

Training Manual



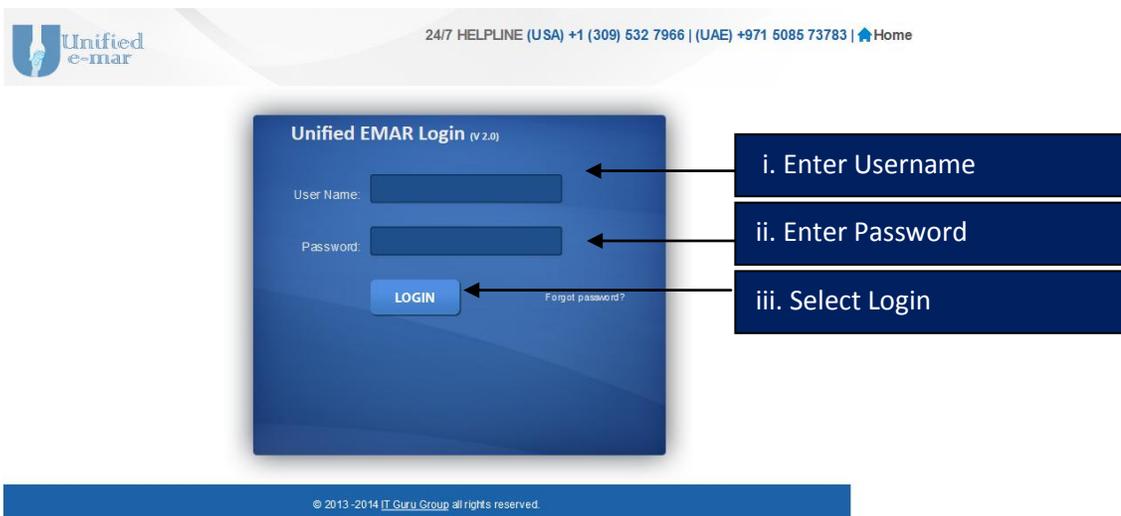
Unified E-MAR Training Manual

Welcome to the Unified E-MAR Drug Administration System for safe and efficient medication administration. Unified E-MAR puts all the capabilities of documenting medpass at your fingertips as well as entering prescriptions and editing patient information. Also, with superior vitals and pain level and location recording, Unified E-MAR enables doctors and caregivers with more accurate information to track and manage better patient care. This manual will take you through all of the functionality that will aid you in our collective number one goal: excellent patient care.

To get started, please follow the instructions below.

1. Open any browser Firefox or Chrome and in the URL address line, enter <http://ae.unifiedemar.com:8080/unifiedemarapp>
2. **Accessing the application.** A user can access Unified e-MAR facility application only through a valid user credential.
 - (a) **Username and Password:** On the Facility login page you will see Username, and Password. Your Username and Password will be assigned to you by your **Director of Nursing or Administrator**. *Note: Do not give out your user ID or password to anyone; it is specifically assigned to you.
 - (b) If the user enters a valid credential for the first time, the system will take the user a new screen where they have to reset the password like the screen depicted below.

Sign On Screen



- i. Enter your Username*
- ii. Enter your password*
- iii. Select "Login."

*Please remember to keep your username and password confidential.

- (a) Once the password is successfully reset, a success message **SUCCESS: Your password has been updated successfully** will be shown in the login screen.
- (b) User can now login to the application with new password
- (c) Troubleshooting

Error	Explanation	Resolution
Invalid Credentials.	User has entered either incorrect username or incorrect password or both	Make sure you have entered correct username and password

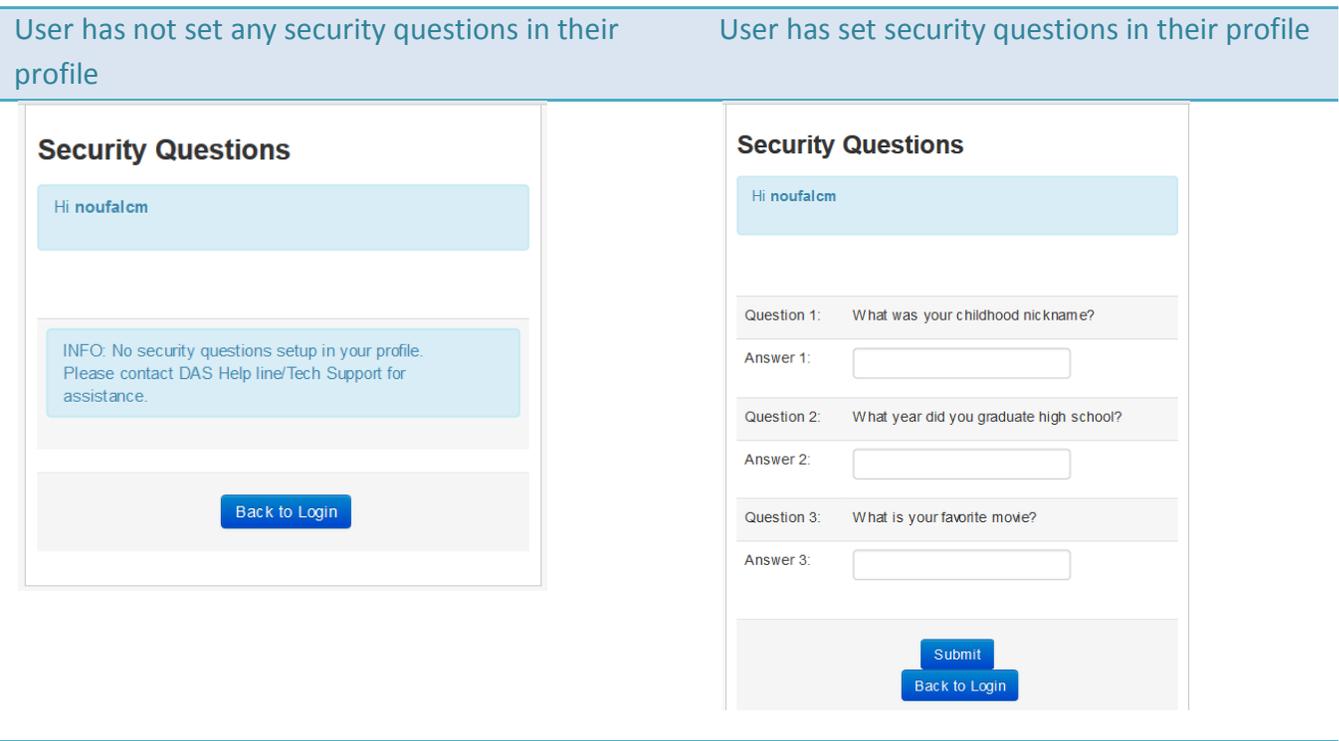
3. **Forgot Password:** If the user forgot the password, there are two ways to retrieve password. Either user can contact administrator to reset password for them or user can go to login screen and follow the instruction given below.

- (a) Click on the Forgot Password button on the login screen
- (b) Enter the username in the new screen and click on Reset Password button
- (c) If the user has already set his/her security questions, security questions screen will be shown.
- (d) Enter the correct answers for the security questions and click on Submit button
- (e) Once the password is successfully reset , a success message **SUCCESS: Password is reset for you. Please check your registered e-mail for how to re-login with new password** will be shown in the login screen.

(f) Troubleshooting

Error	Explanation	Resolution
No Security questions setup in your profile. Please contact DAS Help line/TECH SUPPORT for assistance.	User has not set any security questions in their profile	Contact Administrator to reset password. After login, go to Settings Menu and submit Security Questions form.
The reset attempts for security questions has failed. For further help contact 040 64648275 , Or send E-mail to info@unifiedemar.com	User has attempted three times with incorrect answers.	Contact Administrator to reset password.

Screenshot



4. **Captcha:** 'Captcha' is the technical term for a test that can distinguish a human being from an automated agent such as a web spider or robot. After three failed login attempts, an error message will be returned instructing the user to log in with entering Captcha. That is, Captcha will automatically be activated when they attempt for the fourth time login. When Captcha is activated, users will need to recognise a distorted picture of a word, and must type the word into a text field. This is easy for humans to do, but very difficult for computers. Screenshot: example of a Captcha test
5. **Security Questions:** The security question and answer are an additional form of security and represents a secret that only the registering user knows. Security Questions is a page where a user who has forgotten his password can have it reset and e-mailed to him. Typically the user resetting their password is shown their security question and must correctly enter their security answer in order to proceed with the password reset. There will be 3 security questions that need to be answered. The security questions will be selected at **Settings – > Security questions** menu after first login.

