Entering Script Data into ECS

Welcome to American Data CARES, the online resource for all your ECS needs. This handout may be read independently or in conjunction with the corresponding video *Entering Script Data into ECS* in our American Data CARES library. This handout covers *the nuances of entering data into ECS for the Script interface*. If after reviewing this material, you need further assistance, please contact clinical@american-data.com or 800-464-9942.

Census Information

Census data is information pharmacy requires when creating an account for a client. This includes name, birthdate, SSN, gender, allergies, diagnoses, and primary care provider. With the Script interface this information is sent to pharmacy electronically – there is no longer a need to fax it!
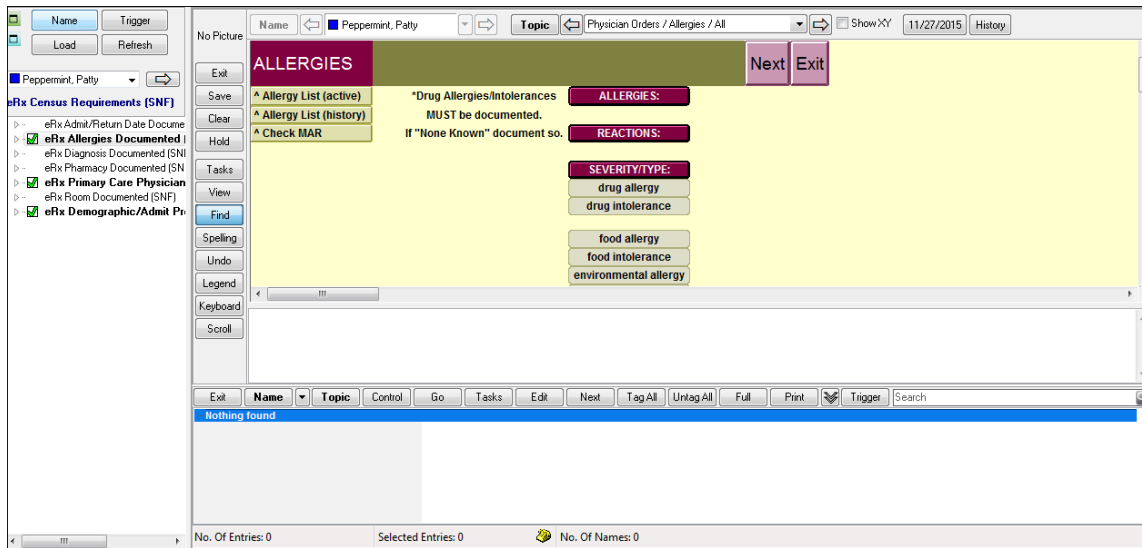
American Data realizes nursing staff are not typically the ones entering admitting information into ECS. We also realize there are times when nursing staff may need to do this because admitting staff is not on site. Because this information is important for pharmacy to have prior to dispensing medications, American Data created a workflow to address this. Nursing staff see a 'Census Requirements' button on the Physician Orders Access Screen. This button highlights yellow when nursing must enter census information into ECS.

Census Requirements NOT Met

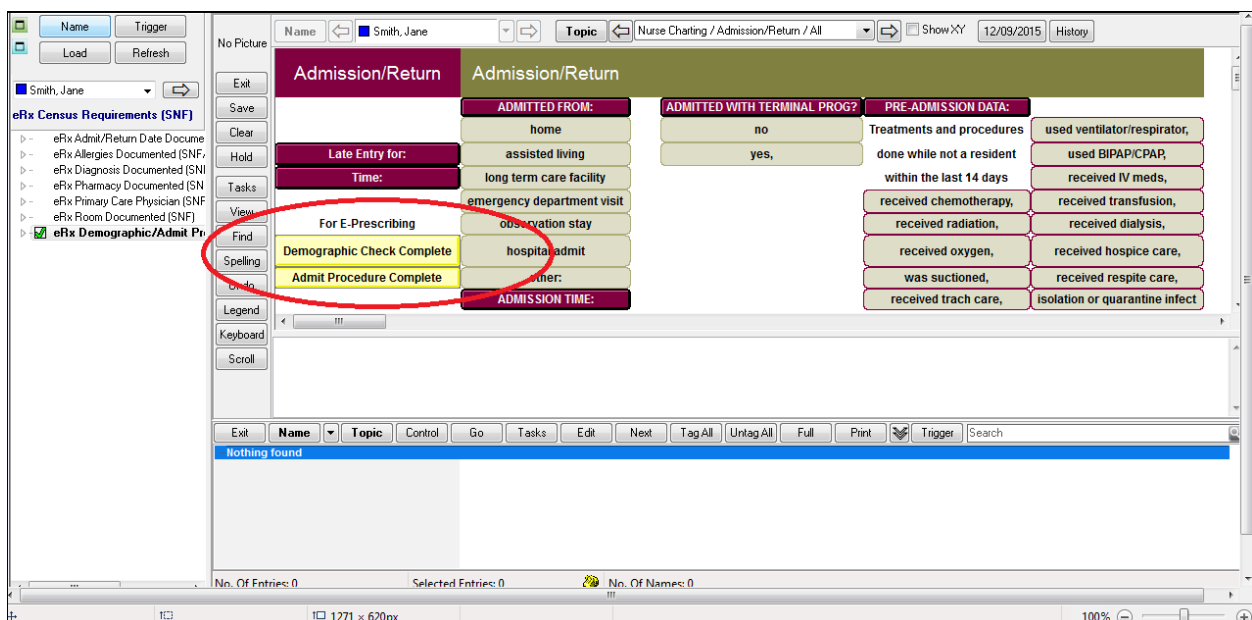| Physician Orders	New Orders					Chart Review	Reports
Nurse Menu	Allergies	Diet/ Supplements	Nursing Orders	Supportive Devices	Side Effects	View/Edit Current Orders	Print Physician Orders
	Blood Glucose Checks	Lab/Xray	Orders Continuation	Therapy	Psychotropic Med Monitoring	View/Edit Held Orders	Print MAR
	Code Status	Life Activity/ FYI	Protocols/ Vaccines	Transfers/ Discharges		View Current/DC'd Orders	Print TAR
	Consults	Medications	Standing Orders	Treatments		For E-Prescribing	Print Daily Telephone Orders
						Census Requirements	
						Script Holding Queue	

