Rescheduling Medication

Single Dose

A single dose of a medication may be rescheduled (ie. a patient is off the nursing unit for a procedure at the time of the scheduled administration).

Note: Rescheduling a single dose of medication does not change any future scheduled dose times.

1. Right-click on the medication task and select "Reschedule This Dose".



2. The "Reschedule [task] for" dialog box appears. Click YES



- 3. Enter the new administration date and time in the **"Rescheduled Date and Time"** boxes or use the up and down arrows to adjust the date and time.
- Select the reason for rescheduling the administration of this dose in the "Reschedule Reason" box by using the down arrow and selecting from the list displayed.

Medications		2012-Nov-06 16:00	2012-Nov-06 15:17	2012-Nov-06 15:00
60° hydrochloro	P Reschedu	ile hydrochlorothi	azide for POWER	PLANTEST, T 🔀
25 mg, Oral, Start: 2012-1	Currently scheduled date and time 2012-Nov-06 16:00			
hydrochlor				
3	Rescheduled date and time			
lisinopril	2012-Nov-OE 🗘 💙 1600 😂			
20 mq, Oral,				
Start: 2012-1	Rescheduling reason			
lisinonril	<none></none>		~	
*	Patient Unavaila	ble		
mornhine (r	Refused			OK Capcel
	Schedule Conflic	:t		Caricor
5 ma. IV. Ini	Sleeping		_	
	Task Duplication			
morphine	Task Reschedul	ed .		
Primary Pai	I OOK OWN Medic	ation Supply	×	

- 5. Click "**OK**" to apply your changes and return to the chart view.
- 6. The rescheduled task will display in the appropriate date/time column.

Rescheduling Administration Times

To change the administration times for all scheduled doses, **Pharmacy must be contacted**.