

Electronic Sign

Loading 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.

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	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	

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									
Dose:	(1 tablet / 150mg) by mouth twice per day 0800 2000	0800								
For:	Depression									
SIDE EFFECTS:	Insomnia, Dizziness, Anaphylaxis, Xerostomia, Nausea, Weight Loss, Suicidal Ideation, Pharyngitis, Suicidal Tendencies, Anaphylactoid Reaction, Psychosis									
Drug:	Atenolol 25MG Tablet									
Dose:	(1 tablet / 25mg) by mouth daily 0800	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									
Dose:	(1 tablet / 500mg) by mouth twice per day 0800 1700 x 5 days	0800								
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 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 drop-down 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 **Sign...** which will present the following options:
 - **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 specify 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 (*i.e.*, 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...
 - **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 specific *Write* screens (*i.e.*, an order for Digoxin is linked to the *Circulatory System Write* screen).
 - **View:** Displays a *View* screen. Entries may be linked to a specific *View* screen as described above.
 - **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.

Using 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 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 does not work, then you may also utilize the **Multi** button prior to selecting the option needed for Hold/Decline/Sign Out. Click the drop-down again and then click **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 (*i.e.*, pulse, blood pressure, site). To enter other information, click 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 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 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 the left or right arrow by *Name* to move to the next client in room order. Or, click 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, which 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 go back to the electronic sign to make the desired changes or click **Exit** to ignore the exceptions and close the electronic sign.
 10. To audit the electronic sign, click in any cell, then using the keyboard press the following (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 D** - to display the date the cell was signed

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

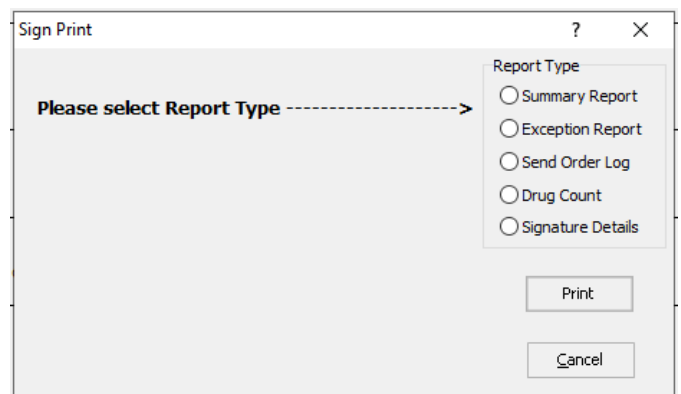
This task may be utilized for facilities that have Med Tech's entering in the physician orders, but prior to them being administered would prefer a second med tech also review the order for accuracy.

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**.

Electronic Sign Reports

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

1. **Summary Report:** Displays all signatures for the specified date



range. Can also be utilized to print out a blank MAR/TAR if a facility will be experiencing scheduled downtime.

2. **Exception Report:** Displays cells that were not signed, marked as declined, or marked as held. When a user exits a MAR/TAR, an exception report is typically setup to automatically run, however this allows someone to audit for a longer time frame.
3. **Send Order Log:** Displays each time the Notify button was utilized from the Electronic Sign screen to alert the pharmacy of refills, stop orders, etc. directly from the MAR/TAR.
4. **Drug Count:** Displays the total number of doses administered for each order on the MAR/TAR during the specified time. This is useful if wanting to determine if a PRN medication can potentially be discontinued or to determine if a resident is having too many doses that are held or declined. Two columns will display, one for total doses administered and one for total doses that were marked as declined/held.
5. **Signature Details:** Although a user can audit the MAR/TAR by going cell by cell, this report can be used to audit the entire MAR/TAR at one time. This will display all details related to each signature, including the initials of the user who signed out the cell and the date and time the cell was signed out.

Print an Electronic Sign Report

1. Select desired report.
2. Click **Name(s)**, highlight the desired name(s), and click **OK**.
3. Add or remove checkboxes in each of the desired options.
4. Select a *Start Date* and *End Date*, or period (*Last Month*, etc.)
5. When all desired options are selected, click **Print**.

The screenshot shows the 'Sign Print' dialog box with the following settings:

- Name(s):** [Empty field]
- Room Order
- Lower Top Margin
- Task:** [Empty field]
- One Month per Page
- Separate Months
- Entries Active by Date Range
- Show Picture
- Font Size: 8
- Use Color for Held/Refused meds
- Last Month
- Current Month
- Next Month
- Start Date: 04/15/2020
- End Date: 04/28/2020
- Report Type:** Summary Report, Exception Report, Send Order Log, Drug Cost, Signature Details
- Buttons:** Print, Cancel

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 as follows:

- **Refresh:** Only utilized if a user is logged in on both ECS mobile and a desktop version of ECS and needing to refresh their screen with the most up to date alarms.
- **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. 1) A *View* screen showing the entry that originated the alarm. To document the response, tag the entry by clicking 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. 2) The alarm will simply be removed from the list and no other screens will be displayed.

If an alarm is set up to send to multiple users (*i.e.*, 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.

The screenshot shows the ECS Alarm interface with two entries. Each entry includes a photo of the client, alarm details (date/time, client name, user), and a list of actions taken (PRN medication given, non-pharmacological interventions attempted, pain level before medication, and location). The interface also features a status bar at the bottom indicating 'Alarms: 2' and several control buttons: Refresh, Append, Reschedule, Snooze, and Confirm.

Client	Alarm Date/Time	User	PRN MED GIVEN:	NON-PHARMACOLOGICAL INTERVENTION ATTEMPTED:	PAIN LEVEL BEFORE MED:	LOCATION:
Jerry N Ben	04/28/2020 03:39 pm	Ceaser, Heather D Clinical Project Manager	[Tyleno]APAP 325MG Tablet (2 tablet / 650mg) given for pain	Yes, went for a walk	8 / 10	"all over" alarm (2 min) 04/28/2020 15:39
Suzanne C Adams	04/28/2020 03:39 pm	Ceaser, Heather D Clinical Project Manager	[Tyleno]APAP 325MG Tablet (2 tablet / 650mg) given for pain	Yes, went for a walk	8 / 10	"all over" alarm (2 min) 04/28/2020 15:39

Alarms: 2

Refresh Append Reschedule Snooze Confirm