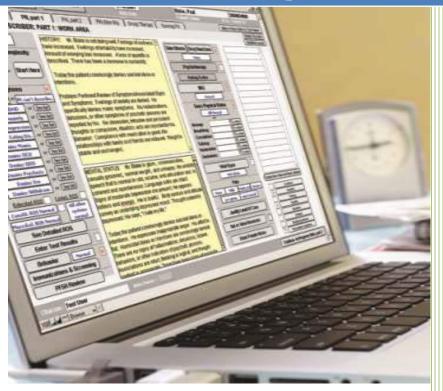


MAR Training Guide for Nurses



Medication Ordering Fields Verbal Orders Workflow And Navigating the MAR

Contents

H	OW DO I BEGIN?	3
	Update Adverse Drug Reactions	3
	Enter Verbal Orders from Nursing Progress Note	
	Enter Verbal Medication Order	4
	Using Verbal Orders / Read Back Option	5
	Verbal Orders Detail Window	5
	Modifying Verbal Orders	6
	Compile Verbal Orders in Nursing Note	6
	Preview Compiled Nursing Note with Verbal Orders Displayed	7
	Return to Chart Room to Pick Up Orders	8
	View List of Orders to be Picked Up	8
	Workflow for Orders Needing Pick up	8

WORKING IN THE MAR	9
MAR Daily View: Orders Requiring Verification	
Medication Verification Workflow	
Standard and PRN Medications Organization	
MAR Entry Detail	
Verified Medications Awaiting Administration	
Administering Abilify	
Modifying Administered Medications	
MAR Detail Entry Field Workflow	
Patient Refused Prozac	
Medication Refusal Workflow	
Patient Takes Medication that was Refused Earlier	
Add Follow-up for Medication that was Refused Earlier	14

UPDATING THE MAR	
Open a New Nursing Progress Note	
Altering Medication Rule IMPORTANT	
Pick Up Updated Medication Orders and Verify in MAR	
Verify Medications in Month View of MAR	
Same Medications Viewed in Day View of MAR	

COMMON QUESTIONS	
How Do I Find the MAR?	
How Do I Find Today's Active Medications from Day View?	
How Do I Find Today's Active Medications from the Month View?	
How Do I Update Adverse Drug Reactions?	20
How do I Find and Print Medications?	21
How Do I Find the Medication Log?	
How Do I View the Medication Log?	
What Features are in the Medication Log?	23
How Do I Access MedlinePlus from the Medication Log?	23
How Do I Print a Prescription for the Prescriber?	25
How Do I Turn a Page on the MAR?	
How Do I Find Start & Stop Dates for Medications?	
How Do I Find a List of Discontinued Medications?	
How Do I Create a Virtual Note in the MAR?	27
How Do I Document a Waste Narcotic in the MAR?	

A	DVANCED WORKFLOWS	28
	How to Order PRN Medication with Follow-up Notation	28
	Adding Comment to PRN Medication Follow-up Notation	29
	Viewing Completed Workflow for PRN Medication Follow-up in Daily View	30
	Medication Protocol: Which Cells are Mandatory	30
	Start and Increase Medication Over Specific Number of Days	30
	Decrease and Stop Medication Over Specific Number of Days	31
	Create Medication Protocols in Settings + Directories	31
	Create Medication Protocol to Wean Medication	32
	Create Medication Protocol to Increase Medication	33
	Verifying Medication Titrations in Month View	
	Locking the MAR	34

HOW DO I BEGIN?

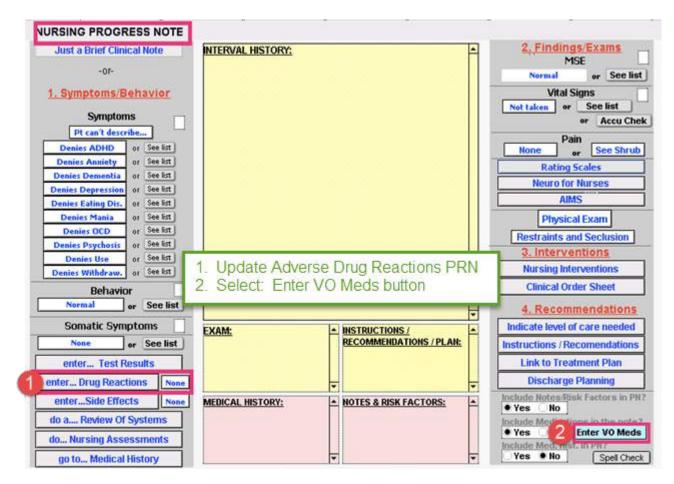
	This is the Chart Face for	In the sum of the second se	Ary Patient's ID: 100001066 Show All Showing 8 of 8 M		1-22-1963 61 Yr
	Active Problem Need List				
	Current Medications Print List				
1960	These fields will be populated in the nursing note.				
	Adverse Drug Reactions Wengles: Active List	From the Chart	Face, select the Progress	Note, Nursi	ng button.
	Adverse Drug Reactions (Altergies: Active List	From the Chart	Face, select the Progress	Note, Nursi	ng button.
	Adverse Drug Bractions Alternies: Active List	From the Chart	Progress Note Prescriber	Clinical Msg	Send a Message
	Adverse Drug Reactions Altergies: Active List	From the Chart	Progress liste Prescriber Progress liste Non-Rx	Clinical Msg Form Letter	Send a Message Appt Book
•	Adverse Drug Reactions Altergies: Active List	Pre-Admission Assessment	Progress liste Prescriber Progress liste Non-Rx Progress liste Nursing	Clinical Msg Form Letter Rx Called In	Send a Message Appt Book Appt History
	Adverse Drug Bractions Altergies: Active List Adverse Drug Bractions Altergies: Active List Patient Notes and Bisk Factors NOTES & RISK FACTORS:		Progress licte Prescriber Progress licte Non-Rx Progress licte Nursing Progress licte Group Ther.	Clinical Milg Form Letter Rx Called In Med Pickup	Send a Message Appt Book
	Adverse Drug Reactions Altergies: Active List Adverse Drug Reactive Altergies: Active List Adverse Drug Reactive Altergies: Active Altergi	Pre-Admission Assessment Chem Depend Assessment	Progress Note Prescriber Progress Note Non-Rx Progress Note Nursing Progress Note Group Ther, Progress Note Dietitian	Clinical Msg Form Letter Rx Called In Med Pickup "Reminders	Send a Message Appt Book Appt History
	Adverse Drug Reactions Wergles: Active List Adverse Drug Reactions Wergles: Active List	Pre-Admission Assessment Chem Depend Assessment (6 ASAM Dimensions)	Progress licte Prescriber Progress licte Non-Rx Progress licte Nursing Progress licte Group Ther.	Clinical Milg Form Letter Rx Called In Med Pickup	Send a Message Appt Book Appt History

