**Option 1 Resident Chart Orders Tab**

Click on the orders tab under the resident chart that needs refills

Click the plus button next to the medication that needs to be ordered

 Click on the actions tab now shown below the supply

 Click on reorder

 Click on reorder in new window that pops up





**Option 2 EMAR Summary Tab during medication administration**

Directly from the summary tab of the medication being administered

Click on the medication that you are administering. If you need to reorder because you see that it is getting low you can

Navigate to the summary tab on the administration screen and chose order under the supply heading. A second window will open that looks just like if ordering from the resident chart orders tab.

Click reorder order.





**Option 3 EMAR other actions**

Order multiple supplies at one time for same resident.

 Navigate to resident that needs medications refilled

 Click on other actions

 Then on reorder order supplies

 A new window will open

 Click on the reorder button next to the medication.

Button is only available on items that have the source of pharmacy and have not been ordered recently

 Once all selections have been made click on reorder supplies at the bottom.





