

How to Chart Medication Administration During TAG Downtime and a Power Outage

There are various scenarios which could lead to the inability to utilize the bedside scanning functionality.

- Examples: Cerner downtime, TAG is down, planned, or unplanned power outage.

Units/areas unable to scan patients will revert to Downtime procedures and chart using a paper MAR.

Note: In some situations, battery powered rolling workstations with attached scanners may function. These COULD be used as an alternative; however, **paper process is recommended.**

****Paper MARs will be printed, and the MAR will be unlocked during a Planned Power Outage.****

Charting Medication During Downtime:

During downtime, charting is done **on paper**. Paper MARs (pMAR) can be obtained a number of ways:

- IS will print them to the unit's printer or hand deliver via runner.
- Blank paper MARs are available in the Downtime Survival Kit (form #1367 on intranet).
- Staff can print a patient's MARs from a 724 Access computer (see page 4 for instructions).

***Note the information on the printed pMARs needs to be **verified** because depending on when the downtime begins, the information on the pMAR could be as current as one minute ago or one hour old.

***During TAG only downtime a PCC, charge nurse/designee will review new orders and write them on the patient's pMAR.

Instructions for Paper MAR Use:

- Log into 724 Access (regular PowerChart for a TAG Downtime) and compare the pMAR to the eMAR, make changes to the pMAR as needed:
 - Orders that have not been verified in PowerChart will not appear on the pMAR; they will be on the eMAR with a mortar and pestle icon. Write these on the pMAR.
 - Check the paper orders to be sure all medication orders are on the pMAR; write any missing medication on the pMAR.
- Verify that the last dose information is correct by going to the MAR/MAR Summary.
- Before a printed MAR is available, the nurse will use a blank MAR to document any medications given. The information on this form should be transcribed onto the printed pMAR.
- **Extended Downtime:**
 - When Downtime extends beyond the date and time of the last column of the downtime pMAR (see next page) continue to use the same MAR, recording in **red ink** medication administrations with date and time.
- When downtime is extended beyond the last column at 0700 again, rewrite the MAR using a blank MAR.

Sample Downtime MAR

Munson Medical Center
 MRN: MM002630
 Loc: N2, 243 B
 Admit Diag.: CHF,CHF

MEDICATION ADMINISTRATION RECORD
 Weight: 0
 Height: 0
 DOB: 08/30/1960

Allergies: No Known Allergies.

Report As Of 01/05/2006 11:19
 Report As Of 12/30/05 10:00

MAR Check Signature: _____ Date: 12/30/05

DATE	TIME	DRUG	0701 - 1059	1100 - 1459	1500 - 1859	1900 - 2259	2300 - 0259	0300 - 0700
12/13	1503	Alprazolam (Xanax) 0.5 mg = 1 Tab Oral ON CALL Avoid taking grapefruit juice No doses given since admission			Discontinue			
12/13	1445	Famotidine (Pepcid) 20 mg = 1 Tab Oral BID No doses given since admission	09:00			21:00		
12/13	1445	Multiple Vitamins (Daily Multiple Vitamins) 1 Tab Oral Daily Give with Iron as substitute for _____ 1 tab at 0900 No doses given since admission	09:00					
12/14	1017	Amiodarone (Cardarone) 200 mg = 1 Tab Oral BIDMOR Take with food No doses given since admission	09:30			17:30		

Signature: _____ Initials: _____
 Signature: _____ Initials: _____

Initial: all entries
 Check all not given, crosshatched = with focus note
 A = PR off unit
 B = Sleeping
 N = NPO
 R = Refused
 HSA = Has Has Avail.
 W = Withheld of note
 *See Focus Notes

Check Numeric Code For Injection Site
 1. In Arm
 2. In Gluteal
 3. In Anterior Thigh
 4. In Lateral Thigh
 5. In Lateral Thigh
 6. In Vastuslateral
 7. In Anterior Thigh
 8. In Lateral Thigh
 9. In Vastuslateral
 10. In Anterior Thigh
 11. In Anterior Thigh
 12. In Anterior Thigh

Patient: CERNESTEMAR, MICHAEL

Last charted entry 1 tab at 12/30/05 09:00 by shintz

Last dose given is noted on downtime MAR.

