

Charting Medication during Downtime:

During downtime charting is done on paper. Paper MAR's can be obtained a number of ways:

- IS will print them to the unit's printer or hand deliver via runner
- Blank paper MAR's are available in the Downtime Survival Kit (form #1367 intranet)
- Staff can print a patient's MAR from 724 Access (see page 3 of this instruction sheet)

***Please note that information on the printed paper MAR's need to be verified because depending on when the downtime begins, the information on the pMAR (paper MAR) could be as up to date as one minute ago or as old as one hour.

Instructions for Paper MAR use:

- Log into 724 Access or Read Only and compare the pMAR to the eMAR, make changes to the pMAR as needed:
 - Orders that have not been verified in PowerChart will not appear on the pMAR; they will be on the eMAR with a mortar and pestle icon. Write these on the pMAR.
 - Check the paper orders to be sure all medication orders are on the pMAR; write any missing medication on the pMAR.
- Verify that the last dose information is correct.
- Before a printed MAR is available, the nurse will use a blank MAR to document any medications given. The information on this form should be transcribed onto the downtime pMAR.
- When Downtime extends beyond the date and time of the last column of the downtime MAR (see below) continue to use the same MAR, recording in **Red** ink med administrations with date and time.
- When downtime is extended beyond the last 0700 column again, rewrite the MAR using a blank MAR

***CareMobile Downtime and PowerChart is up:

1. Paper MAR s will be sent to the unit printers to use as a guide
2. Chart on the "open" (unlocked) MAR. See 'Back Charting Medications following Downtime' next page.

Sample Downtime MAR

Munson Medical Center		MEDICATION ADMINISTRATION RECORD					
CERNTESTEMAR, MICHAEL		MRN: MM002630	Loc: N2 ,243 B	Weight: 0	DOB: 08/30/1960		
Allergies: No Known Allergies.		Acct #:MM0532500001	Admit Diag.: CHF,CHF	Height: 0			
Report As Of 01/05/2006 11:19		MAR Check Signature		Date: 12/30/05			
Report As Of 12/30/05 10:00				12/31/05			
Time	Medication	0701 - 1059	1100 - 1459	1500 - 1859	1900 - 2259	2300 - 0259	0300 - 0700
12/13 1500	Alprazolam (Xanax) 0.5 mg = 1 Tab Oral QM CALL Avoid taking grapefruit juice No doses given since admission			Discontinue			
12/13 1445	Famotidine (Pepcid) 20 mg = 1 Tab Oral BID No doses given since admission	09:00			21:00		
12/13 1445	Multiple Vitamins (Daily Multiple Vitamins) 1 Tab Oral Daily Give with Iron as substitute for _____ 1 tab at 0900 No doses given since admission	09:00					
12/14 1017	Amiodarone (Cordarone) 200 mg = 1 Tab Oral BIDM Take with food No doses given since admission	08:30		17:30			

Last charted entry 1 tab at 12/30/05 09:00 by shintz

Last dose given is noted on downtime MAR.

Signature	Initials	Signature	Initials

Initial all entries
Circle if not given, reschedule = write focus note

A = PR off unit R = Refused
S = Sleeping NSA = Med Not Avail.
N = NPO M = Withheld w/ note

*See Focus Notes

Check Dumasie Code for Injection Site

1. Lt Arm	2. Rt Arm
3. Lt Gluteal	4. Rt Gluteal
5. Lt Anterior Thigh	6. Rt Anterior Thigh
7. Lt Lateral Thigh	8. Rt Lateral Thigh
9. Lt Ventrogluteal	10. Rt Ventrogluteal
11. Lt Abdomen	12. Rt Abdomen

Patient: CERNTESTEMAR, MICHAEL
Printed date: 01/05/06 at 1119


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Back Charting Medication Following Downtime:

All medications given during downtime must be entered into PowerChart regardless of the length of downtime. After charting, place the pMAR in the “to be shredded” recycle bin.

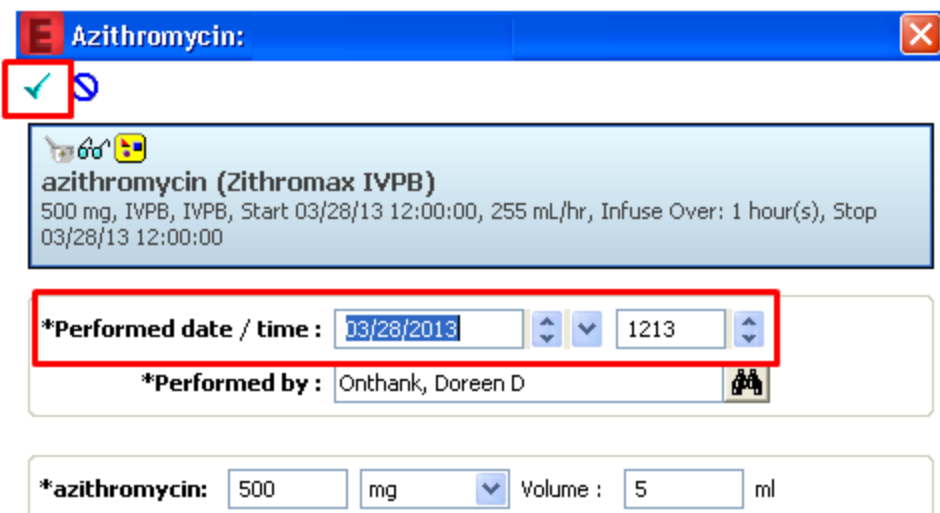
Exception: If the clinician who administered the med has gone off shift, the clinician caring for the patient will electronically document the meds given. The pMAR will be retained in the paper chart as the record of who gave the meds. Record on the pMAR that the meds have been entered electronically.

