

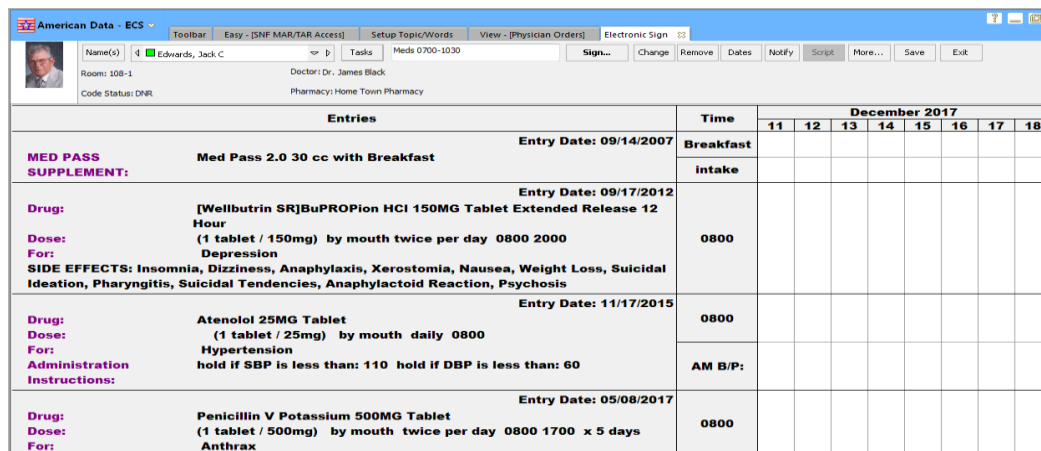
Electronic Sign

MAR/TAR Access Screen

MAR/TAR	Admin Records	Treatments	Co-Sign	Reports	Physician Orders
	AM Meds (0700-1030)	NOC Meds (2300-0630)	AM Tx	Pharmacy Check-In	Physician Orders
	Noon Meds (1100-1430)	All orders	PM Tx	Nurse Signature	Discharge Meds
	PM Meds (1500-1830)	PRN Record	NOC Tx	Med Tech Double Check	Medication Disposition
	HS Meds (1900-2230)	Self-Admin Record	All Tx	Print MAR	

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 the clients appearing on the Name Selection panel.
4. The Electronic Sign screen will appear.



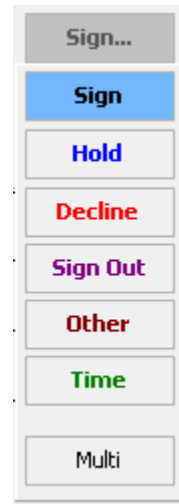
Entries		Time	December 2017							
			11	12	13	14	15	16	17	18
MED PASS SUPPLEMENT:	Med Pass 2.0 30 cc with Breakfast	Breakfast								
		intake								
Drug:	[Wellbutrin SR]BuPROPION HCl 150MG Tablet Extended Release 12 Hour	0800								
Dose:	(1 tablet / 150mg) by mouth twice per day 0800 2000									
For:	Depression									
SIDE EFFECTS:	Insomnia, Dizziness, Anaphylaxis, Xerostomia, Nausea, Weight Loss, Suicidal Ideation, Pharyngitis, Suicidal Tendencies, Anaphylactoid Reaction, Psychosis									
Drug:	Atenolol 25MG Tablet	0800								
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:								
Drug:	Penicillin V Potassium 500MG Tablet	0800								
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.
- **Options Listed Under More...:**
 - **Reports:** Present options for printing reports from the electronic sign. See Page 5 for options.
 - **Write:** Displays a Write screen. Entries may be linked to Write screens (e.g., an order for Digoxin is linked to the Circulatory System write screen).
 - **View:** Displays a View screen. Entries may be linked to a View screen as described above.
 - **Signatures:** Displays a list of signatures that have been saved on the electronic sign.
- **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 sign in today's cell, then load a Write screen to record the reason for holding the medication or treatment.
 - **Decline:** Used to sign in today's cell, then load a Write screen to record the reason for refusal of the medication or treatment.
 - **Sign Out:** Used to sign in today's cell, 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*, *Refused*, *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.
- **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 Held, red Refused or purple Sign Out button before clicking in the desired cell.



3. A Write screen will appear. Select explanations for the held, refused, 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 select multiple orders to Hold/Refuse/Sign Out. When *Ctrl* is released, the Write screen will appear.
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, Refused, and Signed Out cells entered by other users using Remove.
 8. To audit the electronic sign, click in any cell, then using the keyboard press:
 - **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
 9. 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.
 10. 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 refused. 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.

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.

Co-Sign

There are several tasks available to facilities that need to cosign orders. This will place a line underneath the order(s) stating that it was electronically cosigned by username, date, time.

Pharmacy Check In

This task may be utilized for the staff to cosign medications as they are checking them in from a pharmacy delivery.

1. Click onto **Pharmacy Check-In**.
2. Click **Name(s)**, highlight the desired name(s) and click **OK**.
3. All medication orders for each resident will display. As the nurse checks in the medication order, they may simply click into the cell to the right-hand side to cosign that it was checked in.
4. Once completed, click **Save** and **Exit**.

Nurse Signature

This task may be utilized for facilities that have non-nursing staff data entering in the physician orders. This is a task then that then allows the nurse to come in and co-sign the order that was entered in by a non-nursing user.

