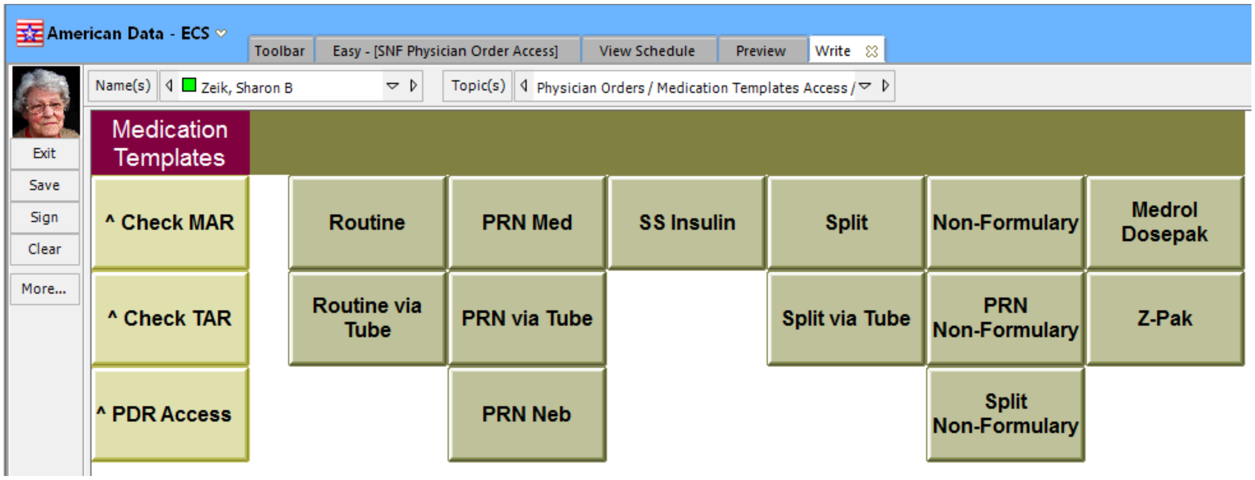
Physician Orders & MAR/TAR Review

Enter New Medication Orders

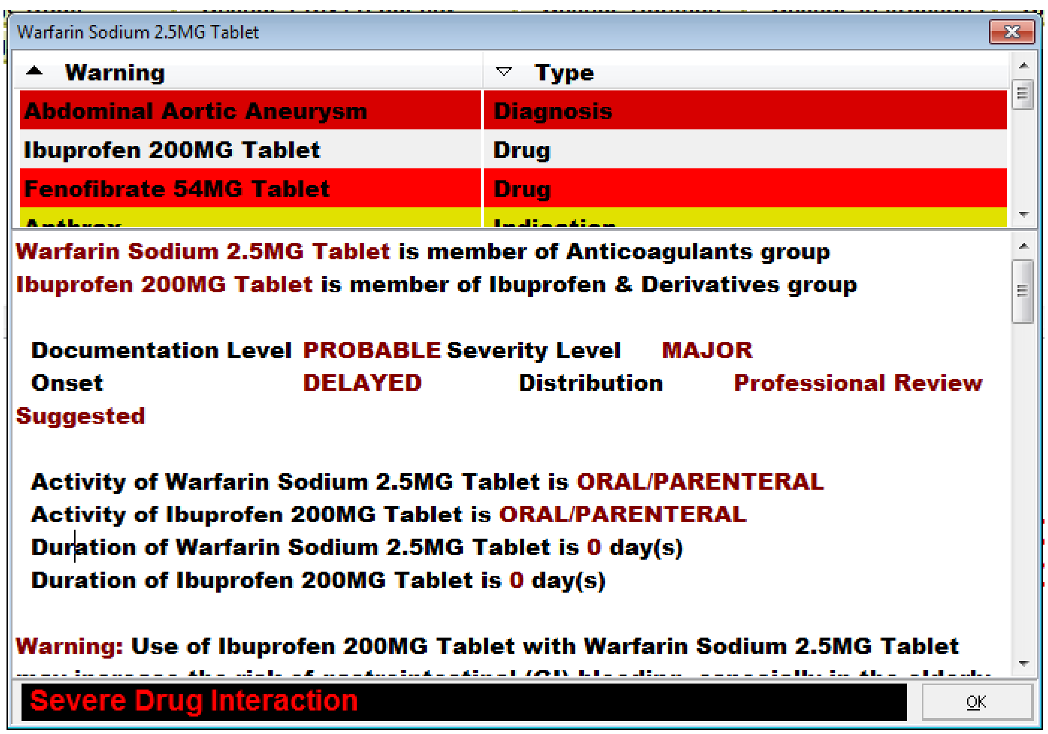
1. From the *Physician Orders* Access screen, select a resident's name and click **Medications**.
2. The Medication Templates screen appears.
   - *Routine* – Most routine orders will be written via this template. This includes tablets, injections, IV's, etc.
   - *Routine via Tube* – Routine meds that are to be administered via enteral tube.
   - *Non-Formulary* – The pharmacy may make a unique compound that is not found in the Medi-Span formulary (e.g. Magic Mouthwash), or a medication can't be found in the formulary.
   - *PRN Med* – Most PRN medication orders will be written via this template.
   - *PRN via Tube* – PRN medication that are to be administered via enteral tube.
   - *PRN Neb* – PRN nebulizer orders are written using this template.
   - *PRN Non-Formulary* – PRN pharmacy compounded orders or PRN medications that can't be found in the formulary are entered using this template.
   - *SS Insulin* – Sliding Scale insulin orders are entered using this template.
   - *Split* – Split orders are orders that have multiple dose segments. An example of this is a medication that has an initial loading dose and then a smaller daily dose (Z-pac). Another example is tapering doses when stopping a medication. Yet another example is when a medication is ordered to be given routinely and then an additional PRN dose as well.
   - *Split via Tube* – Split orders that are to be administered via enteral tube.
   - *Split Non-Formulary* - Split pharmacy compounded orders or split order medications that can't be found in the formulary are entered using this template.