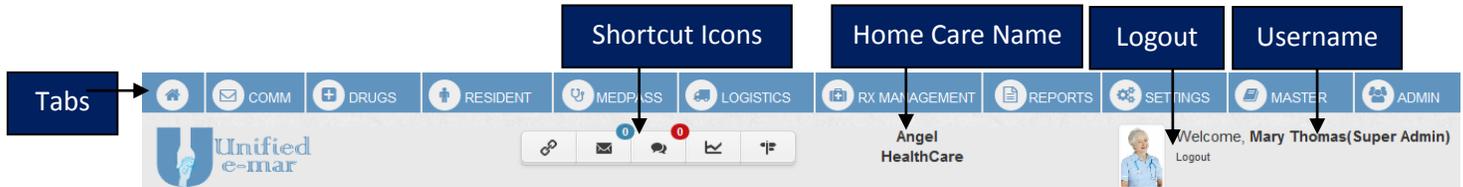
Troubleshooting

Error	Explanation	Resolution
No Security questions setup in your profile. Please contact DAS Help line/TECH SUPPORT for assistance.	User has not set any security questions in their profile	Contact Administrator to reset password. After login go to Settings Menu and submit security questions form.
The reset attempts for security questions has failed . For further help contact 040 64648275 Or send E-mail to info@unifiedhealthnet.com	User has attempted three times with inc	

- 6. **Session expiring:** If the user does not refresh or request a page within the time-out period that is 15 minutes, the session ends. If the session expires and user tries to access the web application, the user will be taken back to login screen with an error message **ERROR: Session expired**.

Home Page/ Dashboard

After you have logged into the DAS you will see the dashboard for your facility as the Home page. This screen has a number of different components of information shown which can be personalized to your particular log in. Each of those components will be explained in this manual so you can decide which information you would like on your dashboard. The process for personalizing your dashboard will be covered in later in this manual under Settings.



Along the top of the screen you will see the tabs. The tab contains all the menu items for navigation to each screen. Below Tabs you will see Shortcut icons. It has Quick link icon, Messages, Notifications, Reports and Resident location map. Right to the Quick links icon, you will see name of your organization. Your log in identity is located to the right end of the screen below Tabs. It will display your profile picture (If you have uploaded) your full name and your role. To logout of the system, select logout below your name

Shortcut icons



Short cut icons has Quick link button to the leftmost. The button pops up with shortcut links to some pre defined screens set by the user. The next icon is Messages. This box alerts you of any communications sent to you from your staff or Director of Nursing or Administrator, similar to a bulletin board of information. You can access any message left for you by clicking on the Message box. Likewise, clicking on Messages takes you to the same place as selecting Communications in the tab menu. Notifications, right next to Messages, are also a part of the Communication section of the emar that can be used to communicate with Pharmacy or other members of your staff. The next button is shortcuts to Reports. The last icon is resident locations plotted on a map.

Tabs



Home – This tab will take to the dashboard of the application

Communication – This tab allows you to view notifications and messages from your Department Heads, or Administrator. There is also an Instant Message function that can be used to communicate with other member your facility’s staff. You can also send SMS and e-mails to residents’ relatives.

Drugs – This tab is an electronic drug database which allows you to search for a medication name by GDC, medication name, manufacturer, medication name or generic name and “Search” to view a picture of the medication, classifications, ingredients, precautions, and warnings.

Resident– This tab allows you to view, add, and edit all residents’ information including: Demographic information, Preferences, Documents, Contacts, Vaccinations, Allergies, Medical Conditions, Quick Alerts, View Orders, Calendar, EHR, Recertification, Insurance, Enter Vitals, Resident Notes, Physical Assessment, Nurse Check List, Intake/Output, Resident Education Record. Listings of current medications can be reached by selecting Rx Tab.

Medpass – This tab is a listing of medications by administration time for each patient. Medication administration times can be selected by shift or for all shifts. Medpass may be performed from this screen or from the home screen. This tab also displays resident interactive MAR- the MAR for current and past months including detailed information that coincides with the Medpass indicating the administration time, person administering, the outcome, and any comments..

Logistics – This tab is used for scanning in and verifying deliveries received, entering medications for return authorization, and the logging of medication destruction.

Rx Management – Helps to add new Rx for residents, global ancillaries etc.

Reports – This tab has a list of available reports specific for community needs including Resident Reports, Mepass Reports, Pharmacy Reports, Graph Reports etc. Some of the reports are Expiring Drug/PRN Orders, Missed Medications by Individual, and Vitals reports.

Settings – Selections under this tab allow you to personalize your dashboard view, edit your profile, change passwords and set security questions.

Data Master – Enables the administrative user to determine nursing station types, literal order categories, care levels, and administration times. This tab will not appear for all users.

Admin – This tab allows the administrative user to set facility settings, fax settings, user management, nursing station management, insurance management, physician management and company profile as well as physician appointments. This tab will not appear for all users.

Home

The first thing you will notice on the Home Page are the pictures of your residents along with their names, status (in Facility, Hospital, etc.), and their floor/room numbers. Each resident box shows a number of different items of information. Right to each resident's picture you will see an **Admin Timer**. This shows you the amount of time left in the administration time window for a resident's medication. From 120 min to 30 min the Admin Time Bar will show countdown timer with grey background. For the remaining 30 min of an administration time window, the Admin Time Bar will show countdown timer with red. After the administration time window has expired, the medication will be considered a missed medication. The resident box also shows **Resident Name** on mouse over the image, **Resident Status** (in the facility or not), the wing, floor, room and bed of the resident, and if they currently have any missed medications, literal orders, or treatments. As well the resident box can show **Quick Alerts** that provide the caregiver with additional pertinent information about the resident such as if they are a diabetic, a wandering risk, if they can self-administer their medications, or if the resident has severe allergies. These are shown in the little colored boxes to the left of the resident's picture. By moving the mouse over each box you can see what each of them signifies. These can be set for the resident in the Resident Profile.

The screenshot shows the Home Page interface with the following callouts:

- (1.) Missed Medication, Ancillaries, Treatment and follow up lists for last 24 hours**: Points to the 'Missed Med', 'Missed Anc', and 'Missed Trt' buttons.
- (2.) Last 24 hours medication administration statistics**: Points to the 'Last 24 Hr Statistics' button.
- (3.) Shift handover, Drug reconciliation and logout**: Points to the 'Shift Change And Logout' button.
- (4.) Administer countdown Timer**: Points to the 'Administer' button on a resident box.
- (5.) Administer Now Button**: Points to the 'Administer' button on a resident box.
- (6.) Quick Alerts**: Points to the colored alert boxes on a resident box.
- (7.) Missed Meds, Literal Orders, Treatments or Follow ups**: Points to the 'Missed Meds' button on a resident box.
- (8.) Resident Image**: Points to the resident's profile picture.
- (9.) Location Status**: Points to the 'Hospital' status indicator.

- 1. Missed Medication, Ancillaries, Treatment and follow up lists for last 24 hours-** Missed Med buttons pops up with all missed medication in last 24 hours. Similarly Missed Anc buttons pops up with all missed ancillaries in last 24 hours and Missed Trt buttons pops up with all missed treatments in last 24 hours. The Follow up displays all pending follow up. The lifetime of a follow up is 24 hours.

2. **Last 24 Hr Statistics-** A popup that displays the status like Medication Initiated/prepared, Administered , Missed and Late Administered for Scheduled Medications ,Scheduled Treatments, Scheduled Ancillaries , PRN Medications, PRN Treatments, PRN Ancillaries.
3. **Shift change and logout-** This tool is used to document narcotic counts when changing shifts. Selecting takes you to a screen with a list of narcotic medications and expected counts. A second login will be requested so both individuals can verify correct quantities.
4. **Timer-** The timer is a countdown timer. Based on the window size set up part of client preferences, like 1 hour or 2 hours, timer starts ticking down to 0. Eg: if we set 1 hour as window size, then the timer start displaying for patients who has medication in the next 2 hours. The background will be grey. In the last 30 mins, the background turns red.
5. **Administer Button-** If any scheduled medications are there in next 2 hours ,or any active PRNs are there, then the administer button will be displayed for the respective resident.
6. **Quick Alerts -** A popup that displays for the caregiver with additional pertinent information about the resident such as if they are a diabetic. If no quick alerts added for the resident, the button will have a red X overlay.
7. **Missed Meds, Literal Orders, Treatments, Follow ups –** Each button will take to administration screen for Missed Meds, Literal Orders, Treatments or Follow ups . If no active Missed Meds, Literal Orders, Treatments or Follow up the button will have a red X overlay.
8. **Resident Image –** Displays image of the resident , if uploaded.
9. **Location Status-** If the resident is in hospital or not available for Medpass, the status will be shown with grey overlay.

