






# Medications – How to Discontinue, Modify or Delete Medication Orders

## Functions for altering medication orders:

- **Modify** = Warfarin dosing, prednisolone dosing, withholding
- **Cancel/reorder** = changing dose of medication
- **Suspend** = patient goes on day leave
- **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:

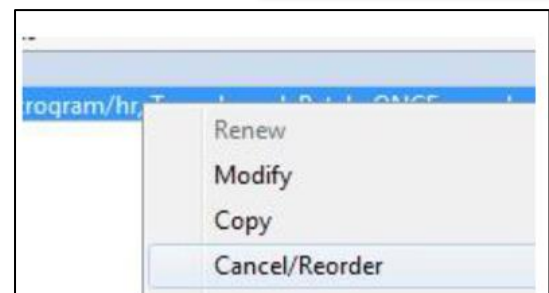
For example, to increase the dose of the following order:


Time View	15/11/2018 0000 - 2359	14/11/2018 0000 - 2359
Scheduled		
   <b>buprenorphine (Norspan)</b> 5 microgram/hr, Transdermal, Patch, ONCE a week on (a) Mon, First dose 14/11/2018 14:31:00		NOW

1. Select **“Orders and Referrals”**
2. Under **“View”**, select **“Continuous Infusions”** or **“Medications”** to view the existing infusion 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. Check the **MAR** to ensure that there are no overdue order tiles for the cancelled order.

Orders and Referrals + Add

- Continuous Infusions
- Medications



Medications	14/11/2018 14:31
Scheduled	
 <b>buprenorphine (Norspan)</b> 10 microgram/hr, Transdermal, Patch, ONCE a week on (a) Mon, First dose 13/11/2018 12:00:00	
buprenorphine	
Numeric Pain Score at Rest	
Numeric Pain Score with Activity	
SpO2	
Discontinued Scheduled	
  <b>buprenorphine (Norspan)</b> 5 microgram/hr, Transdermal, Patch, ONCE a week on (a) Mon, First dose 14/11/2018 14:31:00	NOW Not given within 5 days

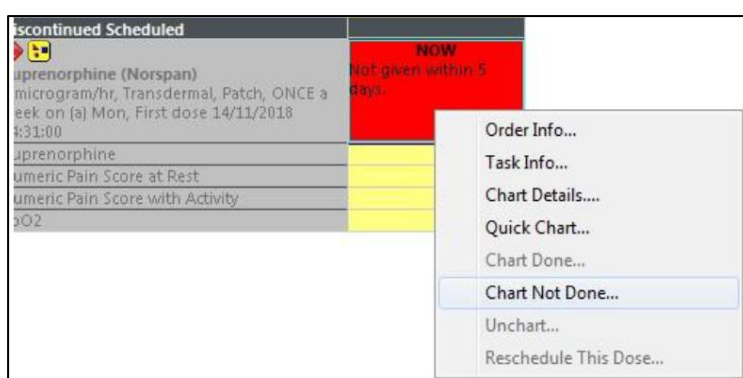


**Important**

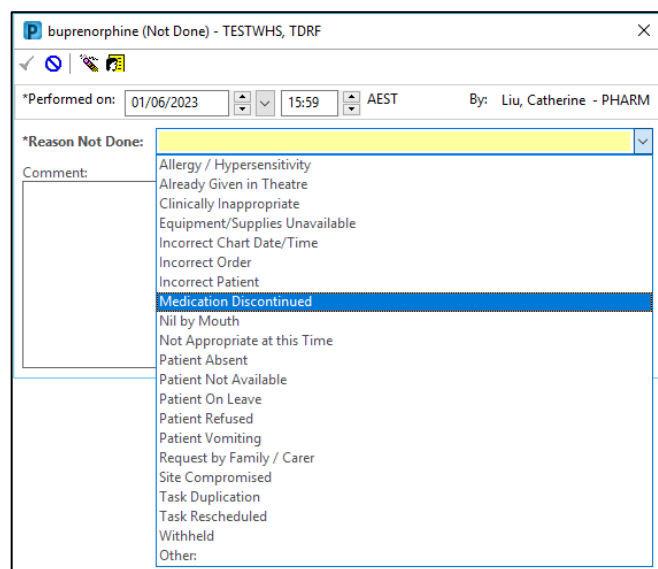
- Any orders that are due to be given prior to “Cancelling” a medication will still have an active tile, despite the order being greyed out.
- The risk is that this dose can still potentially be administered. Please follow the below steps to prevent this occurring.
- **Nursing Staff:** Do **NOT** administer 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:**

