Check In – Add Medication (Non-Barcoded Medication)

	Click on the **Check In** icon.
	Select the correct **resident**.
	Click on **Add Medication** icon.
	Click on **Search for Pharmacy** under Pharmacy Information.
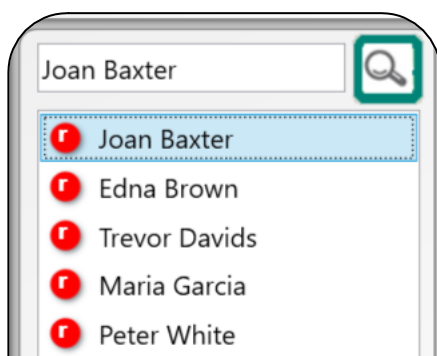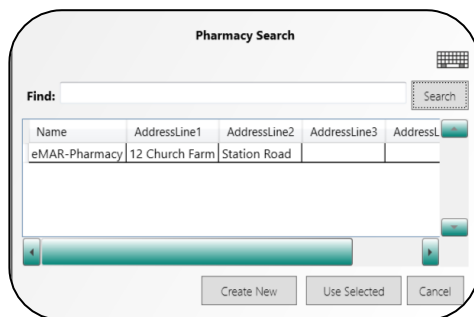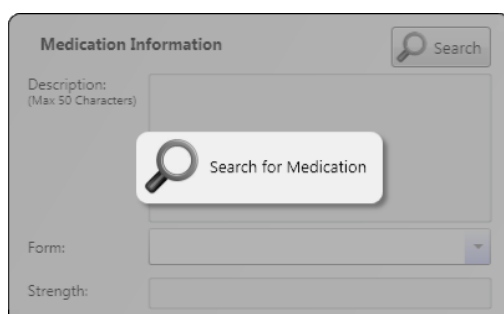
Type in the **first three letters** of the pharmacy name in the **Find** box and click on **Search**. If the pharmacy has previously been used the information will be available here. Click on pharmacy details displayed and click on **Use Selected**. Otherwise select **Create New** and enter the information manually.
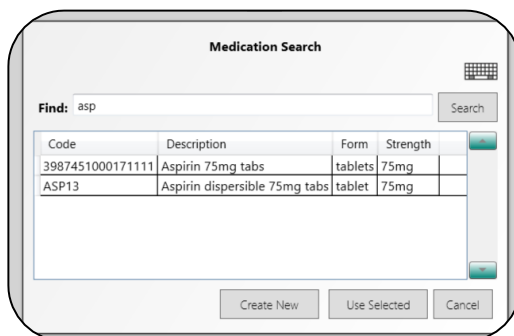

In the **Medication Information** box click on **Search for Medication.**
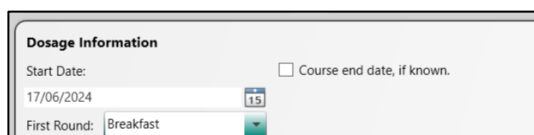
Enter the **first three letters** of the medication name in the **Find** box and click **Search**. Click on the medication you want and select **Use Selected**. If the medication is not listed click on **Create New** and enter details manually in the **Medication Information** box, enter **Form** from drop down menu (e.g. capsule/tablet/ointment) and strength (e.g. 500mg).

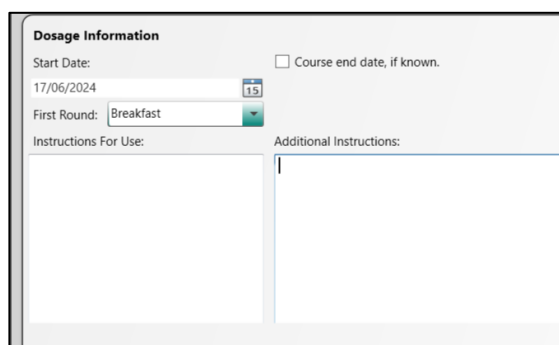Enter the specified **start date**.

If there is a specific end date for the medication check the **Course end date, if known** box and enter the stop date.

If there isn't a stop date leave the box unchecked and the medication will carry forward into the next cycle until manually stopped.
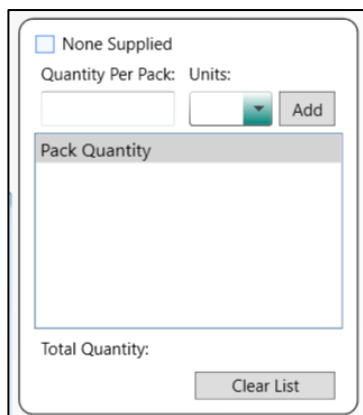

Enter the **instructions for use** as well as any **additional instructions** that you may need to add.
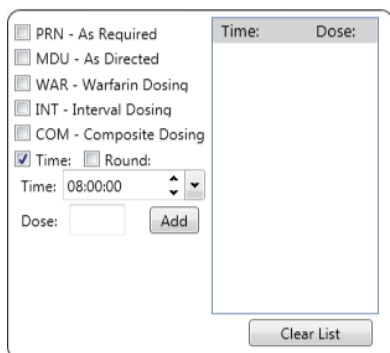
Next enter the number of tablets for each pack/item received and the units (only needed for ml or g for creams etc.) then select **Add**. Repeat until all packs/items have been added. Check the total number of tablets overall, shown in the **Total Quantity** box, is correct.

*If a medication hasn't arrived yet tick the **None Supplied** box. This will add the medication but will show no stock.*

Tick either **PRN, MDU, Warfarin, INT, or COM**. Either enter each take time manually or select the Round tick box and select the round. In the **Dose** box enter the dose to be given, click on **Add** after each round time. Then click **Verify and Save**.

A **Verify Medication** box will appear, a second sign in is required by another member of staff, enter username and password and click **Continue.**

A **Saving Information** box will appear. Click **OK**.

You can then proceed to check-in the manually added medication as normal.