



EMR Quick Reference Guide

Medications – Suspending and Resuming Medications (for Leave Only)

When a patient goes on leave for more than 24 hours, medication orders should be **suspended** so that the tasks on the MAR do not become overdue.

Suspended medication orders should be **resumed** when the patient returns to the ward.

To Suspend Medication Orders:

1. Click on **MAR** to view patient's charted medications and address any overdue or STAT medication tasks

2. Click on **Orders** and choose to display all active medications

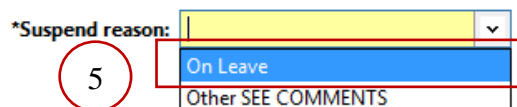
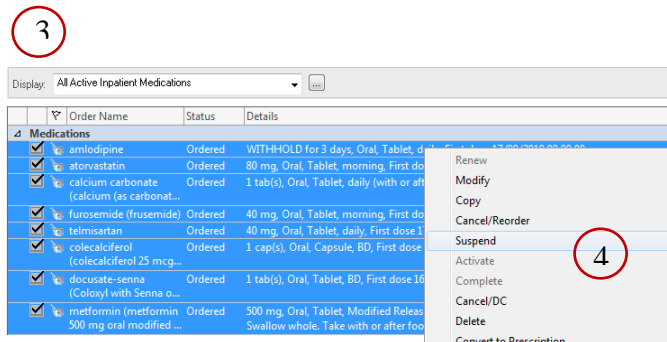
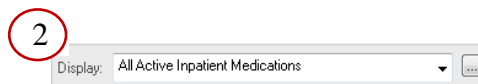
3. Click on the **first order** to be suspended, then **select multiple orders** by pressing **CTRL or SHIFT** and clicking on the order to be suspended

4. Right click on any of the highlighted orders and select '**Suspend**'

5. Select a **Suspend reason** (eg. On Leave) This will automatically apply to all medications

6. Click **Orders For Signature** and **Sign**

7. Click on **MAR** to confirm all suspended orders are greyed out



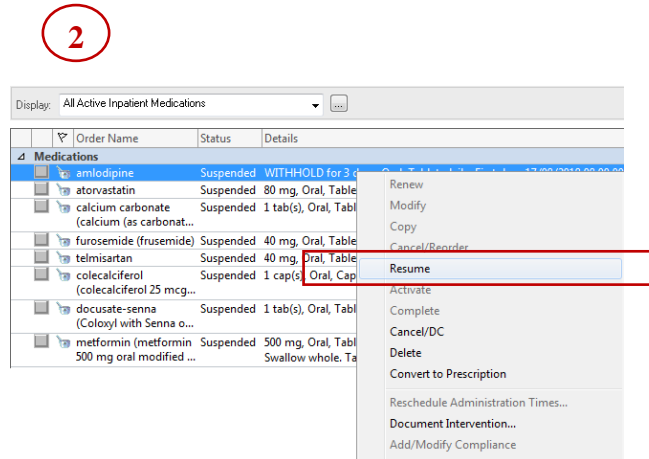
To Resume Medication Orders:

1. Click on **Orders** and choose to display

Display: All Active Inpatient Medications

2. **Right click** on ONE order requiring resumption and **select resume**

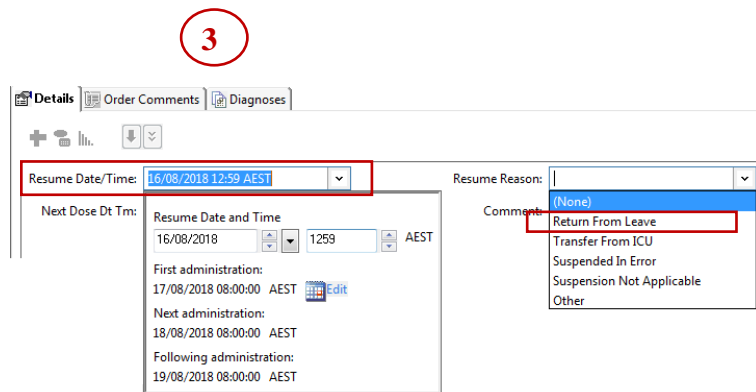
Note: do **not** multi select the orders when resuming



3. Select the **Resume Date and Time** and a **Resume Reason** (eg. Returned from Leave)

4. **Right click** on the next order requiring resumption > **select resume**

*Repeat steps 3 and 4 for
All orders you want to be resumed*



5. Click **Orders For Signature** and **Sign**

6. Click on **MAR** and confirm that the resumed orders correctly appear on the **MAR** at the correct dose times/schedule