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.

(continued)
• 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.