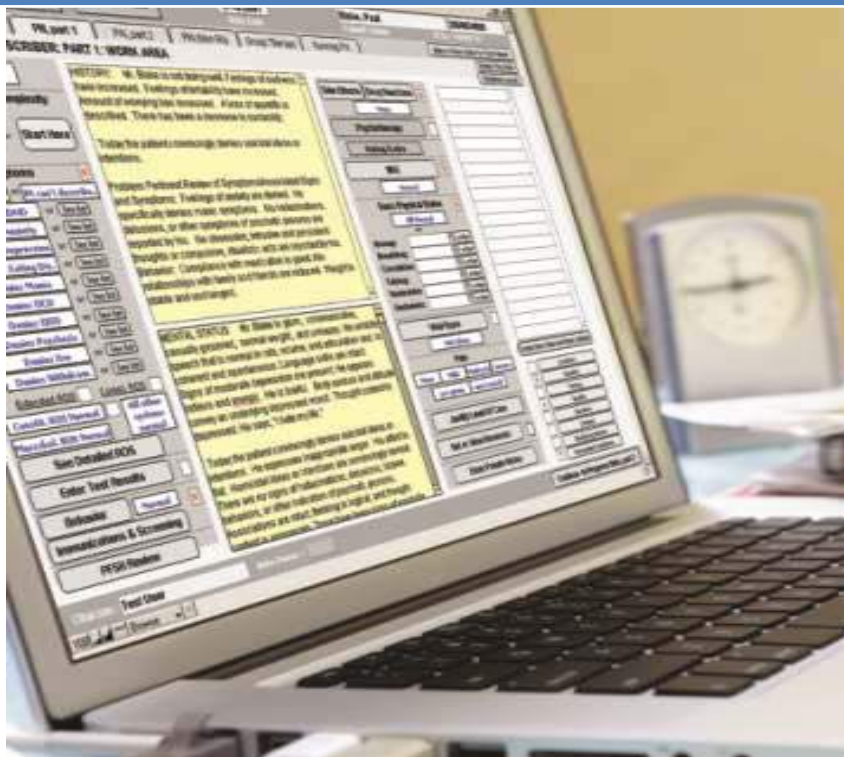


MAR Training Guide for Nurses



Medication Ordering Fields
Verbal Orders Workflow
And
Navigating the MAR

Contents

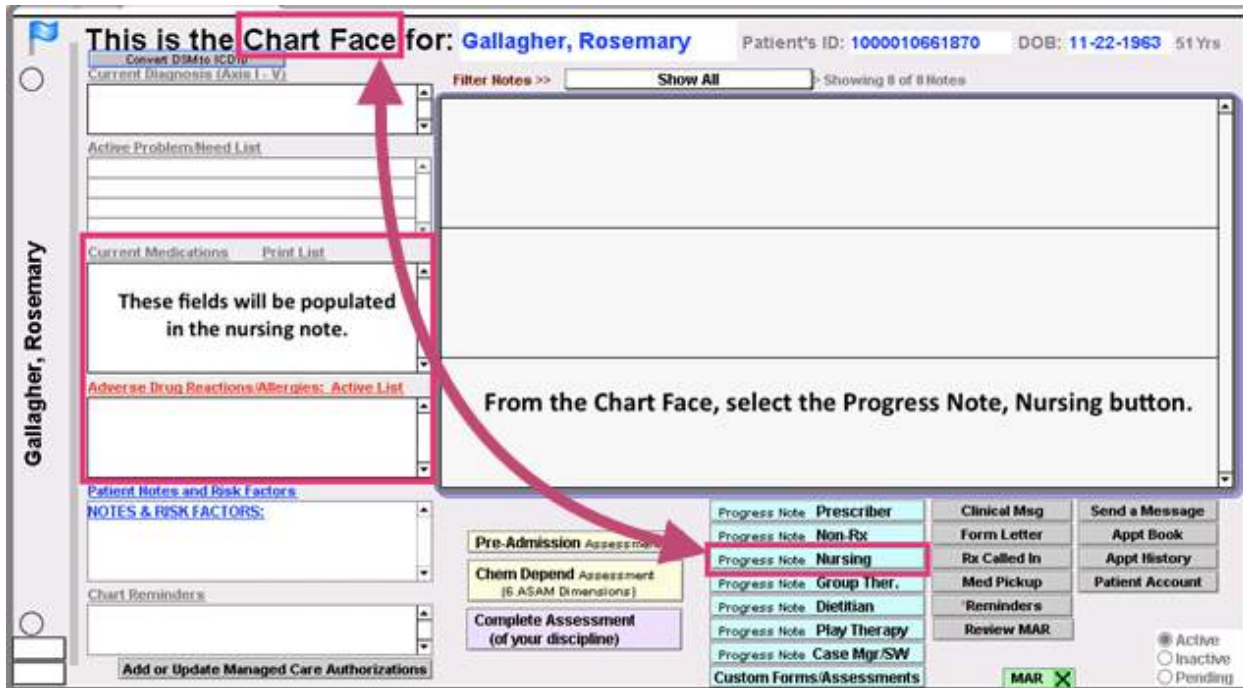
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HOW DO I BEGIN?

Update Adverse Drug Reactions



- The **MAR X** checkbox in the bottom right indicates that MAR has been turned on.
- From the Chart Face, click on the **Progress Note Nursing** button.
- Click the **enter... Drug Reactions** button to enter the Adverse Drug Reaction (ADR) List screen.

ADVERSE DRUG REACTION (ADR) LIST

Use the **New** button to create an entry for each ADR and then **Save** to the list. Click an entry in the list to edit the ADR.

ADR To: _____ RxNorm Code: _____
 Reaction(s) / Reaction Date: _____
 Reason For Status Change: _____

Status: Active Inactive

Reason For Status Change (if Applicable): _____

Reaction Date: _____ Unknown

Reaction(s) Select from lists to left or type in your own

4. Cardiovascular
 GI
 Hepatic
 Hematologic
 Neurological
 Immune
 Respiratory
 Skin

5.

6.

Create New Reaction Button
 Custom Button Field Test
 NO ADR

- Or click **None** if the patient does not have any ADRs.

NURSING PROGRESS NOTE
Just a Brief Clinical Note
-01-

1. Symptoms/Behavior

Symptoms
PT can't describe...

Denies ADHD or See list
Denies Anxiety or See list
Denies Dementia or See list
Denies Depression or See list
Denies Eating Dis. or See list
Denies Mania or See list
Denies OCD or See list
Denies Psychosis or See list
Denies Use or See list
Denies Withdraw. or See list

Behavior
Normal or See list

Somatic Symptoms
None or See list

enter... Test Results
1 enter... Drug Reactions None
enter... Side Effects None
do a... Review Of Systems
do... Nursing Assessments
go to... Medical History

INTERVAL HISTORY:

EXAM:

INSTRUCTIONS / RECOMMENDATIONS / PLAN:

MEDICAL HISTORY:

NOTES & RISK FACTORS:

2. Findings/Exams
MSE
Normal or See list
Vital Signs
Not taken or See list or Accu Chek
Pain
None or See Shrub
Rating Scales
Neuro for Nurses
AIMS
Physical Exam
Restraints and Seclusion

3. Interventions
Nursing Interventions
Clinical Order Sheet

4. Recommendations
Indicate level of care needed
Instructions / Recommendations
Link to Treatment Plan
Discharge Planning

Include Notes/Risk Factors in PR? Yes No
Include Medications in the note? Yes No **2** Enter VO Meds
Include Med. Hx. in PR? Yes No
Spell Check

Enter Verbal Orders from Nursing Progress Note

- Select **Enter VO Meds** to enter the Medication Entry window.

Medication Entry
Zoom Out Zoom 100%

1. Medication Edit Drug List

Direction	Medicine	Dose	Route, qty	Timing	VO	# to dispense	Refills x Days	Comment/Reason	Omit in Note	RX Status	Consent N/A	Start Date	PRN F/U	Discharge
					<input type="checkbox"/>				<input type="checkbox"/>					

Print All
Print Selected
Print Rx

Print List Done

100 Browse

Enter Verbal Medication Order

- When entering a medication, work left to right.
- The first five fields are mandatory.
 - Medication Direction
 - Medicine
 - Dose
 - Route, qty
 - Timing
- Comment/Reason is an optional field that is useful to document.

Medications Zoom Out Zoom 100%

Work left to right →

The first five fields are mandatory.

The comments field is optional.

1. Medication		Edit Drug List									
Direction		Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason	
1) Start	1										
2) Stop											
3) Increase											
4) Decrease											
5) Then											
6) Then Stop											
7) [Blank]											
8) [Revert]											

- A new medication order begins with the verb "Start" from the Medication Direction column. Move to the right to fill in all of the five required fields.
- To avoid typing, use the drop-down menus.

Medications Zoom Out Zoom 100%

1. Medication		Edit Drug List									
Direction		Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason	
Print Start		Prozac	20 mg	PO	QAM						Depression
Print Start		Ambien CR	6.25 mg	PO	QHS PRN						Insomnia
Print Start		Abilify	2 mg	PO	QAM						Antidepr Augm.
Print											

Using Verbal Orders / Read Back Option

- Verbal Order / Read Back (VO / RB) should be marked for any medication order the nurse enters for the physician.


