

Unable to Administer Reasons



Course Overview

Use the Unable to Administer Reasons Dictionary to add or update reasons a medication cannot be administered.

This guide explains how to add an unable to administer reason to the dictionary in CorrecTek Spark.

Use This Guide When

- Adding a new unable to administer reason
- Updating an unable to administer reason

What You'll Be Able to Do

- Access the Unable to Administer Reasons Dictionary
- Add a new reason
- Update an existing reason

Unable to Administer Reasons



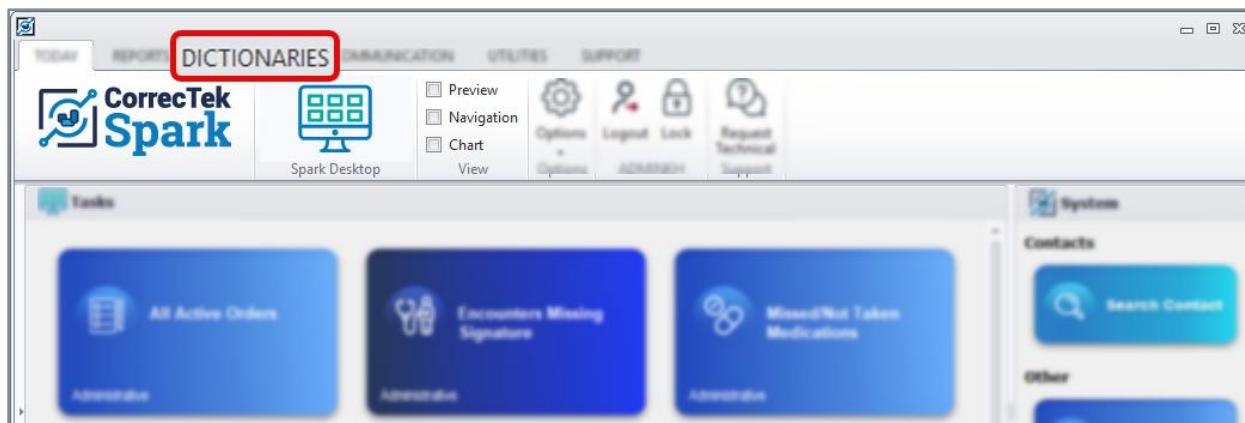
Topics Covered

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Unable to Administer Reasons

