



EMR Quick Reference Guide

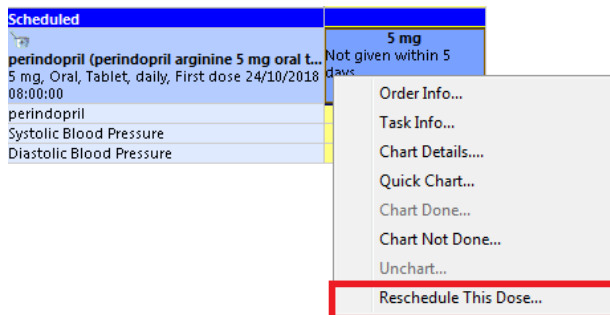
Medications – Rescheduling Administration Times

There are two ways in which administration times can be rescheduled depending on the scenario:

- 1) To change the administration time of a **single dose**
- 2) To change the **ongoing administration time** of a medication.

Method 1: Changing the administration time of a SINGLE dose

1. Open the patient profile you wish to place the order against
2. Click on the **MAR**
3. Right click on the **dose** of the medication you wish to reschedule and select “Reschedule This Dose”



4. Fill out the new time and select a reason why the dose is rescheduled

5. Click **OK**.
6. **Refresh** the MAR and to ensure doses and times are correct

Medications	24/10/2018 10:00
Scheduled	
perindopril (perindopril arginine 5 mg oral t... 5 mg, Oral, Tablet, daily, First dose 24/10/2018 08:00:00	5 mg Not given within 5 days.
perindopril	

Note the time of the single dose has changed to 10:00 but the order remains for 08:00 for all other doses

Method 2: Change the ongoing administration time of a medication

1. Open the patient profile you wish to place the order against
2. Click on the **MAR**
3. Right click on the name of the drug in the MAR and select “reschedule administration times”

Medications

Scheduled

levothyroxine sodium
50 MICROg, Oral, Tablet,
THREE times a week (Mon,
Wed & Fri), First dose:
19/10/2018 08:00:00
REFRIGERATE Do not
levothyroxine sodiu

- Order Info...
- Event/Task Summary
- Link Info...
- Reference Manual...
- Reschedule Admin Times...
- Additional Dose...
- View MAR Note...
- Create Admin Note...
- Alert History...



4. The reschedule window will appear. Change the new schedule to the time required and select when you want the first dose at the new administration time to be given.

Reschedule: levothyroxine sodium - daily (on an empty stomach)

Current schedule information

0730

Start date/time: Wednesday October 24, 2018 07:30:00

Number of remaining doses: No stop date/time

New schedule

0700

Reschedule options

First administration: Wednesday October 24, 2018 07:00:00

First administration: Thursday October 25, 2018 07:00:00

N/A

Reschedule Options

Current Date/Time
23/10/2018 15:01:45

24/10 25/10 26/10 27/10 28/10 29/10 30/10

1200 0000 1200 0000 1200 0000 1200 0000 1200 0000 1200

0730 0730 0730 0730

0700 0700 0700 0700

0700 0700 0700 0700

Start Date/Time

Thursday October 25, 2018 07:00:00

Friday October 26, 2018 07:00:00

Sanders, Olivia Train - HTS123009

Save Cancel

5. Press **Save** and **Refresh** the MAR to ensure your changes are correct.