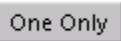

Medications Zoom Out Zoom 100%

1. Medication		Edit Drug List									
Direction		Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason	
Print Start		Prozac	20 mg	PO	QAM	X	X				Depression
Print Start		Ambien CR	6.25 mg	PO	QHS PRN	X	X				Insomnia
Print Start		Abilify	2 mg	PO	QAM	X	X				Antidepr Augm.
Print											

Verbal Orders Detail Window

- Click the box to open the Verbal Order detail window.
- The Verbal Order window shows:
 1. The patient's name, date of birth, and patient's ID
 2. Medicine
 3. Order given by drop-down menu

- Click  to return to the Medication Entry screen.


- Click  to indicate read back.
- If more than one medication is entered in Medication Entry screen, this popup will open asking if you want to mark only one medication  as read back or all .

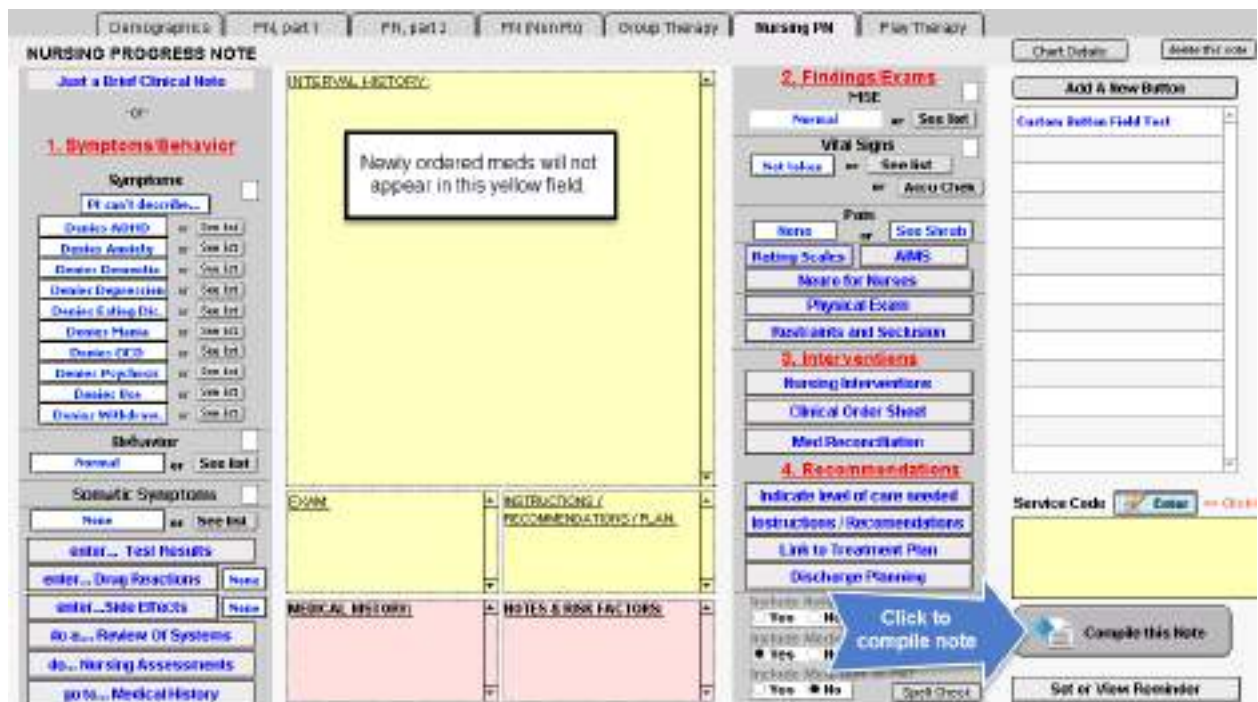
Modifying Verbal Orders

- Any portion of the Medications can be modified up until the time you **COMPILE** this note.
- If you make a change to an order that was noted VO / RB, after the order change is made you will need to reselect the VO / RB checkboxes.

Compile Verbal Orders in Nursing Note

- Newly ordered medications will not appear in the nursing note history field.

- Click the  button to compile the note.



- When the note is compiled, all medications ordered will push into the MAR.

TIP: After a note has been compiled, you will be unable to go into the note to make any changes to the medications.

Preview Compiled Nursing Note with Verbal Orders Displayed

- In the Finished Note screen, you will see a preview of the compiled nurse's note with the verbal orders displayed.
 1. Title of note
 2. Medication order

Set Date/Time

11/18/2015
8:43 AM

Gallagher, Rosemary

ID: 4000040664870 DOB: 11-22-1983

1 Compiled Nursing Note with Medication Orders
Liz Lobao RN

NURSING NOTE:

2 Start Prozac 20 mg PO QAM (Depression)
Verbal Order given by Liz Lobao, (MD) recorded by Liz Lobao, RN on 11/18/2015 10:18:50 AM
(read back)

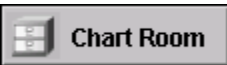
Start Ambien CR 6.25 mg PO q 8 hr PRN (Insomnia)
Verbal Order given by Liz Lobao, (MD) recorded by Liz Lobao, RN on 11/18/2015 10:18:50 AM
(read back)

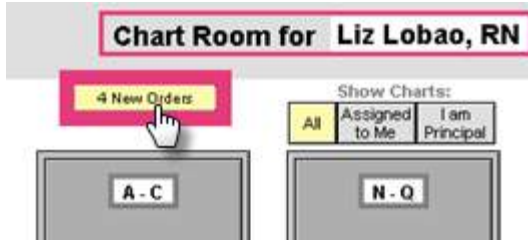
Start Abilify 2 mg PO QAM (Antidepr Augm.)
Verbal Order given by Liz Lobao, (MD) recorded by Liz Lobao, RN on 11/18/2015 10:18:50 AM
(read back)

Liz Lobao, RN

Electronically Signed
By: Liz Lobao, RN
On: 11/24/2015 8:53:09 AM

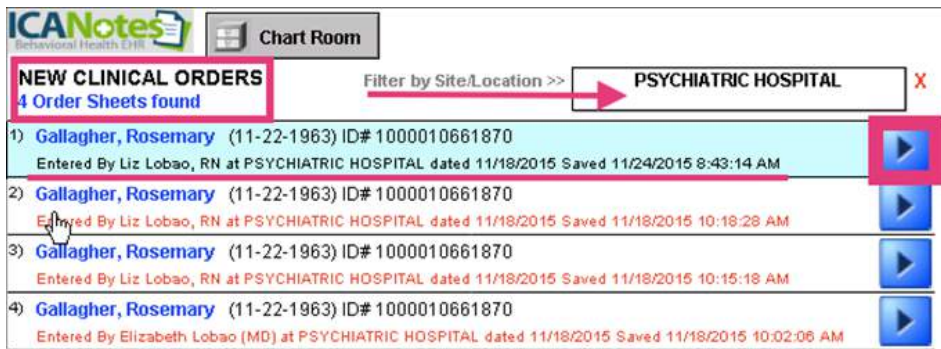
Return to Chart Room to Pick Up Orders

- Click the  button in the upper left to return to the chart room.
- Select the 'New Orders' button. This will take you to the list of medical and verbal orders needing to be picked up.



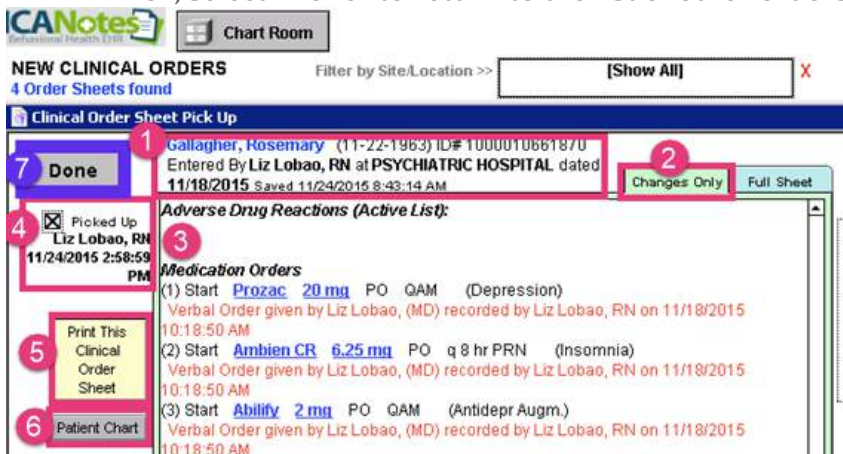
View List of Orders to be Picked Up

- Click the  to display the Clinical Order Sheet Pick Up.



Workflow for Orders Needing Pick up

- Complete the Clinical Order Sheet by:
 1. Confirm patient's name, date of birth, and patient ID.
 2. Click the 'Changes Only' tab in the upper right.
 3. Confirm the medication orders.
 4. Click the 'Picked Up' box to indicate you take responsibility for this order.
 5. Print orders to verify in MAR.
 6. Click 'Patient Chart' to go to the patient's chart face.
 7. Or, select "Done" to return to the list of other orders waiting to be picked up.



WORKING IN THE MAR

MAR Daily View: Orders Requiring Verification

- Click the **Review MAR** button.

