

# Transforming Lives

# **AFH Administrator Training**

Module 6c: Setting Up Your Home Medication Systems and Documentation - Part 2

Adult Family Home Administrator Manual, Version 5.2



Transforming lives

Washington State Department of Social and Health Services

### Agenda

- What is a MAR?
- Filling out the MAR, Step-By-Step
- Transcription Errors



### **Learning Objective**

At the end of this module, you will be able to...

- Describe the process for completing a MAR
- Explain how to make corrections on a MAR
- Show how to add a new medication to the MAR
- Explain how to document changes to a resident's medication routine



### What Do You Know?

- 1. What is the MAR?
- 2. Can you erase entries or use White Out?
- 3. Who can complete a MAR entry?



### What is a Medication Administration Record(MAR)?

- The record of the prescriptions for your resident
- A confidential working document to be used daily
- Communication tool
- Is usually provided by the pharmacy
- A MAR is a medication log as required by WAC



### What is Documented on the MAR?

- The medications prescribed
- The times and dates the medication is to be given
- The initials of the person assisting with the medication
- A start and stop date
- Resident information such as name and date of birth



### **The MAR Rules**

- Verify the pharmacy MAR with Physician's order
- NEVER, NEVER use "white out", pencils, or erasable pens or ditto marks ("")
- Document PRN reason and results on the back
- Record new meds, refusals, missed meds, hospital stays, and discontinued orders
- EACH person documenting on the MAR must record their name and initials on the MAR
- NEVER fill out the MAR until you have given the resident their medication



### **Key Points**

- Completing the MAR isn't hard it's all about the details
- Develop a consistent process
- Transcription errors can be fatal
- If unsure about anything on the doctor order or prescription labels, ASK!
- Learn medical abbreviations
- Document after the resident has taken the medication



ASPIRIN 325MG TAB*			1	#		3	4	7 1		7 10	1.1	12	13	14	15 {	14	17	18	19	29	21	22	10	24	25	29	27.	29	29	30 9
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COUMADIN TAB 2MG			1	2	2 4	3	4	7.1	1.1.1	9.10	11	12	13	24	13	16	17	18	19	20	71	22	27	2.4	23	26	27	28	29	30 31
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TAKE 1 TABLET 3 TIME (FOR SEIZURES) (AM, N		128		-	-		+		+		-			_		-	-		-		_						_			
		appt			-																									
ORIG:11/05/09	Bar #33.403.51		-	-		-	-	-				-	-	-		-	-	-	-	-	_	-		-	_	-	-	-	-	-

Diagnosis: CHF, A-FIB, HTN, OSTEOPOROSIS, GERD, HD EDEMA, URINARY INCONTINENCE

Allergies: Cephalosporins, Penicillins, Sulfa Diet:

Alt. Physician(s): Dr. DO, DANG





### Activity

#### How to Read the MAR

Use the MAR and Nurses Notes on pages 6 & 7 of your Student Manual to answer the following questions.



### **GROUP ACTIVITY: How to Read the MAR**

- 1. Mrs. Burns' MAR includes medications administered during what month?
- 2. Why did Mrs. Burns receive a dose of Hydrocodone 10/325 on the 3rd of January?
- 3. Why didn't Mrs. Burns receive three doses of Amoxicillin on the 22nd of January?
- 4. What times did Mrs. Burns receive 25 mg of Capoten on January 2nd?
- 5. Why was Mrs. Burns' Coumadin dose circled on January 7th?



### GROUP ACTIVITY: How to Read the MAR, Continued...

- 6. Where was Mrs. Burns' Nitro-dur patch placed on January 10th?
- 7. What time does Mrs. Burns have her Nitro-dur patch removed?
- 8. Who is Mrs. Burns' physician?
- 9. It is 11 PM on January 9. Mrs. Burns has asked for something for pain. Can Mrs. Burns receive something for pain?

10. Does Mrs. Burns have allergies?



### GROUP ACTIVITY: How to Read the MAR, Continued...

11. How much Lasix did Mrs. Burns receive at 4 PM on January 18th?

- 12. It is 8 AM and time for Mrs. Burns to receive her Lanoxin. What must you do prior to administering the Lanoxin?
- 13. What are Mrs. Burns' diagnoses?
- 14. How many days was Mrs. Burns supposed to receive Amoxicillin?