There are a number of additional information boxes on the home page as explained below.

10. **Missed Meds Last 24hrs – Last 24 hrs Missed/Delayed Med(s) –** shows any medications by resident name that have been missed or delayed within the last 24 hours. this tool is used to document narcotic counts when changing shifts. Selecting takes you to a screen with a list of narcotic medications and expected counts. A second login will be requested so both individuals can verify correct quantities.
11. **Pending Receiving Drug Orders –** Displays the status of each drug order until the medication is received
12. **Today's Missed Summary –** A graphical representation of missed medications.
13. **Today's Rx Summary –** A graphical representation of total new rx orders, replacement orders and refill requests.
14. **Today's Login user details –** Display's today's all user logins with last update time.
15. **Patient Stats –** Displays , Patient Count in the selected medcart, Pending Rx Count, Pending Refill Count , Pending Replacement Count
16. **Pending Follow up List-** List of all pending follwups
17. **Nurse Medcart Mapping-** Mapping of each nurse and corresponding medcart

10.

MISSED MEDS LAST 24HRS

Resident Name	Medication	Time
Badr Al Din	ACETAMIN SUP 650MG	2015-09-12 12:00:00.0
Badr Al Din	TREATMENT(TYLENOL TAB 500MG)	2015-09-12 07:00:00.0
Badr Al Din	TREATMENT(TYLENOL TAB 500MG)	2015-09-12 12:00:00.0
Badr Al Din	TREATMENT(TYLENOL TAB 500MG)	2015-09-12 18:00:00.0

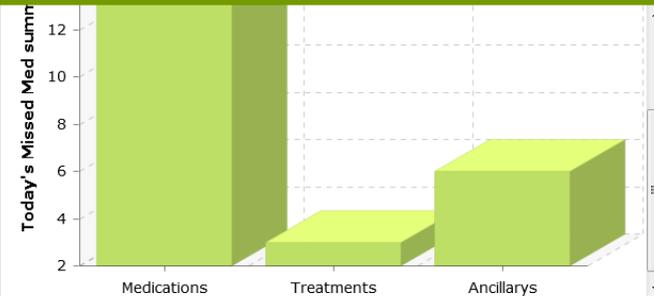
11.

PENDING RECEIVING DRUG ORDERS

Order No	Rx No	Medication Name	Resident Name	Status
376	335	MESTANE 25MG	Marwan Rashid	DISPATCH/PENDING FAC RECEIVE
373	332	ACETAMIN SUP 650MG	Badr Al Din	DISPATCH/PENDING FAC RECEIVE
354	314		Badr Al Din	DISPATCH/PENDING FAC RECEIVE
370	312	WARFARIN TAB 10MG	Badr Al Din	PARTIAL RX

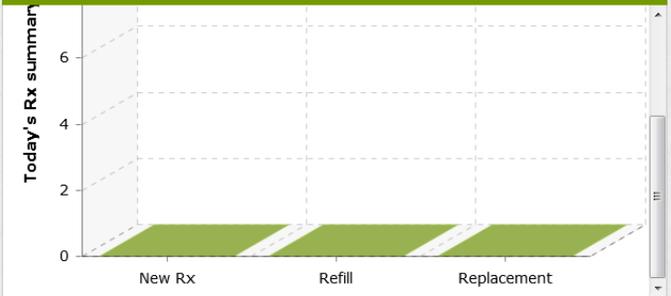
12.

TODAY'S MISSED MED SUMMARY



13.

TODAY'S RX SUMMARY



14.

TODAY'S USER LOGIN DETAILS

User Name	Nursing Station	Login Time
Mary Thomas		19:58

15.

PATIENT STATS

Patient Count	6
Pending Rx Count	0
Pending Refill Count	0
Pending Replacement Count	0

16.

PENDING FOLLOWUP LIST

Resident Name	Medication	Time
Badr Al Din	AMOX/K CLAV TAB 500MG	2015-08-30 06:30:00.0
Badr Al Din	TREATMENT(TYLENOL TAB 500MG)	2015-09-01 18:00:00.0
Badr Al Din	HUMALOG 100 UNITS/ML	2015-09-12 05:00:00.0
Badr Al Din	ACETAMIN SUP 650MG	2015-09-12 06:00:00.0
Farraj Haytham	FLORAJEN3 CAP	2015-08-30 06:00:00.0

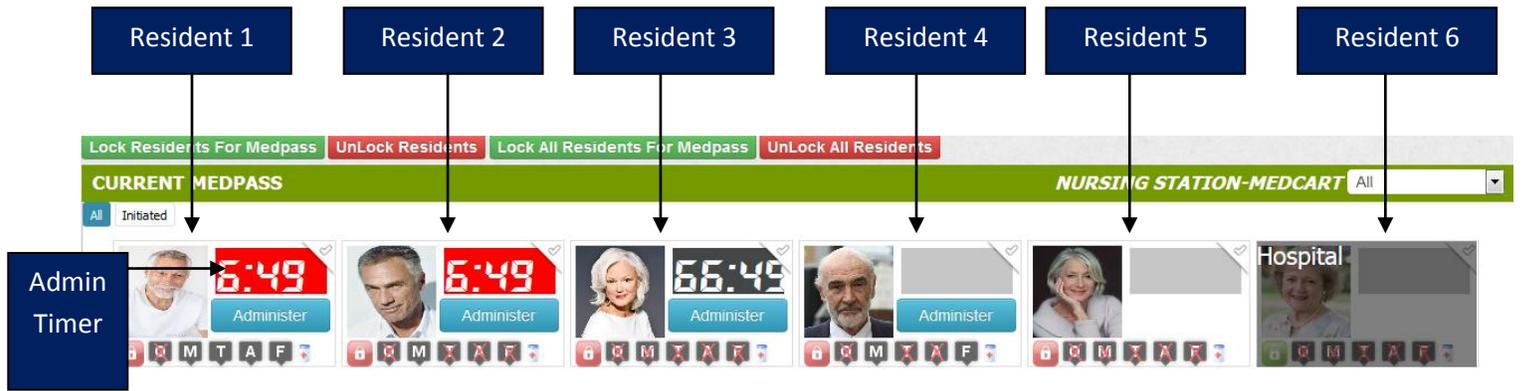
17.

NURSE MEDCART MAPPING

Nurse Name	Medcart
Jihan Grace	Medcart1

Medication Administration from Home Page

Medications may be administered for MedPass under the Home Page or the MedPass tab. On the Home Page, residents are shown in alphabetical order or room order (this can be customized at the facility level), according to how much time is left in the Medication Administration Time Window of one hour before and one hour after the prescribed administration time for a particular medication. The amount of time remaining in the Medication Administration Time Window is indicated by the Admin Timer.



As you can see Resident 1 and 2 have 7 minutes left in their Admin Time Bars where as Resident 3 has 67 minutes. They are then alphabetized according to First name. Facilities that choose to have residents listed in room order by Admin Time Bar will have the residents listed according to how much time is remaining on their Admin Time Bar, and secondarily, in room order. The next resident listed would be the one chronologically, that needs medications administered. Resident with no scheduled medications in the 2 hour window but PRNs will be arranged next. Then resident with no scheduled medications nor PRN but in facility will be arranged next. Then the resident out of facility (ie, not available for Medpass) will be placed last.

To begin MedPass, you must first choose to perform which resident you are going for Medpass.



