

## Entering IV Medications

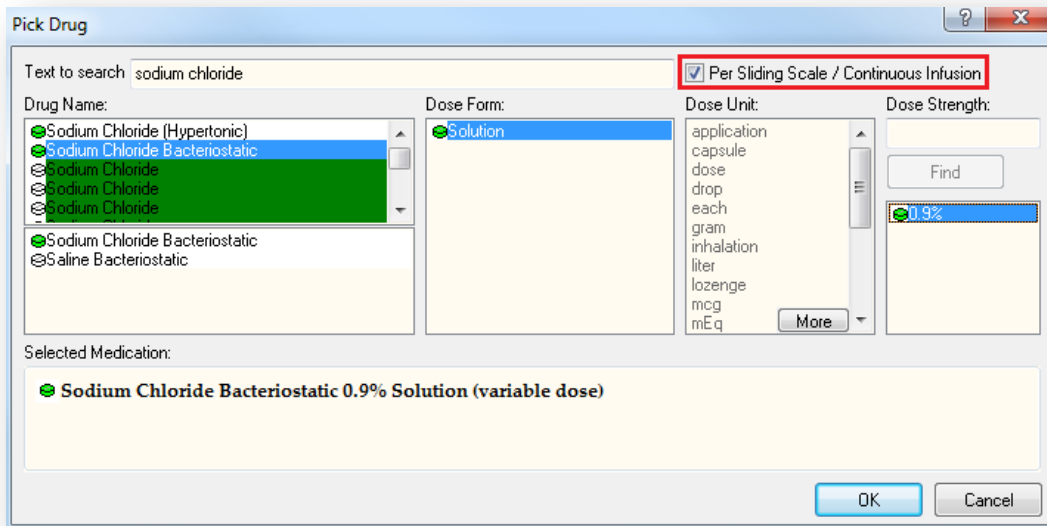
Welcome to American Data CARES, the online resource for all your ECS needs. This handout may be read independently or in conjunction with the corresponding video *Entering IV Meds* in our American Data CARES library. This handout will cover *how to enter IV medications into ECS*. If after reviewing this material, you need further assistance, please contact [clinical@american-data.com](mailto:clinical@american-data.com) or 800-464-9942.

### Entering IV Medications

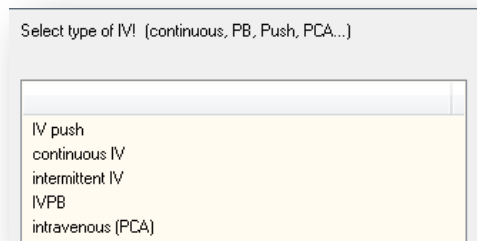
IV fluid and medication orders are entered using any of the templates indicated in red below. Typically the Routine or PRN Med templates are used, although PCA Pump orders are entered using the Split template.

Medication Templates					
^ Check MAR	Routine	PRN Med	SS Insulin	Split	Non-Formulary
^ Check TAR	Routine via Tube	PRN via Tube		Split via Tube	PRN Non-Formulary
^ PDR Access		PRN Neb			Split Non-Formulary

