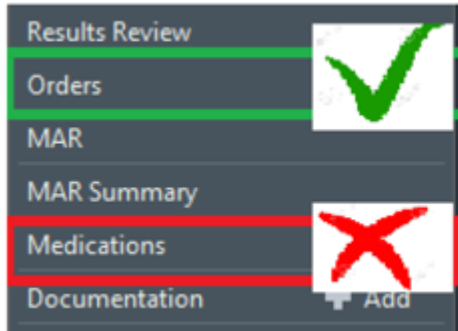




This Quick Reference Guide will explain:

The general principles of how to **search** the medication catalog and **order** a medication



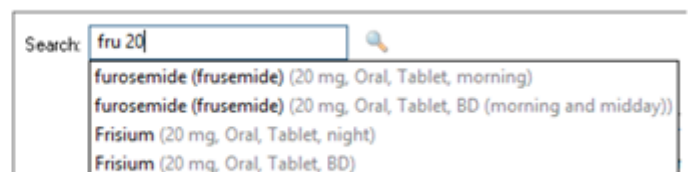
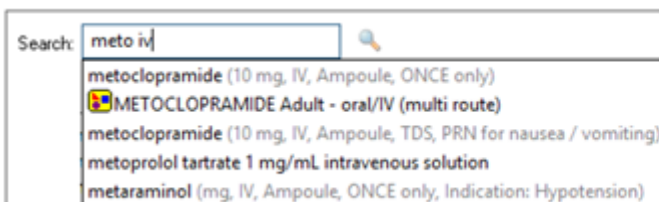
Common pitfall

Medications should be managed via the Orders page only
Not all medications are available via the Medications page (!)

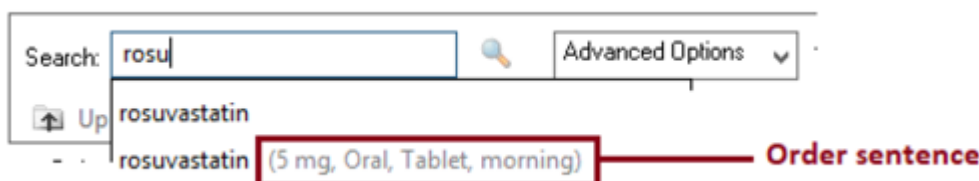
The EMR will NOT double check prescribing. It is still up to YOU to make appropriate clinical decisions and to review the electronic drug chart.

How Do I Order a Medication?

1. Go to **Orders and Referrals** on the Table of Contents and click **+Add**
2. Search for the medication in the search bar
3. The EMR can 'smart search' which means you can filter the results as you are typing



- a. If you cannot find the medication in the catalogue eg. CAM you can prescribe by using the **◆ freetext medication** order (see *Freetext Medication QRG for details*)
4. Choose an option with an ORDER SENTENCE attached:





5. Review the 'Details' for each medication and make changes if required:

6. For medications requiring a dose range, enter **strength** in Freetext dose field. Include strength and strength dose unit

Freetext dose:

An alert will pop up asking to confirm if you want to prescribe a freetext dose – click **YES**

7. Click and enter password. Status of medication will be **"Processing"**.

Refresh screen and status will change to **"Ordered"**.

Status	Start	Order Name
S 3F; R01; B01 Fin#:IPE4904562 Admit: 24/09/2019 11:07		
Active		
Ordered	21/03/2020 08:00	levothyroxine sodium
Processing	17/03/2020 20:00	oxycodone (oxyCONTIN)

8. Navigate to the , refresh page and review what you have prescribed.

ALWAYS CHECK THE MAR AFTER PRESCRIBING OR MAKING ANY CHANGES TO A MEDICATION ORDER