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| ***e*MAR Desktop Quick Reference Card** | |
| **Getting Started** | |
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| **eMAR Workflow**   1. Acknowledge Orders 2. Remove medications and take to patient’s bedside 3. Access eMAR Desktop using Status Board and perform functions   **Button Types/Functions**   * **Integrated Desktop Buttons**  Located on right side of screen * Similar functions as Status Board * eMAR button “grayed out” while using eMAR Desktop   idbuttons**Constant Navigation Buttons** Located on bottom of screen    constantbutton3   |  |  | | --- | --- | | **Button** | **Description** | | Document | Full Document | | ACK | Acknowledge Orders | | Preferences | Set for this session or permanently | | Drug Data | Displays drug monographs, interactions | | eMAR Reports | eMAR reports | | Change Order | Hold or DC Medication | | Other | Quick Charge & Manual Barcode | | Submit | Submits medication data after barcode scan | | |  |  | | --- | --- | | **Medication Profile Color Indicators** | | | Currently Selected Order | mp-currentmedorder Medication order on BLUE background | | Discontinued Order | mp-dcmedorder Medication order on YELLOW background | | Scheduled Time | mp-schedtimesBLACK text on GREEN background | | Not Administered Time | *mp-NOadmintime* WHITE text on GRAY background – time documented as not given | | Administered Time | mp-admintime GREY text on WHITE background – actual administration time | | Overdue Time | mp-overduetimes2 BLACK text on RED background | | Future Scheduled Time | mp-futuresched BLACK text on WHITE background | | Hold Medication | mp-holdmed HOLD text on YELLOW background | |
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| **Using eMAR Desktop** | |
| **Scan Med Process**   1. Scan patient armband 2. Scan bar code on each medication package 3. Complete any screen presented 4. Click Submit button 5. Click Save and Recompile or Save and Exit button | **Edit/Undo Administration**   1. Click the administration time of medication to edit 2. Change information and data in pop-up box 3. Click the Edit or Undo buttons 4. Click Submit button 5. Click Save and Recompile or Save and Exit button |
| **Full Document - Med Given and Armband Not Scanned**  1. Click Other button and click Manual Barcode  2. Manually enter patient’s account number  3. Click to select medication  4. Click the schedule time; be sure cursor is on correct date  5. Document any information in pop-up box  6. Click Document button  7. Click Submit button  8. Click Save and Recompile or Save and Exit button  **Co-Signature**  **Linked**  **History medications**  **Queries**  **Instructions**  **Icons**  In order to see the history of the medication, select the A link and choose the History button. | **Full Document - Med Not Given**   1. Click Other button and click Manual Barcode 2. Enter patient’s account number 3. Click to select medication 4. Click the Sched time; be sure cursor is on correct date 5. Review information on pop-up box 6. Click “Not given” 7. Enter Reason Code (required) 8. Click Document button 9. Click Submit button 10. Click Save and Recompile or Save and Exit button   **Quick Charge/Document – if applicable**   1. Scan patient’s armband   2. Click Other button, then select Quick Charge/Doc  3. Click Other button  4. Select Quick Charge/Doc  5. Complete any screen presented  6. Click Submit button  6. 7. Click Save and Recompile or Save and Exit button  **Tips**   * Constant navigation buttons replace Verb Strip options * Mouse clicks expand fields for more details * Document button is low lit until scan patient’s armband; afterwards barcode displays by patient name in header |
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