From the Office of Clinical Informatics

Quick Reference Guide (QRG)
Netsmart – Add Medications

May 22, 2023

This Quick Reference Guide (QRG) reviews the steps to add medications in NetSmart.

Add Medications

The Medications screen in a patient's chart allows you to view, add, and discontinue their medications. This guide describes how to add medications to your patient's chart and check for drug-to-drug interactions.

Common Buttons & Icons

Add	**Add** button
	Delete icon
	Clear icon
	Back Arrow icon
	Refresh icon
	Ellipsis icon

Add Medications

- From the **Today** screen:

STEP 1: Tap your patient's **VISIT TYPE** link. Their chart opens.

STEP 2: Tap the **Medications** tile. The Medications screen appears.

STEP 3: Tap **Add** near the bottom right of the screen. The Medications Search screen appears.

STEP 4: Search for the medication that you want to add; then tap its check box in the list that populates.

NOTE: **If you want to add another medication to the list, tap the Clear icon in the search field; then repeat step 4. Do this until you are done adding all of the patient's medications.**

NOTE: **If the item you want to add is a kit, tap the Kit button above the Search field. Once you select the kit, remove any unnecessary medications that appear in the right-hand section by tapping their Delete icons.**

STEP 5: Tap **NEXT** at the bottom of the screen. The Medications documentation screen displays.

STEP 6: Document each medication's details as needed, including the dosage information, route, Ordering Physician, and print preference.

STEP 7: Tap **DONE** at the bottom of the screen.

NOTE: **If you did not document required information, the Required Values alert pops up. This window informs you of items that still need documentation. If you tap a name that displays in this window, the screen will jump to the item in question. Required details now appear with a red asterisk. To submit your documentation, complete all required items; then tap DONE.**

STEP 8: Tap the Back Arrow icon to save your documentation.

Check for Drug-to-Drug Interactions

After you add new medications to your patient's chart, you need to screen for drug-to-drug interactions.

- From your patient's Chart Tile screen:

STEP 1: Tap the **Refresh** icon.

STEP 2: Tap the **Medications** tile.

STEP 3: Tap the **Ellipsis** at the bottom-right of the screen; then tap **Drug** – **Drug**. The Drug/Drug Interactions window appears.

STEP 4: Tap **OK**. The Drug/Drug Interaction Report displays.

NOTE: **By default, the system screens all medications that are active as of today's date; however, you can change these screening preferences in the Drug/Drug Interactions window.**

STEP 5: If your patient has a drug interaction, follow the existing policy to resolve the issue.

NOTE: **You can print a Drug/Drug Interaction Report if needed by tapping PRINT.**

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.