

Course Overview

Use Med Pass to document medication administration during a scheduled shift.

This guide explains how to safely initiate a Med Pass, accurately record administered or declined medications, and finalize the session within CorrecTek Spark.

Use This Guide When

- Process individual medications or bulk-document multiple pending doses.
- Handle medication refusals and capture required electronic signatures.
- Complete the Med Pass to lock in records and prevent duplicate dosing.

What You'll Be Able to Do

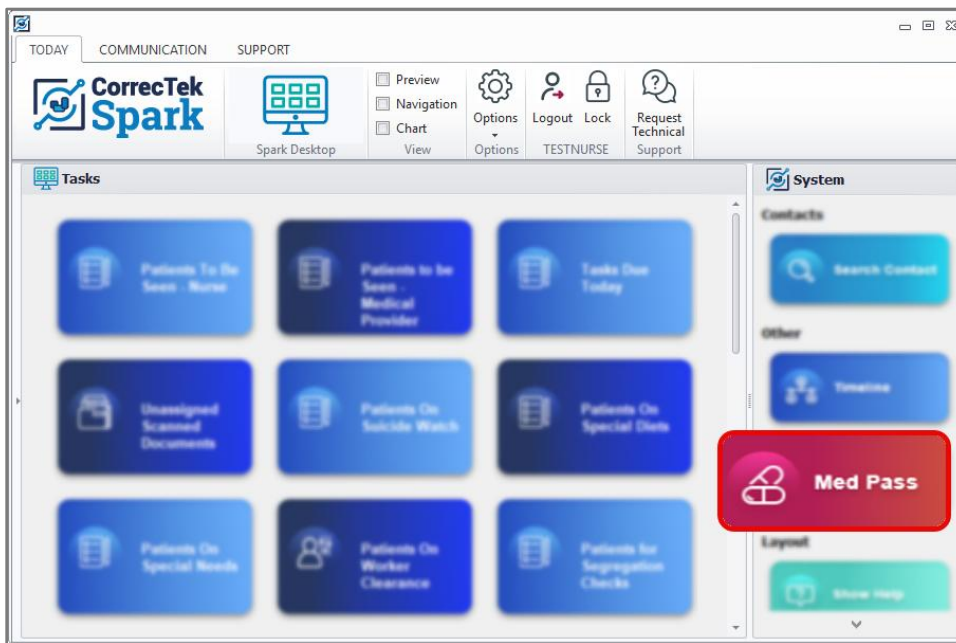
- Open a Med Pass
- Document medication doses
- Record refused doses
- Complete a Med Pass
- Generate a refusal form for declined medications

Topics Covered

Course Overview	1
Use This Guide When.....	1
What You'll Be Able to Do.....	1
Spark Desktop	3
Search Med Pass	3
Med Pass	4
Refused Doses	10
Related Courses	12
References.....	13

Spark Desktop

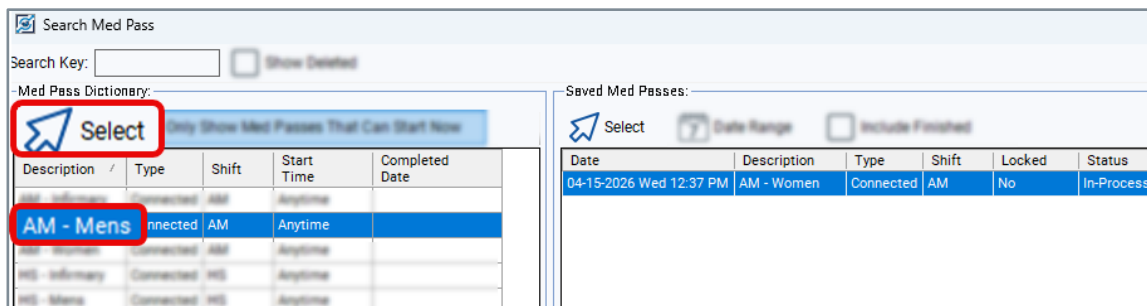
From the Spark Desktop, select **Med Pass**.



Search Med Pass

Highlight the correct Med Pass, then click **Select**.

Tip: Use the **Search Key** if your facility has several Med Passes.



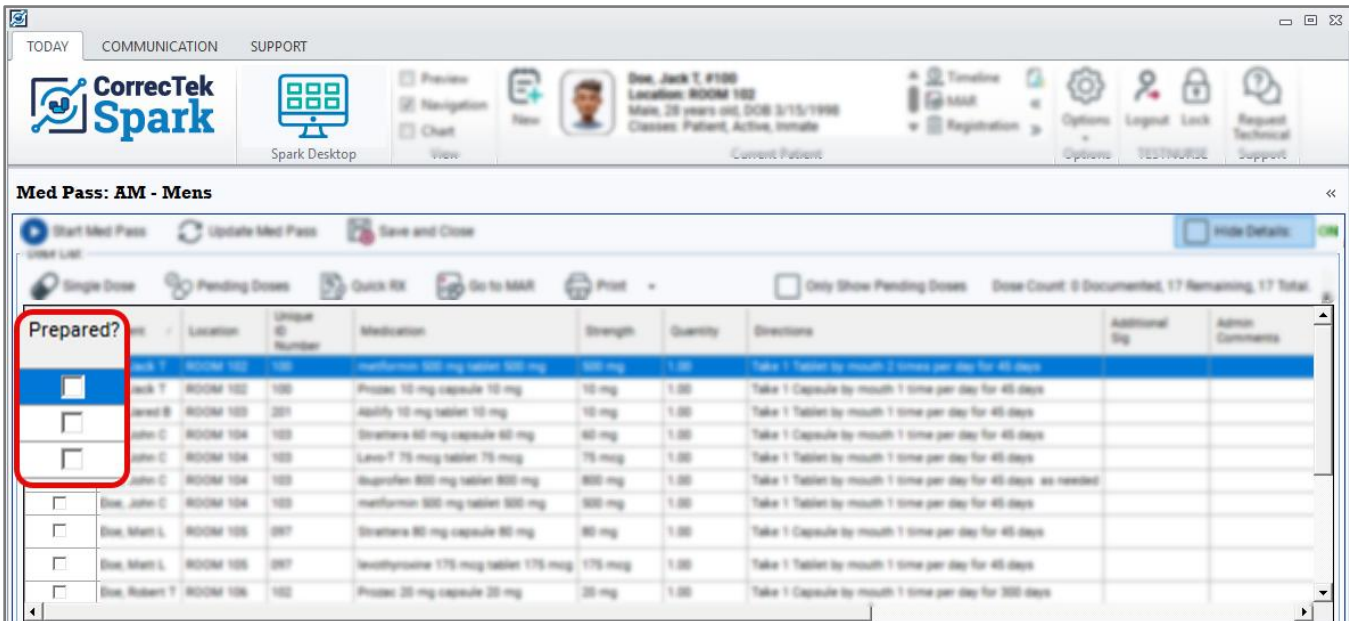
Note: If the Med Pass was started but not completed, locate it in the **Saved Med Passes** list.

Med Pass

Med Pass

After clicking Select, the staging screen will open.

(Optional) Pre-Pull: Check the Prepared boxes next to pre-pulled doses to track your progress throughout the shift.



Med Pass: AM - Mens

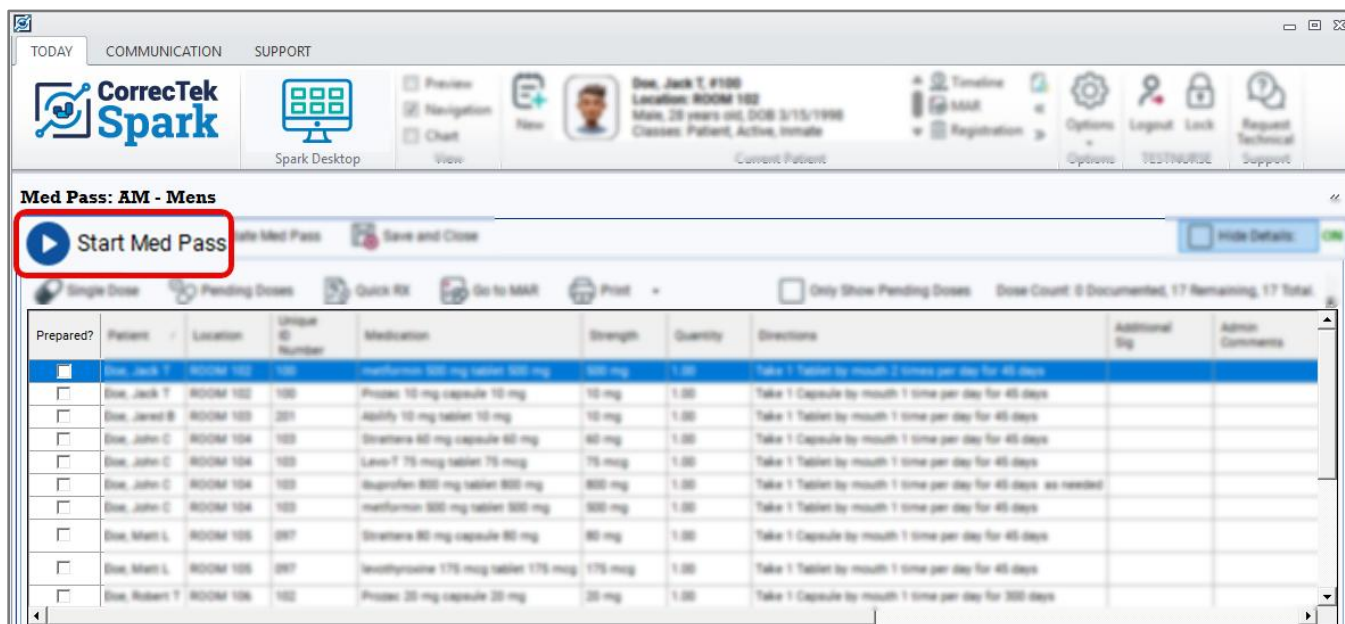
Start Med Pass | Update Med Pass | Save and Close | Hide Details

Single Dose | Pending Doses | Quick RX | Go to MAR | Print | Only Show Pending Doses | Dose Count: 0 Documented, 17 Remaining, 17 Total

Prepared?	Patient	Location	Unique ID Number	Medication	Strength	Quantity	Directions	Additional Sig	Admin Comments
☐	Jack T	ROOM 100	100	metformin 500 mg tablet 500 mg	500 mg	1.00	Take 1 Tablet by mouth 2 times per day for 45 days		
☐	Jack T	ROOM 100	100	Prozac 10 mg capsule 10 mg	10 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days		
☐	David B	ROOM 100	201	Abilify 10 mg tablet 10 mg	10 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days		
☐	John C	ROOM 104	100	Strattera 60 mg capsule 60 mg	60 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days		
☐	John C	ROOM 104	100	Levo-T 75 mcg tablet 75 mcg	75 mcg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days		
☐	John C	ROOM 104	100	Ibuprofen 800 mg tablet 800 mg	800 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days as needed		
☐	Doe, John C	ROOM 104	100	metformin 500 mg tablet 500 mg	500 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days		
☐	Doe, Matt L	ROOM 105	207	Strattera 80 mg capsule 80 mg	80 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days		
☐	Doe, Matt L	ROOM 105	207	levothyroxine 175 mcg tablet 175 mcg	175 mcg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days		
☐	Doe, Robert T	ROOM 106	100	Prozac 20 mg capsule 20 mg	20 mg	1.00	Take 1 Capsule by mouth 1 time per day for 300 days		

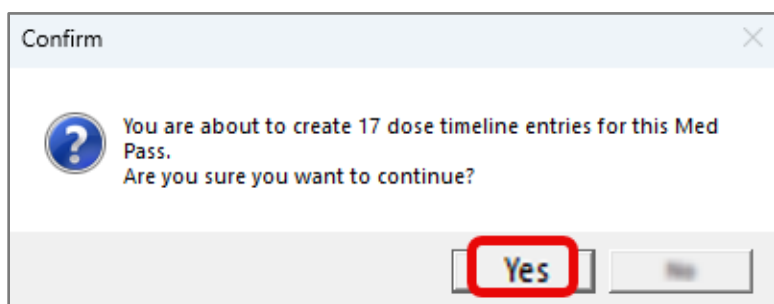
For more information, see the Med Pass reference.

Click **Start Med Pass**.



The screenshot shows the CorrecTek Spark interface. At the top, there are tabs for 'TODAY', 'COMMUNICATION', and 'SUPPORT'. Below these is a header bar with the CorrecTek Spark logo, a 'Spark Desktop' icon, and various navigation icons like 'Previous', 'Navigation', 'Chart', 'View', 'New', 'Timeline', 'Med', 'Registration', 'Options', 'Logout', 'Lock', 'Request Technical Support'. The main content area is titled 'Med Pass: AM - Mens'. A red box highlights the 'Start Med Pass' button. Below this, there is a table with columns: Prepared?, Patient, Location, Unique ID Number, Medication, Strength, Quantity, Directions, Additional Sig, and Admin Comments. The table lists several patients and their medications, including Aspirin, Prozac, and Levothyroxine.

Click **Yes** on the confirmation prompt to open the active workspace.



The confirmation dialog box has a title bar 'Confirm' and a close button. It contains a question mark icon and the text: 'You are about to create 17 dose timeline entries for this Med Pass. Are you sure you want to continue?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

Note: When you click Yes, CorrecTek Spark changes all doses to In Progress across the facility. This feature prevents duplicate dose documentation.

Administer a Single Dose

Use the **Single Dose** option when a patient is only due for one specific medication, or if you need to document a unique outcome for just one pill in a batch.

Select a dose from the grid, then click **Single Dose**.

Med Pass: AM - Mens

Finish Med Pass Save and Close

Dose List:  **Single Dose**  Add Dose  Quick Ref  Go to MAR  Print ☐ Only Show Pending Doses Dose Count: 0 Documented, 17 Remaining, 17 Total.

