



## Medication Ordering Process

The new streamlined **Medication Ordering Screen** appears as follows:

The screenshot shows the Medication Ordering Screen with the following numbered callouts:

- 1**: Search box with placeholder text "Type here and press enter to search..." and a search icon.
- 2**: Buttons for "Regular" and "Commons" medication types.
- 3**: "CS" (Controlled Substance) indicator.
- 4**: "Del" (Delete) button.
- 5**: Search results list showing "Oxycodone-Acetaminophen Oral Tablet 10-325 MG".
- 6**: "Current" button for the selected medication.
- 7**: "Monitoring" dropdown menu.
- 8**: "Note to Pharmacy" text area.
- 9**: "DAW" (Dispense as Written) checkbox.
- 10**: "Special instructions" text area.
- 11**: "Location" dropdown menu.
- 12**: "Pharmacy" dropdown menu.
- 13**: "Complete" button.

The screen displays medication details for Oxycodone-Acetaminophen Oral Tablet 10-325 MG (PERCOCET). Key fields include:

- Dosage:** 1 tablet(s)
- Units:** tablet(s)
- Route:** Oral
- Method:** None
- PRN:** Enforce Schedule
- Frequency:** DAY 30
- Start:** 12/23/2015
- End:** 1/21/2016
- Start Time:** 08:44 AM
- Reason:** Not Defined
- Diagnosis:** Not Defined
- Ordering Physician:** [Name] (DEA# HZ1234567)
- Order Type:** Regular
- Location:** Not Defined
- Site (Body Part):** Not Defined
- Pharmacy:** Test 000 Pharmacy
- Packaging Options:** 30 EA

**Order Status:**

- Missing Diagnosis
- frequency not defined
- Schedule not defined (re-select frequency)
- The progress note required is incomplete

### I. The Medication Search (See 1 above.):

A. You can set search box to close automatically after a medication is selected. (The setting for this is in Admin->System Control->User Manager->User Preferences->Close the Med Search.) The default is set to off, which will retain the status quo, leaving the med search open after searching.(See your administrator for access rights.)

### B. ***Important!***

The list of medications will not load automatically while searching. The user must press Enter or click on the search icon, as per the directions in the search box. (This increases the

- speed at which the medication list appears.) *This affects any screen in the system that uses this search screen.*
- C. The extra options on the search (brand/generic) are now laid out vertically as opposed to horizontally.
  - D. The background color to the search box will correspond to the search mode: A Regular search will show a green background; searching through the Commons list will show an orange background. (See 2 above.)
  - E. Control Substances now have a red CS next to the medication, indicating that it is a controlled substance. (See 3 above.)

## II. Medication Order Entry:

- A. The Delete button (Del) is no longer on left of the quick entry screen. It is now displayed next to the medication in the list of all open orders on the top left corner of the quick entry screen. (See 4 above.)
- B. The **Medication Ordering Screen** is larger.
- C. A list of open (unsigned) medications for the resident is displayed on the top left corner of the screen. (See 5 above.) A list of all active medications for the resident is displayed on the top right corner of the screen. (See 6 above.)
- D. All through the order entry screen, there are black drop down icons to facilitate easier data entry. Click on them to select numbers, dates etc.
- E. ***Important!***  
The screen will now AUTO-SAVE as the order is being entered. The SAVE button is no longer there as it is no longer necessary.
- F. The process of attaching a monitoring order (protocol) to a medication (see 7 above) has been simplified. See the screens below to preview the new process.

*Select Monitoring Type Screen:*

MONITORING	
Vital Signs	
Blood Pressure	
Pulse	1
Respiration	
Temperature	
Monitoring	
Bowel Movement	
Glucose	
INR	
Intake	
O2 Saturation	
Output	
Weight	
Pain Management	
Pain	

*Select Protocol*

LIBRARY	
Del	▼ Pulse < 55 then Hold Medication 2
Del	▼ Pulse < 60 then Hold Medication

Change the protocol directly from the screen as shown below:

Track in:	eMAR ▼
+ Frequency / PRN ▼	
+ Monitoring ▼	
⇒ Pulse	P
↑ If Pulse < 60 then Hold Medication	

Attached Monitoring Screen is shown below:

Monitoring		+ Monitoring		
Pulse - every 8 hours as needed	⇒ Pulse	Protocols	Edit	Del
	↑ If Pulse < 60 then Hold Medication			

