

## 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.

The screenshot shows the Allscripts Clinical Desktop interface. At the top, the patient information for TEST, FEMALE D is displayed, including age (15 Years), sex (F), DOB (01/01/1996), and other details. Below this, there is a list of active problems. The first problem is 'Acute Infective Tonsillitis 463', which is checked. A red arrow points to the 'Add New Problem' icon on the toolbar, and another red arrow points to the 'Acute Infective Tonsillitis 463' problem in the list.

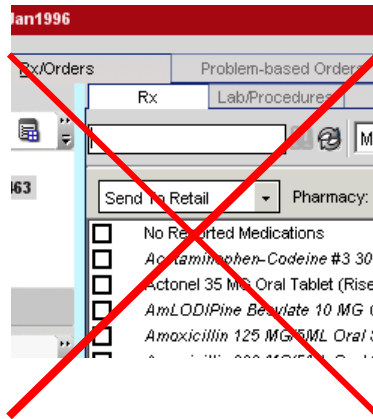
3. Once the ACI has launched, from the History Builder primary tab, locate the desired item by checking the box next to the problem. The newly added problem will display in the Patient Pane.

The screenshot shows the Allscripts Add Clinical Item (ACI) workspace. The 'History Builder' tab is active, showing a list of medical conditions with checkboxes. The 'Acute Frontal Sinusitis 461.1' problem is checked. The interface also shows a search bar, a list of active problems, and a 'Call 911 if: Your child's need for asthma re MedroxyPROGESTERone Acetate 150' alert.

- 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.

Medication Details

TEST, FEMALE D 15 YO F DOB: 01Jan1996 Chart Update 12/9/2011

Order Entry Record Administration  Record w/o Ordering

Penicillin G Procaine 600000 UNIT/ML Intramuscular Suspensi Link to: [1] Acute Infective Tonsillitis

Co-Pay and Coverage Detail

Sig Status... Active

SIG:  Personal  New Structured  New Free Text Dosage Calculator

INJECT INTRAMUSCULARLY AS DIRECTED.

To Be Done:  15Dec2011  Routine Overdue After:   Critical  DAW

Schedule  Non

Additional Details

Pharmacy Instructions:  Cite Result

Ordered By:

Save and Return to ACI Save and Close ACI Cancel

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.

Schedule

TEST, FEMALE D 15 YO F DOB: 01Jan1996 Chart Update 12/9/2011

Dates  Recurring  As Needed

Recurrence Pattern

Daily  Weekly  Monthly  Yearly

Every 1 days  Every Weekday

Range Of Recurrence

No End Date

Start: 15Dec2011  End After:  occurrences

End By 15Dec2012

Selected Date:

Generate

OK Close

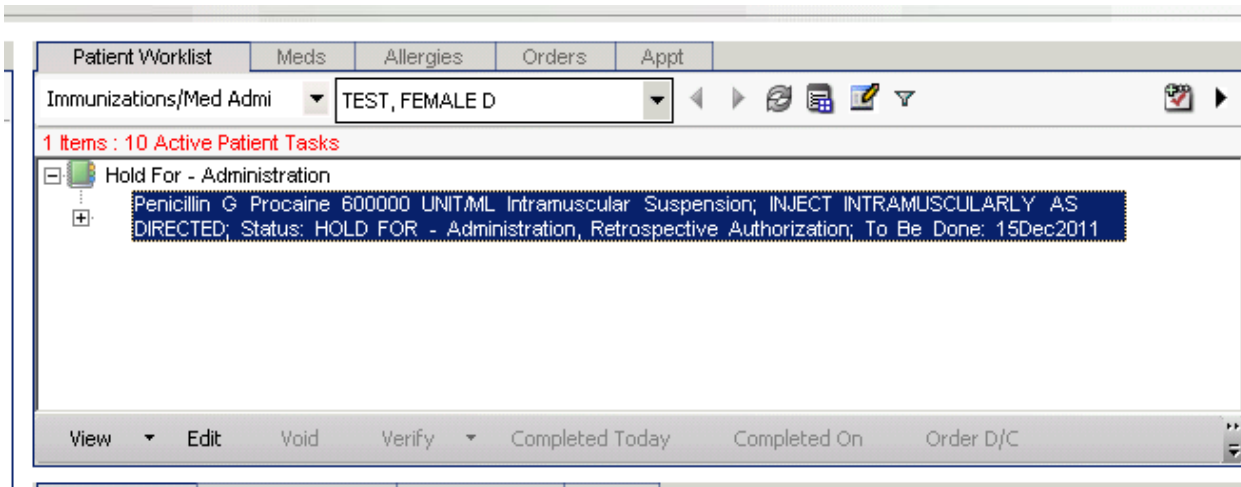
Save and Return to ACI Save and Close ACI Cancel

Allows the provider to select specific dates.