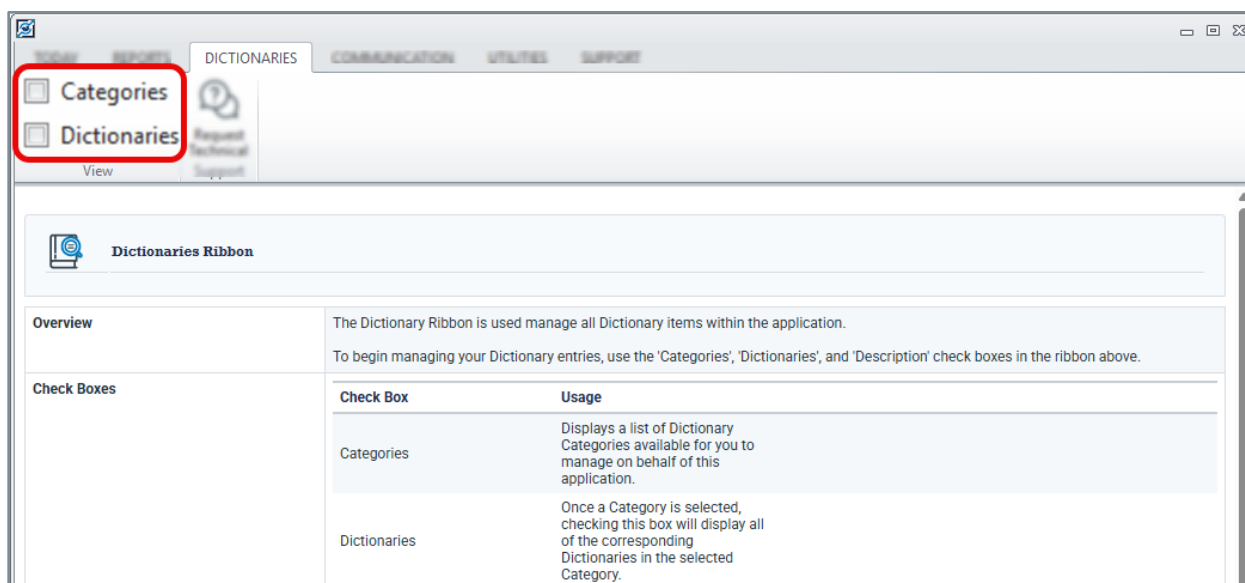
Spark Desktop

From the Spark Desktop, click **Dictionaries**.



Dictionaries

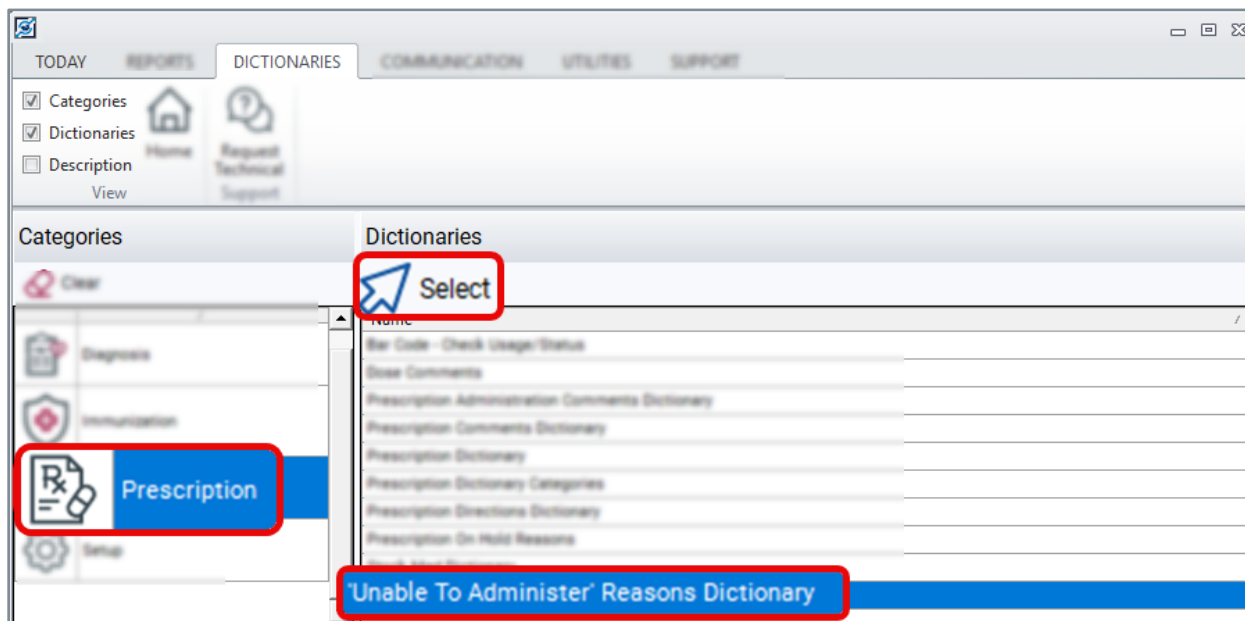
Select **Categories** and **Dictionaries** from the View.