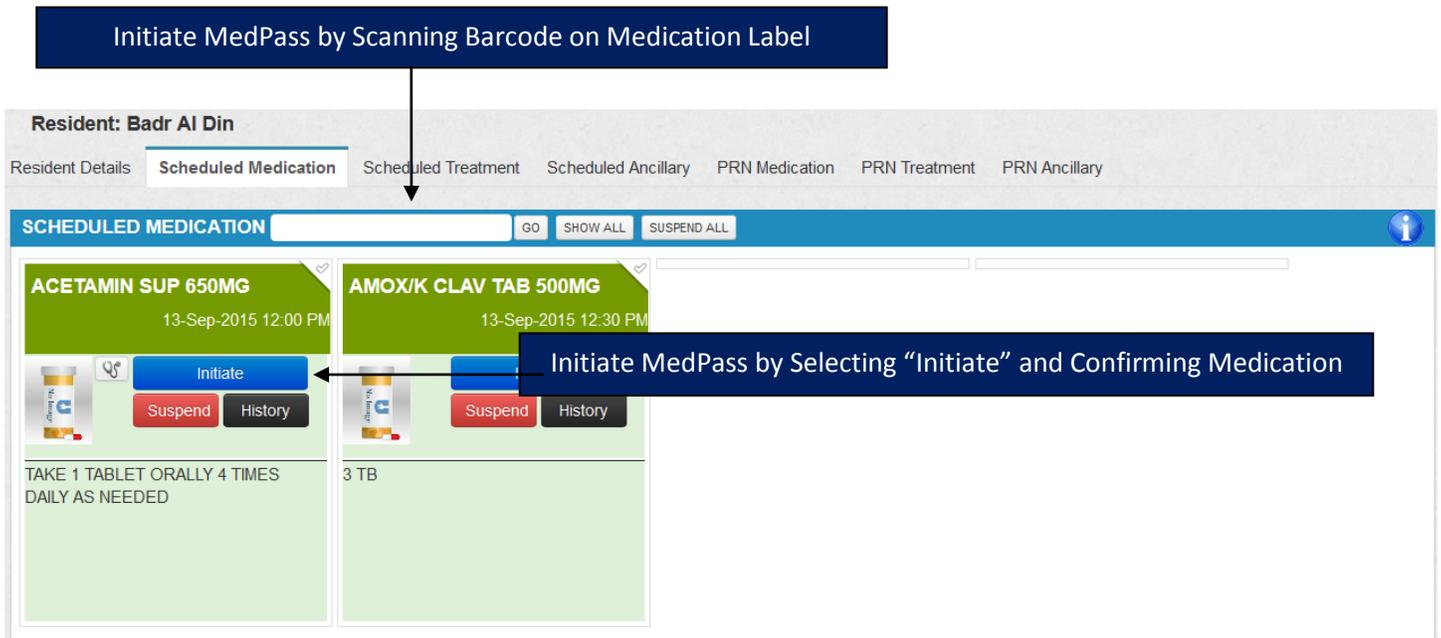
If you are assigned to a medcart, you will only see residents in that medcart. If you are super admin or DON or Admin, you can select any medcart. Before administering the resident, you will have to lock that resident. Once you locked the resident, no other users will be able to lock it until you or super admin unlock the resident.

If a resident is not locked, you will see a green lock as shown by 6. There won't be administering button. For locking a resident, select the check mark shown in 2. Now click on the button indicated by 1. Page refreshes and now 6 turns to

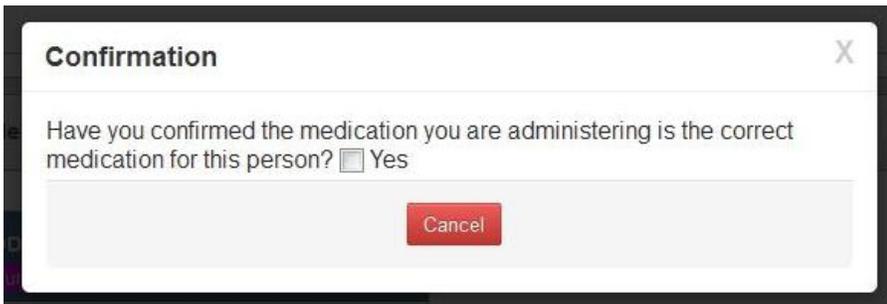


red (see 7) and you can see ADMINISTER button(8)

To perform Medpass, simply click on the Administer button. That will take you directly to the resident's medication page due to be given at that time. The first screen displays the resident information. You can navigate for administration on other tabs.



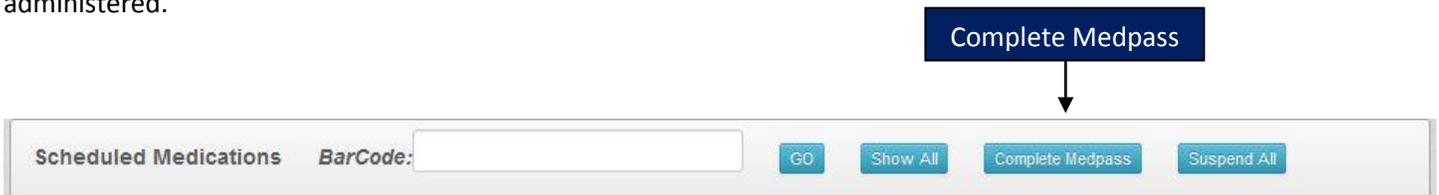
You have two options for initiating MedPass. One option is to scan the Barcode on the medication label. Simply make sure the cursor is in the BarCode field then scan the barcode on the medication label. At this point, the computer will perform that check that the medication you have scanned is the right medication for the right patient. The second option of initiating MedPass is by selecting the medication by clicking on the **Initiate** button and confirming the medication you are going administer is the same as the medication you initiated for MedPass as seen in the examples below. The illustration below shows the system asking you to confirm the correct medication by selecting "yes".



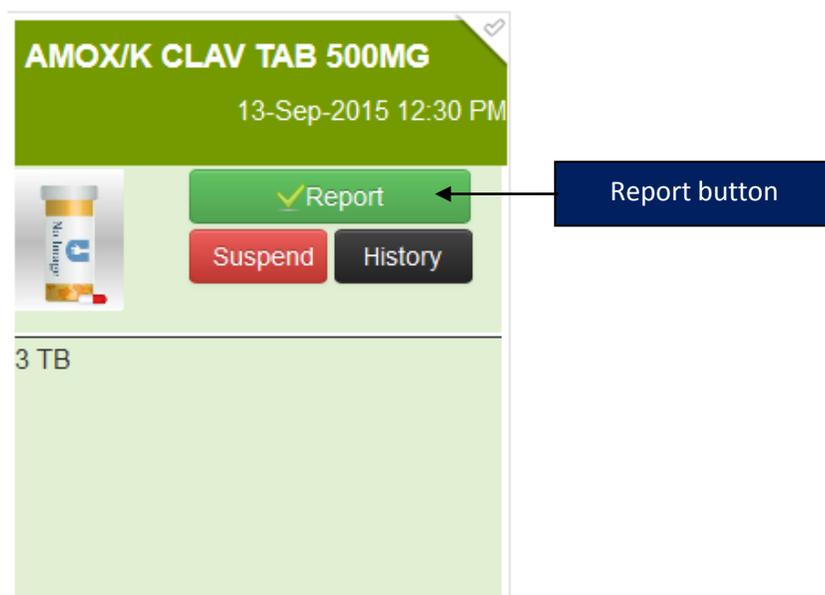
After selecting "Yes", click on "Continue" to complete initiation of that medication administration.



The next step after initiating MedPass for all current medications in that Administration Time Window is to prepare the medications for administration and administer them to the resident. If administration of all current medications was successful, you can select **Complete Medpass**, and all initiated medications will be reported as successfully administered.



Documentation of scenarios other than a successful administration of medication can be completed by selecting the **Report** button within the medication box of an initiated medication.



You may choose any of the following headings depending on the situation which you are documenting, whether it is that the medication administration was successful, if the resident spit out the medication, or if the medication was dropped or contaminated. You may choose other if documenting a result but not administering a medication. Choose cancel if you wish to go to the previous screen. Choosing anything other than Successful will require entering a comment to proceed.

If Spit Out, Dropped or Contaminated is chosen, the system will inquire if you would like to submit a replacement order. This option is automatically checked and will send communication directly to your pharmacy Customer Care to have a replacement dose dispensed. No other communication or requests are necessary.

Suspending MedPass

Medication administration may also be suspended if the resident is not available to take their medication at that particular time. They can either be suspended individually or all initiated MedPass medication can be suspended.

Suspend Individual Medication MedPass:

Suspend Entire Current Medication MedPass:

After choosing to suspend either by medication or suspending all initiated medications, the application asks you to choose a reason for suspending MedPass. The choices are Refused by Resident, Sleeping, or Other. Please put in the number of minutes (min 15 minutes) until you will try another attempt and any comments pertaining to the situation. If there is any other same medication overlapping with the suspended time, system will warn for suspending. After fields

have been populated, save Suspend Information. The Admin Time Bar on the Home Page will add that amount of time onto the remaining time in the Administration Time Window.

