

*Advanced Inmate Medical Management, LLC*

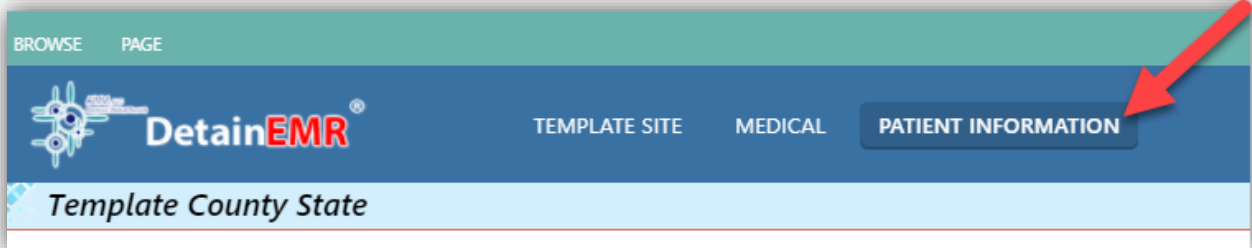
# *Quick Reference*

*Medication Order Entry, Flowsheets, Process Drug Orders, Print MARs  
(Medication Administration Records)*

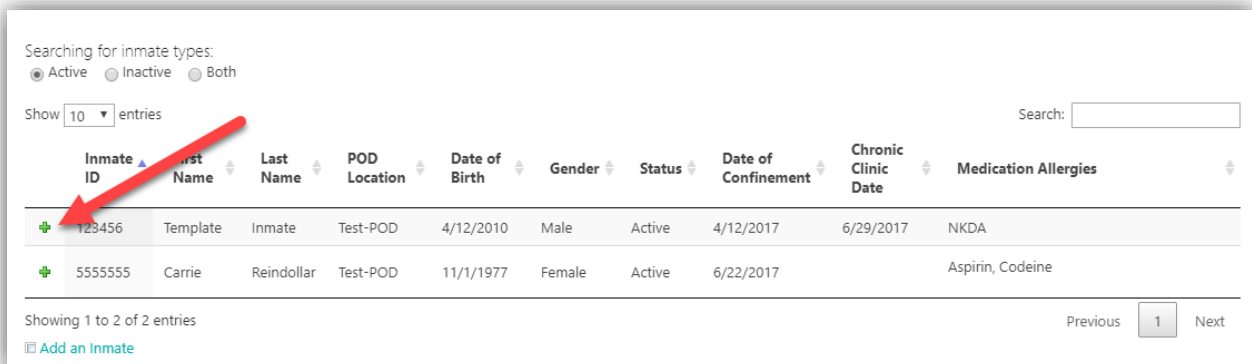
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## Enter New Drug Orders for Medication Administration with Option for Flowsheets

