## **Entering New Medication Into Skyward**

Includes Dosage Units and Reasons Dose Not Given

Note: <u>Before entering any new medication, please review the current list of medications to avoid creating duplicates.</u> Please also follow the 3 digit capital letter code and appropriate short

and long descriptions.

1. Click on **Office** and click **Setup** next to *Medications*.

2. Now click on Codes



3. To add a new type of medication, choose **Medication Types.** 

To add additional Dosage Units, choose **Medication Dosage Units** 

To add additional reasons for dose not given, choose **Medication Reasons Dose Not Given** 



4. Once chosen, simply click **Add** to add additional types, dosage units, or reasons and fill out the required information.