- G. A registered physician's DEA# now displays on the screen (See EPCS documentation for further details.) Do not be alarmed by the text "No DEA Number." This is only required as of 3/27/2016 when EPCS goes live.
- H. A note to the pharmacy can be entered directly on the quick entry screen in the field Pharmacy Note. (See 8 above in the **Medication Ordering Screen.**)
- I. The DAW checkbox is now available on the quick entry screen. (See 9 above in the **Medication Ordering Screen.**)
- J. Clicking into the Special Instructions text box (see 10 above in the **Medication Ordering Screen**) will pop up a larger screen to ease typing. **The user must click Save on the top right hand corner of the larger screen to save the note.** See screen below:

Special Instructions
<div style="text-align: right; padding-right: 10px;">Save</div>

- K. Left, Right, Upper, Lower parts of the body can now be entered directly from the order entry screen. (See 11 above in the **Medication Ordering Screen.**)
- L. Optional: Total quantity can be specified for the order in the field called Packaging Options. This is extremely helpful when ordering a cream or prn medication – the user can specify the tube size desired. (See 12 above in the **Medication Ordering Screen.**)
- M. The Pharmacy name is displayed on the screen. (See 12 above in the **Medication Ordering Screen.**)

- N. The rows on the frequency pop-up are now divided by colors (Time/Dosage/Notes). See the screen below. Also note the SAVE button on the top right hand corner as an alternate to the clock on the left side of the screen which also saves the changes.

Code	Hours	Notes	Dosage
BID	09:00 AM   05:00 PM		1   1
BID			
BID			

O. **Important!**

Do Not Dispense and Skip First Administration checkboxes have been moved to the Order Entry screen. This will allow the nurses control over these options even when physicians are completing the orders because of EPCS. Although the option can be checked and unchecked manually, changing the values shown in a blue box below will cause the application to reset the system defaults for SFA.

Dosage: 40 Units: tablet(s) Route: Oral Method: None PRN:  PRN Enforce Schedule:  DAW:   
 Standing: DAY Frequency: 30 Start: 1/4/2016 End: 2/2/2016 Start Time: 12:35 PM Skip First Admin:

A detailed log of the start date and the dates being skipped is displayed on the bottom of the order entry screen.

Do not dispense  
 Scheduled time for order to start is at 1/4/2016 7:30:00 AM  
 Skip First Administration will skip the following time slots: 01/04/2016 07:30AM and start the order at 1/4/2016 5:00:00 PM  
 Order is CURRENTLY set to start at 1/4/2016 5:00:00 PM

**New:** Skip First Administration now defaults to OFF for future orders. (If an order is ordered with a START DATE of tomorrow, the default is for the skip first administration box NOT to be checked.)

- P. The COMPLETE button will not appear until the order is ready to be completed.

III. Completing the order

- A. Start the completion process by clicking **Complete** button as shown at 13 above on the **Medication Ordering Screen**. The complete screen has the same functionality but displays the information as it will be sent to the pharmacy. See print screen below.

The practitioner must indicate that each prescription is ready to be signed

Status  
Click to change the status ▶ Ready to sign Complete (Sign and Submit)

Practitioner		Resident	
<input checked="" type="checkbox"/>	Name	<input type="checkbox"/>	Name
	Address		Gender Female DOB 3/4/ 2
	Telephone		Address
	NPI 1235311010 DEA#		City Brooklyn State NY Zip 11211

**Medication**

Name	Lasix Oral Tablet 40 MG 1 tablet(s) By Mouth Bedtime 1 tablet(s) via G-Tube Insulin - Daily
Order	ID 1218477 Written Date 12/22/2015 Effective Date 12/22/2015 2:18:37 PM Dosage 1 Units tablet(s) Refills 0 DAW <input type="checkbox"/>
Misc	Medical conditions Reason Agitation
Pharmacy	Specialty Rx 209 11th Avenue Roselle, NJ 07203 (908)245-4044
Directions Sent to Pharmacy	1 TABLET(S) (40MG) PO HS AND 1 TABLET(S) (40MG) G-TUBE QAM
Note Sent to Pharmacy	2100 ; for Agitation Similiar order with Rx# . , External ID 1218474 discontinued on 12/22/2015 00:00:00. DC Reason: Frequency Change:
Total Quantity and Unit	30 EA
Days Supply	30

Do Not Dispense

### B. Important!

An additional button of “Not Ready to Sign” has been added to the **Complete** screen. As per EPCS regulations, the user must click on the red “Not Ready to Sign” button and change it to “Ready to Sign” before clicking Complete.

