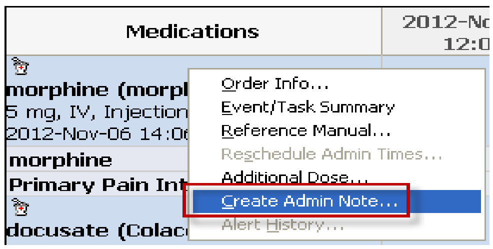
Creating an Admin Note

An admin note
- Can be used for nurse-to-nurse communication
- It is not a permanent part of the chart
- The Admin Note may contain multiple entries but will only display one icon on the individual medication cell

1. Right-click the name of the medication cell and select **"Create Admin Note"** from the menu displayed.



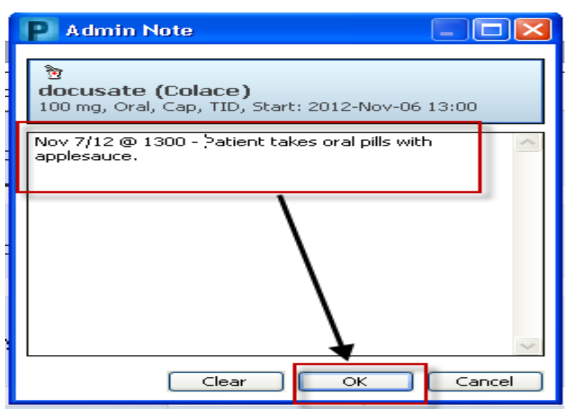
2. The Admin Note window will open.

3. Click in the white box and enter the admin note.

4. Enter the date and time of the note.

5. Enter your name and credentials at the end of the note.

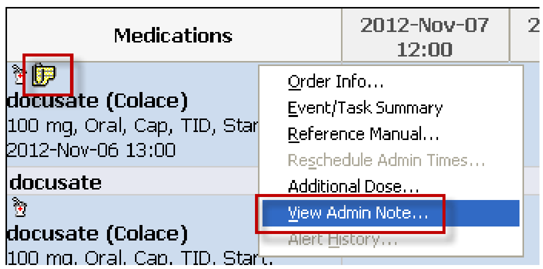
6. Click OK to sign the note**.**



7. Admin Note icon is now displayed above the name of the medication.

Viewing an Admin Note

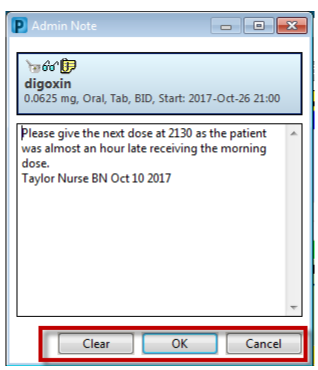
1. Click the Admin Note icon or right-click and select **“View Admin Note”** from the menu displayed.



2. The Admin Note window opens and the contents of the note are displayed.

3. To clear one entry, highlight it, and press **“Delete”.**

4. To clear **ALL** entries, click **“Clear”.**



5. To return to the MAR window, click **“Cancel”,** or click .