

# How To Chart Medications For A Previous Day In ECP

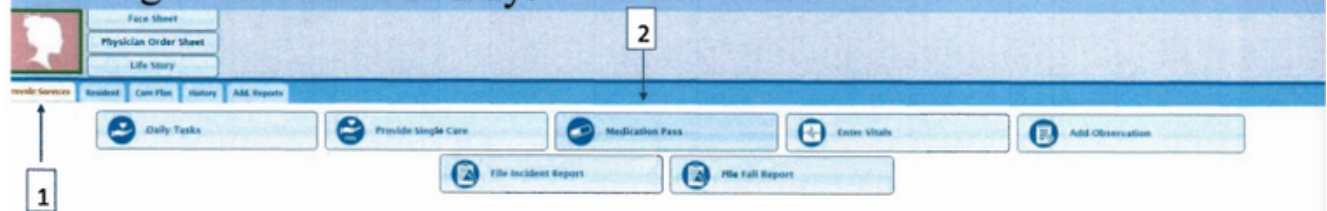
Kristy J. Baum MSN RN

01/26/2022

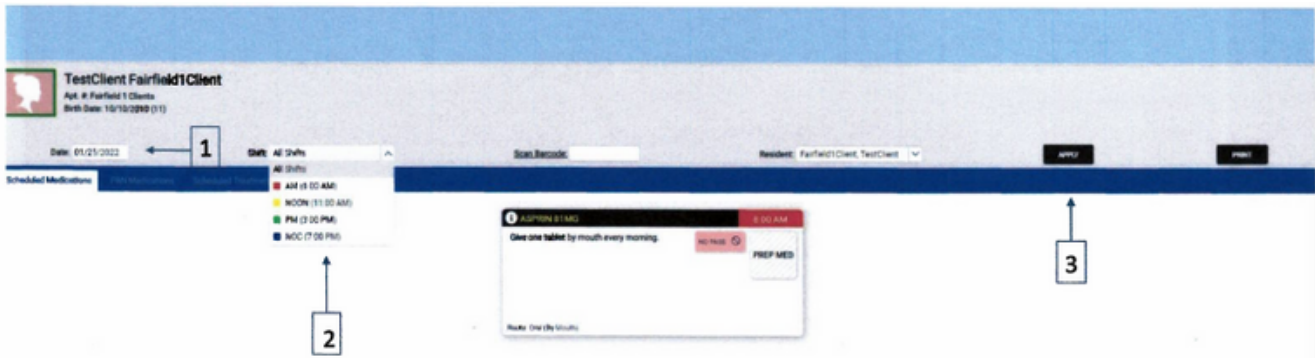
## In What Scenarios Can I Chart Medications On For A Previous Day?

- A **technical issue** that resulted in the inability to chart in ECP
- In this **scenario**, paper MARs would be charted on in the meantime
- To **chart medications** for a previous day, the **regional nurse** will need to give you ECP permission

### Charting For A Previous Day:



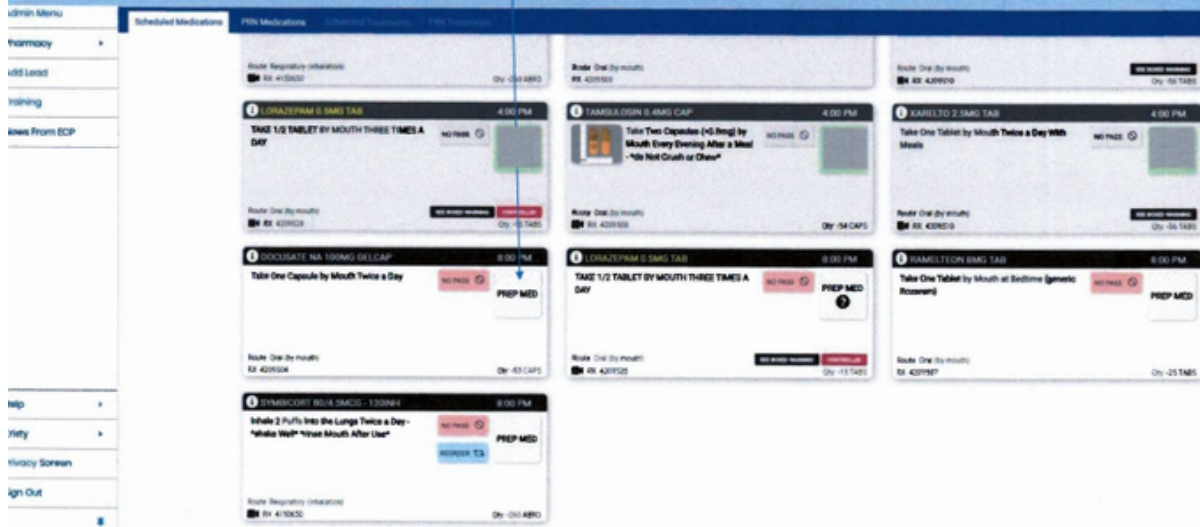
1. Provide Services Tab
2. Medication Pass Tab



1. Date – change to date that needs to be charted on
2. Shift – select the shift that medication must be charted on
3. Click - Apply

Example: Docusate NA 100mg GELCAP was not charted on from the previous day.

1. Click on “Prep Med” – Box with green border will appear and it will say “Prep Med”
2. Click again on “Prep Med” – Your initials will appear
3. Click again on your initials – Box will appear that has to be filled out (see next slide)



The screenshot displays a medical software interface. On the left is a navigation menu with items like 'Med Pass', 'Daily Toilets', 'Recent Notes', 'Executive Menu', 'Admin Menu', 'Pharmacy', 'Add Lead', 'Training', 'News From ECP', 'Help', 'Kristy', 'Privacy Screen', and 'Sign Out'. The main area shows 'Scheduled Medications' for 'PER Medication'. Three medication entries are visible: 'LORAZEPAM 0.5MG TAB' (4:00 PM), 'DOCOSATE NA 100MG GELCAP' (8:00 PM), and 'BYNACORT BUA (MCS - 120MG)' (8:00 PM). The 'DOCOSATE NA 100MG GELCAP' entry is highlighted, and a 'Charting Information' window is open over it. This window shows 'Scheduled For: 01/23/2022 @ 8:00 PM', 'Prep Information: 01/26/2022 @ 02:27 PM By Baum, Kristy', 'Charted On: 01/23/2022 @ 02:27 PM', and 'Employee: Baum, Kristy'. Below this is a text area for 'Notes for this Charting Record' and buttons for 'NEW CHARTING', 'USE PREVIOUS', 'HISTORY', and 'SAVE'. A text box with instructions is overlaid on the bottom right of the charting window.

**Charting Information**  
 Docosate Na 100mg Gelcap  
 Scheduled For: 01/23/2022 @ 8:00 PM  
 Prep Information: 01/26/2022 @ 02:27 PM By Baum, Kristy  
 Charted On: 01/23/2022 @ 02:27 PM  
 Employee: Baum, Kristy

Flag As Important

Notes for this Charting Record

NEW CHARTING USE PREVIOUS HISTORY SAVE

Update the following information

1. Charted On – put date and time that the medication was supposed to be charted on
2. Employee– Select your name
3. Notes for this charting record – put “missed documentation” and reason why (Example: Technical Issues).
4. Click - Save

\*If you need to erase charting click “Reset Charting”