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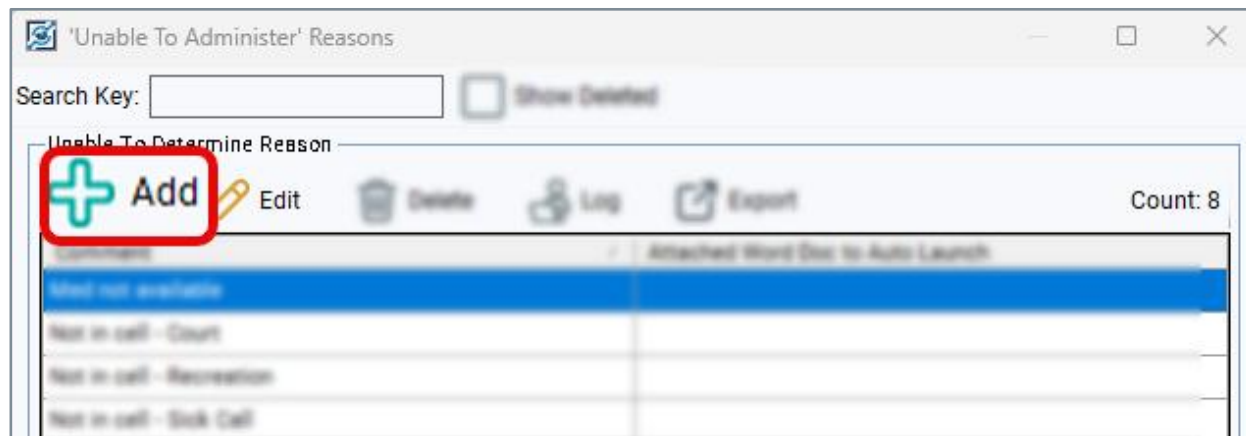
Select **Prescription**, then '**Unable To Administer**' Reasons Dictionary.

Click **Select** to launch the dictionary workspace.



Add a New Reason

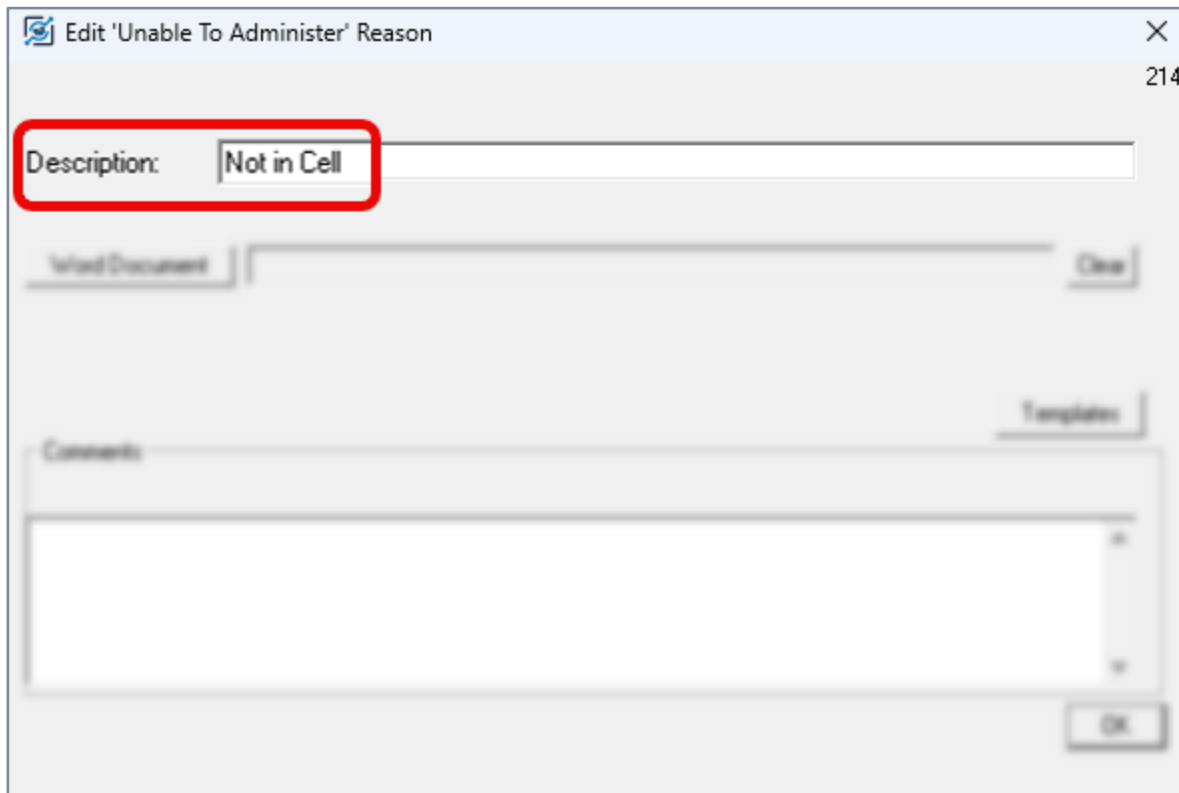
Click **Add** on the Dictionary toolbar.



