

Adding and Dispensing Medication

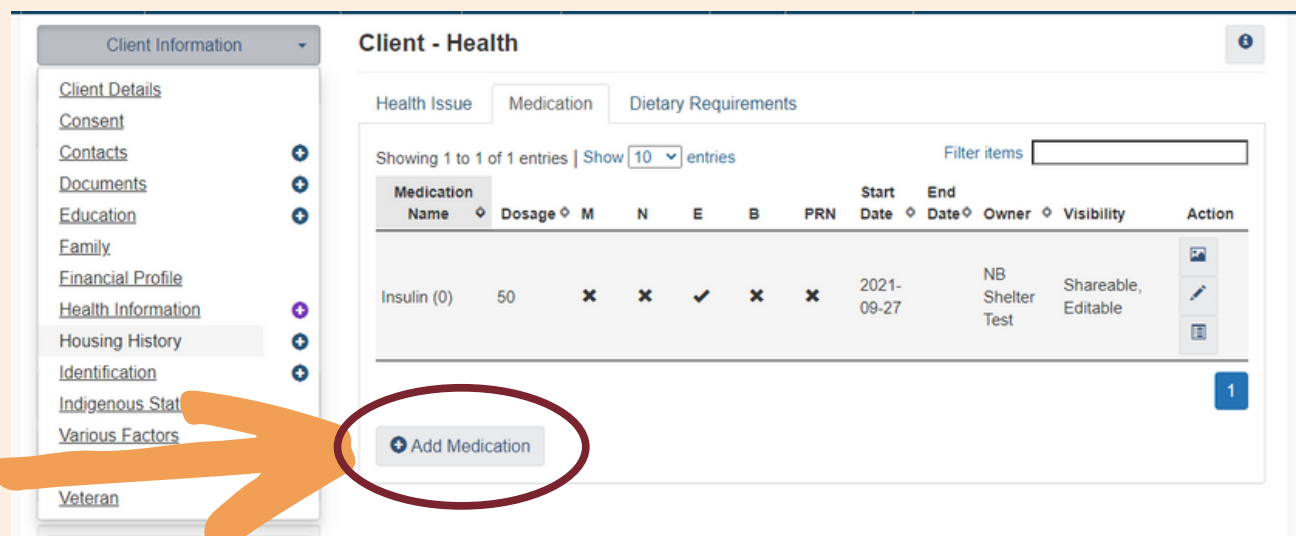
Are you administering medication for a client? This document shows how to record a medication record in HIFIS!

1.) Adding a New Medication.

From the Client Vitals Page, Click Client Information and then Health Information.

From here, click the Medication Tab to View Medications related to your Client.

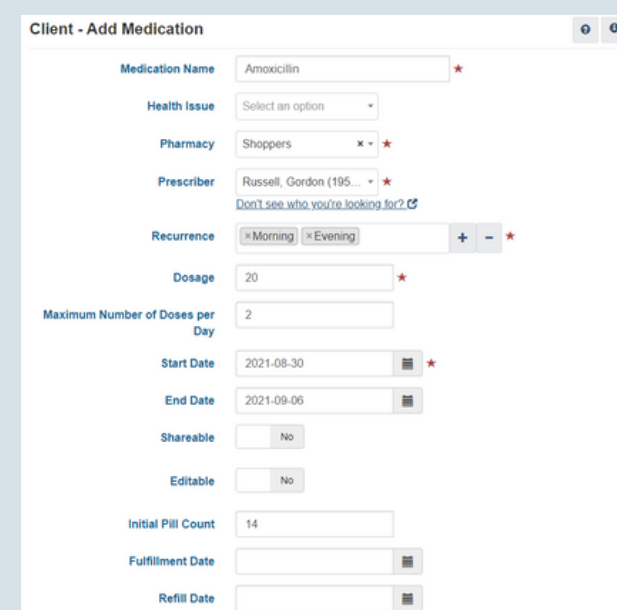
Click Add Medication to Add a New Record.



