

Medication Ordering – ieMR Workflow

1.0 Patient and Encounter selection

1. Navigate to **patient list** and select patient;
2. Check the correct patient ID; confirm you are in the **correct encounter** using the **banner bar**.

2.0 Medication history and Allergies

1. Review **allergies** tab with patient/carer/parent; **Mark all as Reviewed**
2. Review the **Medication Administration Record (MAR) Summary**
 - Select **All Medications (System)**
 - Check existing orders to avoid duplicate orders.



ALERT – The MAR Summary will display all orders across all encounters. This review is a critical step to reduce the risk of duplicate orders.

3.0 Medication selection

1. Click on the **Orders** tab in left main menu and **Add** in top left corner of screen
2. Select **Type of order** (inpatient, discharge, home medication)
3. Type name of medication in **Search** box
4. Select **most appropriate order sentence** from the list of medication orders that appear automatically

4.0 Dose Calculator screen (To calculate medication dose based on measurement e.g. weight, BSA, mg/kg)

1. Review the Reference Data
 - Confirm the Source of each measurement is the current/required source
2. Review Dose Values with independent resources
 - Review target dose with independent resources;
 - Confirm dose calculation;
 - Review and modify Dose Adjustments by % if required;
 - Review calculated Final dose;
 - Round dose if appropriate and check dose capping;
 - Select Dose forms if applicable
3. Click **Apply Dose** (no rounding with consideration to weight or medication availability size)
Or Click **Apply Standard Dose** (will often round to a more appropriate number for administration)
4. Click **Done** from the Add Order screen

5.0 Decision Support screen (Alert screen appears if duplicate order or allergy for the medication ordered)

1. Review alerts that appear for this medication (for example, duplication)
2. Remove or modify the order
 - OR** select a **Current override reason** such as clinical judgement applied

6.0 Orders for Signature (will automatically appear)

1. Select the medication
2. Review **dose, form** and **route** (second check)
3. Select **Frequency** from the drop down menu
 - **Interval frequencies** listed as a numerical value, such as 4 hourly, 6 hourly, 8 hourly.
 - **Scheduled frequencies** are **categorically** listed and have specific times set within the order (pre-set values), such as FOUR times a day (set to 0600, 1200, 1800, 2200 hours)
 - Confirm that the schedule information is correct by clicking on the ellipses



ALERT – Review of scheduled times is CRITICAL for safe dosing intervals.

4. Select **first dose priority** – now or routine
5. Check **first dose date and time** and subsequent dose timing

Frequency type	Frequency	First dose priority	First dose date/time	Subsequent dose time
Scheduled	FOUR times/day (even interval)	NOW	NOW	Next routine time (regardless of first dose date/time)
Interval	6 hourly	NOW	NOW	+6 hours
Scheduled	FOUR times/day (even interval)	Routine	Next routine time	Subsequent routine time
Interval	6 hourly	Routine	On the next hour	+6 hours

6. Review additional details for the medication order including duration, infusion, antimicrobial, and patient supply instructions.
7. Add **Indication (Mandatory)**
8. Click **Sign**, enter password and select OK
 - Refresh the page to confirm that the Order Status has been converted to “Ordered”

7.0 Medication Administration Record

1. Navigate to the **Medication Administration Record** and **refresh** the page to ensure that the medication order appears.
2. Review the medication order (Right patient, Right drug, Right dose, Right time, and Right route) by hovering over the **order sentence** or right click to select **Order Information**.
3. Confirm that there are no duplicate orders in the Medication Administration Record.