1. Select the appropriate template. A write screen appears with the Pick Drug window presented. Start typing the name of the medication in the *Text to search* box.

Additional Information about the Physician Order Screens

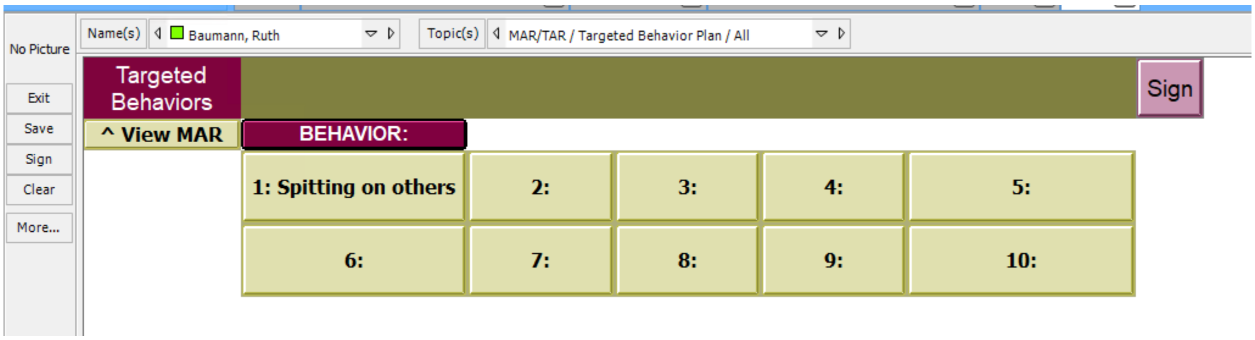
- If there are medications, medical conditions, or allergies noted in the chart that contraindicate the medication being ordered, a warning will appear in the write screen. To view the specific contraindication or warning, click the Details button on the left side. A pop-up screen will show the information related to the contraindication or warning and indicate the severity. Click OK to close this screen after the information is reviewed. Note: this button will only be available if there are contraindication warnings pertinent to the current order.



- Psychotropic orders bring up an additional screen upon exiting the Medications screen, so that you may enter an order for monitoring targeted behaviors and/or side effect monitoring related to that medication.
- There are also side effects monitoring for Anticoagulant & High-Risk orders.
- After the entry is saved, the side effects of the medication will be automatically documented with the order.

Writing a Targeted Behavior Plan

- Upon entering the Targeted Behavior Plan topic, the user is presented with the 10 buttons representing the available spaces for behavior plans.
- If any plans have already been created, you will see them listed here.

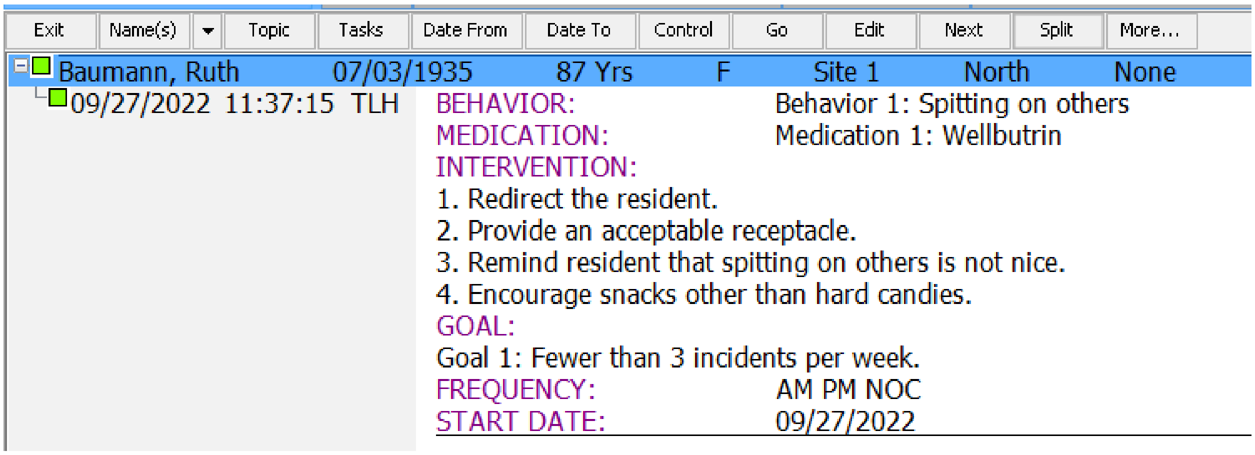


In the example above, the resident has one existing plan (1: Spitting on others). To create an additional plan, choose the button labeled "2:".

  - Keep in mind, that behavior plans are written for the resident, not the medication.
    - Each of the resident's plans goes on a new button, regardless of medication.
    - Plans 1-3 could be for one medication, and then 4-5 for another.
- Click on the first available blank button to create a new targeted behavior plan.

- Work through the topic from left to right to enter the plan.
  - Behavior = Describe the behavior that you are monitoring for.
  - Medication = Enter the medication believed to be influencing the behavior.
  - Interventions = Enter up to 5 interventions by clicking on each button here. If there are fewer than 5 interventions, skip the unnecessary buttons.

- Goal = List the goal for this behavior here.
- AM, PM, NOC = click on the shift word for each shift when the monitoring of this behavior should take place.
- Start Date = Enter the date that monitoring is to begin.
- End Date = Enter the last date that monitoring is to take place. If the plan is to be ongoing, this may be omitted.
- ^Additional Behavior = This button links back to the beginning of the documentation screen where the user may add an additional behavior monitoring plan if applicable.
- Sign = Click here to save the plan and exit the documentation screen.