Update Adverse Drug Reactions

- The MAR 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 the New button to creat		-			optovin the lie	t to odit the ADP			
to	e an entry to	ir each Adk an	a then Sa	ve to the list. Click an	entry in the lis	a to ealt the ADR.		No Advers on record	e Medication Reactions or Allergies
ction(s) / Reaction Date son For Status Change	Status	Updated						Allergies;	
	210102	STREET.						Tree	Nuts:
			_		_		Status		no known allergies.
				<mark>1.</mark> 💠 New			OActive	O Inactive	5. [°]
				ADR To		RxNorm Code			nge (if Applicable)
				2.		KANOTHI COUE	Reason	or status chan	ige (il Applicable)
				 Reaction Dat					
				3.		Unknown			
				_		UNKIOAN	Reaction	i(s) Select from	lists to left or type in your own
			<mark>4.</mark>	Cardiovascular			^		
			-	GI					
			-	Hepatic					
			-	Hematologic					
			-	Neurological	_		_		Create New Reaction Button
				Immune			_		Custom Button Field Test
			-	Respiratory Skin			_		NO ADR
			-	SKIN	_		_		NUADR
			-				_		
			-				_		
			-		_		_		
			-				-		
			-						
			-						
			_		Ý		Ŷ		
				5.	Save	<mark>6.</mark> [
				<u>.</u>	Jave	<u>~</u>	Bac	ĸ	
					Cancel				
			-						
	_	_	_		_	_	_	_	
									Back

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



Enter Verbal Orders from Nursing Progress Note

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

📑 Medication Entr	·γ								
1. Medication Direction	n	Edit Drug List	Dose	Route, qty	Timing	S # #to dispense	 100% te standard omment/Reason 0.4	RX Status ပို Z Start Date	D/ E V E/N 모 Print All Print Selected
Print									Print Rx
								1	Ŧ
					Print List		Done		
100 😑 🕀 🖂	Browse	4							

Enter Verbal Medication Order

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

	Work left to right			Zoom Out Zoom 100%				
1. Medication Direction	Edit Drug List Medicine Dose Ro	ute.atv Timina	S & #to dispense	Refills x Days Comment/Rec				
1) Start	2 3	4 5						
2) StSp								
3) Increase		The first five fields	are mandatory					
4) Decrease		The machine neida	are manualory.					
5) Then		ть		0.00				
6) Then Stop		The comments fi	ela is optional.					
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.

							Me	dications
					1		Zoom Out	Zoom 100%
1. Medication Direction	Edit Drug Lis Medicine	st Dose	Route, qty	Timing	0	∰ #to disp	ense Refills x	Days Comment/Reasor
Print Start	Prozac	20 mg	PO	QAM				Depression
Print Start	Ambien CR	6.25 mg	PO	QHS PRN			1 1	Insomnia
Print Start	Abilify	2 mg	PO	QAM				Antidepr Augn
			in the second se				and the second second second second	

Using Verbal Orders / Read Back Option

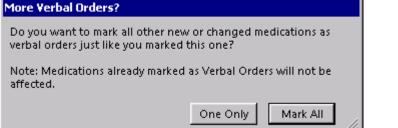
• Verbal Order / Read Back (VO / RB) should be marked for any medication order the nurse enters for the physician.

								Me	dications
							Zoom	Out	Zoom 100%
1. Medication Direction	Edit Drug Li Medicine	st Dose	Route, qty	Timing	9	88	to dispense Ret	ils x	Days Comment/Reason
Print Start	Prozac	20 mg	PO	QAM	X	×			Depression
Print Start	Ambien CR	6.25 mg	PO	QHS PRN	X	×			Insomnia
Print Start	Abilify	2 mg	PO	QAM	X	х			Antidepr Augm
Print					11				

Verbal Orders Detail Window

- Click the $\overline{\Box}$ 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

📓 Verbal Or	rder	_ 0	X	
patient	Gallagher, Rosemary (11-22-1963) #1000010661870	Done	E	
medicine	Prozac 20 mg PO QAM			
Re		<< Pick		
100 = 👳	Browse	E		
_		eturn to the Medicati	ion Entry screen.	
Read Ba Has the	a ck e order been read back to the p	rescriber?		
	N	o Yes //.		
•	If more than one medic		0.000	
	asking if you want to m	ark only one medica	tion One Only as rea	d back or all Mark All



Modifying Verbal Orders

Click the

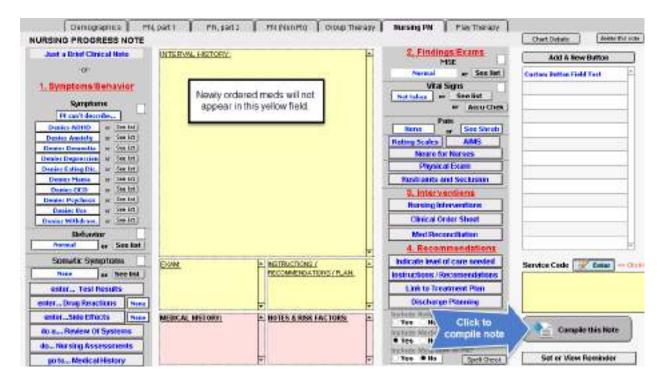
- Any portion of the Medications can be modified up until the time you **COMPILE** this note.
- If you make a change to an order that was noted VO / RB, after the order change is made you will need to reselect the VO / RB checkboxes.

Compile Verbal Orders in Nursing Note

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

```
Compile this Note
```

button to compile the note.

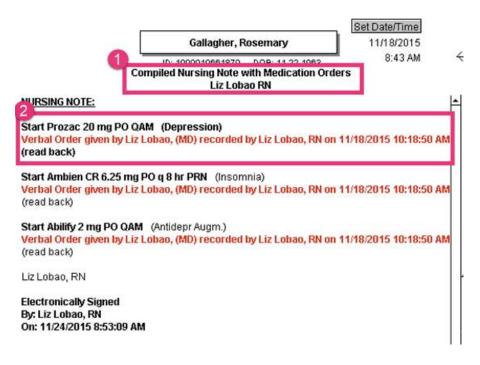


• When the note is compiled, all medications ordered will push into the MAR.

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



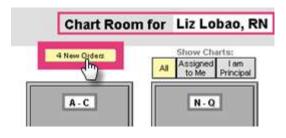
Return to Chart Room to Pick Up Orders



•

Chart Room

- the chart room 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.

	IEW CLINICAL ORDERS Order Sheets found	Fitter by Site/Location >> PSYCHIATRIC HOSPITAL	×
1)	Gallagher, Rosemary (11-22-196 Entered By Liz Lobao, RN at PSYCHIAT	3) ID# 1000010661870 RIC HOSPITAL dated 11/18/2015 Saved 11/24/2015 8:43:14 AM	Þ
2)	Gallagher, Rosemary (11-22-196 Edwyed By Liz Lobao, RN at PSYCHIAT	3) ID# 1000010661870 RIC HOSPITAL dated 11/18/2015 Saved 11/18/2015 10:18:28 AM	۲
9	Gallagher, Rosemary (11-22-196 Entered By Liz Lobao, RN at PSYCHIAT	3) ID# 1000010661870 RIC HOSPITAL dated 11/18/2015 Saved 11/18/2015 10:15:18 AM	۲
ŧ)	Gallagher, Rosemary (11-22-196 Entered By Elizabeth Lobao (MD) at PS	3) ID# 1000010661870 YCHIATRIC HOSPITAL dated 11/18/2015 Saved 11/18/2015 10:02:06 AM	•

Workflow for Orders Needing Pick up

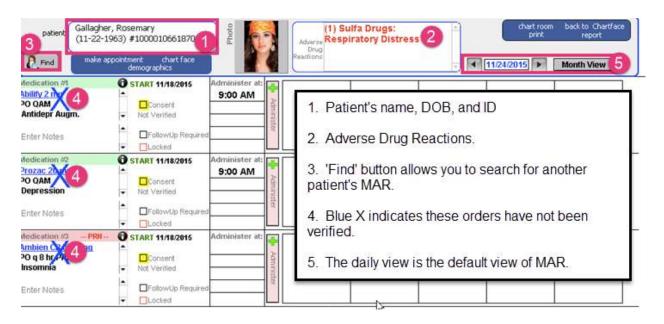
- Complete the Clinical Order Sheet by:
 - 1. Confirm patient's name, date of birth, and patient ID.
 - 2. Click the 'Changes Only' tab in the upper right.
 - 3. Confirm the medication orders.
 - 4. Click the 'Picked Up' box to indicate you take responsibility for this order.
 - 5. Print orders to verify 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.



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 🥂 will disappear.

- The Administer button will change from pink to grey.
- You can now administer the medication.

Enter Notes

• Each medication field has a virtual space to enter data bout the patient's response and/or preferences for each medication can be documented.



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 Prozac 20 mg	0	START 11/18/2015	Administer at: 9:00 AM	9
PO QAM Depression		Consent Verified		Administer
Enter Notes	-	FollowUp Required		ster
Medication #3 - PRN	0	START 11/18/2015	Administer at:	
PO q 8 hr PRN Insomnia	-	Consent Verified		Administer
Enter Notes	•	FollowUp Required		ster

MAR Entry Detail

• Click the ^① 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.



Verified Medications Awaiting Administration

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

(11-22-19	, Rosemary 163) #1000010661870 pointment chart face demographics	Photo	(1) Sulfa Drugs: Adverse Respiratory Distress Drug Resetions
Medication #1 Ability 2 mg PO QAM Antidepr Augm. HX OF CHEEKING	START 11/18/2015 Consent Verified Consent Verified Consent Verified Consent Consent Verified	Administer at: 9:00 AM	
Medication #2 Prozac 20 mg PO QAM Depression TAKES W/ ORANGE JUICE	START 11/18/2015 Cooperat Verified Groupserd Cooperat Cooperat Cooperat Cooperat	Administer at: 9:00 AM	Abilify, Prozac, and Ambien CR have each been verified and are safe to administer.
Medication #3 PPN Ambien CR 6.25 mg PO q 8 hr PRN Insomnia	Consent Verified	Administer at: Administer	
Enter Notes	FollowUp Required Uccked		

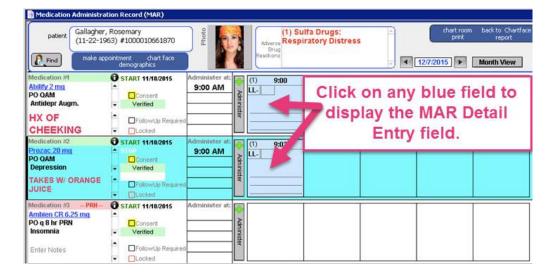
Administering Abilify

- 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!

Medication #1	O START 11/18/2015	Administer at:	-	(1) 9:00
Ability 2 mg PO QAM	≜ srop	9:00 AM	Þ	LL-
Antidepr Augm.	Verified	_	dmini	
HX OF	FollowUp Require	ed	inister	
CHEEKING	Locked			

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.

Mi 📷	AR Detail E	ntry					
	patient	Gallagha (11-22-)	er, Rosemary 1963) #10000106618	370			
	medicine	Prozac PO QAI Depres		2			Erase
	6	Status	Administered	ORefused	() Skipped		▲
4	Administe	ered at	12/7/2015	9:03			
		Initials Initials	LL-RN entered b	v Liz Lobao, Rł	N		
		Detail hown on ay View)		□ Partial □ Waste	Capture Signature Signed By:		
	Cu	omment					
	Fo	ollow Up					Create Custom Comment Button
	10						
				Cr	reated 2/29/2016 3:	14:13 PM Last Mo	odified 2/29/2016 3:14:13 PM (Eastern)
100 🕫	- 4 -	Brows	e 🔳				Ľ "

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 ORefused radio button under Status. This will cause the status field to turn yellow.
- Any refused medication requires a comment to be entered.

patient	Gallagher, Rosemary (11-22-1963) #100003	0661870		Done	1
medicine	Prozac 20 mg PO QAM Depression			Erase	
Administ		Refused O Skipped 9:03 by Liz Lobae, RN	- /	Devil told me My Sister	ost -
1976	Initials	Partial Capture Waste Signature			_
	nment guired	me not to take this."	Ē		

Medication #2 Prozac 20 mg PO QAM	Consent	S:00 AM	The status field for Prozac is now yellow
Depression	 Verified 	hinist	indicating that the patient refused this
TAKES W/ ORANGE JUICE	FollowUp Required Locked	9	medication.

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

Administer

(1) 9:00		
LL- Comment		
The d	evil told me not to tal	ke this

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.

(1)	9:00
LL-	

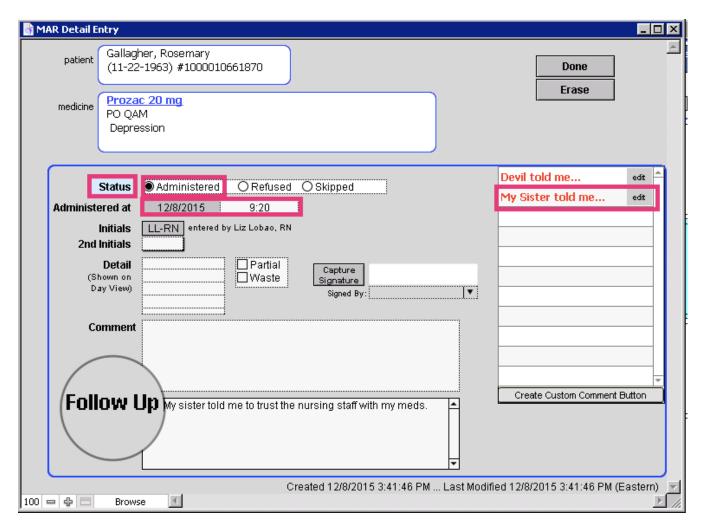
- 3. Click the O Refused radio button under Status.
- 4 Enter a comment explaining why the medication was refused

T. LIILEI	a comment exj	Jianning wi	y the method	ation was	Teruset
Comment					
Required					

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

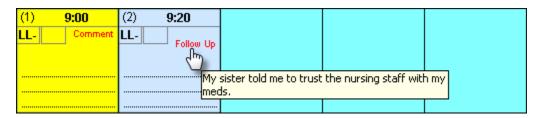
Patient Takes Medication that was Refused Earlier

- 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.

Administer



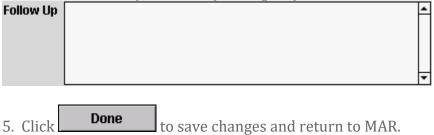
Add Follow-up for Medication that was Refused Earlier

- 1. If the patient refuses the medication, click Administer.
- 2. <u>Click into the blue field to reveal the MAR Detail Entry window.</u>

3. Ensure that Administered radio button is on.

Status O Administered

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



UPDATING THE MAR

Open a New Nursing Progress Note

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

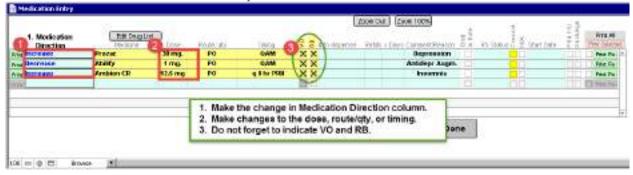
Altering Medication Rule IMPORTANT

• 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:

						Zoom Out 20	om 100%	a	nt	arge
1. Medication Direction	Edit Drug Lis Medicine	t Dose	Route, qty	Timing	😕 🛱 # to dispense	Refills x Days	Comment/Reason	Omit in Not	RX Status ິ ຊຶ່ງ RX Status ິ ຊຶ່ງ	Print All
Print Start	Prozac	20 mg	PO	QAM	XX		Depression			Print Rx
_{Print} Start	Abilify	2 mg	PO	QAM	XX		Antidepr Augm	. 🗆		Print Rx
Print Start	Ambien CR	6.25 mg	PO	q 8 hr PRN	XX		Insomnia			Print Rx
Print										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:



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 **Done** button clicked on the

Medication Entry screen, click <u>Compile this Note</u> from the Nursing Progress Note.

• You will see the changes you made in the medications in bold.

Nursing Note	
INTERVAL HISTORY:	1
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 **Chart Room** button to return to the Chart Room.
- Click the **VO(s) Waiting** button in the top left of the Chart Room.
- Refer to <u>workflow for orders needing pick up</u> 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 **Month View** 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 Verified. Your verified medication order will display a green Verified field and

the blue 🥂 will disappear.

			N	14	R	M	10	nt	h	Vi	e	w							-	N	AR	29	16			ay)	ner	V		
Netlorin		MAR - 2018	Augustinian at	1	2	3	4.	1.1	8	7.1	- 51	10	11	12.1	11.1	4.15	16	37	15	18.3	10 3	1.2	2 2	1 24	23	1.3	- 27.	28	25	30 3
Aldry 1 mg. PO OAN Antidep: Augm. Enter Nation	1. 1. 1.	START 312HS	0900																			Us be	ie t	his eer	bi	utte he l	on Day		tog	gle
Benedier	-	MAR 2016	himmister et		. 61	4				1.7	0						40			10.1				1.04	1			- 14	20	.00 2
PO GAN		C START 20201	0900	-	*		-					-	-	14				10	198	18.4					-		1440	-		
Erkel Hotels		Endowlas Assaund		_																		+				-		-		
Hellofier -PR	12	MAR - 2016	Libration at	1	1	3	4	1.1	6	T 1	- 6	18	11	12	13.1	4. 15	18	37	18	10:3	0.7	1.2	2.3	3 34	2	20	27	32	29	30.3
PO g Bin FM Incompo		Content																												
mola (Nota a	•	Latowija Saquirad													-						+					-	-	-		

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.

		MAR Day View	3/12016 Month View
Policeton II Antro 1 mil. Policem Antron Augus	and the second se	0930	Use this button to toggle
Enter Nates			between the Day View and the Month View
No de atros 22 Po que a	A	oppo	
EnterNotes	Tolky Up Same	1	
Moderation 13 - Hill	O START 24/2018 Add	skrieder att	
PO q 8 lg AN Insomnia	Constant Not Welfiler	Last ro	
Erderfühlten	Indowille Genetical		

COMMON QUESTIONS

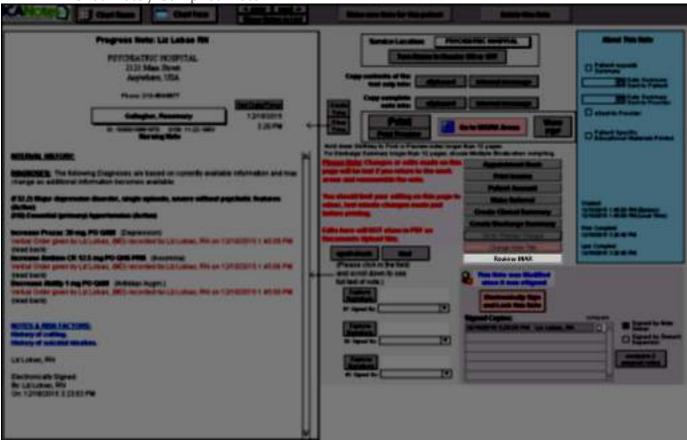
How Do I Find the MAR?

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

• Chart Room

	ter mailing	All Assigned Date	and the second se	at Name or 10 or Phone	-		
1	NG		First Barrier La	af Battas 2002			
	—	_			-11 <u>-</u>	Tap Panilly	-
(816					Make a New Chart	Cardina Cardina
	<u> </u>	-				Harriste General	S Constant States of State
[6971	133				Calendar	Annual A
	_	_				18 Ediaratie	-
1		See AD Autor Charles				MAR Submo	Cartings -
	_	-				Ness. Graups	-
		Anation Providing Charles		to get the patient's clust.		-	
			NUMBER OF STREET	mariae fijer morre deflade.		_	
• CAN	Chart Fac	- 10 M		ind links lines inpution in	Section in the section of		
		Chart Room 2		INCODES NO GET DIS ANN			Redaunt Pape
I There are							
Res Co	Page Demogra	aphies Complete Coolu		Decomando	Lings	Shouths	Treatment Plan
	This is the		for: Gallagher, Re	semary Patien	IC'S ID: 10000100		Lat (1993) 12715
	IT 22 2 Winter Dag	rentino Complete Conta Complete Conta C					
	IT 22 2 Winter Dag	Aller and Aller	ritter finites	Somary Patient Store 48 Norsing Rate	Standard Standards	Compiled Note	1-42-1960 S2784
	fraction fraunante des	Aller and Aller	ritter finites	somary Patien Share Al	tites (D): 100001000 Stituting 25 of 2 Proclamming scientify controls the summity controls	Compiled Note	1-42-1960 1278s
	Grand Made and Factor Factors	Contract Contract Contracts Contract Contracts Contract Contracts Contract Contracts Contract Contracts Contract Contracts Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract	Filter Bates	Somary Patient Store 48 Norsing Rate	Standard Standards	Compiled Note	1-42-1960 1278s
	Grand Made and Factor Factors	Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contrat Contract Contract Con	The line	Semilary Patient Show 40 Norsing Bake Ing Diagrammes are based on recomes confidents.	nt's ID: 10000100 Strong 25 of 2 reconting sconting an commity contains recontly contains recontly	Compiled Note	1-22-1960 S2 We Work Areas 2 y change as
we, Reservery O 2	Carrent Medicato Farmers 15 reg	Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contract Contrat Contract Contract Con	Filter Bolies	Sectoriary Patient State AB Marsing Make Ing Diagnonass are based occurres excludio.	nt's ID: 10000100 Strong 25 of 2 reconting sconting an commity contains recontly contains recontly	Compiled Note	1-22-1960 S2 We Work Areas 2 y change as
Aughus, Rossmary O	Ground Standards	Contract Contract Contracts Contract	Filter Bolies	Service AD Share AD Resident AD Residents are based recomes calleble. Progress Rate dag Diagromes are based recomes calleble.	stris (D): 100001000 Strommig 25 of 2 strommin(strommin) strommin(strommin) strommin(strommin) strommin(strommin)	Compiled Note	1-22-1960 S2 We Work Areas 2 y change as
Outspice, Rosenary O	Connect Strategy and Strat		Filter Bolies	Control 20 Parties C		Compiled Note	1-22-1963 S2 No. Work Areas withings as
Cuticities, Rosenery O	Concernent Statements Concernent St	Control of the second sec	Filter Bolies	Control 2 outfine and the second of the second	et's ID: 10000100 Strummug 25 of 2 restauring et currently evaluate restauring et currently evaluate restauring et currently evaluate restauring et a source of the source restauring stauring et a source, File Source et al.	Compiled Note to information and ma Compiled Note to information and ma Compiled Note	1-22-1963 S2 No. Work Areas withings as
Cutholine, Rossnery O	Connect Strategy and Strat		Filter Bolies	Control 20 y Patient Share AD Thereing Rate Ang Rispresses are beened o reconness are beened reconness are beened reconness are beened reconness are beened Therein a the beened Th	er s ID: 10000100 istumence 25 of 2 reconstruction and commentity excellent reconstruction	Compiled Note In Information and and Compiled Note In Information and and Compiled Note Information and and Compiled Note Information Compiled Note	I - 22-1960 S2 Mix Work Areas (2) Work Areas (2) Work Areas (2) Work Areas (2) Work Areas (2) Send (Manage (2))
O California Rossensy O	Constanting of controls of the second		Filter Bolies	Control EDV Patient Share AD Deresting Rate Aug Disperses Are based recorders controlets Progress Rate Aug Disperses Rate Ontrol ED REARSHIE, NOTE SHARE AND Control ED REARSHIE, NOTE	et is 10: 10000100 istrumence 25 of 2 rectauring et connectly evolution rectauring et connectly evolution rectauring	Compiled Note in internation and ma Compiled Note in internation and ma Compiled Note	I - 22 - 1963 S.2 West

• 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.

		MAR Day View	3/1/2016 Month View
Medication #1	3 START 3/1/2016	Administer at:	
<u>Abilify 1 mg.</u> PO QAM Antidepr Augm.	Consent Verified	0900 Adminis	Use these arrows to move
Enter Notes	▲ ■FollowUp Requi ▼ ■Locked	red	back or forward a day.

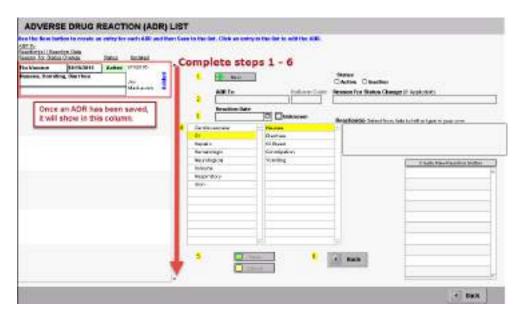
How Do I Find Today's Active Medications from the Month View?

- 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.

Medication .		MAR-2016	Adventisiant and	1	-2.	3	4	5-1	1.1	a.	· 9 ·	11.1	1.0	1.13	14	15	16	17.5	a. 1		1	12		24	25	26 1	27.1	28.29	30.1
ASKRY 1.004. PO QAM	-	O STARE STORE	0900				-		-										-			1	r	_			-		
Artidopi Augni. Enter Electro	1 1 4	Followitas Pergares						-		-			-				-									nov		ŀ	_
Medication		MAR - 2016	Administration and	1	2	3.	4	5.1	17	18	9	UI I	I D	1-13	14	15	16	17.11	1.15	1 30	21	32	-73	24	25	25.3	20	28 39	-30 3
Propiet 35 mil. PO QAM Begressian	1 1	G START 34(2016	0990	H.				-	-																_	+	-	+	
Enterthotos	1 (N	Color-Kai Recarnal					-	-	-				-					-	+	-						-	-	-	Η
Neida alion		MAR-2010	Alternativistical and	1	2	3	4	5.1	1.1	8		11.1	化出	2.13	14	18	18	16.3	8.11	9 20	21	ZI	23	74	28	25.7	12 1	29. 25	30.3
Ambien CR 12.5 mg PO g 8 hr PRN Insomnia Enter Notes	4 4 4 4	STARE MONE STARE MONE Verted Verted Declared Declared																									_	-	

How Do I Update Adverse Drug Reactions?

- To update the Adverse Drug List, click the **Progress Note Nursing** button from the patient's chart face.
- In the Nursing Progress Note, click the enter... Drug Reactions button.
- Complete one through six on the Adverse Drug Reaction ADR List.
 Status
 - 1. Click the **New** button. This will activate the **Active Olinactive** area where you can select Active or Inactive.
 - 2. In the ADR To field, you can select from the drop-down menu or type the ADR. If there is Reason For Status Change (if Applicable)
 - a status change, fill in the field.
 - 3. If the reaction date is known, fill in using the calendar drop-down button. If the reaction date is unknown, click the **Unknown** checkbox.
 - 4. Fill in the reaction by using the shrubs or by typing into the Reaction(s) field.
 - 5. Click **Save** to save changes or **Cancel** to cancel any changes.
 - 6. Click Back
 - to return to the Nursing Progress Note.
- Once an ADR has been saved, it will show in the left column.

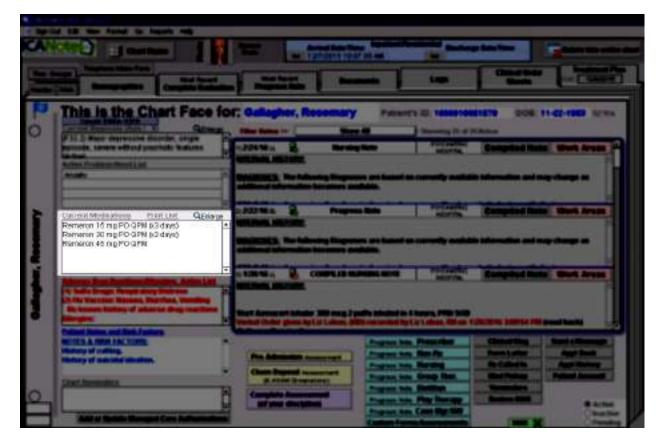


• This information will go to the Finished Note when compiled and to the Chart Face.

From the Chart Face: <u>Adverse Drug Reactions/Allergies: Active List</u> (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	<u> </u>

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.

OK

	LI Sallagher, Rosemary 1000010661870 11-22-1963 Print ⊠	
Current Medications: Remeron 15 mg PO QPM (x3 days) Remeron 30 mg PO QPM (x3 days) Remeron 45 mg PO QPM	Print: Printer Name: S0:Bullzip PDF Printer Ype: Status: Ready Type: ScrewDriver4 Where: S4R00050 Comment: Bullzip PDF Printer 10.12.0.2363 Print range Image: Image: <th></th>	
150 🗢 💠 🗖 Browse		

How Do I Find the Medication Log?

- From the Chart Face, click the
- If **Medication Log** is not showing, click on the drop-down menu to select.

tab.

