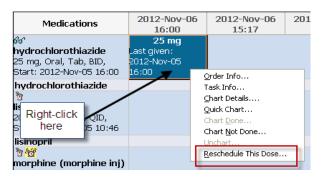
## **Rescheduling Medication**

## **Single Dose**

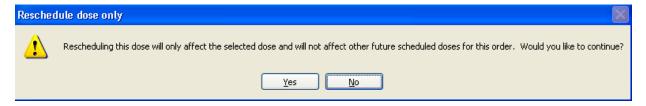
A single dose of a medication may be rescheduled (ie. a patient is off the nursing unit for a procedure at the time of the scheduled administration).

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

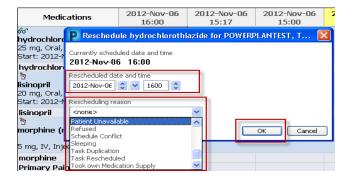
1. Right-click on the medication task and select "Reschedule This Dose".



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**.