

Medication Administration Record (MAR)



Course Overview

Use the Medication Administration Record (MAR) to view and document patient medications and treatments. The MAR also shows whether doses and treatments were administered, missed, refused, or held.

This guide explains how to open the MAR, document doses or treatments, and discontinue an order or prescription. For demonstration purposes, the steps in this guide begin from the Active Patients button.

Use This Guide When

- Reviewing a patient's MAR
- Documenting PRN (as needed) medications
- Recording treatments such as blood pressure checks, blood sugar checks, or wound care
- Addressing missed, refused, or held doses

What You'll Be Able to Do

- Open a patient's MAR
- Document a dose or treatment
- Limit the MAR view to prescriptions or orders
- View a specific shift
- Discontinue an order or prescription

Medication Administration Record (MAR)



Topics Covered

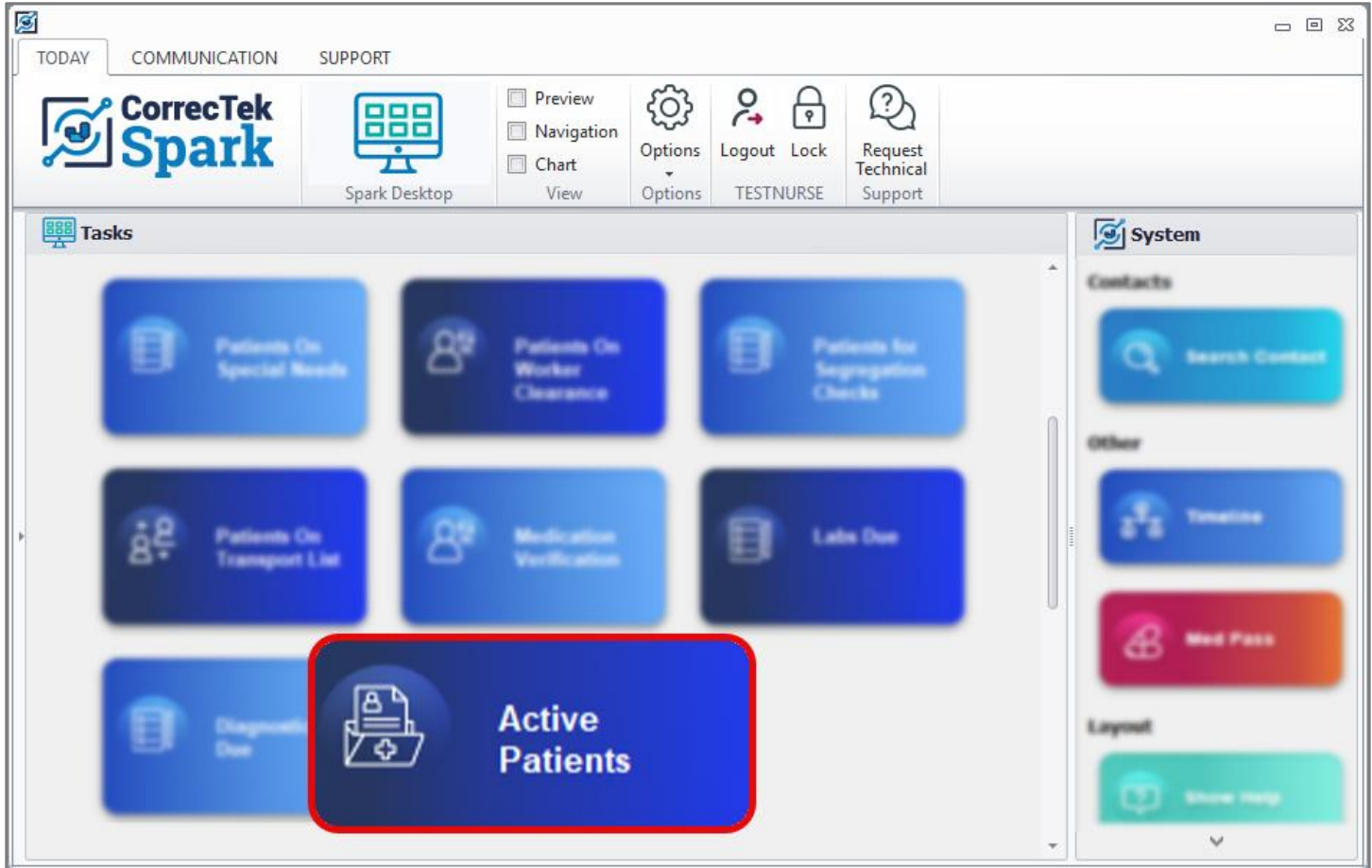
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Medication Administration Record (MAR)



Spark Desktop

From the Spark Desktop, click **Active Patients**.



