

Fingerprint Verification for Electronic Flowsheets

Setup

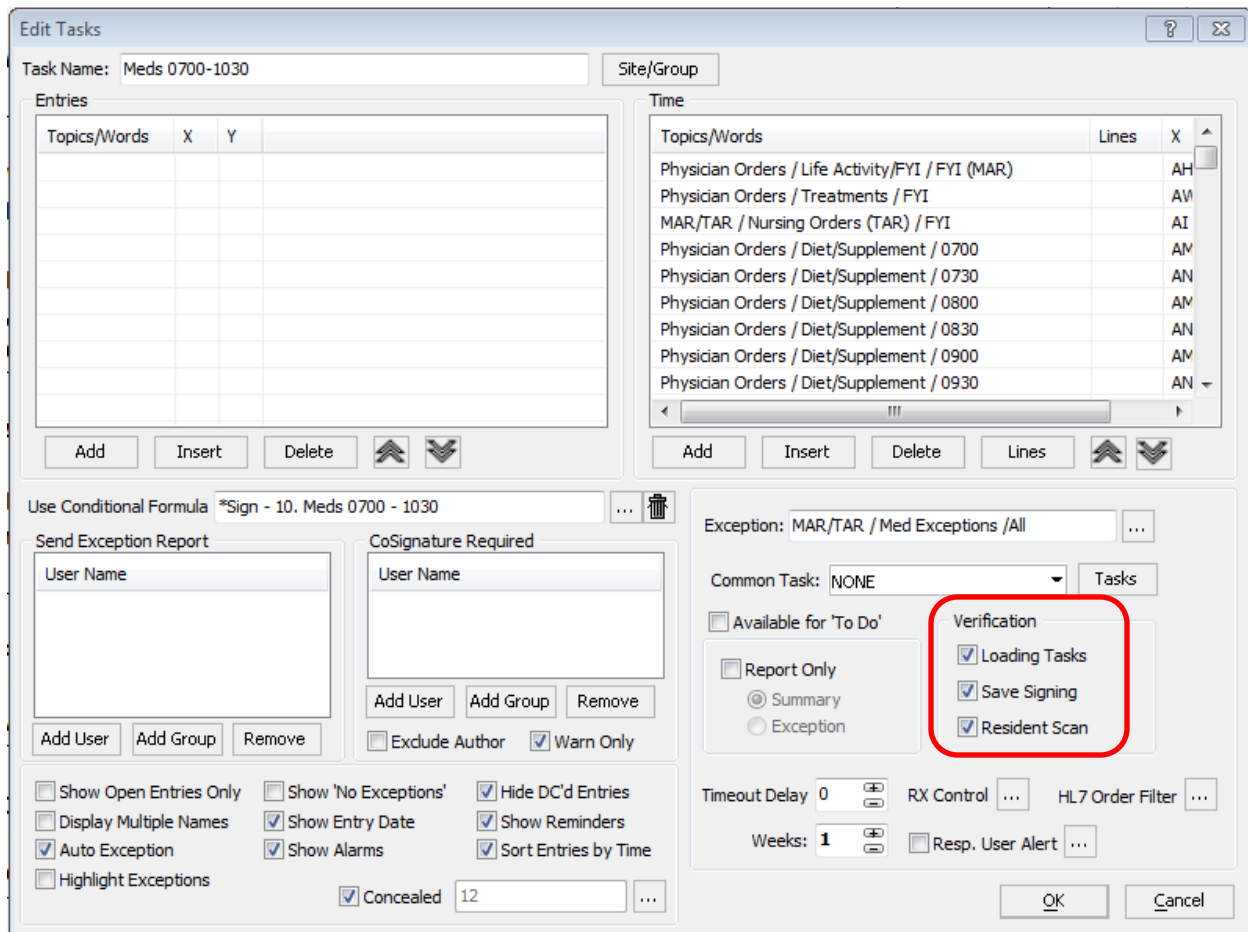
ECS supports the use of DigitalPersona U.are.U Biometric scanners.

There are three options for fingerprint verification when using electronic flowsheets. They may be used separately or together:

- *Loading Tasks* - A fingerprint from the user is required to load the task.
- *Save Signing* - A fingerprint is required from the user each time initials are saved on the flowsheet, which happens when loading a new client, switching dates, or tasks.
- *Resident Scan* - Nurses must first manually load the resident's MAR they would like to pass pills for. Then, when ready to administer, they must scan the resident's wristband to verify that they are with the correct resident.

To apply these changes to flowsheet tasks, complete the following steps:

1. Click the **Sign** icon.
2. Select **Tasks**.
3. Highlight the task you need and select **Edit**.
4. Select the Loading Tasks, Save Signing, and/or Resident Scan checkboxes, as needed.
5. Click **OK** to save changes.




When testing the setups, make sure to do it on a device with the biometric scanner set up so you can enter your fingerprint when prompted. If you are unable to enter a fingerprint, you may select **Cancel**, and the task will not load.

Using Fingerprint Verification During Medication Pass

(When both the **Loading Tasks** and **Save Signing** checkboxes are selected.)

1. Click the **Sign** icon.
2. Click **Name(s)**.
3. Filter for the appropriate clients, then click **Select All** and click **OK**. (Optional - depends upon facility).
4. Click **Tasks**.
5. Select the task you want and click **Load**.
6. You will be prompted to scan your fingerprint. Once you do so, the task will load.
7. If prompted to select a *Common Task*, do so and then click **OK**.
8. Sign off for orders as needed.

9. To switch to another client, use one of the arrow buttons  by the current client's name and pick whom you want next, or choose the right arrow button next to the **Client** button to move to the next client (in room order).
10. You will again be prompted to scan your fingerprint. Once you do so, the next client will display.
11. When you are done with the medication pass, click **Exit** to close the Electronic Sign. You will be prompted to save your initials and scan your fingerprint one last time. The computer will check for missed initials.
12. When the Exception Report appears, make note of any missed initials. To go fill those in now, click **Back to MAR** and enter your initials. If you wish to wait till later, click **Close**. If there were no missed initials, a screen will appear stating, "No exceptions found."
13. Click **OK**.