

The Medication Administration Record (MAR)

- The Medication Administration Record (MAR) is a **monthly** record for an individual. It contains a list of all the current medications that are administered to an individual by a nurse or health care professional. The medications displayed are pre-populated from Medication History forms of the individual.
- Each time a drug/medication is administered, the nurse or health care professional marks the MAR. The MAR also reflects whether the medication is being given to the individual according to the scheduled time(s). As a result, it may also be used as a checklist in cases where there may have been any medication errors for an individual.

Note: To view a particular medication on the MAR, a medication history form for that medication should already be in the system. Also, once a medication is displayed on an MAR, it cannot be removed from the MAR for that month.

- To start working with the MAR, log into Therap by providing your User Name, Password, Provider Name and clicking on Login button.

Creating an MAR Entry

To make an MAR entry, please go through the following steps:

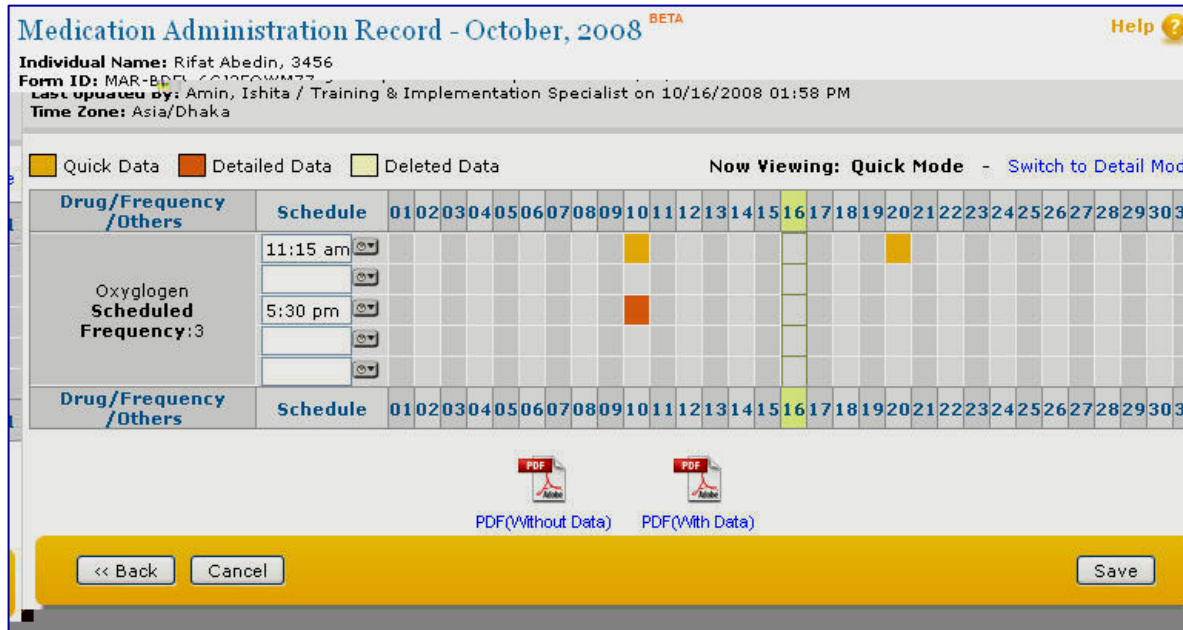
- On your FirstPage, click on the **MAR** link in the **MAR** area.



NOTE: if you do not see the **MAR** section on your FirstPage, you will need to have the corresponding HT roles assigned to you (please see the last section of this guide for a breakdown of roles). Contact your Provider Administrator who will be able to assign these roles to you so that you may access this area.

- Select the appropriate program and relevant individual from the lists that will follow. Once you are done, a **Medication Administration Record** page for the current month will open and will look similar to this:

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Medication Administration Record - October, 2008 BETA Help ?

Individual Name: Rifat Abedin, 3456
 Form ID: MAR-BDFL-C01FCWMM77
 Last updated by: Amin, Ishita / Training & Implementation Specialist on 10/16/2008 01:58 PM
 Time Zone: Asia/Dhaka

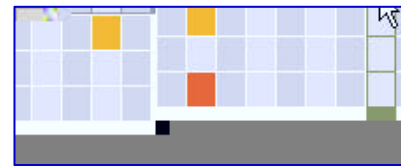
Quick Data Detailed Data Deleted Data Now Viewing: **Quick Mode** - [Switch to Detail Mod](#)

Drug/Frequency /Others	Schedule	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Oxyglogen Scheduled Frequency: 3	11:15 am																																
	5:30 pm																																


PDF(Without Data) PDF(With Data)

<< Back Cancel Save

- The MAR is in the form of a grid containing information about current medications, and cells for each day of the current month. The column for the day on which the MAR is opened will be highlighted in yellow.
- When entering data, the user may choose from two different modes - **Quick Mode** and **Detail Mode**.



Entering Data using Quick Mode

- The **Quick Mode** is highlighted in grey and is the default option selected when you open an MAR. To enter data in this mode, just click on the appropriate cell that corresponds to the relevant **Schedule** time.
- **Schedule Time:** enter the time that the daily medication is scheduled for administering. Choose your required **Schedule** time from the list that appears when you click on the  button. You will find hours of the day classified under two tags: A.M. and P.M. You may leave this field blank if you are unsure of the exact scheduled time or if there is no scheduled time specified.

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- If a cell is clicked to enter data in Quick Mode, then the system automatically sets the Schedule time as the Serving Time, and the current user is entered by default in the **Administered By** field (see **Detailed Mode** below for further details).

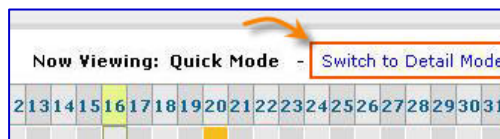
Example:

- To enter an individual's medication administration details, that is scheduled to be administered at 11: 15 am on the 5th of October, 2008, click on the cell under '05' in alignment with the Schedule time 11: 15 am.
- The entry will be highlighted in orange indicating that the data was entered in **Quick Mode**. In this manner, you may enter medication administration information of that individual for the entire month.
- Click on 'Save' at the bottom of the page once you have completed entering the required information.



Entering Data in Detail Mode

- Using the **Detail Mode**, a user can enter additional details about each MAR entry such as the time the medication was served, who the medication was administered by and any additional comments.
- Clicking on the **Switch to Detail Mode** link at the top right corner of the MAR will take you to the Detail Mode. This mode is highlighted in blue to distinguish it from the Quick Mode:



		<input type="checkbox"/> Quick Data <input checked="" type="checkbox"/> Detailed Data <input type="checkbox"/> Deleted Data			Now Viewing: Detail Mode - Switch to Quick Mode																												
Drug/Frequency /Others	Schedule	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Oxyglogen Scheduled Frequency:3	11:15 am																																
	5:30 pm																																

To enter detailed data, click on the appropriate cell. An **MAR Detail Data Form** will open:

Medication Name	Oxyglogen
Medication Type	Scheduled
Frequency	3
Current Schedule Time	N/A
Actual Scheduled Time	N/A
Serving Time	5:30 pm <input type="button" value="⌵"/>
Administered By	Amin, Ishita / Training & Implementation Specialist <input type="button" value="⌵"/>
Comments	<div style="border: 1px solid gray; padding: 5px;"> additional information regarding med administering can be included here </div> <p>About 2929 characters left</p>

- The **Medication Name**, **Medication Type** and **Frequency** are pre-populated fields from the corresponding Medication History form of the individual and cannot be changed.
- **Current Schedule Time** is the time currently listed under **Schedule** on the MAR grid. If the time entered initially for **Schedule** is changed, this is shown as the **Actual Scheduled Time** and the **Current Schedule Time** will be set to the newly entered schedule time. **Serving Time** is the exact time that the medication was administered.
- Click on **Done** at the bottom of the page once you have completed entering the required information. This will take you back to the MAR grid.
- The detailed entries made will be highlighted in **red** on the MAR grid indicating that the data was entered in **Detail Mode**.