2.) Fill out the Details

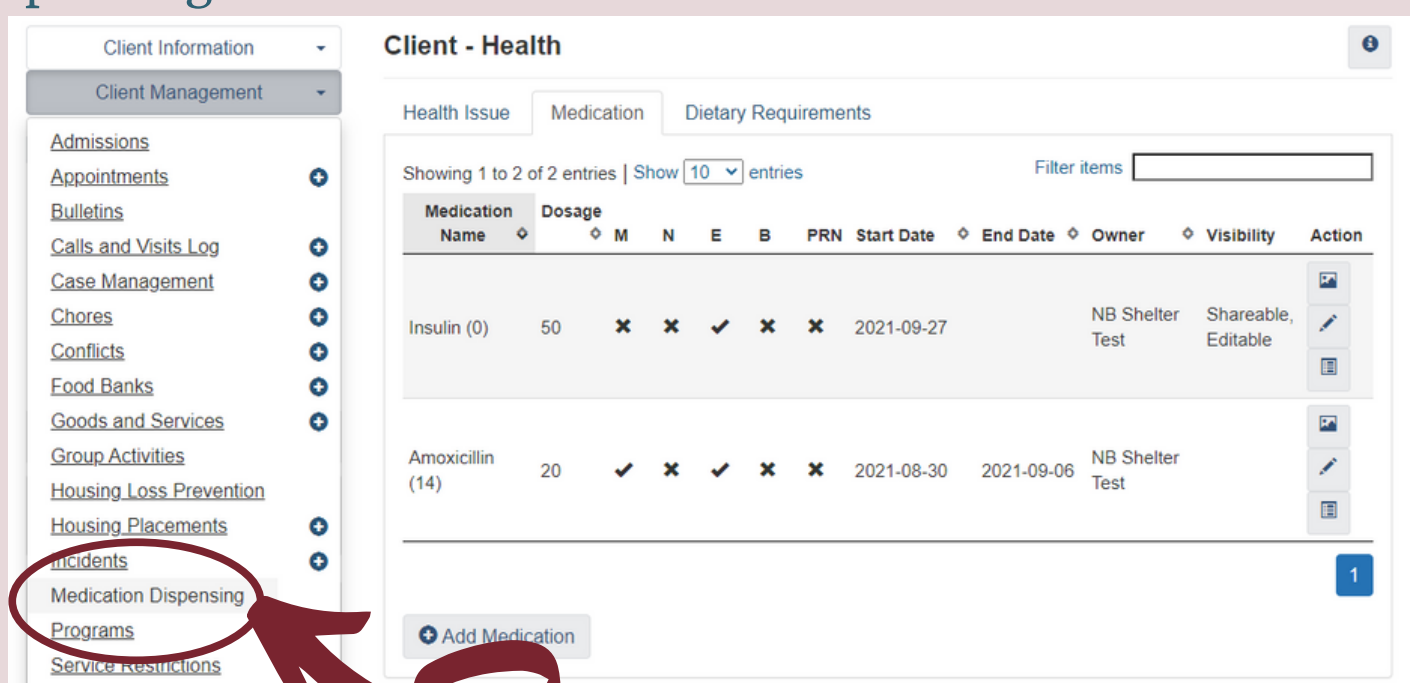
Be sure to fill out all of the Fields with a Red Star, they're required to save the Record.

Once all of the details are filled in, click the Save button to be taken back to the Medication Tab.



3.) Medication Dispensing

Once you've added in your new Medication, Click the Client Management Tab and then Medication Dispensing.