1. Click onto **Nurse Signature**.
2. Click **Name(s)**, highlight the desired name(s) and click **OK**.
3. All medication orders entered by a non-nursing user will display. Only those that have yet to be co-signed will display.
4. Click into the cell to the right-hand side of the order to cosign that the order is correct. Or click onto **Sign All** at the top of the screen to sign all orders at one time.
5. Once completed, click **Save** and **Exit**.

Med Tech Double Check

This task may be utilized for facilities that have Med Tech's entering in the physician orders, but prior to them being administered would prefer a second med tech also review the order for accuracy.

1. Click onto **Med Tech Double Check**.
2. Click **Name(s)**, highlight the desired name(s) and click **OK**.
3. All medication orders entered by a non-nursing user will display. Only those that have yet to be co-signed will display.

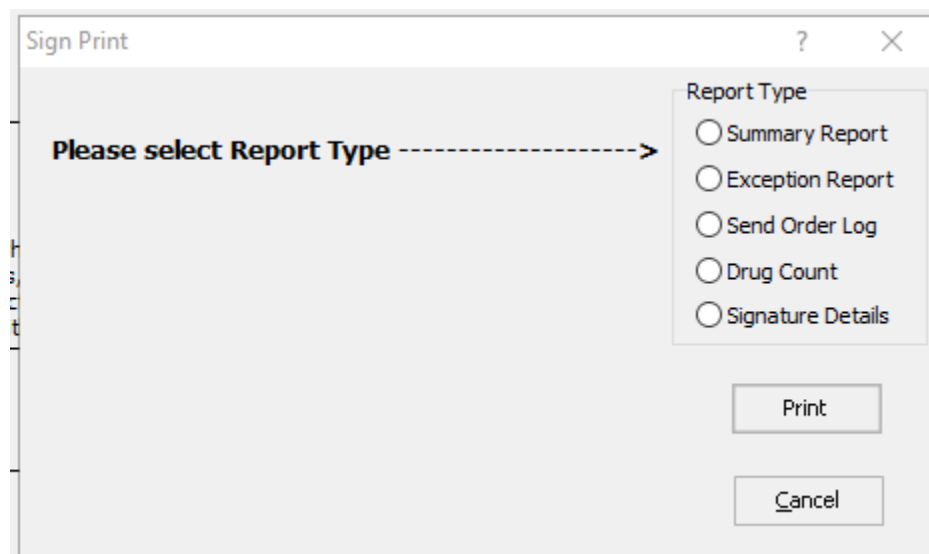
4. Click into the cell to the right-hand side of the order to cosign that the order is correct. Or click onto **Sign All** at the top of the screen to sign all orders at one time.
5. Once completed, click **Save** and **Exit**.

Print Electronic Sign Reports

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

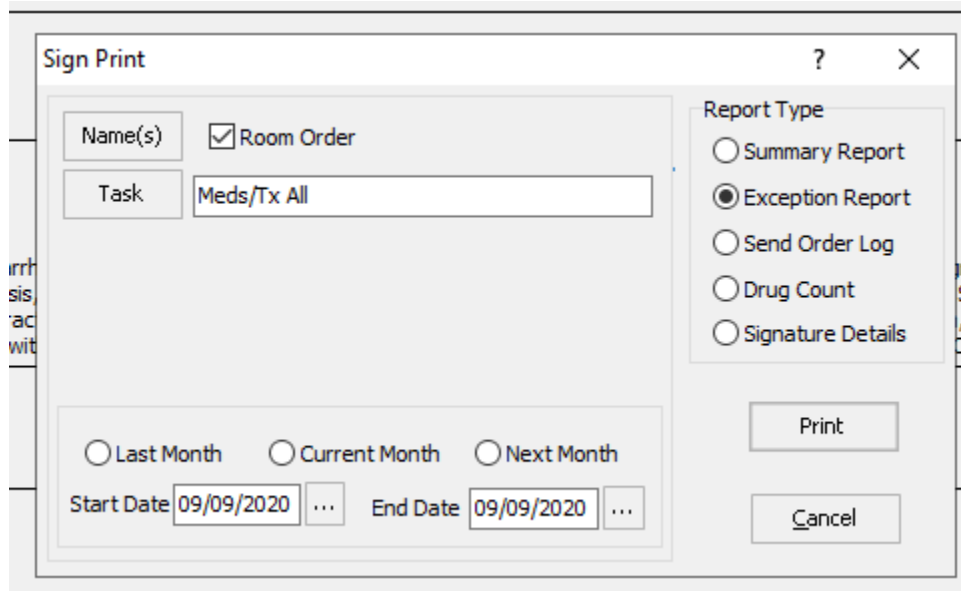
Summary Report - Preview/Print MARs and TARs

1. Select **Summary Report**.
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/Refused meds* to show user initials in blue, red or purple for held, refused 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**.



The screenshot shows a dialog box titled "Sign Print" with a help icon (?) and a close icon (X) in the top right corner. The dialog is divided into several sections:

- Name(s)**: A button labeled "Name(s)" is next to a checked checkbox labeled "Room Order".
- Task**: A text box containing "Meds/Tx All" is next to a button labeled "Task".
- Report Type**: A group box containing five radio button options:
 - Summary Report
 - Exception Report
 - Send Order Log
 - Drug Count
 - Signature Details
- Time Period**: Three radio button options: Last Month, Current Month, and Next Month.
- Dates**: Two date pickers. The first is labeled "Start Date" and contains "09/09/2020" with a dropdown arrow. The second is labeled "End Date" and also contains "09/09/2020" with a dropdown arrow.
- Buttons**: Two buttons at the bottom right: "Print" and "Cancel".