

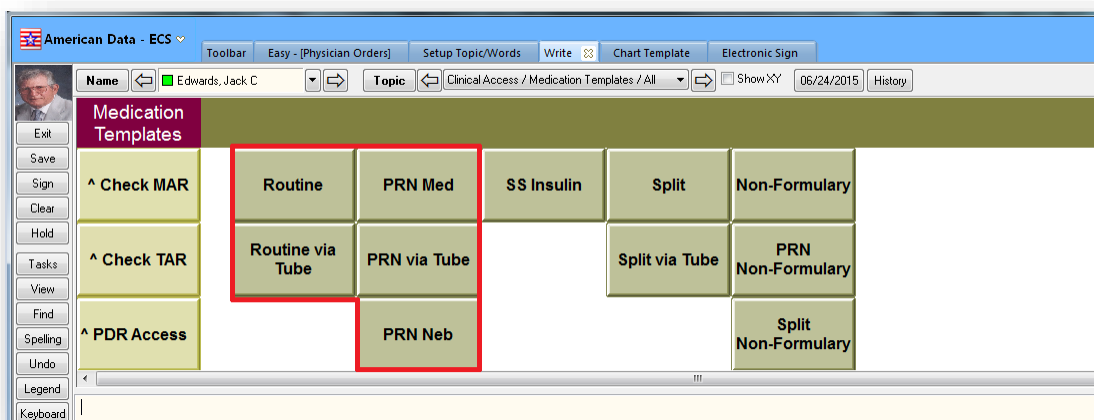
Entering Routine & PRN Meds

A routine medication is any **scheduled medication** of a single strength that can be found in the Medi-Span® formulary. The medication is not combined with a PRN administration order, and it cannot be given in more than one dose, frequency, or duration.

- Use the 'Routine' template for any route except enteral.
- Use the 'Routine via Tube' template for any routine medication that is administered/taken per enteral tube. This will automatically default meds normally given orally to "per enteral tube."

A PRN is any **PRN medication** of a single strength that can be found in the Medi-Span formulary. The medication is not combined with a scheduled administration order, nor can it be given in more than one dose, frequency, or duration.

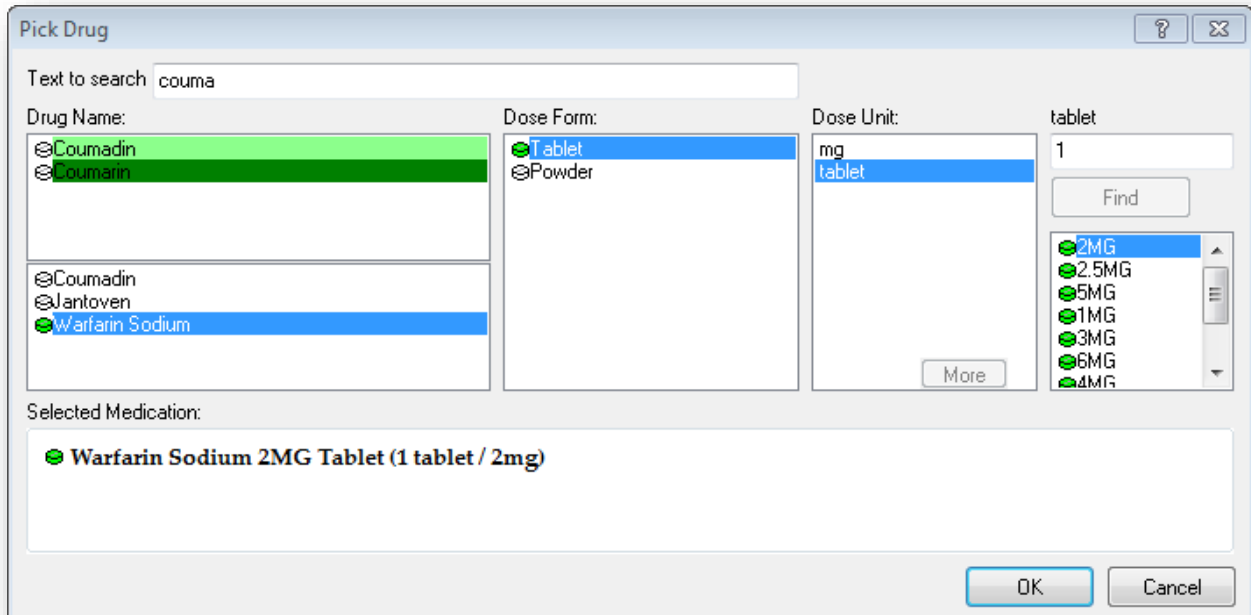
- Use the 'PRN Med' template for any route except enteral and for nebulizers.
- Use the 'PRN via Tube' template for any routine medication that is administered/taken per enteral tube.
- Use the 'PRN Neb' template for all PRN nebulizers. This ensures that the appropriate MAR formatting takes place.