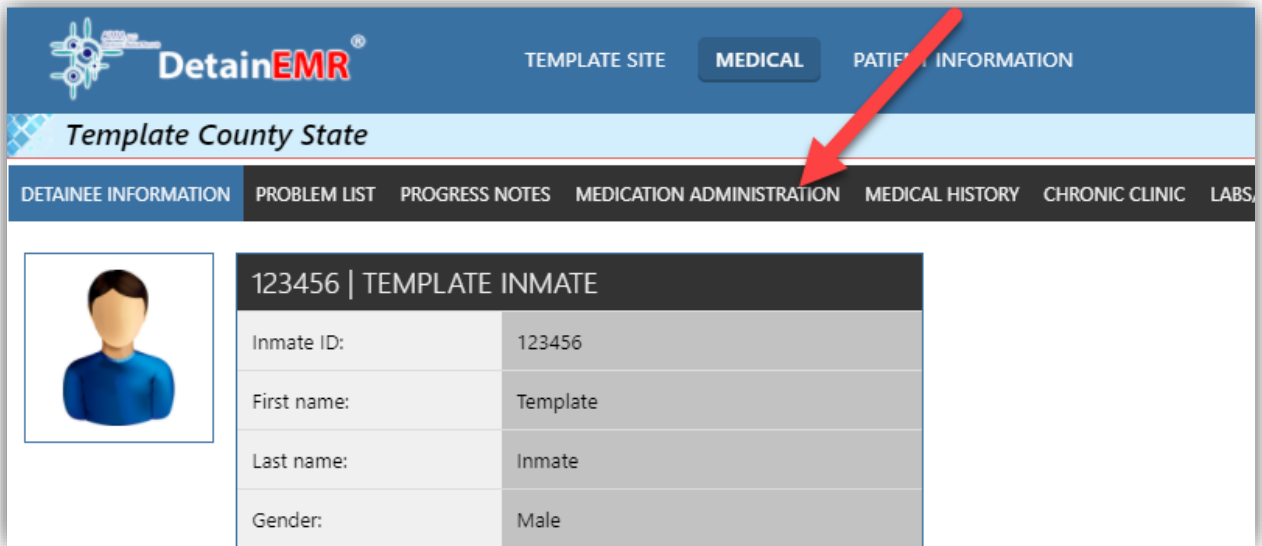
Log in to the EMR (ELECTRONIC MEDICAL RECORDS) website. On the homepage, click “Patient Information.”



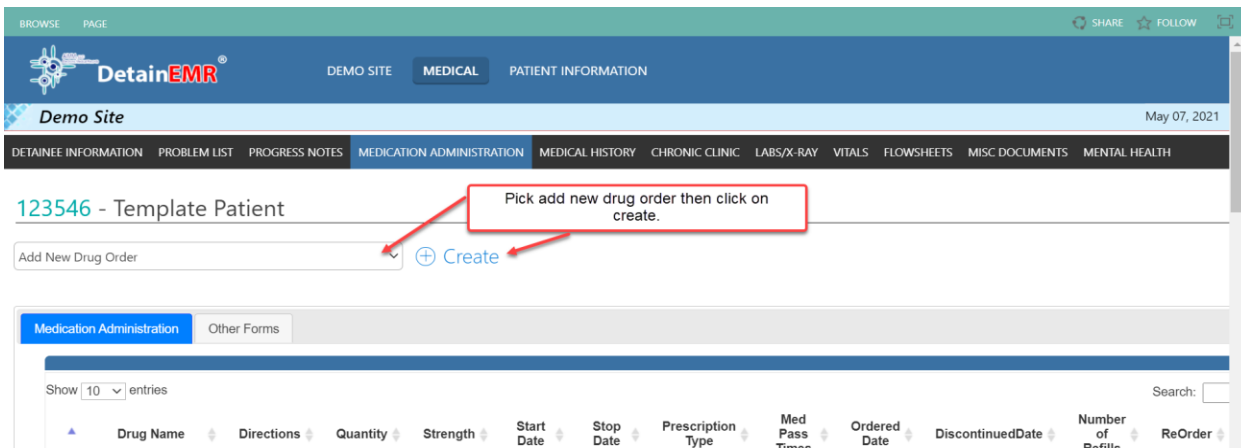
A list of current and active detainees will display. Search for a detainee by entering the first few letters of the first or last name of the detainee in the Search box. Then, click the GREEN plus sign to open the chart.



Once inside the chart, click on the tab “Medication Administration.”



This area of the chart contains medication information for the detainee. To enter a medication in the chart to synchronize to the Offline MAR, click “Add New Drug Order” and create.





**Manage Medication**

Prescriber

Number of Refills

Prescription Type

Start Date

Med Pass Start Session

Stop Date

Med Pass Stop Session

Ordered Date

Med Pass Times

0001	<input type="button" value="Add &gt;"/>	<input type="text"/>
0600	<input type="button" value="Add &gt;"/>	<input type="text"/>
0700	<input type="button" value="Add &gt;"/>	<input type="text"/>
0800	<input type="button" value="Add &gt;"/>	<input type="text"/>
	<input type="button" value="Remove &lt;"/>	<input type="text"/>

Chronic Clinic Task

Sliding Scale

As Needed

HomeMeds

Not Routine

Enter the start date in which you want to start giving the medication and the starting med pass time. Next enter the last dose date and last session time. The order date is when the order was received. If you are not going to have the medication on hand to give then put the start date as when you will have the medication.

