

## Activating eMAR for a Community Patient

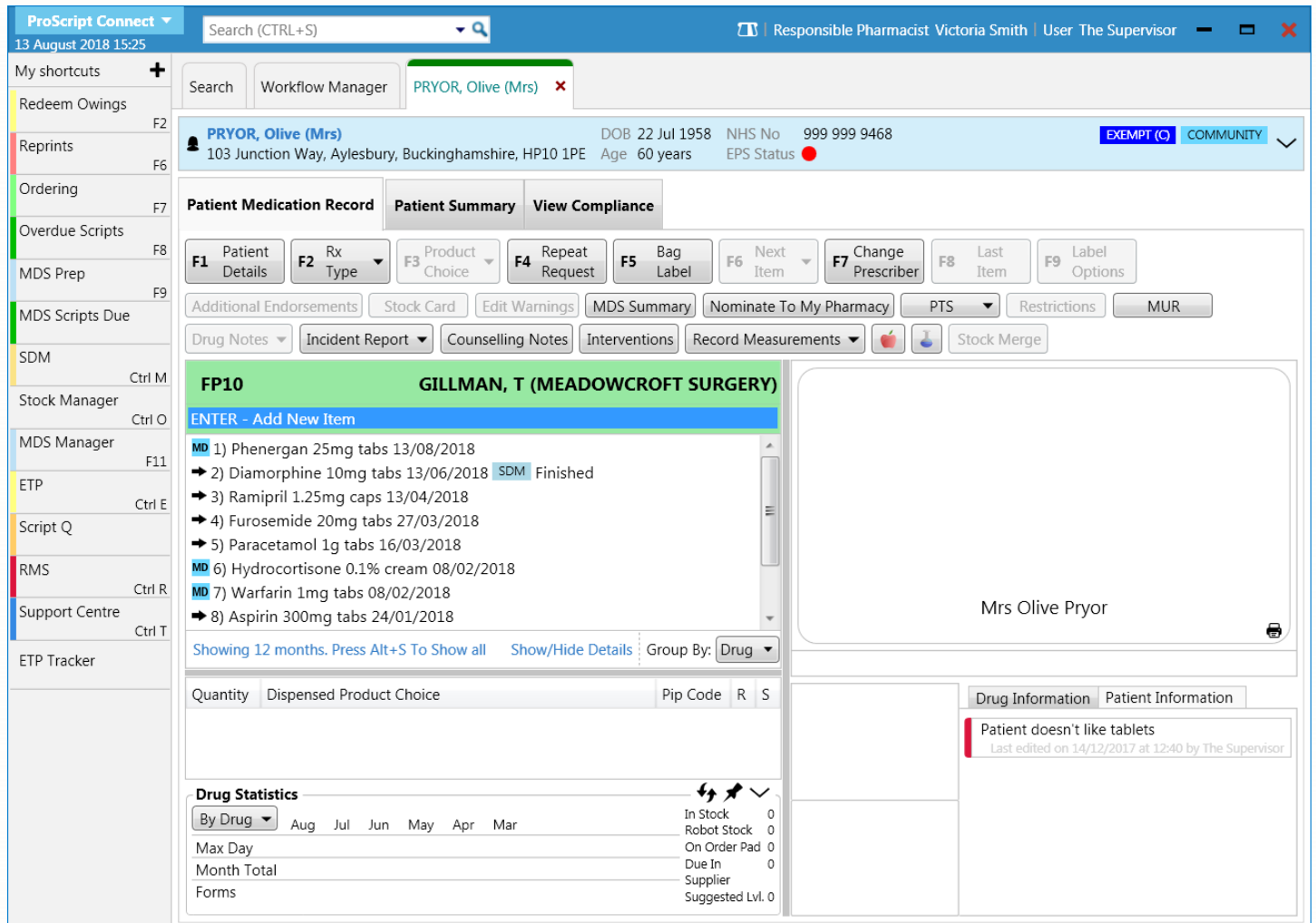


You must ensure that export folders have been identified within the *MDS Category* in Edit Application Settings for all applicable eMAR Systems.