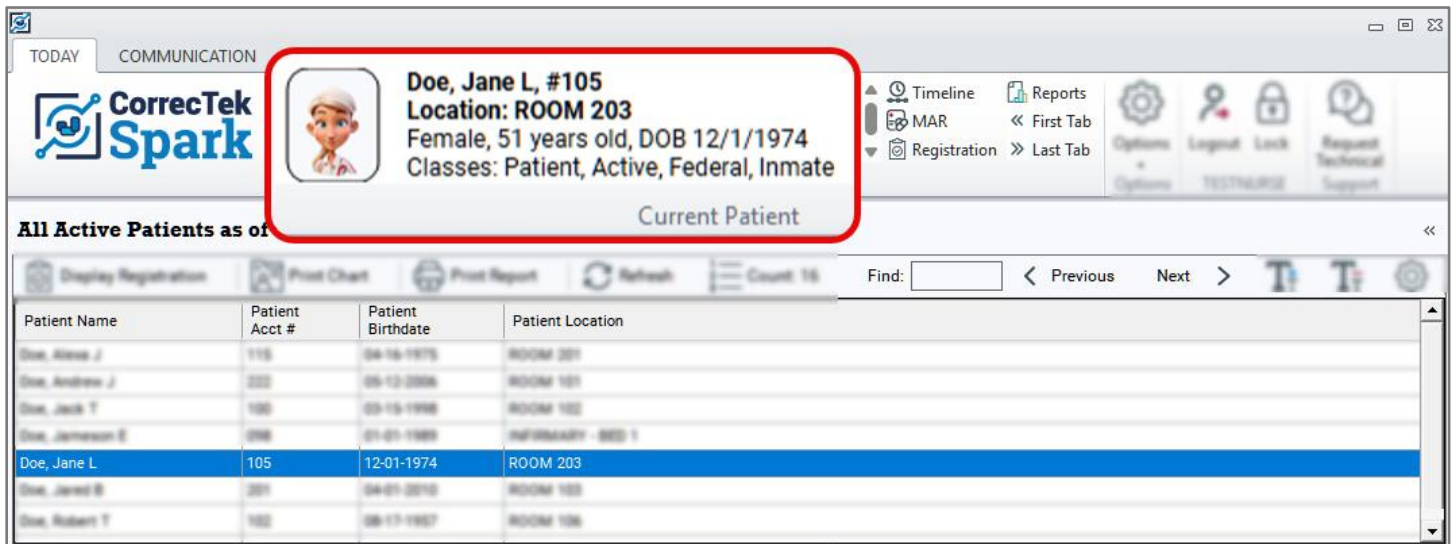
Active Patients

The Active Patients list opens.

Select a **Patient**.

The selected contact displays in the **Current Patient** window.

Medication Administration Record (MAR)



CorrecTek Spark

Doe, Jane L, #105
Location: ROOM 203
Female, 51 years old, DOB 12/1/1974
Classes: Patient, Active, Federal, Inmate

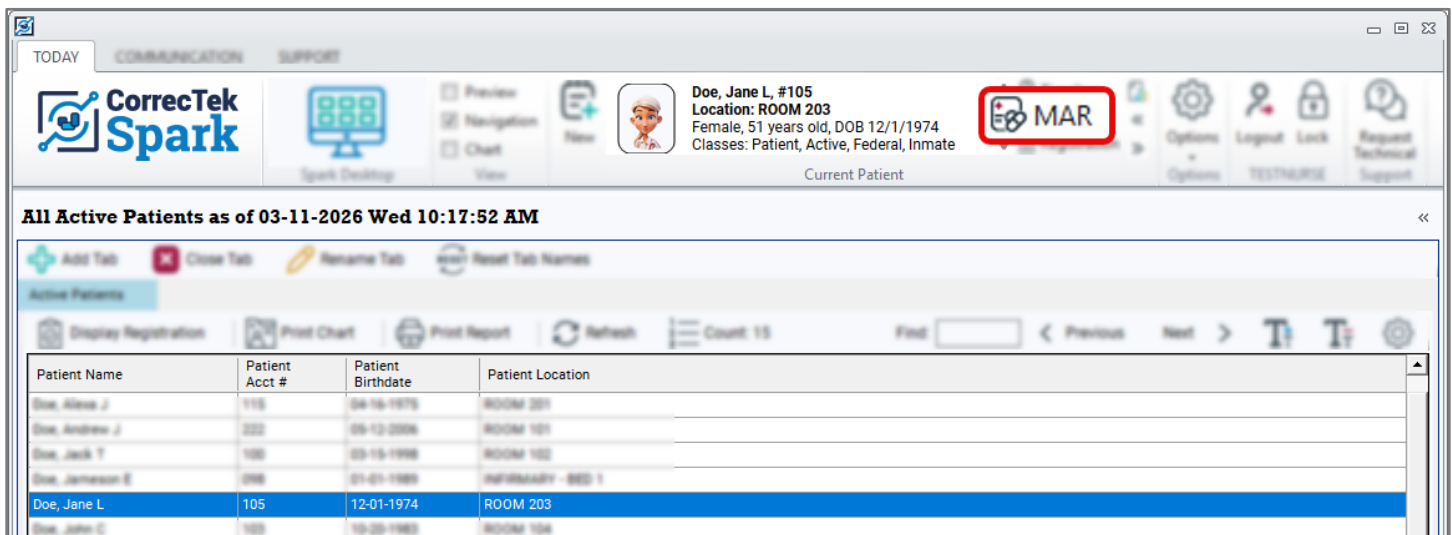
Timeline MAR Registration Reports First Tab Last Tab Options Logout Lock Request Technical Support

All Active Patients as of 03-11-2026 Wed 10:17:52 AM

Patient Name	Patient Acct #	Patient Birthdate	Patient Location
Doe, Alice J	115	04-16-1975	ROOM 201
Doe, Andrew J	222	05-12-2006	ROOM 101
Doe, Jack T	100	03-15-1998	ROOM 102
Doe, Jameson E	098	01-01-1989	INFIRMARY - BED 1
Doe, Jane L	105	12-01-1974	ROOM 203
Doe, Jared B	201	04-01-2010	ROOM 103
Doe, Robert T	102	08-17-1957	ROOM 104

Tip: Use the **Find** field to locate a patient.

Click **MAR** to open the window.



CorrecTek Spark

Doe, Jane L, #105
Location: ROOM 203
Female, 51 years old, DOB 12/1/1974
Classes: Patient, Active, Federal, Inmate

MAR Options Logout Lock Request Technical Support

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Doe, Jameson E	098	01-01-1989	INFIRMARY - BED 1
Doe, Jane L	105	12-01-1974	ROOM 203
Doe, John C	103	10-20-1983	ROOM 104

Tip: When a patient appears in the **Current Patient** window, you can access their **MAR**, **Timeline**, **Registration** and **Reports** from the toolbar.

Medication Administration Record (MAR)



Medication Administration Record (MAR)

The **MAR** displays medications and treatments for the selected patient.

Tip: Use the **Legend** to identify the status of prescription doses and treatment orders displayed.