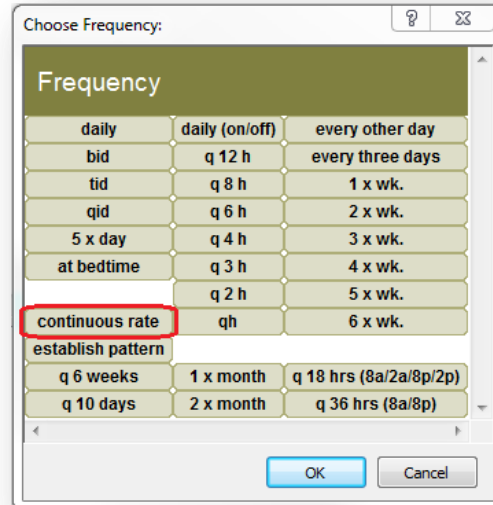
## Entering a Continuous IV Order



1. Select the **Routine** template button. A Write screen appears with the Pick Drug window presented. Start typing the name of the IV solution in the *Text to search* box.
  - For example, 0.9%NS Solution can be found by searching Sodium Chloride.
2. Click on the desired search result.
3. After selecting the medication name, the available dose forms for the medication appear (e.g., Solution). Select the needed Dose Form.
4. Instead of selecting the possible **dose units** for the selected medication (e.g., mg and ml), place a check mark into **Per Sliding Scale / Continuous Infusion** (see image above).
5. Specify the **dose strength**. For example, “0.9%.”
6. The selection will appear in the Selected Medication box. Click **OK** to continue writing the order.
  - Medications that may be given via more than one route (e.g., IV, injectable, or IM) will prompt the user to select the specific route for this order. Select ‘intravenous’ and click **OK**.
7. When you choose an intravenous route, you will be prompted to specify the type of intravenous administration. Choose ‘continuous IV’ and click **OK**.



8. An 'Enter Rate' screen appears. Enter the rate and click **OK**. The system automatically documents instructions to hang a new bag PRN.
9. The 'Choose Frequency' form appears. Select '**continuous rate**' and click **OK**.



The screenshot shows a dialog box titled "Choose Frequency:". It contains a table of frequency options. The "continuous rate" option is highlighted with a red box. Below the table are "OK" and "Cancel" buttons.

Frequency		
daily	daily (on/off)	every other day
bid	q 12 h	every three days
tid	q 8 h	1 x wk.
qid	q 6 h	2 x wk.
5 x day	q 4 h	3 x wk.
at bedtime	q 3 h	4 x wk.
	q 2 h	5 x wk.
<b>continuous rate</b>	qh	6 x wk.
establish pattern		
q 6 weeks	1 x month	q 18 hrs (8a/2a/8p/2p)
q 10 days	2 x month	q 36 hrs (8a/8p)

10. The administration times appear. Select **AM, PM, and NOC (or appropriate times to check the IV per facility protocol)**, and click **OK**.
11. A 'Choose Duration' list appears. Select the duration for the medication. If there is no duration, select 'None' and click **OK**.
12. Select a **Start date** for the order (this is the date the medication is started).
13. The 'Indication' form appears. This is a list of suggested indications for the medication you have chosen. Select the indication and click **OK**. If the indication is not found in the list, you must try additional searches to find an appropriate Indication/diagnosis.
  - Examples include: Fluid Imbalance, and electrolyte disturbance, dehydration, or fluid depletion.
14. The 'Prescriber Lookup' screen appears for you to select who ordered the medication. The resident's attending physician will be displayed. Click **OK** to select this physician. If the prescriber is not the resident's primary physician, type in the name of the prescriber to do a search. When the name is found, click **OK**.
  - If the prescriber is not found, click **OK**; the name you typed will appear in the order.
15. The 'Choose Other Instructions' form appears. Select the desired options and click **OK**. More than one may be selected by holding the Ctrl key while selecting multiple options.
16. The 'Pharmacy Lookup' screen appears. Select the pharmacy where the order will be sent and click **OK**.
17. Click **Save** to save your order.
18. Click the **^Check MAR** button at the beginning of the screen to automatically open the Electronic Sign screen. You can select **Control** to change the end date to a future date if you want to check that the pattern came out correctly.

19. The continuous IV order will appear with a spot for an initial for each shift, as well as PRN spots to initial when a new bag was hung.
20. Use the **Exit** buttons and close the screen(s), or enter more orders as needed.

