icon. The text turns from purple to black to indicate it has been saved to the patient's chart.

Change an IV Rate

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

STEP 1: Click the **Refresh** icon. Confirm the order sentence has been updated for the medication.

STEP 2: Click the **Pending task** cell for the appropriate medication. The Charting window for the medication displays, defaulted to the Rate Change task.

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

STEP 4: Delete the previous rate; then enter the new rate.

STEP 5: Click **Apply**.

STEP 6: Click the **Sign** icon. The new infusion rate displays on the MAR.

Administer a Secondary Infusion

➢ **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 due for administration display.

STEP 4: Scan the IV bag.

NOTE: **If a Filtered Tasks window displays after scanning the medication advising of multiple tasks attached to the order, make sure the order requirements of the appropriate task have been met. Once the requirements have been met, select the task with Exact match in the Qualifications column; then click OK.**

- **If a Filtered Tasks window displays after scanning the medication and not all ingredients scanned displays in the Qualifications column for the appropriate task, scan the remaining ingredients until the order requirements are met. If the medication comes from the pharmacy pre-mixed, the diluent will be included as an ingredient when scanning the medication barcode, and the barcode will only need to be scanned once. When the order requirements are met, proceed on.**
- **On the MAW, the blue checkmark and white Result field indicate all required administration documentation has been completed, and IVBP displays in the Result cell to indicate the medication is being administered via IV Piggyback.**

STEP 5: Click **Sign**. The MAR displays the administration details for both the primary and secondary infusions.

End an Infusion

➢ **From the patient's MAR:**

NOTE: **Follow this same workflow to end an IV piggyback or a secondary infusion.**

- **Use this workflow when ending a bag or the actual infusion order.**
- **To start a new bag and the order was not finished, follow the IV administration workflow.**

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

STEP 2: Click the **Pending task** cell for the appropriate medication. The Charting window for the medication displays, defaulted to the Rate Change task.

STEP 3: Click **Infuse**.

STEP 4: Click the **Infuse volume (ml)** field.

STEP 5: Enter the infuse volume; then click **Apply**. A new column displays on the table indicating amount of medication infused and the date and time of documentation.

STEP 6: Click the **Sign** icon. The MAR displays the infuse volume documentation for the medication.

STEP 7: Click the corresponding **IV Pole** icon. The Infusion Billing window displays.

STEP 8: Select the checkbox of the appropriate infusion task. The Start Date and Time fields auto populate with the administration data from the MAR, and the End Date and Time fields auto populate with the current date and time.

NOTE: **It is best practice to end IVs in real time.**

- **The duration is automatically calculated and displays in the Duration field and at the bottom of the window.**
- **The system pulls over the entire IV bag volume into the Infuse Volume field and at the bottom of the window. If the patient did not receive the entire bag, manually update this information.**

STEP 9: Click **Sign**. On the MAR, the IV Pole icon no longer displays, indicating the patient is no longer receiving the infusion and the infusion billing documentation is complete.