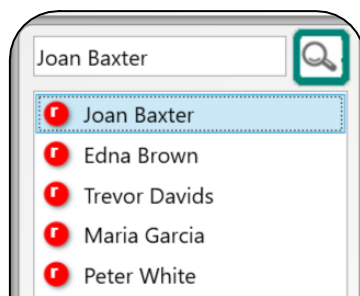


Check In – TBC Change Type (Edit Round Times)

During Check In, if the pharmacy has sent a medication in as TBC but this medication doesn't require a calendar it can be changed to either a standard dose, PRN or as Directed if necessary. This cannot be amended once the item is checked in (i.e. turned Amber or Green), as once checked in, the icon will disappear and no longer be an option.



Click on the **Check In** icon.



Select the appropriate **resident**.



Click the medication you want to edit the type for (e.g.: Zerobase).

TBC - Calendar not completed

It must have been sent as a TBC medication.

Note: you can edit round times on PRN and MDU medications as well, but you won't be able to change their type.



Click on the **Edit Round Times** icon.

Service User: Miss Joan Baxter

Medication Name:
Zerilase cream
Instruction For use:
Apply Twice Daily

Update Medication Dosage:
☐ PRN - As Required
☐ MDU - As Directed
 Time: 08:00:00
 Dose: * **Add**

Time: Dose:
08:00 1

Clear List

Comment:

VERIFY & SAVE **CANCEL**

The edit window will appear.

If you want the medication to be changed to a standard dose, simply choose the administration time and expected dose and click add.

This entry will now be displayed on the right-hand side. You can continue to add extra rounds if necessary.

Time:	Dose:
08:00	1

Update Medication Dosage:
☒ PRN - As Required
☐ MDU - As Directed
 Time: 08:00:00
 Dose: * **Add**

Time: Dose:
PRN 08:00 *

Clear List

For PRN and MDU repeat the same process but tick the appropriate box before clicking add.

Once you're happy with everything, click verify and save.

Update Medication Dosage:
☐ PRN - As Required
☒ MDU - As Directed
 Time: 08:00:00
 Dose: * **Add**

Time: Dose:
MDU 08:00 *

Clear List

A second signature will be required.

Breakfast: * **MDU - As Directed**
0800

From: 18/07/2024 **To:** 11/08/2024

The new round times/type will be displayed. Continue check in as normal. If the medication is a continuous medication, then after a device synchronisation the new dosage will also appear in next cycle.