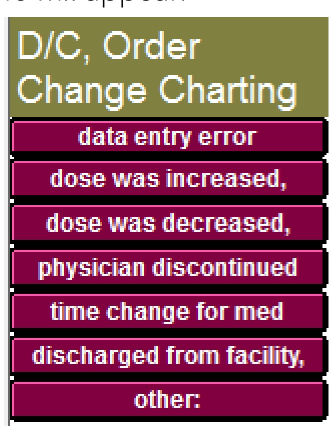
Example of a completed Targeted Behavior Monitoring Plan

Editing Medication Orders

Example 1: Discontinue and Append

(e.g., discontinuing an order and adding an explanation)

1. From the *Physician Orders* Access screen, select a resident's name and click **View/Edit Current Orders**.
    - A view screen with the resident's current physician orders will appear.
2. Click on the entry to tag it.
3. Click **Edit**. A menu will appear.
4. Select *Discontinue and Append.* A box will pop up *Are you sure you want to DC selected entry*? Click **Yes** to proceed.
5. A write screen will load with *(discontinued)* in the text box.
6. Click ^D/C  (in the first column).
7. A list of reasons for discontinuing the order will appear. Select the desired reason.



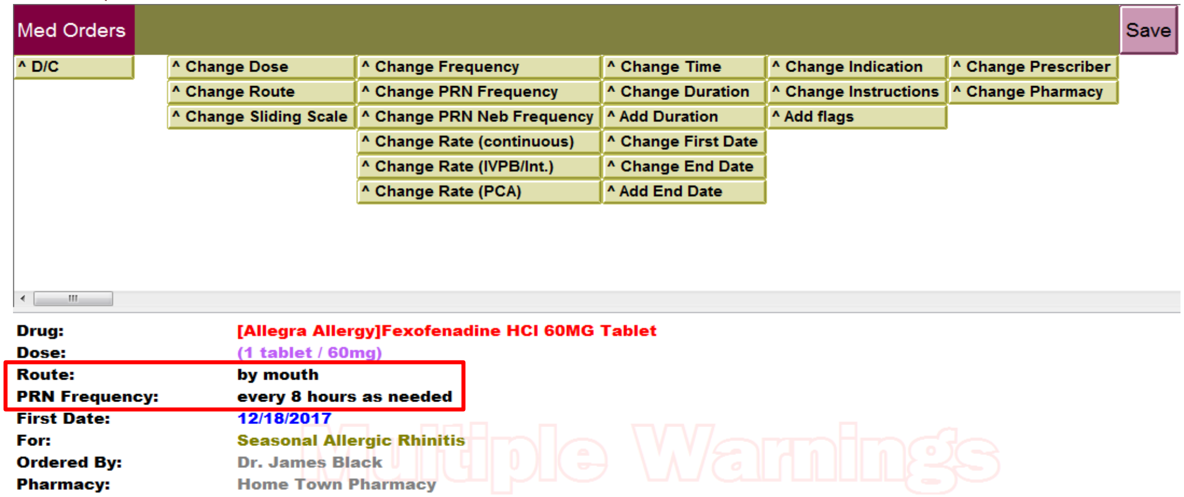
8. If none of the reasons apply, click **other:**. A box will appear. Type in the desired reason for discontinuing the order and click **OK**.
9. Click **Next** (below the write screen) to save the explanation and return to the View screen.
   - The entry will appear gray to show the edit is complete.
10. Click **Go** to refresh the screen and see the changes.
11. Click **Exit** when finished to return to the *Physician Orders* Access screen.

Example 2: Discontinue and Copy Medications

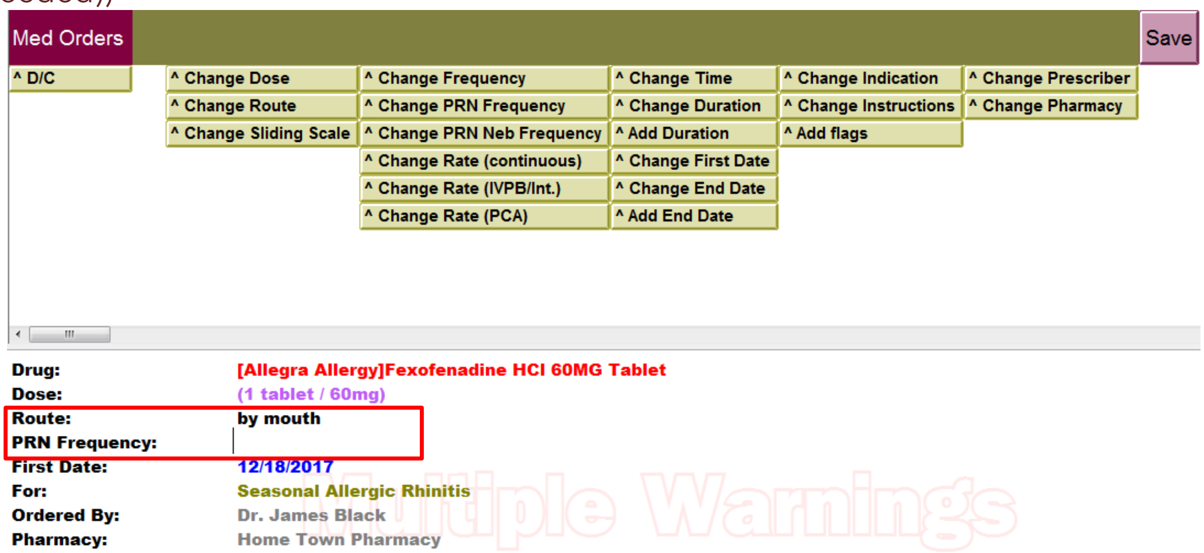
(e.g., changing the dose or administration time in an existing physician order)

1. From the *Physician Orders* Access screen, select a resident's name and click **View/Edit Current Orders**.
   a. A View screen with the resident's current physician orders will appear.
2. Click on the entry to tag it.
3. Click **Edit** and select **Discontinue and Copy**. A box will pop up, *Are you sure you want to DC selected entry?* Click **Yes** to proceed.
4. A write screen will load with a copy of the entry.
   a. Any part of the order may be changed except the medication and strength. When the medication or strength is deleted, the entire order is deleted and must be re-written from the beginning.
5. Put your cursor *behind* the item you wish to edit, and then backspace carefully to remove ONLY the order information you wish to change (do not delete the heading word, if you do, you will have to start over).
6. Select the appropriate button from the screen to add in the new information (e.g. Change PRN Frequency).
7. Click **Next** to save the new entry and return to the view screen.
   - The entry will appear gray to show the edit is complete.
8. Click **Go** to refresh the screen and see the changes.
9. Click **Exit** when finished to return to the *Physician Orders* Access screen.