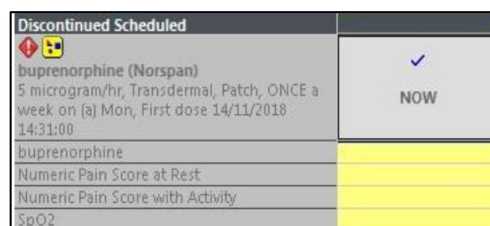
1. Right click the red tile and select “**Chart Not Done**”



2. Select “**Medication Discontinued**”, then click the **green tick** to sign off the order



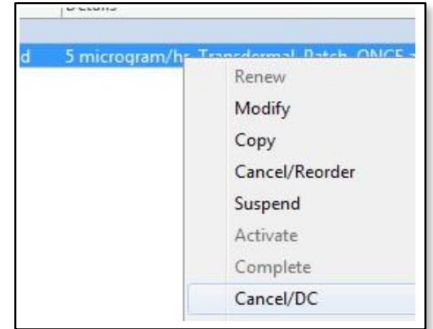
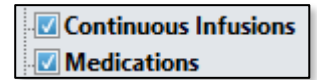
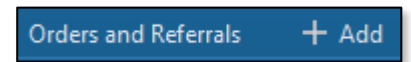
3. Check the **MAR** to ensure red tile has been ticked and greyed out. When the MAR is refreshed, the tick will disappear.





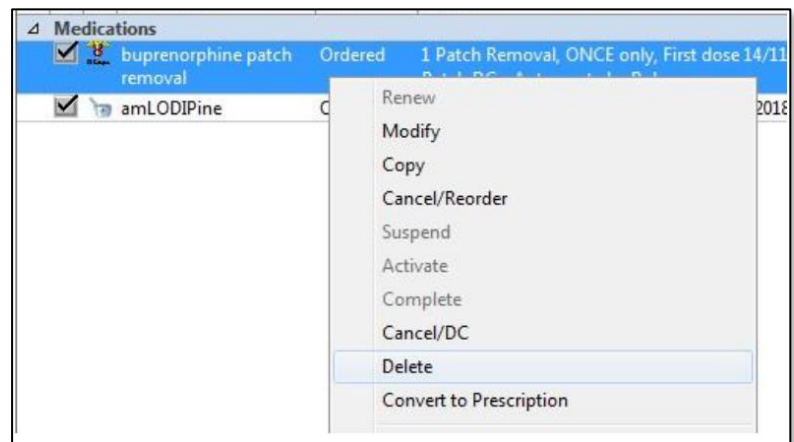
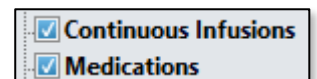
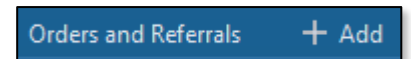
### Discontinuing orders using Cancel/DC:

1. Select “Orders and Referrals”
2. Under “View”, select “Continuous Infusions” or “Medications” to view the existing infusion 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. Check the **MAR** to ensure that 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 infusion orders.
3. Right click the order and select “Delete”.
4. Enter a deletion reason (i.e. Wrong patient) and **sign** off the order
5. Check the **MAR** to ensure that there are no overdue order tiles for the discontinued order



#### Important

- Always check the MAR after prescribing or making any changes to a medication order