Tip: Select a reason, then click **Edit** to update existing information. Keep in mind when editing reasons used in reports, the report will need edited as well.

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Enter the **Description** for the medication refusal or omission.



Dialog box titled "Edit 'Unable To Administer' Reason". The "Description:" field contains the text "Not in Cell". Below the description field is a "Word Document" field with a "Clear" button. Further down is a "Comments" section with a large text area and a "Templates" button. An "OK" button is at the bottom right.

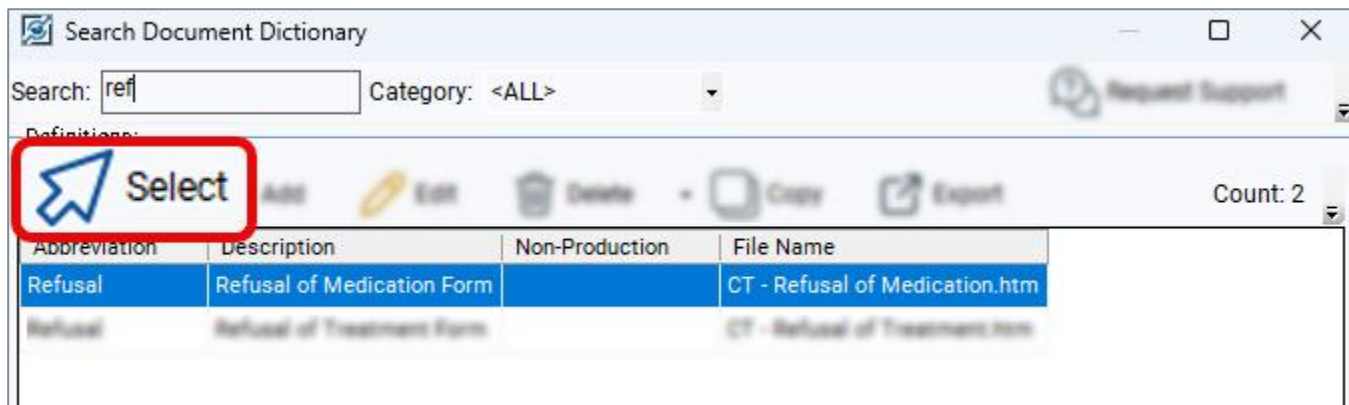
Link a Mandatory Form (Optional): Click **Word Document** if a formal document or refusal layout needs to be generated automatically whenever this specific reason is selected by a nurse during Med Pass.



Dialog box titled "Edit 'Unable To Administer' Reason". The "Description:" field contains the text "Meds Held". The "Word Document" field is highlighted with a red box. Below it is a "Comments" section with a large text area and a "Templates" button. A "Clear" button is next to the "Word Document" field.

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Highlight the appropriate document template from the form registry list, then click **Select**.

