

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.



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sk Name: Meds 0700-1030	Site;	/Group	
Entries		Time	
Topics/Words X Y		Topics/Words	Lines X
		Physician Orders / Life Activity/FYI / FYI (MAR)	AH
		Physician Orders / Treatments / FYI	AV
		MAR/TAR / Nursing Orders (TAR) / FYI	AI
		Physician Orders / Diet/Supplement / 0700	AM
		Physician Orders / Diet/Supplement / 0730	AN
		Physician Orders / Diet/Supplement / 0800	AM
		Physician Orders / Diet/Supplement / 0830	AN
		Physician Orders / Diet/Supplement / 0900	AM
		Physician Orders / Diet/Supplement / 0930	AN
Send Exception Report	CoSignature Required	Exception: MAR/TAR / Med Exceptions /All	
User Name	User Name	Common Task: NONE	Tasks
			105/05
		Available for 'To Do'	10310
		Available for 'To Do'	isks
		Available for 'To Do' Verification Report Only Save Signification	isks
	Add User Add Group Remove	Available for 'To Do' Verification Report Only Summary Save Signin	isks ng
Add User Add Group Remove	Add User Add Group Remove	Available for 'To Do' Verification Ioading Ta Osummary Exception Xesting to the second se	isks ng can
Add User Add Group Remove	Add User Add Group Remove	Available for 'To Do' Verification Ioading Ta Summary Exception Exception	isks ng can
Add User Add Group Remove	Add User Add Group Remove Exclude Author VWarn Only W'No Exceptions' VHide DC'd Entries	Available for 'To Do' Verification Loading Ta Summary Exception Timeout Delay 0	ISSIG
Add User Add Group Remove Show Open Entries Only Sho Display Multiple Names Sho	Add User Add Group Remove Exclude Author VWarn Only N'No Exceptions' Hide DC'd Entries N Entry Date VShow Reminders	Available for 'To Do' Verification Control Co	ISS Isks can HL7 Order Filter
Add User Add Group Remove Show Open Entries Only Sho Display Multiple Names Sho Auto Exception Sho	Add User Add Group Remove Exclude Author Warn Only w 'No Exceptions' Hide DC'd Entries w Entry Date Show Reminders w Alarms Sort Entries by Time	Available for 'To Do' Report Only Summary Exception Timeout Delay 0 RX Control Weeks: 1 Resp. User Alert	HL7 Order Filter

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.
- 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**.