15. Why is there a zero in front of the decimal on Lanoxin 0.125 mg?



### **Prescription Contents**

All prescriptions should contain:

- Date it was written
- Name and birthdate of the person
- Name and dose of medication
- Instructions for taking the medication
- Amount of medication prescribed/number of days to be taken
- Any refills

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• Name and signature of the physician



Davi	s and Hartman Medical Group, PLLC 1011 Jackson Olympia, WA 98504 406-422-6779
January 3, 2018 Joe Smith	Birthdate: 11/16/58
Rx:	
Allegra 60mg Sig: one tablet po B Disp: 60 Refill x 1 year	ID for allergic rhinitis
Zithromax 250 mg Sig: two tabs po toa Disp: 6	ay, then one tablet po ad until gone for bronchitis
<b>Signed:</b> <u><i>Ron Dau</i></u> Ron Davis, MD	is, <u>MD</u>
······	

 Start with the first medication: Allegra, dose = 60 mg. Write this under the "medication" column.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
<mark>Allegra</mark>	start											
<mark>60 mg</mark>												



The instructions (or "sig") are for "one-tab po bid" - this means: one tablet (or capsule) by mouth twice daily. Transcribe those instructions to the first column:

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra	start											
60 mg, <mark>one tablet</mark>												
by mouth												
twice daily												



- Next, determine the start date. Under the column marked "Jan" for January, you would write 1/3/18 as the start date. This is because:
  - a. The prescription date is January 3
  - b. You picked up the medication in the afternoon so there is no reason for the person not to take the first dose of the medication on that day.
  - There are no specific instructions on the prescription that state to start the medication on another day.
- Fill in the "HR" or hour(s) that the medication is to be taken. For this example, use 7 am and 7 pm.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra	start	7am										
60 mg, one tablet	<mark>1/3/18</mark>											
by mouth		7pm										
twice daily												



- 5. Next, block out the dates before starting the medication by using an "X" or putting a line through them. Since the medication started later in the day on January 3, you would block out the days prior to when the medication was first given. The open boxes after the morning of January 3 stay open as these are the places that staff initial (IN) when they assist with the medication. Each MAR has a place for staff to write their name and initials so that anyone can determine which staff person assisted with medications on a given date.
- Since the prescription does not indicate a "stop date", the medication is to be given every day in January and continue each month until it is discontinued.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra	start	7am	x	x	x							
60 mg, one tablet	1/3/18											
by mouth		7pm	x	x								
twice daily												



7. Now go on to the second prescribed medication, Zithromax. Since this is given in two different ways, for example, 2 tablets today and then one tablet daily until gone, you must write the medication and dose in two separate places. Each place will have the different set of instructions.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax	start											
250 mg, 2 tablets												
by mouth												
<mark>today, then</mark>												
Zithromax	start											
250 mg, 1 tablet												
by mouth daily												
until gone												



- 8. Next, write in the start dates:
  - Since the first set of dosing instruction states "today", you would put 1/3/18 in the correct spot.
  - b. This then means that the second set of dosing instructions starts on the following day which would be 1/4/18. However, it is also acceptable to put in 1/3/18 in that place also as that shows when the medication was first started.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax	start											
250 mg, 2 tablets	<mark>1/3/18</mark>											
by mouth												
today, then												
Zithromax	start											
250 mg, 1 tablet	<mark>1/4/18</mark>											
by mouth daily												
until gone												



- Fill in the hour (HR) that the medication is taken:
  - a. For the first dose of Zithromax, you are going to give it "today" as instructed. To determine the time, look at the information provided which states that the medication was picked up at 2 pm. Since it is an antibiotic, giving it as soon as possible is reasonable, therefore, giving the medication at 3 pm would be an appropriate time.
  - b. The remaining doses of Zithromax are to be given "daily". This generally means that the medication would be given in the morning so 7 am would be appropriate. However, since it was started at 3 pm on the previous day, using 3 pm would be acceptable.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax	start	3 pm										
250 mg, 2 tablets	1/3/18											
by mouth												
today, then												
Zithromax	start	7am										
250 mg, 1 tablet	1/4/18											
by mouth daily												
until gone												



