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## PowerChart: How To Print Med Rec Forms & MAR

With the implementation of ACIS Phase 2, Medication Reconciliation forms and paper MARs will be printed out of ACIS. The paper MARs will print automatically everyday on the unit as they do now. However, MARs can be printed on an “ad hoc” basis as needed. A new ad hoc MAR should not be printed if a MAR already exists for the patient. If there are new med orders, hand write them on the existing MAR (as per current process). When printing ad-hoc MARs, do NOT change the start/stop time at the bottom of the reports window, there is coding programmed in to put the appropriate times on the MAR you select.

A “Blank MAR” can also be printed if needed:

- A blank Ad Hoc MAR may be printed when a patient has more medication orders than will fit on the current paper MAR, or when new medication orders have not yet been entered in PharmNet.
- A blank Ad Hoc MAR will include the patient’s allergies, height and weight, and the patient’s demographics and barcode.
- When a blank MAR is printed, Page (blank) displays, so the actual number needs to be handwritten.
- A Blank Current Ad Hoc MAR will have an Administration Period of 7AM today to 6:59 tomorrow.
- A Blank Future Ad Hoc MAR will have an Administration Period of 7AM tomorrow to 6:59 the following day.
- A Blank MAR for patients with no active medications can also be printed (i.e. for Same Day Surgery). The administration period will need to be hand written on this form after printing it out.

### *To Print Med Rec Forms & MAR:*

1. Open **PowerChart** and search for the appropriate patient. Verify the correct patient is displayed in the title bar of window and/or the yellow **Demographic Banner Bar**.
2. Click on **Task** menu and select **Reports**.
3. Select the appropriate form to print.
4. Leave the date range alone (even if it does not look correct). There is coding programmed in to print the report with the appropriate administration times.
5. Select a printer (the default printer should already be selected, but this can be changed if necessary)
6. Click the **OK** button. The form will print to the designated printer.