### Entering an IV Push Order

1. Select the **Routine** template button. A Write screen appears with the Pick Drug window presented. Start typing the name of the IV solution in the *Text to search* box.
  - For example, Furosemide 10mg IVP
2. Click on the desired search result.
3. After selecting the medication name, the available dose forms for the medication appear (e.g., Solution). Select the needed Dose Form.
4. The possible **dose units** for the selected medication (e.g., mg and ml) appear in the next box. Select the Dose Unit.
5. Specify a **dose amount** at the prompt. For example, if you selected 'mg', the amount might be "10."
6. The medication will appear in the Selected Medication box. Click **OK** to continue writing the order.
  - Medications that may be given via more than one route (e.g., injection or oral) will prompt the user to select the specific route for this order. Select the route (injection) and click **OK**.
  - Injectable medications that may be given via more than one route (e.g., IV or IM) will prompt the user to select the specific route for this order. Select the route (intravenous) and click **OK**.
7. When you choose an intravenous route, you will be prompted to specify the type of intravenous administration. Choose 'IV Push' and click **OK**.
8. A 'Choose Frequency' list appears. Choose the frequency from the list and click **OK**.
9. An 'Administration Times' form appears. Select the administration time(s) and click **OK**.
10. A 'Choose Duration' list appears. Select the duration for the medication and click **OK**. If there is no duration, select 'None' and click **OK**.
11. Select a **Start date** for the order (this is the date the medication is started).
12. The 'Indication' form appears. This is a list of suggested indications for the medication you have chosen. Select the indication and click **OK**. If the indication is not found in the list, you must try additional searches to find an appropriate Indication/diagnosis.
13. The 'Prescriber Lookup' screen appears for you to select who ordered the medication. The resident's attending physician will be displayed. Click **OK** to select this physician. If the prescriber is not the resident's primary physician, type in the name of the prescriber to do a search. When the name is found, click **OK**.
  - If the prescriber is not found, click **OK**; the name you typed will appear in the order.
14. The 'Choose Other Instruction(s)' form appears. Select the desired options and click **OK**. More than one may be selected by holding the Ctrl key while selecting multiple options.
15. The 'Pharmacy Lookup' screen appears. Select the pharmacy where the order will be sent and click **OK**.
16. Click **Save** to save your order.
17. Click the **^Check MAR** button at the beginning of the screen to automatically open the Electronic Sign screen. You can select **Control** to change the end date to a future date if you want to check that the pattern came out correctly.
18. Use the **Exit** buttons and close the screen(s), or enter more orders as needed.

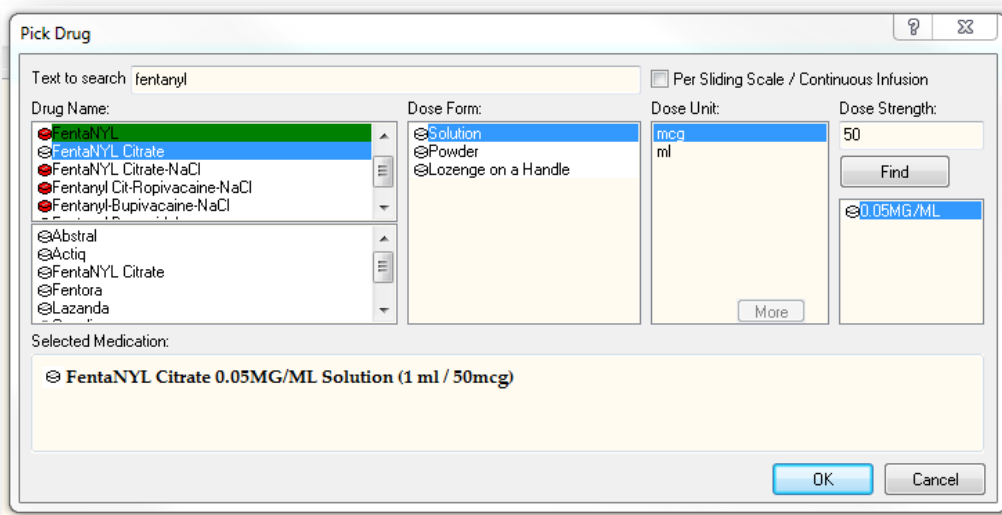
## Entering an Intermittent or Piggyback IV Order