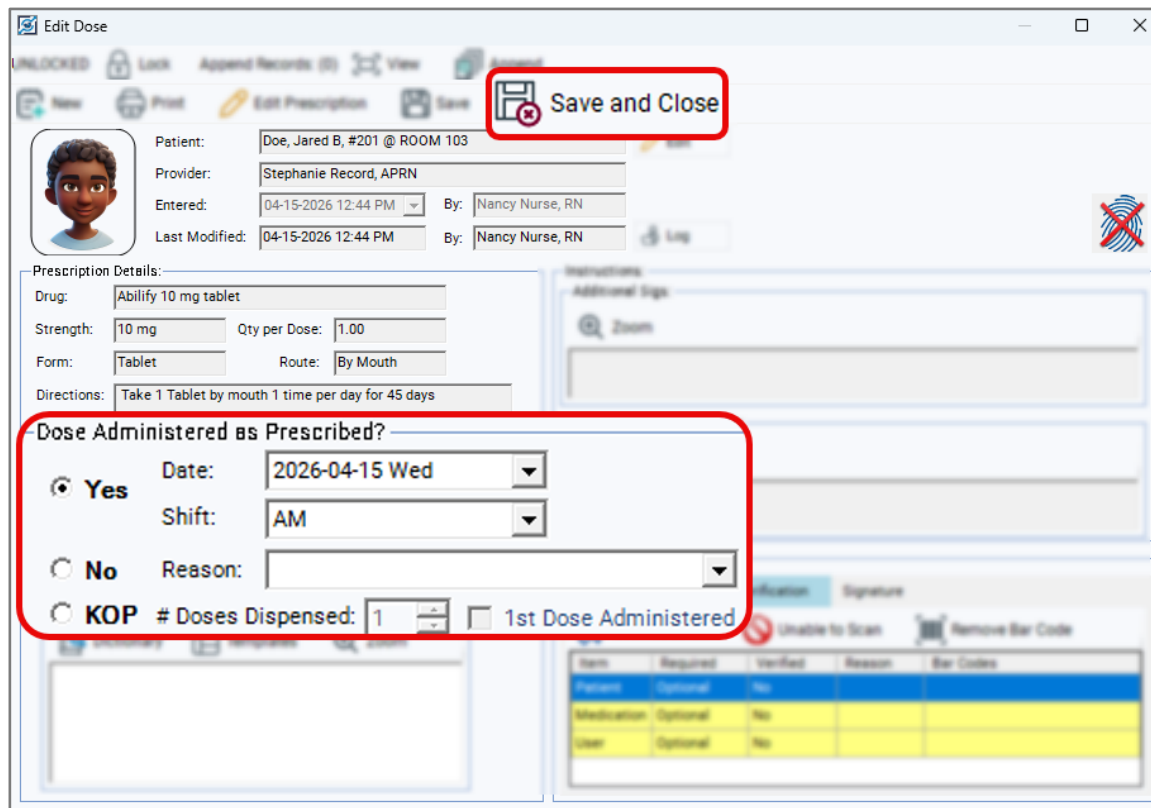
Patient	Location	Unique ID Number	Medication	Strength	Quantity	Directions	Administered	Reason	Patient Verified
Doe, Jack T	ROOM 102	100	metformin 500 mg tablet 500 mg	500 mg	1.00	Take 1 Tablet by mouth 2 times per day for 45 days			No
Doe, Jack T	ROOM 102	100	Proton 10 mg capsule 10 mg	10 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No
Doe, Jared B	ROOM 103	201	Abilify 10 mg tablet 10 mg	10 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, John C	ROOM 104	100	Strattera 60 mg capsule 60 mg	60 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No
Doe, John C	ROOM 104	100	Levo-T 75 mcg tablet 75 mcg	75 mcg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, John C	ROOM 104	100	Augmentin 800 mg tablet 800 mg	800 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days as needed			No
Doe, John C	ROOM 104	100	metformin 500 mg tablet 500 mg	500 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, Matt L	ROOM 105	007	Strattera 60 mg capsule 60 mg	60 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No
Doe, Matt L	ROOM 105	007	levothyroxine 175 mcg tablet 175 mcg	175 mcg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, Robert T	ROOM 106	100	Proton 20 mg capsule 20 mg	20 mg	1.00	Take 1 Capsule by mouth 1 time per day for 300 days			No
Doe, Robert T	ROOM 106	100	Mega Probiotic 14 billion cell capsu...	14 billion cell	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No

On the Add New Dose screen, select one of the following options:

- **Yes** - given (date/time populate automatically)
- **No** - not given (select a reason from the drop-down)
- **KOP** - given to patient as KOP

Enter the total number of doses given in **# Doses Dispensed**.

Note: If the first dose was taken and additional doses were given as KOP, select **1st Dose Administered**.



Edit Dose

UNLOCKED Lock Append Records (0) View Account

New Print Edit Prescription Save **Save and Close**

Patient: Doe, Jared B, #201 @ ROOM 103
 Provider: Stephanie Record, APRN
 Entered: 04-15-2026 12:44 PM By: Nancy Nurse, RN
 Last Modified: 04-15-2026 12:44 PM By: Nancy Nurse, RN

Prescription Details:
 Drug: Abilify 10 mg tablet
 Strength: 10 mg Qty per Dose: 1.00
 Form: Tablet Route: By Mouth
 Directions: Take 1 Tablet by mouth 1 time per day for 45 days

Instructions:
 Additional Sign: Zoom

Dose Administered as Prescribed?
☒ **Yes** Date: 2026-04-15 Wed Shift: AM
☐ **No** Reason:
☐ **KOP** # Doses Dispensed: 1 ☐ 1st Dose Administered

