

# FIVE RIGHTS OF MEDICATION ADMINISTRATION

**RIGHT PATIENT**

**RIGHT MEDICATION**

**RIGHT DOSE**

**RIGHT TIME**

**RIGHT ROUTE**

## **Barcoded Medication Administration (BCMA)**

- The goal of BCMA is to make sure that patients are receiving the correct medications at the correct time by electronically validating and documenting medications, thus reducing medication errors.
- Using BCMA to verify patient armbands and medications is a safety check designed to protect our patients, our nurses, and therapists.
- When you bypass the system by using a work around such as scanning a sticker, rather than the patient's armband, you intentionally choose convenience over patient safety.

## **Ways to Avoid Low Scanning Rate**

- If a medication is multiple dose, scan all the doses, i.e., scan both tablets of Norco or Tylenol
- If a medication is 1.5 tabs or 2.5 tabs, scan the higher number of tabs and change the dose to 1.5 or 2.5
- If an antibiotic is profiled as a vial and a diluent, scan both the vial and the diluent.
- If the barcode of a compound medication cannot be scanned please make a copy of the barcode and scan it to pharmacy and inform you Charge Nurse.
- If a barcode cannot be scanned, please make copy of the barcode and scan to pharmacy and inform you Charge Nurse
- If you have any equipment issues please call \*2844 or put in a ticket at the HNMC Intranet.

# TYLENOL POPUPS

STATUS	ROUTE	SCHEDULE			
A	03/07/17 1000	Tylenol 650 mg PO Q6H PRN (PAIN 4-6)			
	04/06/17 1001	Acetamino... (Give 2 TABLETS of 325 mg)			
Active					
New Order		**MAX DOSE =4000 MG/DAY**			
	02/26/16				
Active					

1. Key in Temp and press F9 for method
2. Press F12 if you are giving Tylenol for Pain

A	Start	Stop	Medication	Sched Time	Today	Thu	
Status	Route	Schedule			03/07	03/08	03/09
A	03/07/17 1000		Tylenol 650 mg PO Q6H PRN (PAIN 4-6)				
	04/06/17 1001		Acetamino... (Give 2 TABLETS of 325 mg)				
Active							
New Order			**MAX DOSE =4000 MG/DAY**				
	02/26/16 1430		morphine PF S... 4 mg IV Q4HR PRN CBTP)				
Active							
	10/21/15 1145						
	10/21/15 1146						
Discontinued							
Stop Date							
A	11/30/15 1745						
			1 bags				
Discontinued							
Stop Date							

3. If you are giving Tylenol for Pain, be sure to document pain assessment.

OR

4. If you are giving Tylenol for fever and have answered the previous pop-up, Press F12 and exit this screen

**MOST IMPORTANT – SCAN THE SECOND PILL when this screen pops up.**

**Dose Verification**

Tylenol 650 mg PO Q6H PRN (PAIN 4-6)

Forms	Qty (MG)	Total
TYLENOL 325 MG TABLET	1	325

**DO NOT** Change the Admin Dose

Dose Instructions

Bar Code Scan		Admin Dose	325	MG
Total Scan	325	Ordered Dose	650	MG

1. Make sure the Cursor is here

2. Scan the second dose. The Admin Dose will change to 650 AFTER you have scanned.

# MEDICATIONS TO BE GIVEN AT HALF DOSE

Dose Verification

Eliquis 2.5 mg PO BID

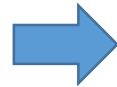
Forms	Qty (MG)	Dose	Total
ELIQUIS 5 MG TABLET	1	5	5

