When a patient receives a lower dose than ordered (underdose), you must accurately document the amount the patient received and follow up with the provider/pharmacy per policy. For example, the patient refuses to swallow a second tab.

**Step 1**

Enter the **actual amount received** (1).

**Add a comment** to explain why the patient received a dose lower than what was ordered (2).

Click **OK** (3).

**Step 2**

Click **Yes** to continue, if appropriate.