

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:

Order Summary					SAVE	2
CURRENT	ENTER	RECONCILE	Enter PIN			
ORDERS	DATE	STATUS	X ALL			
levETIRAcetam [... 500 mg IV INF EVERY 12 HOURS	31/10/25 18:00	New	X			
levETIRAcetam [levETIRAcetam ... 500 mg ORAL BD	31/10/25 18:00	New	X			

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

Orders					SUBMIT	0
CURRENT	ENTER	RECONCILE	Medications by Generic Name			
ORDERS BY: CATEGORY	PROVIDER	DATE	STATUS	Edit Multiple		
▼ Care				Hold/Resume	Link/Unlink	
Admit as Inpatient - Adult Routine	me	10/09/25 13:09	Ordered	Renew	Renew	
VTE Risk Assessment ONCE	me	10/09/25 13:09	Active	Stop	Stop	
VTE Risk Assessment WEEKLY	me	10/09/25 13:09	Active	Undo	Undo	
Verify				Verify	Verify	
▼ Imaging						
CT Abdomen Routine	me	17/09/25 19:11	Ordered			
CT Abdomen and pelvis Routine	Davidson, Brian	16/09/25 09:39	Ordered			
XR Ankle Lt Routine	me	17/09/25 19:10	Ordered			
XR Ankle Rt Routine	me	17/09/25 19:10	Ordered			
XR Calcaneus Lt Routine	me	17/09/25 19:10	Ordered			
XR Calcaneus Rt Routine	me	17/09/25 19:10	Ordered			
▼ Medications						
amoxicillin + ... 1,200 mg IV INJ EVERY 8 HOURS	me	21/10/25 22:00	Ordered			
sodium lactate compound [... IV INF 100 mls/hr	me	28/10/25 13:00	Ordered			
> fentaNYL [... 1,000 mcg IV INF CONTINUOUS PCA	me	21/10/25 16:30	Ordered			
levETIRAcetam [levETIRAcetam ... 500 mg ORAL BD	me	31/10/25 18:00	Ordered			
levETIRAcetam [... 500 mg IV INF EVERY 12 HOURS	me	31/10/25 18:00	Ordered			

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.

Link/Unlink Orders Cancel Save

EXISTING LINKS **ENTER NEW LINKS**

Alternating Concurrent Single Bag

MEDICATION	ORDER DATE	STATUS	LINKS
Existing			
<input type="checkbox"/> fentaNYL [... 1,000 mcg IV INF CONTINUOUS sodium ... IV INF CONTINUOUS RATE mcg/hr	21/10/25 16:30	Ordered	
<input type="checkbox"/> morphine sulfate [... 2.5 mg ORAL EVERY 1 HOUR	22/10/25 12:00	Ordered	
<input checked="" type="checkbox"/> levETIRAcetam [... 500 mg IV INF EVERY 12 HOURS	31/10/25 18:00	Ordered	
<input checked="" type="checkbox"/> levETIRAcetam [levETIRAcetam ... 500 mg ORAL BD	31/10/25 18:00	Ordered	
<input type="checkbox"/> amoxicillin + ... 1,200 mg IV INJ EVERY 8 HOURS	21/10/25 22:00	Ordered	
<input type="checkbox"/> sodium lactate compound [... IV INF 100 mls/hr	28/10/25 13:00 28/10/25 17:59	Ordered	

- 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.

Orders SUBMIT 2

CURRENT ENTER RECONCILE

Medications by Generic Name Hold Queue Edit Multiple

ORDERS BY CATEGORY	PROVIDER	DATE	STATUS
Care			
Admit as Inpatient - Adult Routine	me	10/09/25 13:09	Ordered
VTE Risk Assessment ONCE	me	10/09/25 13:09	Active
VTE Risk Assessment WEEKLY	me	10/09/25 13:09	Active
Imaging			
CT Abdomen Routine	me	17/09/25 19:11	Ordered
CT Abdomen and pelvis Routine	Davidson, Brian	16/09/25 09:39	Ordered
XR Ankle Lt Routine	me	17/09/25 19:10	Ordered
XR Ankle Rt Routine	me	17/09/25 19:10	Ordered
XR Calcaneus Lt Routine	me	17/09/25 19:10	Ordered
XR Calcaneus Rt Routine	me	17/09/25 19:10	Ordered
Medications			
amoxicillin + ... 1,200 mg IV INJ EVERY 8 HOURS	me	21/10/25 22:00	Ordered
sodium lactate compound [... IV INF 100 mls/hr	me	28/10/25 13:00 28/10/25 17:59	Ordered
> fentaNYL [... 1,000 mcg IV INF CONTINUOUS PCA	me	21/10/25 16:30	Ordered
levETIRAcetam [levETIRAcetam ... 500 mg ORAL BD	me	31/10/25 18:00	Edited 
levETIRAcetam [... 500 mg IV INF EVERY 12 HOURS	me	31/10/25 18:00	Edited 
morphine sulfate [... 2.5 mg ORAL EVERY 1 HOUR	me		
Resuscitation Status			
Resuscitation Status (Inpatient) Routine	me		

Link Type	Medication(s)	Status
Alternating	levETIRAcetam [... 500 mg IV INF EVERY 12 HOURS	Edited 
	levETIRAcetam [levETIRAcetam ... 500 mg ORAL BD	Edited 

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

Order Summary SAVE 2

CURRENT ENTER RECONCILE

Enter PIN

ORDERS	DATE	STATUS
levETIRAcetam [... 500 mg IV INF EVERY 12 HOURS	31/10/25 18:00	Edited 
levETIRAcetam [levETIRAcetam ... 500 mg ORAL BD	31/10/25 18:00	Edited 

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.

Medication	Start	Stop	Status
levETIRAcetam 500 mg ORAL BD SCH Trade: levETIRAcetam 500 mg tablet Rx#: T00018558 Label Comments: Warning. Do not stop taking this medicine unless your doctor tells you to.	31/10/25 18:00		Unverified

Linked Medications			
Linked Order	Link Type	Status	Last Administration
levETIRAcetam 500 mg In sodium chloride 0.9% 100 ml @ 400 mls/hr IV INF EVERY 12 HOURS SCH Current Rate: 400 mls/hr Bag Volume: 105 mls Duration: 15 min 45 sec Trade: levETIRAcetam 500 mg / 5 mL vial sodium chloride 0.9% bag (100 mL) Rx#: T00018559 Label Comments: Warning: Must be diluted before use.	Alternating	Unverified 31/10 18:00	

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.