Before you are able to send and export eMARs, you will need to activate eMAR on each eligible community patient. eMAR is activated within the Community Details window which can be accessed from either the Patient Details Form or the MDS Manager.

### Activating eMAR from the Patient Details Form

1. To begin, search for, locate and select the community patient from the ProScript Connect Search Screen. All MDS patients will be tagged with an **MDS** flag.
2. The patient's PMR opens in a new tab. Select either the **[F1 – Patient Details]** button or click on the patient's name within the blue information bar.



The screenshot displays the ProScript Connect interface. At the top, the search bar shows 'PRYOR, Olive (Mrs)'. The patient information bar includes: **PRYOR, Olive (Mrs)**, DOB 22 Jul 1958, NHS No 999 999 9468, Age 60 years, and EPS Status. The patient is tagged as **EXEMPT (C)** and **COMMUNITY**.

The main area shows the **Patient Medication Record** for **GILLMAN, T (MEADOWCROFT SURGERY)**. The record lists 8 medications:

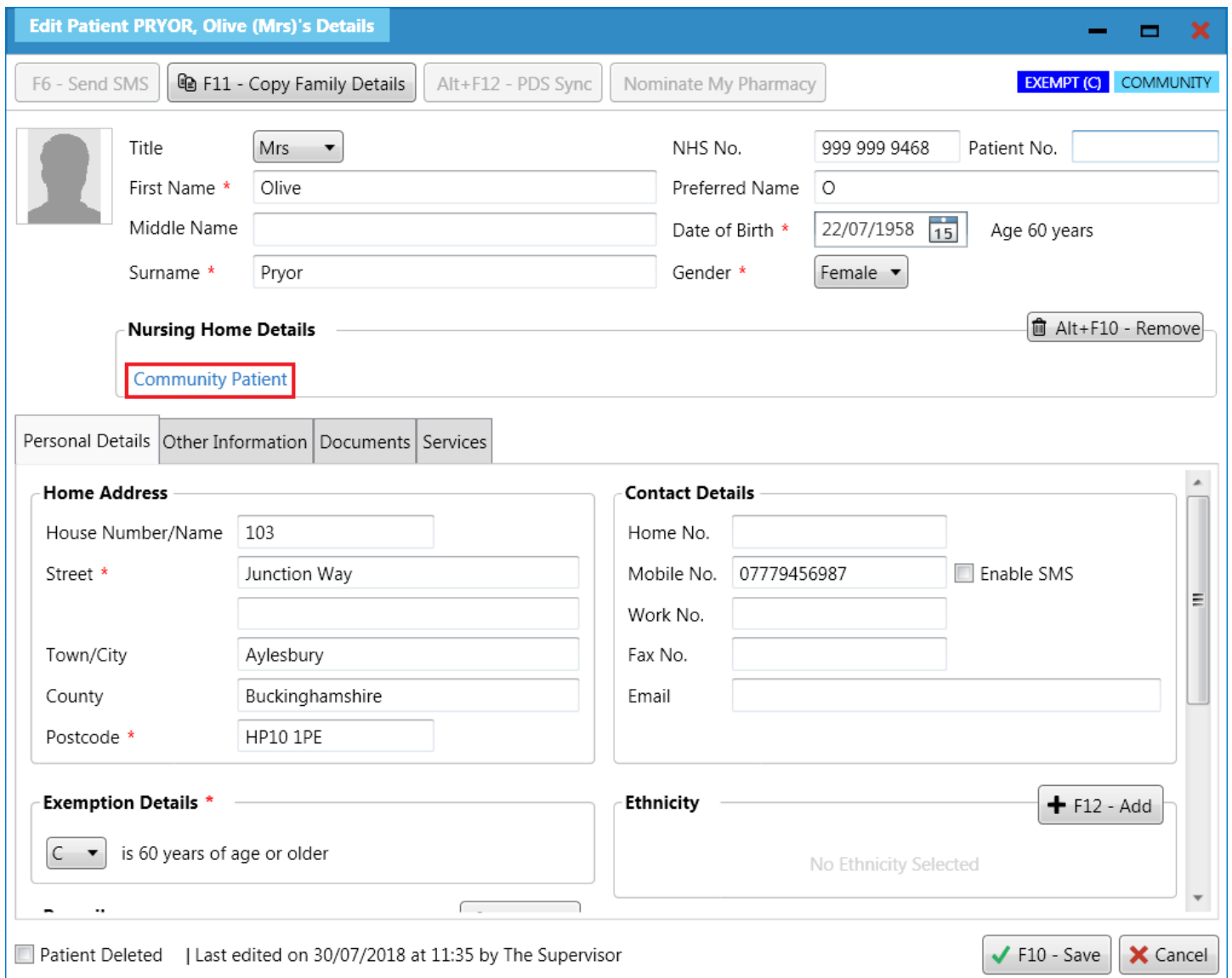
- MD 1) Phenergan 25mg tabs 13/08/2018
- MD 2) Diamorphine 10mg tabs 13/06/2018 **SDM** Finished
- MD 3) Ramipril 1.25mg caps 13/04/2018
- MD 4) Furosemide 20mg tabs 27/03/2018
- MD 5) Paracetamol 1g tabs 16/03/2018
- MD 6) Hydrocortisone 0.1% cream 08/02/2018
- MD 7) Warfarin 1mg tabs 08/02/2018
- MD 8) Aspirin 300mg tabs 24/01/2018

