Medication Administration – Default Frequencies during prescribing

Purpose

To provide ordering clinicians with a quick reference guide for the default schedule times on the MAR for the frequency applied to medication orders in Meditech Expanse.

Audience

All clinicians that order medications for patient administration

Version Control

Version	Date	Author	Changes Made
1.0	31-Oct-2025	Christopher Meddings, Medical Services	Initial draft

Ordering Tip Sheet –Default Frequencies during prescribing

This guide is for ordering clinicians detailing the default Medication Administration Record (MAR) times based on selected medication order frequencies in Meditech Expanse

In Expanse, default times have been applied to most of the frequencies used in Expanse.

During Order entry selecting the frequency and then "show all directions" will bring a list of all the available directions.

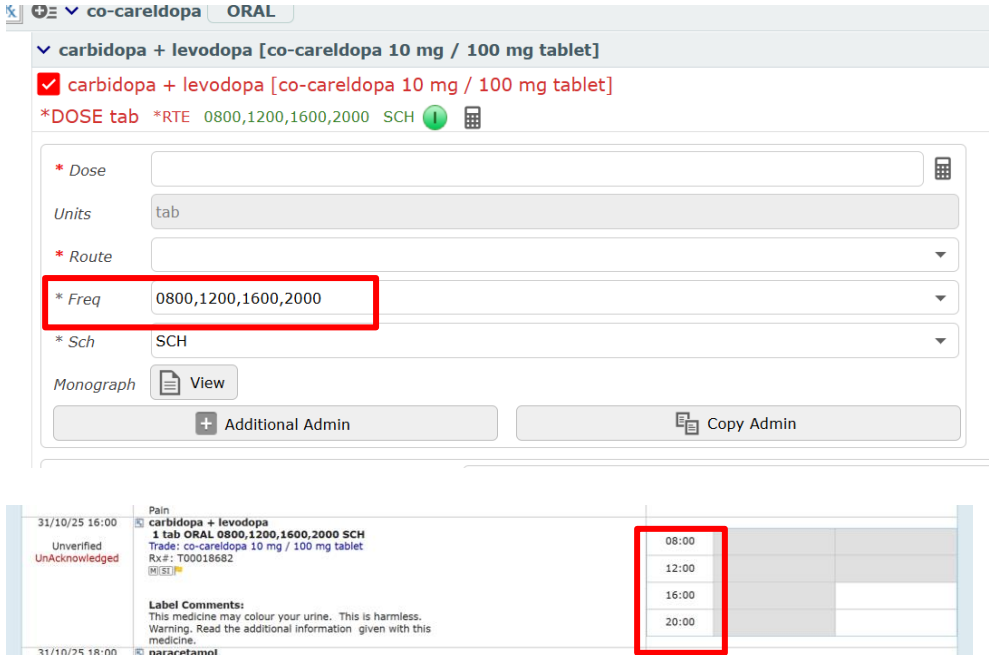| Mnemonic	Name	Time scheduled on the MAR
10 TIMES A DAY	10 times a day	0000|0600|0800|1000|1200|1400|1600|1800|2000|2200|
2 TIMES A DAY	twice a day	0600|1800
2 TIMES A WEEK	twice a week	0600|
2 X A DAY WITH MEALS	twice daily with meals	0800|1800
2 X WK POST DIALYSIS	2 times a week after dialysis	0600|
2 X WK PRE DIALYSIS	2 times a week before dialysis	0600|
3 TIMES A DAY	3 times a day	0600|1400|2200
3 TIMES A WEEK	3 times a week	0600|
3 X DAY + AT NIGHT	3 times a day and at night	0600|1200|1800|2200
3 X DAY WITH MEALS	3 times daily with meals	0800|1200|1800
3 X WEEK M/W/F	3 times a week	Monday, Wednesday and Friday 0600
3 X WEEK M/W/F BD	twice a day 3 times a week	Monday, Wednesday and Friday 0600|1800
3 X WEEK T/T/S	3 times a week	Tuesday, Thursday and Saturday 0600
3 X WEEK T/T/S BD	twice a day 3 times a week	Tuesday, Thursday and Saturday 0600|1800
3 X WK POST DIALYSIS	3 times a week after dialysis	0600|
3 X WK PRE DIALYSIS	3 times a week before dialysis	0600|
4 TIMES A DAY	4 times a day	0600|1200|1800|2200
4 TIMES A WEEK	4 times a week	0600|
4 X DAY + AT NIGHT	4 times a day and at night	0600|1000|1400|1800|2200
5 TIMES A DAY	5 times daily	0600|1030|1500|1930|0000
5 TIMES A WEEK	5 times a week	0600|
6 TIMES A DAY	6 times a day	0000|0400|0800|1200|1600|2000
6 TIMES A WEEK	6 times a week	0600|
7 TIMES A DAY	7 times a day	0000|0330|0730|1100|1430|1800|2130

Here is a list of all the frequencies and the associated times that would appear on the MAR when these frequencies are used for **regular (SCH) medications**

If a frequency is not listed here but available for selection, then the schedule time will be what is placed as the "start time" during order entry and appear as a single administration slot per day.

