Training Activity
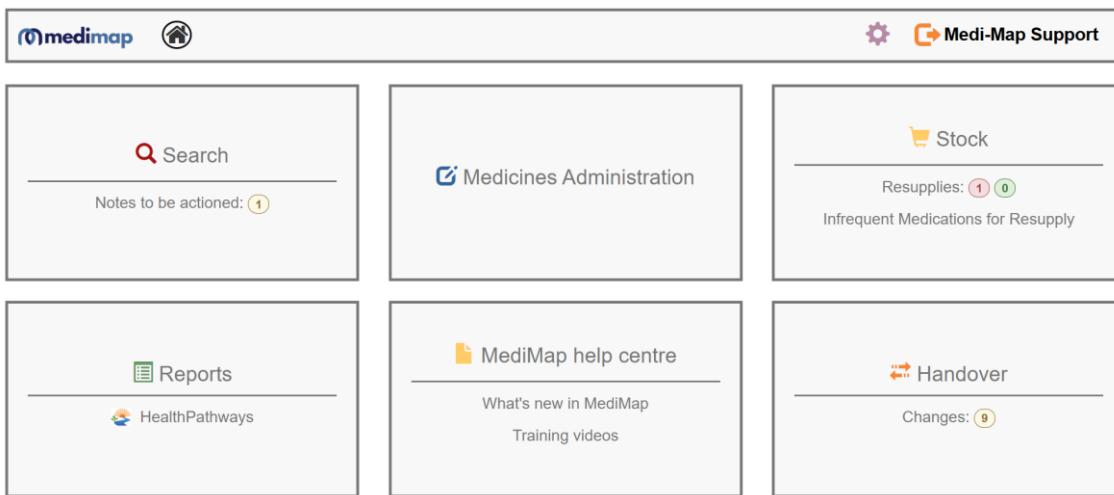
- Log into the MediMap training site: This is a two-stage process; Facility login and then your staff login

- Click on **Medicine Administration**

- Click on **Start** Round and choose the area you are working in and the dose time then click on **Start**

- Select a resident:

  1. Record packed medication as administered by clicking **Package** -all the lines will go green

  2. Click on the comment button of the medication the resident did not want to take and enter in why they refused the medication, then click on **Refused**

  3. Click on **Finish** once all the other medications have been given or a comment added on why they were not given

  4. Click on the **PRN Medication** tab. Select the appropriate medication, click on **Comment**, enter a comment and record any other data then click on **Administered**

Training Activity

5. From the Dashboard click on **Handover**. Find the PRN medication you administered and click on **Add** to enter a comment and any additional information and then click on **Save Outcome**

6. To access resupplies, click on the drop-down arrow next to the comment box to the right of a regular non-packed or PRN medication line in the administration module. From the Dashboard click on **Resupplies** to view ordered, backordered, completed by pharmacy and received or notes

7. Hospital admissions:

   a. Print the chart and 24 hours of administration data
   b. Mark the resident off site for a hospital admission
   c. Click on the notes tab on either the chart or administration page, and add a new note
   d. Mark the resident back on site and update notes/add new notes
   e. Add a document to the chart under the documents tab

8. Click on your name in the top right-hand corner of MediMap to log out