Logs

CANotes	Chart Face		Gallagher, Rosemary	/ 1000010661870
ehavioral Health EHR			Patient's Name	Patient's ID
LOGS	Medication Log	Select the Log you v	vant to see	
MEDICATION I	Rx Print History	dication Changes in	n ICANotes	
	Clinical Order Sheet Log	Sort by Date	Print This Log	ow e-Rx Log
Logged	Test Requisitions	Timing #To Dispens	se <u>Refills × Days</u> <u>Reason</u>	Comment
1/18/15 Stop	Manual Entry Lab Results	QAM	Antidepr Augm.	PATIENT CANNOT (1)
1/18/15 Start	Intenace rest Results	QAM	Antidepr Augm.	i
	Problem/Diagnosis Log			Ľ
2/10/15 Decrease	Referral Log	QAM	Antidepr Augm.	<i>i</i>
	Request Log			
2/22/15 Refill	Adverse Drug Reaction Log	QAM	Antidepr Augm.	1
2/22/15 Stop	Vital Signs Log	QAM	Antidepr Augm.	
	AIMS Log			U
2/23/15 Start	Liquid Intake/Urinary Output Log	QAM	Antidepr Augm.	(i
	Menses Loa			ĭ
2/23/15 Stop	BM Log	QAM	Antidepr Augm.	i
- 12/23/15 Start	Rating Scales Log	 QAM	Antidepr Augm.	
	ASAM Risk Assessment Log		Andepi Adgin.	1
/19/16 Stop	MHT Log	QAM	Antidepr Augm.	1
2/23/15 Stop	Ambien CR 12.5 mg PO	 	Insomnia	

How Do I View the Medication Log?

- From the Chart Face, click the Logs
 - tab.
- If **Medication Log** is not showing, click on the drop-down menu to select.

What Features are in the Medication Log?

- 1. <u>Click this area</u> 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 *i*con will connect you to the web where you will find information about any medication readily available to print for your patient.

	otes	📄 🛅 Chart	Face					allagher, Ro	semary	10000106	61870
	. (1						atient's Name		Patient's ID	
LOG	5	Medic	ation Log		<< Select ti	ne Log you want	to see				
MEDIC	ATION	LOG: This Log	is alist o	f all M <mark>e</mark>	dication C	hanges in IC	ANotes	5	•		
			Sort	by Med	Sort by Dat	е	🇳 Pri	nt This Log	Show e-R	tx Log	
Lo	gged	<u>Medicine</u>	<u>Dose</u> R	toute, Qtγ	Timing	# To Dispense A	tefills ×	<u> Days Reason</u>	<u> </u>	Comment	
11/18/15	Stop	Abilify	2 mg	PO	QAM			Antidepr Au	ıgm.	PATIENT CANNOT AFFORD ABILIFY.	
12/23/15	Start	Abilify	1 mg.	PO	QAM			Antidepr A.	ıgm.		i
1/19/16	Stop	Abilify	2 mg.	PO	QAM			Antidepr Au	ıgm.		i
12/23/15	Start	Ambien	5 mg	PO	QHS			Insomnia			i
2/22/16	Stop	Ambien	5 mg	PO	QHS			Insomnia			i
11/18/15	Stop	Ambien CR	6.25 mg	PO	QHS PRN			Insomnia		STOPPED DUE TO MEMORY LOSS	1
12/23/15	Start	Ambien CR	12.5 mg	PO	QPM			Insomnia			1
12/23/15	Stop	Ambien CR	12.5 mg	PO	QPM			Insomnia			6

How Do I Access MedlinePlus from the Medication Log?

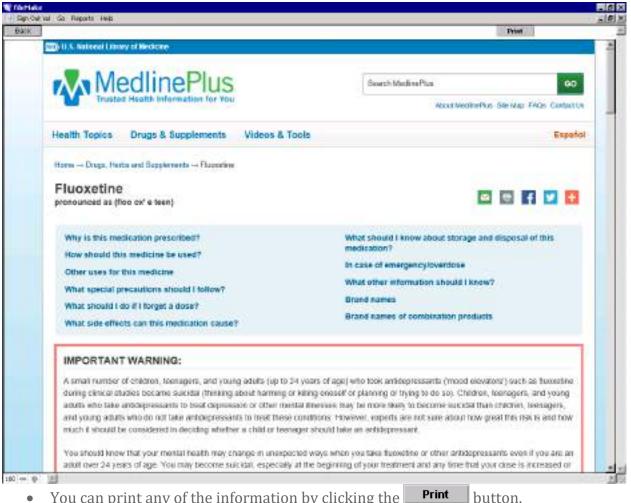
This *i*con will connect you to the web where you will find information about any medication readily available to print for your patient.

12/10/15	Increase	Prozac	30 mg.	PO	QAM	Depression	. G
						_	χlm

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

at Ga Hapante Help	First
III) U.S. Nettonal Ultrary of Medicine	
MedlinePlus CONNECT	
1 result found	Етра
MedinePlus Connect found the following teach information for your request. Always con	isal your health care provider about your specific situation
or Results in MedimePlus	
Despection (American Society of Hearty-System Pharmacons)	
Mediatrical Connect Issue to teach information them the federal mailtains of reset and other teacher government government Red takes. Dealow detriesment about external trais and our quality partness.	et agencies. Medinerras convest also initia to reach arts martial tion ne
	RSS 😅 Follow in 💟 😭
MedinePlus 🕸 Get email updates 🥣 Subscribe to F	

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 •
- 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 <u>using verbal orders / read back option</u> <u>section</u>.
- 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	Edit Drug List Medicine	Dose	Route, qty	Timing	0 8	# to dispense	Zoom Out		om 100%	Omit in Note	RX Status ပို Z Start Date	PRN F/U Discharge	Print All Print Selected
Print	Start	Prozac	30 mg.	PO	QAM	XX		None		Depression		X	X	Print Rx
Print	Start	Abilify	1 mg.	PO	QAM	XX	30 (thirty)	None	x30da	Antidepr Augm.		X		Print Rx
Print	Start	Ambien CR	12.5 mg	PO	q 8 hr PRN	XX	30 (thirty)	None	x30da	Insomnia		X		Print Rx
Print	Start	Cogentin	1 mg	РО	BID	XX	60 (sixty)	None	x30da	Dystonia		X		Print Rx
Print														Print Rx
	-													
					Print List					Dor	ıe			

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

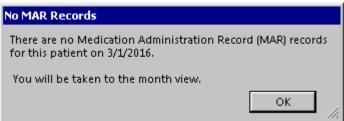


How Do I Turn a Page on the MAR?

- The Find Patient window will pop up.



- 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.

START 11/18/2015

• The **STOP 12/10/2015** order dates are displayed for the medication.

Medication #1	O START 11/18/2015 Administer at	
Ability 2 mg	= STOP 12/10/2015 9:00 AM	
PORAM		
Antidepr Augm.	Verified	
HX OF	FollowUp Required	
CHEEKING		

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.



gatient Galagher, Ro (11-22-1967)	#3000010661870	Land Land			Res	pirat	Drug bory D	Ister			٦.	104 23		Distriction leads to Chait and react						
Con Constant	delagripher	Diarrhea			u Vacame: Nausea, hea, Vomiting brieven Austany of			A JAN 2016 B DayView												
PRN: SOB	WV - 2016 TRANT 128 WH Carlot 128 WH Carlot 202 WH Carlot 128	Acronomi at		2 1			7 8	8.30	2 10 1	2 10 1	14,15	30 11	10 15 B.	20-21 LL- 10-	11.7	13. 24	28.28	7 2	8 29 3	30 31
Antication - PRIM	FEB - 2016	Administration of	4	2 3	4 3	1	7.10	1 10	1111	2.13.1	4.15	18 17	物的	30 24	22.3	15.3¥	* 2	27.2	6 29 3	10,51
PRN: SOB	Carest Versei																			
National States	NOV - 2015	I an installed at	1	4 1	4	1	7.4	1 10	1 11 1	2 19 1	4 1E	16:11	19.18	20 21	22.2	12 24	**	37 2	0.20	20 24
XX	START 12462915	MA COLE		3.00					199170	1055	01440									
FIT 41 LAT 961	Cenvils bacans			-		-			_			-	-			-	-		-	-
edu atur.	DEC. 2815	Automotive and		7 T			7.8	4.10	Cates.	2 15 3	4.15	18.11	10 10	20.71	1 100 1	11.50	25.20		6.25	10.00
A A A A A A A A A A A A A A A A A A A	STOP 12 46/915	9.00 AM		11- 64			ψü													
HX OF CHEEKING	Economia Recuber		H		-			1												
the text of the	060-2016	Constructor at	1	2.3	4 6	642	7.4	1 10	1.41.4	2131	4 15	10.11	18 (1	20-25	22.2	10.20	23	27.2	5 29 3	50 51
And app Luges.	Consert Verited	9.00 AM		201	18		0.000													
Errertaden	Clocked																			-

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.