1. Select the **Routine** template button. A Write screen appears with the Pick Drug window presented. Start typing the name of the IV solution in the *Text to search* box.
  - For example, KCL 20 mEq in 100 ml
2. Click on the desired search result.
3. After selecting the medication name, the available dose forms for the medication appear (e.g., Solution). Select the needed Dose Form.
4. The possible **dose units** for the selected medication (e.g., mg and ml) appear in the next box. Select the Dose Unit.
5. Specify a **dose amount** at the prompt. For example, if you selected Solution, the amount might be "10."
6. The selection will appear in the Selected Medication box. Click **OK** to continue writing the order.
7. When you choose an intravenous route, you will be prompted to specify the type of intravenous administration. Choose 'intravenous (intermittent)' or 'intravenous (piggy back)' and click **OK**.
8. A 'Please Enter Rate' screen appears. Enter the infusion rate and click **OK**.
9. A 'Choose Frequency' list appears. Choose the frequency from the list and click **OK**.
10. An 'Administration Times' form appears. Select the administration time(s) and click **OK**.
11. A 'Choose Duration' list appears. Select the duration for the medication and click **OK**. If there is no duration, select 'None' and click **OK**.
12. Select a **Start date** for the order (this is the date the medication is started).
13. The 'Indication' form appears. This is a list of suggested indications for the medication you have chosen. Select the indication and click **OK**. If the indication is not found in the list, you must try additional searches to find an appropriate Indication/diagnosis.
14. The 'Prescriber Lookup' screen appears for you to select who ordered the medication. The resident's attending physician will be displayed. Click **OK** to select this physician. If the ordering physician is not the resident's primary physician, type in the name of the ordering physician to do a search. When the name is found, click **OK**.
  - If the ordering physician is not found, click **OK**; the name you typed will appear in the order.
15. The 'Choose Other Instruction(s)' form appears. Select the desired options and click **OK**. More than one may be selected by holding the Ctrl key while selecting multiple options.
16. The 'Pharmacy Lookup' screen appears. Select the pharmacy where the order will be sent and click **OK**.
17. Click **Save** to save your order.
  - The order will electronically route to the pharmacy except in the following specific situations; in which case, upon saving the order, a fax preview will automatically display and should be printed and faxed to the pharmacy:
18. Click the **Check MAR** button at the beginning of the screen to automatically open the Electronic Sign screen. You can select **Control** to change the end date to a future date if you want to check that the pattern came out correctly.
19. Use the **Exit** buttons and close the screen(s), or enter more orders as needed.

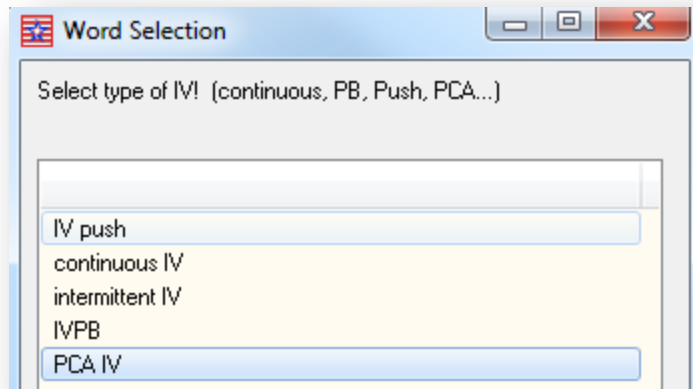
## Entering a PCA Pump Order

Typically, a PCA pump order consists of several doses or rates, including a loading dose, demand dose, clinician dose, and a continuous dose or rate. Typically, you will use the **Split Order** Template.

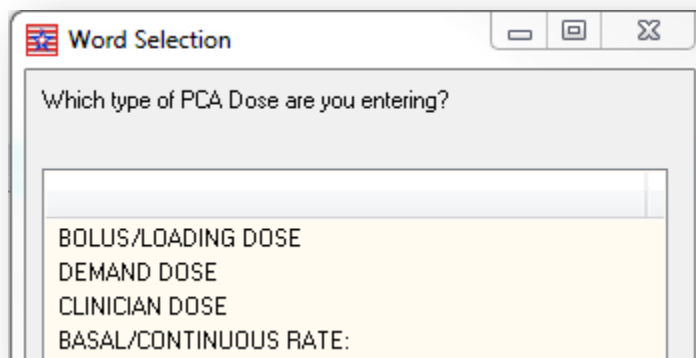
1. Select the **Split** template button. A Write screen appears with the Pick Drug window presented. Start typing the name of the IV solution in the *Text to search* box.