The image shows a screenshot of a web form titled "Suspend Info" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Reason:** A dropdown menu currently showing "Refused By Resident". A callout box points to this field with the text "Choose Reason for Suspending MedPass".
- Attempt again after:** A text input field followed by the label "Mins". A callout box points to this field with the text "Enter number of minutes until next Attempt".
- Comments:** A large text area for entering notes. A callout box points to this field with the text "Enter Pertinent Comments about Situation".
- Buttons:** At the bottom, there is a blue button labeled "Save Refusal Information" and a red button labeled "Cancel". A callout box points to the blue button with the text "Save Refusal Information".

Resident Profile

There are a couple of different ways to access a Resident's Profile. You can either select Resident Profile in the tabs section along the top of the screen, or you can click on the resident's image in their box on the home screen.

1. Searching a Resident:

SEARCH RESIDENT

First Name: Abidah Last Name: Nursing Station Name: Choose One

MRN: Medication Name: GDC: Status: Choose One

Search Reset

SEARCH RESIDENT RESULT

Image	First Name	Last Name	NS Name	Room	Bed	HAAD	Status	View
	Abidah	Daniyah	Home4	NA	NA	785-1815-365654115-5	Active	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

You can search a resident with their Name, Nursing station, MRN, with any medication, or GDC drug code or all residents Active/Inactive. To search a resident follow the steps below:

1. Go to the Resident Tab and click on the Search Resident Menu
2. Enter the search criteria
3. Click on the search button.
4. The screen displays list of residents.
5. Click on the Edit button

2. Adding a Resident

Resident menu has Search Resident and Add Resident. Each resident profile has the following tabs: General Info, Documents, Contacts, Vaccinations, Allergies, Medical Conditions, Quick Alerts, View Orders, Calendar, EHR, Recertification, Insurance, Enter Vitals, Resident Notes, Physical Assessment, Nurse Check List, Intake/Output and Resident Education Record. When you add a new resident you will only see one tab, General Info. Once you save, all other tabs become active. All of the information in the Resident Profile is editable at the facility level with the exception of Admission Date and Admission Time which is set at the time of creating the profile.

Each Tab is explained below:

General Info: General Info captures the following. First Name*, Last Name*, Middle Initial, Nick Name, Birth Date*, Age (auto calculated), Gender*, Emirates ID*, Medical Record Number, Height, Weight, Religion, Location status (When adding it will be set to Home Care. Later you can change to Hospital, Clinic Visit etc. Location status will not be editable if the patient is locked), Admission Date*, Admission Time*, Race, Status (active/inactive), Marital Status, Phone Number,

Permanent Address, Nursing Station* ,Medcart* ,Language, Notes, Self Administer (if checked have to enter From time ,To time , then No Of Hours will be auto calculated),Allergy* ,DAMAN Card No and Advanced Directives.

Nursing Station: Home1 Resident: Badr Al Din(Male Room: NA S) Go

General Info Documents Contacts Vaccinations Allergies Medical Conditions Quick Alerts Rx View Orders Calender EHR Recertification Insurance

Enter Vitals Resident Notes Physical Assessment Nurse Check List Intake/Output Resident Education Record

FACILITY- ANGEL SCHEDULED MEDICATIONS PRN MEDICATIONS


 First Name* Badr Last Name* Al Din Middle Initial
 Nick Name Birth Date* 07/30/1925 Age 89
 Gender* Male Emirates ID* 885-1815-365654115-5 Medical Record Number 001
 Height(Inches) Weight(lbs) Religion
 Location Status: Home Care Admission Date: 12:55 Race
 Marital Status Phone Number Permanent Address: House# 102, Corniche West Street - Abu Dhabi
 Medcart* Medcart1 Language Notes
 Self Administer From time 18:00 To time 06:00 No Of Hours
Allergy* No Known Allergy DAMAN Card No Advanced Directives

PREFERENCES

Pharmacy* UAE Pharma(UAEPharma)
 Hospital Funeral Home Funeral Home Phone Number Code Status
 POA POA Phone Number Alternative Pharmacy Supplier Pricing Plan Choose One
 Primary Physician Choose One Primary Physician Type Primary Physician Phone Number Primary Physician Fax Number
 Secondary Physician Choose One Secondary Physician Type Secondary Physician Phone Number Secondary Physician Fax Number

MAP LOCATION

Address Latitude: 24.4585177775832 Address Longitude: 54.31896507740021

Search Address: Enter a location



Update Reset

The second section has Preferences. The inputs for this section are Pharmacy*(For bringing drug information), Hospital(default Hospital),Funeral Home, Funeral Home Phone Number , Code Status, POA , POA Phone Number, Alternative Pharmacy Supplier, Pricing Plan , Primary Physician and Secondary Physician .

The Third section is Map Location. Here you can set the exact geographical location of the resident’s home.

Documents: The next portion of the Resident Profile is the **Resident Documents**. This is the area you can save documents relating to the resident such as admission paperwork or recertification. Simply select **Browse/Choose File** from documents on your computer, type in a **Document Title**, and select **Attach**. **Comments** may be added for explanation of the documents attached. You can upload any document of the patient here. The first section will show all uploaded documents. The second section has provision to add Document Title*, Upload Document* (here you can browse for the document), add Comments and upload.

RESIDENT DOCUMENTS LIST				
Document title	Document Name	Comments	Uploaded	Action
Discharge Summary	angela03web.jpg	The patient had a chest x-ray, which showed cardiomegaly with atherosclerotic heart disease, pleural thickening and small pleural effusion, a left costophrenic angle which has not changed when compared to prior examination, COPD pattern.	09/13/2015 14:02:40	 

RESIDENT DOCUMENTS	
Document Title*	<input type="text"/> Upload Document* <input type="button" value="Browse..."/> No file selected.
Comments	<input type="text"/> <input type="button" value="Attach"/> <input type="button" value="Reset"/>

Contacts: Contacts are another important information piece in the Resident Profile.

CONTACTS LIST				
Name	Address	Mobile Phone Number	Email Address	Action
★ Mohammed	Addr1	(050) 555-5555		 

ADD CONTACTS			
Name*	<input type="text"/>	Address*	<input type="text"/>
State*	<input type="text" value="Choose One"/>	City	<input type="text"/>
Zip Code*	<input type="text"/>	Relationship to Resident	<input type="text" value="Choose One"/>
Email Address	<input type="text"/>	Home Phone Number	<input type="text"/>
Primary Contact	<input type="checkbox"/>	Mobile Phone Number*	<input type="text"/>
Provides Other Products for This Resident	<input type="text"/>		
Notes/Comments	<input type="text"/>		
<input type="button" value="Add"/> <input type="button" value="Reset"/>			

To add a contact, fill all the fields in **Add Contact**, below Contact List in the Resident Profile Contacts Tab. The contacts tab also has two sections. The first tab displays all added contacts. If a contact is primary, you can see a star mark before

the name. The second section allows you to add contacts. You are free to add numerous contacts but only one will be a **Primary Contact**, as designated by the checkbox. All fields marked with an asterisk (*) are required fields to be populated.

The remaining sections of the Resident Profile are regarding medical information.

Vaccinations: You can add vaccination here. The first section displays all vaccinations added already. Second section allows you to add vaccinations for the resident. If the vaccination name is not in the list, you can add it from Data Mater Tab menu. Vaccinations may be added by filling information under **Add Vaccinations**. The screen shown below will appear. Please select a **Vaccination Type** from the drop down menu. Enter the **Last Vaccination Date** by choosing a date that appears on the calendar when the square is selected. Click on **Save** to save the vaccination information

CURRENT VACCINATION DETAILS

Vaccination Type	Last Vaccination Date	Lot No.	Expiry Date	Action
Varicella	09/14/2015			
Pneumonia	09/01/2014			

ADD VACCINATION

Vaccination Type* Last Vaccination Date*

Lot No. Expiry Date

Open Calendar (points to Last Vaccination Date*)

Vaccination Type (points to Vaccination Type*)

Save (points to Update button)

Allergies: You can add Allergies here. Allergies section is divided into three categories

1 2

Current Allergy Details **Allergy History**

RESIDENT ALLERGY DETAILS

Allergy Type	Allergy Name	Physician Name	Diagnosis Date	Action
food	Fish	Abdul Ahad	09/01/2015	

Adding Allergy

ADD ALLERGY

Allergy Type*

Symptoms

Skin Rashes/Hives Nausea/Vomiting Shock/Unconsciousness

Anemia/Blood Asthma Additional/Other

Diagnosis Date Resolved Date Physician Name

Description

Add

Allergy Type (points to Allergy Type*)

Description (points to Description)

1. Current Allergy Tab: Displays all current allergies.
2. Allergy History: Displays all past allergies. When an allergy is resolved, the allergy will be under Allergy History
3. Add Allergy:

There are four Allergy types:

- a. Class: If you select allergy type as class, displays list of allergy from the dropdown
- b. Drug: If you select allergy type as Drug, select the drug by clicking the Select Drug button.
- c. Food: If you select Allergy type as Food, from the datamaster what all food allergies are added, the list will be displayed here.
- d. Other: If you select other, you can enter your own allergy.