- Block out the days prior to starting the medication and those days after the medication is finished.
  - a. The first dose of "two tablets today" are taken on 1/3; all days prior to and after 1/3 should be blocked out with X's or a line.
  - b. The second set of instructions after the first day is for "1 tablet daily until gone". You know that this dose starts on 1/4 and by looking at the prescription you see that 6 tablets were prescribed. Two tablets were used on 1/3, there are 4 tablets left (4 days to give the medication). This means that all days prior to 1/4 and after 1/7 are blocked out.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax	start	Зрт	x	x		x	x	x	X	x	x	x
250 mg, 2 tablets	1/3/18											
by mouth												
today, then												
Zithromax	start	7am	X	X	X					X	X	X
250 mg, 1 tablet	1/4/18											
by mouth daily	stop											
until gone	1/7/18											

c. This medication is given for a known length of time, so you can add a stop date.

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11. Another notation that can be made on the MAR when a drug is given for a limited number of days is to place the number (1 through 4) in this case for the 4 days the medication is given once daily under the boxes that would be initialed by staff after giving it. This can act as a double check.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Zithromax	start	3 pm	Х	Х		х	х	х	х	х	х	Х
250 mg, 2 tablets	1/3/18											
by mouth												
today, then												
Zithromax	start	7am	Х	Х	Х					х	Х	Х
250 mg, 1 tablet	1/4/18					1	2	3	4			
by mouth daily	stop											
until gone	1/7/18											



Below is shown the completed MAR for the two medications prescribed on 1/3 and shows that the first dose of Zithromax was given by George Peters. The MAR should also contain the name of the resident/DOB, physician, diagnosis, and allergies.

Medication	Jan	HR	1	2	3	4	5	6	7	8	9	10
Allegra	start	7 am	Х	х	Х							
60 mg, 1 tablet	1/3/18											
by mouth		7 pm	Х	х								
twice daily												
Zithromax	start	3 pm	Х	Х	GP	Х	Х	Х	Х	Х	Х	Х
250 mg	1/3/18											
2 tablets												
by mouth today												
Zithromax	start	7 am	Х	х	х					х	х	х
250 mg, 1 tablet	1/4/18					1	2	З	4			
by mouth	stop											
daily until gone	1/7/18											
Diagnosis: allergic	chinitic h		-									

Diagnosis: allergic rhinitis, bronchitis

Allergies:	Penicillin		IN	Name:	IN	Name:
Name:	Physician:	Phone #	NR	Noel Ranger	HT	Hillary Thomas
John Smith	Ron Davis	442-6779	<mark>GP</mark>	George Peters		
DOB: 11/16/58						

I Student Page: 13

### **On Your Own**

- Questions Pages 22-26
- MARs Pages 27-29
- Answers are in the Appendix



# **1** Class Activity – Filling Out a MAR

- 1. Lilly is ill with a cough and fever.
- 2. You take her to the Acute Care Clinic on Saturday morning, April 4th.
- 3. Dr. Fletch diagnosed Lilly with bronchitis and wrote out a prescription for her treatment. Lilly is allergic to sulfa.
- 4. You have picked up the prescriptions and must now set up the Medication Administration Record, so you are able to help Lilly with her medications.
- 5. It is 1 pm. Here is the prescription. Fill out the MAR using no abbreviations (may abbreviate "mg").

Put in your name and initials and "sign out" the first dose.



Acute Care Clinic 25 West 6<sup>th</sup> Street Olympia, WA 59601 406-444-7890

*April 4, 2009* Name: *Lilly Meyer* Date of Birth: *1/23/84* 

#### Rx:

Zithromax 250 mg Disp: # 6 Sig: two tabs po ASAP, then <u>one tab</u> po daily x 4 more days for bronchitis

Signed: <u>Dan Fletch, MD</u>

Dan Fletch, MD



Medication	April	HR	1	2	3	4	5	6	7	8	9	10	11	12	13
	start														
	start														
Diagnosis:															
Allergies:						IN	Ν	ame			IN	Na	me		
Name:		hysicia	n:												
Date of Birth:	F	hone n	umb	er:											



