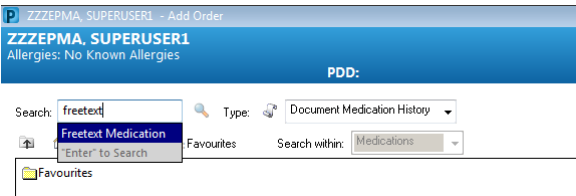

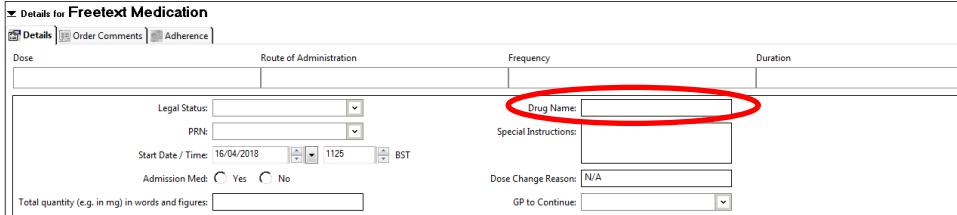




QRG – Free-text Medications		
No.	Action	Responsibility
1.	<p>To document a medication on admission as history item which cannot be found in the catalogue, the freetext functionality may be used.</p> <p>Type “freetext” into the search window and select “Freetext Medication”.</p> 	All healthcare professionals responsible for documenting a medication history
2.	<p>Click on </p>	All healthcare professionals responsible for documenting a medication history
3.	<p>Complete as many fields as you have information for, especially the drug name</p> 	All healthcare professionals responsible for documenting a medication history
4.	<p>To add more medications to the history, click on </p> <p>To save your entry, click on </p>	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

IMPORTANT: click on “**Search for Additional Items**” to bring up the freetext option as this is built as a non-formulary item in the catalogue.

6. Complete all required fields before signing for the order/prescription. Please note that freetext medications require you to fill in the drug name and indication (in addition to all other mandatory fields).

Doctor / NMP

7. Sign Order

Doctor / NMP