Below the medication list is a table for drug statistics:

By Drug	Aug	Jul	Jun	May	Apr	Mar	In Stock	Robot Stock	On Order Pad	Due In	Supplier	Suggested Lvl.
Max Day							0	0	0	0		0
Month Total												
Forms												

On the right side, there is a note: **Patient doesn't like tablets**, last edited on 14/12/2017 at 12:40 by The Supervisor.

- The Patient Details Form opens in a new window. Locate the *Nursing Home Details* section and click the **Community Patient** link to open the Community Details window.



**Edit Patient PRYOR, Olive (Mrs)'s Details**

F6 - Send SMS | F11 - Copy Family Details | Alt+F12 - PDS Sync | Nominate My Pharmacy | EXEMPT (C) | COMMUNITY

Title: Mrs  
 NHS No.: 999 999 9468 | Patient No.:  
 First Name \*: Olive | Preferred Name: O  
 Middle Name:  
 Date of Birth \*: 22/07/1958 | Age 60 years  
 Surname \*: Pryor | Gender \*: Female

**Nursing Home Details** | Alt+F10 - Remove

**Community Patient**

Personal Details | Other Information | Documents | Services

**Home Address**

House Number/Name: 103  
 Street \*: Junction Way  
 Town/City: Aylesbury  
 County: Buckinghamshire  
 Postcode \*: HP10 1PE

**Contact Details**

Home No.:  
 Mobile No.: 07779456987 | Enable SMS  
 Work No.:  
 Fax No.:  
 Email:

**Exemption Details \***

C is 60 years of age or older

**Ethnicity** | + F12 - Add

No Ethnicity Selected

Patient Deleted | Last edited on 30/07/2018 at 11:35 by The Supervisor | F10 - Save | Cancel

- From the Community Details window, open the *Settings* tab and scroll down to the bottom left-hand corner of the window where you'll find the *eMAR Active* field. Select the tick box and select the **[F10 - Save]** button.