Unable to Scan Remove Bar Code

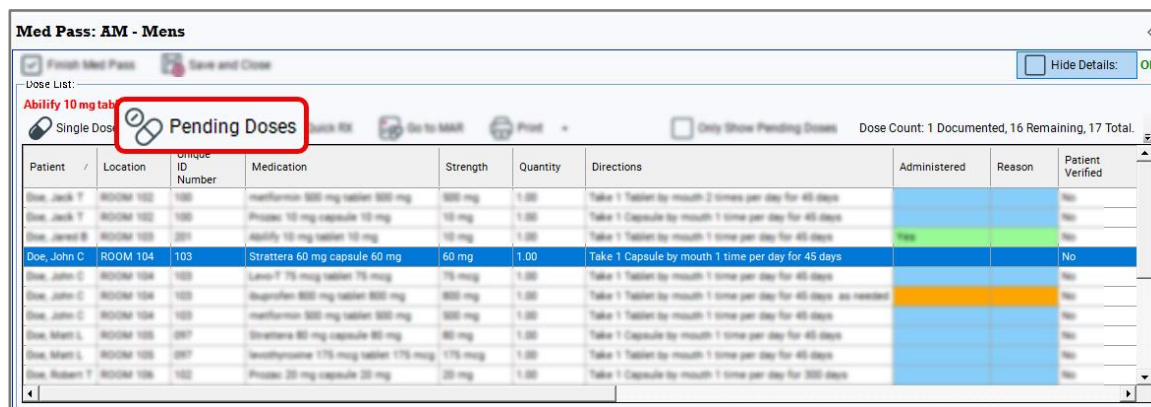
Item	Required	Verified	Reason	Bar Codes
Patient	Optional	No		
Medication	Optional	No		
Unit	Optional	No		

Enter comments as needed, then click **Save and Close**.

Document Pending Doses (Batch Processing)

Use the **Pending Doses** option when a patient has a complex, multi-pill regimen due at the exact same time.

Select a patient, then click **Pending Doses** on the toolbar.



Med Pass: AM - Mens

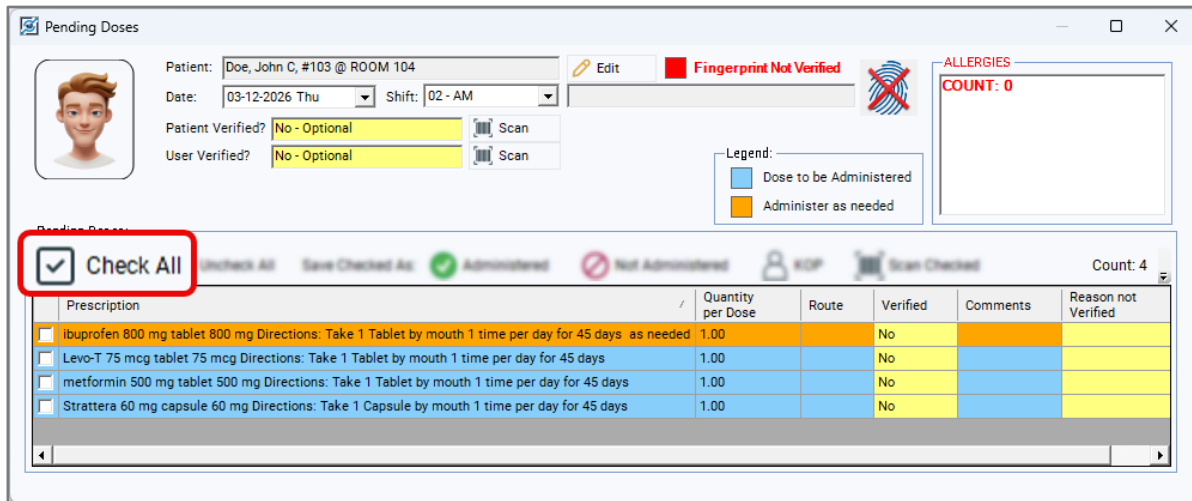
Finish Med Pass Save and Close Hide Details: ON

Dose List:
 Abilify 10 mg tablet
 Single Dose Pending Doses Quick RX Go to MAR Print Only Show Pending Doses Dose Count: 1 Documented, 16 Remaining, 17 Total.

Patient	Location	Unique ID Number	Medication	Strength	Quantity	Directions	Administered	Reason	Patient Verified
Doe, Jack T	ROOM 102	100	meclizine 800 mg tablet 800 mg	800 mg	1.00	Take 1 Tablet by mouth 2 times per day for 45 days			No
Doe, Jack T	ROOM 102	100	Protonix 10 mg capsule 10 mg	10 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No
Doe, Jared B	ROOM 103	201	Abilify 10 mg tablet 10 mg	10 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days	Yes		No
Doe, John C	ROOM 104	103	Strattera 60 mg capsule 60 mg	60 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No
Doe, John C	ROOM 104	103	Levon 75 mg tablet 75 mg	75 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, John C	ROOM 104	103	Aspirin 800 mg tablet 800 mg	800 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days as needed			No
Doe, John C	ROOM 104	103	meclizine 800 mg tablet 800 mg	800 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, Matt L	ROOM 105	097	Strattera 80 mg capsule 80 mg	80 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No
Doe, Matt L	ROOM 105	097	levofloxacillin 175 mg tablet 175 mg	175 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days			No
Doe, Robert T	ROOM 106	102	Protonix 20 mg capsule 20 mg	20 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days			No

Select the medications to document:

- Click **Check All** if all pending medications share the exact same outcome.
- Select individual checkboxes if the outcomes differ.



