

CENTRAL MONTANA MEDICAL CENTER
Lewistown, Montana

Orig. Effec. Date: <u>04/11</u>
Approved By _____
Revised:
Approved By: _____

POLICY NO. IT-004
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SUBJECT: MEDACT
DEPARTMENT: INFORMATION TECHNOLOGY
AFFECTED DEPARTMENTS: ALL NURSING DEPARTMENTS

POLICY

MEDACT, the electronic Kardex, will be used to record medical orders (i.e., orders which are non-pharmacy and non-ancillary) and nursing orders.

PURPOSE

To define nursing responsibility when using the electronic Kardex system - MEDACT

PROCEDURE

1. All orders put in on the MEDACT must be verified by an RN.
2. Any orders with a designated frequency will be documented through the MEDACT at the time designated by the order.
3. Orders which do not have a time associated with them for implementation will be documented on every shift.
4. If the order being documented on jets to another area, documentation will occur in the area which the order has jetted.
5. After documenting in the jetted area, select either PERFORMED, DISCONTINUED, CHANGED, COMPLETED, or OTHER to describe the action taken to implement the order. If OTHER is selected, type in a term that correlated appropriately with the order being implemented.
6. Use the term COMPLETED only for orders which are no longer active and need to be removed from the MEDACT.

Example: urine sent to lab for C&S. Use the term DISCONTINUED when an order has been discontinued.

Example: discontinue neruochecks, cancel daily ABG's