Editing/Updating an MAR Entry

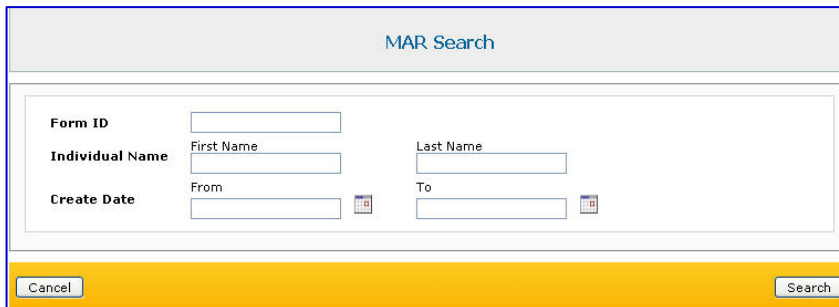
- To edit or update an entry (whether it was initially entered in Quick or Detail Mode), you will need to go to the Detail Mode. If you make changes to a **Quick Mode** entry, it will no longer be displayed as a Quick Mode entry but as a red, **Detail Mode** entry on the MAR grid page.
- An entry can be edited only if either of the following changes are made:
 - Entering a **Serving Time** that is different from the **Schedule** time entered initially. If no Schedule time was initially entered, then any valid Serving Time may be entered.
 - Editing the **Administered By** field.
 - Adding or editing **Comments**.

Deleting an MAR Entry

- You may only delete entries from the MAR page in the **Detail Mode** by going through the following steps:
 - On the MAR page, click on the **Switch to Detail Mode** link.
 - Click on the cell you would like to delete to open the **MAR Detail Data Form**.
 - Provide a reason for deletion in the **Delete Reason** field which you will find at the bottom of the page. This is required in order to delete the entry.
 - Once you are done, click on the **Delete** button.
 - The deleted entries will be highlighted in white on the MAR grid.

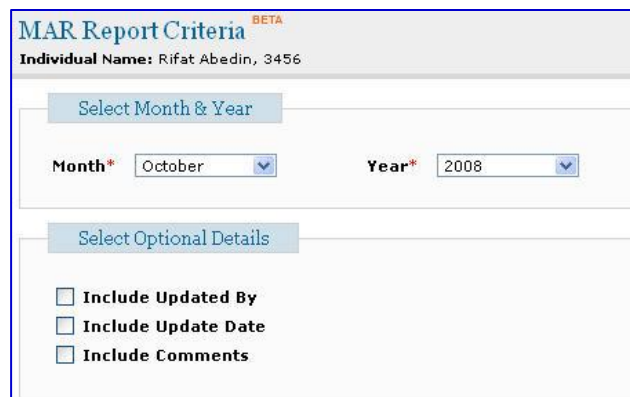
Searching for MARs

- Users may use the **Search** link under the **MAR** area to locate current MARs for various individuals as well as the MARs created for previous months.



The MAR Report

- Reports can be generated using the **Report** link under the **MAR** area. Currently, these reports may only be generated monthly. To generate an MAR Report, please go through the following steps:
 - On your FirstPage, click on the **Report** link under the **MAR** area.
 - Select the appropriate program and relevant individual from the lists that follow. Once you are done, you will be taken to the **MAR Report Criteria** page. Select your required parameters and click on **Next** at the bottom of the page.



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- o If you get the following message when trying to generate a report,

 **No MAR form available for this individual for the selected month**

it means that although an MAR exists for the individual, no MAR entries were made for that particular month selected in the report search criteria.

- o The following is an example of an MAR Report:

MAR Detailed Report - October, 2008 BETA Help ?							
Individual Name: Rifat Abedin, 3456							
Date (mm/dd/yyyy)	Medication Name	Actual Scheduled Time	Serving Time	Administered By	Updated By	Update Date	Comments
10/04/2008	Oxyglogen	6:30 pm	6:30 pm	Amin, Ishita / Training & Implementation Specialist	Amin, Ishita / Training & Implementation Specialist	10/16/2008	N/A
10/05/2008	Oxyglogen	11:15 am	11:15 am	Amin, Ishita / Training & Implementation Specialist	Amin, Ishita / Training & Implementation Specialist	10/16/2008	N/A
10/06/2008	combination drug	N/A	N/A	Amin, Ishita / Training & Implementation Specialist	Amin, Ishita / Training & Implementation Specialist	10/16/2008	N/A
10/09/2008	Oxyglogen	6:30 pm	6:30 pm	Amin, Ishita / Training & Implementation Specialist	Amin, Ishita / Training & Implementation Specialist	10/16/2008	N/A

- MAR Reports that are generated, are not saved in the Therap system. If you would like to save a copy of the report for future reference or to take a printout, you may export the report in Excel or PDF format. You will find these options at the bottom of the MAR Report page.



Roles & Actions for MAR

Role	Actions
HT Submit	Can only create a new entry Cannot add Schedule time Cannot delete existing entries Cannot update existing entries Can generate MAR Report
HT Update	Can do everything Can generate MAR Report
HT View	Can only view MAR/entries Can generate MAR Report