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

Digital Health Quick Reference Guide

Digital Health

## 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 Duprenorphine (Norspan) 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.



Orders and Referrals

+ Add

Continuous Infusions

Medications

5. Check the **MAR** to ensure that there are no overdue order tiles for the cancelled order.







### 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:

 Right click the red tile and select "Chart Not Done"

iscontinued Scheduled prenorphine (Norspan) microgram/hr, Transdermal, Patch, ONCE a	Now Not given within 5 days.
eek on (a) Mon, First dose 14/11/2018 4:31:00 Jprenorphine umeric Pain Score at Rest umeric Pain Score with Activity 202	Order Info Task Info Chart Details Quick Chart Chart Done
	Chart Not Done
	Unchart Reschedule This Dose

 Select "Medication Discontinued", then click the green tick to sign off the order

P buprenorphine (Not Done) - TESTWHS, TDRF X					
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*Performed on: 01/(	06/2023 TS:59 AEST By: Liu, Catherine - PHARM				
*Reason Not Done:					
Comment:	Allergy / Hypersensitivity Already Given in Theatre Clinically Inappropriate Equipment/Supplies Unavailable Incorrect Chart Date/Time Incorrect Order Incorrect Patient Medication Discontinued				
	Not Appropriate at this Time Patient Absent				
	Patient Not Available Patient Not Available Patient Not Leave Patient Refused Patient Refused Site Compromised Task Duplication Task Rescheduled Withheld Other:				

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

Discontinued Scheduled	
buprenorphine (Norspan) 5 microgram/hr, Transdermal, Patch, ONCE a week on (a) Mon, First dose 14/11/2018 14/31:00	NOW
buprenorphine	
Numeric Pain Score at Rest	
Numeric Pain Score with Activity	
SpO2	



## 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.
- Right click the order and select "Delete". 3.
- 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

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





Orders and Referrals





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Continuous Infusions

Medications

