

### ***How to Change a Schedule's Admin Times***

When Standard Schedule Administrations are created, there is an option to add Admin Times. These times would reflect the time of day the order needs to have medications administered. Below is the steps that can be used to modify the Admin Times for a schedule if a change is needed.

Select Systems Manager Menu PROD ACCOUNT Option: Test an option not in your menu

Option entry to test: STANDARD SCHEDULE EDIT PSS SCHEDULE EDIT Standard Schedule Edit

Select ADMINISTRATION SCHEDULE: BID

- 1 BID 1000-1800
- 2 BID RT 0800-2000
- 3 BID WITH MEALS 0800-1700
- 4 BID-HS 1000-1800-2200
- 5 BIDAC 0730-1630

Press <Enter> to see more, '^' to exit this list, OR

CHOOSE 1-5: 1 1000-1800

NAME: BID//

OUTPATIENT EXPANSION: TWICE A DAY//

OTHER LANGUAGE EXPANSION:

TYPE OF SCHEDULE: CONTINUOUS//

EXCLUDE FROM ALL DOSING CHECKS:

EXCLUDE FROM DAILY DOSE CHECK:

FREQUENCY (IN MINUTES): 720//

The schedule entered equals 12 hours.

**STANDARD ADMINISTRATION TIMES: 1000-1800// 0930-1730**

*The time has to be in a four digit military time setup with a hyphen between the next time.*

Select WARD:

Select ADMINISTRATION SCHEDULE: