

General Guidelines for Transcribing Orders onto the MAR

- **Transcribe** - means to write down or to copy from one place to another.
 - With medication administration, transcribing orders is when the information from the order is transferred or copied to the MAR.
 - When an order is received from the prescribing practitioner, the information from the order is transcribed to the current MAR.
 - With medication transcription, it is important to follow certain guidelines to ensure accuracy and compliance.
- If you are responsible to transcribe an order to the MAR, the following are basic guidelines to follow:
 - Transcribe the information from the order onto the MAR only if you are able to read all the information on the order.
 - Transcribe the information on the MAR only if the order is complete for administering the medication.
 - Transcribe all the information onto the MAR as it is written on the order.

Other guidelines for transcription onto MARs:

- Do not use abbreviations
- Record each medication ordered from the order form to include:
 - Name and strength of the medication
 - Dose, Route and Time(s) the medication is to be given
 - Date the medication is to be started
 - Date the medication is to be stopped (if provided)
 - The date and name of person who transcribed the order should be documented
- Mark out days the medication is not to be given **IF** the medication is not prescribed every day.

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- For new orders, include the date and indicate the time to start.
- Count number of dosages to be administered instead of number of days when calculating stop dates for medication orders that have been prescribed for a specific time period, such as antibiotics
- Do not schedule PRN orders for administration at specific times; are administered when resident “needs” the medication for a certain circumstance
- If a medication order is discontinued (stopped or changed) by the prescriber, Discontinue or D/C (abbreviation for discontinued) should be noted for the medication. The date discontinued and your initials should be included.
- If the medication is not discontinued BUT the dose is reduced or changed, this should be transcribed as a NEW medication order. The old order would be discontinued on the MAR. The new order with the revised dosage would be transcribed onto the MAR exactly as a new order would be.

NOTE: It is important to follow the facility policy regarding how a discontinued medication is indicated on the MAR as procedures may vary. When a new medication is ordered, changed or discontinued, be sure to notify the resident of changes.