

Medications – Prescribing a Once Only Medication with an Administration Time in the Past



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Key messages

- Prescribing a “once only” medication with a past administration time is to be used after an EMR down-time when transcribing medications from paper onto the EMR
- This applies to medications where the priority defaults to “STAT”

1. Select Orders and Referrals and click Add.

Orders and Referrals + Add

2. Search for the desired medication and choose an order sentence. Amend the order details as required to match what was administered on paper.

3. Change the order Priority to “None” and amend the First Dose Date / Time to match what was administered on paper.

NOTE: If “STAT” is selected as the default priority, the First Dose Date / Time will not be modifiable – you will not be able to select a date/time in the past.

4. Sign the order

5. Check the Medication Administration Record (MAR) to ensure the order is correct