



QRG – Free-text Medications		
No.	Action	Responsibility
1.	To document a medication on admission as history item which cannot be found in the catalogue, the freetext functionality may be used. Type "freetext" into the search window and select "Freetext Medication".	All healthcare professionals responsible for documenting a medication history
2.	Click on Done	All healthcare professionals responsible for documenting a medication history
3.	Complete as many fields as you have information for, especially the drug name to beak for Freetext Medication Coder Comments Adherence Dose Route of Administration Frequency Duration Legal Status PRE Stat Date / Time: 16/64/2018 Status Admission Med Ves No Total quantity (e.g. in mg) in words and figures: Of the Continue.	All healthcare professionals responsible for documenting a medication history
4.	To add more medications to the history, click on + Add To save your entry, click on	All healthcare professionals responsible for documenting a medication history



5.	To order (or prescribe) a freetext medication, search for "freetext" in the search box (either within requests / care plans or from the discharge reconciliation screen after clicking on "Add")	Doctor / NMP
	PDD: Resus: NHS No: Clin	ni
		•
	Add Manage Plans	
	Orders Prior to Reconciliation Or	di
	Image: Image	e
		la
	Resus: NHS No:	
	Search: freetext 🔍 🖳 Advanced Options 🗸 Type: 👘 Inpatient	_
	A A Second Secon	_
	Pathology Common Tests	-
	ED	
	IMPORIANI : click on "Search for Additional Items" to bring up the freetext	
	Search: freetext	
	Freetext Medication	
6.	Complete all required fields before signing for the order/prescription.	Doctor / NMP
	Please note that freetext medications require you to fill in the drug name and indication (in addition to all other mandatory fields)	
	The Details I reference of the Diagnoses	
	Remaining Administration	
	Legal status	
	Drug Form: Non CD	
	PRN: U Yes U No PRN Reason: V Special Instructions 1Indication:	
	*Give Additional Dose Now: No 💌	
	Duration: Image: Margine Start Date / Time: 16/Apr/18 11:37 6ST Stop Date / Time: Image: Margine Start Date / Time: Image: Margine Start Date / Time:	
7.	Sign Order	Doctor / NMP