

# 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** button.
4. Result: A new entry titled **UNscheduled** appears in the top row. Click **OK** to return to the main eMAR screen.

Schedule Date	Schedule Time	Dose	Frequency
✓ UNScheduled		20 MG	BID
05/22/2016	0900	20 MG	BID
05/22/2016	2100	20 MG	BID
5. On the eMAR, the **Next Sched** cell contains **UNscheduled**, which you will be documenting **against**.
6. Ask the patient to confirm their name and then scan the armband barcode. Next, scan the medication barcode and administer the med.
7. Click the **Admin Comment** footer button. Enter a reason for the unscheduled admin.
8. Click **OK > Return > Save**.
9. Result: The administration is recorded and Total Dose count is updated.

**DO NOT STEAL A FUTURE DOSE:** If a current dose is not available on the eMAR **Next Sched** cell, 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.