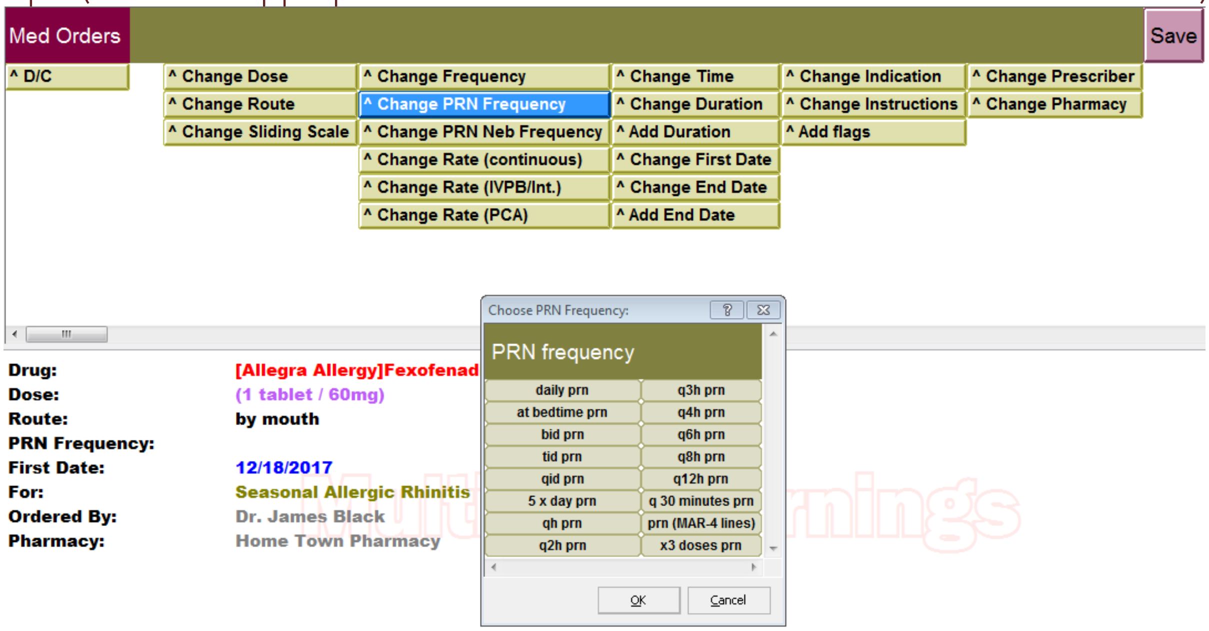
Step 5 (put your cursor behind the item you wish to edit (e.g. to change q8 hours to q6 hours)



Step 5 (backspace to carefully remove only the order information (every 8 hours as needed))



Step 6 (Select the appropriate button from the screen to add in the new information)



Step 6 (result)

Drug:	**[Allegra Allergy]Fexofenadine HCl 60MG Tablet**
Dose:	**(1 tablet / 60mg)**
Route:	**by mouth**
PRN Frequency:	**every 6 hours as needed**
First Date:	**12/18/2017**
For:	**Seasonal Allergic Rhinitis**
Ordered By:	**Dr. James Black**
Pharmacy:	**Home Town Pharmacy**

Example 3: Copy

(e.g., reactivate discontinued medication orders after a resident is readmitted)

1. From the *Physician Orders* Access screen, select a resident's name and click View/Edit DC'd Orders.
2. The Control box will pop up to allow for adjusting which orders appear on the screen. If desired, specify a date range by selecting *Start Date* and *End Date*. For example, to see the entries that were current on the day of discharge, enter the discharge date in *Start Date* and *End Date*, then uncheck *Current Entries* and *Use Start Date,* and check *Current During Time Period* in the options below.
3. Click on the desired entry to tag it.
4. Click Edit and select Copy. The order will be re-written in a write screen that appears above the discontinued orders. Make any necessary changes to the copied order (e.g.,: *First Date* should be adjusted when the resident is readmitted).
5. Click Sign.
6. Click Next when finished. The previous View screen will appear.

- To reactivate another order, tag it, click **Edit**, and select *Copy* using the steps described above.

7. Continue tagging, copying, editing, and clicking **Next** until all desired orders are copied back into the chart.
8. Click **Exit** to return to the *Physician Orders* Access screen.

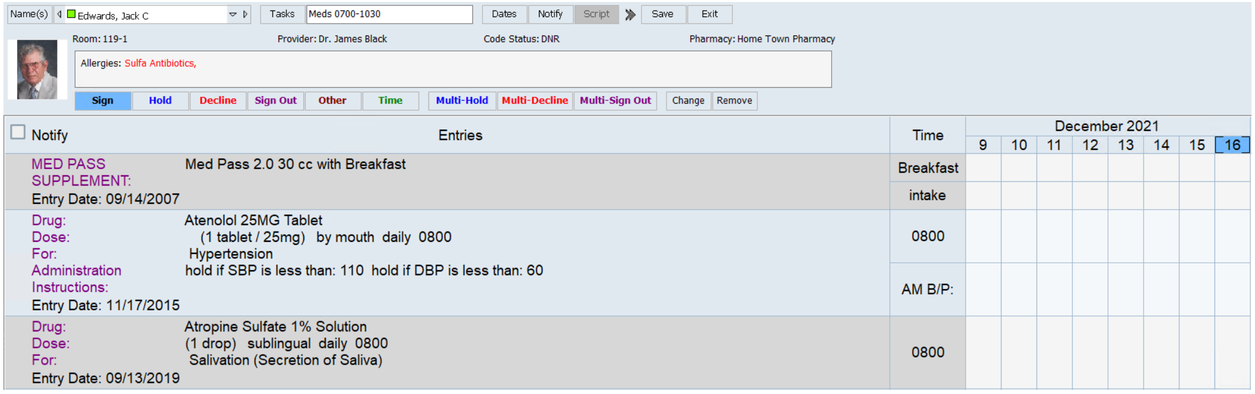
Electronic Sign

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.