1. Patient's name, DOB, and ID

2. Adverse Drug Reactions.

3. 'Find' button allows you to search for another patient's MAR.

4. Blue X indicates these orders have not been verified.

5. The daily view is the default view of MAR.

Medication Verification Workflow

- Compare printed medication order sheet against MAR for accuracy.
- If the medication has been accurately pushed into the MAR, tap the **Not Verified** line to toggle to **Verified**. Your verified medication order will display a green **Verified** field and the blue **X** will disappear.
- The Administer button will change from pink to grey.
- You can now administer the medication.

- Each medication field has a virtual space **Enter Notes** to enter data about the patient's response and/or preferences for each medication can be documented.

1. Not Verified line

2. Verified line

3. Active Administer line

4. Not active administer line (med needs to be verified)

5. Blue X

6. Note field

Standard and PRN Medications Organization

- Standard medications have a green stripe.
- PRN medications have a pink stripe.
- Administer at: field may be edited nurse or accept default settings.

Medication #2	START 11/18/2015	Administer at: 9:00 AM	Administer
Prozac 20 mg PO QAM Depression	<input type="checkbox"/> Consent Verified	<input type="checkbox"/> FollowUp Required <input type="checkbox"/> Locked	
Medication #3 -- PRN --	START 11/18/2015	Administer at:	Administer
Ambien CR 6.25 mg PO q 8 hr PRN Insomnia	<input type="checkbox"/> Consent Verified	<input type="checkbox"/> FollowUp Required <input type="checkbox"/> Locked	

MAR Entry Detail

- Click the **i** button to reveal the MAR Entry Detail window. The original medication order entry will display showing where the medication was ordered and details of the order.

Medication #1	START 11/18/2015	Administer at: 9:00 AM	Administer
Abilify 2 mg PO QAM Antidepr Augm. HX OF CHEEKING	<input type="checkbox"/> Consent Verified	<input type="checkbox"/> FollowUp Required <input type="checkbox"/> Locked	
MAR Entry Detail			
This MAR entry came from a Nursing Note dated 11/18/2015 made by Liz Lobao, RN on 11/18/2015 10:18:50 AM.			
The order was: Start Abilify 2 mg PO QAM Antidepr Augm..			

Verified Medications Awaiting Administration

- Example of medications that have all been verified and are safe to administer.

patient: Gallagher, Rosemary (11-22-1963) #1000010661870		Photo	(1) Sulfa Drugs: Respiratory Distress	chart room print	back to Chartface report
Find	make appointment	chart face demographics	12/3/2015	Month View	
Medication #1	START 11/18/2015	Administer at: 9:00 AM	Administer		
Abilify 2 mg PO QAM Antidepr Augm. HX OF CHEEKING	<input type="checkbox"/> Consent Verified	<input type="checkbox"/> FollowUp Required <input type="checkbox"/> Locked			
Medication #2	START 11/18/2015	Administer at: 9:00 AM	Administer	Abilify, Prozac, and Ambien CR have each been verified and are safe to administer.	
Prozac 20 mg PO QAM Depression TAKES W/ ORANGE JUICE	<input type="checkbox"/> Consent Verified	<input type="checkbox"/> FollowUp Required <input type="checkbox"/> Locked			
Medication #3 -- PRN --	START 11/18/2015	Administer at:	Administer		
Ambien CR 6.25 mg PO q 8 hr PRN Insomnia	<input type="checkbox"/> Consent Verified	<input type="checkbox"/> FollowUp Required <input type="checkbox"/> Locked			

Administering Abilify

- Click the Administer button.
- This will document the time the patient took the medication.
- A turquoise stripe will highlight the last medication field you worked on.
- You are done with Abilify!

Modifying Administered Medications

- To modify an administered medication, double click on any blue field to display the MAR Detail Entry field.
- You will be able to modify your medication entry.

MAR Detail Entry Field Workflow

1. The patient's name, DOB, and ID.
2. Medication order.
3. Status of dose.
4. Administered at date and time.
5. Initials of person who gave dose. This field cannot be modified.
6. Click **Done** to return to the MAR.

MAR Detail Entry

patient Gallagher, Rosemary (11-22-1963) #1000010661870 **1**

medicine Prozac 20 mg **2**
PO QAM
Depression

3 Status Administered Refused Skipped

4 Administered at 12/7/2015 9:03

5 Initials LL-RN entered by Liz Lobao, RN
2nd Initials

Detail (Shown on Day View)
 Partial
 Waste
Capture Signature
Signed By:

Comment

Follow Up

Done **6**
Erase

Created 2/29/2016 3:14:13 PM ... Last Modified 2/29/2016 3:14:13 PM (Eastern)

This detail window shows that Rosemary was administered Prozac 20 mg PO, QAM for depression.

Patient Refused Prozac

- Rosemary refused to take the Prozac. Click into the blue field to reveal the MAR Detail Entry window.
- Click the Refused radio button under Status. This will cause the status field to turn yellow.
- Any refused medication requires a comment to be entered.
- Click **Done** to save changes and return to MAR.

MAR Detail Entry

patient Gallagher, Rosemary (11-22-1963) #1000010661870

medicine Prozac 20 mg
PO QAM
Depression

Status Administered Refused Skipped

Administered at 12/7/2015 9:03

Initials LL-RN entered by Liz Lobao, RN
2nd Initials

Detail (Shown on Day View)
 Partial
 Waste
Capture Signature
Signed By:

Comment
Devil told me not to take this.

Follow Up

Done
Erase

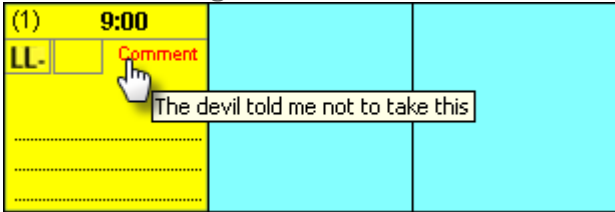
Required

Devil told me...
My Sister

Create Custom Comment Button

Medication #2 Prozac 20 mg PO QAM Depression TAKES W/ ORANGE JUICE	START 11/18/2015 STOP Consent Verified FollowUp Required Locked	Administer at: 9:00 AM Administered	(1) 9:03 LL- Comment	The status field for Prozac is now yellow indicating that the patient refused this medication.
--	--	---	-------------------------	--

- Hovering over the Comment field will reveal the reason why patient refused this medication.

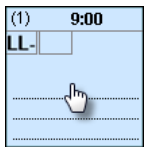


Medication Refusal Workflow

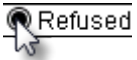


1. If the patient refuses the medication, click Administer.

2. Click into the blue field to reveal the MAR Detail Entry window.



3. Click the Refused radio button under Status.



4. Enter a comment explaining why the medication was refused.

Comment

Required

5. Click **Done** to save changes and return to MAR.

Patient Takes Medication that was Refused Earlier

- If the patient decides to take a medication previously refused, click the Administer button to offer the medication to the patient a second time.
- Click into the blue field to document the Follow Up – why the patient decided to take the medication.
- In the MAR Detail Entry, enter the reason why the medication was taken.

- Hovering over the Follow Up field will reveal the reason why patient decided to take the medication.

Add Follow-up for Medication that was Refused Earlier



1. If the patient refuses the medication, click Administer.

2. Click into the blue field to reveal the MAR Detail Entry window.

3. Ensure that Administered radio button is on.

Status Administered

4. Enter a Follow Up reason explaining why the medication was taken

Follow Up

5. Click to save changes and return to MAR.

UPDATING THE MAR

Open a New Nursing Progress Note

- To update the MAR, open a new from the patient's Chart Face.
- Click on the button from the Nursing Progress Note.

Altering Medication Rule IMPORTANT

- When a medication needs to be altered, make the changes on the line it was previously created on.

Medication list that needs to be changed:

Medication Entry

Zoom Out Zoom 100%

1. Medication Direction	Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason	Omit in Note	RX Status	Consent	N/A	Start Date	PRN/FU	Discharge	Print All
Print Start	Prozac	20 mg	PO	QAM	X	X			Depression	<input type="checkbox"/>		<input type="checkbox"/>					Print Rx
Print Start	Abilify	2 mg	PO	QAM	X	X			Antidepr Augm.	<input type="checkbox"/>		<input type="checkbox"/>					Print Rx
Print Start	Ambien CR	6.25 mg	PO	q 8 hr PRN	X	X			Insomnia	<input type="checkbox"/>		<input type="checkbox"/>					Print Rx

For example:
The medications Prozac and Ambien doses need to be increased.
The Abilify dose needs to be decreased.

After the medication list has been updated:

Medication Entry



Zoom Out Zoom 100%

1. Medication Direction	Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason	Omit in Note	RX Status	Consent	N/A	Start Date	PRN/FU	Discharge	Print All
Print Start	Prozac	30 mg	PO	QAM	X	X			Depression	<input type="checkbox"/>		<input type="checkbox"/>					Print Rx
Print Start	Abilify	1 mg	PO	QAM	X	X			Antidepr Augm.	<input type="checkbox"/>		<input type="checkbox"/>					Print Rx
Print Start	Ambien CR	6.25 mg	PO	q 8 hr PRN	X	X			Insomnia	<input type="checkbox"/>		<input type="checkbox"/>					Print Rx

1. Make the change in Medication Direction column.
2. Make changes to the dose, route/qty, or timing.
3. Do not forget to indicate VO and RB.