MAR

Doe, Jane L, #105 **Allergies:** No Known Drug Allergies **Current Problems:** Do not resuscitate (Z66)

Location: ROOM 203 Female, 51 years old, DOB 12/1/1974
Most Recent Incarceration: 11-12-2025

Classification Alert Federal

Navigation: Patient | New | Edit Patient | Patient Reports | Patient Timeline | Shift: 02 - AM | Show: | Mar-2026

Actions: Pending Doses | Quick RX | Edit RX/Order | Edit Dose/Treatment | Log | Refresh | Show Print Toolbar

Type	2026-03	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun
02 - AM metformin 500 mg tablet 500 mg, Take 1 Tablet by mouth 2 times per day for 45 days BID (AM/PM) Req Start: 2/16/2026 Req End: 4/1/2026 Quantity per Dose: 1.00 Prescriber: Lee Spark, MD		YES (Nancy Nurse, RN)	KOP (Nancy Nurse, RN)											
02 - AM Blood Pressure Instructions: Take and record patient's blood pressure.		NO (Nancy Nurse, RN) Refused to come down/out												

Medication Administration Record (MAR)/Treatment Administration Record (TAR) Legend:

Dose/Treatment was administered	Missed Dose/Treatment	PRN - Dispense/Treat as needed
Future Dose/Treatment to be administered	Dose/Treatment is NOT to be administered	Dose previously dispensed (KOP)
Dose/Treatment was NOT administered	Outside Prescription/Order's start and end date	Treat ONCE during this time
Medication	Order	

For details about buttons on the MAR, see [Medication Administration Record](#).

Show or Hide Items

Click **Show**.

Select or clear items to control what appears on the MAR.

Medication Administration Record (MAR)



MAR/TAR

Doe, Jane L, #105 **Allergies:** No Known Drug Allergies **Current Problems:** Do not resuscitate (Z66)

Location: ROOM 203
Female, 51 years old,
DOB 12/1/1974
Most Recent
Incarceration: 11-12-2025

Classification
Alert
Federal

Medications
Orders
Orders (No Linked Data)
Legend
Active Items Only
Sort by Shift
Sort by Start Date

Type	2025-02	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon
Medication	metformin 500 mg tablet 500 mg Take 1 Tablet by mouth 2 times per day for 45 days SID (AAA/PMA) Reg Start: 2/16/2025 Reg End: 4/1/2025 Quantity per Dose: 1.00 Prescriber: Lee Spark, MD	YES (Nancy Nurse, RN)	KOP (Nancy Nurse, RN)					
10 - ABP	Blood Pressure Instructions: Take and record patient's blood pressure.	NO (Nancy Nurse, RN) Refused to come down bed						

Medication Administration Record (MAR)/Treatment Administration Record (TAR) Legend:

View Previous or Future Months

Click the **arrows** to move forward or backward one month.

MAR/TAR

Doe, Jane L, #105 **Allergies:** No Known Drug Allergies **Current Problems:** Do not resuscitate (Z66)

Location: ROOM 203
Female, 51 years old,
DOB 12/1/1974
Most Recent
Incarceration: 11-12-2025

Classification
Alert
Federal

< Mar-2026 >

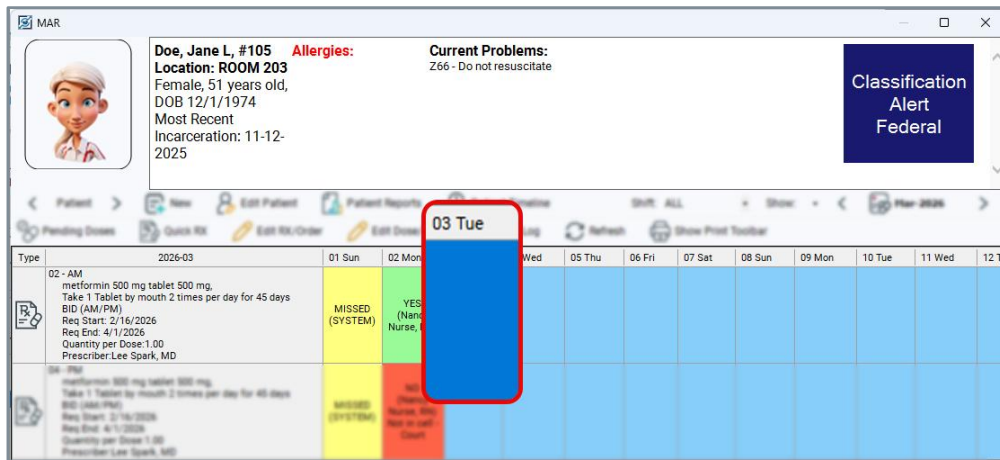
Type	2025-02	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat
Medication	metformin 500 mg tablet 500 mg Take 1 Tablet by mouth 2 times per day for 45 days SID (AAA/PMA) Reg Start: 2/16/2025 Reg End: 4/1/2025 Quantity per Dose: 1.00 Prescriber: Lee Spark, MD	YES (Nancy Nurse, RN)	KOP (Nancy Nurse, RN)										
10 - ABP	Blood Pressure Instructions: Take and record patient's blood pressure.	NO (Nancy Nurse, RN) Refused to come down bed											

Medication Administration Record (MAR)

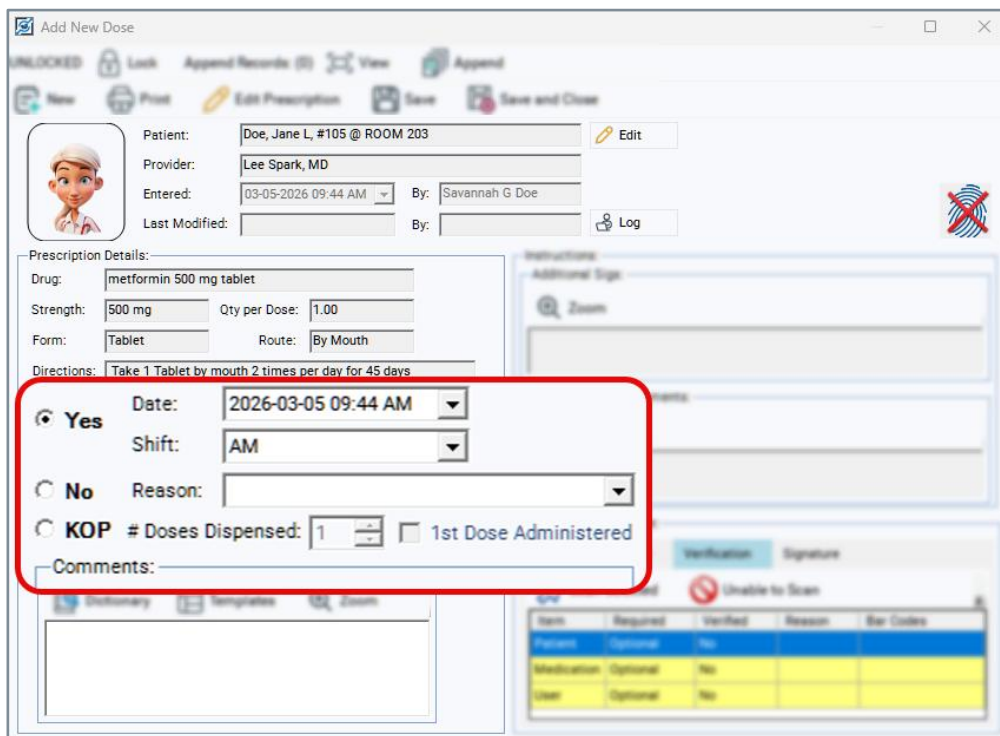
Document a Dose

Doses are typically documented during Med Pass and treatments through workflows. Use this method when manual documentation is required.

