Adding "Other" Medications   A Temporary Workaround

At times, Waiver Support Coordinators / CDC+ Consultants will need to include medications that are not listed within the available selections in the medication search menu. This is an opportunity to utilize "Other" as the medication. APD is aware that, presently, the "Other Medication" field is not displaying when WSCs / CDC+ Consultants add "Other" as the medication. This is a temporary work around until the matter is resolved

When selecting "Other" from the search menu, a new field titled "Other Medication" with a text box should appear below. At this time, this field only appears after saving the medication record, and beware, if the record is saved without being completed, there are specific fields that are no longer editable upon saving.

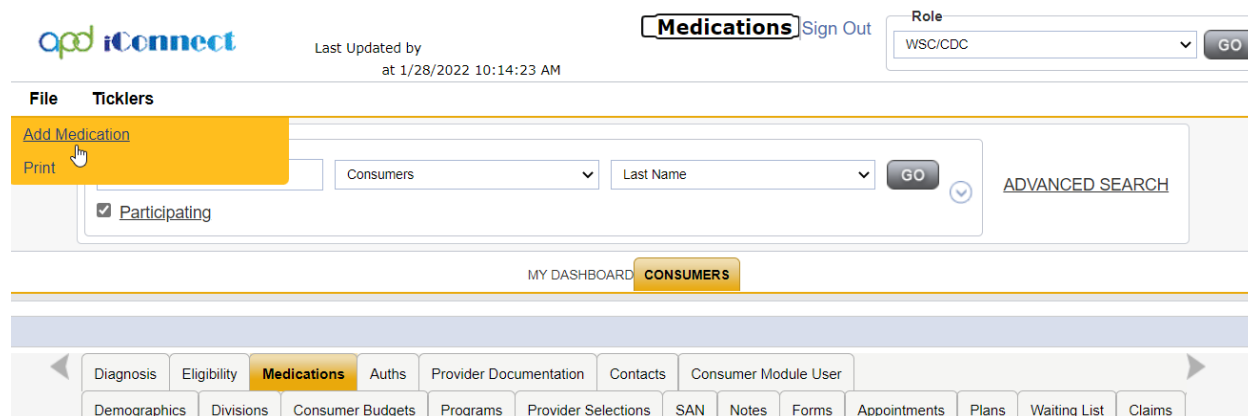The following job aid will assist users in completing this record.

Roles Involved

- **WSC/CDC**

The steps delineated below must be completed within each consumer's record. They can be completed with only the WSC/CDC role. WSC supervisors who are also WSCs (i.e. have the WSC/CDC role), can complete this for consumers on the direct report's caseload.

Steps (5 total)

1. Navigate to the Consumer's record and click Medication > File > Add Medication.

2. The Medication detail page will display.

   a. Medication = use the text box to search for "other," when the selection appears, select Other.

   b. Complete the following fields prior to saving as these fields are no longer editable after the record is saved

      i. NDC Code (if available)

      ii. Dose

        iii. Dose Units

        iv. Strength

        v. Frequency

        vi. Route

        vii. Order Date

   c. Complete the record with as much information that the user has available.

3. File > Save Medication

4. Once the record is saved the "Other Medication" text field becomes available. Type the name of the medication in this box.

File

Medication	Medication *	Other
Medication Administrations	NDC Code	
	Other Medication *	Vitamin D
	Dose	200
	Dose Units	mg (Milligram)
	Strength	two 100mg tablets
	Frequency	BID (2 times daily)
	Route	Oral
	Prescribed By	Dr. Aide
	Order Date (start date) *	03/10/2022
	D/C Date (end date)	

5. File > Save and Close Medication