

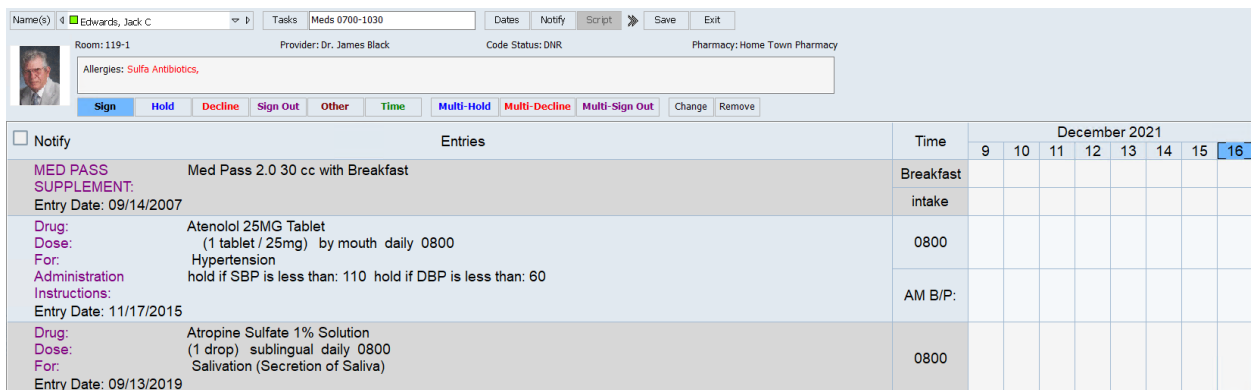
Electronic Sign

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	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


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.






Name(s): Edwards, Jack C | Tasks: Meds 0700-1030 | Dates: Notify | Script: Save | Exit
 Room: 119-1 | Provider: Dr. James Black | Code Status: DNR | Pharmacy: Home Town Pharmacy
 Allergies: Sulfa Antibiotics
 Sign Hold Decline Sign Out Other Time Multi-Hold Multi-Decline Multi-Sign Out Change Remove



Entries		Time	December 2021							
			9	10	11	12	13	14	15	16
MED PASS SUPPLEMENT:	Med Pass 2.0 30 cc with Breakfast	Breakfast intake								
Entry Date: 09/14/2007										
Drug: Atenolol 25MG Tablet	(1 tablet / 25mg) by mouth daily 0800	0800								
Dose: For: Hypertension	hold if SBP is less than: 110 hold if DBP is less than: 60									
Administration Instructions:		AM B/P:								
Entry Date: 11/17/2015										
Drug: Atropine Sulfate 1% Solution	(1 drop) sublingual daily 0800	0800								
Dose: For: Salivation (Secretion of Saliva)										
Entry Date: 09/13/2019										

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.
- **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. Select **Notify** to allow multi-selection of orders for pharmacy communication. Check the boxes that appear next to the desired orders, and then click at the top of the screen.
- **Script:** Used to review the (E-prescribing) script status of a selected medication order.
- Options Listed Under the  :
 - **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.
- **Sign:** Loads on default. Enters user signature or other information in today's cell.
- **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.
- **Multi-Hold:** Select this option to specify multiple orders were held. Click into all applicable cells. When done, select  to fill in the cells and be taken to the "Med Exception" topic.
- **Multi-Decline:** Select this option to specify multiple orders were declined. Click into all applicable cells. When done, select  to fill in the cells and be taken to the "Med Exception" topic.
- **Multi-Sign Out:** Select this option to specify multiple orders were signed out. Click into all applicable cells. When done, select  to fill in the cells and be taken to the "Med Exception" topic.
- **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.

Using the Electronic Sign

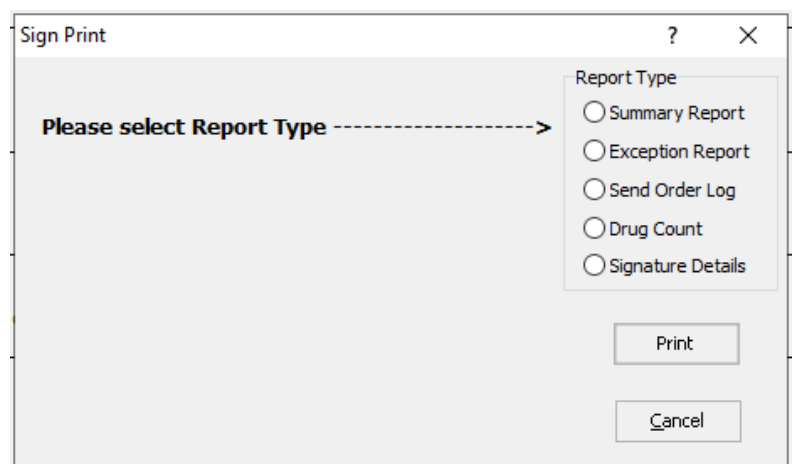
- To sign off an order, click in the desired cell. Your initials will appear. You may only sign orders for the current day.
- If an order is not administered, select the option for blue **Hold**, red **Decline**, or purple **Sign Out** button before clicking the desired cell.
- A *Write* screen will 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.
- 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.
- 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**.
- Select the  button to show the side effects, and  to hide them again.
- Certain orders may be linked to documenting or view screens:
 - 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.

- 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.
- 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**.
- 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.
- 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.
- 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.

Electronic Sign Reports

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

- **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.



- **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.
- **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.
- **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.
- **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**.

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.