Medical Conditions: Medical Conditions are the next type of information you can enter/edit in a Resident Profile. The first section of the first tab displays all active Medical conditions added already. Second section allows you to add new Medical Condition for the resident. The second tab displays all the medical conditions history (that is based on the resolved date). To add a Medical Condition, please click on the blue square to the right of the Medical Condition field. This will bring up another screen where you can search for Medical Condition by ICD9 Code or name.

The screenshot shows the 'Current Medical Condition Details' tab. It contains a table with the following data:

Medical Condition Name	Physician Name	Diagnosis Date	ICD Code	Action
Retinal Changes of Eye with Hemorrhage in Diabetic	Al Ahad	09/01/2015	250.50	[Edit]

Below the table is the 'ADD MEDICAL CONDITION' form with the following fields and buttons:

- Medical Condition Name*: [Text Field] [Blue Square]
- Physician Name*: [Dropdown Menu: CHOOSE ONE]
- Diagnosis Date: [Text Field]
- Resolved Date: [Text Field]
- Description: [Text Field]
- [Add] [Reset]

1. Current Medical Conditions Tab: Displays all current Medical Conditions.
2. Medical Conditions History: Displays all past Medical Conditions. When an Medical Conditions is resolved, the Medical Conditions will be under Medical Conditions History
3. Add Medical Conditions: To add a Medical Condition, please click on the blue square to the right of the Medical Condition name. This will bring up another screen where you can search for Medical Condition by ICD10 Code or name.

Type the name or ICD10 code in corresponding field and select Search. The DAS will bring up a list of Medical Conditions that are closest matches to the information entered. After choosing the correct Medical Condition from the table, click on **Select Medical Condition**.

Medical Condition Name Field

ICD10 Code Field

Select Medical condition X

Medical Condition Name

Or

ICD Code

Search

Reset

ICD Code	ICD Name	Medical Condition Name

Select Medical Condition

Quick Alerts: Quick Alerts are shown next to the Resident pictures on the Home Page and serve as reminders of pertinent information about the resident. To add a Quick Alert, select Quick Alert and then click on the arrow to open the drop down menu as shown. Choose a Quick Alert and select **Save**. A number of Quick Alerts may be added to a Resident.

QUICK ALERTS

Quick Alert Name

High BP

Choose One	Action
Diabetic	
High BP	
Allergies	
Fall Risk	
Private Pay	
Wander Risk	
Resident has 10 or more Medications	
Crush Meds	
Severe Allergies	
May Self Administer Medications	
Medication Reminder	

ADD QUICK AL

Quick Alert* Choose One Add

Examples of **Quick Alerts** are shown to the right. The small squares show the alerts attached to the profile. Mouse over any of the squares will expand to describe what the **Quick Alerts** signify. If any quick alert is present for the resident, You will see active Q icon. Click on the icon , a popup will be opened displaying the quicl alerts . If no Quick alerts are there, it will be a stricken icon.

Quick Alerts Icons

Julien Margaret

Q

M

X

A

F

+

Active Quick Alerts,
Click here to view details

Kalila Nada

Q

M

X

A

F

+

No Quick Alerts

Once you click on the active Quick Alert icon, a pop up as shown below will be opened. The popup explains what each icon means.

Resident Quick Alerts

Quick Alert Icon	Description
	High BP
	Severe Allergies
	May Self Administer Medications

[Close](#)

View Orders:

Calendar:

EHR:

Recertification:

Enter Vitals:

Resident Notes:

Physical Assessment:

Nurse Check List:

Intake/Output:

Resident Education Record:

Resident Status

Another great feature of the Unified e-MAR is the ability to change the status of a resident. On the left hand side in the Resident Profile directly under the resident picture, you will see **Location Status**. This is the place you would mark the resident location status whether it be in **Home Care, Hospital, Clinic Visit, Vacation, or Out of Country**. Selecting any of these options will grey out the resident's picture on the Home page and disable medpass for them during the time period that they are marked out of the Home care.

Location Status	Home Care
	Home Care
	Hospital
	Clinic Visit
	Vacation
	Out Of Country

Is the Resident carrying medication with him/her?

The process for changing the status of a resident is as follows. After choosing the **Location Status** of the resident, the DAS will ask if the resident is carrying medications with them. If you choose yes, the system requests the date and time

the resident will be returning as well as who will be administering the medications to the resident while they are out of the facility. The date and time of return is requested to calculate quantities of medications to send with the resident. The system will not automatically revert the resident back to In Facility at the end of that time period. Switching the resident status to In Facility is a manual process.

i Resident shifting from **FACILITY** to **HOME**

From Date* 09-Jul-2013 From Time* 11:35 Reason

To Date* × To Time* × Med Administered By*

Return Date/ Return Time

Medications administered by whom while Resident is out of facility.

Enter the Return date and time by clicking on the square box on the right hand side of the “x”. It will bring up a drop down in which to choose date and time. A name or relation can be typed into the Med Administered By field. After entering the information requested, select **Update**. The DAS will calculate the name and quantity of medication to be sent with the resident based on time parameters previously entered as shown in the table on the next page.

Medication Take Away Table

Scheduled/PRN	MarType	Medication Name	Carrying Quantity	Remark
		ABDOMINAL BINDER (SMALL)	<input type="text" value="10"/>	<input type="text"/>
		ABILIFY TAB 5MG	<input type="text" value="67.5"/>	<input type="text"/>
		ABILIFY TAB 10MG	<input type="text" value="65"/>	<input type="text"/>
		ABREVA CRE 10%	<input type="text" value="117.5"/>	<input type="text"/>
		TRIAMT/HCTZ CAP 50-25MG	<input type="text" value="280"/>	<input type="text"/>
		ACCU-CHEK KIT ADVANTAG	<input type="text" value="20"/>	<input type="text"/>
		TESTIM GEL 1%(50MG)	<input type="text" value="13"/>	<input type="text"/>
		ABSORBINE JR LIQ	<input type="text" value="47"/>	<input type="text"/>

←

After preparing medications to be taken with the resident, according to the table, select **Save**. The Resident is now marked out of the facility.

Did the Resident bring any medication back?

To mark the resident back into the facility simply go back into their Resident Profile, and select their Location Status as In Facility. The system will inquire whether the resident has brought medications back with them.

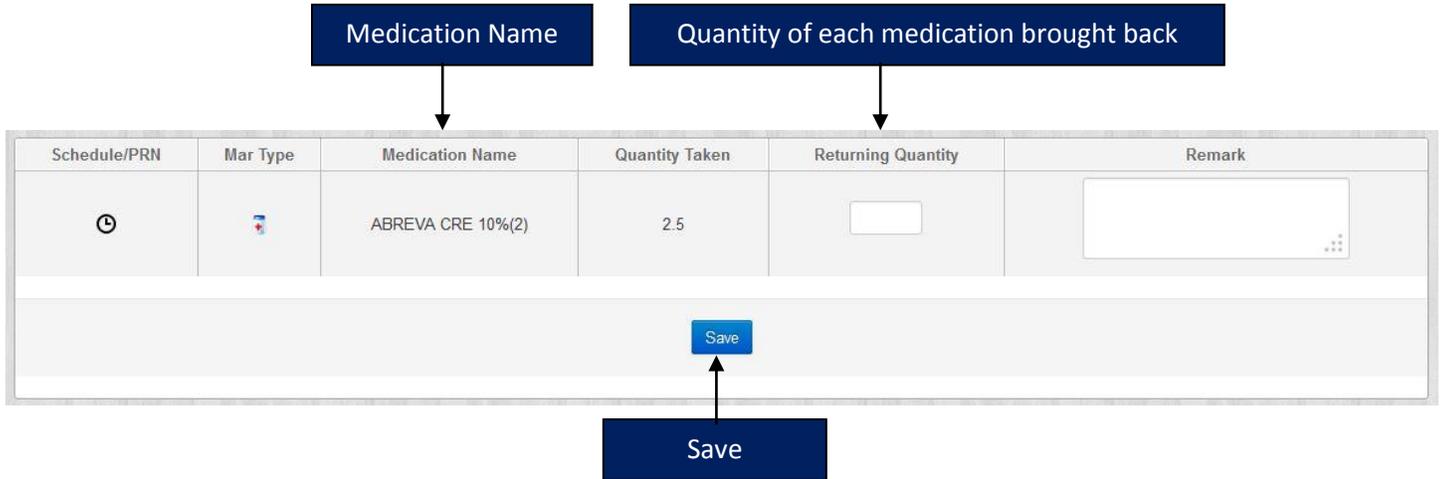
DAS will ask that you confirm the date and time of resident changing status.