**Community Details**

Name

Settings **Other**

**Notes**  
Patient's daughter available between 12:00-14:00 and after 16:00 during the week, or all day Sat and Sun. Tel: 07845954145 (Mary)

**MAR Chart**

MARSheetReport

Boxes Per Sheet   Print Cassette Items Separately

Lines Per Box

**Blank MAR Chart**

None

**Backing Sheet**

BackingSheetReport

Blank Rows Per Sheet

**Picking List**

PickingListReport

**eMAR Active**

Nursing Home Deleted | Last edited on 19/10/2018 at 09:12 by The Supervisor

**Times**

Time

Time

Time

Time



If your *eMAR Type* application setting is configured to *Enhanced*, you may be required to add additional details here depending on the *eMAR Type* selected in Edit Nursing Home Details. For example, you can configure exporting to eMARX by selecting the *Output to eMARX* tick box.

5. You are returned to the Patient Details Form. Select the **[F10 – Save]** button to return to the patient's PMR. Your community patient has now been eMAR activated.

## Activating eMAR from the MDS Manager

1. To begin, open the MDS Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *MDS Manager* menu item, or by selecting **[F11]** on your keyboard.
2. The MDS Manager opens in a new tab with the last selected home or community displayed in the pale pink information bar at the top of the window. If a nursing home is displayed, you can view all community patients by selecting the **[F2 – Select Home]** button and clicking the *Select Community* menu item. The grid will update to show all community patients. Use the available *Filters* to search for, locate and select the required patient.

ProScript Connect | Search (CTRL+S) | Responsible Pharmacist Victoria Smith | User The Supervisor | 13 August 2018 16:42

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS, Support Centre, ETP Tracker

Workflow Manager: MDS Manager

F1 - View PMR | F2 - Select Home | F3 - Bag Label | F4 - Edit Start Date | F5 - MDS Summary | F6 - Print MAR Sheet | Send/Export Selected eMAR(s)

Refresh | Print Preview | [Apple Icon] | [Flask Icon]

PRYOR, Olive (Mrs) - Community Patient | Start Date: 13 Aug 2018

**Print Options**

Print Cassette Items |  Print NON Cassette Items |  Print Reminder Cards |  Print Bag Labels |  Print Warnings

Week 1 (13/08/2018) |  Week 2 (20/08/2018) |  Week 3 (27/08/2018) |  Week 4 (03/09/2018)

Print Patient Order By: None

**Filters**

Search: [ ] | Period: Last 60 Days

Show Inactive Patients Only | From: 14/06/2018 | To: 13/08/2018

Patient	Prescriber	Cycle Start Date
KINGMILL, Gelli (Mr)	Stamatios Poupalos	13/08/2018
<b>PRYOR, Olive (Mrs)</b> <span style="background-color: #90EE90;">Processed</span>	<b>T GILLMAN</b>	<b>13/08/2018</b>

Show Current Items | M - MAR | B - Backing Sheet | L - Labels

Medications	Quantity	Last Given	M	B	L	Order	Group
<b>Phenergan 25mg tabs</b>	0	13/08/2018	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0
Warfarin 1mg tabs	0	08/02/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
Hydrocortisone 0.1% cream	0	08/02/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0

[999 999 9468] | COMMUNITY | EXEMPT (C)

**PRYOR, Olive (Mrs)**

103 Junction Way, Aylesbury, Buckinghamshire, HP10 1PE  
 DOB: 22 Jul 1958 | Age: 60 years  
 Mobile: 07779456987

Elected Services

EPS Not Registered  
 NMS Registered

3. With the required patient selected, click the patient's name displayed in blue within the pale pink information bar at the top of the MDS Manager window to open the Community Details window.
4. From the Community Details window, open the *Settings* tab and scroll down to the bottom left-hand corner of the window where you'll find the *eMAR Active* field. Select the tick box and select the **[F10 – Save]** button.

Community Details

Name

Settings **Other**

**Notes**  
Patient's daughter available between 12:00-14:00 and after 16:00 during the week, or all day Sat and Sun. Tel: 07845954145 (Mary)

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**eMAR Active**

**Times**

Time

Time

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Time

Nursing Home Deleted | Last edited on 19/10/2018 at 09:12 by The Supervisor



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5. You are returned to the MDS Manager. Your community patient has now been eMAR activated.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	23 December 2020		Elyas Khalifa

### Contact us

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