PR 29: How to Add and Dispense Medications

Adding Medication

1. Navigate to the client's file.

2. Select Client Information > Health Information.

3. Click on the Medication tab.

4. Click on the Add Medication button

5. Complete required (*) fields.

   Pharmacy = *Pharmacy - Generic*

   Prescriber = *Prescriber - Generic*

   Recurrence = how often the dosage must be taken

   Dosage = each time the mediation is taken, how much is taken?

6. Click the Save button to save the record.

NOTE: Do NOT modify the Shareable and Editable toggles. They should be set to No.

Dispensing Medication

1. Click on Front Desk > Medications.

2. Click on the name of the client to display their dispensing record.

3. Check off the dispensed medication as it is dispensed.