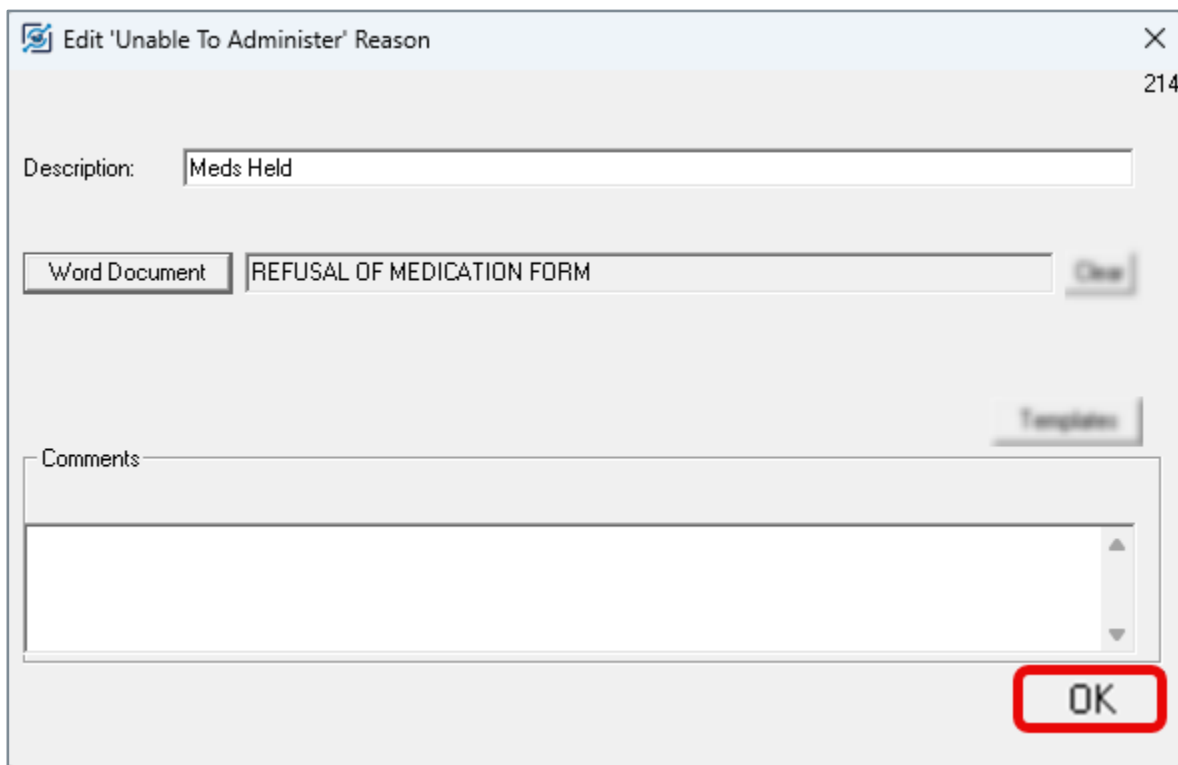


The 'Search Document Dictionary' window shows a search for 'ref' with 2 results. The 'Select' button is highlighted with a red box.

Abbreviation	Description	Non-Production	File Name
Refusal	Refusal of Medication Form		CT - Refusal of Medication.htm
Refusal	Refusal of Treatment Form		CT - Refusal of Treatment.htm

Enter any additional operational instructions or notes in the Comments field.

Click **OK** to save the new or modified reason and return to the 'Unable To Administer' Reasons list.



The 'Edit 'Unable To Administer' Reason' window shows the following fields:

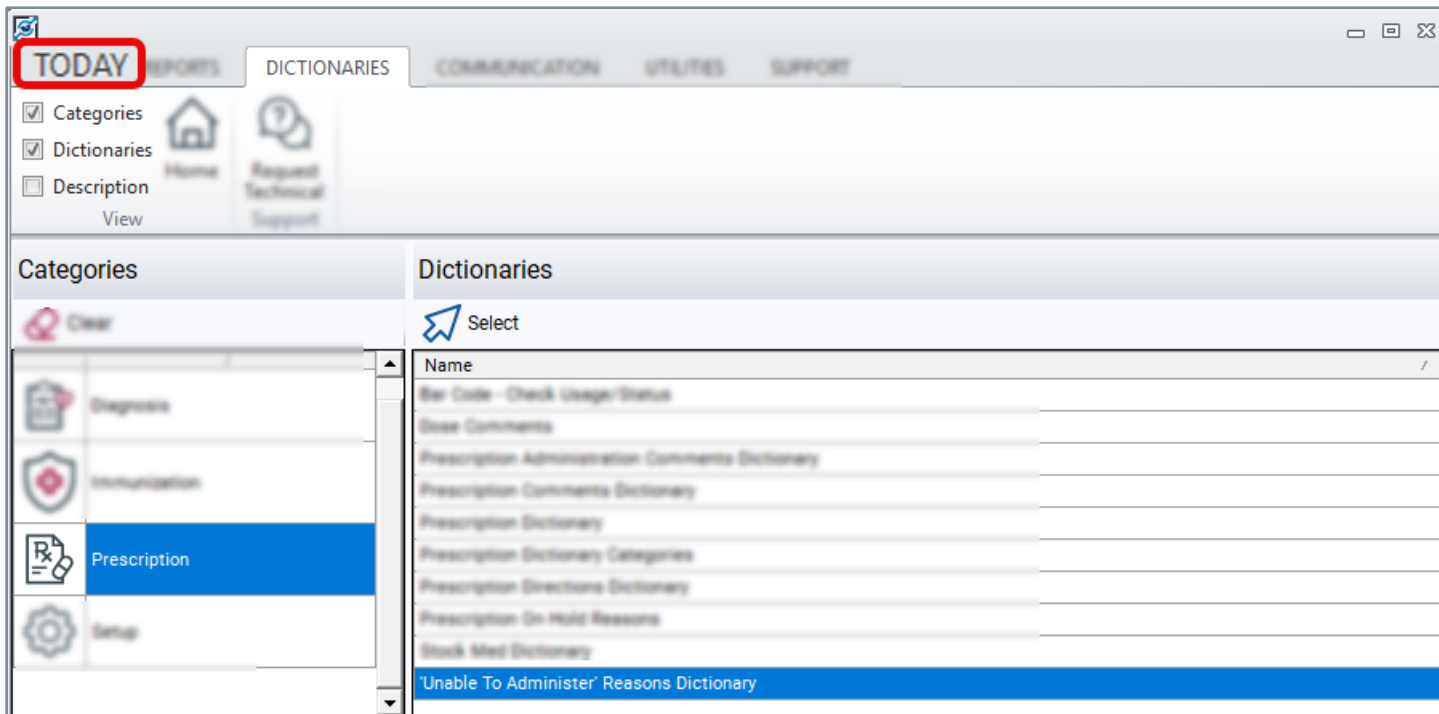
- Description: Meds Held
- Word Document: REFUSAL OF MEDICATION FORM
- Comments: (Empty text area)
- OK button (highlighted with a red box)

Click **X** to close the 'Unable To Administer' Reasons list.

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Return to Spark Desktop

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



The screenshot shows the Spark Desktop application interface. At the top, there is a navigation bar with tabs: TODAY, REPORTS, DICTIONARIES, COMMUNICATION, UTILITIES, and SUPPORT. The 'TODAY' tab is highlighted with a red box. Below the navigation bar, there are icons for Categories, Dictionaries, and Description, along with a 'View' button. The main content area is divided into two sections: 'Categories' and 'Dictionaries'. In the 'Categories' section, there is a list of categories: Diagnose, Immunization, Prescription, and Setup. The 'Prescription' category is selected and highlighted in blue. In the 'Dictionaries' section, there is a list of dictionaries. The 'Unable To Administer' Reasons Dictionary is selected and highlighted in blue.

Categories		Dictionaries	
 Clear		 Select	
	Diagnose	Name	
	Immunization	Bar Code - Check Usage/Status	
	Prescription	Dose Comments	
	Setup	Prescription Administration Comments Dictionary	
		Prescription Comments Dictionary	
		Prescription Dictionary	
		Prescription Dictionary Categories	
		Prescription Directions Dictionary	
		Prescription On Hold Reasons	
		Stock Med Dictionary	
		Unable To Administer Reasons Dictionary	