Medication #2	0	START 3/1/2016
Prozac 30 mg.	•	
PO QAM		Consent
Depression	•	Verified
Enter a notation in this virtual field.	•	FollowUp Required

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.

	Status	Administered O Refused O Skipped
Adminis	tered at	3/1/2016 17:51
1	Initials	LL- RN entered by Joy MacLauren
2n	d Initials	LL Liz entered by Joy MacLauren
Ľ	Detail	0.5 mls.wasted Partial Capture
	Shownon	into_sink, 25.mg 🛛 🗙 Waste 💦 Signature
	Day View)	Demerol given

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

<mark>Demerol 25 mg.</mark> IM q 8 hr PRN	START 3/1/2016 STOP Consent	Administer at: (1) 17:51		
Migraine Enter Notes	Verified FollowUp Required Locked	0.5.mls.waste into.sink_25.r Demerol.give	1g	

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.

						0	Loan Oat 20	on tors		-	28.	_
1. Hedical Directio		Om.	The Revenue	Traing	88	Fix disperses	Petito a Deya	CornetRaum 8	C Palling	a a ButCele	1000	Personal Sector
11.0016 954	ited Proces	30.006	PD	CAN	1.2	30 (034753	None silleta	Depression		XD	×	t Post Du
1.8.2046 54	nted Wolldy	1 mp.	PO	GAN	1.20	30 (thanhs)	None sillela	Aviidepr Auges.		X	X	1. Peet Fix
11.0016-004	rted Ambies CR	12.5 mg	PO	q 8 thr PRR	X	30.054153	None stilles	internia		×	×	THE PR
3.1.2016 5%	rted Cogentia	1 mg	PO	98	X	tyleict 63	Hone s78da	Dystore		×	X	Dirmit the
3.4.2016 564	ted Denerol	25 mg.	IN:	q è la Pidi	l X			Migraine	-			Little Do
1001	Astracort inhaler	108 0140	2 puris inheled	in thours, PAN	XX			808	-		(X)	File Fa
543	1				101				0	1113	111	1400
			[PrintList				Done				

• After you have compiled the note, verify the medication following the <u>workflow for orders</u> <u>needing pick up</u> and <u>medication verification workflow</u>.

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.

Comment Required	
You are required to enter a comment when a medication.	administering this

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

Done

Comment	Rapid onset of SOB.
Required	

• 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.

Medication #1 PRN f/u	🔁 START 3/1/2016	Administer at:	(1) 10:27
Azmacort inhaler 300 mcg			LL- Comment
2 puffs inhaled in 4 hours,			
PRN	 Verified 		Rapid onset of SOB.
PRN SOB	FollowUp Required	2	

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

	Comment &	<u>^</u>
Status	Administered O Refused O Skipped Follow Up Required	
Administered at	3/2/2016 10:27	
Initials 2nd Initials	LL- RN entered by Joy MacLauren	
Detail (Shown on Day View)	□ Partial Capture □ Waste Signature Signed By: ▼	
Comment	Rapid onset of SOB.	
Required		
Collow Un	burgething accellution of the second	Create Custom Comment Button
Follow Up Required	Breathing easily within 15 mins of Azmacort.	

• 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 #1 PRN f/u Azmacort inhaler 300 mcc 2 puffs inhaled in 4 hours, PRN	I ▲ STOP	Administer at:	-	(1) 10:27 LL- Comment Follyw Up (M)
PRN SOB	FollowUp Required		ister	Breathing easily within 15 mins of Azmacort.

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.

				2001	001 [2000/18	1	1	the second
1. Madcato process	Bill DougLas	0 0	0	2 Findupeine De	0		Portilates 3 5 Identifiade	The later
			PrintList			Done	1	

Start and Increase Medication Over Specific Number of Days

📑 Medication Entry						
				-VS		Zoom Out] Zoom 100%]
1. Medication	Edit Drug List Medicine	Dose	. Route, qty	Timing	S ∰ #to dispense	Refill <u>s x Davs</u> Comment/Reason
Prin Start	Remeron	15 mg	PO	QPM		х3
Print Then	Remeron	30 mg	PO	QPM		x3
Print Then	Remeron	45 mg	PO	QPM		
Print						

- 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 target dose will be given each day moving forward.

Decrease and Stop Medication Over Specific Number of Days

					2	Zoom Out Zoom 100%
1. Medication Direction	Edit Drug List Medicine	Dose	Route, qty	Timing	S ∰ #todispense	Refills <u>x Davs</u> Comment/Rea
in Decrease	Celexa	30 mg	PO	QAM		ж3
in Then	Celexa	20 mg	PO	QAM		х3
in Then Stop	Celexa	20 mg	PO	QAM		
int						

- 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 administer.

	[Inter York] [Jack York]	and the second se
and a state of the		Medication Protocols
1. Madical los	The Province Add the Investment If Mind I method if the	Terrup your now groups of weak screen a to Settings & Directimize, Shared cover that,
Descion whete	The second se	Mad Prologicle
		15 HEURADHINE TOBOY + STUR
		20 REMERCIN diat + Iniziai P
		D SLEINSSCR.E:Harvag
		6 TD IBin Test
		S CLOSARE, that + transme
		E ADRESKI MED CROBHS
		7) IL.BURGHEN TARM + Dag
		to 20LOFT Starting + increasing
		6 CELDO, Fater - Stop
		10 PMINT 4 Passorptions
		THE DEMERCIL WHEN Y
		TATE AND ALL TATE
		Th ALLE PRESCRICES
		-
		in the sectors:
		6. Bus Lenned for defailso
		Elign für fung an ein millig abberer im nabere
		Changing a medication order
		Building a medication protocol
	Print List Date	address a state of the state of
O D Date A		
	Settings +	
	Directories	
	Directories	
 From the Ch 	art Room, click the button.	
GIV I VI G	roup Level Settings & Directories	
Click the	tab.	

• Click the <u>Meds Protocols</u> tab.

LIDIX.