Pending Doses

Patient: Doe, John C, #103 @ ROOM 104

Date: 03-12-2026 Thu Shift: 02 - AM

Patient Verified? No - Optional Scan

User Verified? No - Optional Scan

Fingerprint Not Verified

ALLERGIES COUNT: 0

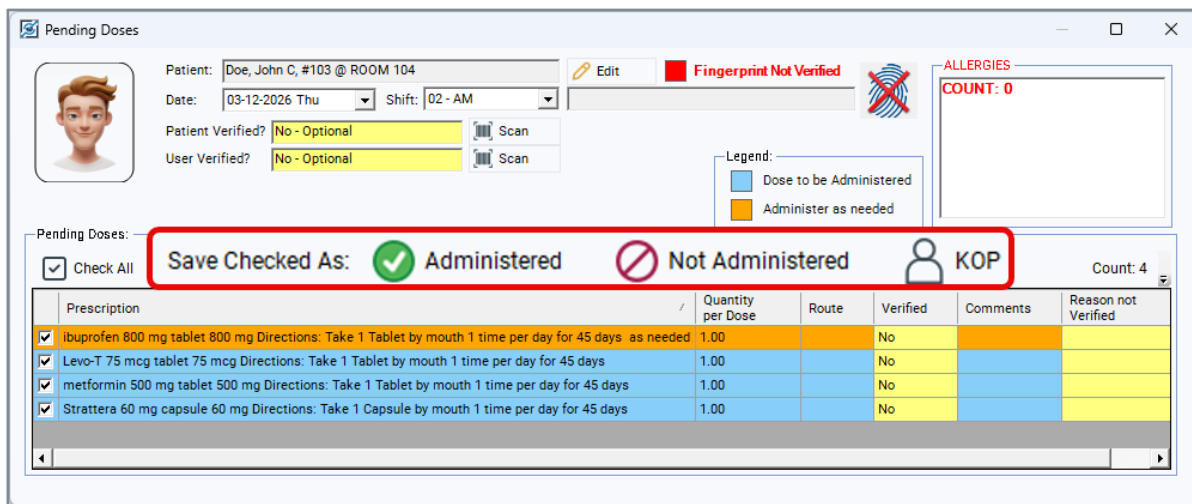
Legend: Dose to be Administered (Blue), Administer as needed (Orange)

☒ Check All ☐ Uncheck All Count: 4

Prescription	Quantity per Dose	Route	Verified	Comments	Reason not Verified
☐ Ibuprofen 800 mg tablet 800 mg Directions: Take 1 Tablet by mouth 1 time per day for 45 days as needed	1.00		No		
☐ Levo-T 75 mcg tablet 75 mcg Directions: Take 1 Tablet by mouth 1 time per day for 45 days	1.00		No		
☐ metformin 500 mg tablet 500 mg Directions: Take 1 Tablet by mouth 1 time per day for 45 days	1.00		No		
☐ Strattera 60 mg capsule 60 mg Directions: Take 1 Capsule by mouth 1 time per day for 45 days	1.00		No		

Click the matching outcome button:

- **Administered** - given (date/time populate automatically)
- **Not Administered** - not given
- **KOP** - given to patient as KOP



Pending Doses

Patient: Doe, John C, #103 @ ROOM 104

Date: 03-12-2026 Thu Shift: 02 - AM

Patient Verified? No - Optional Scan

User Verified? No - Optional Scan

Fingerprint Not Verified

ALLERGIES COUNT: 0

Legend: Dose to be Administered (Blue), Administer as needed (Orange)

☒ Check All **Save Checked As:** Count: 4

Prescription	Quantity per Dose	Route	Verified	Comments	Reason not Verified
☒ Ibuprofen 800 mg tablet 800 mg Directions: Take 1 Tablet by mouth 1 time per day for 45 days as needed	1.00		No		
☒ Levo-T 75 mcg tablet 75 mcg Directions: Take 1 Tablet by mouth 1 time per day for 45 days	1.00		No		
☒ metformin 500 mg tablet 500 mg Directions: Take 1 Tablet by mouth 1 time per day for 45 days	1.00		No		
☒ Strattera 60 mg capsule 60 mg Directions: Take 1 Capsule by mouth 1 time per day for 45 days	1.00		No		

The system will apply the choice and return you to the main Med Pass screen.

Complete the Med Pass

Select **Finish Med Pass**.

