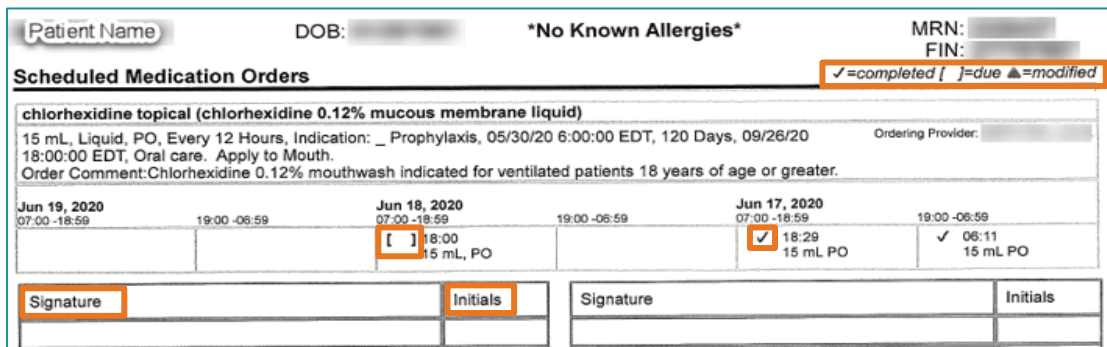


In the event of a downtime, this flyer walks through the steps on how to document on the printed MAR from the 724 Downtime Viewer.

### Reading the Printed MAR

- The printed MAR displays the Patient's name, DOB, Allergies, MRN and FIN at the top of each page.
- Under Scheduled Medication Orders, all current medication order names, details and time the medication is due displays.
- Medications that have not been administered will have an open set of brackets.
- Administered medications will have a checkmark next to the time given.
- Medications in which a triangle displays indications a modification has occurred.

**NOTE:** The printed MAR lists when medications are due from left to right. Future medications display on the left, current day medications are in the center and previous day medications display on the right.



Patient Name: \_\_\_\_\_ DOB: \_\_\_\_\_ \*No Known Allergies\* MRN: \_\_\_\_\_  
 FIN: \_\_\_\_\_

Scheduled Medication Orders ✓=completed [ ]=due ▲=modified

chlorhexidine topical (chlorhexidine 0.12% mucous membrane liquid)  
 15 mL, Liquid, PO, Every 12 Hours, Indication: \_ Prophylaxis, 05/30/20 6:00:00 EDT, 120 Days, 09/26/20 Ordering Provider: \_\_\_\_\_  
 18:00:00 EDT, Oral care. Apply to Mouth.  
 Order Comment: Chlorhexidine 0.12% mouthwash indicated for ventilated patients 18 years of age or greater.

Jun 19, 2020	Jun 18, 2020	Jun 17, 2020
07:00 -18:59	07:00 -18:59	07:00 -18:59
19:00 -06:59	19:00 -06:59	19:00 -06:59
	[ ] 18:00 15 mL, PO	✓ 18:29 15 mL PO
		✓ 06:11 15 mL PO

Signature	Initials	Signature	Initials

### Documenting on the Printed MAR

**NOTE:** Nursing staff are to confirm the 7 Rights of Medication Administration: Right Patient, Right Medication, Right Dose, Right Time, Right Route, Right Documentation, and Right Reason.

- When administering medications, the following must be documented on the paper MAR:
  - Place a checkmark in the brackets to mark the medication as administered and add initials.
  - Add details related to the administration must be noted (i.e. not given, rescheduled, time change etc.).
  - Nurses must sign and initial in the **Signature** and **Initials** box.
  - If a second nurse signature/witness is needed, that nurse must also sign and initial.

**NOTE:** All documentation must be entered on the MAR in the electronic medical record once the downtime is over and system is back up. In the Medication Administration box, change the time to the administered time and date if applicable. If the downtime crosses into the next shift, enter the name of the person who administered the medication.