Electronic Sign

MAR/TAR Access Screen

MAR/TAR	Medications			Treatments	Other		Reports
Nurse Menu	AM Meds (0700-1030)	HS Meds (1900-2230)		AM Tx	Insulin/BG Checks		Print MAR
	Noon Meds (1100-1430)	NOC Meds (2300-0630)		PM Tx	PRN Record		Print TAR
	PM Meds (1500-1830)	All Meds		NOC Tx	All Meds/Tx		Print MAR/TAR
				All Tx			Signature Details

Load the Electronic Sign

1. From the Nurse Access menu, click eMAR/eTAR.
2. The MAR/TAR Access sub-menu will appear. Select the desired shift (i.e. AM, Noon, PM, etc.) to open the MAR or TAR listing medications or treatments for that shift.
3. A Name Selection screen will appear. Select the desired resident(s) and click OK.

   - Click Filter to narrow the client list to a specific floor and/or unit. Select the desired filter option(s) and click OK.
   - Click the desired names, or Select All, and then OK to load all of the clients appearing on the Name Selection panel.

4. The Electronic Sign screen will appear.

Entries	Time	December 2017							
		11	12	13	14	15	16	17	18
Entry Date: 09/14/2007	Breakfast								
MED PASS SUPPLEMENT: Med Pass 2.0 30 cc with Breakfast	intake								
Entry Date: 09/17/2012	0800								
Drug: [Wellbutrin SR]BuPROPion HCl 150MG Tablet Extended Release 12 Hour Dose: (1 tablet / 150mg) by mouth twice per day 0800 2000 For: Depression SIDE EFFECTS: Insomnia, Dizziness, Anaphylaxis, Xerostomia, Nausea, Weight Loss, Suicidal Ideation, Pharyngitis, Suicidal Tendencies, Anaphylactoid Reaction, Psychosis									
Entry Date: 11/17/2015	0800								
Drug: Atenolol 25MG Tablet Dose: (1 tablet / 25mg) by mouth daily 0800 For: Hypertension Administration Instructions: hold if SBP is less than: 110 hold if DBP is less than: 60	AM B/P:								
Entry Date: 05/08/2017	0800								
Drug: Penicillin V Potassium 500MG Tablet Dose: (1 tablet / 500mg) by mouth twice per day 0800 1700 x 5 days For: Anthrax									

Electronic Sign Screen Description

- The Grid Area: This area is divided into three columns. The Entries column displays the order. The Time column displays the time of day to be signed off. The Dates column displays the cells with user initials or other information.
- Picture: Displays the image of the resident. Click on the picture to enlarge it.
- Arrows: If several names are chosen, clicking the right or left arrow will display the next name in room order.
- Name(s): Displays the name of the resident whose entries are displayed. Clicking Name opens the Name Selection screen. The dropdown arrow in the Name field will display all the names selected when the task was loaded.
- Tasks: Displays the name of the current sign task. Clicking Tasks will present a list of available sign tasks.
- Sign: Loads on default. Enters user signature or other information in today's cell. To utilize a different option, click onto Sign… which will present the below:
  - Hold: Used to specify an order is being held. It will then load a Write screen to record the reason for holding the medication or treatment.
  - Decline: Used to specify an order is being declined. It will then load a Write screen to record the reason for refusal of the medication or treatment.
  - Sign Out: Used to sign out an order is being signed out and given to someone to administer to the resident later. It will then load a Write screen to record the reason for signing out the medication or treatment (e.g. medications are sent with a family member to administer to the resident during an outing).
  - Other: Presents a text box to enter up to ten characters of text in the cell.
  - Time: Presents a clock to enter a time in the cell.
- Change: Used when information from a previous day needs to be changed. This button can be used in combination with the Held, Declined, Other, and Time buttons.
- Remove: Removes information from a cell **on today's date**. Also allows the user to **remove x**'s from a closed cell if necessary.
- Dates: Alters range of dates visible in the sign task.
- Notify: Displays the Notify screen to send a reorder request to the pharmacy via script.
- Script: Used to review the (E-prescribing) script status of a selected medication order.
- **Options Listed Under More…:**

o   Reports: Present options for printing reports from the electronic sign. See Page 5 for options.

o   Write: Displays a Write screen. Entries may be linked to particular Write screens (e.g., an order for Digoxin is linked to the Circulatory System write screen). o View: Displays a View screen. Entries may be linked to a particular View screen as described above.

o   Signatures: Displays a list of signatures that have been saved on the electronic sign.

- Save: Saves information entered on the current screen.
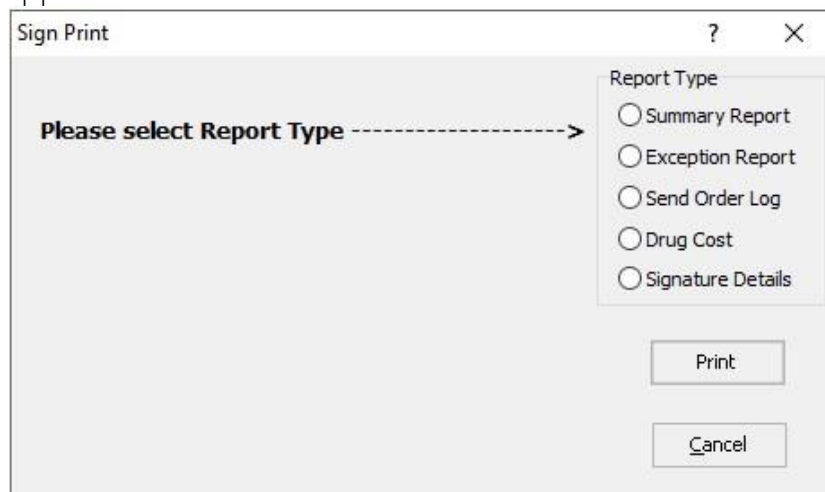- Exit: Closes the screen.

Use the Electronic Sign

1. To sign off an order, click in the desired cell. Your initials will appear. You may only sign orders for the current day.
2. If an order is not administered, click the drop-down arrow next to Sign and choose the blue Hold, red Decline or purple Sign Out button before clicking in the desired cell.
3. A Write screen will appear. Select explanations for the held, declined, or signed out order and click Sign to save the entry and return to the Electronic Sign.
   - Hold the Ctrl key on the keyboard to sign multiple cells as Hold/Decline/Sign Out. When Ctrl is released, the Write screen will appear. If holding the Ctrl key on the keyboard does not work, then you may also utilize the Multi button prior to selecting the option needed for Hold/Decline/Sign Out. Click back onto the drop down and click onto Multi once done signing out all necessary cells.
4. To sign off a PRN order, click in the appropriate cell. A clock will appear. Set the clock to the desired time and click OK. Next, a Write screen will appear. Enter the reason for the PRN order, select an alarm word to set a reminder for follow up, and click Sign to save the entry and return to the Electronic MAR.
5. Some orders will require "other" information (e.g., pulse, blood pressure, site). To enter other information, click on the desired cell. A box, number pad, or list of options will appear. Enter the appropriate information and click OK.
6. Certain orders may be linked to documenting or view screens:
   - Automatic: The Write or View screen will appear automatically when the order is signed. Chart the desired information and click Sign to save the entry, or click Exit in the View screen, to return to the electronic sign.
   - Optional: The user has the option to open the documenting or view screens that are linked to the order. For example, an order for an antidepressant medication may be linked to the Mood Write screen. After signing the order, click on the Write button to open the Write screen. Document the desired information and click Sign to save and return to the Electronic Sign. Click View to see information linked to the order, then Exit to return to the Electronic Sign.

- If multiple screens are linked to an order, the next topic will appear after Sign or Exit is clicked. Continue through the topics using Sign or Exit until the electronic sign appears.
7. To remove a signature, click Remove and then click on the desired cell.
   - A user may only remove his/her own signature or information on the current date.
   - A user may remove Held, Declined, and Signed Out cells entered by other users using Remove.
8. If multiple names were selected when the task was loaded, click on the left or right arrow by Name to move to the next client in room order, **or click on the client's name** and select another client from the drop down list. Information entered in the cells will automatically save when the next name is loaded.
9. After the last name is completed, click Save then Exit.
   - If the task is set up to Highlight Exceptions, then any cells left blank (except PRNs and FYIs) will highlight with a pop up reminder that empty cells must be signed. Click OK to return to the screen and sign the cells. The warning may be overridden by attempting to move on a second time, in which case a warning will ask if you are sure you want to leave the highlighted cells blank.
   - If the task is set up to run an Auto Exception, an Exception Report will display upon closing the electronic sign screen, showing any cells marked blank, held, or declined. Click Return to return to the electronic sign to make the desired changes or click Exit to ignore the exceptions and exit the electronic sign.
10. To audit the electronic sign, click in any cell, then using the keyboard press (also see Print Electronic Sign Reports/Signature Details Report below):
    - Ctrl T – to display the time a cell was signed
    - Ctrl U – to display the name of the user who entered information in a cell
    - Ctrl S – to display the Section and Topic where the entry was documented
    - Ctrl F – to display the Site and Service of the user

Print Electronic Sign Reports

To run reports from the electronic sign, start by clicking on More... and then Reports. A Sign Print screen will appear.

1. Select Summary Report or Signature Details.
2. Click Name(s), highlight the desired name(s) and click OK.
3. If more than one client is chosen, check Room Order to pull the reports by room.
4. Click Tasks, highlight the desired task and click Load.
5. If multiple names are selected, uncheck Display Multiple Names in the task setup to add a page break between each name.
6. Check One Month per Page to fit the requested information on a single page side to side (which may result in a smaller font).
7. Check Entries Active by Date Range to print on each page only those entries that were current during the selected date range
8. If printing in color, check Use Color for Held/Declined meds to show user initials in blue, red or purple for held, declined or signed out orders.

9. Separate Months divides information between months. This may be used to gain a larger font on the report without running together data from different months.
10. Font size may be selected using the drop down arrow.
11. Select a Start Date and End Date, or period (Last Month, etc.)
12. When all desired options are selected, click Print.

Exception Report – Audit for Missing Initials
1. Select Exception Report.
2. Click Name(s), highlight the desired name(s) and click OK.
3. Click Task, highlight the desired task and click Load.
4. Choose a Start Date and End Date.
5. Click Print.

Alarms

When a PRN medication is signed off, the user is prompted to document the reason and set an alarm for follow up. Options for processing alarms are listed below.

- Reschedule: Presents calendar and clock options to reschedule the alarm for the same day/different time, or a different day and time.
- Snooze: Presents options to delay the alarm for the selected number of minutes, hours, or days. Does not include a calendar pop up.

- Append: Opens the Write screen where the alarm originated, allowing the user to append the entry, document the response, and/or set a new alarm if desired.
- Confirm: One of two options may occur dependent on the setup of the alarm word. Either a view screen showing the entry that originated the alarm. To document the response, tag the entry by clicking on it, then select Edit > Append. The Write screen will appear. Document the result of the PRN medication using the prompts on the screen. Then click Exit to return to the prior screen. Or the alarm will just be removed from the list and no other screens will be displayed.

If an alarm is set up to send to multiple users (e.g. all nurses), clicking Append in the alarm screen will stop the alarm pop up for other users. If Confirm is clicked, the next user will still receive the same alarm pop up.

ECS Alarm

Alarm Date/Time: 04/28/2020 03:39 pm
Client: Jerry N Ben
User: Ceaser, Heather D Clinical Project Manager

PRN MED GIVEN: [Tylenol]APAP 325MG Tablet (2 tablet / 650mg) given for pain
NON-PHARMACOLOGICAL   Yes, went for a walk
INTERVENTION ATTEMPTED:
PAIN LEVEL BEFORE MED: 8 /10
LOCATION: "all over" alarm (2 min) 04/28/2020 15:39

Alarm Date/Time: 04/28/2020 03:39 pm
Client: Suzanne C Adams
User: Ceaser, Heather D Clinical Project Manager

PRN MED GIVEN: [Tylenol]APAP 325MG Tablet (2 tablet / 650mg) given for pain
NON-PHARMACOLOGICAL   Yes, went for a walk
INTERVENTION ATTEMPTED:
PAIN LEVEL BEFORE MED: 8 /10
LOCATION: "all over" alarm (2 min) 04/28/2020 15:39

Alarms: 2   Refresh   Append   Reschedule   Snooze   Confirm