

ADDING AND ACKNOWLEDGING MEDICATIONS

1. ADDING MEDICATIONS:

Step 1:

Type the member's name into the "Client Search" box.



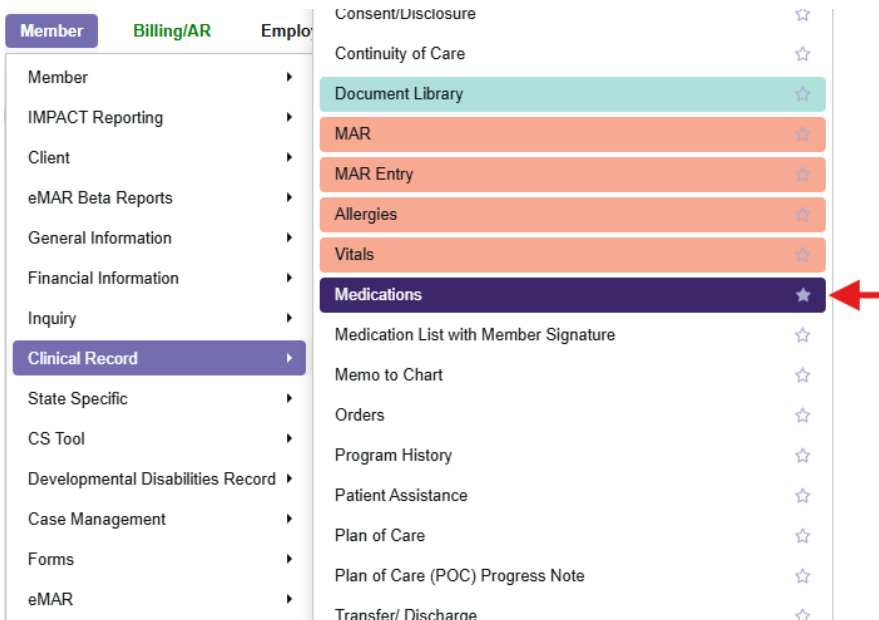
Step 2:

Click the ECR button next to the member's name.

Client Search Results						
	Client Name			Birth Date	SSN	ID Numbers
	Status					
ECR	Episodes	Schedule	Info	Test, QSI (2416)	6/26/1990	Alias:11111
				Active		

Step 3:

Follow dropdown menus: MEMBER – CLINICAL RECORD – MEDICATIONS (Click on Medications).



Step 4:

CLICK on **Add Medication** (located in the top right) to add the member's medication.



Step 5:

Complete the **Client Medication Entry** form and click **Submit** (located in the top right).

- Begin Date:** Should always indicate the date when the medication is scheduled to start.
- Medication:** Search for the medication's name here.
- Medication Name:** Enter the medication's name here if it is not listed in the **Medication** Box Search.
- Dosage:** Enter the medication dose. The amount of medication taken at any one time a day.
- Sig:** Enter the instructions indicating how and when to take the medication.
- Amount:** Enter the amount of pills in the package.
- Prescriber:** Enter the name of the Doctor who prescribed the medication.
- Comments:** Enter any other additional information like maximum dosage in 24 hours, care, etc.
- Electronic Signature:** **DO NOT** sign.
- Supervisor to Sign:** **DO NOT** send to Supervisor for second signature.
- Submit**

Please see example below.

Client Medication Entry

Submit

Begin Date: *01/28/2025

End Date:

Medication:melatoninMelatonin (Melatonin) ▼

Medication Name:If not in list, enter the medication name

Dosage:10mg

Sig:Take 1 tablet by mouth daily as needed for insomnia.

Medication Frequency:Select Medication Frequency ▼

Amount:60

Refills:3

Prescriber: *Dr. name

Overdose Danger:☐ Yes ☐ No

Comments:10 MG maximum in 24 hours.
Max: 4000 characters.

Electronic Signature:

Supervisor to Sign:Select Staff ▼

Created By:Ospina, Carolina (8196)

Acknowledged By:

The medication will appear in the **Unacknowledged Medication** Section to be acknowledge.

Unacknowledged Medications

- Overdose Danger
- Ending Soon

	Begin Date	End Date	Medication & Dosage	Sig	Amount / Refills	Status	Comments				
Copy	Refill	01/28/2025	(Not Set)	Melatonin (Melatonin) 10mg	Take 1 tablet by mouth daily as needed for insomnia.	60/3	Active	Education	Discontinue	Delete	Acknowledge

2. ACKNOWLEDGING MEDICATIONS:

Step 1:

Locate the medication in the Unacknowledged Medication section. Click the blue **Acknowledge** button (located on the right side).