Med Pass: AM - Mens

☒ **Finish Med Pass** and Close ☐ Hide Details: **ON**

Last Action: Doe, Robert T. #102 @ ROOM 106 - Administered: 4, Not Administered: 0, KOP: 0

Single Dose Pending Doses Quick Rpt Go to MAR ☐ Only Show Pending Doses Dose Count: 13 Documented, 4 Remaining, 17 Total.

Patient /	Location	Unique ID Number	Medication	Strength	Quantity	Directions	Administered
Doe, Jack T	ROOM 102	100	metformin 500 mg tablet 500 mg	500 mg	1.00	Take 1 Tablet by mouth 2 times per day for 45 days	No
Doe, Jack T	ROOM 102	100	Prozac 10 mg capsule 10 mg	10 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days	No
Doe, Jared B	ROOM 103	201	Abilify 10 mg tablet 10 mg	10 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days	Yes
Doe, John C	ROOM 104	103	ibuprofen 800 mg tablet 800 mg	800 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days as needed	Yes
Doe, John C	ROOM 104	103	Levo-T 75 mcg tablet 75 mcg	75 mcg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days	Yes
Doe, John C	ROOM 104	103	Strattera 60 mg capsule 60 mg	60 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days	Yes
Doe, John C	ROOM 104	103	metformin 500 mg tablet 500 mg	500 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days	Yes
Doe, Matt L	ROOM 105	097	Strattera 80 mg capsule 80 mg	80 mg	1.00	Take 1 Capsule by mouth 1 time per day for 45 days	Yes
Doe, Matt L	ROOM 105	097	levothyroxine 175 mcg tablet 175 mcg	175 mcg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days	Yes
Doe, Robert T	ROOM 106	102	Mega Probiotic 14 billion cell capsule 14 billion cell	14 billion cell	1.00	Take 1 Capsule by mouth 1 time per day for 45 days	Yes
Doe, Robert T	ROOM 106	102	ezetimibe 10 mg-rosuvastatin 20 mg tablet 10-20 ...	10-20 mg	1.00	Take 1 Tablet by mouth 1 time per day for 45 days	Yes

Choose a documentation option when undocumented doses remain:

- **Yes** - Return to the Med Pass and document the doses.
- **No** - Document all doses as Not Administered and select a reason.

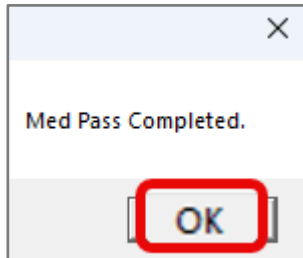
Undocumented Doses

You still have 6 undocumented doses.
Would you like to return and document them?
If not, they will be assigned an Administered value of "No"
and you will be prompted to choose a reason why the doses
were not administered.

Choose Yes to return and document these doses.

Choose No to mark these doses as Not Administered.

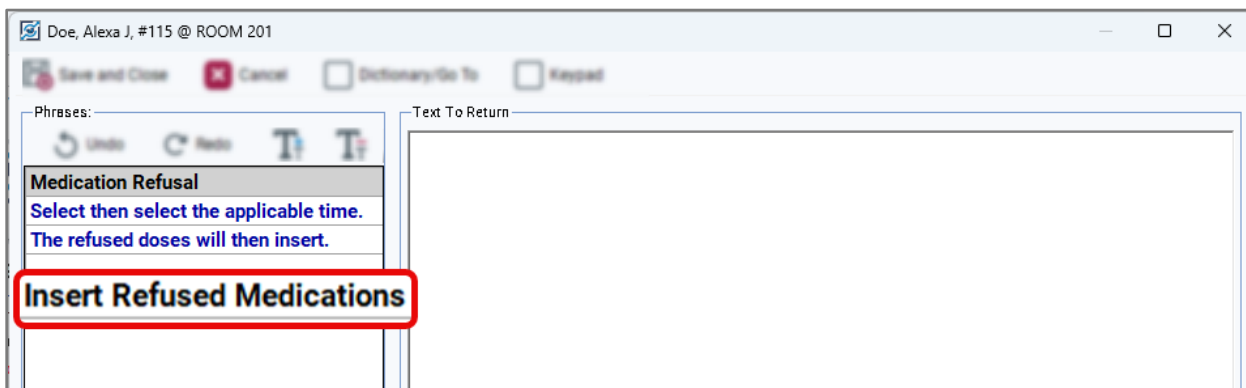
Click **OK** to return to the Spark Desktop.