IMPORTANT: Do not create a new line for the change.

Pick Up Updated Medication Orders and Verify in MAR

- Once the medication changes have been made and  button clicked on the Medication Entry screen, click  from the Nursing Progress Note.
- You will see the changes you made in the medications in bold.

Nursing Note

INTERVAL HISTORY:


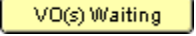
Increase Prozac 30 mg. PO QAM (Depression)
Verbal Order given by Liz Lobao, (MD) recorded by Liz Lobao, RN on 12/10/2015 1:45:09 PM
(read back)

Increase Ambien CR 12.5 mg PO QHS PRN (Insomnia)
Verbal Order given by Liz Lobao, (MD) recorded by Liz Lobao, RN on 12/10/2015 1:45:09 PM
(read back)

Decrease Abilify 1 mg PO QAM (Antidepr Augm.)
Verbal Order given by Liz Lobao, (MD) recorded by Liz Lobao, RN on 12/10/2015 1:45:09 PM
(read back)




Liz Lobao, RN

Electronically Signed
By: Liz Lobao, RN
On: 12/16/2015 3:23:03 PM

- Electronically sign the Finished Note (if applicable).
- Click the  button to return to the Chart Room.
- Click the  button in the top left of the Chart Room.
- Refer to [workflow for orders needing pick up](#) section for reference of how to pick up medication orders from the Clinical Order Sheet.

Verify Medications in Month View of MAR

Medications can be verified in the month view on MAR.

- Click on the  button in the top right of the MAR to change to the month view.
- Compare printed medication order sheet against MAR for accuracy.
- If the medication has been accurately pushed into the MAR, tap the **Not Verified** line to toggle to . Your verified medication order will display a green  field and

the blue  will disappear.

Medication		MAR - 2016	Administer at	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Medication 01	Allevy 1 mg PO QAM Antidepress Augm.	START 2/6/2016 Consent Verified	Administer at 0900																																
Medication 02	Prozac 20 mg PO QAM Depression	START 2/6/2016 Consent Not Verified	Administer at 0900																																
Medication 03	Amphetamine 2.5 mg PO q B 12 AM Insomnia	START 2/6/2016 Consent Not Verified	Administer at																																

Use this button to toggle between the Day View and the Month View

Same Medications Viewed in Day View of MAR

This screenshot shows the same set of orders as the screenshot above, just viewed from the Day View.

Medication 01		START 3/1/2016	Administer at	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Medication 01	Allevy 1 mg PO QAM Antidepress Augm.	Consent Verified	Administer at 0900																																	
Medication 02	Prozac 20 mg PO QAM Depression	Consent Not Verified	Administer at 0900																																	
Medication 03	Amphetamine 2.5 mg PO q B 12 AM Insomnia	Consent Not Verified	Administer at																																	

Use this button to toggle between the Day View and the Month View

COMMON QUESTIONS

How Do I Find the MAR?

There are three areas within ICANotes that have a MAR button. These places are:

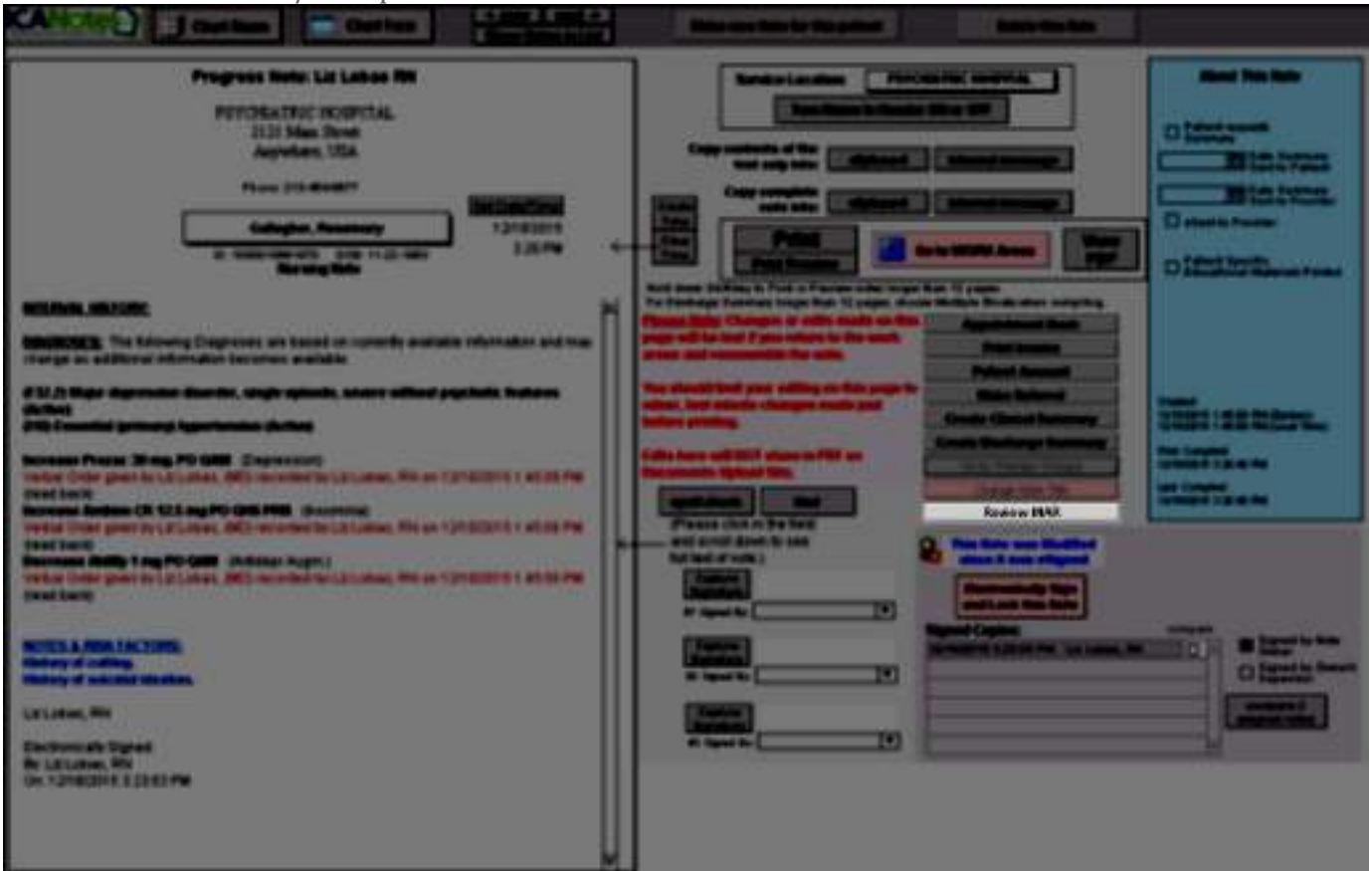
- Chart Room



- Chart Face

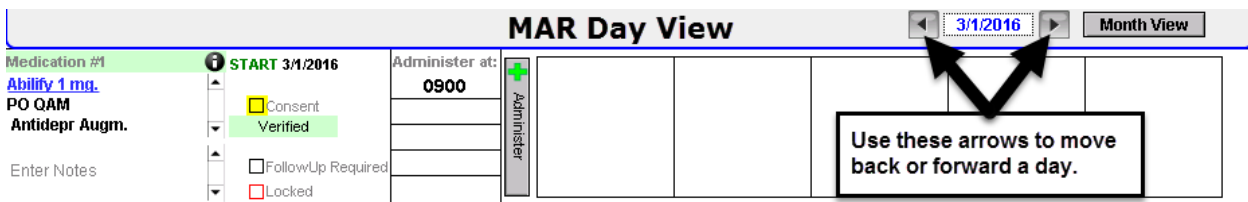


- Finished Note / Compiled Note



How Do I Find Today's Active Medications from Day View?

- In the Day View of the MAR, use the arrow buttons **3/1/2016** to move forward or back one day at a time.



How Do I Find Today's Active Medications from the Month View?

- In the Month View, use the arrow buttons **MAR - 2016** to move forward or back one month at a time.
- Be sure that **Today's Active Meds** is chosen from the drop-down menu in the top right.

- This information will go to the Finished Note when compiled and to the Chart Face.