Electronic Sign Screen Description

- 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 Notify 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.
- 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 Complete 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 Complete 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 Complete 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):

Don't work in the cloud environment

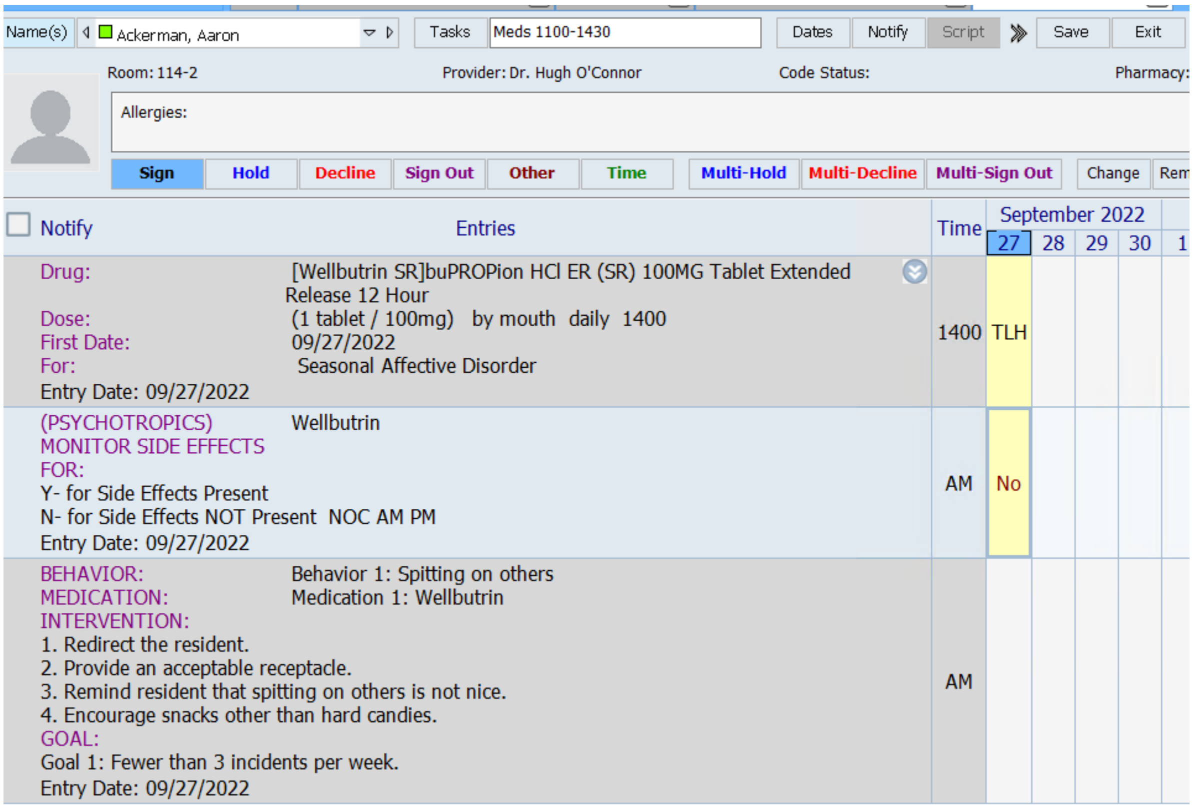
- **Ctrl T** – to display the time a cell was signed.
- **Ctrl U** – to display the name of the user who entered information in a cell.
- **Ctrl S** – to display the Section and Topic where the entry was documented.
- **Ctrl D** – to display the date the cell was signed.

If a medication is blank on the MAR it usually means that the NDC(National Drug Code) has expired. Moving forward, drugs with expired NDCs will no longer be available within ECS. What this means for your facility is that any order for a medication with an expired NDC will need to be re-written with a valid NDC. If an order containing a medication with an expired NDC is copied, the Drug name will appear blank, signaling users that that medication order will need to be re-written. This is to keep medication lists as accurate as possible for the safety and well-being of all medication recipients. Along with the NDC changes, you will find that some of the standing orders may not populate the drug name.

