Documentation Reminders

Always use CMT as your job title.

Meds given at day program

In box:

Place X and circle. No documentation on back of the MAR.

CIRCLE MEANS LOOK ON BACK OF MAR FOR MORE INFORMATION

Home Visit:

Front of MAR: place initials in box and circle

Back of MAR: under omissions/changes, document home visit by noting when client left and when due to return and who you gave the meds to.

PRN/STAT

Initial in box on front. Document on back the reason for the med and the results.

HOSPITAL/ER/REHAB

IN BOX: PLACE H AND CIRLCE

NO DOCUMENTATION ON BACK OF MAR

When discontinuing a med, please remember to place

/DISCONTINUE---→

On the line of **each** time entry

WHEN POSTING A NEW MED: REMEMBER TO USE THOSE LINES UP TO THE FIRST DOSAGE FOR EACH TIME ENTRY.