

## Charting an Administration as “Not Done”

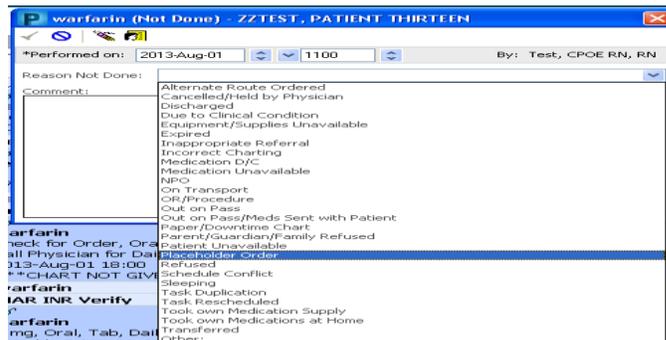
When a medication cannot be administered due to circumstances beyond the Clinician’s control (ie: Placeholder Order, Out on Pass), the administration task should be charted as “**Not Done**”.

To chart a medication task as “**Not Done**”, complete the following steps:

1. Right-click on the task(s) in the appropriate date and time box.
2. Select “**Chart Not Done**” from the menu displayed.



3. Click on the down arrow in the “**Reason Not Done**” box and select a reason.



4. Enter a comment into the “**Comment**” box if necessary.
5. Click the green check mark ✓ to complete the task.
6. The administration task will be replaced with a “**Not Done**” result in the appropriate time and date column for that administration event.

