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

Common Buttons & Icons



Ellipsis icon



Back Arrow icon

Navigate to Your Patient's Medications Screen:

➤ From the Today Screen in Netsmart:

STEP 1: Tap your patient's VISIT TYPE link to open their chart. Their chart tile screen appears.

STEP 1: Tap the Medications tile.

Discontinue a Single Medication

➤ From your patient's Medications screen:

STEP 1: Tap the medication you want to discontinue in the lefthand list.

STEP 2: Tap the END DATE drop-down arrow in the main pane. The End Medication window appears.

STEP 3: Tap the END PHYSICIAN drop-down arrow; then add the appropriate provider.

NOTE: You can enter a reason for the discontinuation if applicable in the REASON text field. Additionally, you can specify that an order does not need to be sent to the End Physician by tapping the "Do not create end sup order" check box.

STEP 4: Tap DONE.

STEP 5: Tap the Back Arrow icon to save your changes.

STEP 6: Navigate to the Time Entry screen; then submit the medication changes.

NOTE: Once you submit the discontinuation change and update your patient's chart, you can view the discontinued medication on the Medications screen under the All view. You can switch to this view by tapping All near the bottom left of the screen. Discontinued medications are grayed-out in the left-hand list and contain "(dc'd)" at the beginning of their titles.

Discontinue Multiple Medications

➤ From your patient's Medications screen:

STEP 1: Tap the **Ellipsis** at the bottom-right of the screen; then tap Discontinue. The Discontinue Medications window appears.

STEP 2: Tap the **END PHYSICIAN** drop-down arrow; then add the appropriate provider.

STEP 3: Select the medications that you want to discontinue.

NOTE: If you want to discontinue all of a patient's active medications, you can simply tap the **Select All Medications** check box at the top of the medications list. Otherwise, you can tap the check boxes for the specific medications that you want to discontinue.

NOTE: You can enter a reason for the discontinuation if applicable in the **REASON** text field. Additionally, you can specify that an order does not need to be sent to the End Physician by tapping the **"Do not Create End Sup Order"** check box.

STEP 4: Tap **DONE**.

STEP 5: Tap the **Back Arrow** icon to save your changes.

From the Office of Clinical Informatics

[Insert Title]

[Month Day, Year]

Page 3 of 3

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.
