Documenting Medication Administration

1. Single click on the appropriate task box or right click and select **"Chart Details"** from the options. The charting window for the medication selected is displayed.

2. Compare the medication you have administered against the order details in the task window.

3. In the detail section, the performed date and time and the name of the person administering the medications are defaulted. Please review for accuracy.

4. The performed time defaults to the current time. To change the date or time, enter a new date and time, or click the arrows.

5. If your name is not defaulted in the task window, you will need to log out and log back in.

6. Verify the defaulted information, make any modification(s) as required, and enter any additional information required (such as additional charting elements, Nurse Witness, etc).

7. To enter comments relating to the administration event, single click the **"Comment"** button. A dialog box will open up on screen.

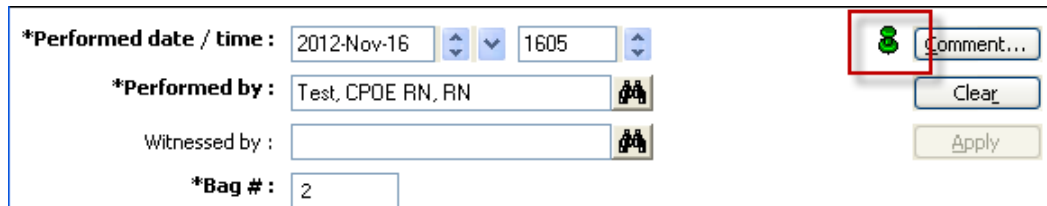8. Type the comment into this box and single click the **"OK"** button.

One of **three** icons may be displayed in this manner:

1. A green push pin icon is displayed to the left of the **"Comment"** button to indicate that a comment exists for this event.

2. A piece of paper with a red X indicates that the IV event has been modified. This indicator applies to the whole event (begin bag, infuse, bolus, rate change), not just the performed date and time.

3. A piece of paper with a red X and a pushpin indicates that the event has been modified and has a comment.

4. Click the check mark to sign your entries.

5. If a comment is entered, an asterisk is displayed next to the charted event.

Medications	2012-Nov-06 15:00
Scheduled	
🖱️🔔 digoxin 0.0625 mg, Oral, Tab, BID, Start: 2012-Nov-05 16:00	
digoxin	* 0.0625 Auth (Vei
Apical Heart Rate	90 Auth (Verified)