Set	tings & Directories										
	Specific to Individual						Group	Level Setting	is & Directories		
Sites/L	etterheads Service/Mod Codes Lab Reg Protocols Med	ds Pr	otocols Provider Dire	ctory <u>Insur I</u>	Payers <u>The</u>	rapy Groups <u>P</u>	onts & Styles	<u>MCM Auth.</u>	Site Staff Rules	Accounts <u>M</u>	AR Integrations
M	edication Protocol List 🚺 🕨		Protocol Name						Delete		e Protocol
1)	A List of Medications	•									2 Protocol
2)	ADMISSION MED ORDERS		Medications								
3)	ATIVAN: STAT		Direction	Med	licine		Dose	Route Qty	Timin	g	
4)					_		_				
	CELEXA: Taper + Stop		#to Dispense	Refills	x Days	Comment/	Reason				Save
5)	CLOZARIL: Start + Increase		Direction	_	Medicir	IR III		Dose	Route Qtv	Timina	Delete
6)	DEMEROL: wasting				mouron						
7)	KLONOPIN: Taper + Stop										
8)	PRINT 4 Prescriptions										
9)	REMERON: Start + Increase										
10)	SLIDING SCALE: Humalog										
11)	SUBOXONE: Taper + Stop										
12)	TB Skin Test										
13)	ZOLOFT: Starting + Increasing	•									•

Create Medication Protocol to Wean Medication

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

- 1. Select the **New** 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 **Save** button to save your work.
 - You will need to add each medication direction following steps 3 through 9 until the entire taper <u>has been created</u>.
- 10. Click the Save Protocol button to save the protocol.

Medication Protocol List	er voteer teer)	E SK Teper + Stop			1	- Belate	(Q) 100	Februar
A List of Medications.					-			
ADMISSION HED ORDERS	Hodications Direction	Netitine		Gees	Figure Ory	Tree		
ATMANE STAT				0	0	0		
CELERA: Taper + Step	Pla Brgenne	Rathe silver	Consecution	laware				
CLOZARE: Shell + Increase		0			-	P. 1. P.		Seve.
OFFICIAL WELFIL	Tractor	Cologo			28 (194	Routo Oty PE	ORM .	Lite
NUCANDRINE TIMONY + SPERA	d h.Lin.rest	fortile	siles +3	Germit	tioner Pare	maine.	2210	×
PRINT LPICECORISMS	O Bren	Celces	allow at	Gennie	18 reg	PO	ORM.	
REPERCINE Sharet + Increases	Th Blain Stop	Colica		Centre	20.009	10	ORM.	
³ SLOING SCALE: Remaining	1.1.1 8.08	100.0	slas	- seinn	K.J.UO			ж
SUBCOOME: Taper + Stop								
18 Skin Test								
D 20:061: Starting + Increasing								

- 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 **New** 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 save 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 **Save Protocol** button to save the protocol.

Specific to holde	nd			Group	Level Setting	a A Directories		
ecitates: according take to contraction Medication Protocol List		alar kin tuna ta		SMARS.	4 2636.545. I	NEXCH SLEEPS		
¹⁰ A List of PioelCatters	F						1	- 0
ADMISSION MED ORDERS	Packations Decesor	Medicina		Denn	Safe Ob	Tening	-	
D ATMANE STAT	0	_ 0		0	0	0		
CELERA Toper + Stop	#to Departure	Artis 1041	Cannord				C	-
CLOCARE: Start - Increase	Deaters	Line Sector			Ormi	Posts On	Tiens	10000
DEMEROL: weating	0 Set	Rone		1000	15 mg	10	OPM	
7) RLONDFR: Taper + Step	\$12.59a.mat	PURA	10.00	Canton:	ATTACA Depe		- 10.515	×
PRINT & Prescriptions	22 Tree	Barbar .	the second	Canana	Strag		GPM.	*
5	The tree	the last			8.04	PD	SPM 0	
REMERCINE Start + Increase	With Dimitered	the first of	12m	-0.000	officerit Depre	La sign		×
²⁽⁾ SLIDING SCALE: Humailog								
SLEECOLDNE: Taper + Stop								
⁽²⁾ TB Skin Test								
(7) 20LOFT: Starting + Increasing								

- 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

	Arkechia 7) #1000010662729 pointment chart face demographics	Photo		Loc	2	1) P Vhe 2) S tesp	als ulfa pira	a D	rug y D	s;					+	sho	N >>		is M		nt 1's /	kotive 016	M		ort. 2/2	जन्म			
Medication Remerces 15 mg PO OPM x3 tays:Depression	FEB - 2016 START 2/26/2016 Consect Too Vented Pollow Up Require Locked	Administer at:	1	2 3		5	6	7	8	9	10 1		12 1	13 1	4 1	5 1	6 17	18	19	20	21	22	23	24 2	5 2	6 27	28	29	30
Medication Remerce 39 mg PO OPM x3 days Depression	FEB - 2016 FEB - 2016 Consect For Vended FollowUp Require Consect Con	Administer at:	1	2 3		5	6	7	8	9	10 1	1 1	12 1	13 1	14 1	5 1	6 17	18	19	20	21	22 :	23	24 3	5 2	6 27	28	29	30

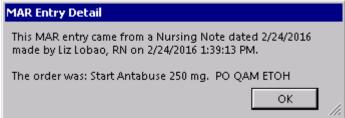
March Month View

(9-7-1	appoints	000010662729	Photo		Clarg Log	9 (2 R	Vhe 2) S tes	als sulfa pira	a Dr	ugs Di				r)	4	sho	w >>	-	s M	onti	n's A	ctive	1414	repo 16		2010			
Medication		MAR - 2016	Administer at:	1	2	3 4	5	6	7	8 1	9 11	0 11	12	13	14	15 1	16 17	18	19	20	21	22 2	23 2	4.25	26	27 2	8 29	3 30	31
Remeton 39 mg		START 2/29/2016	2200																										
Enter Notes		Not Verified		_	1	4					_	_																	
Medication	v	FollowUp Require Locked MAR - 2016	Administer at:	1	2	3 4	5	6	7	8	9 10	0 11	12	13	14	15 1	16 17	18	19	20	21	22 :	23 2	4 25	26	27 2	8 29	3 30	31
Remerce 45 mg	-	O START 3/3/2016	2200															1						1			1		
PO QPM Depression		Consent										_					_	1											-
a de como		Not Verified		_		_	-			+	_	-	_		-	_		-		_		-	_	-		_	-	-	_
Enter Notes		FollowUp Require	sd					1.		t	+													t			t		

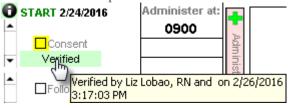
- Verifying a titrated medication is done in the Month view of MAR.
- The screenshots above shows an order that was written at the end of the month, so a portion will need to be verified on the February calendar and a portion on the March calendar.

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 **1** next to the medication to read how the medication order was given originally.



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



• Click the Locked button.

Options	
	to: R entry so that the medication will no longer appear in the MAR? R record so that staff are prohibited from administering this medicine?
	he STOP option should only be used if the medication can no longer be found in the orders on PN Part 2 o other way to remove it from the MAR. (The best option is to Stop the medication orders on PN Part 2.)
	Cancel Lock In Stop
• Click	Lock to lock the medication on the MAR.
Medication #1 Antasyse 250 mg. PO GAM ETOH Deterrent Enter Notes	START 2/24/2016 Administer at: Consent OP00 Consent Op00 FollowUp Required Op00
0	This will cause a red X ^{AAA} to go over the medication.
0	Indicate the medication is locked - Locked .
0	The button will no longer be able to be used. If the button is clicked, the user will receive this error message
Locke	
	medication order been locked. It must be unlocked before n be administered.

• Call the ICANotes Customer Support team (available 24/7 for MAR emergencies) at 443-569-8778.

OK |

• 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.