

Withhold single dose

Medication Management

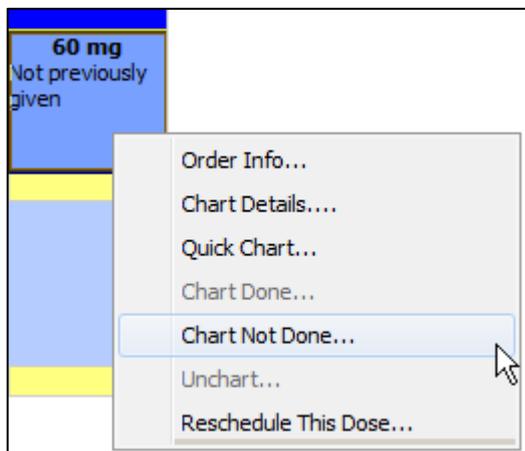
Quick reference guide

Withholding a single dose of medication that is due within the hour

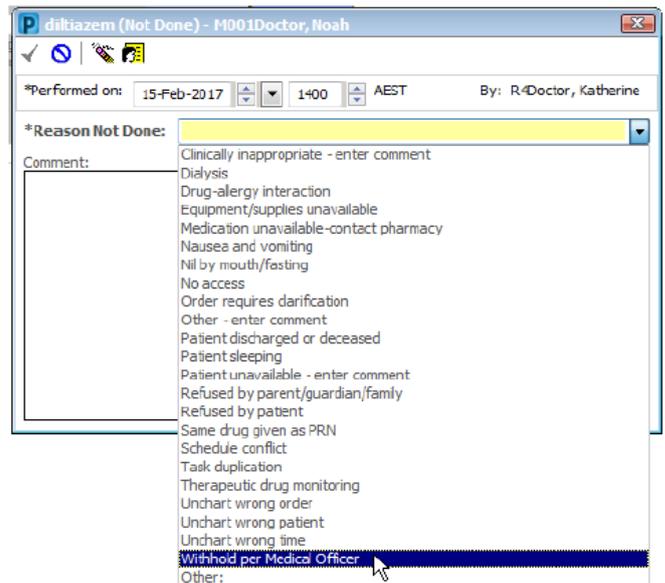
1. Navigate to the *MAR*.

Medications	16-Feb-2017 8:00 AEST	15-Feb-2017 20:00 AEST	15-Feb-2017 18:00 AEST	15-Feb-2017 14:00 AEST
Scheduled				
diltiazem (diltiazem 60 mg oral IMMEDI... 60 mg = 1 tab(s), Tablet, Oral, THREE times a day, start: 02/15/17 14:00:00 AEST, Indication: hypertension diltiazem	60 mg Not previously given	60 mg Not previously given		60 mg Not previously given
metformin (metformin 500 mg oral IMM... 500 mg = 1 tab(s), Tablet, Oral, TWICE a day (with or after food), start: 02/15/17 18:00:00 AEST, Indication: diabetes To be taken with or soon after food. metformin	500 mg Not previously given		500 mg Not previously given	

2. Right-click on the task for the dose that you want to withhold and select Chart *Not Done*.



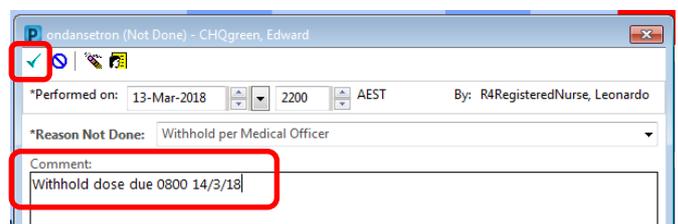
3. From the *Reason not done* drop-down menu, select *Withhold as per medical officer*.



4. In the comments field you must document the scheduled time and date of the medication that you wish to withhold.

Note: The comment is particularly important for medications that are due > 2hrs in the future, as the administration task will be removed from the MAR. The comment will indicate clearly that the intention was to withhold the medication.

5. Click the green tick and then refresh your screen.



The administration task will disappear and **Chart Not Done** appears on the action line.



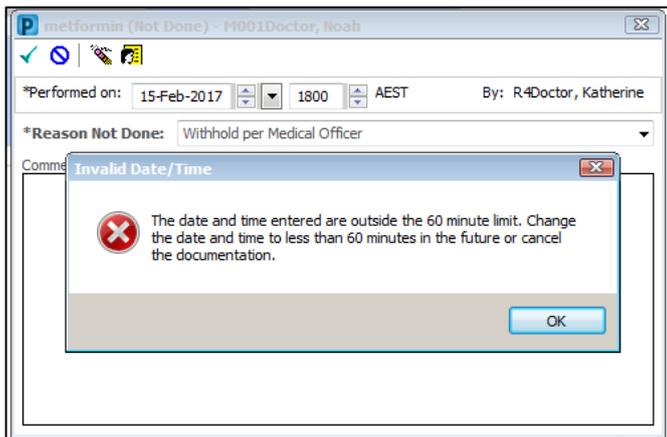
Note: Hover over the cell to see more information. Double click on the cell to view an information screen.

Withholding a single dose of medication that is scheduled more than sixty minutes into the future

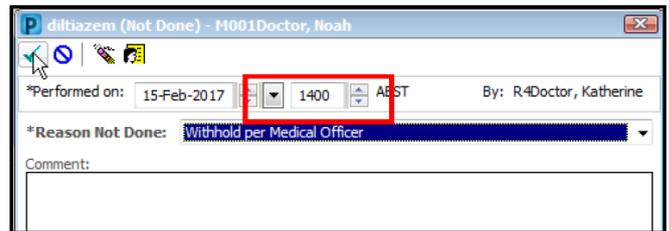
It is possible to withhold a future dose that is scheduled for administration more than one hour into the future.

To withhold this dose, follow the previous steps one to three.

If you attempt to sign your **Chart not done** action more than sixty minutes into the future, you will receive the following message:



- To finalise withholding your dose, you are required to manually change the time field (as below) so that the new time is within 60 minutes of the current time.



- Remember to document the scheduled date and time to the dose that you intend to be withheld
- Click sign.

