



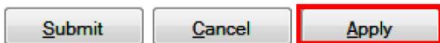
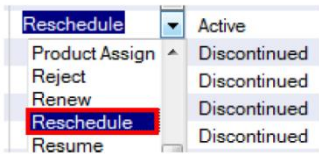
ieMR Advanced

Rescheduling medication times

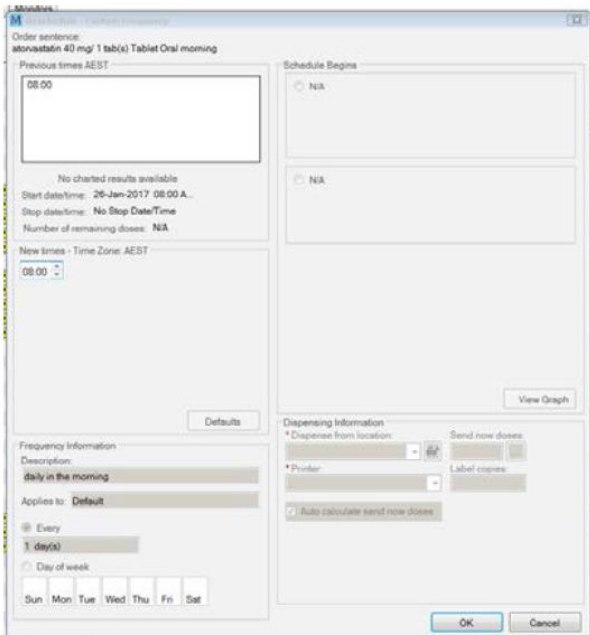
PharmNet

Quick reference guide

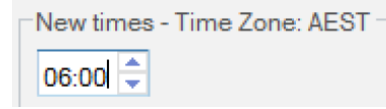
1. Login to the PharmNet.
2. Search for the required patient profile (ensuring you are opening the appropriate patient encounter).
3. From the acute profile, select Reschedule then click Apply. Note, you can only reschedule once you have accepted or verified the order.



4. The following window will appear.



5. From this screen the administration times can be updated in the New Times field.



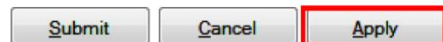
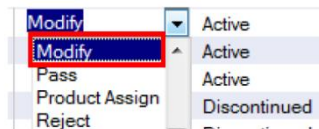
6. Now click OK and then Submit.



Note: It is important that the order sentence and administration time does not conflict. For example, if the order sentence is to take at night but the administration time is 0800 this can lead to confusion.

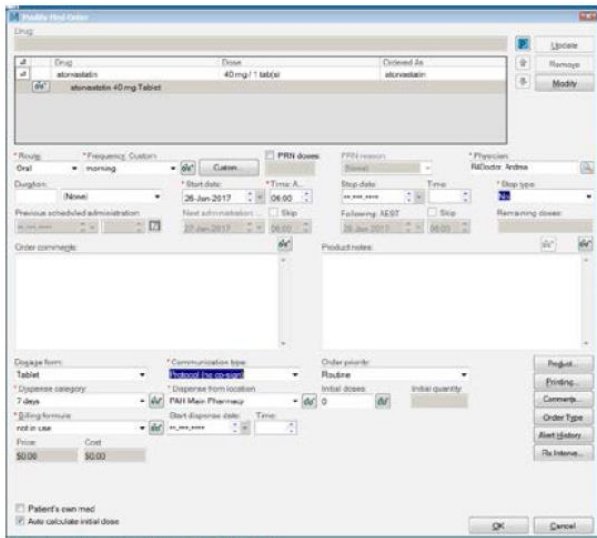
If it is necessary to change the administration time as well as the order sentence, a Modify action must be used as outlined below.

7. From the acute profile, select Modify then click Apply.

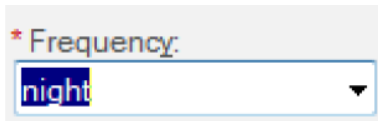


8. The following window will appear:

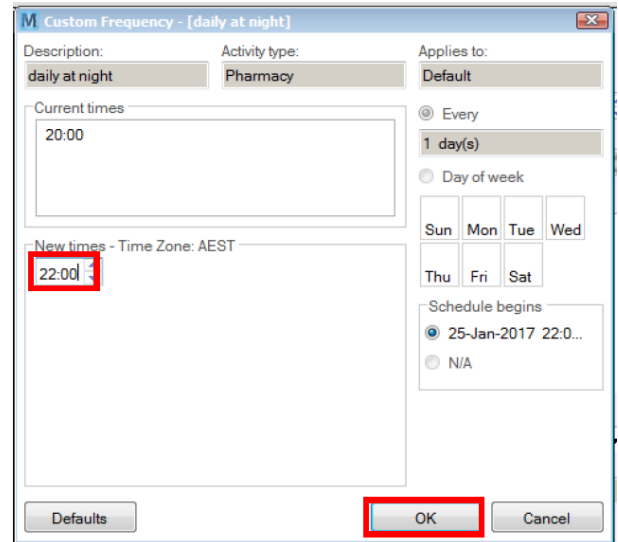
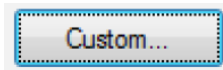




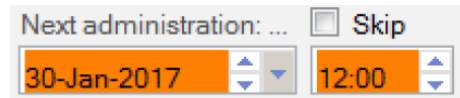
9. From this window, both administration and frequency can be altered.
10. Change the frequency to the desired time.



11. Select **Custom**, specify the desired time in **New times** and click **OK**.



12. Please note, it is important when changing administration times that the patient does not receive a double dose of medication for that day. For example, when changing a morning schedule to a night schedule the patient may have already received their dose for that day. In this scenario, it is important to review the **Next administration** and skip this dose if necessary.



13. Now click **OK** and then **Submit**.