8 TIMES A DAY	8 times a day	0000|0300|0600|0900|1200|1500|1800|2100
9 TIMES A DAY	9 times a day	0000|0230|0500|0730|1000|1230|1500|1730|2200
AFTER MEALS	after meals	0800|1200|1800
AFTER MEALS AND BED	after meals and at bedtime	0800|1200|1800|2200
ALTERNATE DAYS	every other day	0600|
BD	twice a day	0600|1800
BD LUNCH AND PM	lunchtime and evening	1200|1800
BD WITH MEALS	twice daily with meals	0800|1800
BEDTIME	bedtime	2200|
BEFORE MEALS	before meals	0800|1200|1800
BEFORE MEALS AND BED	before meals and at bedtime	0800|1200|1800|2200
DAILY	every day	0600|
EVENING	in the evening	1800|
EVERY 1 HOUR	every 1 hour	0000|0100|0200|0300|0400|0500|0600|0700|0800|0900|1000|1100|1200|1300|1400|1500|1600|1700|1800|1900|2000|2100|2200|2300
EVERY 10 DAYS	every 10 days	0600|
EVERY 10 WEEKS	every 10 weeks	0600|
EVERY 10-12 HOURS	every 10 to 12 hours	0600|1800
EVERY 12 HOURS	every 12 hours	0600|1800
EVERY 12 WEEKS	every 12 weeks	0600|
EVERY 13 WEEKS	every 13 weeks	0600|
EVERY 15 MINUTES	every 15 minutes	0000|0015|0030|0045|0100|0115|0130|0145|0200|0215|0230|0245|0300|0315|0330|0345|0400|0415|0430|0445|0500|0515|0530|0545|0600|0615|0630|0645|0700|0715|0730|0745|0800|0815|0830|0845|0900|0915|0930|0945|1000|1015|1030|1045|1100|1115|1130|1145|1200|1215|1230|1245|1300|1315|1330|1345|1400|1415|1430|1445|1500|1515|1530|1545|1600|1615|1630|1645|

		1700|1715|1730|1745|1800|1815|1830|1845|1900|1915|1930|1945|2000|2015|2030|2045|2100|2115|2130|2145|2200|2215|2230|2245|2300|2315|2330|2345
EVERY 16 HOURS	every 16 hours	0600|
EVERY 18 HOURS	every 18 hours	0600|
EVERY 2 HOURS	every 2 hours	0000|0200|0400|0600|0800|1000|1200|1400|1600|1800|2000|2200
EVERY 2 MONTHS	every 2 months	0600|
EVERY 2 WEEKS	every 2 weeks	0600|
EVERY 3 HOURS	every 3 hours	0000|0300|0600|0900|1200|1500|1800|2100
EVERY 3 MONTHS	every 3 months	0600|
EVERY 3 WEEKS	every 3 weeks	0600|
EVERY 4 DAYS	every 4 days	0600|
EVERY 4 HOURS	every 4 hours	0600|1000|1400|1800|2200|0200
EVERY 4 WEEKS	every 4 weeks	0600|
EVERY 48 HOURS	every 48 hours	0600|
EVERY 5 DAYS	every 5 days	0600|
EVERY 5 WEEKS	every 5 weeks	0600|
EVERY 6 DAYS	every 6 days	0600|
EVERY 6 HOURS	every 6 hours	0600|1200|1800|0000
EVERY 6 MONTHS	every 6 months	0600|
EVERY 6 WEEKS	every 6 weeks	0600|
EVERY 7 DAYS	every 7 days	0600|
EVERY 72 HOURS	every 72 hours	0600|
EVERY 8 HOURS	every 8 hours	0600|1400|2200
EVERY 8 WEEKS	every 8 weeks	0600|
EVERY 96 HOURS	every 96 hours	0600|
EVERY DAY AT 1800	every day at 6pm	1800|;
EVERY MONTH	every month	0600|
EVERY MORNING	every morning	0600|
EVERY NIGHT	every night	2200|
LUNCH	every lunchtime	1200|
LUNCH AND EVENING	lunchtime and evening	1200|1800
MORNING	in the morning	0600|
MORNING AND LUNCH	morning and lunchtime	0600|1200

MORNING AND NIGHT	morning and at night	0600|1800		
NIGHT	at night	2200|		
OD	once a day	0600|		
OD LUNCH	every lunchtime	1200|		
OD PM	every evening	1800|		
OM	in the morning	0600|		
OM AND LUNCH	morning and lunchtime	0600|1200		
OM AND ON	morning and at night	0600|1800		
ON	at night	2200|		
ONCE A DAY	once a day	0600|		
ONCE A WEEK	once a week	0600|		
ONCE DAILY	every day	0600|		
PM	every evening	1800|		
QDS	4 times a day	0600|1200|1800|2200		
QDS AND AT NIGHT	4 times a day and at night	0600|1000|1400|1800|2200		
TDS	3 times a day	0600|1400|2200		
TDS AND AT NIGHT	3 times a day and at night	0600|1200|1800|2200		
TDS WITH MEALS	3 times daily with meals	0800|1200|1800		
WEEKLY	weekly	0600|		

If more specific timings are required. Then during order entry you can enter up to 4 specific times in the frequency field

For example:
0800,1200,1600,2000

Note:
- 24-hour clock with four digits and ordered from 0000 to 2400.
- Comma separated
- No spaces between comma and number

If more than 4 specific times a required, then a second prescription is required

If administration is required on specific days of the week.

Then a combination of the first 2 letters of the days required of admin can be entered in with Sunday being the first day

SuMoTuWeThFrSa

Example:
SuThFr – Sunday, Thursday and Friday.

Note these will only be once daily administration, so if multiple doses per day then two prescriptions required

Frequencies applied to "when required" (PRN) scheduled medications will always appear with a schedule that allows documentation as required on the MAR