
Barcode Medication Administration is a process designed to electronically confirm the 7 Rights of Medication Administration. This flyer outlines the process for clinical staff to proxy chart medication administration performed by the provider.

Overview of Barcode Medication Administration

- Barcode Medication Administration (BCMA) is a process designed to electronically confirm the 7 Rights of Medication Administration: Right Patient, Right Medication, Right Dose, Right Time, Right Route, Right Documentation, and Right Reason.
- BCMA adds an additional layer of safety but DOES NOT replace the safe medication administration process.
- Hospital directives regarding Patient Identification (2-Identifier process) MUST be followed.

Proxy Chart Medication Administration Workflow

When a provider is administering the medication and clinical staff are documenting at the time of the administration, please follow the process below:

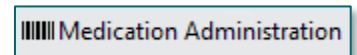
STEP 1: Prepare medications to be administered.

- If preparation is required, keep the barcode intact for scanning.

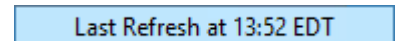
STEP 2: At the patient's bedside, verbally/visually verify the correct patient, following hospital policies/directives.

STEP 3: Confirm the patient information in the demographics banner bar.

STEP 4: Open the **Medication Administration Wizard** from the barcode button on the toolbar.



STEP 5: Click the **Refresh** button within the Wizard to ensure the most up-to-date medication orders are viewed.



STEP 6: Scan the FIN barcode on the patient's wristband or face sheet per practice policy.

- On the patient's facesheet, staff will scan the **QR Code**.
- When scanning the QR Code, staff will need to scan in a downward fashion. This will avoid capturing the other barcodes on the sheet.



STEP 7: Scan the medications.

- Complete any required or missing fields and manage alerts, as applicable.

STEP 8: The medication is administered by the provider.

STEP 9: Click the medication name in the **Results** column.

	Scheduled	Mnemonic	Details	Result
<input checked="" type="checkbox"/>	10/13/2020 15:30 EDT	tetracaine ophthalmic tetracaine ophthalmic (tetr...	1 drops, Soln, BOTH EYES, ONCE, 10/13/20 15:...	tetracaine ophthalmic 1 drops, BOTH EYES

STEP 10: Change the *Performed by field to the provider's name.

- Review date and time for accuracy.
- Only change the **Performed date/time** if a **downtime** occurred and/or if the medication was unable to be scanned at the time of administration.

Charting for: TESTING, NEILE

tetracaine ophthalmic (tetracaine 0.5% ophthalmic solution)
1 drops, Soln, BOTH EYES, ONCE, 10/13/20 15:30:00 EDT, 10/13/20 15:30:00 EDT

*Performed date / time : 10/13/2020 1517 EDT

*Performed by : TEST MD, PROVIDER

Witnessed by :

STEP 11: Click the **Sign** button to document.

NOTE: After a downtime, medications will not be scanned. Medications will need to be bypassed.

NOTE: For documentation that is done after the provider administers the medication, the patient barcode and medication will need to be bypassed. Please refer to the [Documentation After Medication Administration flyer](#).