Double-click the appropriate **dose** in the shift column.



The Add New Dose screen opens.



Medication Administration Record (MAR)

Select one of the following options:

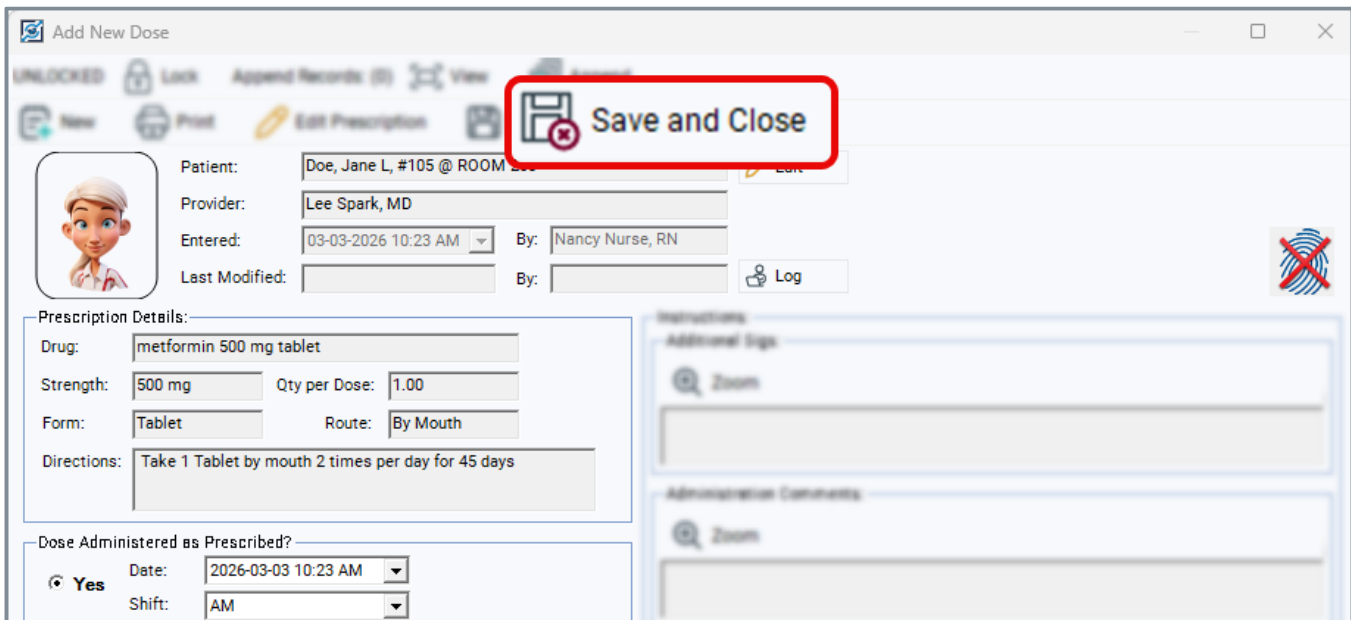
- **Yes** – given (date/time populate automatically)
- **No** – not given (select a reason from the drop-down)
- **KOP** – given to patient as KOP

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

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

Enter comments as needed.

Click **Save and Close**.