Medication	April	HR	1	2	3	4	5	6	7	8	9	10	11	12	13
Zithromax	start														
250 mg, give two tablets	4/4/0	9 2pm	x	X	x		x	x	x	x	x	x	x	X	X
by mouth as				<b>₽</b> ∥•											
soon as possible, then															
Zithromax	start														
250 mg, give one tab by	4/5/0	9 2pm	x	x	x	x					x	x	x	x	X
mouth daily for 4 days															
Diagnosis: bronch	itic														
Allergies: sulfa	itis					IN		Name	9		IN	Nai	ne		
Name: Lily Meyer Date of Birth:		Physician: Dan Fletch Phone:444	790	0					-						
1/23/84		rnone.444	-703	0											

### **Group Activity**

### **Filling Out the MAR**



### #2 – Liz Norman

Medication		Oct	HR	1	2	3	4	5	6	7	8	9	10	11	12
Augmentin 875 mg	g	start	7am	X	Х										
one tablet by mout	th	10/3/19													
twice daily with fo	od	stop	8pm	X	Х										
starting this morni	ng	10/12/19													
Robitussin AC 10m	g/5ml	start	7am	X	Х						Х	х	Х	Х	Х
10 ml by mouth		10/3/19	11am	Х	Х						Х	Х	Х	Х	Х
four times daily		stop	3pm		Х						х	х	Х		Х
for 5 days starting morning	this	10/7/19	8pm	X	Х						Х	Х	Х	Х	Х
Diagnosis: bronchi	itis	•		•											
Allergies:	sulfa			IN	Nam	e:				IN	Na	me:			
Liz Norman	Dr Da	n Fletch													
DOB: 7/22/88	Phone	e: 442-2116													

#3 -	– Johi	n Har	per
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	_														
Medication	April	HR	1	2	3	4	5	6	7	8	9	10	11	12	13
Coumadin 1	start														
mg, take 2 tabs by mouth	4/1/0 9	2pm		X		X		x		X		х		х	
every other day															
,															
Coumadin 1	start														
mg, take 3 tabs by mouth	4/2/0 9	2pm	x		х		х		X		Х		x		х
every other day															
Diagnosis: atri	al fibrilla	ation													
Allergies: peni	cillin					IN	Nam	ne		IN		Nan	ne		
Name: John Ha	rper	Physici	an:												
		Jim Joh	nson			•									
Date of Birth:		Phone	numbe	r:											
6/8/50		408-44	4-7890												



### **On Your Own**

- On Your Own, Optional Exercises – Pages 37-44
- Answers are in the appendix



### Activity

### **Transcription Errors**



Mary Hunter has epilepsy, and she is allergic to sulfa. She is currently taking Tegretol 400 mg TID and Depakote was recently added. On the morning of February 11, you are about to assist Mary with her medications. As you set up her medications and while checking the medications against the MAR, you notice some problems.

Using the prescription supplied:

- 1. Find at least 5 errors.
- 2. Describe each error, numbering them 1 through 5
- 3. Place the corresponding number of the error onto the MAR at the spot where the error occurred.



#### Davis and Hartman Medical Group, PLLC 1011 Jackson, Olympia, WA 98504 123-456-7890

February 2, 2019

Name: Mary Hunter

DOB: 6/3/62

#### Rx:

Depakote 250 mg Sig: one capsule BID for one week starting tonight, then increase to 2 capsules BID Disp: 98 Refill x 1 year

Signed: <u>Row David, MD</u>

Ron Davis, MD

Medication	Feb	HR	1	2	3	4	5	6	7	8	9	10	11
Tegretol 400 mg	start	7 am	nr	nr	nr	nr	nr		tj	tj	tj	tj	
by mouth	6/5/07	2 pm	nr	nr	nr	nr	nr	tj	tj	tj	tj	tj	
three times daily		8 pm	ср	ср	ср	VL	VL	VL	VL	VL	ср	ср	
Depakote 250 mg	start	7 am	Х	Х	nr	nr	nr	tj	tj	tj	tj	tj	
one capsule by mouth													
daily for one week,													
then													
Depakote 250 mg	start	7 am	Х	Х	х	Х	Х	х	Х	Х	х		
one capsule by mouth													
twice daily		8 pm	Х	Х	Х	Х	Х	Х	Х	Х		ср	
Diagnosis:													
Allergies: s	ulfa				IN	N	lame	:		IN	Na	me:	
Mary Hunter C	Dr Ron Dav	vis			nr	N	lan R	oger	s	tj	Tir	n Jaco	obs
DOB: 6/3/64 P	hone: 442	-6779			ср	C	arol	Pete	rs	VL	Va	l Law	ry

