

Medications – Rescheduling Administration Times – Medical Officers



This Quick Reference Guide will explain how to:

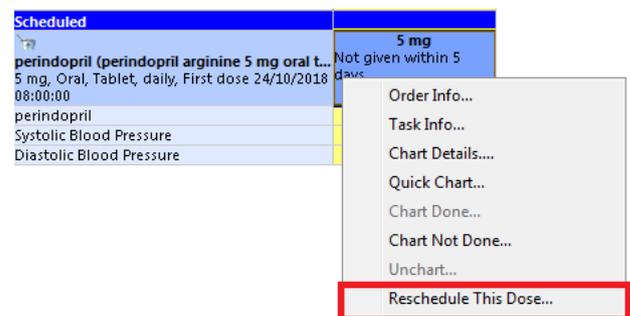
Reschedule medication administration times.

There are two ways in which administration times can be rescheduled depending on the scenario:

- To change the administration time of a **single dose**
- To change the **ongoing administration time** of a medication.

Method 1: Changing the Administration Time of a SINGLE Dose

1. Open the patient profile you wish to place the order against
2. Click on the **MAR**
3. Right click on the dose of the medication you wish to reschedule and select “Reschedule This Dose”



4. Fill out the new time and select a reason why the dose is rescheduled

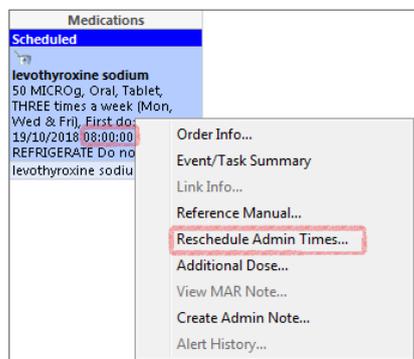
5. Click **OK**.
6. **Refresh** the MAR and to ensure doses and times are correct

Medications		24/10/2018 10:00
Scheduled		
	perindopril (perindopril arginine 5 mg oral t... 5 mg, Oral, Tablet, daily, First dose 24/10/2018 08:00:00 perindopril	5 mg Not given within 5 days.



Method 2: Change the Ongoing Administration Time of a Medication

1. Open the patient profile you wish to place the order against
2. Click on the **MAR**
3. Right click on the name of the drug in the MAR and select “reschedule administration times”



4. The reschedule window will appear. Change the new schedule to the time required and select when you want the first dose at the new administration time to be given.



5. Press **Save** and **Refresh** the MAR to ensure your changes are correct.