

Medications Administered in the Office

Last Modified on 02/15/2024 2:19 pm EST

Version 21.3

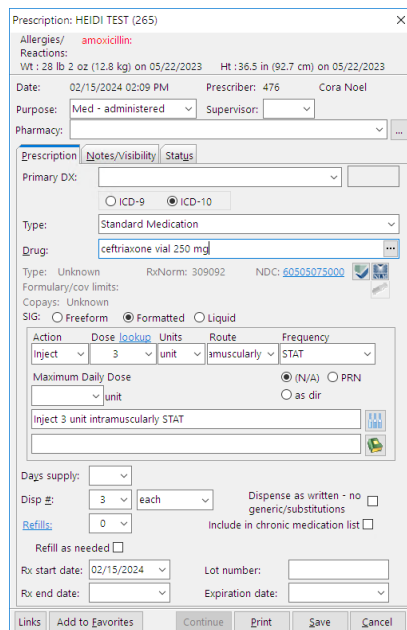
Path: Clinical, Billing, or Practice Management tab > Patient Chart button > Encounters tab > Open Note button > Orders

Overview

This article demonstrates best practice when a medication is administered in the office during a visit. For ease of documentation and coding, it is recommended that templates are used.

Medication Order Workflow

1. From **Orders**, click the drop-down in the **All templates** field or begin typing the name of the medication template, select the template from the list.
2. Click **OK** in the Apply Template Dialog box.
3. Double-click the medication being administered from the Order Worksheet or the Med tab. The **Prescription Writer** window opens.
4. Select **Med - administered** in the Purpose drop-down and make changes, if necessary.
5. Click **Save**.



6. Click the **Other** tab then the **Add** button and complete the following.
 - a. In the Task Name/Description field, type the medication name and dosing.
 - b. Confirm the Task Type selection is Checklist.
 - c. Click the drop-down and select the Department that will administer the medication.
 - d. Click the **Save** button.
 - e. Repeat the above steps for additional medications.
7. Click the **Create** button.
8. Click **Coding** in the patient's encounter note to confirm the CPT codes for the medication.

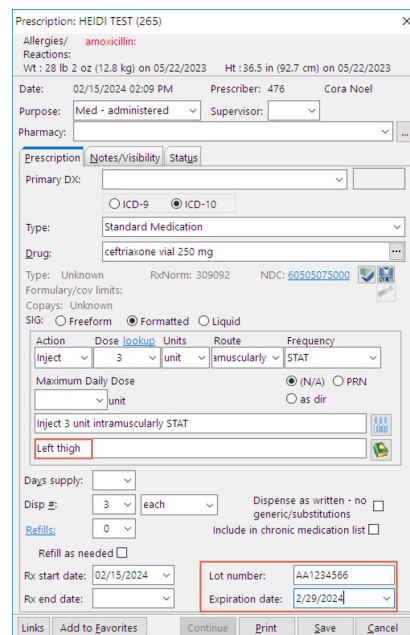


Note: If the administration code and medication code are not populated on the medication template that was layered on to the Encounter, it is ultimately the responsibility of the Provider to ensure proper coding is placed in the Services and Procedures Coding window of Coding.

9. Click **Exit** to save the note.
10. Once the medication has been administered, finalize the visit note.

Complete the Medication Administration and Task

1. From Patient Tracking, review the task to administer the medication. Once the medication has been administered, complete the below steps.
 - a. Navigate to the Patient's chart and click **Medications**.
 - b. Select the medication, click the **Edit** button and complete the below information.
 - **(Optional) Site of administration:** The site where the medication is administered is entered on the second line of the SIG.
 - **Lot Number:** Click into the Lot number field and enter the lot number.
 - **Expiration date:** Click in to the Expiration date field and enter the expiration date.
 - c. Click the **Save** button.



Prescription: HEIDI TEST (265)

Allergies: amoxicillin

Reactions: WT : 28 lb 2 oz (12.8 kg) on 05/22/2023 Ht : 36.5 in (92.7 cm) on 05/22/2023

Date: 02/15/2024 02:09 PM Prescriber: 476 Cora Noel

Purpose: Med - administered Supervisor: Pharmacy: ...

