

ieMR Downtime: Recovery Activities – Transcribe Medication Orders

Quick Reference Guide

Medications ordered during an ieMR Downtime need to be transcribed once the ieMR is accessible. This task requires two nurses.



Remember: await notification prior to accessing ieMR post a Downtime

New Medications

1. Go to *Orders* and select **Add + Add**
2. Search for the medication that was ordered by the Doctor during ieMR Downtime
3. A pop up window will appear prompting you to input the *Ordering Physician*
4. Under *Physician name*, enter the name of the Doctor who ordered the medication
5. Under *Communication type*, select *Co-sign Required* and click **OK**



If the above pop-up window does not appear, right click on the order and select *Ordering Physician*

6. Change the *First dose/time* to reflect the order

7. A second nurse must fill in the *Nurse Witness* field

Nurse Witness:

8. Fill in the mandatory fields (eg *Indication*)
9. Click *Sign* and enter your password
10. Once completed, write *'Transcribed'*, with a date, time and two nurse initials on the Downtime Medication Report or relevant paper. This allows clinicians to be aware this has been updated in the ieMR

Infusion Rate Change

1. Go to *Orders*
2. Right click on the medication order that was modified during ieMR Downtime. Select *Modify*
3. A pop up window will appear prompting you to input the *Ordering Physician*
4. Under *Physician name*, enter the name of the Doctor who ordered the medication
5. Under *Communication type*, select *Co-sign Required* and click **OK**




If the above pop-up window does not appear, right click on the order and select *Ordering Physician*

6. In the Order Details tab you will be required to fill in the mandatory fields highlighted in yellow.
7. In the *Duration unit* field, select *bag(s)*
8. In the *Duration from now to end point*, enter a numeric value of 1

9. The second nurse witness will need to enter their details in the *Nurse Witness* field
10. Next, click on the *Continuous Details* tab. Click into the *Rate* field and type the new rate
11. Navigate to the *Order Comments* tab and write '*DOWNTIME – Rate changed at xx on yy – see paper order*'
12. Click on *Orders For Signature*. This will give you the opportunity to review the transcribed order to ensure it matches the paper order
13. Click *Sign* and enter your password

Ceased Medications

14. Go to *Orders*
15. Right click on the medication order that was ceased during the iEMR Downtime. Select *Cancel/Discontinue*
16. A pop up window will appear prompting you to input the *Ordering Physician*
17. Under *Physician name*, enter the name of the Doctor who ordered the medication
18. Under *Communication type*, select *Co-sign Required* and click *OK*

 If the above pop-up window does not appear, right click on the order and select *Ordering Physician*

19. Fill in the *Cancel reason*
20. In the *Comments* box write '*DOWNTIME – medication ceased at xx. See paper documentation*' along with the nurse witness' name and designation

*Cancel reason:

Comments:

21. Click on *Orders For Signature*, then click on *Sign* and enter your password
22. Once completed, write '*Transcribed*', with a date, time and two nurse initials on the Downtime Medication Report or relevant paper. This allows clinicians to be aware this has been updated in the iEMR