From the Chart Face:

Adverse Drug Reactions/Allergies: Active List

(1) Flu Vaccine: Nausea, Vomiting, Diarrhea

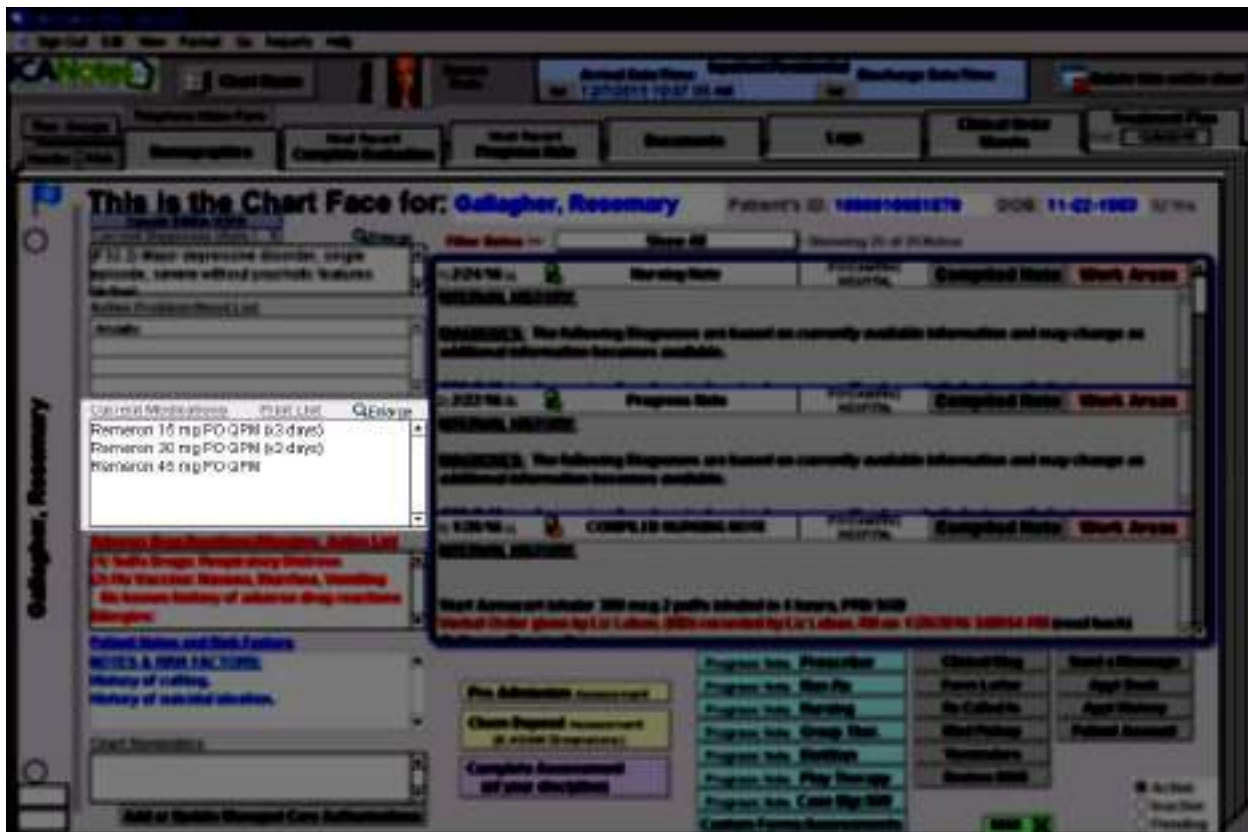
From the Finished Note:

INTERVAL HISTORY:

Adverse Drug Reactions: Updated list of Adverse Drug Reactions:
 (1) Added ADR to Flu Vaccine, Reaction(s) = Nausea, Vomiting, Diarrhea, Status = Active


How do I Find and Print Medications?

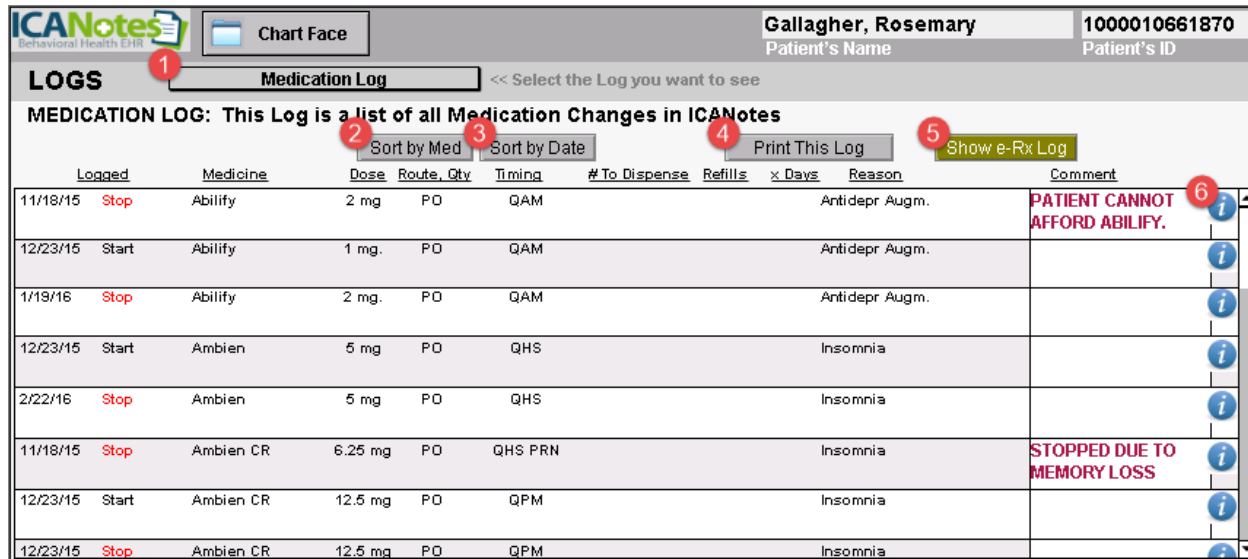
You can find and print the current medication list from the Chart Face.



- Click the **Print List** link.
- When the Print Preview window pops up, you can click to print the document.

What Features are in the Medication Log?

1. Click this area **Medication Log** to change the Log that you want to see.
2. **Sort by Med** button will alphabetize the medication list.
3. **Sort by Date** button will sort medication changes by date.
4. **Print This Log** button will print the log.
5. **Show e-Rx Log** is not used in the inpatient setting.
6. This  icon will connect you to the web where you will find information about any medication readily available to print for your patient.




LOGS **Medication Log** << Select the Log you want to see

MEDICATION LOG: This Log is a list of all Medication Changes in ICA Notes


Sort by Med Sort by Date Print This Log Show e-Rx Log

Logged	Medicine	Dose	Route, Qty	Timing	# To Dispense	Refills	x Days	Reason	Comment
11/18/15	Stop	Abilify	2 mg	PO	QAM			Antidepr Augm.	PATIENT CANNOT AFFORD ABILIFY.
12/23/15	Start	Abilify	1 mg.	PO	QAM			Antidepr Augm.	
1/19/16	Stop	Abilify	2 mg.	PO	QAM			Antidepr Augm.	
12/23/15	Start	Ambien	5 mg	PO	QHS			Insomnia	
2/22/16	Stop	Ambien	5 mg	PO	QHS			Insomnia	
11/18/15	Stop	Ambien CR	6.25 mg	PO	QHS PRN			Insomnia	STOPPED DUE TO MEMORY LOSS
12/23/15	Start	Ambien CR	12.5 mg	PO	QPM			Insomnia	
12/23/15	Stop	Ambien CR	12.5 mg	PO	QPM			Insomnia	

How Do I Access MedlinePlus from the Medication Log?

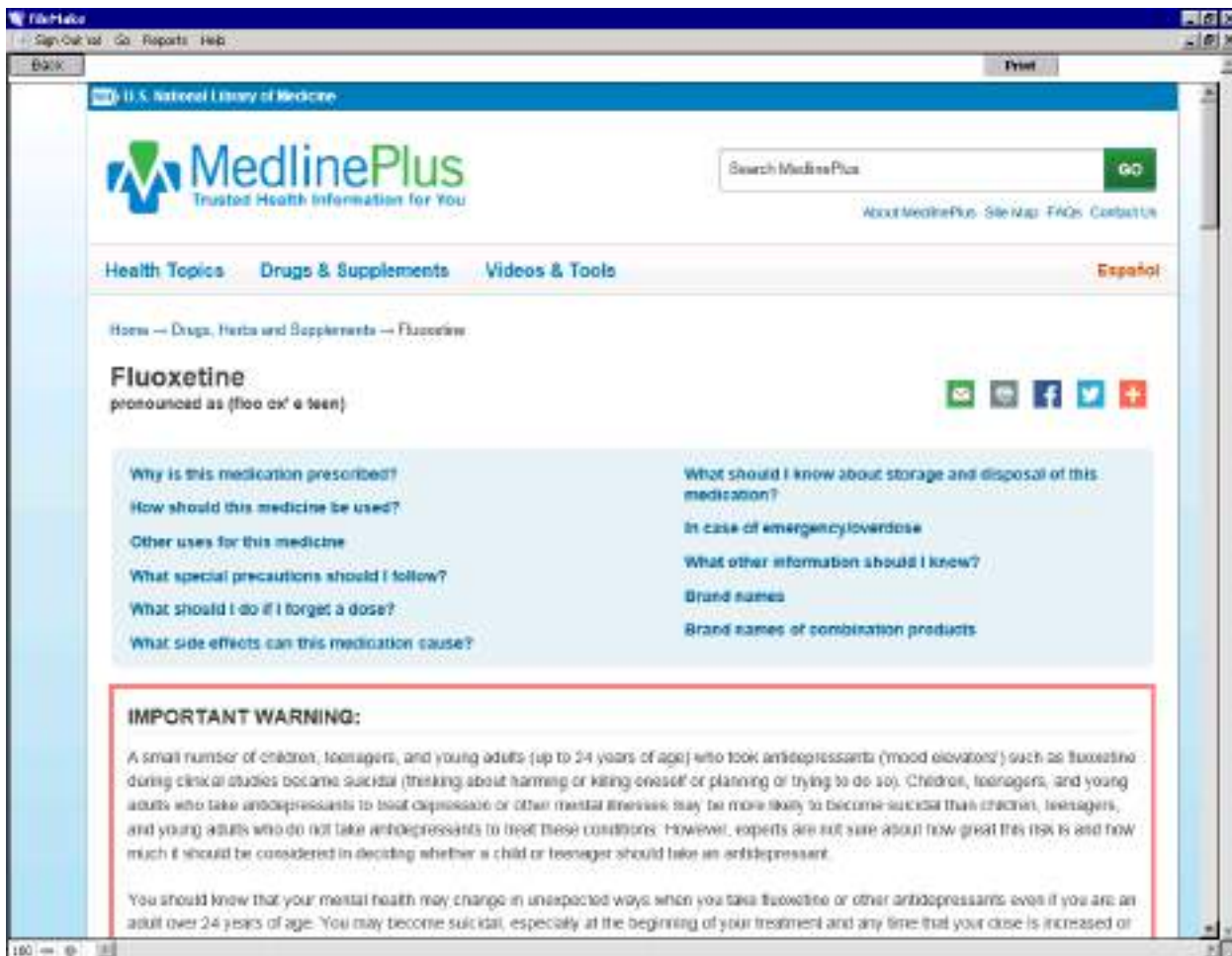
This  icon will connect you to the web where you will find information about any medication readily available to print for your patient.