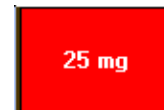
Back Charting Medications/Infusions in PowerChart

When Incident Command determines that policy criteria have been met, the **IS department will unlock the MAR** in PowerChart for direct charting of medications and infusions. Log into PowerChart and back chart the medications/infusions recorded on the paper MAR into PowerChart.

See policy eMAR Downtime Procedures for instructions about medication back charting for a colleague.

1. Instructions for MAR charting:

- a. Open the patient chart to MAR



- b. Click on the individual scheduled medication task to chart.
 - i. Do not use Quick Chart on the MAR (a right click option)

- c. For PRN and Continuous IVs click on the “Pending task” on the **current time** column to chart.

PRN:

PRN	
PRN	2-4 mg
morphine	Not given
2.4 mg, IVPush, Inject, q15min, PRN Pain, Start 01/28/19 8:01:00	within 7 days.
x3 doses	
morphine	
AMB NDC	
morphine Charge	
Admin Charge (Medication)	
Pain Response	

Continuous IVs:

Continuous Infusions	
Dextrose 5% in Lactated Ringers 1,000 mL	Pending
1,000 mL, IV, Start 01/28/19 8:00:00, 100 mL/hr	Not given
DEMAND	within 7 days.
Administration Information	
Dextrose 5% in Lactated Ringers	

- d. A charting window opens.
 - i. Enter the correct time and details for each medication/IV.
 - ii. Click the sign button to chart.

E Charting for: CLASS, 1 ✕

ampicillin-sulbactam (Unasyn)
 1,500 mg, IVPB, ONCE, Start 01/28/19 8:01:00, Stop 01/28/19 8:01:00
 Stable for 15 days undiluted Stable for 24 hours in refrigerator once diluted. Break Seal and ...

*Performed date / time : 12/27/2019 1.424

Do NOT use Quick Chart or Chart on PAL!

Printing the MAR from 724 Access

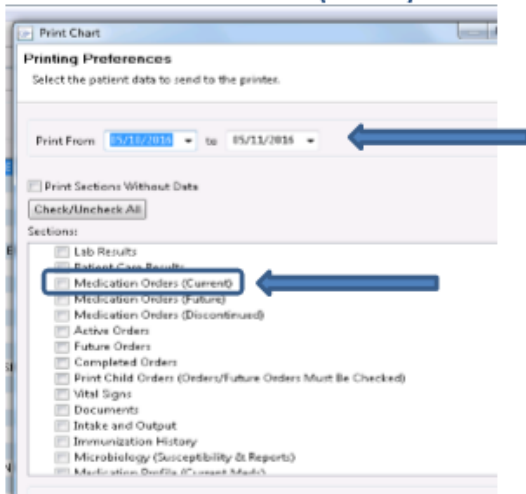
Instructions:



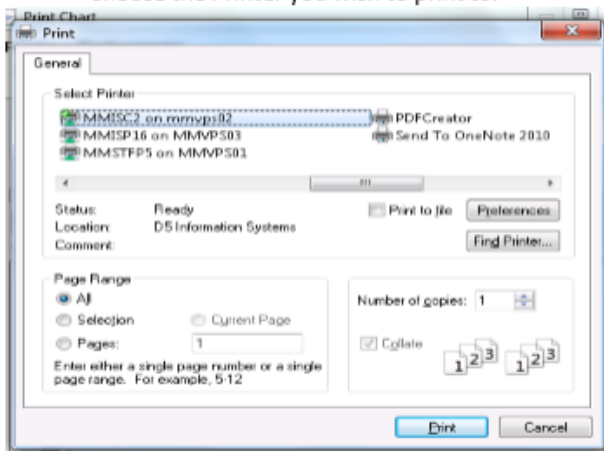
- Sign into 724 Access Computer (the Candy Striped Machine) clicking the icon shown above; complete login instructions are under the keyboard ☺
- Open the patient chart for whom you wish to print the MAR.
- Select the print chart button at the top of the screen

Printing preferences are presented. Verify the date range that you wish to have included on the MAR.

Select the **Medication Orders (Current)**



- Select Finish
- Choose the Printer you wish to print to.



- Click Print