Dose Instructions

Bar Code Scan  Admin Dose 5 MG  
Total Scan 5 Ordered Dose 2.5 MG

1. When giving half the dose of the pill, be sure to scan the whole dose

2. Then **CHANGE THE ADMIN DOSE** to the Ordered Dose



Bar Code Scan  Admin Dose ~~5~~ 2.5 MG  
Total Scan 5 Ordered Dose 2.5 MG

## Multiple Tab/vial Medication Scan Example

Dose Verification

Deliasone, Driasone 12.5 mg PO DAILY

Forms	Qty (MG)	Dose	Total
DELIASONE, DRIASONE 5 MG TABLET	1	5	5

Dose Instructions

Bar Code Scan  Admin Dose 5 MG  
Total Scan 5 Ordered Dose 12.5 MG

**DO NOT** Change the Admin Dose

Order dose is 12.5mg. Dose on hand is 5mg:  
1. Scan the 5mg Medication

Bar Code Scan  Admin Dose ~~5~~ 12.5 MG  
Total Scan 15 Ordered Dose 12.5 MG

3. Then **CHANGE THE ADMIN DOSE** to the Ordered Dose

Bar Code Scan  Admin Dose 15 MG  
Total Scan 15 Ordered Dose 12.5 MG

2. Scan the medication 2 more times (SCAN THE HIGHER NUMBER). The Admin Dose will change to 15 AFTER you have scanned.

# IV ANTIBIOTIC

Compounding Verification ✕

Rx #	14811400	Acct #	BH9019827029	Loc	B.PRE	U #	BH00777264
Patient	CPOE,ADULT	Ag/Sx	37/F	Rm		Reg	06/01/15
Ord Type	INP PIGGY BACK.	Status	PRE IN	Bed		DIS	

Bag Type

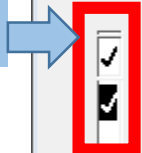
Total Dose/Vol	Sig/Rate	Route	Start	Stop
100 ML	Q4HR	IV	03/07/17-1030	03/21/17-1031

Medication	Ordered Dose
<input checked="" type="checkbox"/> ZOSYN	3.375 GM
<input checked="" type="checkbox"/> SODIUM CHLORIDE 0.9% 100 ML MINIBAG	100 ML

Scanned ingredients match ingredients in physician's order.  
You must manually verify that dose in hand matches dose ordered.

Bar Code Scan

Ensure there are checks next to both the Vial and the Bag



# EXAMPLE OF BULK MEDICATIONS: Flonase, Eye Drops, Venelex Ointment

Dose Verification

Flonase Nasal Spray 2 spray NASAL BID

Forms	Qty	Dose (SPRAY)	Total
FLONASE NASAL SPRAY 1 SPRAY SPRAY	2	1	2

Dose Instructions

Bar Code Scan

Total Scan 2

Admin Dose 2 NASAL.SPRY

Ordered Dose 2 NASAL.SPRY

Unlike Tylenol, where the Admin Dose is auto-populated, for Bulk Meds, you have to key it in.

Document Rx # 14812281

Flonase Nasal Spray 2 spray NASAL BID

Non-Scheduled  
 Scheduled

03/12/17-0900

Given  
 Not Given

Administration 03/13/17 1619

User hcaIT.CL

Text

Site

Dose 2

Units NASAL.SPRY

Document Cancel

When giving Flonase, Check the Ordered Dose. If 2 Sprays are ordered, ensure that 2 Total Scan field shows 2.

# MEDICATION ADMINISTRATION PROCESS

## MEDICATION ADMINISTRATION PROCESS:

1. Acknowledge Order (s)
2. Take medications and laptop (wow) to the patient's bedside.
3. Access eMAR, enter you pin
4. **Scan** patient's barcode **armband**
5. **Scan** the barcode on each **medication(s)** package.
  - a. It will ask you if you wish to acknowledge the medication prior to documenting
  - b. Click **Acknowledge**.
  - c. Compare the physician order with the medication information the pharmacist entered and verified that they match. Click **Acknowledge**.
  - d. The document RX box appears. Complete all documentation and Click **SUBMIT**
6. An asterisk \* is next to the time. The medication barcode shows to the left of the medication. Click **SUBMIT**
7. Review the medication administration details one more time,
8. Click **SAVE AND RECOMPILE** or SAVE AND EXIT (SAVE AND RECOMPILE IS BEST FOR DOUBLE CHECKING THAT ALL MEDS HAVE BEEN SCANNED)

Order #	Medication	Sched Time	Today	Next	Next
103/11/13 0000	Decadron 100 mg PO QD	0900	0900	0900	0900
103/11/13 0000	Lorazepam 0.125 mg PO QD	1000	1000	1000	1000