Changing Resident Location from Home to Facility

i Resident shifting from HOME to FACILITY

Return Date* Return Time*

If indicated that the resident has brought medications back to the facility with them, the DAS will compile a table of medications and request that the returning quantities be entered. After quantities are entered, select **Save** to update quantities in the medcart. Resident will now have a status of **In Facility**.



RX MANAGEMENT

The complete drug administration system is based on the Rx Management. Rx Management includes:

1. Adding an Rx
2. Managing Facility Rx
3. Adding Global Ancillary
4. Creating Dosage Templates

1. ADDING AN RX

Before adding an Rx, let us know what all the fields present.

1. An Rx can be of any of these six MAR Types
 - 1) Routine Medication (Physician, Medication and Prescription upload Mandatory*)
 - 2) PRN Medication (Physician, Medication and Prescription upload Mandatory*)
 - 3) Routine Treatment (Physician and Prescription upload Mandatory*)
 - 4) PRN Treatment (Physician and Prescription upload Mandatory*)
 - 5) Routine Ancillary
 - 6) PRN Ancillary

***Note:** If Physician is creating an Rx, then Prescription upload is not mandatory.

While adding an Rx, The following fields are to be filled

Field Name	Value/Description	Remark
Priority	Select Low, Medium or High	This is required only when Pharmacy is included, and Rx is sent to pharmacy
MAR Type*	Select MAR TYPE from Dropdown based on the type of Rx you are creating	Dropdown has following values a. Routine Medication b. PRN Medication c. Routine Treatment d. PRN Treatment e. Routine Literal Order f. PRN Literal Order
Pharmacy*	Select UAE Pharmacy from Dropdown. This is set as default.	This is required when multiple pharmacies are involved.
Upload Rx file/image*	A file to be uploaded or a snapshot of Rx can be taken using web camera	Any format of file is acceptable. Required for Medication and treatment.
Select Medication*	A medication is mandatory	Click on button and select drug. A table describing drug info will be shown on the screen
Physician*	Select the Physician on whose behalf the Rx is being created	The dropdown will have all physicians that is added under Admin -

		>Add Physician
Origin Date*	Set as current date as default	This is the date when the Rx was actually written for first time
Written Date*	Set as current date as default	This is the date when the Rx was written may be after recertification.
Rx Start Date*	Set as current date as default	Date when the Schedules has to be started
Rx Start Time*	Set as 00:00 as default	Time when the Schedules has to be started
Rx Cut Date*	Set 365 days from the current date as default	Date when the Schedules has to be stopped
Rx Cut Time*	Set as 23:59 as default	Time when the Schedules has to be stopped
Rx Origin Code*	Select the appropriate source	dropdown has following values a. Not Known b. Written c. Telephone d. Electronic e. Facsimile
Comments	You can add any Rx Comments.	
Show Route/Site Option	If required check	The Medpass report screen will force you to enter the site
Show FPOC Notified Option	If required check	The Medpass report screen will force you to Select Yes/No/NA
Preconditions	Select the required pre-condition that to be entered before the Medpass administration.	The following are the pre-conditions 1) Pain Check 2) Systolic / Diastolic 3) Blood Pressure 4) Blood Sugar 5) Pulse 6) Pulsox 7) Temperature 8) Respiration 9) Weight
Postconditions	Select the required post-condition that to be entered after the Medpass	The following are the post-conditions 1) Pain Check

	administration. If selected any, follow up will be generated.	<ol style="list-style-type: none"> 2) Systolic / Diastolic 3) Blood Pressure 4) Blood Sugar 5) Pulse 6) Pulsox 7) Temperature 8) Respiration 9) Weight 10) Followup Report
Reason/Diagnosis	Select the already added medical condition or add a new medical Condition	If you want to add any ICD9/ICD10 (based on client settings), click on the ADD DIAGNOSIS button.
Sig	Enter the SIG code and click on Fill or click on the search icon, filter and select a SIG.	The right SIG box will let you edit or add more information.
Scheduling – Only for routine and not for PRN	Simple or Complex. Select the radio button	
	<p>Simple Scheduling: You can schedule for</p> <ol style="list-style-type: none"> 1) Daily 2) Alternative Days 3) Once a week 4) Once a month 5) Once in bi-weekly 6) By hourly 7) By days 	<ul style="list-style-type: none"> • Daily and Alternative days will prompt for Admin time. • If week days selected, select day of the week. Admin time will be Rx start time • If Once a week or Once a month or Once in bi-weekly, Admin time will be Rx start time • If By hourly, enter Take Every* how many Hours, Up to* how many Hours, with a Gap of how many Hours. • If By days, enter Take Every* how many Days , Up to* how many Days , with a Gap of how many Days
	<p>Complex Scheduling:</p> <p>Select the Dosage Template*. Dosage template can be pre defined or custom template</p>	Custom template are custom by date and custom by days
Ancillary	Select the ancillary form the	Ancillary added in data

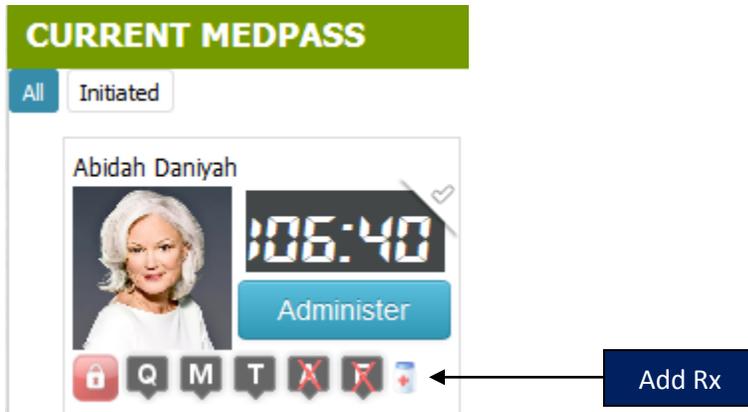
	dropdown	master.
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2. Adding Rx screen can be accessed through three ways:

- a. Dashboard
- b. Rx Management Tab
- c. Resident profile

a. Dashboard:

Click on the Add Rx icon  inside the resident info block below the Medpass countdown timer

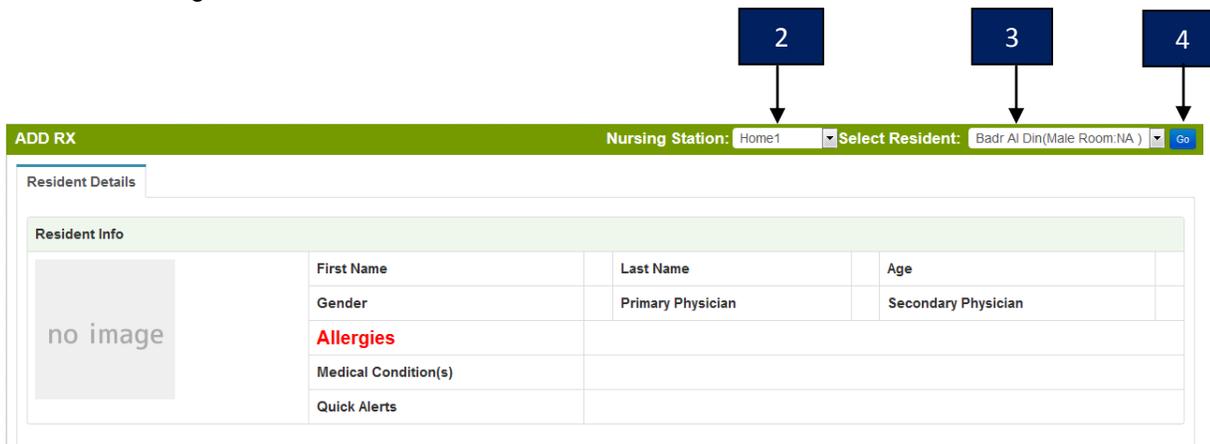


b. Resident profile

c. Rx Management Tab

1. Go to **RX Management ->Add Rx**

The following screen will be visible



3. Select the Nursing station

4. Select the Resident

5. Click on the Go button

6. The following screen will be displayed. The Rx screen is divided into four tabs

- i. Resident Details
- ii. Basic Info
- iii. Additional Info
- iv. Scheduling

First the Resident details tab will be active. This will help you to identify the right resident is being selected.