2. Click on the desired search result. In the box below the first Drug Name box, alternate generic and brand names for the same medication are listed. You may select the medication you want from either box.
3. After selecting the medication name, the available dose forms for the medication appear (e.g., Solution). Select the needed Dose Form.
4. The possible **dose units** for the selected medication (e.g., mcg and ml) appear in the next box. Select the Dose Unit.
  - If you are entering a Basal/Continuous rate, select the 'Per Sliding Scale / Continuous Infusion' check box instead of selecting a Dose Unit.
5. Specify a **dose amount** at the prompt. For example, if you selected mcg, the amount might be "50."
6. The selection will appear in the Selected Medication box. Click **OK** to continue writing the order.
7. A 'What type of order is this segment' list appears. Make a selection and click **OK**.
  - BOLUS/LOADING DOSE = Routine Medication
  - DEMAND DOSE = PRN Medication
  - CLINICIAN DOSE = PRN Medication
  - BASAL/CONTINUOUS RATE = Routine Medication
8. You may be prompted to select the injection route. Additionally, when you choose an intravenous route, you will be prompted to specify the type of intravenous administration. Choose 'PCA IV' and click **OK**.



9. A 'Which type of PCA Dose are you entering?' list appears. Select the appropriate option and click **OK**.



10. A 'Choose Frequency' list appears.
  - For a Bolus/Loading dose, select 'daily' and click OK.
  - For a Demand Dose, select 'PCA demand dose.' The MAR will add two spots each shift to monitor the demand doses. You will also be prompted to select a delay lockout interval.
  - For a Clinician Dose, select 'PCA clinician dose.' You will also be prompted to select a delay lockout interval.
  - For a Basal/Continuous Dose, select 'continuous rate;' this will create 12 spaces on the MAR for PRN administrations.
11. For scheduled meds, an 'Administration Times' form appears. Choose the desired hour(s) for administration. This is also the time to select any MAR-specific items.
  - For Bolus/Loading dose, select the administration time or shift.
  - For Basal/Continuous dose, select times that follow facility protocols for monitoring the rate.
12. A 'Choose Duration' list appears. Select the duration for the medication and click **OK**. If there is no duration, select 'None' and click **OK**.

- For Bolus/Loading dose, select 'x 1 dose.'
13. Select a **Start Date** for the order (this is the date the medication is started).
  14. A 'Do you have instructions specific to this dose?' screen appears (i.e., administration instructions that apply to just this portion of the order). Select **Yes** or **No**.
    - If you select 'Yes,' you will be prompted to enter the instruction.
  15. The 'Indication' form appears. This is a list of suggested indications for the medication you have chosen. Select the indication and click **OK**. If the indication is not found, or the list is empty, try additional searches to find an appropriate indication/diagnosis. Select the indication from the list of matches found.
  16. A 'Choose the segment to add' list appears. Make a selection and click **OK**.
    - BOLUS/LOADING DOSE = Routine Medication
    - DEMAND DOSE = PRN Medication
    - CLINICIAN DOSE = PRN Medication
    - BASAL/CONTINUOUS RATE = Routine Medication
  17. The "Select Dose" screen appears. Enter the dose for this segment of the order and click **OK**.
    - For Basal/Continuous rate, select **Per Sliding Scale / Continuous Infusion** instead of entering a route.
  18. Enter the rest of the segment as prompted (steps 8 – 15).
  19. After the final segment, when the 'Choose the segment to add' list appears, choose the **Stop Segments** button in the lower right corner.
  20. The 'Prescriber Lookup' screen appears to select who ordered the medication. The resident's attending physician will be displayed if the ordering physician is on the electronic Prescribing Network. Click **OK** to select this physician. If the ordering physician is not the resident's primary physician, type in the name of the ordering physician to do a search to see if s/he is on the electronic Prescribing network. If the name is found, click **OK**.
    - If the ordering physician is not found, click **OK**; the name you typed will appear in the order.
  21. The 'Choose Other Instruction(s)' form appears. This gives you the opportunity to enter instructions that apply to the entire order. Select the desired options and click **OK**. More than one may be selected by holding the Ctrl key while selecting multiple options.
  22. The 'Pharmacy Lookup' screen appears. Select the pharmacy where the order will be sent and click **OK**. This is required when electronically prescribing orders to a pharmacy.
  23. Click **Save** to save your order.
  24. Click the **^Check MAR** button at the beginning of the screen to automatically open the Electronic Sign screen. You can select **Control** to change the end date to a future date if you want to check that the pattern came out correctly.
  25. Use the **Exit** buttons and close the screen(s) or enter more orders as needed.

Thank you for taking the time to learn more about [how to enter IV medications into ECS](#). Please check out our other videos and documentation for more great information about ECS!