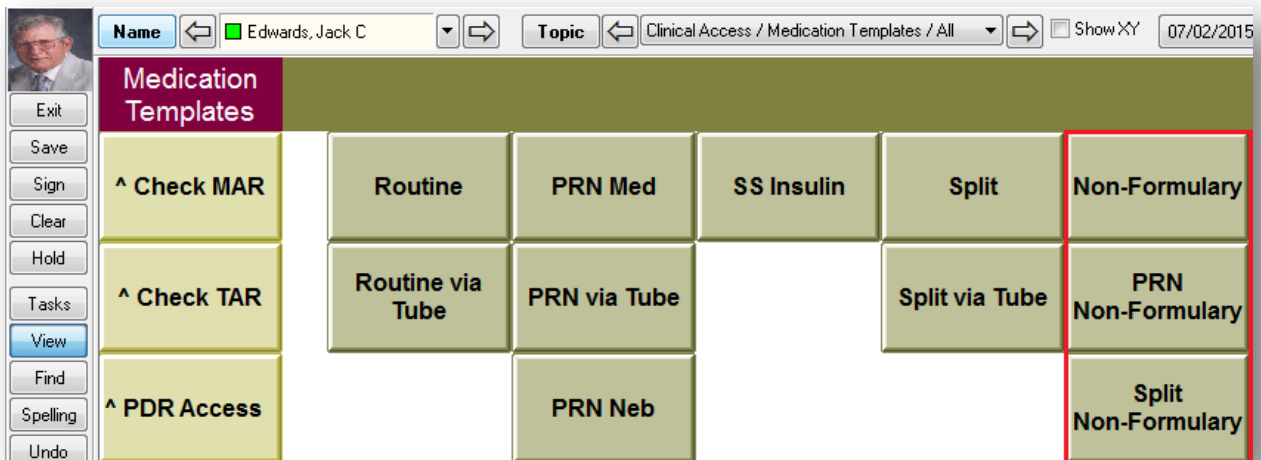


Entering Non-Formulary Medications

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 Non-Formulary Medications](#) in our American Data CARES library. This handout will cover *how to enter non-formulary medications into ECS*. If after reviewing this material, you need further assistance, please contact clinical@american-data.com or 800-464-9942.

Entering a Non-Formulary Med Order

Most medications can be found in the Medi-Span formulary. At times you may have to search for alternate names of the drug (usually generic). A **non-formulary medication** is any medication that *cannot be found in the Medi-Span® formulary*. This is often a compound drug that is formulated by your pharmacy, as in the case of Magic Mouthwash or certain ointments. If you are unable to find a medication that is not made by the pharmacy in the formulary, you should contact your pharmacist or American Data support for assistance before entering it as a non-formulary med.



1. Select the appropriate **Non-Formulary** template button. A Write screen appears with the Choose Medication window presented. Choose an item from the list, or choose 'Other' and type in the name and strength of the medication.
2. For Split orders only, select the type of segment to add (Routine or PRN).
3. The 'Select Dose' form appears. Specify a **dose amount and type**. For example, you may choose '30' and 'ml' or '1' and 'tablet.'
4. A 'Choose Route' list appears. Choose the route and click **OK**.

5. A 'Choose Frequency' list appears. Choose the frequency and click **OK**.
6. For scheduled meds only, an 'Administration Times' form appears. Choose the desired hour(s) for administration. This is also the time to select any MAR-specific items.
 - MAR-specific items appear on the MAR at the time of medication administration.
7. A 'Choose Duration' list appears. Select the duration for the medication and click **OK**. If there is no duration, select *None* and click **OK**.
 - Patterned frequencies may prompt additional information such as weekdays, days of the month, or months.
8. Select a **Start date** for the order (this is the date the medication is started).
 - You must use First Date in every order.
9. For Split orders only, indicate whether you have instructions specific to this dose, and enter them if so.
10. The 'Indication' form appears. There will be no suggested indications listed. Try a search to find an appropriate Indication/diagnosis. All indications are in the Medi-Span® database but may be listed differently than you are accustomed. For example, when taking a multivitamin, it may be appropriate to search for and select 'Vitamin Deficiency Prevention.' Select the indication from the list of matches found.
11. For Split orders only, select the type of segment to add (Routine or PRN) and repeat steps 3-10. When you have no additional segments to add, choose the **Stop Segments** button in the lower right corner. The 'Prescriber Lookup' screen appears. This is where you 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. When the name is found, select it and click **OK**.
 - If the prescriber is not found, click **OK**; the name you typed will appear in the order.
12. The 'Choose Other Instruction(s):' form appears. Select the desired option and click **OK**. More than one may be selected by holding the Ctrl key while selecting multiple options.
13. An 'Is this a Controlled Substance' box appears. Choose **Yes** or **No** and click **OK**.
14. 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.
15. Click **Save** to save your order.
16. 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.
17. 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 [entering non-formulary medications into ECS](#). Please check out other videos and documentation for more great information about ECS!