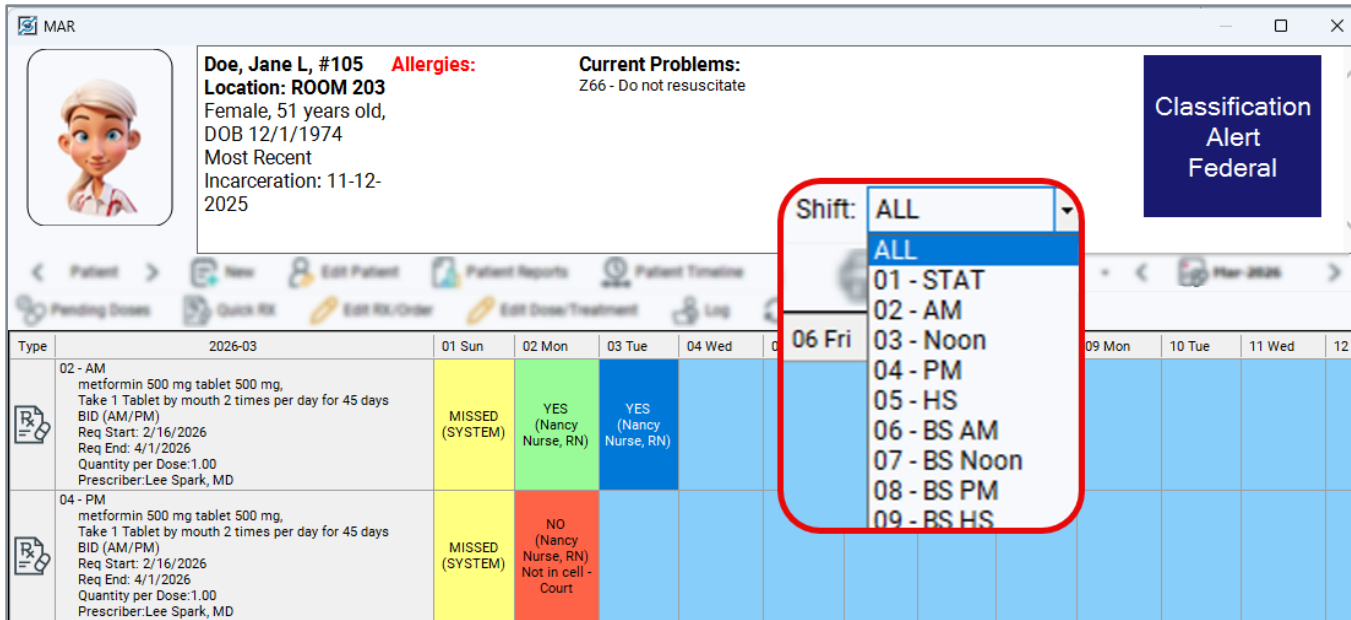


The screenshot shows the 'Add New Dose' window. At the top, there is a toolbar with icons for 'UNLOCKED', 'Lock', 'Append Records (0)', 'View', 'New', 'Print', 'Edit Prescription', and 'Save and Close'. The 'Save and Close' button, represented by a floppy disk icon, is highlighted with a red rectangular box. Below the toolbar, the form contains patient and provider information: Patient: Doe, Jane L, #105 @ ROOM 500; Provider: Lee Spark, MD. It also includes 'Entered' and 'By' fields with values: Entered: 03-03-2026 10:23 AM, By: Nancy Nurse, RN. A 'Last Modified' field is empty. To the left of the form is a small cartoon nurse icon. Below the patient information is a 'Prescription Details' section with fields for Drug (metformin 500 mg tablet), Strength (500 mg), Qty per Dose (1.00), Form (Tablet), Route (By Mouth), and Directions (Take 1 Tablet by mouth 2 times per day for 45 days). At the bottom left, there is a 'Dose Administered as Prescribed?' section with a radio button selected for 'Yes' and dropdowns for Date (2026-03-03 10:23 AM) and Shift (AM). On the right side of the form, there are sections for 'Instructions' and 'Administration Comments', each with a 'Zoom' icon and a text area. A fingerprint icon with a red 'X' is visible on the right side of the form.

Medication Administration Record (MAR)

Document Pending Doses

Set the MAR to the appropriate **Shift**.



MAR

Doe, Jane L, #105 **Allergies:** **Current Problems:**
Location: ROOM 203
Female, 51 years old,
DOB 12/1/1974
Most Recent
Incarceration: 11-12-2025

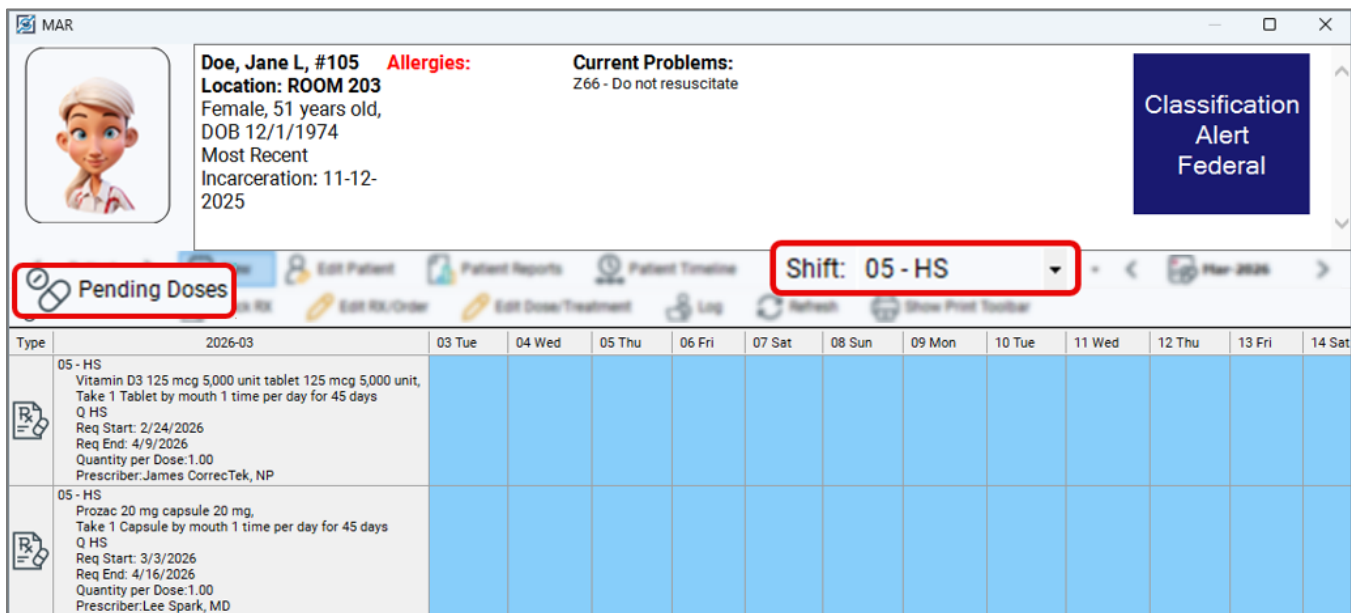
Classification Alert Federal

Shift: ALL

01 - STAT
02 - AM
03 - Noon
04 - PM
05 - HS
06 - BS AM
07 - BS Noon
08 - BS PM
09 - BS HS

Type	2026-03	01 Sun	02 Mon	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu
02 - AM metformin 500 mg tablet 500 mg, Take 1 Tablet by mouth 2 times per day for 45 days BID (AM/PM) Req Start: 2/16/2026 Req End: 4/1/2026 Quantity per Dose:1.00 Prescriber:Lee Spark, MD		MISSED (SYSTEM)	YES (Nancy Nurse, RN)	YES (Nancy Nurse, RN)									
04 - PM metformin 500 mg tablet 500 mg, Take 1 Tablet by mouth 2 times per day for 45 days BID (AM/PM) Req Start: 2/16/2026 Req End: 4/1/2026 Quantity per Dose:1.00 Prescriber:Lee Spark, MD		MISSED (SYSTEM)	NO (Nancy Nurse, RN) Not in cell - Court										

Click **Pending Doses**.