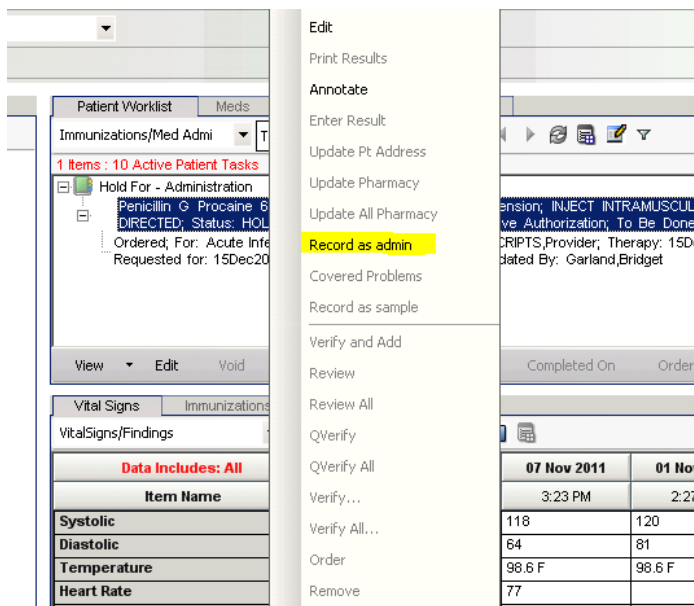
Allows the provider to define a recurring pattern.

Allows the provider to create an "as needed" order.

- 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).



- 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.”



- 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.

**Medication Details**  
 TEST, FEMALE D 15 YO F DOB: 01Jan1996 Chart Update 12/9/2011

Order Entry: Record Administration  Record w/o Ordering

Penicillin G Procaine 600000 UNIT/ML Intramuscular Suspensi Link to: [1] Acute Infective Tonsillitis

Inject intramuscularly as directed. To Be Done: 15Dec2011 Status: Hold For - Administration, Retrospective Authorization

**Administration Details:**

Therapy Started: 15Dec2011

Dose:  Unit:  Route:  Date/Time: 15Dec2011 02:09PM

Site:  Admin By: Garland, Bridget

Manufacturer:  NDC:

Lot:  Exp:

**Charging**

Code	Display Name	When to Charge	Units	Time Based

Special Billing:  Acct. Number:

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

Patient Worklist **Meds** Allergies Orders Appt

Past Medications Rec: 05Dec2011

**Complete - Retrospective Authorization**

- ⊕ Aplisol 5 UNIT/0.1ML Intradermal Solution; INJECT 0.1 ML Intradermal; Status: COMPLETE - Retrospective Authorization; Done: 20May2011
- ⊕ Boniva 3 MG/3ML KIT; USE AS DIRECTED; Status: COMPLETE - Retrospective Authorization; Done: 12Jul2011
- ⊕ NuvaRing 0.12-0.015 MG/24HR Vaginal Ring; USE AS DIRECTED; Status: COMPLETE - Retrospective Authorization
- ⊕ **Penicillin G Procaine 600000 UNIT/ML Intramuscular Suspension; INJECT INTRAMUSCULARLY AS DIRECTED; Status: COMPLETE - Retrospective Authorization; Done: 15Dec2011**
- ⊕ ProAir HFA 108 (90 Base) MCG/ACT Inhalation Aerosol Solution; INHALE 1-2 PUFFS EVERY 4-6 HOURS AS NEEDED AND AS DIRECTED; Status: COMPLETE - Retrospective Authorization

View **New** Edit Order D/C Reprint Rx/Resend Rx Continue Completed Today