Select the med pass time and click add to the list. Do this for each time drug should be administered.

If applicable, check one or all of the boxes to add to the administration type to the drug order. As needed means PRN, Not Routine means special order (every other day, twice weekly, weekly, monthly). You can also add to the chronic clinic task list from here.

Choosing "As Needed" will allow the medication to be initiated only when needed and will not result in a red box if not clicked.

Choosing "Not Routine" opens multiple choices for unusual circumstances. You may also choose "As Needed" AND "Not Routine" if the medication/flowsheet only needs to be done when needed AND on certain days/weeks/months.

For example, you may choose Daily – on Monday, Wednesday, and Fridays only.

Sliding Scale	<input type="checkbox"/>
As Needed	<input type="checkbox"/>
HomeMeds	<input type="checkbox"/>
Not Routine	<input checked="" type="checkbox"/>

Daily
  Weekly
  Monthly

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Daily: Please specify a pattern for your selection

<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Every Other Day

Another example, you may choose Weekly – every 1 week on a specific day.

Sliding Scale	<input type="checkbox"/>
As Needed	<input type="checkbox"/>
HomeMeds	<input type="checkbox"/>
Not Routine	<input checked="" type="checkbox"/>

Daily
  Weekly
  Monthly

---

Weekly: Please specify a pattern for your selection

Recur every  week(s) on:

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Every Other Day

Also, you may choose Monthly – on a certain date, such as the 15<sup>th</sup> of each month, or a day.

The drug order is then added to the detainee information and to the drug order listing to be sent to the pharmacy.

When finished, click “Submit.” If entering multiple medications, you may click “Submit and Clear” to enter the medication and start the next one.

\*\*\*NOTE\*\*\* **Prescription Type** identifies the type of prescription that will be placed on the order to the pharmacy.

- **New** – selecting New denotes that this is a new prescription for the detainee, and it needs to be sent by the pharmacy.
- **Refill** – selecting Refill denotes that the order is a refill to an existing medication order. You may also order a refill through the MAR application when passing meds.
- **Profile** – selecting Profile places the drug order on the MAR but does not place a drug order with the pharmacy. This option is used when medications are already on-hand.

## Option for Flowsheets

To schedule a flowsheet, navigate to the ‘Medication Administration’ tab in the patient’s chart. Click ‘Add New Drug Order’ and create.

The following screen will display:

**Create New Record for Patient: 1234**

**Allergies**  
Amoxillicin

Inmate ID: 1234567899

**Type**  
 Medication  FlowSheet

Drug Indication: [Dropdown]

Problem Information: [Text] Date of Onset: [Calendar] Pre-Existing?:

Drug Name: [Dropdown]

Strength: [Text]

Directions: [Text]

Quantity to be Given: [Dropdown]

Quantity: [Text]

Route: [Dropdown]

Form: [Dropdown]

Prescriber: [Dropdown]

Number of Refills: [Text]

Prescription Type: [Dropdown]

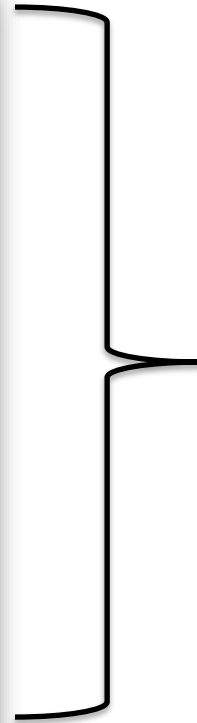
Start Date: [Calendar]

Select the Flowsheet option by clicking on the button next to the word Flowsheet.