MAR

Doe, Jane L, #105 **Allergies:** **Current Problems:**
Location: ROOM 203
Female, 51 years old,
DOB 12/1/1974
Most Recent
Incarceration: 11-12-2025

Classification Alert Federal

Pending Doses

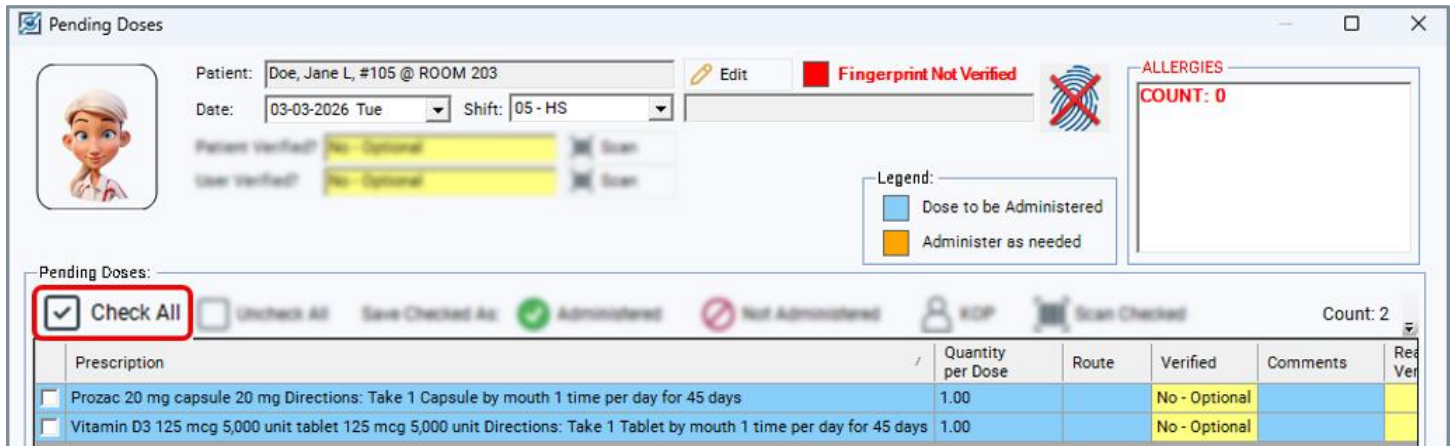
Shift: 05 - HS

Type	2026-03	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat
05 - HS Vitamin D3 125 mcg 5,000 unit tablet 125 mcg 5,000 unit, Take 1 Tablet by mouth 1 time per day for 45 days Q HS Req Start: 2/24/2026 Req End: 4/9/2026 Quantity per Dose:1.00 Prescriber:James CorrecTek, NP													
05 - HS Prozac 20 mg capsule 20 mg, Take 1 Capsule by mouth 1 time per day for 45 days Q HS Req Start: 3/3/2026 Req End: 4/16/2026 Quantity per Dose:1.00 Prescriber:Lee Spark, MD													

Medication Administration Record (MAR)

Select the doses to document:

- Click **Check All** if all pending doses will receive the same outcome.
- Select doses individually if they will receive different outcomes.



Pending Doses

Patient: Doe, Jane L, #105 @ ROOM 203

Date: 03-03-2026 Tue Shift: 05 - HS

Fingerprint Not Verified

ALLERGIES COUNT: 0

Legend:

- Dose to be Administered
- Administer as needed

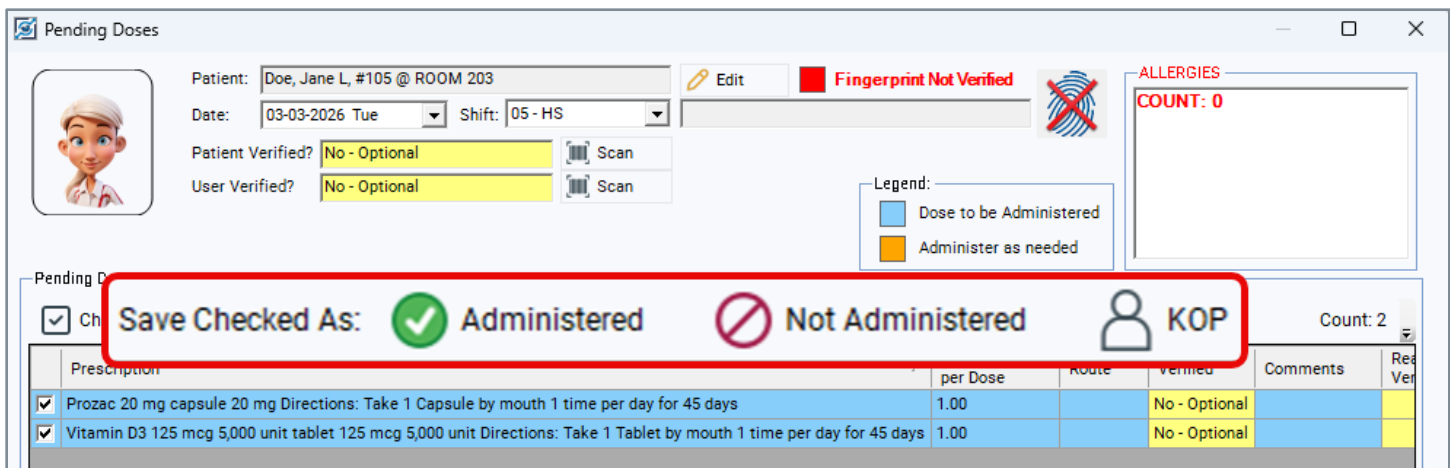
Pending Doses:

☒ Check All ☐ Uncheck All Save Checked As Administered Not Administered KOP Scan Checked Count: 2

Prescription	Quantity per Dose	Route	Verified	Comments	Res
Prozac 20 mg capsule 20 mg Directions: Take 1 Capsule by mouth 1 time per day for 45 days	1.00		No - Optional		
Vitamin D3 125 mcg 5,000 unit tablet 125 mcg 5,000 unit Directions: Take 1 Tablet by mouth 1 time per day for 45 days	1.00		No - Optional		

Click the appropriate outcome:

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



Pending Doses

Patient: Doe, Jane L, #105 @ ROOM 203

Date: 03-03-2026 Tue Shift: 05 - HS

Fingerprint Not Verified

ALLERGIES COUNT: 0

Legend:

- Dose to be Administered
- Administer as needed

Pending Doses:

☒ Check All ☐ Uncheck All Save Checked As Administered Not Administered KOP Scan Checked Count: 2

Prescription	Quantity per Dose	Route	Verified	Comments	Res
Prozac 20 mg capsule 20 mg Directions: Take 1 Capsule by mouth 1 time per day for 45 days	1.00		No - Optional		
Vitamin D3 125 mcg 5,000 unit tablet 125 mcg 5,000 unit Directions: Take 1 Tablet by mouth 1 time per day for 45 days	1.00		No - Optional		

Medication Administration Record (MAR)



Discontinue an Order or Prescription

Click the dose or treatment.

