

General Med Pass Procedure In QuickMAR

- Wash hands
- Log in to QM
- Click "Pass Meds"
- Click correct time
- Click the correct client
 - A picture in color means meds need passed
 - A picture in black & white means clients has no meds for selected time
- Get the medication from the storage unit.
- When passing oral meds you do not need to wear gloves unless stated otherwise. Put on gloves (gloves MUST be worn for every other type of med pass; hands MUST be washed & gloves must be changed between passing meds to different clients)
- Check the meds to the computer **3 times** each – one med at a time BEFORE passing meds (DR TI MD - Dose, Route, Time, Individual, Medication, Documentation)
- Check that the med has not expired, the med for the current date/time has not been given already, check the directions and allergies
 1. Check the medication label to the computer, using the six rights, checking the expiration date, check the directions, allergies and making sure medication is still in bubble pack. (FIRST CHECK)
 2. Check the medication label to the computer, using the six rights and checking the expiration date, making sure medication is still in bubble pack, check the directions and allergies, . (SECOND CHECK)
 3. Scan the med
 4. Pop the med out of the blister pack directly into med cup
 5. Check the medication label to the computer using the six rights, checking the expiration date, check the directions, allergies and making sure you pop the correct date out of the bubble pack. (THIRD CHECK)
 6. Pass meds to client (and ensure meds are swallowed), apply drops, apply topicals, etc. Indicate to the client what the meds are for.
 7. Repeat 1-5 for all meds
- Click "Next"
- Record any "vitals" (BP, pulse, weight, etc) that apply
- Record any "exceptions" (Given To Family To Give Later, Hospital, etc)
 - *NOTE - The ONLY time an exception should be used is when the staff person is aware that the med is being given, but the staff person on QM did not witness the med pass. Appropriate paperwork (eg a paper MAR) is to be turned in to the administrator immediately.
 - *NOTE- If the staff person recording the med pass provided the med pass, the exception should be "none" (this will be the majority of all med passes).
- Click "RECORD ALL."
- Scan employee barcode
- After passing meds, employee is to go back to the client pictures to verify if any other clients have meds that need passed for the time period.
- Once all meds for this time period have been passed, employee is responsible to know the next time a med is to be passed for the program (can be looked up in QM by checking the next available time period).
- Once you are done passing meds remember to "LOG OFF" of QuickMAR