The screen content will change:



Inmate ID	1234567899		
Type	<input type="radio"/> Medication <input checked="" type="radio"/> FlowSheet		
Directions			
Prescriber	▼		
Type	▼		
Start Date		📅	
Start Session	▼		
Stop Date		📅	
Stop Session	▼		
Ordered Date		📅	
Pass Times	0430 ▲ 0600 ▲ 0700 ▲ 0800 ▼	Add > < Remove	▲ ▼
As Needed	<input type="checkbox"/>		
Not Routine	<input type="checkbox"/>		
<input type="button" value="Submit"/> <input type="button" value="Submit And Clear"/> <input type="button" value="Cancel"/>			



In the directions box, using your keyboard, indicate the TYPE of flowsheet that needs to be completed. For example:

Inmate ID	1234567899		
Type	<input type="radio"/> Medication <input checked="" type="radio"/> FlowSheet		
Directions	BLOOD SUGAR		
Prescriber	▼		
Type	▼		

Continue choosing options for the required fields.

You may choose “as needed” or “not routine” or both to indicate special circumstances:

Sliding Scale

As Needed

HomeMeds

Not Routine

Daily  Weekly  Monthly

Daily: Please specify a pattern for your selection

Sunday  Monday  Tuesday  Wednesday

Thursday  Friday  Saturday  Every Other Day

Submit Submit And Clear Cancel

1. Click 'Submit' to schedule the Flowsheet on the Offline MAR.
2. Once in the Offline MAR, in addition to initialing that the Flowsheet was done as ordered, remember to record the actual results of the Flowsheet (vital signs, blood sugar readings, etc.) by selecting the “Flowsheets” button and entering the numbers.

## Update a New Drug Order

Once a medication is entered, it may not be altered. Three options exist to update a New Drug Order.

If you have made an error in your entry, you will need to “Discontinue” the drug and re-enter the information. (Much like you would draw a line through your mistake and re-enter the information on a paper MAR.)

BROWSE PAGE SHARE FOLLOW

Add New Drug Order

Medication Administration Other Forms

Show 10 entries Search:

	Drug Name	Directions	Quantity	Strength	Start Date	Stop Date	Prescription Type	Med Pass Times	Ordered Date	DiscontinuedDate	Number of Refills	ReOrder	Edit	View	Copy
	Scheduled Flowsheet	check skin daily	0	0	1/19/2021	1/26/2021	Discontinued	1100	1/19/2021	1/27/2021	0	No	Edit	View	Copy
	HCTZ (Hydrochlorothiazide)	give one	30	25mg	1/19/2021	5/19/2021	New	0800	1/19/2021		1	No	Edit	View	Copy

The listing of drug orders contains the most recent at the top. You may manage individual orders by selecting to the right of the order.

**Edit** – The only modification that can be made once a drug order is saved is to **Discontinue** the order. When you select 'Edit' the screen below will display.

**Copy**- Allows you to copy unchanged medications orders and enter new dates to refill a prescription. \*You must enter a new order if the medication, dosage, or directions have changed.

**View** – Allows you to view the details of the drug order.

The screenshot shows a form for editing a drug order. The form fields are as follows:

Drug Type:	Allergy/Cold
Drug Name:	Benadryl
Strength:	25mg
Directions:	one
Quantity to be Given:	1
Route:	Oral
Form:	Capsule
Prescriber:	Mark Ruiz
Number of Refills:	-1
Prescription Type:	Discontinued
Start Date:	
Med Pass Start Session:	
Stop Date:	
Med Pass Stop Session:	
Ordered Date:	7/23/2012
Med Pass Times:	2100
Re Order:	No
Sliding Scale:	No
Amount Distributed:	
Home Meds:	No
Discontinued Date:	

At the bottom of the form are two buttons: 'Save' and 'Cancel'. A callout box points to the 'Discontinued' dropdown menu, and another callout box points to the 'Save' button.