12/10/15	Increase	Prozac	30 mg.	PO	QAM			Depression	
----------	----------	--------	--------	----	-----	--	--	------------	---

- Click the  icon to go to MedlinePlus Connect website.
- Click the medication.



- You will be brought to a website that allows you to look up drug information, important warnings, and FAQs.



- You can print any of the information by clicking the **Print** button.
- Click the **Back** button to return to the Logs page.

How Do I Print a Prescription for the Prescriber?

- From the Chart Face, click on the **Progress Note Nursing** button.
- Select **Enter VO Meds** to enter the Medication Entry window.
- In the Medication Entry window, working from left to right, fill in each field appropriate for a printed prescription. This generally includes # to dispense, Refills, and xDays.
- Fill out the VO/RB checkboxes as described in [using verbal orders / read back option section](#).
- To print all prescriptions, click the **Print All** button in the upper right of the window.
- To print individual prescriptions, select the prescription by clicking **Print Rx** right of the prescription. Then click **Print Selected** button.

1. Medication Direction	Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason	Omit in Note	RX Status	Consent N/A	Start Date	PRN F/U Discharge	Print All
<input type="checkbox"/> Print	Start	Prozac	30 mg.	PO	QAM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30 (thirty)	None x30da	Depression	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> Print Rx
<input type="checkbox"/> Print	Start	Abilify	1 mg.	PO	QAM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30 (thirty)	None x30da	Antidepr Augm.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> Print Rx
<input type="checkbox"/> Print	Start	Ambien CR	12.5 mg	PO	q 8 hr PRN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30 (thirty)	None x30da	Insomnia	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> Print Rx
<input type="checkbox"/> Print	Start	Cogentin	1 mg	PO	BID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	60 (sixty)	None x30da	Dystonia	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> Print Rx

Buttons: **Print List**, **Done**

Note: Print All will print up to four prescriptions on one 8x11 prescription printing paper. The ICANotes Support Team can assist you in setting up your prescription printing preferences.


ICANotes Customer Support: 463-569-8778

The Print Preview window displays four individual prescription forms arranged in a 2x2 grid. Each form includes the following information:

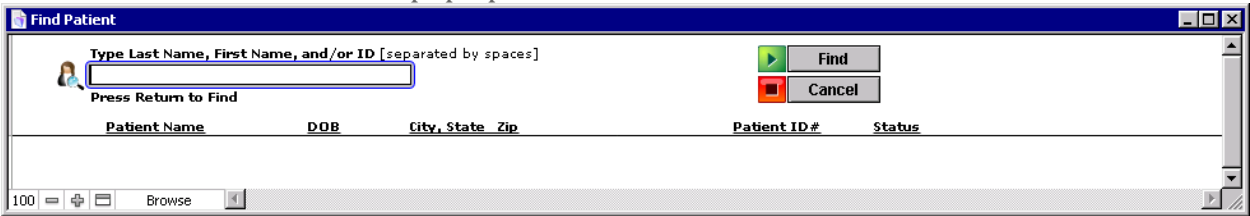
- Header:** PSYCHIATRIC HOSPITAL, 1234 MAIN STREET, ANYWHERE, USA, 2121 MAIN STREET, ANYWHERE, USA.
- DEA #:** NPI, Lic #
- Patient:** Gallagher, Rosemary
- DOB:** 11/22/63
- Address:** [Blank]
- Date:** Dec 22, 2015
- Rx Symbol:** **Rx**
- Medication:** Prozac 30 mg. PO QAM x30days, # 30 (thirty), Refills: None
- Signature of Prescriber:** [Blank]
- Footnote:** INTERCHANGE IS MANDATED UNLESS THE PRACTITIONER WRITES THE WORDS "NO SUBSTITUTION."

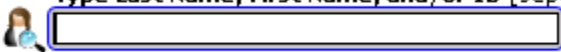
The four forms shown are for Prozac, Cogentin, Abilify, and Ambien, each with their respective dosages and frequencies.

How Do I Turn a Page on the MAR?

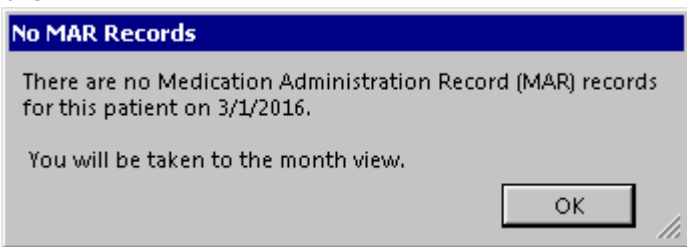
- While you are in the MAR of a patient and you wish to go to another patient's page, click  button.

- The Find Patient window will pop up.




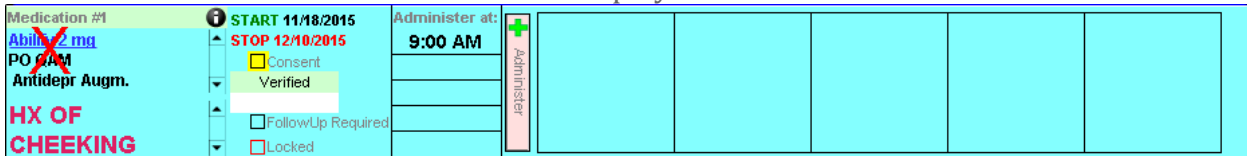
- In the  field, type in the patient's name or ID.

- If the patient has an active MAR, this will open in Day View.
- If there is not an active MAR, you will receive a warning. Click OK to proceed to the Month View.



How Do I Find Start & Stop Dates for Medications?

- The  over the medication signifies that this medication has been stopped.
- The **START 11/18/2015** and **STOP 12/10/2015** order dates are displayed for the medication.



How Do I Find a List of Discontinued Medications?

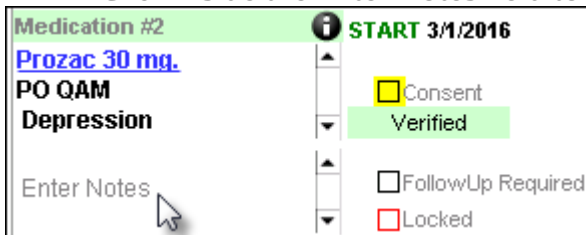
- Click on the **Month View** button in the top right of the MAR to change to the month view.
- Click on the **show >>** **Today's Active Meds** drop-down menu and select Discontinued Meds.



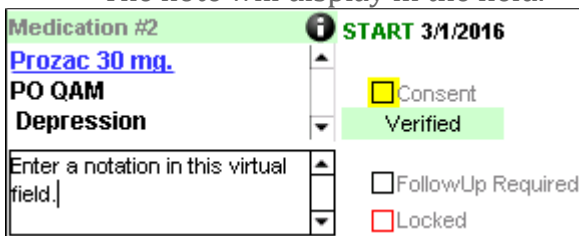


How Do I Create a Virtual Note in the MAR?

- Click inside the Enter Notes field to enter a virtual note.



- The note will display in the field.



How Do I Document a Waste Narcotic in the MAR?



- Click the  button for the medication.

- Click inside the administered field to open the MAR Detail Entry window.
- Fill out the MAR Detail Entry window:
 1. Fill out initials.
 2. Type in Detail.
 3. Click Waste.

- The Demerol PRN documentation field has been updated and cosigned.

ADVANCED WORKFLOWS

How to Order PRN Medication with Follow-up Notation

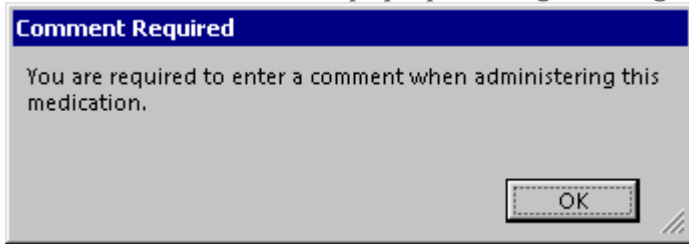
- From the Chart Face, click on the **Progress Note Nursing** button.
- Select **Enter VO Meds** to enter the Medication Entry window.
- Enter the PRN medication.
- Click in the PRN F/U checkbox.


