

eMAR Desktop Quick Reference Card

Getting Started

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

Constant Navigation Buttons

Located on bottom of screen

Allergies
Admin Data
Archive
My List
Assessment
Pt Notes
Orders
Review
Process Int
Plan of Care
Print Report
E-Mail
Spreadsheet
Acknowledge
Flowsheet
Monitor
eMAR
References
Worklist
Pt Loc/List
More
Exit

Document	Ack	Preferences	Drug Data	eMAR Reports	Change Order	Other	Submit
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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	Management reports
Change Order	Hold or DC Medication
Other	Quick Charge & Manual Barcode
Submit	Submits medication data after barcode scan (F12)

Medication Profile Visual Indicators							
Currently Selected Order	<table border="1"> <tr> <td>08/25/08 1300</td> <td>Dilantin 100 mg PO QID</td> </tr> <tr> <td>09/04/08 1259</td> <td>Phenytoin Sodium Extended</td> </tr> <tr> <td>Active</td> <td>New Order</td> </tr> </table> <p>Medication order on BLUE background</p>	08/25/08 1300	Dilantin 100 mg PO QID	09/04/08 1259	Phenytoin Sodium Extended	Active	New Order
08/25/08 1300	Dilantin 100 mg PO QID						
09/04/08 1259	Phenytoin Sodium Extended						
Active	New Order						
Discontinued Order	<table border="1"> <tr> <td>07/18/08 1200</td> <td>Capoten 25 mg PO TID</td> </tr> <tr> <td>07/21/08 1858</td> <td>Capoten 11</td> </tr> <tr> <td>Discontinued</td> <td>Manual DC</td> </tr> </table> <p>Medication order on YELLOW background</p>	07/18/08 1200	Capoten 25 mg PO TID	07/21/08 1858	Capoten 11	Discontinued	Manual DC
07/18/08 1200	Capoten 25 mg PO TID						
07/21/08 1858	Capoten 11						
Discontinued	Manual DC						
Scheduled Time	<table border="1"> <tr><td>0000</td></tr> <tr><td>0600</td></tr> <tr><td>1200</td></tr> <tr><td>1800</td></tr> </table> <p>BLACK text on GREEN background</p>	0000	0600	1200	1800		
0000							
0600							
1200							
1800							
Not Administered Time	<table border="1"> <tr><td>1211</td></tr> </table> <p>WHITE text on GRAY background</p>	1211					
1211							
Administered Time	<table border="1"> <tr><td>1251</td></tr> </table> <p>GREY text on WHITE background</p>	1251					
1251							
Next Scheduled Time	<table border="1"> <tr><td>1251</td></tr> <tr><td>1300</td></tr> <tr><td>1700</td></tr> </table> <p>BLACK text on GREEN background</p>	1251	1300	1700			
1251							
1300							
1700							
Overdue Time	<table border="1"> <tr><td>0000</td></tr> <tr><td>0400</td></tr> </table> <p>BLACK text on RED background</p>	0000	0400				
0000							
0400							
Future Scheduled Time	<table border="1"> <tr><td>1600</td></tr> <tr><td>2000</td></tr> </table> <p>BLACK text on WHITE background</p>	1600	2000				
1600							
2000							
Hold Medication	<table border="1"> <tr><td>Hold</td></tr> </table> <p>HOLD text on YELLOW background</p>	Hold					
Hold							
* (asterisk)	0900* Documentation not yet Submitted (click Submit button)						

NEED HELP? Call the Service Desk at 901-2777

Using eMAR Desktop

Scan Med

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

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

Quick Charge/Document

1. Scan patient armband to initiate process.
2. Click OTHER button, then select Quick Charge/Doc.
3. Enter ordering doctor
4. If med displays, click right Ctrl key to check it.
5. If med doesn't display, F9 to choose type.
6. Scan your med.
7. Complete screen presented.
8. Press File or F12.

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 Not Given

1. Click Other button and click Manual Barcode
2. Manually 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

Tips!!

- SCAN THE PATIENT FIRST, THEN SCAN MEDS!
- Document button is "grayed out" until patient's armband scanned; then barcode displays by patient name in header
- Barcode displays next to patient/meds successfully scanned
- Navigation buttons replace Verb Strip options
- **Submit** = F12 (FILE) or you'll lose your documentation!

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