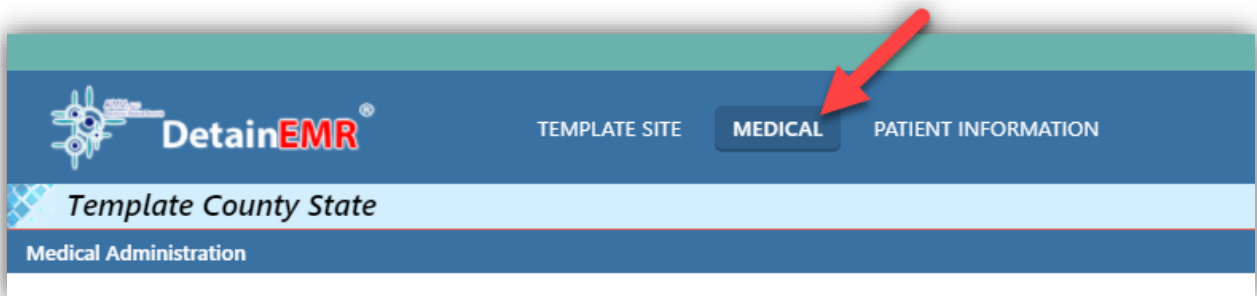
Select Discontinued from the drop down box.

Click 'Save' to save the change or 'Cancel' to return to the main screen.

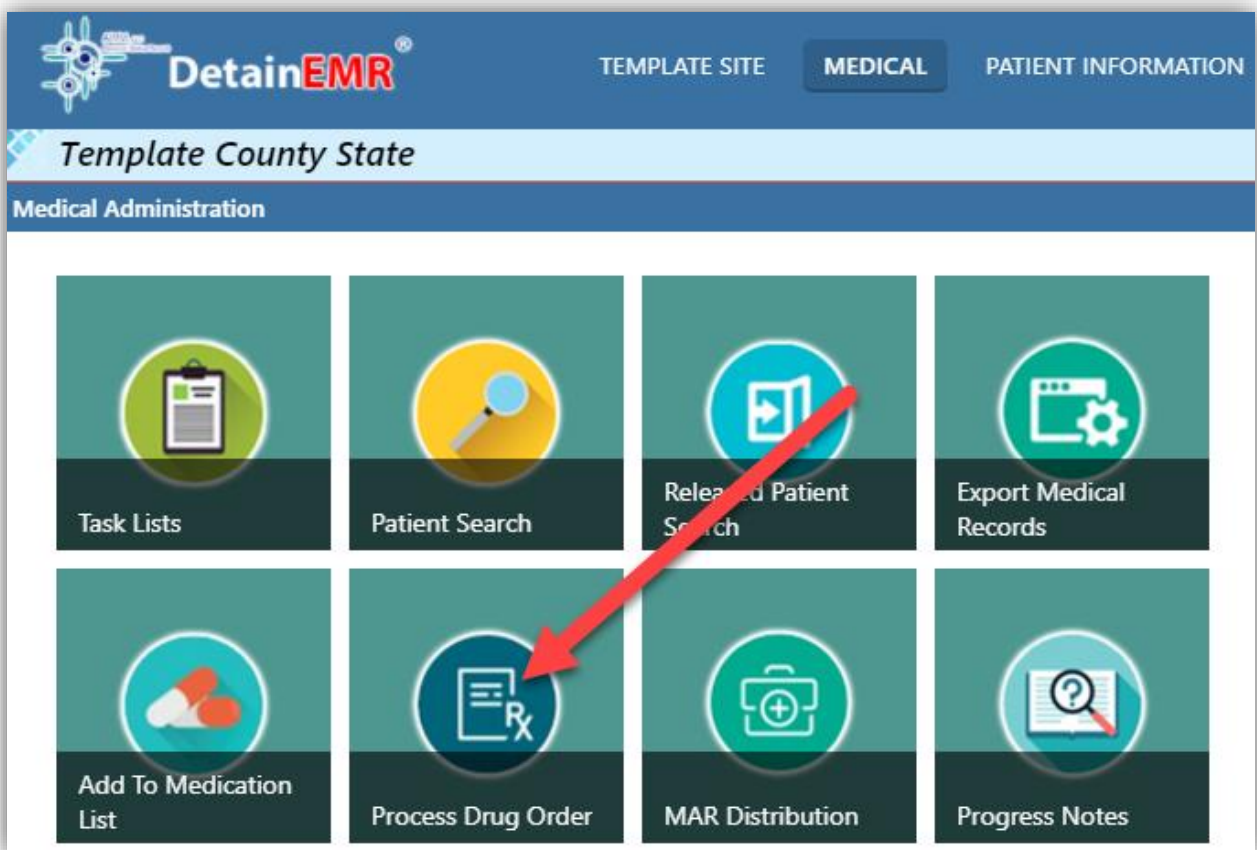
Once you are finished entering all New Drug Orders, the medications are ready to be synced to the Offline MAR for administration and may be "Processed" to send to the pharmacy.