ADD RX Nursing Station: Home1 Select Resident: Badr Al Din(Male Room: NA) Go

Resident Details Basic Info

Resident Info

	First Name	Badr	Last Name	Al Din	Age	89
	Gender	Male	Primary Physician	NA	Secondary Physician	NA
	Allergies	NA				
	Medical Condition(s)	NA				
	Quick Alerts	NA				

Next Cancel

- Click on the Next button.
- The Basic Info tab will be active now. The Basic Info tab is shown as below

ADD RX Nursing Station: Home1 Select Resident: Badr Al Din(Male Room: NA) Go

Resident Details Basic Info

Basic Info

Priority	Choose One	Physician*	Choose One	Pharmacy*	UAE Pharma(UAE)
MAR Type*	Choose One			Select Medication	Select Medication From Global
Comments		Browse... No file selected.		Rx Origin Code*	Choose one

Save/Submit To Pharmacy Add Additional Info Cancel

- Fill all information and click on the Add Additional Info Button
- The Additional Info tab will be as shown below

ADD RX Nursing Station: Home1 Select Resident: Badr Al Din(Male Room: NA) Go

Resident Details Basic Info Additional Info

Additional Info

Show Route/Site Option Show FPOC Notified Option

Preconditions

Pain Check Systolic / Diastolic Blood Pressure Blood Sugar Pulse Pulsox Temperature Respiration Weight

Postconditions

Pain Check Systolic / Diastolic Blood Pressure Blood Sugar Pulse Pulsox Temperature Respiration Weight Followup Report

Reason/Diagnosis Add Diagnosis DD/Allergy

Origin Date* 09/27/2015 Written Date* 09/27/2015

Rx Start Date* 09/27/2015 Rx Start Time* 00:00 Rx Cut Date* 09/25/2016 Rx Cut Time* 23:59

Next > Cancel

- Fill necessary information and click on the next button.
- The scheduling Tab will be displayed as shown below

13. Click on the Save/Submit to pharmacy button.

Critical data to be taken care in Rx processing

- Quantity calculation
- Bulk option
- Dosage type
- Admin times
- Rx origin code
- Sig and pre billing
- Vitals and pain checks
- Unit dosage
- Auto process refill

Quantity calculation: The quantity calculation is based on **MAR Type, Medication Name, dosage, Admin time (for schedule) and Times/day (for PRN), Rx order start date & time and cut date & time**

Bulk option: If the Rx is having a bulk as selected then the **dosage cannot be changed**. If the user wants to change the dosage with bulk you need to change the quantity, and the bulk is only shown for normal admin times and not for custom times, so based on that the dosage will be shown up in medpass after facility receives it.

Dosage type: Dosage type is classified into **two** types:

Fixed dosage: If the user selects the dosage as fixed then the facility while doing the medpass will be doing the same amount of dosage for every administration and that dosage quantity will be reduced from medcart.

It will also send the same quantity for **replacements and refills** based on the dosage.

Variable dosage: If an Rx is selected with variable dosage, user enters maximum dosage. When Rx is processed and medication is received at the facility, during the Medpass, based on the dosage value set, it will prompt for the entering of max dosage you want to administer.

Admin times: It is classified into **two** types

Normal admin times: These times are **added at facility level in a data master**, the added times will be shown in drop down with **admin time name** and once if selected it will calculate the quantity based on that times.

In the above case the **selected template time** will be used for **replacement order and refill order**, until and unless the **facility user swaps it**. Once admin times are swapped **it will change the admin times to custom times**

Custom times: Apart from template the user can select his own custom times for a quantity calculation. **If the dosage value is entered**, he can select up to maximum of 10 custom times

Rx origin code: Based on the Rx origin code the image validation is getting done **except for Rx origin code as telephone** all the other origin codes have image field as mandatory

Vitals & pain check: Vitals and pain check can be selected if the user wants the resident medication need to be recorded with vitals and pain check while doing Medpass.

Unit dosage: So for the user if wanted to **administer the drug with different admin times** he can check an option of unit dosage with separate sig, so here **based on admin times and quantity the medication bottles will be splitted, and this check box of unit dosage will be visible only for daily, alternate days and week days**.

Scheduling: This can be done in two ways

- Simple
- Complex

Scheduling

• Simple Scheduling

In Simple scheduling, you will have the following types :

- a. Daily
- b. Alternate days
- c. Once a Week
- d. Once a Month
- e. Once a Biweekly
- f. By Hourly
- g. By Daily

a. Daily

If the user select Daily schedule, everyday schedules are created.

b. Alternate Days

If the user select Alternate Days schedule, every alternate days, schedules are created. Eg: Schedules can be Nov 1, Nov 3, Nov 5

c. Week Days

If the user select Week Days schedule, User has to select days of the week (Sun, Mon, Tue, Wed, Thu, Fri and Sat).

Note: For Daily, Alternate Days and Week Days, Admin times dropdown will be available. If the user selects Admin times from the dropdown(say morning), then admin time represent within a day. If the user selects Custom Times, then user can add admin time as well as dosage corresponding to admin time.

d. Once a Week

If the user select Once a Week schedule, Schedules are generated from the *order start date*, *order start time*. Admin time dropdown will be invisible/disabled. Administration time of the medication will be the *order start time*(default *order start time* is the *Rx start time*). Eg: Order start Date: 11/01/2013 Order start Time: 08:00, then Next administration will be 11/08/2013 - 08:00. For 14 days supply, quantity will be 2 if dosage is 1.

e. Once a Month

If the user select Once a Month schedule, Schedules are generated from the *order start date*, *order start time*. Admin time dropdown will be invisible/disabled. Administration time of the medication will be the *order start time*(default *order start time* is the *Rx start time*). Eg: Order start Date: 11/01/2013 Order start Time: 08:00, then Next administration will be 12/01/2013 - 08:00. For 14 days supply, quantity will be 1 if dosage is 1.

Note:

CASE 1:	CASE 2:	CASE 3:
Order start Date: 1/29/2014 If the February has only 28 days, then in February	Order start Date: 1/30/2014 In February, Administration date will be 1/28/2013(if has	Order start Date: 1/31/2014 In February, Administration date will be 1/28/2013(if has

Administration date will be 1/28/2013	only 28 days) or 1/29/2013 if is a leap year	only 28 days) or 1/29/2013 if is a leap year. In April, June, Sep and Nov, , Administration date will be 30 th of the respective month
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f. Once a Biweekly

If the user select Once a Biweekly schedule, Schedules are generated from the *order start date, order start time*. Admin time dropdown will be invisible/disabled. Administration time of the medication will be the *order start time*(default *order start time* is the *Rx start time*). Eg: Order start Date: 11/01/2013 Order start Time: 08:00, then Next administration will be 11/15/2013 - 08:00. For 14 days supply, quantity will be 1 if dosage is 1. For 15 days supply, quantity will be 2 if dosage is 1.

g. By Hourly

If the user select By Hourly schedule, Schedules are generated from the *order start date, order start time*. Admin time dropdown will be invisible/disabled. Administration time of the medication will be the *order start time*(default *order start time* is the *Rx start time*).

h. By Days

If the user select By Days schedule, Schedules are generated from the *order start date, order start time*. Admin time dropdown will be invisible/disabled. Administration time of the medication will be the *order start time*(default *order start time* is the *Rx start time*).

• **Complex Scheduling**

If user selects a Complex Scheduling, then user can select already existing template (created from Create template menu) or customize on fly. If the user select on fly, the selected days will be looped till the cut date of Rx. Schedules are generated from the *order start date, order start time*. Admin time dropdown will be invisible/disabled. User can add day, dosage and time of administration from the popup.