Charting IV Infusions

Documenting IV fluids on the eMAR is a multi-step process. Documenting each event completed in the intravenous medication/fluid administration charting window will provide more thorough and accurate documentation of patient care. The events and order for documenting IV fluids are as follows:

- **Begin Bag** – charted when intravenous bags are initiated
- **Site** – used to chart IV site and site changes
- **Infuse** – used to chart the amount of fluid infused
- **Bolus** – used to chart the volume of each bolus infused
- **Waste** – used to chart any required intravenous fluid wastage
- **Rate** – used to chart IV rates and rate changes

**Intravenous Fluid Order**

**Time Frame**

**Medication Administration Details**

**Charting Begin Bag Events**

To initiate a bag of IV fluids:

1. Select the IVF task order line to open the documentation window.
2. Each time a new begin bag tab is opened, a bag number will autopopulate with a new bag number. It will not document the new bag number until you click Apply. **Be careful when changing narcotic drips as the control number on the bag/syringe should be entered in this field, not the consecutive autopopulated bag numbers.** Use the dropdown arrow beside “Site” to select the infusion site.

3. Verify Performed date/time (current date/time is the default).

4. Chart the Rate.

5. If a second nurse is needed to witness the dose/pump settings per the High Risk Medication w/Administration Double Check Policy (D.10.0), chart the name of the nurse witnessing the event in the “Witnessed by” box.

6. After all information is entered, click “Apply” to undither the signature icon.

7. The nurse witnessing the waste will enter his/her password and click the OK button.

8. Click the Sign button.
**Charting Infuse or Bolus IV Events**

These events record intravenous infusions or bolus amounts.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infuse</td>
<td>Volume (mL)</td>
</tr>
<tr>
<td>Bolus</td>
<td>Volume (mL)</td>
</tr>
<tr>
<td>Rate Change</td>
<td>Rate (mL/h)</td>
</tr>
</tbody>
</table>

To chart infuse or bolus IV events, complete the following steps:
1. Select the Infuse or Bolus event buttons as appropriate.
2. Complete the IV Details, as appropriate.
3. Click Apply button.
4. Click Sign button.

**Charting Rate Change IV Events**

These events are charted when intravenous rates are changed.

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate Change</td>
<td>Rate (mL/h)</td>
</tr>
</tbody>
</table>

To chart rate change IV events, complete the following steps:
1. Select the Rate Change event button.
2. Complete the Rate Change details, as appropriate.
3. Click Apply button.
4. Click Sign button.
1. Select the Rate Change event button.
2. Complete the IV event details, including the new rate of infusion.
3. Verify Performed date/time (current date/time is the default).
4. Click Apply button.
5. Click Sign button.

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1. Click the Site Change event button.
2. Complete the IV event details, including the new IV site information.
3. Verify Performed date/time (current date/time is the default).
4. Click Apply button.
5. Click Sign button.
Charting Waste IV Events

This event must be used to document a waste of Patient Controlled Analgesia (PCA) syringes, Epidural Infusions, and Controlled Substance Infusions.

1. Click the Waste event button.
2. Complete the Waste event details, including the volume of IV fluids wasted.
3. Verify Performed date/time (current date/time is the default).
4. Put in the name of the nurse who witnesses the waste.
5. Click Apply button.
6. The nurse witnessing the waste will enter his/her password and click OK button.
7. Click Sign button.

**Note:** If a package has been tampered with but is still a full syringe or full bag, return the syringe or bag to pharmacy. Two pharmacists will document the waste on the eMAR.
Charting Intermittent IV and IVPB Medications

Intermittent IV/IVPB medications documentation occurs as with any scheduled medication.

To chart an intermittent IV/IVPB medication, click the medication task to open a charting detail window.

1. The charting detail window will display.

2. Complete the required fields. If necessary, select the diluent from the diluent drop down menu and enter the diluent amount. Sometimes the diluent defaults from pharmacy. Use the drop down to select diluents for any medication in which the diluent volume should be documented.

3. Verify Performed date/time (current date/time is the default).

4. Sign the task using the

Note: This volume will flow to the Intake and Output Record.
Charting IV Fluids with Alternating Ingredients

The order ingredient selection section displays the IV name and ingredients, if any. This area will be grayed out if there is only one single intravenous fluid composition ordered. However, when a patient is to receive alternating fluids, this area will become available for use. The Yes and No check boxes are utilized to indicate whether the ingredients are included in the bag being initiated (ingredients can be ordered to be in every other bag, for example). If present, one of the ingredient check boxes must be selected before charting a new IV event.

Below is an example of charting IV solutions with alternating ingredients. When the order is entered on the MAR, it will appear as one order.

To chart alternating bags:
1. Click on the pending medication task.
2. The Begin Bag details display.
In this example, if this is the first bag which has the additional additives, click the two Yes check boxes.

3. The fields will display to allow charting of the Begin Bag information.

4. Verify that the Bag # is 1, if this is the first bag. Complete the Site information.
5. Verify Performed date/time (current date/time is the default).
6. With the second bag, the Begin Bag details need to be charted. The Bag # should now display as 2.
7. If there are no additives in this second bag, click “No” next to the check boxes.

8. Continue charting the information. Be sure the Bag # has changed to reflect the correct number.
Charting a Medication or IVF After Order Discontinuation

To chart on a medication or IVF for which the order has already been discontinued:

1. Go to the appropriate discontinued section (Discontinued Scheduled, Discontinued Unscheduled, Discontinued PRN, or Discontinued Continuous Infusions).
2. For a scheduled or unscheduled medication administered prior to discontinuing, search for the appropriate task and chart as directed for a scheduled medication. Verify Performed date/time (current date/time is the default).
3. For a PRN or Continuous Infusion, right click on the Order Details in the Medication Order column on the MAR.
4. Click Additional Dose to open the charting window.
5. Verify Performed date/time (current date/time is the default).
6. Complete the details and sign.

Right click on 1/2 NS IVF 1,000 mL + potassium chloride ADDITIVE 10 mEq and select additional dose.