Entering a Routine or PRN Medication Order

1. Select one of the 5 routine or PRN template buttons. A Write screen appears with the Pick Drug window presented. Start typing the name of the medication in the *Text to search* box.
 - Frequently selected drug names will appear with a green background. The most frequently used drugs appear with the darkest green background (e.g., Coumarin in the image below).

- If you are unable to find the medication, even after trying different brand or generic names and contacting your pharmacy or American Data for help, **Cancel** this screen and use one of the Non-Formulary templates instead.



Pick Drug

Text to search: couma

Drug Name:

- ⊗ Coumadin
- ⊗ Coumarin

⊗ Coumadin
⊗ Jantoven
⊗ Warfarin Sodium

Dose Form:

- ⊗ Tablet
- ⊗ Powder

Dose Unit:

- mg
- tablet

More

tablet

1





Find

- ⊗ 2MG
- ⊗ 2.5MG
- ⊗ 5MG
- ⊗ 1MG
- ⊗ 3MG
- ⊗ 6MG
- ⊗ 4MG

Selected Medication:

⊗ Warfarin Sodium 2MG Tablet (1 tablet / 2mg)

OK Cancel

- Click on the desired search result. In the lower Drug Name box, alternate generic and brand names for the same medication are listed. You may select the medication you want from either box.
 - A green pill icon  indicates this specific formulation is currently manufactured and stocked in the pharmacy.
 - A red pill icon  indicates this specific formulation has not been manufactured in over two years.
 - A gray pill icon  indicates this specific formulation has stopped being manufactured within the last two years (so your pharmacy may still have some stock left).
 - A white pill icon  indicates this formulation is currently manufactured and may or may not be stocked in the pharmacy.
- After selecting the medication name, the available dose forms for the medication appear (e.g., Solution, Tablet, or Powder). Select the needed dose form.
- The possible **dose units** for the selected medication (e.g., mg and tablet) appear in the next box. Select the Dose Unit.
- Specify a **dose amount** at the prompt. For example, if you selected tablet, the amount might be "1." If you selected mg, the amount may be "20," or "650."

- If you select the amount of medication you need (e.g., 1 tablet), the strengths that the medication is available in will be listed, for example, 20 or 40, or 35 or 500.
 - Select the strength you need. The complete medication will be listed in the "Selected Medication" box. Note that you can select fractional amounts of a medication.
 - If you selected a dose strength (e.g., 650 instead of "2 tablets"), click **Find** to see the most common combinations of meds to provide the needed dose strength. The most common or appropriate selection(s) will be listed first.
6. The selection will appear in the Selected Medication box. Click **OK** to continue writing the order.
 7. A 'Choose Frequency' list appears. Choose the frequency and click **OK**.
 - Patterned frequencies may prompt additional information such as weekdays, days of the month, or months.
 8. 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.
 9. A 'Choose Duration' list appears. Select the duration for the medication and click **OK**. If there is no duration, select 'None' and click **OK**. Select a **Start date** for the order (this is the date the medication is started).
 10. 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, try additional searches 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.
 - To select more than one indication (e.g. pain, fever), click on the first one and then click **Add** at the bottom of the screen. The selected indication appears in the Picked Indications box. Select additional indications as needed and add them to the Picked Indications box. Click **OK** when you are done; **-or-** Select all indications at once before clicking **Add** and adding them to the Picked Indications box.
 11. 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 or options and click **OK**.



- Use **No Substitutions** when the prescriber notes this in the order.
 - Use **Do Not Fill** when the order is sent to the pharmacy, but it does not need to be filled.
 - Use **Pharmacy Notes** when wanting to send a note to the pharmacy regarding the order.
 - Use **Administration Instructions** to document any additional information, for example, BP parameters.
 - Select **None** when no other instructions are needed.
13. 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 the pharmacy.
14. Click **Save** to save your order.
- If the facility is electronically prescribing orders to the pharmacy, the order will route to the pharmacy except in the following specific situations:
 - i. Any narcotic medication order may not be transmitted via Script v2017071.
 - ii. Any order with a "Pharmacy Note" that exceeds 210 characters must be manually faxed (i.e., step 15 above).
 - iii. Any order that needs to be routed to a pharmacy that is not actively linked to your Script e-prescribing feature (i.e. step 16 above)
 - iv. The prescriber could not be selected from the Prescriber Lookup screen.In any of the above cases, a fax preview will automatically display and should be printed and faxed to the pharmacy after you save the order.
15. 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.
16. Use the **Exit** buttons and close the screen(s), or enter more orders as needed.