Medication	Dose	Route	Frequency	Status	F/U	PRN
Demerol 25 mg. IM q 8 hr PRN	25 mg. IV	IM	q 8 hr PRN	Administered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


- After you have compiled the note, verify the medication following the [workflow for orders needing pick up](#) and [medication verification workflow](#).

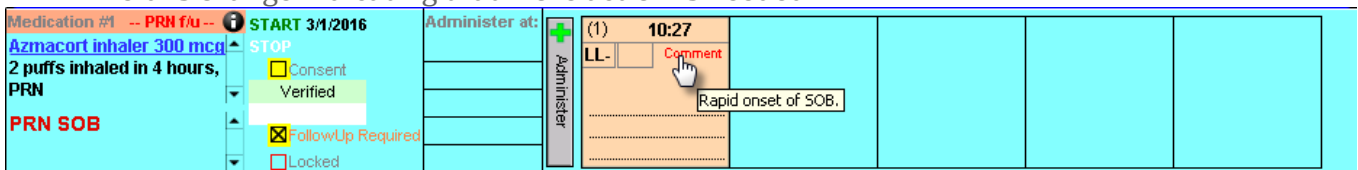
Adding Comment to PRN Medication Follow-up Notation

- When the medication needs to be administered, click the administer button.
- You will receive a pop up message stating that a comment is required.



- Click  and this will bring you to the MAR Detail Entry area.
- Leave a comment in the comment field.

- Click the  button to return to the MAR day view.
- This leaves a comment for the administration field. Note that the color of the administered field is orange indicating that more action is needed.

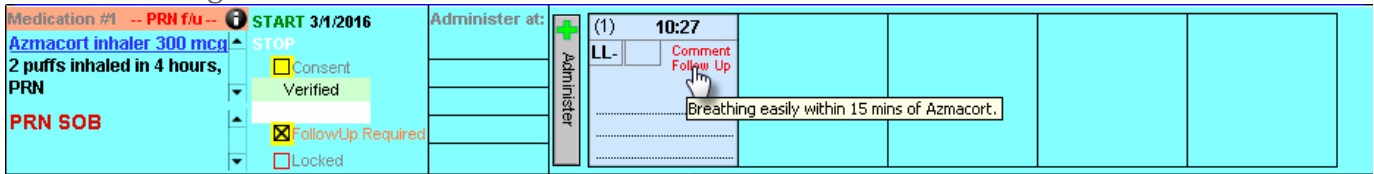


- Click within the orange field to return after to give a follow up note.

- Click the **Done** button to return to the MAR day view.

Viewing Completed Workflow for PRN Medication Follow-up in Daily View

- The administered field will now turn blue and the Follow Up comment will show when hovering over the word.



Medication Protocol: Which Cells are Mandatory

The first five cells of the Medication Entry are mandatory when building any medication order.

1. Medication Direction
2. Medicine
3. Dose
4. Route, qty
5. Timing
6. Tip: The x Days is optional, but necessary, for some medication orders.



Start and Increase Medication Over Specific Number of Days

1. Medication Direction	Medicine	Dose	Route, qty	Timing	VO	RB	# to dispense	Refills x Days	Comment/Reason
Start	Remeron	15 mg	PO	QPM	<input type="checkbox"/>	<input type="checkbox"/>		x3	
Then	Remeron	30 mg	PO	QPM	<input type="checkbox"/>	<input type="checkbox"/>		x3	
Then	Remeron	45 mg	PO	QPM	<input type="checkbox"/>	<input type="checkbox"/>			

- To increase a medication over time, use the verbs as displayed in the screenshot above.
- By using the terms "Start" and "Then", the program will understand that each dose of the medication is to be staggered over the specified number of days.
- Note that when the targeted dose is ordered, it is not necessary to enter the number of days. This is because the targeted dose will be given each day moving forward.

Decrease and Stop Medication Over Specific Number of Days

Medication Entry											
Zoom Out Zoom 100%											
1. Medication											
Edit Drug List											
Print	Direction	Medicine	Dose	Route, qty	Timing	VO	IF	# to dispense	Refills x Days	Comment/Reason	
Print	Decrease	Celexa	30 mg	PO	QAM	<input type="checkbox"/>	<input type="checkbox"/>		x3		
Print	Then	Celexa	20 mg	PO	QAM	<input type="checkbox"/>	<input type="checkbox"/>		x3		
Print	Then Stop	Celexa	20 mg	PO	QAM	<input type="checkbox"/>	<input type="checkbox"/>				
Print						<input type="checkbox"/>	<input type="checkbox"/>				

- To decrease a medication over time, use the verbs as displayed in the above screenshot.
- By using the terms "Decrease", "Then", and "Then Stop", the program will understand that each dose of medication is to be staggered over the specified number of days.

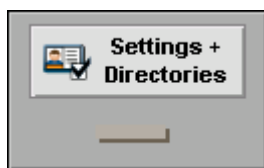
Create Medication Protocols in Settings + Directories

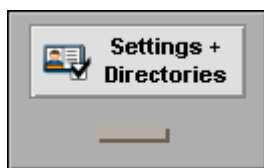
Medication Protocols can be set up in Settings + Directories to show up in the Medication Entry screen. These are set up by a group administrator.

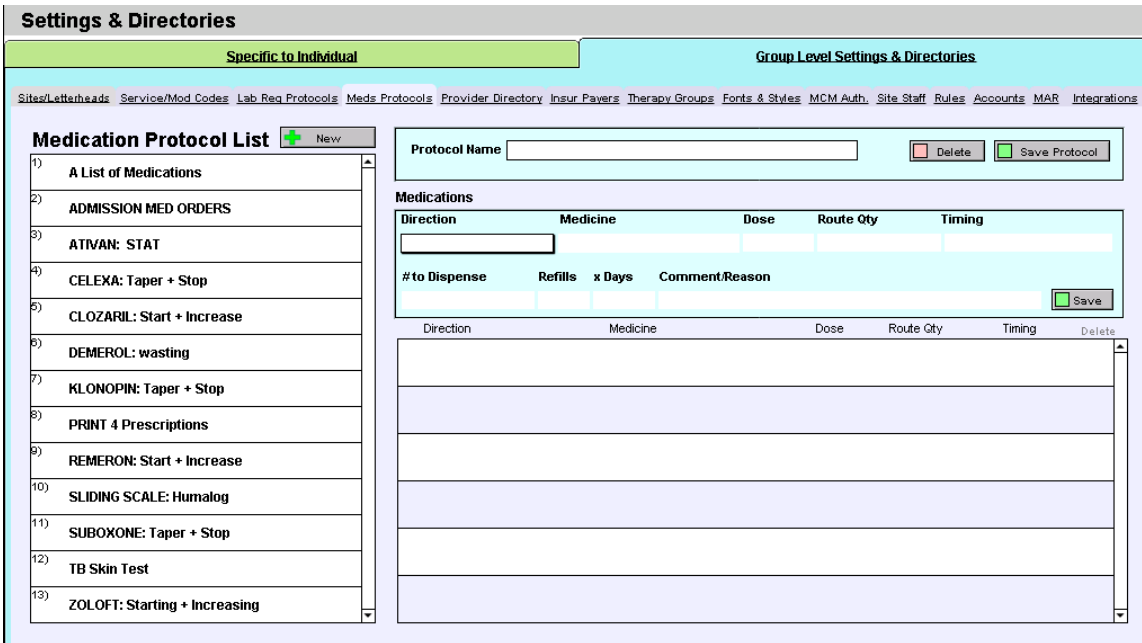
The screenshot shows the Medication Entry interface. On the right side, there is a 'Medication Protocols' panel. The panel contains a list of protocols with the following items:

- 1) FLUOXEPIN Tablet + Stop
- 2) PAMIPROXIFEN Tablet + Increase
- 3) SERTRINOLINE Hydrochloride
- 4) TD Gen Test
- 5) CLOZAPINE Tablet + Increase
- 6) ADDICTION MEDICATIONS
- 7) BUPROPION Tablet + Stop
- 8) ZOLOFT Starting + Increasing
- 9) CELEXA Taper + Stop
- 10) PRAMIPEXIDOL Tablets
- 11) CEMPRONOL Tablets
- 12) ATHANE STAT
- 13) A List of Medications

Below the list, there are links for 'Instructions' and 'Substitutions for details'. At the bottom of the panel, there are three red text links: 'Starting a medication order', 'Changing a medication order', and 'Building a medication protocol'. A red arrow points from the 'Medication Protocols' header in the panel to the 'Medication Protocols' section in the main table area of the Medication Entry screen.






