

# Medications – Prescribing Outpatient Medications for Administration



## This Quick Reference Guide will explain how to:

Prescribe a medication that is to be administered in an Outpatient clinic.

1. Ensure that the correct **Outpatient** encounter has been selected for the patient

2. Navigate to **Orders and Referrals + Add** in the Table of Contents and select **+Add**

3. The order **Type** defaults to **Outpatient Prescription**  
Ensure to **CHANGE** the **Type** to **Outpatient for Administration**

Type:   ▼

4. Search for and complete the details for the required medication for administration, and **Sign** the order

▼ Orders for Signature

  	Order Name	Status	Start	Details
▲	SJK MAC 1 Fin#:30000478			
▲	Medications			
	methylprednisolone (DEPO-medrol)	Order	07/09/2023 13:00	20 mg, Intra-articular, Vial, ONCE only, First dose 07/09/2023 13:00 AEST, Stop date 07/09/2023 13:00 AEST

5. Refresh the screen

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6. Navigate to the **MAR** and confirm that the order is displaying correctly, prior to administration

Medications	07/09/2023 13:00
<b>Scheduled</b>	
methylprednisolone (DEPO-medrol)	20 mg
20 mg, Intra-articular, Vial, ONCE only, First dose 07/09/2023 13:00:00, Stop date 07/09/2023 13:00:00	Not given within 5 days.
methylprednisolone	

**\*\*\* NOTE: Medications ordered and administered in an Outpatient encounter DO NOT transfer to a further Inpatient encounter. Should the patient be admitted, any ongoing medications will need to be ordered in the Inpatient encounter, with adjustment to the start time of the first dose as required\*\*\***