Prescription Notes/Visibility Status

Primary DX: ICD-9 ICD-10

Type: Standard Medication

Drug: ceftriaxone vial 250 mg

Type: Unknown RxNorm: 309092 NDC: 60505075000

Formulary/cov limits: Copays: Unknown

SIG: Freeform Formatted Liquid

Action	Dose	Units	Route	Frequency
Inject	3	unit	intramuscularly	STAT

Maximum Daily Dose: (N/A) PRN as dir

Inject 3 unit intramuscularly STAT

Left thigh

Days supply: Disp #: 3 each Dispense as written - no generic/substitutions Refills: 0 Include in chronic medication list Refill as needed

Rx start date: 02/15/2024 Rx end date: Lot number: AA1234566 Expiration date: 2/29/2024

Links Add to Favorites Continue Print Save Cancel

2. Return to Patient Tracking window and mark the task as **Complete**.

Medication Entered by Proxy

1. Starting in **Orders**, click the **All templates** dropdown arrow, or begin typing the name of the medication template, and select the template from the list.
2. Click **OK** in the Apply Template Dialog box.
3. Click the **Other** tab then the **Add** button and complete the following.
 - a. In the Task Name/Description field, type the medication name and dosing.
 - b. Confirm the Task Type selection is Checklist.
 - c. Click the drop-down and select the Department that will administer the medication.

- d. Click the **Save** button.
 - e. Repeat the above steps for additional medications.
3. Click the **Create** button.
 4. Once the medication has been administered, complete the below steps.
 - a. Navigate to the Patient's chart and click **Medications**.
 - b. Click the **New** button, the **Prescription Writer** displays
 - c. Select **Med - administered** in the Purpose dropdown.
 - d. Select the Prescriber. This is the provider ordering the medication.
 - e. Click into the **Drug** field and enter the name of the medication, or click the ellipses button, and select the medication.
 - f. Confirm the medication information and complete the below information.
 - **Site of administration:** The site where the medication is administered is entered on the second line of the SIG.
 - **Lot Number:** Click in to the Lot number field and enter the lot number.
 - **Expiration date:** Click in to the Expiration date field and enter the expiration date.
 - g. Click the **Save** button.
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Version 21.2

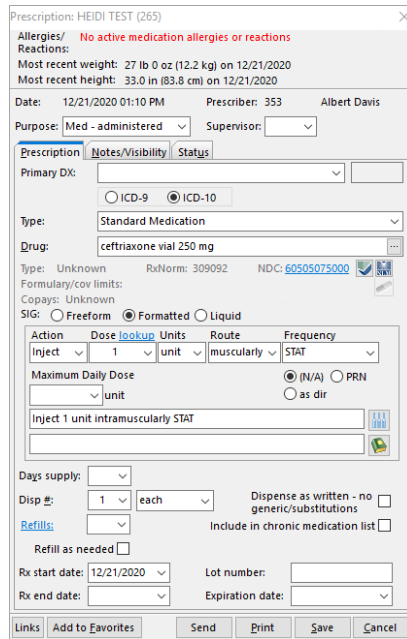
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5. Click **Save**.



Prescription: HEIDI TEST (265)

Allergies/ Reactions: **No active medication allergies or reactions**

Most recent weight: 27 lb 0 oz (12.2 kg) on 12/21/2020
 Most recent height: 33.0 in (83.8 cm) on 12/21/2020

Date: 12/21/2020 01:10 PM Prescriber: 353 Albert Davis

Purpose: Med - administered Supervisor: [dropdown]

Primary DX: [dropdown]

ICD-9 ICD-10

Type: Standard Medication

Drug: ceftriaxone vial 250 mg

Type: Unknown RxNorm: 309092 NDC: 60505075000

Formulary/cov limits: [dropdown]

Copays: Unknown

SIG: Freeform Formatted Liquid

Action	Dose	Units	Route	Frequency
Inject	1	unit	muscularly	STAT

Maximum Daily Dose: [dropdown] (N/A) PRN as dir

Inject 1 unit intramuscularly STAT

Days supply: [dropdown]

Disp #: 1 each Dispense as written - no generic/substitutions

Refills: [dropdown] Include in chronic medication list

Refill as needed

Rx start date: 12/21/2020 Lot number: [dropdown]

Rx end date: [dropdown] Expiration date: [dropdown]

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6. Click the **Other** tab then the **Add** button and complete the following.
 - a. In the Task Name/Description field, type the medication name and dosing.
 - b. Confirm the Task Type selection is Checklist.
 - c. Click the drop-down and select the Department that will administer the medication.
 - d. Click the **Save** button.
 - e. Repeat the above steps for additional medications.
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Inject 1 unit intramuscularly STAT

Left thigh

Days supply: []

Disp #: 1 each Dispense as written - no generic/substitutions

Refills: [] Include in chronic medication list

Refill as needed

Rx start date: 12/21/2020 Lot number: AA1234566

Rx end date: [] Expiration date: 12/31/2021

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