Acknowledge

Step 2:

Complete the Acknowledge Medication Form and submit (Fill out only the information listed below):

- a. **Insulin?** : make sure to click yes if it is an insulin.
- b. **Category:** Pick the Category depending on the medication either **Scheduled** or **PRN** (Do not use STAT).
- c. **Show on MAR?** : **ALWAYS** select **No**. Otherwise, it will default to yes.
- d. **Additional Directions to Staff:** Medication time to be administer, take with food, sliding scale if an insulin, etc.
- e. **Signature:** Enter your electronic signature. If you have multiple acknowledging to do, it saves your signature.
- f. **Submit** (located in the bottom right). The medication will go to the section you previously selected: Scheduled, PRN or Insulin.
- g. **Defer and continue** (located in the bottom right): Lets you skip that medication and keep going with the rest of medications.
- h. **Defer and close** (located in the bottom left): takes you back to the medication list without acknowledging that medication.

See example:

The screenshot shows the 'Acknowledge Medication' form for Melatonin. The form includes fields for Medication Name, Dosage and Frequency, Sig, Directions to Patient, MAR Start Date, MAR Stop Date, Prescriber Affiliation, Prescriber, Insulin?, Category, Show on MAR?, Additional Directions to Staff, and Signature. The 'Category' field is set to 'Scheduled', and the 'Show on MAR?' field is set to 'No'. The 'Submit' button is highlighted with a red arrow.

Acknowledge Medication 1 of 1

Medication Name: Melatonin (Melatonin)

Dosage and Frequency: 10mg

Sig: Take 1 tablet by mouth daily as needed for insomnia.

Directions to Patient:

MAR Start Date: 01/29/2025 03:52 PM

MAR Stop Date: (Not-Set)

Use medication end date

Prescriber Affiliation: In-house External

Prescriber: Dr. name

Insulin? Yes No

Category: Scheduled PRN STAT

Show on MAR? Yes No

Additional Directions to Staff: Take 1 tablet by mouth daily as needed for insomnia at 8pm. Max: 2000 characters.

Signature: **

Defer and Close Defer and Continue Submit

Deferred tasks can be completed from Medications List.

3. END DATE MEDICATION:

When a member receives a new prescription, the previous medication must be end-dated. We should retain the most recent **begin date** available.

Step 1:

Find the old medication by locating the **Begin Date** and the **medication's name** in either the Schedule, PRN, or Insulin section, then click on the medication's name.

• Ending Soon

Scheduled Medications													
		Begin Date	End Date	MAR Start Date	MAR Stop Date	Medication & Dosage	Show On Mar?	Sig	Amount / Refills	Status	Comments		
Copy	Refill	01/28/2025	(Not Set)	01/29/2025	(Not Set)	Melatonin (Melatonin) 10mg	No	Take 1 tablet by mouth daily as needed for insomnia.	60/3	Active		Pill Supply Count	Education
												Discontinue	Delete
													Acknowledge

Step 2:

The **Client Medication Entry** form will open up. Please enter the day that comes before the starting date of the new prescription in the **End Date** box and **Submit**.

Submit

Client Medication Entry

Begin Date: * 01/01/2025

End Date: 01/29/2025

Medication: Melatonin (Melatonin)

Medication Name: If not in list, enter the medication name

Dosage: 10mg

Sig: Take 1 tablet by mouth daily as needed for insomnia.

Medication Frequency: Select Medication Frequency

Amount: 60

Refills: 3

Prescriber: * Dr. name

Overdose Danger: ☐ Yes ☐ No

Comments: max 10mg in 24 hours

Max: 4000 characters.

Electronic Signature:

Supervisor to Sign: Select Staff

Created By: Ospina, Carolina (8196)

Acknowledged By:

Once you submit, the old medication will go to the **Inactive Medications** section. This way we avoid having duplicates.

4. DISCONTINUING MEDICATION

When a member receives a prescription to stop taking a medication, the medication must be discontinued in Carelogic.

Step 1:

Find the medication in either the Schedule, PRN, or Insulin section. Click the blue **Discontinue** button (located on the right side).

	Begin Date	End Date	MAR Start Date	MAR Stop Date	Medication & Dosage	Show On Mar?	Sig	Amount / Refills	Status	Comments					
Copy	Refill	01/28/2025 (Not Set)	01/29/2025	(Not Set)	Melatonin (Melatonin) 10mg	No	Take 1 tablet by mouth daily as needed for insomnia.	60/3	Active		Pill Supply Count	Education	Discontinue	Delete	Acknowledge

Step 2:

Complete the **Discontinued Medication** form.

- Discontinue Date:** Enter the day when the medication was discontinued.
- Discontinue Reason:** Enter why the doctor is discontinuing the medication.
- Electronic Signature:** Sign with your electronic signature.
- Submit**

→

Submit

Discontinued Medication
Melatonin (Melatonin)

Discontinue Date: *

01/30/2025

Discontinue Reason: *

Max: 250 characters.

Electronic Signature: *

The discontinued medication will go to the inactive Medications section with a **Status** of **Discontinued**.

Please Note:

- Make sure that a copy of the **new RX** is uploaded to the member's document library.
- Make sure that a copy of the **RX discontinuing a medication** is uploaded to the member's document library.
- Make sure that you have all the **OTC/PRN medications** in the system. Once a year at their annual physical, you will need to discontinue the old one from the year before and enter the newest date.
- Please contact Carelogic if you encounter any issues.