Instructions to back chart Medications using the ‘open’ (unlocked) MAR

1. Click on the individual scheduled medication task to chart. 
***Do not use Quick Chart on MAR (a right click option)
2. For PRN and Continuous IV's click on the “Pending task” in the current time column to chart.

Medications	10/19/12 19:51	Medications	10/19/12 19:51
PRN acetaminophen (Tylenol TAB) 650 mg, Oral, Tab, q4hr, PRN Mild Pain, Start 02/20/12 11:31:00, Routine Maximum acetaminophen should not exceed 4gr.	650 mg Not given within 7 days.	Continuous Infusions Dextrose 5%-Sodium Chloride 0.45%+KCl 40 mEq/L IV SOLN 1,000 mL 1,000 mL, IV, Start 02/20/12 11:30:00, 100 mL/hr Routine	Pending Not given within 7 days.

3. Enter the correct time and details for each medication/IV in the charting window; then click the sign button to chart.



Azithromycin:

azithromycin (Zithromax IVPB)
500 mg, IVPB, IVPB, Start 03/28/13 12:00:00, 255 mL/hr, Infuse Over: 1 hour(s), Stop 03/28/13 12:00:00

*Performed date / time : 03/28/2013 1213

*Performed by : Onthank, Doreen D


*azithromycin: 500 mg Volume : 5 ml

Do NOT use Quick Chart or Chart on PAL!

Printing the MAR from 724 Access

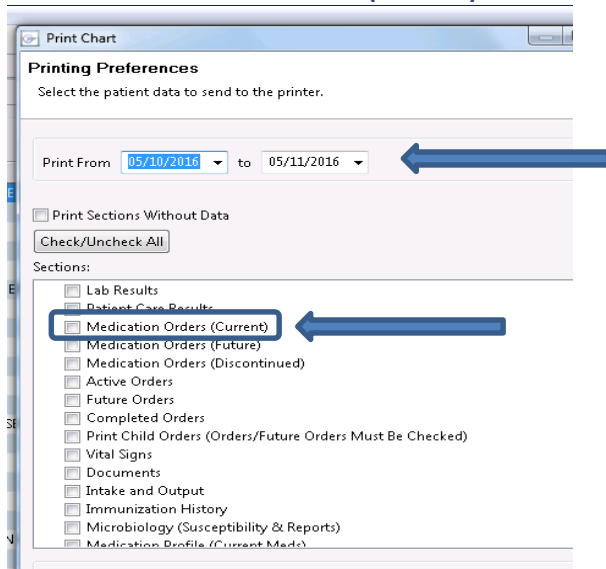
Instructions:



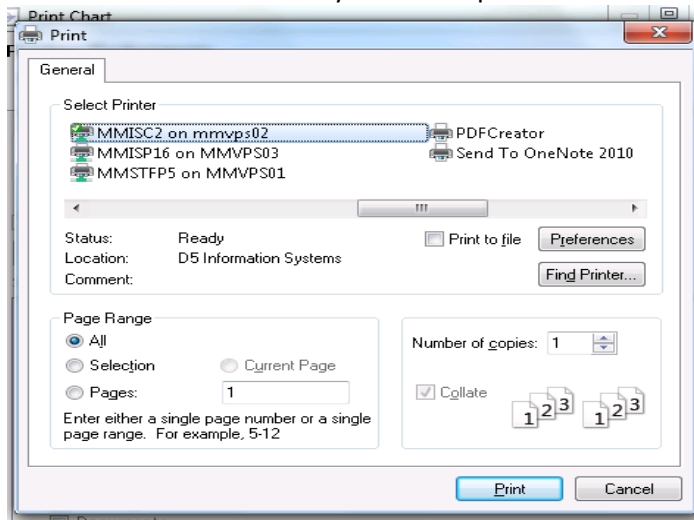
- Sign into 724 Access Computer (the Candy Striped Machine) clicking the icon shown above; complete login instructions are under the keyboard 😊
- Open the patient chart for whom you wish to print the MAR.
- Select the print chart button at the top of the screen 

Printing preferences are presented. Verify the date range that you wish to have included on the MAR.

Select the **Medication Orders (Current)**



- Select Finish
- Choose the Printer you wish to print to.



- Click Print