Order #	Scheduled Date-Time	Administered Date-Time	Given	Onset/Outcome
103/12 1130	03/12 1130	03/12 1454	Yes	4.00115
103/11 0000	03/11 0000	03/12 1513	Yes	1.00020
103/11 1000	03/11 1000	03/12 1520	Yes	0.125.00

Barcode will appear next to the patients name when Armband is scanned

Barcode will appear when medication is scanned

Allergy Codeine, Penicillins  
 Diagnosis CHF  
 Tuesday March 12, 2013 1450

Start	Stop	Medication	Sched Time	Mon	Tue	Wed
03/11/13 0900		Docusate Sodium 100 mg PO DAILY Docusate So... (Give 1 UOCAP of 100 mg)	0900		0900	0900
03/11/13 1000		Lanoxin 0.125 mg PO DAILY 1000	1000		1000	1000
03/11/13 1200		LANOXIN 0.125MG TABLET... Nitro-Bid 2% Ointment 1 on TOPICAL. QM	1200	1200	0600	0600
03/12/13 0900		1 GRAM = 1 GEM Methotrexate 2.5 mg PO DAILY	0900		1800	1800

Document | Ack | Drug Data | eMAR Reports | **Submit**

Once all medications have been scanned  
Click **SUBMIT**

**ALWAYS**  
Review all the medications you are documenting.  
Check mark should appear to the left of each medication.  
If there is no check mark, the documentation will not save.

**\*\*\*If no check mark, Save and Recompile to save other documentation, then rescan unchecked medication\*\*\***

If you need to remove a medication click the check mark and it will disappear. The documentation on this medication will not be saved.

Allergy Codeine, Penicillins  
 Diagnosis CHF  
 Tuesday March 12, 2013 1524

Orders	Scheduled Date-Time	Administered Date-Time	Given	Dose/Volume
<input checked="" type="checkbox"/> Humulin R SUBQ BICARBEDINE	03/12 1130	03/12 1454	Yes	4 UNITS
<input checked="" type="checkbox"/> Docusate So., 100 mg PO DAILY	03/11 0900	03/12 1513	Yes	100MG
<input checked="" type="checkbox"/> Lanoxin 0.125 mg PO DAILY 1000	03/11 1000	03/12 1020	Yes	0.125 MG

Return to eMAR | Save and Exit | **Save and Recompile**

**ALWAYS SAVE AND RECOMPILE**  
This will file the documentation and take you back to the eMAR SCREEN.  
Take time to review the MAR to verify that all documentation has been saved.



## **Edit Administration**

1. Click **administration time** of medication to Edit
2. Change and/or add information and data in pop-up box
3. **File** –F12 or Click
4. Click **Edit**
5. Click **Submit**
6. Click **SAVE AND RECOMPILE** or **SAVE AND EXIT**

## **Undo Administration**

1. Click administration time of medication to Undo
2. Click Not Given
3. Document Reason medication not given
4. May File – F12 or
5. May Click Text or Undo to add additional information – F12
6. Click Submit
7. Click Save and Recompile or Save and Exit

## **Quick Charge Documentation**

\* Done when the medication was verbally ordered but is not yet in Emar

1. Scan the patient's armband
2. Click: **Other** button
3. Select Quick Charge/Doc
4. Fill in Order Doctor and press enter
  - a. Enter MED type – and scan med and fill out queries
5. Click **F12 twice to File**

## **Medication NOT Given**

1. Find the medication on the Emar
2. Select **Other/Manual Barcode or Scan** patient's **armband**
3. Click the **selected time** for documentation
4. Click the **Sched time**; be sure cursor is on correct date
5. Review information on informational box
6. Click **Not given**
7. Enter **Reason** (required)
8. Click **Document**
9. Click **Submit**
10. Click **Save and Recompile** or **Save and Exit**

## **Computer Downtime**

1. Medication documented on paper MAR.
2. Find the medication on the eMAR
3. **Scan** the patient's barcoded **armband**
4. Click: the selected time for documentation
5. Click: the Administration time – document time medication administered to patient.
6. Click: **Text: Document Computer Down Time**
7. May **File** –F12 or
8. Click: **Document**
9. Click: **Submit**