When the nurse selects this button, ECS reviews the chart and informs the user what is missing. The triggers with a green checkmark require documentation. The nurse works through the triggers and sends the Census Admit message to pharmacy.

✎ **NOTE: When the resident has no known drug allergies this MUST be documented via Medi-Span®. For REACTIONS and SEVERITY/TYPE enter 'n/a'.**

Once the triggers have been addressed the user completes a Demographic Check. When this word is selected the demographics screen appears. The nurse verifies the resident's name, birthdate, social security number, and sex have been entered. If any of these fields are blank the nurse should enter them prior to sending the Census Message.

Selecting the Admit Procedure Complete word sends the Census Admit message to pharmacy. If there is a problem with the message the nurse is alerted and the message is not sent.

Once the census requirements have been met, the Access Screen button changes to the default color. The nurse can now enter the Medications screen to enter orders.

Census Requirements Met

Physician Orders	New Orders					Chart Review	Reports
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Medication Information

Who Can Enter Orders?

It is important to understand how workflow may be affected with implementation of the Script interface. If non-licensed staff enters orders into ECS, this process requires evaluation. Script is electronic prescribing. This means the electronic message sent to pharmacy replaces the faxed copy. Because of this change, only persons who can legally take orders can be saving them in ECS. Non-licensed staff may continue entering orders into ECS but instead of saving the entries they must put the entries on 'Hold'. A nurse is then required to review the 'Held' entries for accuracy before saving them.

Narcotic Medications

At this time all new narcotic orders must be faxed to pharmacy. When these are entered into the system a fax form appears for the nurse to print, sign, and send to pharmacy. When narcotics are reordered or cancelled, these messages can be sent electronically. These processes are automated within ECS.

Sample Fax Form

Split Orders

American Data has learned a significant amount about pharmacy processes through the development of the interface. While we continue to learn with each implementation, we know one thing remains true across the board—some orders need to be sent to pharmacy as one order even though at the facility we need them separate for administration. An example of this is the Medrol Dosepak. These orders must be separated on the eMAR for administration purposes while pharmacy must track this as one order (for billing purposes). This need created the phenomena of 'Split Orders' in ECS. The template guides users through entering multiple sigs for a single medication. When the order is saved a single Script message is created and sent to pharmacy while each sig is saved as a separate entry in ECS so they appear properly on the administration record.

Compounded Medications

Some facilities utilize medications that are compounded at the pharmacy. These medications do not have NDC codes and are not included in the Medi-Span® database. Entering these orders requires a unique template to address the needs for the interface. ECS cannot determine when it is a narcotic or contains narcotic ingredients because the compound does not exist in the Medi-Span database. The template for compound orders requires the nurse to address whether the medication is or is not a narcotic. When the nurse attests the order is not a narcotic the order is sent electronically. When the nurse attests the compound is a narcotic ECS presents a fax form for the nurse to fax to pharmacy.
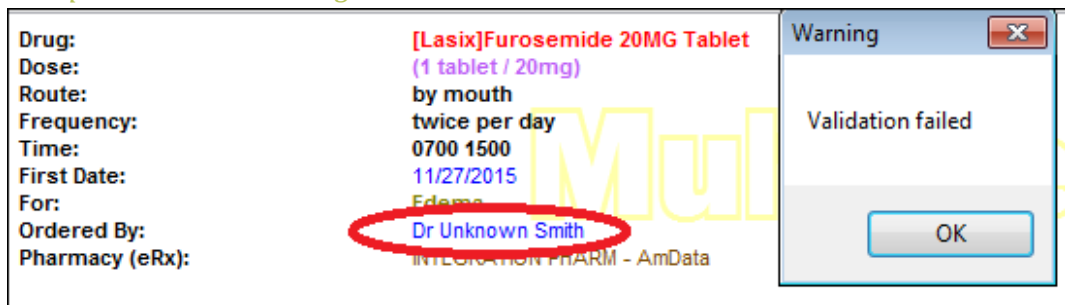
Sample Error Messages

Nursing staff may encounter error messages when entering Script Data into ECS. Below are a few messages they may receive when entering medication orders into ECS.

