

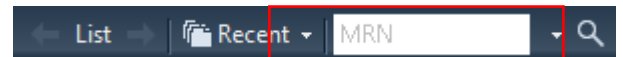


EMR Quick Reference Guide

Outpatients – Outpatient Medication Administration

To chart a medication that is to be administered in an outpatient clinic:

1. Open the patient's EMR episode using the search tool in the top right hand corner of the screen.

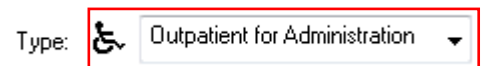


2. Select the outpatient appointment and carefully check that the **Visit Type**, **Visit Date**, **Location** and **Clinical Unit** is correct.

selected	Visit Type	Visit Date	Discharge Date	Location	Clinical Unit	Reason for Admission
	Inpatient	01/09/2019 15:53:00		S W 7 WOMEN'S R15 B19	Obstetrics Orange	Induction
X	Outpatient	26/08/2019 14:00:00	26/08/2019 23:59:59	SWOBSTO	Obstetrics Orange	Outpatient Appointment
	Outpatient	26/08/2019 12:30:00	26/08/2019 12:30:00	SWMAC2	Obstetric	Outpatient Appointment
	Outpatient	26/08/2019 11:52:00	26/08/2019 23:59:59	SWMAC2	Obstetric	
	Outpatient	19/08/2019 13:30:00	19/08/2019 13:30:00	RADOP	Obstetrics Orange	

3. Navigate to **Orders** in the Table of Contents (**Menu**) and click **+Add**

4. The order **Type** defaults to **Outpatient Prescription**.
Ensure to CHANGE the order **Type** to **Outpatient for Administration**



5. Search for and complete the details for the required medication for administration, and sign the order.

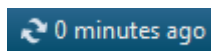
Search: Type:

Up Home Favorites Folders Copy Folder: Search within: All

Orders for Signature

Order Name	Status	Start	Details
FINVALID Fin#:OPE10642142 Admit: 26/03/2019 15:30			
Medications			
<input type="checkbox"/> <input type="checkbox"/> methylprednisolone (DEPO-medrol)	Order	4/09/2019 15:00	20 mg, Intra-articular, Vial, ONCE only, First dose 04/09/2019 15:00 AEST, Stop date 04/09/2019 15:00 AEST

6. Refresh the screen



7. Navigate to the **MAR** and confirm that the order is correct, prior to administration.

Scheduled	04/09/2019 15:00
<input type="checkbox"/> <input type="checkbox"/> methylprednisolone (DEPO-medrol) 20 mg, Intra-articular, Vial, ONCE only, First dose 04/09/2019 15:00:00, Stop date 04/09/2019 15:00:00	20 mg Not given within 5 days.

***** NOTE: Medications ordered and administered in an outpatient episode DO NOT transfer to a further inpatient episode. Should the patient be admitted, any ongoing medications will need to be ordered in the inpatient episode, with adjustment to the start time of the first dose as required*****