# How to Link Medication Orders in Expanse

**Only prescribe one route of medication administration as standard practice.** Additional administration routes should be prescribed **only when clinically essential and clearly indicated**, rather than as routine or default practice.

In Expanse medications with more than one route of administration (eg PO/IV) **must be prescribed as separate medication orders and then linked**. Linking is a **mandatory** patient safety step to ensure the patient is administered only one route at a time.

1. **Order your medication**: In this example levetiracetam is prescribed in its oral and IV infusion form:



2. Navigate to the **Current Orders** page
Then, click **Edit Multiple**, and select **Link/Unlink**



3. On the **Link/Unlink Orders** overlay, click **ENTER NEW LINKS**. Then **select the medication** you want to link together. Select **Alternating**. Then click **Save** in the top right. NB:
   - Use **Alternating** for giving linked medications in turn, alternating between routes of administration
   - Use **Concurrent** for scenarios when all linked orders are administered at the same time as part of one complete medication event
   - Single Bag option is not for use in the UK.

4. View the edits you are making on the **Current Orders** page.
   You will see a **chain icon** 🔗 next to the linked medications in the **STATUS** column.
   Click on this to confirm which medications are being linked, and with which link type.



5. Click **Submit** and **Save** using your PIN, to complete linking edits you have made:

6. When viewing linked medications on the MAR, select the **Status** icon or the **chain icon** 🔗 **in horizontal ribbon**, to view linked orders together. Notice the **chain sign also within the prescription**, indicating there are linked orders.



7. If you **click on the Chain Icon** 🔗 **in the prescription**, you can see the '**View Linked Orders'** overlay, which shows the time of last administration. This panel will also appear when a user is documenting the administration of linked medication orders.

   **Before administering a further dose of a drug, it is imperative that any clinician or nurse administering medication views the last given dose of any linked drug.**

# Key Takeaways

**Link all medication orders of the same drug**
Prescribe multiple routes only if clinically required. When prescribing the same drug across multiple administration routes (e.g. PO/IV/IM), you **must link** the medication orders to ensure safe prescribing and medication administration.

**Always review existing prescriptions**
Before prescribing a new order, **review all current prescriptions** to avoid duplication or conflicting routes.

**Check linked orders before administration**
Before giving any dose, check current orders have been correctly linked where necessary. Before administering medication**, review the 'View Linked Orders' overlay**. Verify the **last recorded administration** to prevent double dosing.

**Unlinked medications = unsafe prescribing**
Only when clinically indicated should medications with more than one route of administration be prescribed in Expanse. In these cases, failure to correctly link medications that should be linked, may result in medication errors, which is a patient safety risk.