

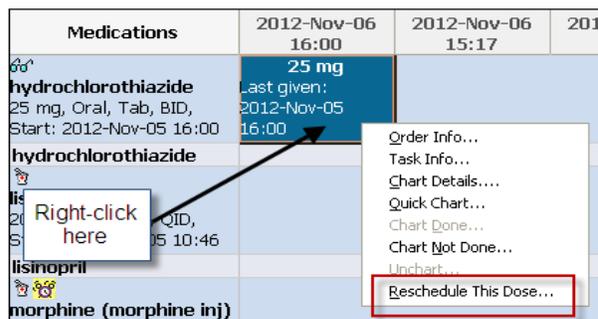
Rescheduling Medication

Single Dose

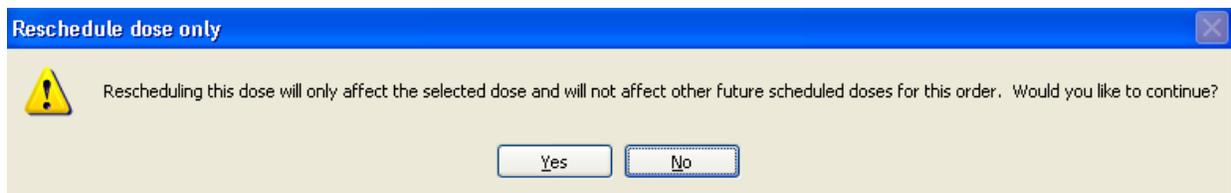
A single dose of a medication may be rescheduled (ie. a patient is off the nursing unit for a procedure at the time of the scheduled administration).

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

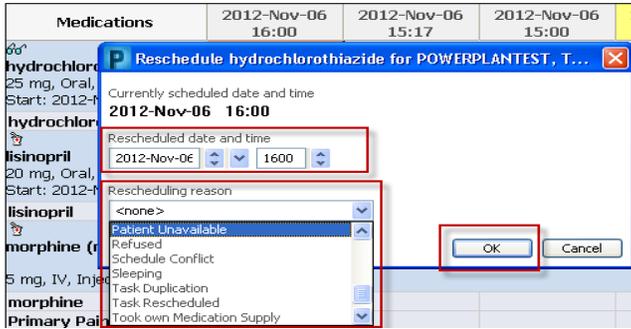
1. Right-click on the medication task and select **“Reschedule This Dose”**.



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.
4. 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.



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.**