Medications – How to Discontinue, Modify or Delete Medication Orders

Digital Health
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Quick Reference Guide

Functions for altering medication orders:

- **Modify** = warfarin dosing, prednisolone dosing
- **Cancel/reorder** = changing dose of medication
- **Suspend** = patient goes on day leave, withholding multiple doses (refer to Medications-Withholding-Suspending-Medications-Multiple-Doses QRG)
- **Cancel/DC** = discontinuing medications that are no longer clinically appropriate
- **Delete** = medication has been ordered in error (e.g. medication ordered for the wrong patient)

Changing the dose for an ordered medication using Cancel/Reorder:

For example, to increase the dose of the following order:

1. Select "**Orders and Referrals**".

2. Under "View", select "Continuous Infusions" or "Medications" to view the existing orders.

3. Right click the order and select "**Cancel/Reorder**".

4. Enter the new dose and select a discontinue reason for the previous order (i.e. Dose adjustment) and **sign** off the order.

5. Refresh the **MAR** to check the new order. Check that the cancelled order is greyed out and ensure that there are no overdue order tiles for the cancelled order.

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> ⚠ **Important**
> - Any orders that are due to be given prior to "Cancelling" a medication will still have an active tile, despite the order being greyed out.
> - The risk is that this dose can still potentially be administered. Please follow the below steps to prevent this occurring.
> - **Nursing Staff:** Do **NOT** administer medication when the order is greyed out even if the administration window is red. Please contact the prescribing doctor to confirm if medication should be charted as "not done".

Cancelling medication with an active red administration tile:

1. Right click the red tile and select "**Chart Not Done**".
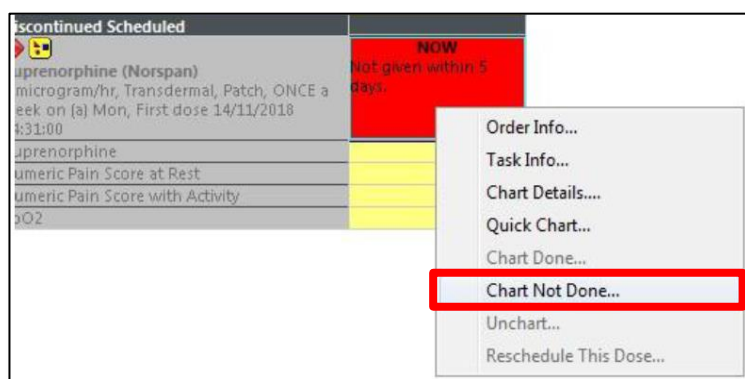
2. Select "**Medication Discontinued**", then click the **green tick** to sign off the order.
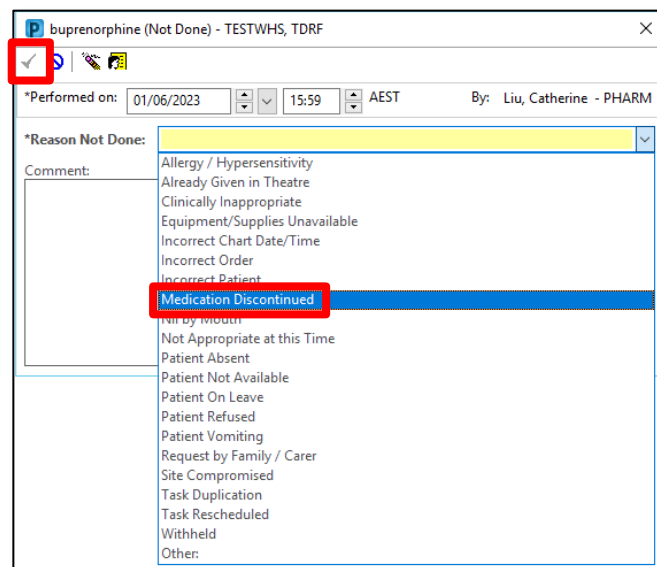
3. Check the **MAR** to ensure the red tile has been ticked and greyed out. When the MAR is refreshed, the tick will disappear.
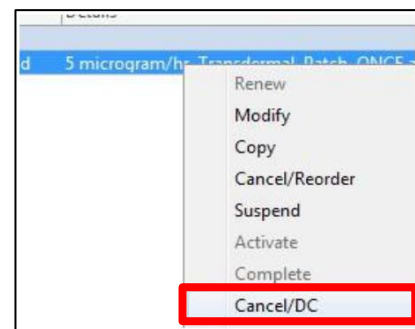
Discontinuing orders using Cancel/DC:

1. Select "**Orders and Referrals**".

2. Under "View", select "Continuous Infusions" or "Medications" to view the existing orders.

3. Right click the order and select "**Cancel/DC**".

4. Enter a discontinue reason (i.e. No Longer Necessary) and **sign** off the order.

5. Refresh the **MAR** to ensure that the order is greyed out and there are no overdue order tiles for the discontinued order.

## Deleting incorrect medications (e.g. wrong patient, ordered in error) using Delete:

1. Select "**Orders and Referrals**".

2. Under "View", select "Continuous Infusions" or "Medications" to view the existing orders.

3. Right click the order and select "**Delete**".

4. Enter a deletion reason (i.e. Incorrect Patient) and **sign** off the order.

5. Refresh the **MAR** to ensure that the order is greyed out and there are no overdue order tiles for the discontinued order.
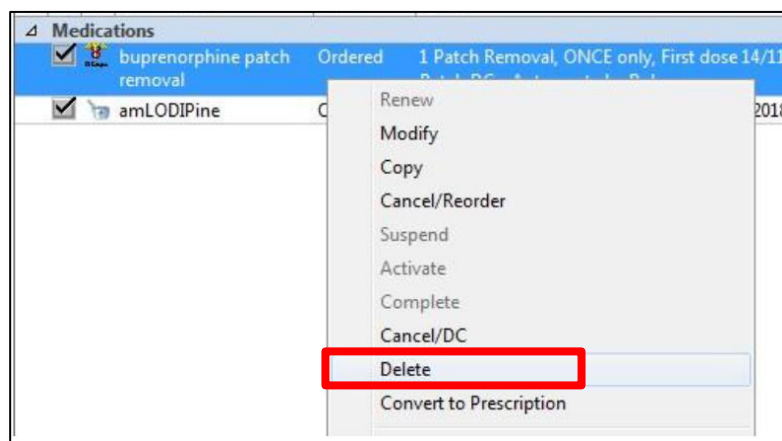
> **❗ Important**
> - Always refresh and check the MAR after prescribing or making any changes to a medication order.