



## EMR Quick Reference Guide

### EMR Post Downtime Medication Reconciliation – Medical Officers

#### If downtime was <24 hours

- Review the printed downtime MAR and all paper medication & infusion charts.
- Ensure all medications and infusions ordered on EMR are consistent with what is on paper.
- Ensure all orders that have been reviewed and actioned in EMR have been crossed out on paper.

#### MEDICATIONS

- **If medications were unchanged during downtime**, no action is required in EMR.
- **For new medications commenced during downtime**, place the order on EMR and change the “first dose date/time” to reflect when the medication was first given.
- **For medications modified during downtime**, Cancel/Reorder the order on EMR and change the “first dose date/time” to reflect when the change was first applied.

Medications  
metformin (metformin 500 mg oral tablet) 27/05/2019 08:00 500 mg, Oral, Tablet, TDS (with or after food), First dose 27/05/2019 08:00 AEST

Details for metformin (metformin 500 mg oral tablet)  
Order Details | Order Comments | Diagnoses

PRN:  Yes  No  
Max dose per 24 hours:   
Duration unit:   
Infuse over unit:   
Approval Number:   
Priority: Routine  
Step type:   
Patient's Own Meds:  Yes  No

PRN reason:   
Duration:   
Infuse over:   
Indication:

Remaining Administrations: (Unknown) Stop: (Unknown)

First Dose Date / Time: 27/05/2019 08:00 AEST  
Stop Date/Time: 27/05/2019  
First Dose Date / Time (First Administration): 27/05/2019 08:00 AEST  
Special Instructions:

Next administration: 27/05/2019 12:00 AEST  skip administration  
Following administration: 27/05/2019 18:00 AEST

0 Missing Required Details |  |  |  | 27 May 2019 10:16 AM

- **For medications discontinued during downtime**, Cancel/DC the order on EMR.

#### CONTINUOUS INFUSIONS

- **Bag by bag infusions that are already running** can remain on paper until the bag is complete.
- **For bag by bag infusions that have been prescribed on paper but not yet commenced**, place the order on EMR and cross out on paper.
- **All truly continuous infusions** (e.g. heparin, insulin, syringe drivers, PCAs) should be transitioned onto EMR and crossed out on paper.

#### If downtime was >24 hours

- Review the printed downtime MAR and all paper medication & infusion charts.
- **Delete all active inpatient medications and infusions on EMR.**
- Ensure all medications and infusions ordered on EMR are consistent with what is on paper.
- Ensure all orders that have been reviewed and actioned in EMR have been crossed out on paper.

#### MEDICATIONS

- Transcribe all medications from paper onto EMR. No need to back-date.

#### CONTINUOUS INFUSIONS

- **Bag by bag infusions that are already running** can remain on paper until the bag is complete.
- **For bag by bag infusions that have been prescribed on paper but not yet commenced**, place the order on EMR and cross out on paper.
- **All truly continuous infusions** (e.g. heparin, insulin, syringe drivers, PCAs) should be transitioned onto EMR and crossed out on paper.

**Always check the MAR**  
**Once complete, notify the Nurse in Charge**