How to Correct Medication Charting Errors – Detailed Instructions

All medication charting errors must be corrected on the MAR including IV Begin bags. Medication Drip rate changes charted on IV Drips section of Interactive View may be corrected on Interactive View.

Modify
1. Open MAR
2. Right click charted dose cell
3. Select Modify

4. Make corrections such as changing time or dose
5. Click Comment and enter reason for correction.
6. Sign
Viewing Modified Documentation
- Corrected documentation displays with (c)
- Double click to view detail

To change the Begin Bag start time, rate or modify bolus charting
1. Open MAR
2. Right-click charted IV cell.
3. Make corrections
4. Click Comment and enter reason for correction
5. Click Apply
6. Click Sign
**Tip:** Make sure the correct documentation cell is selected. Clicking the documentation cell will open the associated IV charting window. For example, clicking the Bolus charted cell will open the Bolus window.

Unchart
Use Unchart function for a charted med that was not administered or when medication has been charted on the wrong patient.
1. Open MAR
2. Right click charted dose cell
3. Select Unchart
4. Enter reason and click OK
5. Sign

Uncharting displays as ‘In Error’ and the task is available to chart.
Uncharting IV documentation
1. Open MAR
2. Right-click IV documentation cell
3. Click Unchart

4. Click Unchart on IV Charting window
5. Enter reason and click OK
6. Click Sign

Viewing Uncharted IV Documentation
- 'In Error displays in the cell
- The task notes 'Not previously given' or the last IV documented.