Free-Typing an Ordering Physician

American Data requires ordering physicians to be entered in the system setup as the Script interface requires the physicians NPI, their phone and fax numbers, and other information. We realize there may be times when a consulting physician orders a medication and the ECS system administrator is unable to get the provider established in the system in a timely manner. In these instances the nurse may free-type the ordering prescriber in the order. ECS provides the below error message as the order will not be electronically sent to pharmacy.

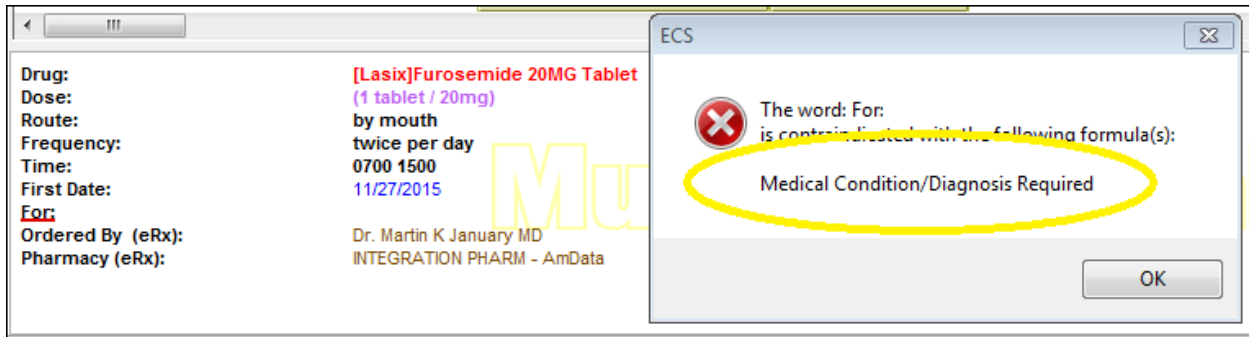### *Sample Error – Message Not Valid*

The nurse clicks 'OK' to this message and ECS presents the fax form. The nurse must print and fax the form to pharmacy as the order will not be sent electronically.

No Medication Indication (Diagnosis)

The electronic Script medication message requires an ICD10 diagnosis. What does this mean to nursing? This means a Medi-Span® indication must be selected when entering a medication order. ECS has been enhanced to present only medical conditions that are linked to ICD10 codes when entering medication orders. The following error appears when a user attempts to save an order without an indication or with an indication that is free-typed.
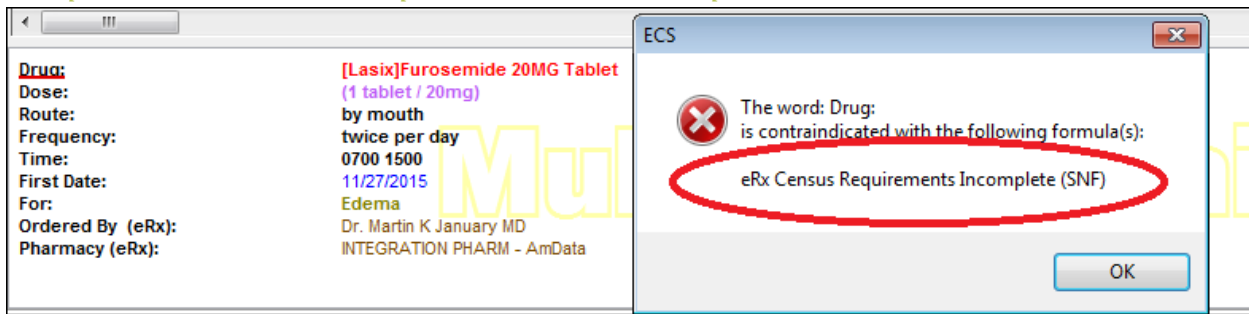
Sample Error – Diagnosis Required

The nurse selects OK to this message and selects an indication. The entry will not save until a valid indication is selected.

Census Not Complete

Nursing staff should always check the Census Requirements prior to entering medication orders (i.e. the yellow button on the access screen). In the event a nurse fails to do this check the below message appears when s/he attempts to save a medication order.

Sample Error – Census Requirements NOT Complete

The user selects 'OK'. The nurse must clear the medication order and complete the Census Requirements before medication orders save in ECS.

No Connectivity

There may be times with the internet may be down or the pharmacy system is down. When this happens nursing receives the below message.

Sample Error – No Connectivity

When they select OK a fax form appears for staff to print and fax to pharmacy.

Conclusion

The Script interface streamlines communication between facility and pharmacy. American Data developed workflows to assist staff with this new functionality. If you have questions or concerns please contact the clinical department at clinical@american-data.com or (800) 464-9942.

Thank you for taking the time to learn more about *Entering Script Data into ECS*. Please check out other videos and documentation for more great information about ECS!