Documenting Monitored Behaviors

From the MAR

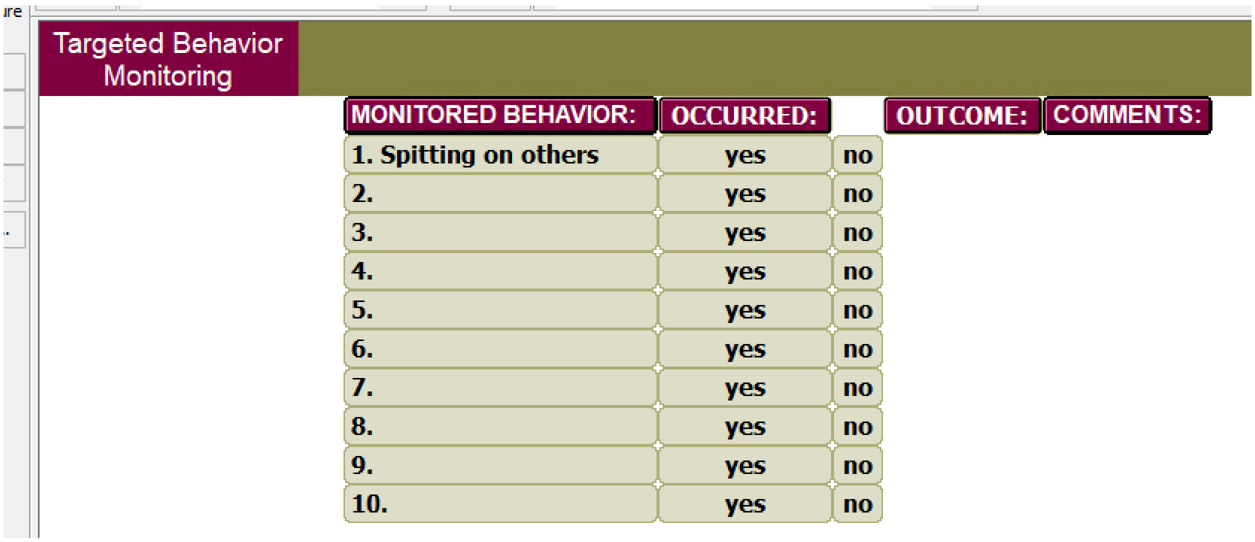
- The Targeted Behavior Monitoring Plan will appear on the resident's MAR along with the medication that it relates to.
- Most commonly, documentation of targeted behaviors is completed by clicking into the cell on the MAR next to the plan and completing the documentation screen that is automatically presented.



This image shows how a completed psychotropic order, with side effect and targeted behavior monitoring might look on the MAR. Clicking in the cell next to the Behavior Monitoring entry will automatically take the user to the behavior monitoring documentation topic.

The Targeted Behavior Monitoring Topic(s)

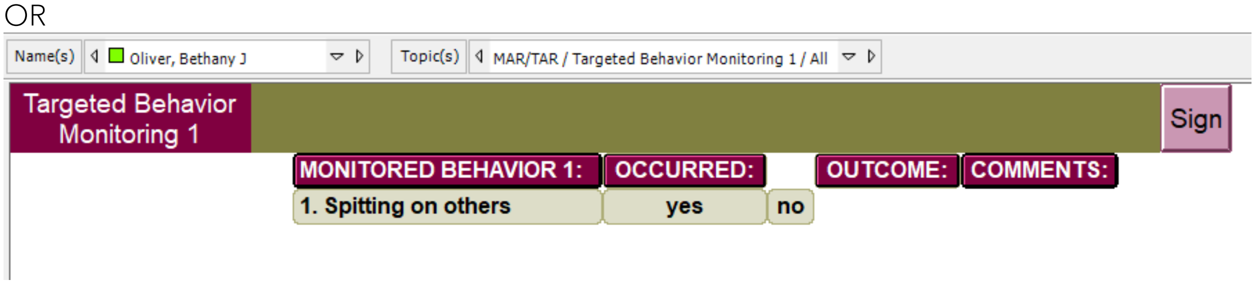
- The Behavior Monitoring topic should look like one of the options below:



In this Targeted Behavior Monitoring example, all of the resident's behaviors are documented together in a single topic.

- Targeted Behavior Monitoring with all behaviors in one shared topic.

OR



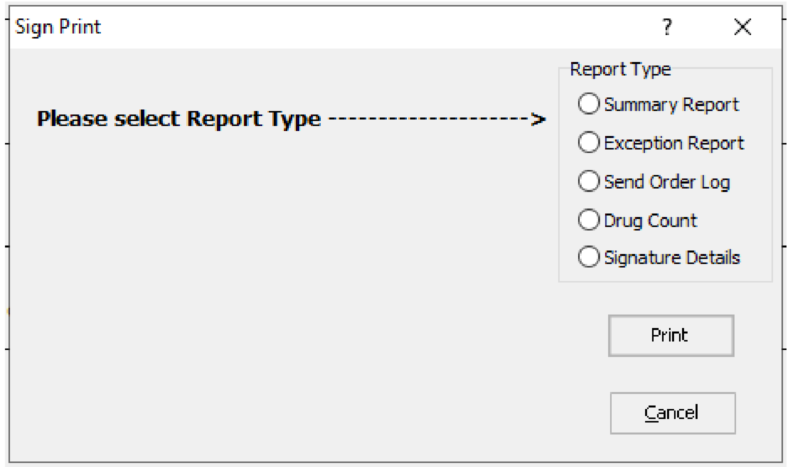
In this Targeted Behavior Monitoring example, each of the resident's behaviors are documented in a separate topic.

- Targeted Behavior Monitoring with separate topics for each monitored behavior.

- In either case, the user will start by clicking on the name of the monitored behavior that they wish to document on.
- They will then choose "yes" or "no" beneath "Occurred."
- If the user chooses "yes" they will be prompted to select the attempted interventions.
  - Choose all intervention which were attempted, and then "^continue" to return to the beginning, where the outcome can be documented.
- Once that behavior is complete, select the next behavior (if more are available) or choose "Sign" to save the entry and exit the documentation screen.
- If the user was taken to behavior monitoring by clicking a cell in the MAR, they will be returned to the MAR upon closing the behavior monitoring screen.

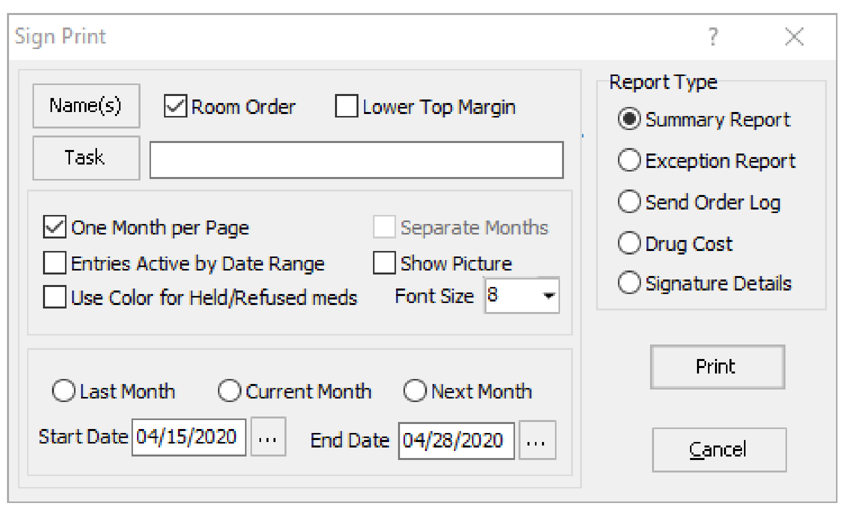
Electronic Sign Reports

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. This is not used for Script, only emailing and faxing to the Pharmacy.
- 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