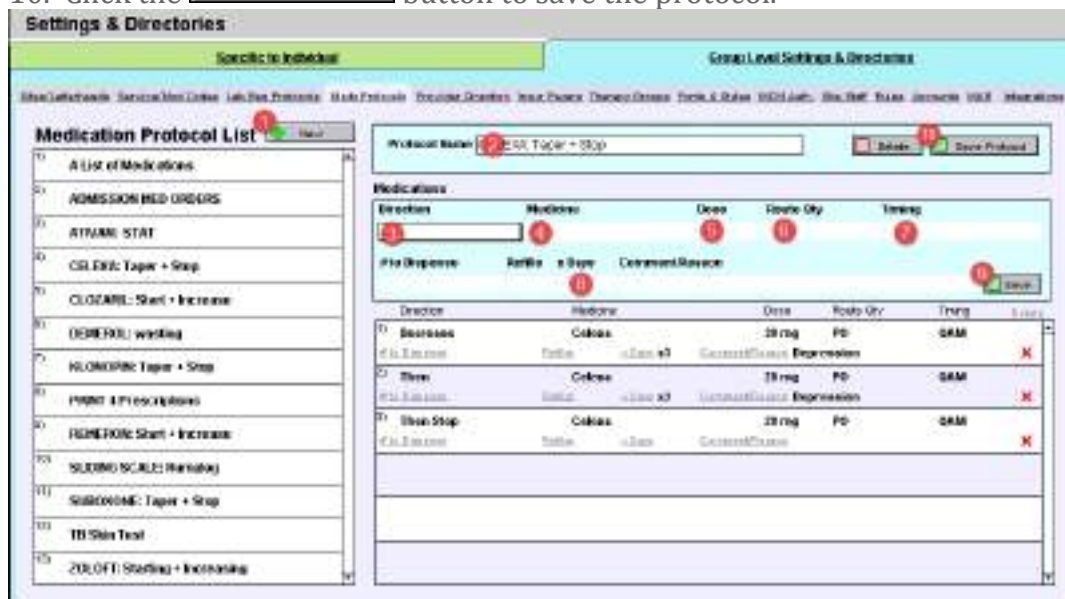
- From the Chart Room, click the  button.
- Click the **Group Level Settings & Directories** tab.
- Click the Meds Protocols tab.



Create Medication Protocol to Wean Medication

To create a medication protocol to wean medication, follow these steps:



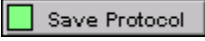
1. Select the  button.
2. Name the protocol.
3. Begin the first line of the taper by using the word "Decrease"
4. Add name of medication.
5. Add current dose of medication.
6. Add route/quantity of medication.
7. Add timing of medication.
8. Add number of days medication will be given at this specific dose.
9. Click the  button to save your work.
 - You will need to add each medication direction following steps 3 through 9 until the entire taper has been created.
10. Click the  button to save the protocol.




- Use the verbs "Decrease", "Then", and "Then Stop" (final line only).
- Note that the final line does not show the number of days since the medication is finished.

Create Medication Protocol to Increase Medication

To create a medication protocol to wean medication, follow these steps:

1. Select the  button.
2. Name the protocol.
3. Begin the first line of the taper by using the word "Start"
4. Add name of medication.
5. Add current dose of medication.
6. Add route/quantity of medication.
7. Add timing of medication.
8. Add number of days medication will be given at this specific dose.
9. Click the  button to save your work.
 - You will need to add each medication direction following steps 3 through 9 until the entire protocol has been created.
10. Click the  button to save the protocol.



The screenshot shows the 'Settings & Directories' interface. On the left is a 'Medication Protocol List' with a 'New' button. The main area is titled 'Medication Protocol List' and contains a form for creating a protocol. The form has a 'Protocol Name' field with the value 'EPSON Start + Increase'. Below this is a 'Medications' section with a table for adding directions. The table has columns for 'Direction', 'Medicine', 'Dose', 'Route Qty', and 'Timing'. There are three rows of data, each with a 'Save' button. The first row is 'Start', the second is 'Then', and the third is 'Then'. The 'Dose' column contains '50 mg', '30 mg', and '20 mg' respectively. The 'Route Qty' column contains 'PO', 'PO', and 'PO'. The 'Timing' column contains 'QPM', 'QPM', and 'QPM'. There are also 'Save' buttons for each row. The 'Save Protocol' button is at the bottom right of the form.

Direction	Medicine	Dose	Route Qty	Timing	Save
Start	Acetaminophen	50 mg	PO	QPM	<input type="button" value="Save"/>
Then	Acetaminophen	30 mg	PO	QPM	<input type="button" value="Save"/>
Then	Acetaminophen	20 mg	PO	QPM	<input type="button" value="Save"/>

- Use the verb "Start" only on the first line.
- Use the verb "Then" on each subsequent line.
- Note that the final line does not show the number of days since the medication will continue at this dose.

Verifying Medication Titrations in Month View

February Month View

patient: Barrow, Arkechia (9-7-1987) #1000010662729

Medication: Remeron 15 mg PO QPM x3 days Depression
 START 2/26/2016 2200
 Administer at: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Medication: Remeron 30 mg PO QPM x3 days Depression
 START 2/29/2016 2200
 Administer at: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

March Month View

patient: Barrow, Arkechia (9-7-1987) #1000010662729

Medication: Remeron 30 mg PO QPM x3 days Depression
 START 2/29/2016 2200
 Administer at: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Medication: Remeron 15 mg PO QPM Depression
 START 3/3/2016 2200
 Administer at: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

- Verifying a titrated medication is done in the Month view of MAR.
- The screenshots above shows an order that was written at the end of the month, so a portion will need to be verified on the February calendar and a portion on the March calendar.

Locking the MAR

If you note that a medication has an inappropriate dose or a patient-safety mistake on the way the medication is documented on the MAR, click on the **i** next to the medication to read how the medication order was given originally.

MAR Entry Detail

This MAR entry came from a Nursing Note dated 2/24/2016 made by Liz Lobao, RN on 2/24/2016 1:39:13 PM.

The order was: Start Antabuse 250 mg. PO QAM ETOH

OK

If what was ordered does not match the MAR despite the medication was verified as correct, please follow these steps.

i START 2/24/2016 Administer at: 0900

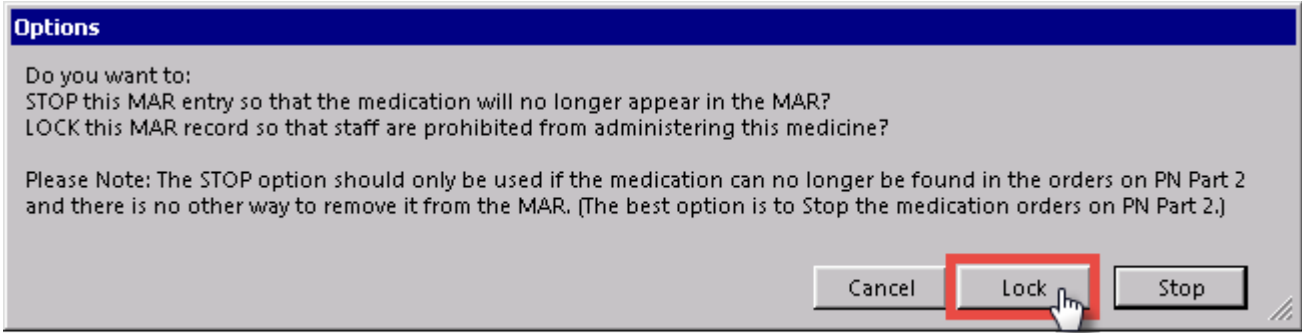
Consent

Verified

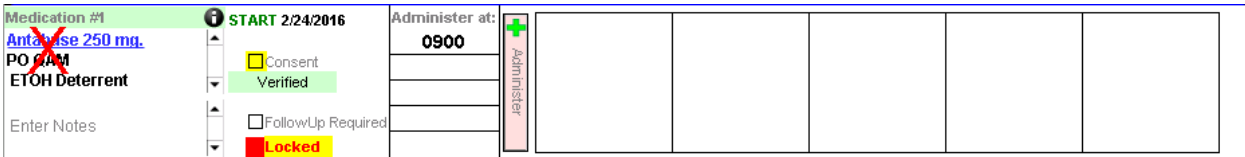
Follow Up

Verified by Liz Lobao, RN and on 2/26/2016 3:17:03 PM

- Click the Locked button.




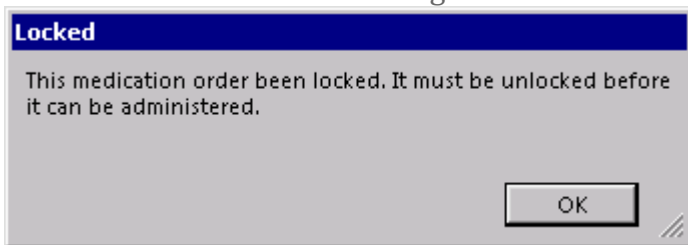
- Click  to lock the medication on the MAR.



- This will cause a red X  to go over the medication.
- Indicate the medication is locked - .



- The  button will no longer be able to be used. If the button is clicked, the user will receive this error message



- **Call the ICANotes Customer Support team (available 24/7 for MAR emergencies) at 443-569-8778.**
- The ICANotes Customer Support team member will contact an ICANotes Developer to contact you and help you make sure the medication is put back in the MAR correctly so you can administer the medication.

Do not erase/delete the information, the ICANotes Development team needs to see the information to find out where and how the error occurred.