Click **Edit RX/Order**.

MAR

Doe, Jane L, #105 **Allergies:** **Current Problems:** Z66 - Do not resuscitate

Location: ROOM 203
Female, 51 years old,
DOB 12/1/1974
Most Recent
Incarceration: 11-12-2025

Classification Alert Federal

Edit RX/Order

Type	2026-03	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon
05 - HS Vitamin D3 125 mcg 5,000 unit tablet 125 mcg 5,000 unit, Take 1 Tablet by mouth 1 time per day for 45 days Q HS Req Start: 2/24/2026 Req End: 4/9/2026 Quantity per Dose: 1.00 Prescriber: James CorrecTek, NP		YES (Savannah G Doe)											

The Edit Prescription or Edit Order screen opens. Click **Discontinue**.

Edit Prescription - Vitamin D3 125 mcg 5,000 unit tablet

STOP Discontinue

Patient: Doe, Jane L, #105 @ ROOM 203 **Entered Date:** 02-24-2026 Tue **Entered By:** Nancy Nurse, RN

Provider: James CorrecTek, NP

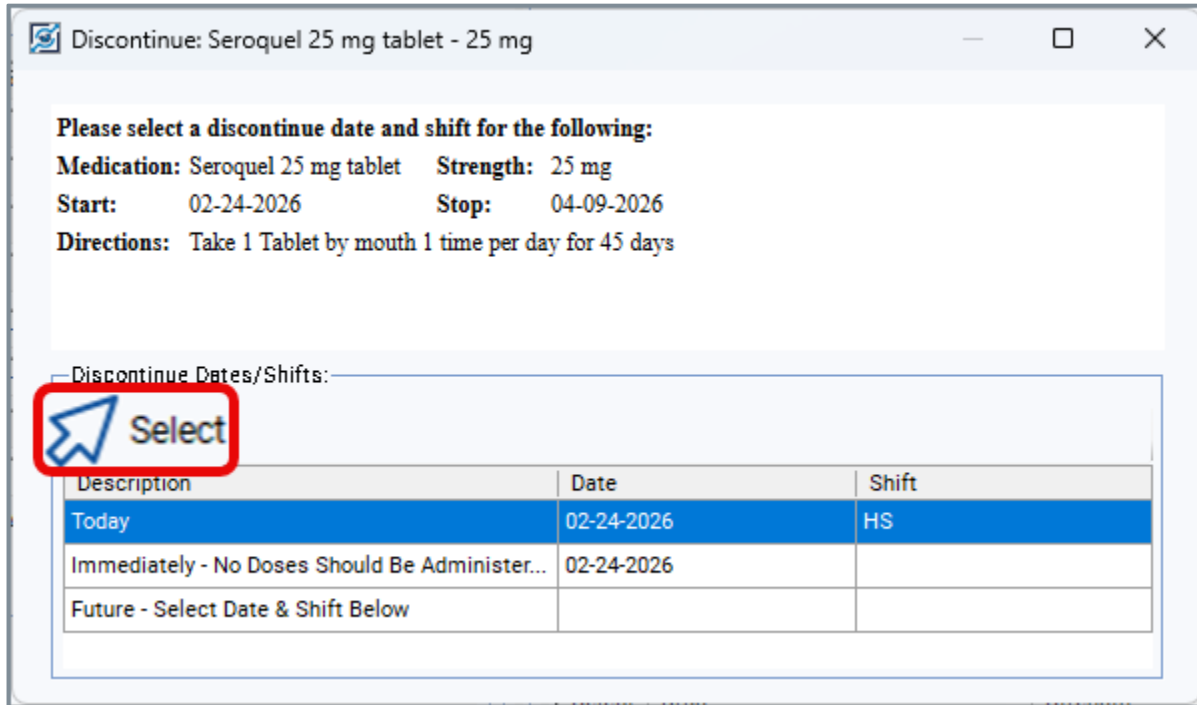
Prescription Details:
Drug: Vitamin D3 125 mcg 5,000 unit tablet **Select**

Discontinue a Prescription

Choose the appropriate discontinue option.

Medication Administration Record (MAR)

Click **Select** to return to the Edit Prescription screen.



Discontinue: Seroquel 25 mg tablet - 25 mg

Please select a discontinue date and shift for the following:

Medication: Seroquel 25 mg tablet Strength: 25 mg

Start: 02-24-2026 Stop: 04-09-2026

Directions: Take 1 Tablet by mouth 1 time per day for 45 days

Discontinue Dates/Shifts:

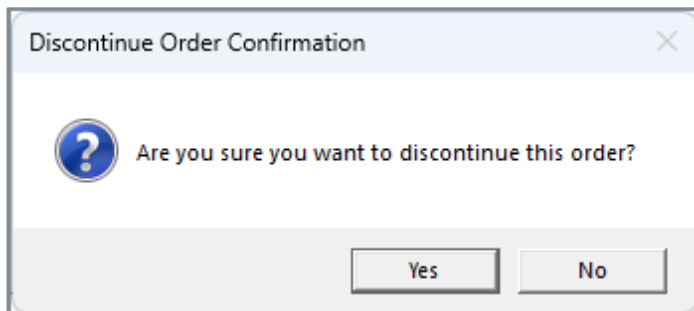
Select

Description	Date	Shift
Today	02-24-2026	HS
Immediately - No Doses Should Be Administer...	02-24-2026	
Future - Select Date & Shift Below		

Click **Save and Close** to close the Edit Prescription screen.

Discontinue an Order

When the confirmation message appears, click **Yes**.



