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| **Match Medication (Insulin Example)** | |
| **STEP** | **ACTION** |
| 1. | Scanning the medication for a single patient with 2 separate orders for the same medication   1. Scan tadpole barcode 2. Matched Med box displays – use arrows on keyboard or mouse to navigate the medication list and select sliding scale 3. Click OK 4. Hover over the comment section (NOT the underlined text) to display (yellow popup box) Sliding Scale 5. Bar code always scans two units, enter correct amount as needed 6. **Warning – “Site Field Required” select site from dropdown** |
| 2. | 1. Scan vial barcode 2. Matched Med box displays – use arrows on keyboard or mouse to navigate the medication list and choose select scheduled dose 3. Click “OK” 4. **Warning – “Incorrect Amount”**  Bar code always scans one unit, enter correct amount 5. **Warning – “Site Field Required” select site from dropdown** |
| 3. | 1. Scan armband 2. Review screen 3. **Cosign needed for insulin** - Give medicine 4. Click “Save and Confirm” |