

Medication Ordering – Retrospective prescribing and administration

Purpose

This document provides a concise reference for prescribers on how to order and administer a dose of a drug in retrospect in Meditech Expanse. It highlights key actions, system behaviors, and clinical considerations to support safe and efficient prescribing.

Audience

Doctors, Nurses, Clinical Pharmacists

Version Control

Version	Date	Author	Changes Made
1.0	23-Oct-2025	Le-Jhel Williams Christopher Meddings Medical Services	Initial draft

Ordering Tip Sheet - Retrospective prescribing and administration

This guide provides detailed instructions for entering and administering a drug retrospectively in Meditech Expanse, often used by an anaesthetist working in theatre.

Click on **Orders > Enter** in the search bar type in the drug name and select the correct order string

If not defaulted, change the frequency to **Once** (this is for one-off doses).

Edit the **Start Date** and **Start Time** fields to when the dose was administered.

Click **Submit** and click **Save**.

Click on **Menu > Edit MAR**

190cm 85kg BSA:2.13m² BMI:23.5kg/m² Allergy/Adv: Penicillins, fish, streptococci, gluten (eg.wheat,rye,barley,oats) None

Refresh Change View **Document** Manual Barcode Enter Med Med Review

Filter Include: Active

Start	Medication (Route)	Time	Tue 4 Nov	TODAY Wed 5 Nov
04/11/25 10:30 Unverified UnAcknowledged	aspirin 300 mg ORAL ONCE ONE Trade: aspirin 75 mg gastro-resistant tablet Rx#: T00018799	10:30	-1d	
05/11/25 12:00 Unverified Acknowledged	amlODIPine 5 mg ORAL ONCE ONE Trade: amlODIPine 5 mg tablet Rx#: T00018826	12:00		5 mg 12:29
05/11/25 12:00 Unverified UnAcknowledged	aspirin 300 mg ORAL ONCE ONE Trade: aspirin 75 mg gastro-resistant tablet Rx#: T00018827	12:00		-2h

Select the drug that has been administered from the list. Once selected, it will be highlighted in green, then click **Document**.

Choice

Medication has not been acknowledged. Continue?

Acknowledge and Document Document Only Cancel

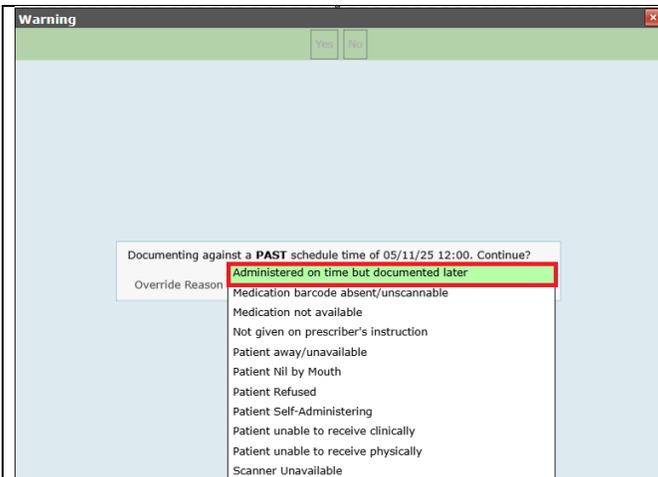
Select **Acknowledge and Document**

banana.john X000006019 - PCS Verify Patient

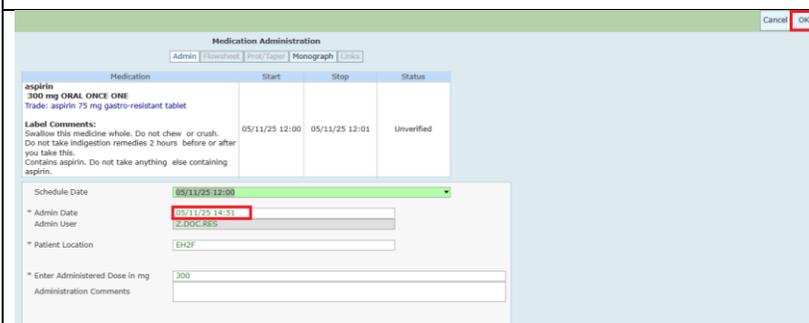
Auto Barcode **Manual Barcode** Cancel OK

Verify Patient

Select **Manual Barcode** and enter patients' account number in the **Verify Patient** field.



In the **Override reason** field, select the **Administered on time but documented later** option, then click **Yes**.



Change the **Admin Date** field, with the time the drug was administered, then click **OK**.

Proceed to complete the remaining steps to document administration.