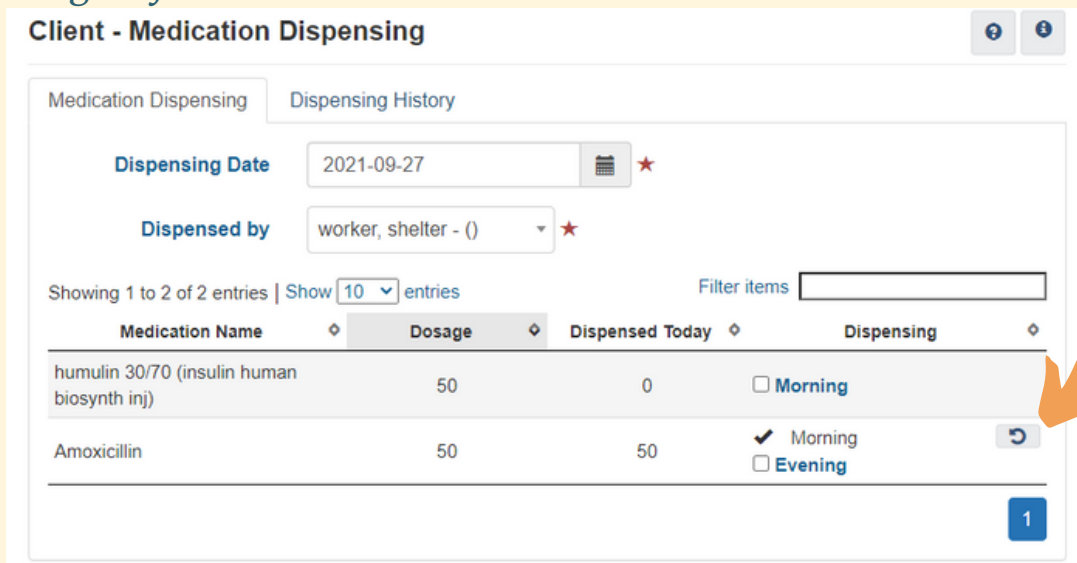


4.) Fill in the info

The first step is to enter the date, and who dispensed the medication.

Next, select which dose was given.

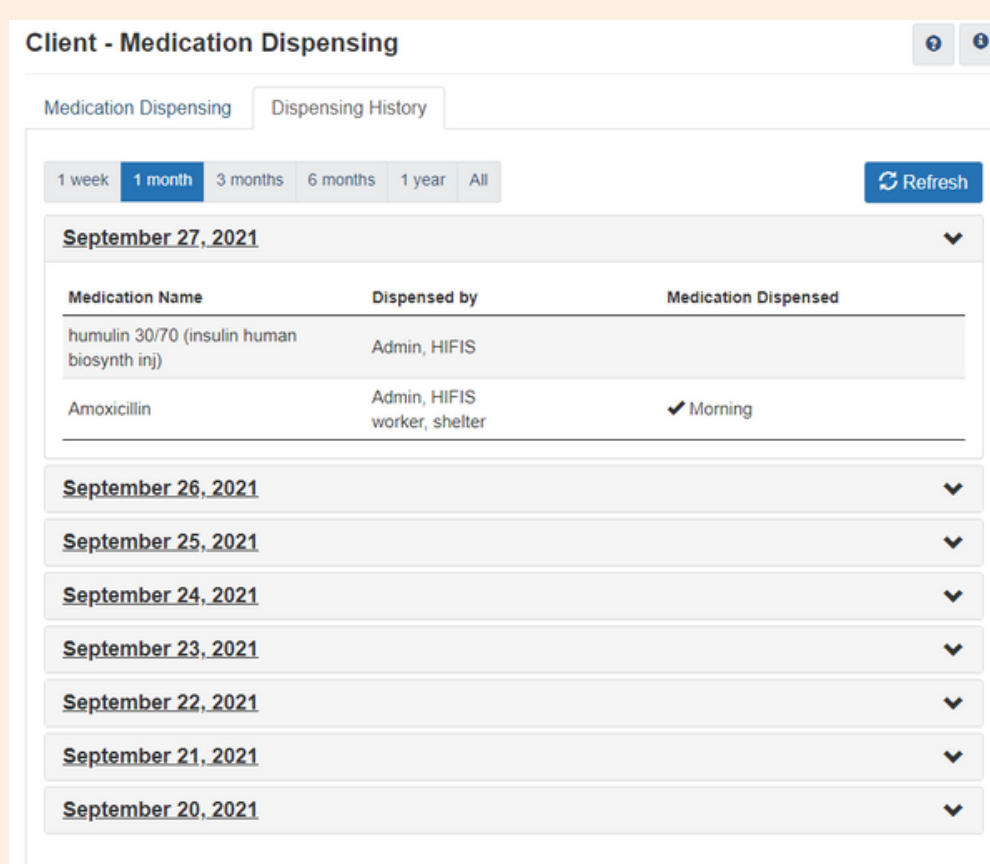
Made a mistake? You can undo any record by clicking the reverse symbol to the right of the record!



5.) Medication History

If at any time you wish to see the history of Medication Dispensing, click the Dispensing History Tab.

You can even Filter by Week, Month, Year, or All.



Questions or Concerns? Email the team at hifis@sjhdc.ca