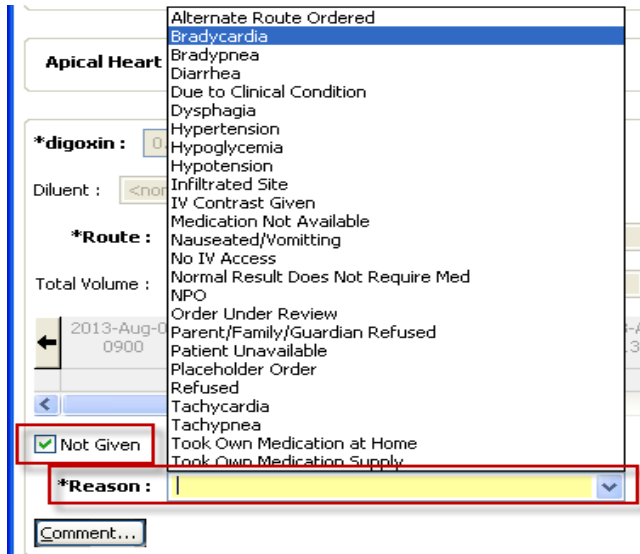


Charting an Administration Task as “Not Given”

There are times the Clinician will decide not to give a medication based on their assessment or predetermined parameters (ie: pulse rate).

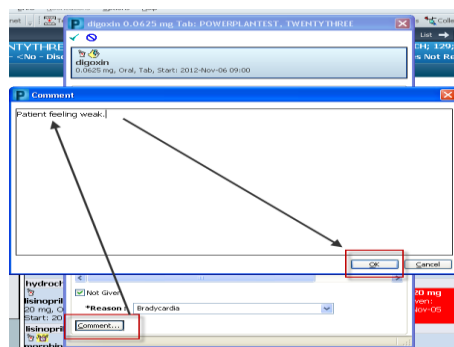
To chart a medication task as “**Not Given**”, complete the following steps:

1. Click the Pending medication tasks under the appropriate date/time column.
2. The charting window will be displayed.
3. To indicate the medication was not given, select the “**Not Given**” checkbox.
4. The dropdown box will display. Select the appropriate reason.





The screenshot shows a medication administration interface. On the left, there are fields for 'Apical Heart', '*digoxin : 0', 'Diluent : <none>', '*Route :', and 'Total Volume :'. Below these is a date and time selector set to '2013-Aug-06 0900'. A dropdown menu is open, listing various reasons for not giving a medication, including 'Alternate Route Ordered', 'Bradycardia', 'Dysphagia', 'Hypotension', 'No IV Access', and 'Patient Unavailable'. The 'Not Given' checkbox is checked and highlighted with a red box. Below the dropdown is a '*Reason :' field with a dropdown arrow, also highlighted with a red box. At the bottom, there is a 'Comment...' button.

5. Comments can be entered by clicking the “**Comment**” button.



The screenshot shows the same medication administration interface as above, but with a 'Comment' dialog box open. The dialog box has a text area containing the text 'Patient feeling weak'. Below the text area are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box. In the background, the medication charting window is visible, with the '*Reason :' dropdown set to 'Bradycardia' and the 'Comment...' button highlighted with a red box. Arrows point from the 'OK' button in the dialog box to the 'Comment...' button in the background window.

6. Click the check mark  to complete the task.
7. The administration task will be replaced with a “**Not Given**” result in the appropriate time and date column for that administration event.

Medications	2012-Nov-06 10:16	2012-Nov-06 09:00
Scheduled		
 digoxin 0.0625 mg, Oral, Tab, BID, Start: 2012-Nov-05 16:00		
digoxin		* Not Given: Brady
Apical Heart Rate		L 58 Auth (Verified)