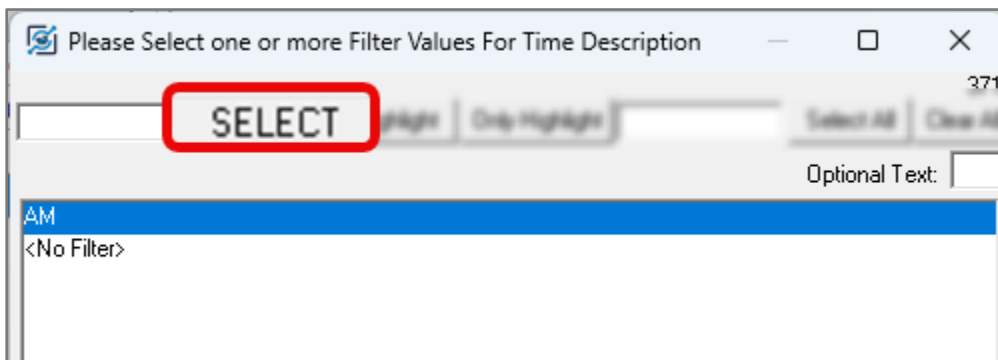
Handle Refused Doses

If a patient declines a medication, the system will automatically open the Medication Refusal Form workflow to ensure legal and clinical compliance.

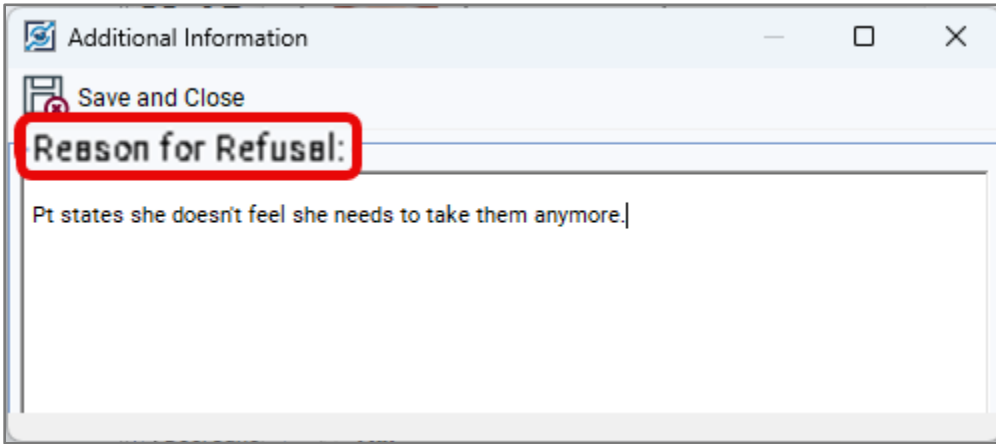
Click **Insert Refused Medications**.



Choose the matching Med Pass shift, then click **Select**.



Type the reason for the refusal into the text field. The field name appears at the top of the window as you move through each step.



Click **Save and Close** to advance through each step until the formal signature page opens.

Signature Capture

Click **Start Signature** and have the patient sign using the signature pad.

Click **Next** if an additional signature (such as a witness or officer) is required.

Click **Finish** to legally lock the signatures to the record.

| Tip: You must click **Finish** before exiting, or the captured signatures will be lost.

View Document

☒ OK
 ☒ Save and Close
 ☐ Print
 ☐ Print Preview
 ☒ Show Signature Pad
 ☐ Sig Pad Default: Disabled
 ☐ Font



Clearview Health Group
 2901 Medical Park Drive
 WATER VALLEY, KY 42085
 Phone: 270-555-0404 | Fax: 270-555-0606

REFUSAL OF MEDICATION

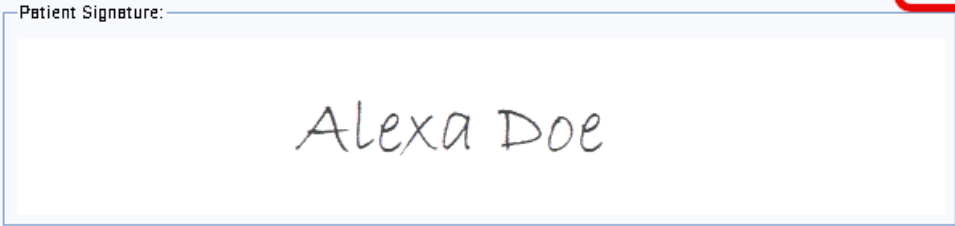
Date/Time: 03-12-2026 Thu 03:58:56 PM
Patient Name: Alexa J Doe **ID#:** 115
DOB: 04-16-1975 **Gender:** F **Location:** ROOM 201

I, Alexa J Doe, knowing that I have a condition requiring medical care, have refused care as indicated below:

Medication(s) -
 methadone 5 mg tablet
 ondansetron 8 mg disintegrating tablet

< Previous
 Start Signature
 ☐ Unable to Sign
 ☐ Clear

☒ Finish
 Next >

Patient Signature:


Click **Save and Close**.

Related Courses

- Medication Administration Record (MAR)

References

Med Pass

Quick RX: Creates a new prescription including a STAT dose.

Go to MAR: Opens the patient's MAR.

Print: Opens the print menu.

Refresh: Refreshes the list and removes completed items.

Find: Searches the list for a keyword.

Previous: Finds the previous matching keyword.

Next: Finds the next matching keyword.

T+: Increases the font size.

T-: Decreases the font size.

Only Show Pending Doses: Display only pending doses on the Med Pass.

[Return to Med Pass.](#)