

CARE4 MODULE NAME: eMAR

eMAR Back Entry Med Admin Post Codes, Downtime

Overview

Medication administration that is documented on paper forms during codes, downtime or other acute episodes of care needs to be back entered on the eMAR. This document includes the steps to document the medications on the eMAR.

1. Select the patient from the Status Board/Tracker
2. Select MAR
3. Select the medication to be back entered
4. Select Document in the footer buttons

Start	Stop	Status	Medication (Route)	Time	Mon Mar 29	TODAY Tue Mar 30
		Active	Give: 1 CAPSULE/20 mg Label Comments: TAKE WITH FOOD; DO NOT CRUSH OR CHEW. PROTECT FROM LIGHT *HAZARDOUS MEDICATION*	08:00	-1d	-3h
19/02/21 08:00		Active UnAcknowledged	Give: 1 CAPSULE/20 mg Ramipril 5 mg PO QAM SCH Trade: Altace or Equivalent Rx#: A000000293	08:00		-3h
21/01/21 12:51		Active Acknowledged	Give: 1 CAPSULE/5 mg Temazepam 15 mg PO DAILY SCH Trade: Restoril or Equivalent Rx#: A000000262	08:00		-3h

5. Verify the patient – Select Manual barcode and enter the patient’s account number from the patient header, Example – VA1450/21
6. You will see ‘Documenting against a PAST schedule’ warning message

Documenting against a PAST schedule time of 15/09/2021 15:00. Continue?

Override Reason ▼

7. Click Yes to continue
8. Select REASON from the drop down list (Downtime, See Note (electronic note to reference paper documentation))
9. Edit the Admin date and time to the actual date and time given on the Admin tab

Schedule Date 15/09/2021 15:00

* Admin Date 17/09/2021 11:25 ▼

* Admin User CG

* Patient Location V.ICU

Rate (mls/hr) 30

Administration Comments

10. The paper downtime MAR or other paper forms will be scanned into the EHR
11. Confirm that the medication has been back entered by initialing the paper MAR/forms and send all paper MARs/forms to be scanned as per site process