## Process Drug Orders for the Pharmacy

Click the Medical Tab to go back to the Medical area of the website.



Click the icon "Process Drug Orders."



Progress Notes
Lab Documents
Medical History Documents
Mental Health
Misc Documents
Chronic Clinic Documents
Drug Orders <b>2</b>

### PROCESS DRUG ORDERS

Click the "Process" button to process all open drug orders.

Process **1**

There are no orders to process

1. Process orders
2. Go to the saved PDF

Once the orders have processed, Windows will prompt you to save the file to the computer. You do not need to save the form to the computer, as the website keeps all pharmacy orders under the link "Drug Orders" on the Quick Launch Task Bar:

### DAILY DRUG ORDER FORM

Date: 5 / 16 / 2017 Page 1 of 1 Faxed By: [User]

Pat Name: <b>Template Inmate</b>	Date of Birth: 04/12/2010	ICM#	82	Administrating Clinic: <b>PC12</b>	Just One Day Only
Insurance: <b>County</b>	Profile: <b>None</b>	Insurance ID#	NDA	Physician: <b>Matthew Johnson</b>	Quantity: <b>30</b> / <b>3</b>
Check Box to Bill Insurance					

**3.** Click the PDF button to review the document in the PDF review screen.

**4.** Click the Printer button to Print or Fax to the Pharmacy.

Full Screen

Download and Save

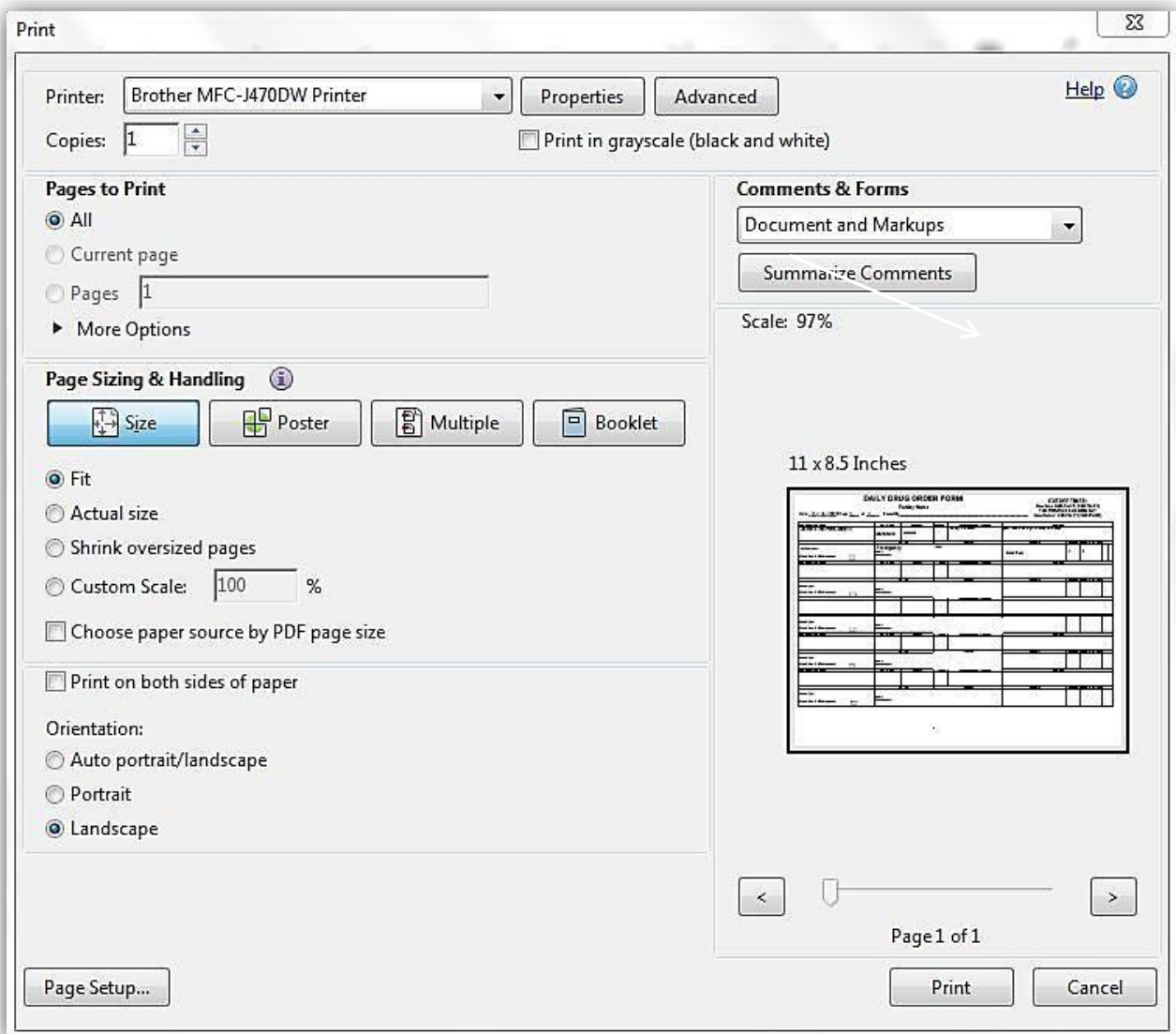
To Print or Fax the document, hover your mouse near the right lower corner of the screen to display the Printer icon.

Click the Printer Icon to display the Print/Fax Options.

When prompted to “Open” or “Save” by Windows, select “Open.”



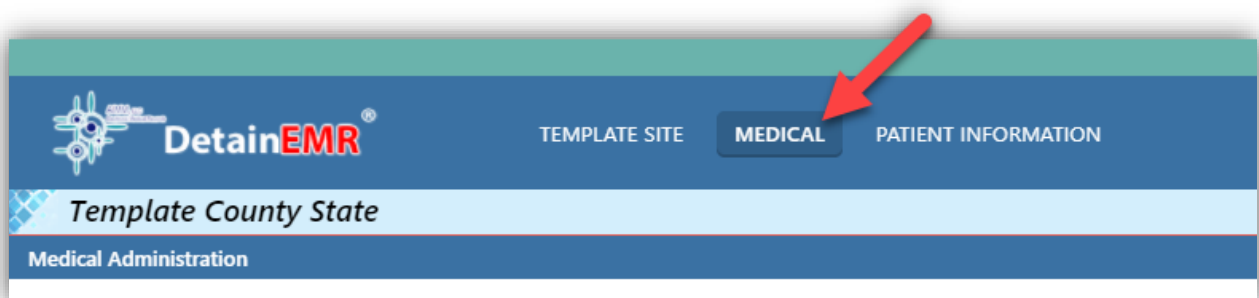
The following screen (or similar) will display:



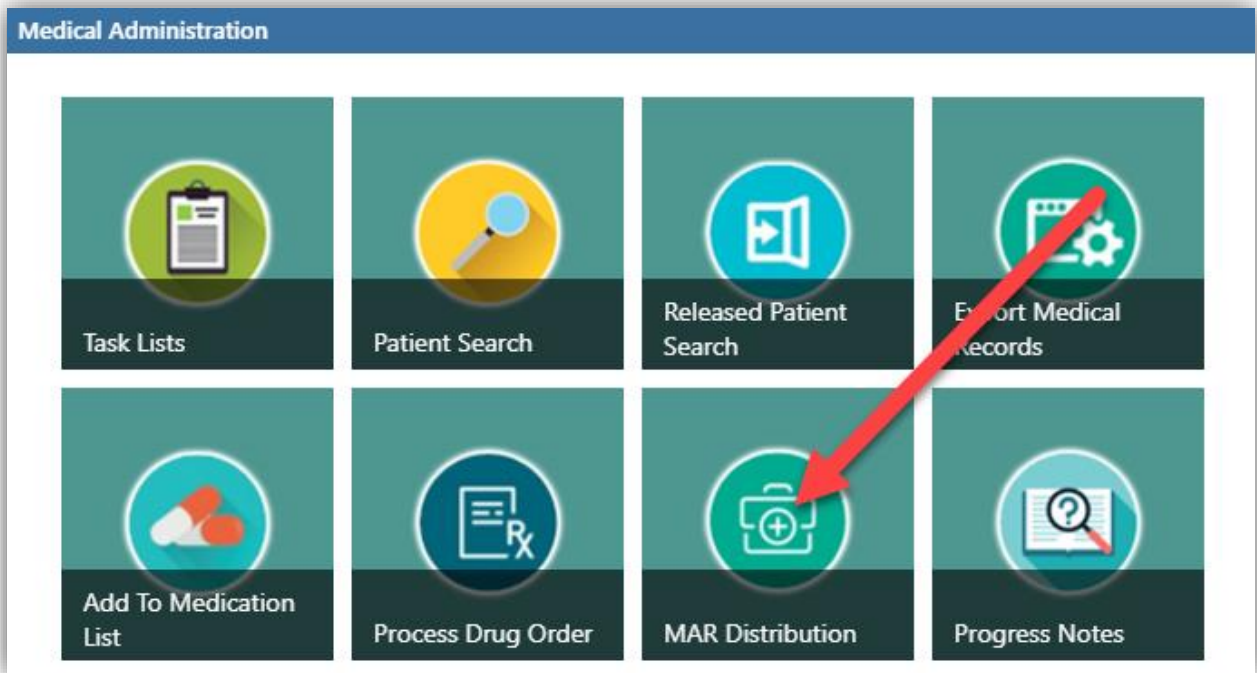
Choose "Landscape" if necessary to fit the print area. Each facility will differ in the type of printers and fax machines used. Online Fax capability is only available if the fax machine is on the network at the facility. If available, you may enter fax information from this screen and send directly to your pharmacy. Otherwise, the pages may be printed and faxed manually.

## Print the MAR Distribution Grid

Return to the Medical Tab of the website:



Click the icon "MAR Distribution."



In the next screen you will see the following information:

**MAR Distribution**

Medication Distribution GridView

1. June 2017 Prev Next Inmate Status: Active

Effective Dates	Drug and Directions	Session	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4/16/2017 - 7/16/2017	Medical Observation 1 Seg rounds, Medical round for patient in seg	1130	JO	JO	KR	KR	JO	JO	JO	JO	JO	TK	TK	JO	JO	JO	JO	JO	KR	KR	JO	JO										

2. Choose Name Prev Next

3. 1. Choose the month  
2. Choose the patient's name \*you may include active or inactive patients  
3. To print, R click or Ctrl+P to select the computer's printer software.

Select "Print" and follow the printer instructions.



