Manual Medication Entry

When it is appropriate to use Manual Medication Entry:

1. When the medication was administered to the patient (without using BCMA) and the *patient* has since been discharged (or transferred*).
2. When the medication was administered to the patient (without using BCMA) and the *medication* has been discontinued or expired.
3. If it is discovered or realized more than 12 hours after the original administration time that the medication was administered to the patient (without using BCMA), then the user cannot access the medication from within BCMA.**

*Only applies if medications are set-up to discontinue upon transfer.

If it is discovered or realized less than 12 hours after the scheduled admin time (or for most other situations when the medication order is active and the medication can still be accessed from the VDL), a user can adjust the VDL start and stop times to display and administer the medication. If the medication package is no longer available to be scanned, the user would use the **Unable to Scan feature to document the administration. Then the user would use the **Edit Med Log** feature after completing the administration (documentation) to adjust the time to reflect the actual administration time and document the reason for the late entry.