Discontinue Order Confirmation

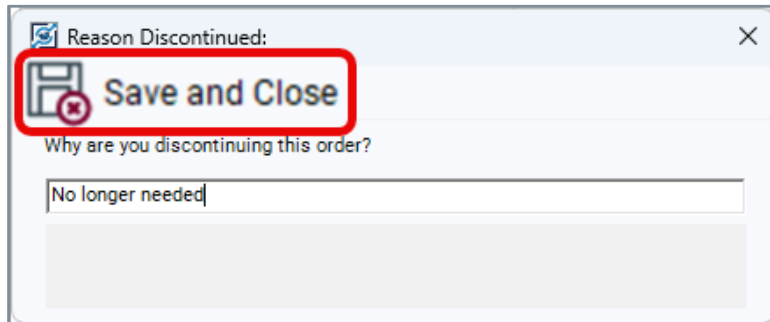
Are you sure you want to discontinue this order?

Yes No

Type the reason for discontinuing the order.

Click **Save and Close** to return to the Edit Order screen.

Medication Administration Record (MAR)



Reason Discontinued:

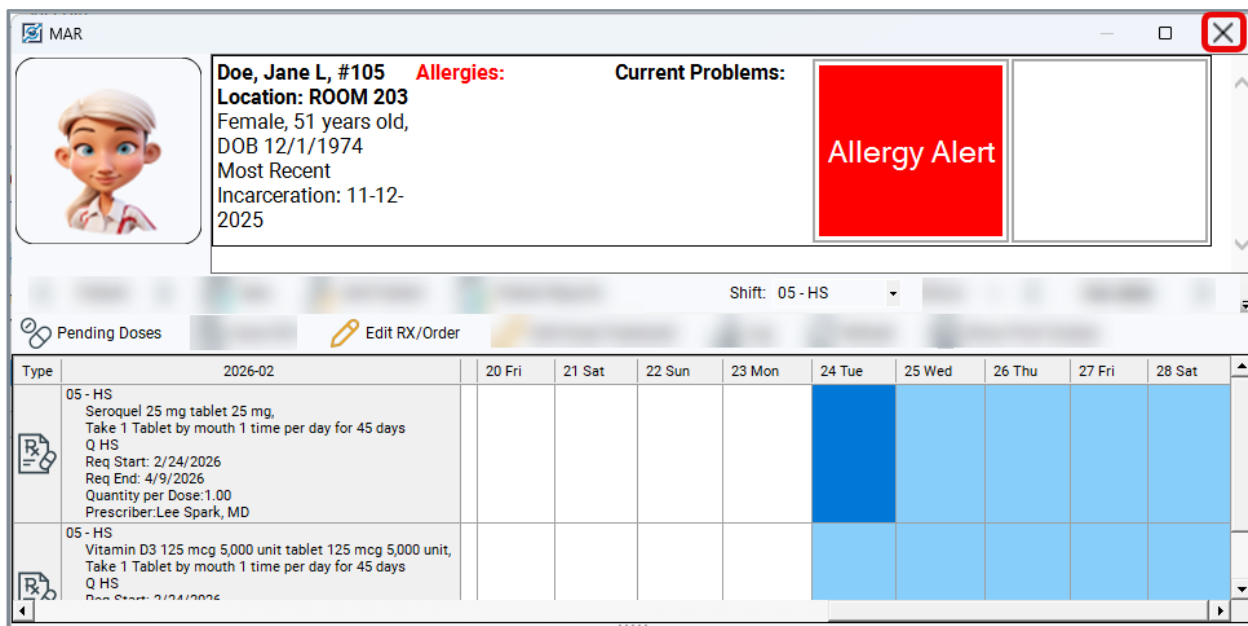
 **Save and Close**

Why are you discontinuing this order?

No longer needed

Click **Save and Close** again to close the Edit Order screen.

Click the **X** to close the MAR.



MAR

Doe, Jane L, #105 **Allergies:** **Current Problems:**

Location: ROOM 203
Female, 51 years old,
DOB 12/1/1974
Most Recent
Incarceration: 11-12-2025

Allergy Alert

Shift: 05 - HS

Pending Doses  Edit RX/Order

Type	2026-02	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat
 05 - HS Seroquel 25 mg tablet 25 mg, Take 1 Tablet by mouth 1 time per day for 45 days Q HS Req Start: 2/24/2026 Req End: 4/9/2026 Quantity per Dose: 1.00 Prescriber: Lee Spark, MD										
 05 - HS Vitamin D3 125 mcg 5,000 unit tablet 125 mcg 5,000 unit, Take 1 Tablet by mouth 1 time per day for 45 days Q HS Req Start: 2/24/2026										

Related Courses

- All Active Patients
- MAR – STAT Dose

Medication Administration Record (MAR)



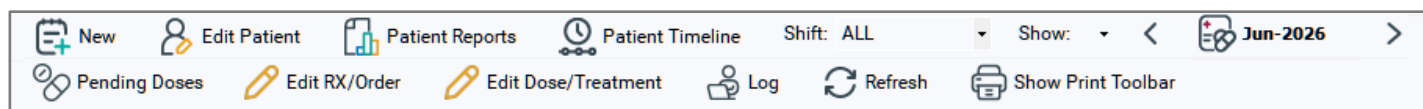
References

Medication Administration Record

Type Column: Indicates whether the item is a medication or an order.

Dose/Treatment Administration: Displays each day and shift and shows whether a dose or treatment has been documented and administered.

The following buttons appear on the MAR (left to right).



New: Create new patient items while viewing the MAR.

Edit Patient: Opens the Edit screen to update patient information.

Patient Reports: Runs patient-specific reports while viewing the MAR.

Patient Timeline: Opens the patient timeline from the MAR.

Shift/Description: Displays the shift and description of the order or prescription.

Show: Controls which items are displayed on the MAR.

Previous/Future Months: Navigates between months on the MAR calendar.

Edit RX/Order: Edits or discontinues the selected prescription or order.

Edit Dose/Treatment: Edits a previously documented dose or treatment.

Log: Allows authorized users to view the log of a dose or treatment.

Refresh: Refreshes the MAR.

Show Print Toolbar: Displays printing options for the MAR.

Return to the [Medication Administration Record \(MAR\)](#) section.