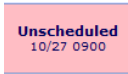


ED eMAR

Unscheduled Med Administration

1. Highlight the medication on the eMAR (No scanning.)
2. Click into the **Next Sched** cell of the medication.
3. Click the **Unscheduled Administration** footer button.
 - a. Result: A new entry titled **Unscheduled** was added to the top row.

Schedule Date	Schedule Time	Dose	Frequency
✓ Unscheduled		20 MG	BID
05/22/2016	0900	20 MG	BID
05/22/2016	2100	20 MG	BID

4. Click **OK** to return to the main eMAR screen.
5. On the eMAR, the **Next Sched** cell contains **Unscheduled**.
 - This is the schedule date and time you will be documenting against.
6. Ask the patient to confirm their name. If scanning, scan the armband barcode and then scan the medication barcode and administer the med. If not scanning, administer the med and then click **Administer**.
7. Click the **Admin Comments** footer button. Type a reason for the unscheduled admin.
8. Click **OK**.
9. Click **Save**.
10. Result: The administration is recorded, the Total Dose count is updated, and the schedule has not been disrupted.

Warning DO NOT DOCUMENT AGAINST A FUTURE DOSE: If a current dose is not available on the eMAR **Next Sched** cell, then setup and document an **Unscheduled Administration**. An **Unscheduled Administration** allows you to document a dose without disrupting the drug's scheduled doses. Stealing a future dose can result in missed doses.