End-users can administer medications while in the clinic (known in HealthONE as “clinic-administered medications) through the *Meds and Orders* tab under the *Visit Navigator* or the *MAR* tab. Administering the medication allows users to document the date and time of the drug administration, the administration route and site, dose and rate (if applicable).

|  |  |
| --- | --- |
| Try It Out | Try It Out |

Method 1:

1. To begin, click the **“Calendar Icon”** to view scheduled appointments for participants on a specified day.
2. Select the appropriate appointment of the particpant and double click. This leads to the *Visit Navigator.* Click on the *Meds & Orders* link. Here the user will see any medication orders that have been placed. Note that medications to be given AFTER the visit (outside of the clinic) are indicated by a small house icon. Medications that should be administered within the clinic are marked with a small needle icon.



1. Click on the **Needle Icon** next to the name of the medication that needs to be administered. Next, click on the **Needle Icon** next to *Administer.*



1. Fill out all appropriate fields to document medication administration and click **“Accept”**.



1. The medication has been administered once the time stamp has appeared.



Method 2:

1. To begin, click the **“Calendar Icon”** to view scheduled appointments for participants on a specified day.



1. Select the appropriate appointment of the participant and double click. This leads to the Visit navigator. Click on the *MAR* link.



1. Click on the appropriate medication that needs to be documented.
2. Repeat steps 4 and 5 located in method 1.