### **Medication Administration Record with Transcription Errors**



- 1. Tegretol not signed out as having been given on 2/6.
- 2. Transcription error: prescription lists BID, MAR states daily
- 3. No evening meds given for 8 doses
- 4. Prescription states Depakote was to start "tonight" on 2/2 but wasn't given
- 5. No start dates
- Dose changed after 1-week; higher dose should be started on 2/9 for pm dose
- On 2/10, the lower dose was given instead of the higher dose of 2 capsules
- 8. No diagnosis
- 9. Wrong birthdate

Medication	Feb	HR	1	2	3	4	5	6	7	8	9	10	11
Tegretol 400 mg	start	7 am	nr	nr	nr	nr	nr	1	tj	tj	tj	tj	
by mouth	6/5/07	2 pm	nr	nr	nr	nr	nr	tj	tj	tj	tj	tj	
three times daily		8 pm	ср	ср	ср	VL	VL	VL	VL	VL	ср	ср	
Depakote 250 mg	start	7 am	х	Х	nr	nr	nr	tj	tj	tj	tj	tj	
one capsule by	4, 5											7	
mouth daily $oldsymbol{2}$ ,		8pm		3	3	3	3	3	3	3			
for one week then		4		4									
Depakote 250 mg	start	7 am	Х	Х	Х	Х	Х	Х	Х	Х	Х	7	
two capsules by	5												
mouth twice daily		8 pm	Х	Х	Х	Х	Х	Х	Х	Х	6	ср	
Diagnosis: 8													
Allergies:	sulfa				IN		Name	e:		IN	Na	me:	
Mary Hunter	Dr Ron D	avis			nr		Nan I	Roge	rs	tj	Tir	n Jaco	bs
DOB: 6/3/64 <b>9</b>	Phone: 4	42-6779			ср		Carol	Pete	ers	VL	Va	l Lawr	у

**Errors Explained** 

### How the MAR should look

#### This is how the MAR should look:

Medication	Feb	HR	1	2	3	4	5	6	7	8	9	10	11
Tegretol 400 mg	start	7 am	nr	nr	nr	nr	nr	ţj	ti	ţj	ţį	ţj	
by mouth	6/5/07	2 pm	nr	nr	nr	nr	nr	tj	tj	tj	tj	tj	
three times daily		8 pm	ср	ср	ср	VL	VL	VL	VL	VL	ср	ср	
Depakote 250 mg	start	7 am	х	х	nr	nr	nr	ţj	ţj	ţj	ţj	х	х
one capsule by	2/2/19												
mouth twice daily		8pm	X	ср	ср	VL	VL	VL	VL	VL	х	Х	Х
for one week then													
Depakote 250 mg	start	7 am	X	Х	Х	Х	X	Х	Х	Х	Х	tj	
two capsules by	2/9/19												
mouth twice daily		8 pm	Х	Х	Х	Х	Х	х	Х	Х	ср	ср	
Diagnosis: epilepsy	-	1							·				
Allergies:	sulfa				IN		Nam	e:		IN	Na	me:	
Mary Hunter	Dr Ron D	avis			nr		Nan I	Roge	rs	tj	Tir	n Jaco	obs
DOB: 6/3/62	Phone: 4	42-6779			ср		Carol	Pete	ers	VL	Va	l Law	ry

Pages 51-52 of the student manual is another self-study opportunity (Example #2).



### **Summary Review**

During this Module, You Learned...

- How to read and understand the different parts of a MAR
- The correct way to make a change/correction on a MAR
- The steps involved to add a new medication to the MAR
- How to document changes to a resident's medication routine

### **Test Your Knowledge**

### True/ False?

- 1. A MAR is the record of what prescriptions have been ordered for your resident.
- 2. "Ditto" marks can be used to save time when filling out the same medication
- 3. Transcribing is copying the physician's order onto the MAR





### Assignment #8

### Filling Out the MAR

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### Get Ready For Your Next Class

- Read Next Modules
- Complete Assignment #8: Filling Out the MAR