The practitioner must indicate that each prescription is ready to be signed

Status  
Click to change the status ▶ Not Ready to sign Complete (Sign and Submit)

The practitioner must indicate that each prescription is ready to be signed

Status  
Click to change the status ▶ Ready to sign Complete (Sign and Submit)

- C. Once EPCS rules go into effect, the Complete Order screen will enforce the signing rules as per NY State law, both for controlled substances and standard medications. See EPCS documentation for further details.

## IV. Readmission Process:

### A. Resume all

- i. When resuming a resident’s orders, the user will now be prompted with a choice of resuming from the current time (this is the current behavior) or retroactively, from the time of the ADT. This will allow nurses to document administrations from the time the resident is registered as having been readmitted into the building. See the screen below:

Resume All	Date and Time of ADT (12/3/2015 5:45:00 PM) Now (12/22/2015 8:38:56 PM)
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### B. Readmission record:

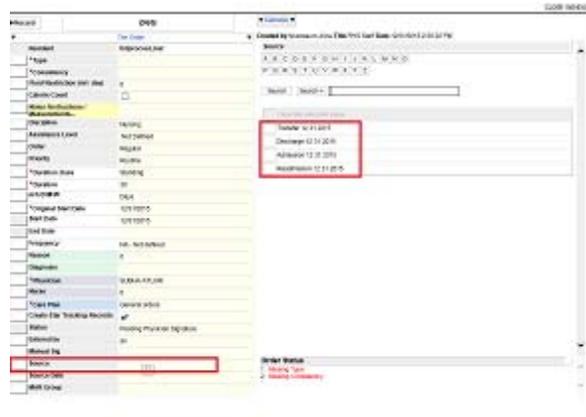
- i. After readmitting a resident, a red **Complete Readmission** button is visible on the left side of the resident's chart.

**ID: 11379 DOB: 8/8/1929 Age: 86 B**  
**MA: MC: 571543034A**  
 ABRAMZ Jr., CATHY P  
 Complete Admission ▶  
 Assessment ▶  
 Care Profile ▶  
 Card ▶  
 Facesheet ▶  
 Attending Physician  
 AVEZBAKIYEV, BORIS  
 Advance Directives / Other ▼  
 Living Will

- ii. All new orders of any type will be marked as part of the readmission.
- iii. When a user believes the readmission is complete, they should click on the **Complete Readmission** button mentioned above. Click Complete to close that readmission.
- iv. Before clicking Complete, the user might see a list of unmet rules that have to be met before the Admission/Readmission can be completed. (Example: Allergy required, Diagnosis required, Physician required...) Use the UPDATE button to fulfill the requirement. When all requirements are filled, the Complete button will be displayed. Click on it to complete the ADT.

Physician: Type: Admission Name: test2,fullprocess Date: 12/31/2015 Status: Pending Signature		
Additional Information:		
Medical Conditions:		
Notes:		
<b>!</b>	AT LEAST ONE ACTIVE DIAGNOSIS REQUIRED	Required Update
<b>!</b>	Allergy Flag Required	Required Update

- v. This action will place all the orders thus so far entered since the readmission onto a document found at "PO -> Physician Orders -> As Of" with the date of the Readmission.
- vi. If an order is accidentally omitted, the user can add it to the desired As Of report by choosing the corresponding value in the Source drop down when entering the new order (Before signing the order.)



- C. Return from Leave or Transfer will now have the description of “Return from Transfer/Leave” instead of “Readmission”
- D. The Action button on the Readmission screen has been changed from “DC All” to “Create Orders”

V. Compounds:

- A. 4 new fields have been added to the compound entry process. They are: Total Quantity, Total Quantity Units, Controlled Substance, Controlled Substance schedule. Total Quantity and Total Quantity Units are optional (see explanation in Medication Order Entry above.) Controlled Substance and Controlled Substance Schedule will become mandatory with the activation of EPCS.

