Med Administration (Proper Workflow)

If a medication needs to be administered during a patient's visit, the following steps will help users enter the order correctly.

1. From the patient's Clinical Desktop, determine if the problem for which the medication needs to be administered is in the problem list. Check the box next to the problem.
2. For a new problem, start by adding a new problem by clicking on the Add New Problem icon on the Clinical Toolbar to launch the Add Clinical Item (ACI) workspace.
3. Once the ACI has launched, from the History Builder primary tab, locate the desired item by checking the box next to the problem. The newly added problem will display in the Patient Pane.
4. ...
4. Continue with the ordering process by clicking on either the Rx/Orders tab, and then the Med Admin secondary tab, or, from the Clinical Desktop, by clicking on the Rx button drop down arrow, and then Med Administration.

***IMPORTANT***

Do NOT order a medication that needs to be administered the day of the patient’s visit from the Rx tab. This will not generate the proper order for the administration.
5. Search for the medication that needs to be administered and check the box next to the medication. The Medication Details box will appear. Enter the required information, including the SIG, Ordered By, Managed By, and Supervised By fields if they are not automatically populated.

6. The “To Be Done” field will be automatically populated with the current day’s date. If the provider wants to set up a recurring schedule for medication, the provider should click the “Schedule” button and complete the Schedule Dialog.

- Allows the provider to select specific dates.
- Allows the provider to define a recurring pattern.
- Allows the provider to create an “as needed” order.
7. After the schedule has been set up (if needed), click on “Ok” to return to the Medication Details box. Click on “Save and Close” and then the yellow “Commit” button. The order will be generated for the medication to be administered (found under the Immunizations/Med Admin Worklist).

8. Once the order has been placed, the clinical staff member responsible for administering the medication should right click on the order and select “Record as Admin.”
9. The Clinical Staff member should enter the required data in the Medication Details box, including the Dose, Unit, Route, Site, and NDC information. Click “Ok.” Click the yellow “Commit” button.

10. After being committed, the order falls off the Worklist and can be found under the Meds tab, Past Medications.