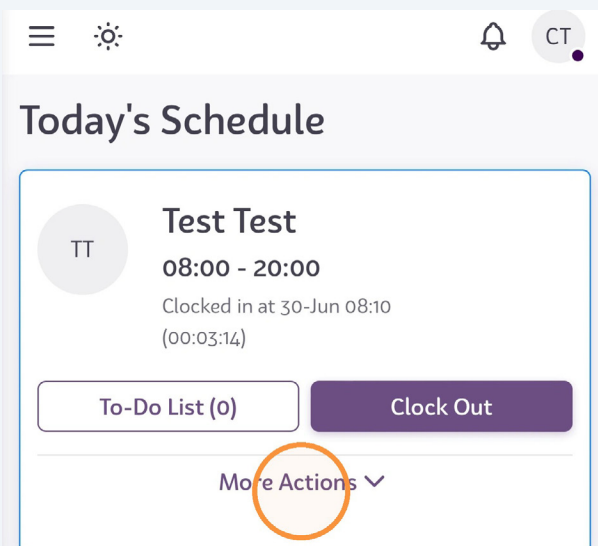


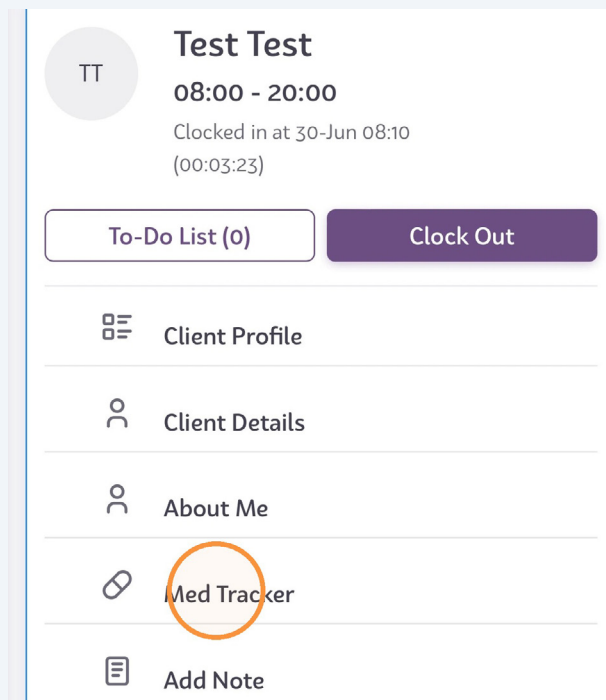
OneTouch: A Candidate Guide For Completing Missed Medication Events

This guide shows how to correct a missed medication entry in OneTouch's Med Tracker so records accurately reflect what actually happened. It walks you through locating the missed dose, marking it, editing the record with quantity, status, reason and comments, and saving the update. Follow it to ensure accurate medication logs and proper audit trails.

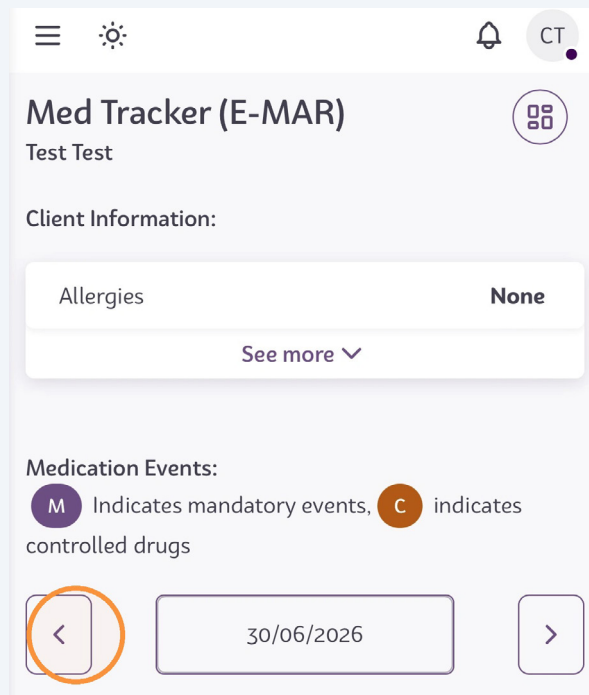
- 1 While clocked in to a visit, click "More Actions":



2 Click "Med Tracker":



3 Click the "<" to page back to a previous date where medication was missed:



4 Click the "Missed" tag on the relevant medication:

The screenshot shows the 'Med Tracker (E-MAR)' app interface. At the top, there's a header with a menu icon, a sun icon, a bell icon, and a 'CT' status. Below the header, the title 'Med Tracker (E-MAR)' is displayed, followed by 'Test Test'. Under 'Client Information:', there's a section for 'Allergies' showing 'None' and a 'See more' link. The 'Medication Events:' section includes a legend: 'M' indicates mandatory events, and 'C' indicates controlled drugs. A date selector shows '29/06/2026'. Two medication events are listed: '08:00 M Paracetamol for adults' and '10:30 M Paracetamol for adults'. Both have a 'Missed' tag, with the 'Missed' tag for the 08:00 dose circled in orange.

5 Click "Edit medication record":

The screenshot shows the 'Edit medication record' screen. At the top, the 'Medication Events:' legend is repeated. A date selector shows '29/06/2026'. Below, the medication event '08:00 M Paracetamol for adults' is shown with a 'Missed' tag and a back arrow. A table displays the medication details:

Dose	Quantity	Form	Route
	1	Tablet	Orally

At the bottom, there are two buttons: 'Additional Details' and 'Edit medication record'. The 'Edit medication record' button is circled in orange.

6 Click "Update":

The screenshot shows the 'Edit Medication Record' form. At the top, there is a title bar with a close button (X). Below the title bar, the medication name 'Paracetamol for adults' is displayed, along with a 'Missed' status button. The form contains a 'Details' section with the following fields: 'NA', 'Updated' (2026-06-29 07:34:02), 'Updated by', 'Date entered' (2026-06-29), 'Time entered' (08:00), 'Time recorded', 'Amount given', 'Should be given' (1), and 'Comment'. At the bottom of the form, there are three buttons: 'Amendment History', 'Sign off', and 'Update'. The 'Update' button is circled in orange.

7 Enter the Quantity and tick the relevant Status, such as "Administered":

The screenshot shows the 'Edit Medication Record' form. At the top, there is a title bar with a close button (X). Below the title bar, the medication name 'Paracetamol for adults' is displayed, along with a 'Missed' status button. The form contains a 'Quantity medication administered to client' field with the value '0'. Below this field is a 'Time' field with the value '8:15 AM'. At the bottom of the form, there are four radio button options: 'Administered', 'Self Administered', 'Not Administered', and 'Other'. The 'Administered' option is selected. Two orange arrows point to the 'Quantity medication administered to client' field and the 'Time' field.

8 Click to select the Reason:

8:15 AM

☒ Administered

☐ Self Administered

☐ Not Administered

☐ Other

Reason

Aministered

Parent Administered

9 Enter a comment and click "Save":

☐ Not Administered

☐ Other

Reason

Aministered

Comment *

Paracetamol given successfully.

Amendment History

Save

10 The following message will show to confirm the change is successful:

