

Reschedule medication times via the MAR

Medication Management

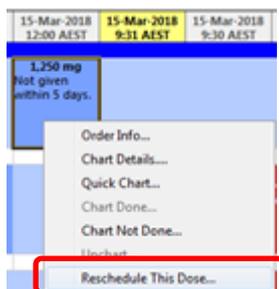
Quick reference guide

Medication order sentences use either **interval frequencies** (x hourly) or **schedule frequencies** (x times per day) to schedule the administration times of medications. There may be times that these need to be adjusted. There are 3 ways scheduling may be changed.

1. The prescriber or pharmacist may **modify** the order and select a new administration reschedule (not covered in this QRG).
2. From the **MAR**, reschedule a single dose.
3. From the **MAR**, reschedule all doses.

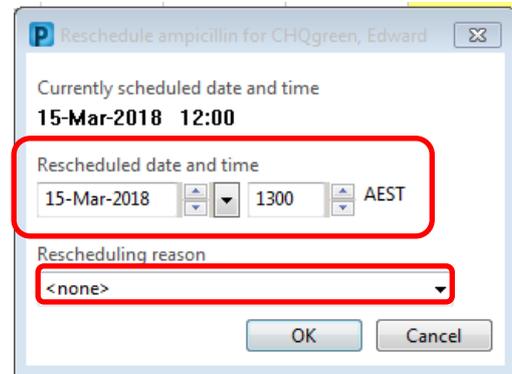
Reschedule single dose via the MAR

1. Select **MAR** from the **Menu**.
2. Review the current schedule of administration.
3. Locate the **administration task** for the dose to be rescheduled. R) click on the task.



4. Select **Reschedule this dose**.

5. In the **reschedule window** enter the new time for administration and enter a reason and select ok.

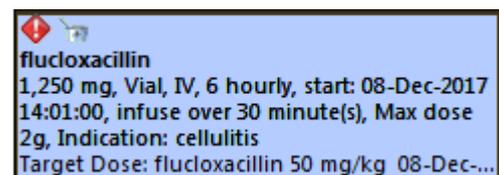


6. The **administration task** will move to the new time. Review the dosing schedule to confirm it is correct.

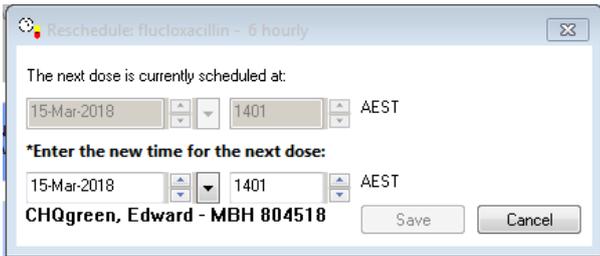
Note: Care needs to be taken when rescheduling medications to ensure an appropriate time frame between doses is maintained.

Reschedule all doses via the MAR

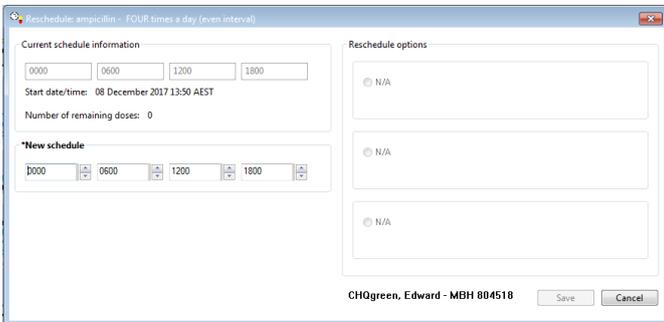
1. Locate the medication order sentence on the **MAR**.



2. Right click on the order and select **reschedule admin times**.
3. You will be presented with one of the following windows base on how medication was prescribed. The following window will open for **interval frequencies**:

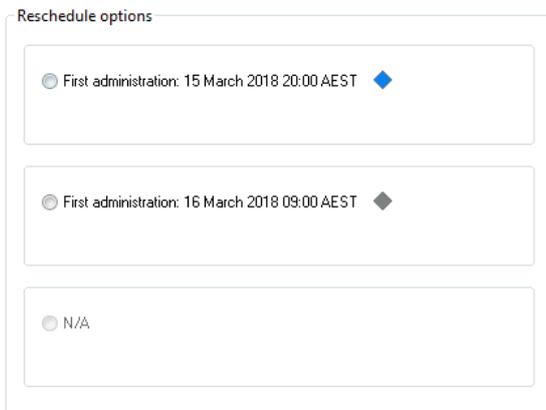


4. Select the new administration time for the next dose due and save.
5. The following window will open if the order has a **schedule frequency**:



Enter the new schedule times. You will need to review the time for each dose and change as required.

Select the start date/time for the first administration for the new schedule.



6. You will see an alert if the proposed new times affect the number of doses to be administered to the patient.

Reschedule options