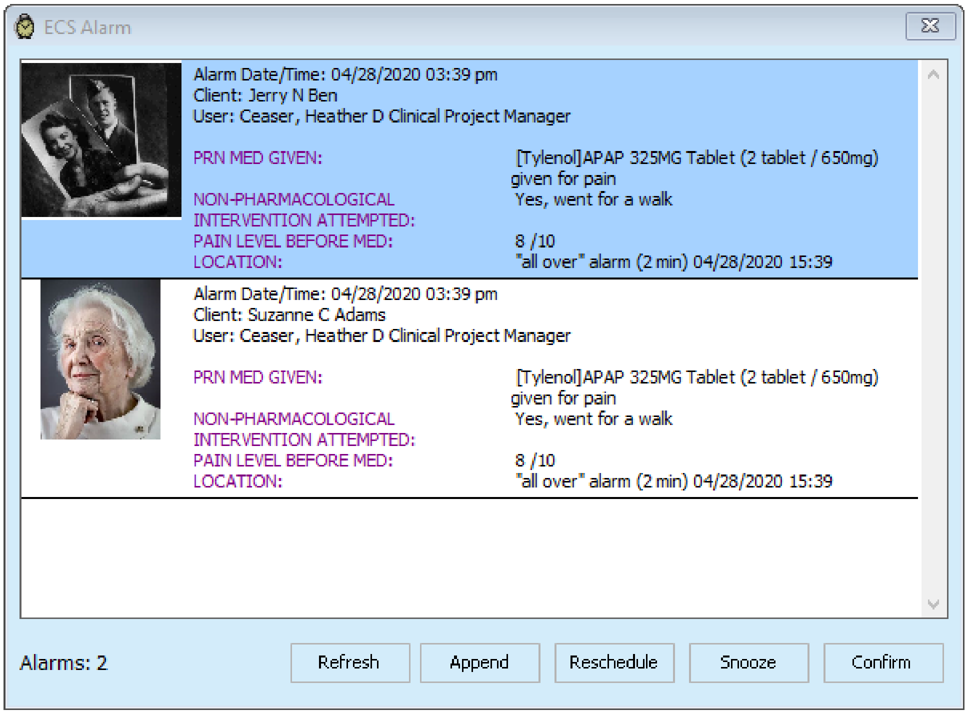
1. Select desired report.
2. Click Name(s), highlight the desired name(s), and click OK.
3. Add or remove checkboxes in each of the desired options.
4. Select a *Start Date* and *End Date*, or period (*Last Month*, etc.)
5. When all desired options are selected, click Print.

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.

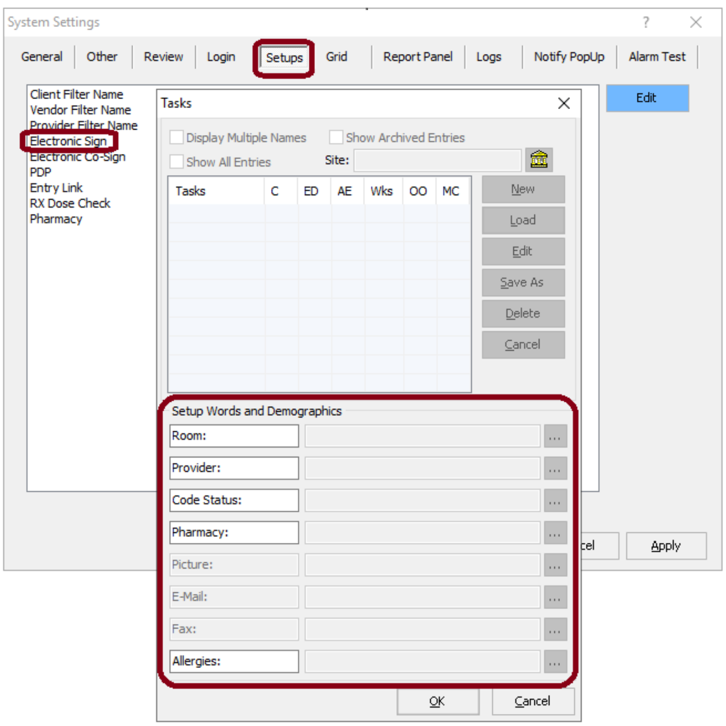
If an alarm is set up to send to multiple users (*i.e.,* all nurses), clicking Append in the alarm screen will stop the alarm pop-up for other users. If Confirm is clicked, the next user will still receive the same alarm pop-up.



Electronic Sign – Setups

System Settings

Click **American Data – ECS > Setup > Settings > System Settings** at the top of the *System Settings* screen select *Setups > Electronic Sign* then select *Edit* to view what Setup Words and Demographics are currently being used. These can be changed to other Demographics or Setup Words, but the Header is limited to pulling only 4 categories.

