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!!!!

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How do I "Full Document" a medication dose?

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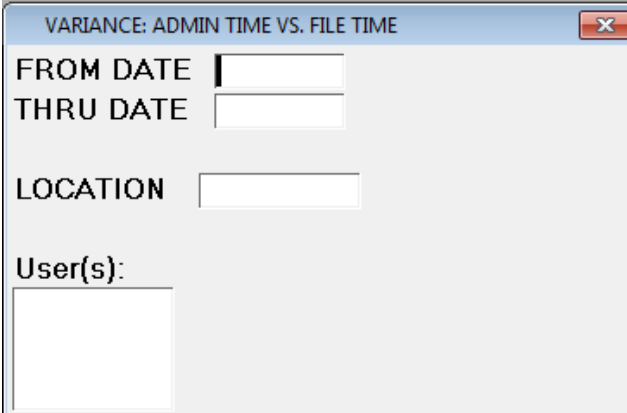
STEP #2: The Administration information screen will appear and you can document the date/time you gave the med, along with an explanation; such as, "DOWNTIME." Back-timing the administration in this screen will NOT create a variance, but it will decrease your scanning percentage rate.

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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.

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

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