<input type="checkbox"/>	<b>Controlled Substance</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>CS Schedule</b>	0
<input type="checkbox"/>	<b>Total Quantity</b>	0
<input type="checkbox"/>	<b>Packaging Units</b>	

VI. Chart:

- A. MedPass and MarTar buttons on the chart look slightly different:

MedPass:  MarTar: 

- B. There is now a + icon on top of every order type as an easy means of creating a new record of any given order type. It makes use of the same rights as the items under the **New** menu on the chart. See print screen below:



## VII. Miscellaneous Items:

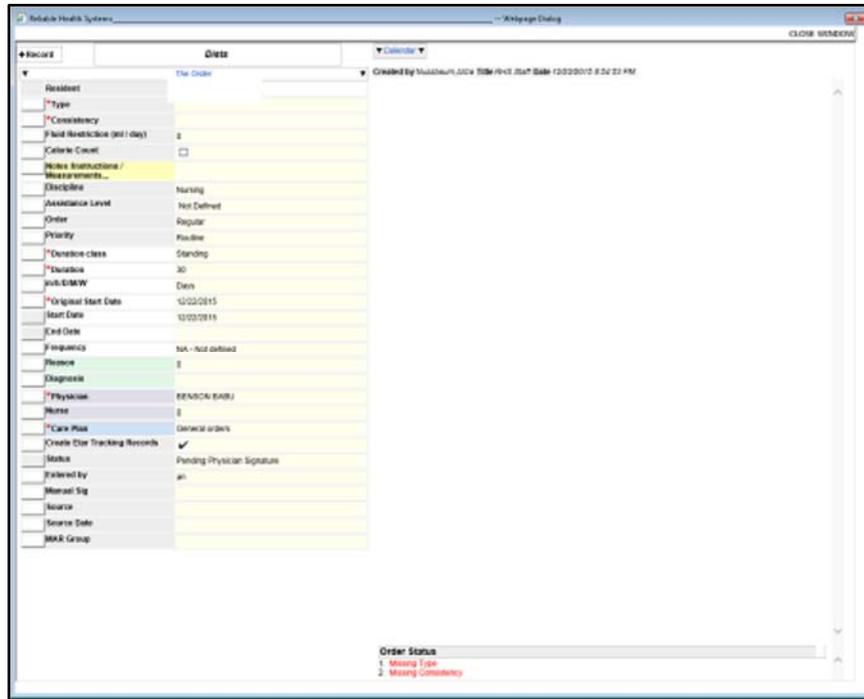
- A. *Co-signing orders:* There is now an option for facilities to allow the same nurse to sign an order twice assuming the signatures are on different shifts. This option can be set in: Admin -> Facility-> Facility Options Editable -> “Allow nurses Per Shift Signature”. The system will determine the shift based on the time the signing takes place.
- B. *Monitoring Default:* Facilities can now set custom monitoring follow up defaults. The general default is 30 minutes. If a facility wants an alternative number as their default for follow ups, this can be set in Admin->Facility->Facility Option Editable->Monitoring Follow Up Default
- C. *DC and Copy:* If the order being discontinued has a start date in the future, the start date will be preserved during the copy, and the new order will also be set to start on that future date.
- D. *Sign All:* The Sign All screen functions the same as before but the layout is slightly different. Controlled Substances are labeled as such. For now, this is for cosmetic purposes. Once EPCS is activated the CS labels will have greater significance. (See EPCS documentation for details.)
- E. *Allergies:* The allergy screens (Adding/viewing) accessed from the left side of the chart are designed more like a grid. See print screen below:

Resident allergies list								+ Allergy
Code	Description	Onset	Cancellation	Severity	Information Source	Symptom	Note	
128945	Q Flex Oral Tablet Extended Release 66-600 MG	12/22/2015		Not Defined	Not Defined	Not Defined	Edit	
39773	F.A.A. Oral Liquid	12/22/2015		Not Defined	Not Defined	Not Defined	Edit	

- F. *PO Screen* - The PO screen has been streamlined to make it easier to read.
- G. *Time Out* - After a period of idle time has passed, users will be prompted to click to continue the session or automatically be timed out.
- H. *Bed Transfer* – Out of House who are not on bedhold will not be eligible for bed transfers
- I. *Instruction Orders:* Instruction Orders (Discontinue, Hold, Resume) now require a physician to be entered. The order will be defaulted to the resident’s current physician but can be changed during order entry.
- J. *Monthly As Of:* There is now an option to show all the resident’s diagnoses at the time of the monthly on the Monthly As Of report. The option can be turned on by going to Admin->Facility->Facility Options Editable and setting the value for Show Diagnoses **on Monthly As Of Report** to 1.

VIII. Inside of an order:

- A. The Complete button is now on the BOTTOM of the screen instead of the top. The Missing Tab has disappeared. The missing items for the order appear next to the complete button on the bottom and dynamically change as the order is updated.

IX. RHS NOTIFICATION PROTOCOL

RHS will use the Communicator icon on the top of the Visual EMR screen to communicate new features to nurses (including this documentation.) Nurses and/or doctors should follow the links when prompted.