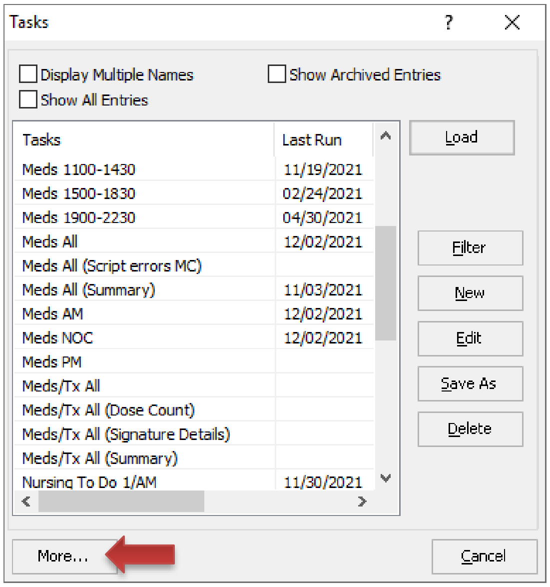


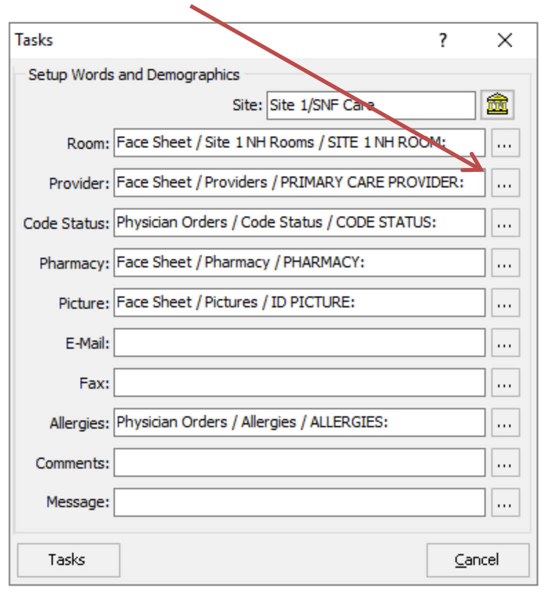
Once the heading words are set then the task setups will need to be done.

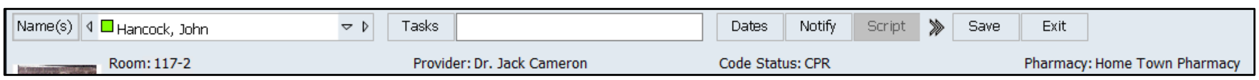
General Task Setup

Click **More…** at the bottom of the *Tasks* selection screen to view a listing of *Setup Words and Demographics*. The information is pulled from documentation throughout ECS and will appear in the header area at the top of the Sign screen.

Choose from the picklist ... to link a demographic or button word.







Make sure to adjust the Site/Service prior to linking the heading words. Click onto the house to set the Site/Service (i.e., Site 1/SNF, Site 1/AL, Site 2/HH, etc.).

Electronic Sign Task Setup & Editing

Electronic Sign tasks are created for MARs, TARs, To Do lists, and other flow sheets. All the tasks follow the same setup rules.

The Electronic Sign screen is comprised of two columns. The *Entries* column defines which orders pull to the task. The *Time* column defines the cells that appear for user signature or other information. Additional words that should be signed off also appear in the *Time* column (*i.e.,* AM Site for a medication that is given by injection). As a rule of thumb, information must first appear in the *Entries* column before the signature is defined in the *Time* column. More complex sign tasks for MARs/TARs are typically set up to use *Conditional Formulas* allowing for greater control to define which entries pull to the task. In this case, the *Entries* column will be blank. However, a simpler sign task, such as a To Do List, may not use a Conditional Formula.

Additional Fields on the Task Setup Screen

- Co-Signature Required By - The User(s) and/or Group(s) listed are required to either have entered in the order or to have co-signed the order before the order can be signed off on for this task. Only one user from those listed is required to co-sign. When an order is entered by a user whose name or group is NOT in this list, the order appears on the Sign task with a watermark signifying that a co-signature is required.
    - Exclude Author – Used with 'Co-Signature Required By' to require a co-signature on entries written by a user who is in one of the co-signature groups listed.

- Warn Only – This only prompts the user with a warning that the order requires a co-signature, but it will still allow the user to sign it out. If the user does sign out the medication, they will be flipped to the *Med Exceptions* screen and "Medication administered prior to cosign" will automatically document.

- Report Only – Loads the task as a Report only (Summary, Exception, or Signature Details).
- Show Open Entries Only - Hides orders that are *not* due to be signed off today.
- Display Multiple Names – Displays entries for multiple clients on one continuous screen when the task is loaded.
- Auto-Exception - Automatically generates an Exception Report when the user closes out of the task.
- Highlight Exceptions – Highlights cells *not* signed off when moving from one client to the next or when exiting the electronic sign task.
- Show Progress Wheels – Check this box if the user should see two progress wheels when the task is loaded. One which shows the progress of the task on the individual loaded and one that displays the overall progress. This is not recommended to be checked if "Display Multiple Names" is also checked. These are not turned on by default.
- RX Control – Used with the formulary *Physician Order* tab to show side effects and/or indications for each medication. This can be set to varying levels of severity.
  NOTE: **Concealed must be checked in the task setup for side effects to show on the task.

Troubleshoot Sign Tasks

Order is Missing from the Task

1. Check the order entry to verify there is an 'hour' or 'shift' word in the order.
2. Confirm the 'hour' or 'shift' word is selected from the words in the Topic and *not* free text.
3. Check the Sign task setup to ensure the 'hour' or 'shift' word is in the *Entries* column (or in the Conditional Formula). The same word should be in the *Time* column.

Cells Missing to Sign Off Extra Information

1. Check the order entry to verify the desired information word is in the order.
2. Confirm the 'hour' or 'shift' word is selected from the words in the topic and *not* free-texted.
3. Check the Task setup to ensure the word is in the task setup in the *Time* column.

Electronic Sign Write-backs are Missing

1. Go into word setup and locate the word within the order that should be writing back into the record. (*i.e.,* AM Weight, PM Pulse).

2. Click the Sign tab. This is where all the auto-documentation information should be setup. Verify 'Auto-Write' is checked on the right-hand side, as well as underneath the *Auto* portion of the screen. (There should be word(s) listed underneath the *Auto* portion which indicates where the word should write back to once it is initialed on the sign task).