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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

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| **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 |

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| **Medication Profile Color Indicators**  |
| Currently Selected Order | mp-currentmedorderMedication order on BLUE background |
| DiscontinuedOrder | mp-dcmedorderMedication order on YELLOW background |
| ScheduledTime | 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
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| **Full Document - Med Given and Armband Not Scanned** 1. Click Other button and click Manual Barcode2. Manually enter patient’s account number3. Click to select medication4. Click the schedule time; be sure cursor is on correct date5. Document any information in pop-up box6. Click Document button7. Click Submit button8. 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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