

FILE TIME VARIANCES

What is an FTV?

- An FTV is a discrepancy of 30+ minutes between the File Time and Administration Time.
- File Time – time stamped by the computer when an administration is filed; cannot be edited by user.
- Administration Time – time defaulted at time of scanning; can be edited by user.

How are FTVs created?

- The user scans the medication AFTER administration and edits the time to indicate the time the patient was given the medication.

Why do FTVs matter?

- FTVs show a false documentation of medication administration. If a medication was not able to be scanned before administration it must “Full Documented” on the eMAR. FTVs are often indicative of work-arounds and improper administration process.

How a file time variance is created?

- If you submit your medication record 30+ minutes beyond the time you enter for an administration time, you will create a file time variance. This happens two different ways:
 1. You scan your med but don't submit the screen for 30+ minutes.
 2. You scan your med but change the administration time to be 30+ minutes later than the time you submit.
- It is important to remember that If you were not able to scan the medication at the time of administration, you need to “full document” the administration – do not scan the wrapper later and back-time the administration.

The goal for number of File Time Variances is always ZERO!!!!

How do I “Full Document” a medication dose?

CPDE, TRAINING 3 C00210904036/C000460724 C. TESTCPDE -
 70/F 01/01/45 170.18 cm 90.718 kg 2.1 m2 CrCl NO RESULT AVAILAB

Allergy No Known Allergies

Monday January 5, 2015 1335

A	Start	Medication	Sched Time	Today		
				Sun	Mon	Tue
✓	01/02/15 0900	Feosol 324 mg PO DAILY	0900	0900	0900	0900
	02/01/15 0901	Ferrous Su... (Give 1 TABLET of 324 mg)				
		GIVE WITH JUICE				
A	01/02/15 1000	Mycamine 100 mg in Sodium Ch... IV Q24H		1000	1000	1000
	01/12/15 1001	TRICAFUNGIN 50... (100 mg P 100 mg/hr)				
A	12/09/14 0900	Sodium Chl... IV BOLUS ASDIR PRM CHY...				
	01/08/15 0901	Sodium Chlori... (250 mg P 250 mg/hr)				

Document Back Preferences Drug Data eMAR Reports Change Order Other Submit Exit

In general, medications should always be scanned PRIOR to administration to ensure the correct medication is given to the correct patient. There are occasions when a medication cannot be scanned (Downtime, unreadable bar code, emergencies, etc.) and must be FULL DOCUMENTED. IT and/or Pharmacy must be notified of broken scanners and unreadable bar codes. Un-scannable arm bands must be replaced immediately!

STEP #1: Highlight the medication you are documenting and click “Document” at the bottom.

Document Rx # 09868746

Feosol 324 mg PO DAILY

Non-Scheduled
 Scheduled
 01/04/15-0900

Given
 Not Given

Administration: 01/05/15 1337 Dose: 324 Units: MG

User: C.NUR.SXC4


Reason Code

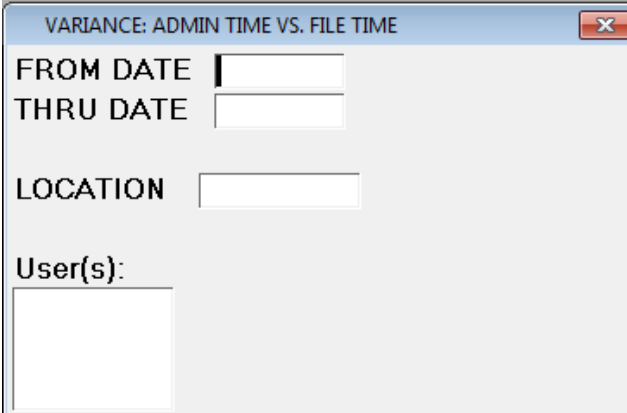
ADMIT	NEW ADMIT
BLOOD	BLOOD INFUSING
BP LOW	BP LOW
CLARIFICAT	ORDER CLARIFICATION
CLPARAM	CLINICAL PARAMETERS
COMMENTS	SEE COMMENTS
CONSENT	AWAITING CONSENT

Document

STEP #2: The Administration information screen will appear and you can document the date/time you gave the med, along with an explanation; such as, “DOWNTIME.” Back-timing the administration in this screen will NOT create a variance, but it will decrease your scanning percentage rate.

How to Check your File Time Variances

- Go to the Magic Key Menu from your Status Board 
- Select number 82 – Full eMAR Menu.
- Select number 50 – eMAR Reports
- Select number 35 – File Time Variance report – Choose User
- Enter the date range you would like to review in the Date fields.
- Location will default to ALL – leave it in case you worked on any other unit
- Enter your mnemonic (your N.ID) in the User field.



VARIANCE: ADMIN TIME VS. FILE TIME

FROM DATE

THRU DATE

LOCATION

User(s):

- You can print to your local printer or type 'VIEW' or 'PREVIEW' in the printer prompt to review from your desktop.