This reference guide explains the Medication Sheet and how to print one for a resident.

The Medication Sheet is the monthly charting of medication administration. Some communities know it as the Medication Administration Record or Medication Observation Record.

To first view the Medication/Medication Sheet setup go to File – Setup – Community – Clinical tab. Select Medication/Medication Sheet.

The Medication / Medication Sheet setup screen will open. Click ‘Default Configuration’.
Choose to Print Meds which is the default setting or to Not Print Meds which is to print a medication sheet with resident information and without current medications.

Select to include the Med Notes Sheet. This is the back side of your MAR/MOR that includes the med hold reason and the PRN given reason and result.

Choose the order of medications: alphabetical name or by passing time.

Select if you want to print by resident or unit number if you are printing for more than one resident at a time.

Select the number of rows to print for signatures if you are printing a blank MAR.

Select the Page Layout as Landscape or Portrait.

Select to Print Residents with Service Types to filter printing medication sheets based upon the Service Types assigned on the Resident’s Service Plan.

The Printed Medication Sheet options include the Report Title (If not completed, this will default to Medication Sheet), Day of the month to start the Med Sheets, Diagnoses, Circle Held Meds, Include Emergency Contact, Include Diet, and Default Configuration (which are your print options). The Printed Medication Notes Sheet options include: the choice of printing \( \frac{1}{2} \) row or 1 row per entry, a column for RN Review, and Medications on Hold. Medications on Hold may be printed in Detail (Every Instance) or Summary.
The Print Options will set the default options when printing the Medication Sheet, but you are able to edit a Medication Sheet at the time of printing.

Resident specific reports and forms are accessed through the Resident Chart. If you wish to generate this report for one resident, highlight the resident and click on ‘Forms’. Choose ‘Medication Sheet’.

Choose which option you want to print. Print Medication Sheets for Selected Residents will print a Medication Sheet with resident information. Print Blank Medication Sheet or Print Blank Med Note Sheet will print without resident information.
If you have highlighted one or more residents to print for, click ‘# Highlighted Record’. Click ‘### Listed Records’ to print for all residents.

The Medication Sheet Print Options screen will open:

Enter in the date range. This will default to the first of the current month unless it is after the 15th of the month. Then it will default to the next month. The exception is if you have setup a date other than the first of the month in the Day of the Month to Start Med Sheets on the Medication Sheet setup.

Select to include Routine, PRN, or both.
Select Print details to include details such as the effective date, expiration date, prescription number, prescribed by, and pharmacy name for the medication. When selected, this information will print on the last line for each medication or treatment.

Select Medication Description for the medication shape, color, and imprint.

Select Medications Administered by Other and/or Passing times for Administered by Other to print on the Medication sheet and have Other for the passing times.

Select additions to print: Print details (Effective date, Expiration date, Prescription number, Prescribed by, and Pharmacy name), Medication Description, Self Administered Medications and Passing times for Self Administered Medications, Medications Administered by Other and Passing times for Medications Administered by Other, Supplies, Resident Photo, Shading of every other day column, Site Code Key (for injections, patches, etc.), and Reviewing Manager signature (to print on the first or last page of the sheet).

The Exclude Discontinued Medications option is available if you are printing for a start date that is greater than the date in which your Medication Sheet starts on. For example, if your Medication Sheet starts on the 1st of the month, you must print for the 2nd or later for this option to be available. To confirm the start date of your Medication Sheet, go to File – Setup – Community. Double click on your community and click on the Clinical tab. Click ‘Medication/Medication Sheet’.

Confirm your printer and click ‘Print’. To view a copy on the screen, check ‘Print Preview’ and click ‘Print’.

![Print Options](image)
See below for a sample of the Medication Sheet/Med Notes Sheet.

| Code Status: | CNR, MDS8000 |
| Allergies: | Antibiotics, Penicillin, Aspirin, Bee, Chocolate, Dog, Shrimp, Strawberries |

**Medication Sheet Legend:**

**Initials only:** this means that the medication was delivered on the med pass during that specific date and time by the employee with those initials. You can find who has those initials by viewing the bottom of the page.
A circle around the initials: this means that the medication was cancelled, held or refused on the med pass during that specific date and time while the initials indicate who acknowledged the cancellation.

Blank: this means the medication during that specific date and time was not charted on. This could mean that it was missed or not given.

A single ‘H’: this means that the medication was put on hold during that specific date and time within the residents chart. It could have been put on hold within that specific medication on the Hold History tab or the medication was held while the resident was put on a Leave Of Absence. It is up to the facility if the medication is put on and taken off of hold.

A single ‘X’: this means that there is no history to be charted on during that specific date and time.