

QRG128 - Quick Reference Guide for Prescribing General, PRN and Freetext Medications



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Ordering an Inpatient Medication with an Order Sentence

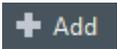
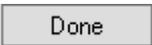
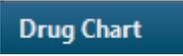
1. Click on **Requests/Care Plans**  in the left Menu
2. Click **Add**  to launch the **Add Order** search window
3. In the **Search** field enter the first few characters of the required medication
4. Select the required order sentence from the dropdown list
5. Continue to search and select additional medications that need to be prescribed for the patient if required.
6. When all medications have been selected click **Done** 
7. Review and complete the missing required mandatory fields
8. Click **Sign**  to complete the order
9. Click on **Refresh**  The order(s) will now display an '**Ordered**' status
10. Navigate to the **Drug Chart**  where the medication (s) will display

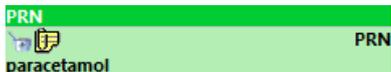
Ordering an Inpatient Medication without an Order Sentence

If the order sentence that you require is not listed, you can enter the dosing information manually via the order entry format

1. Click on **Requests/Care Plans**  in the left Menu
2. Click **Add**  to launch the Add Order search window
3. In the **Search** field enter the first few characters of the required medication
4. Select the medication without an order sentence (No grey writing beside medication)
5. When the **Order Sentences** window displays select **(None)**
6. Click **OK** then click **Done** 
7. Complete the required mandatory fields in the **missing details** window
8. Click **Sign**  to complete the order
9. Click on **Refresh**  The order(s) will now display an '**Ordered**' status
NOTE: It may be easier to select a medication with an order sentence and then amend the information as required
10. Navigate to the **Drug Chart**  where the medication (s) will display

Ordering a PRN Inpatient Medication

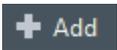
1. Click on **Requests/Care Plans**  in the left Menu
2. Click **Add**  to launch the Add Order search window
3. In the **Search** field enter the first few characters of the required medication
4. Select a **PRN** order sentence. Alternatively, choose an order sentence with a regular frequency and amend the **PRN** field to **Yes** enter a reason in the **PRN reason** field
5. Click **Done** 
6. Review order details and click **Sign**  to complete the order
7. Click on **Refresh**  The order(s) will now display an '**Ordered**' status
8. Navigate to the **Drug Chart**  and **PRN** doses are displayed in green

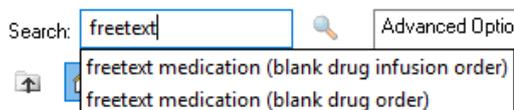


Prescribing Freetext Medication

Freetext medication should only be used as a last resort when a medication is not available in the order catalogue. If you are unable to find an item in the order catalogue, please make sure you are searching by the generic name. If a specific brand is required, please select as appropriate

NOTE: Freetext medication will NOT have allergy or interaction checking

1. Click on **Requests/Care Plans**  in the left Menu
2. Click **Add**  to launch the Add Order search window
3. In the **Search** field enter **Freetext** and select either **freetext medication (blank drug infusion order)** OR **freetext medication (blank drug order)**



4. An Interaction Checking cannot be performed message displays, click **OK**
5. Click **Done** 
6. Complete the required fields in the **Details / Continuous Details** window

7. Click on **Refresh**  The order(s) will now display an '**Ordered**' status
8. Navigate to the **Drug Chart**  where the medication or infusion will display