

## Sending and Exporting eMARs from the MDS Manager

From the MDS Manager, you are able to send and export eMARs for individual patients, selected patients or the entire nursing home or community. In order to successfully send and export eMARs you must ensure:

MAR charts have been selected for printing in the patient's MDS Summary for all the medications required on the MAR chart by selecting the *M – MAR* column or the *Print MAR* check box.

The eMAR prerequisites for your selected eMAR type have been followed

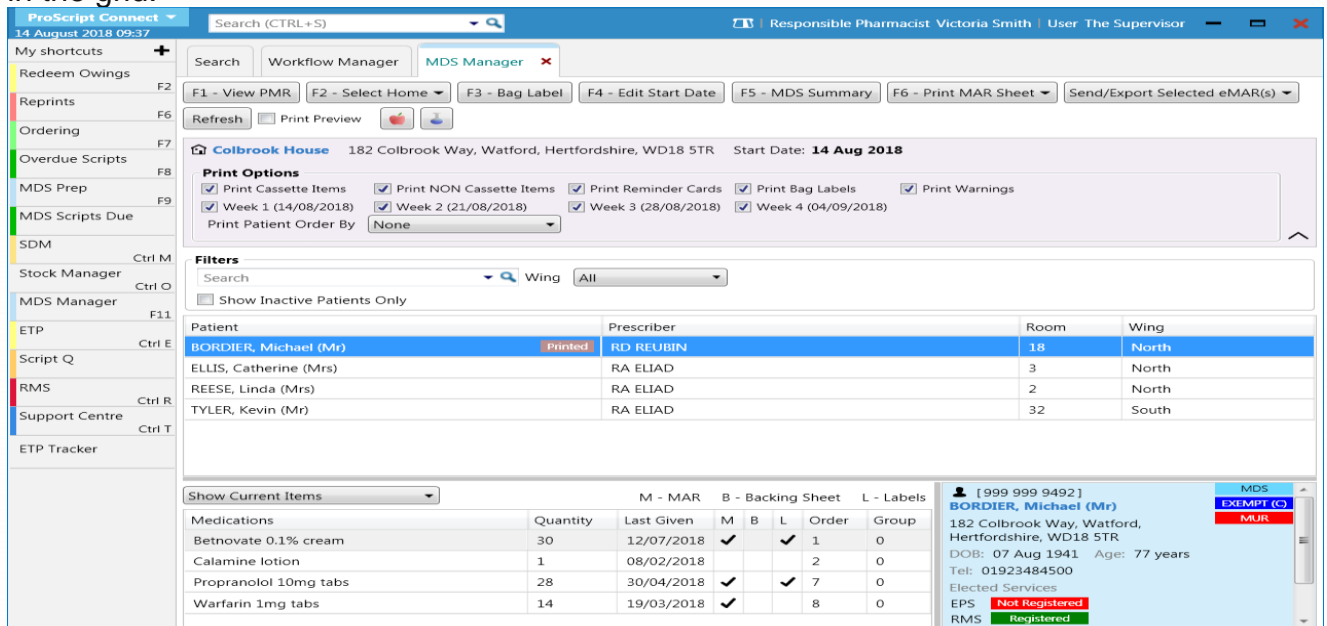


You can access a patient's MDS Summary to check the above details from the MDS Manager by highlighting the required patient and selecting the **[F5 – MDS Summary]** button.

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. You can select the required home or to see all community patients, if necessary, by selecting the **[F2 – Select Home]** button and clicking the *Select Home* or *Select Community* menu item respectively.



If you have selected the *Select Home* menu item, the Search Nursing Home window will open, where you can search for, locate and select the required home by selecting the **[F10 – Select]** button. Selecting the *Select Community* menu item will display all community patients in the grid.



The screenshot shows the ProScript Connect MDS Manager interface. At the top, there's a search bar and navigation buttons for F1-F6. The main area displays patient information for Colbrook House, including a table of patients and a list of medications.

Patient	Prescriber	Room	Wing
BORDIER, Michael (Mr)	RD REUBIN	18	North
ELLIS, Catherine (Mrs)	RA ELIAD	3	North
REESE, Linda (Mrs)	RA ELIAD	2	North
TYLER, Kevin (Mr)	RA ELIAD	32	South

Medications	Quantity	Last Given	M - MAR	B - Backing Sheet	L - Labels	Order	Group
Betnovate 0.1% cream	30	12/07/2018	✓	✓	1	0	
Calamine lotion	1	08/02/2018			2	0	
Propranolol 10mg tabs	28	30/04/2018	✓	✓	7	0	
Warfarin 1mg tabs	14	19/03/2018	✓	✓	8	0	

## Reviewing the MDS Manager

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The MDS Manager opens in a new tab and displays all community or nursing home patients, depending on your selection. It is recommended to review this window, making any amendments as required, before sending and exporting an eMAR. Changes made within this window will not be reflected on the patient's PMR.

Field/Section	Description
[F1 - View PMR]	Highlight a patient and select the [F1 - View PMR] button to open the selected patient's PMR in a new tab.
[F2 - Select Home]	Select to view another nursing home, or all community patients using the [F2 - Select Home] button and selecting either the <i>Select Home</i> or <i>Select Community</i> menu items respectively.
[F3 - Bag Label]	Select to print a bag label for the selected patient, or all patients displayed in the grid by selecting the [F3 - Bag Label] button.
[F4 - Edit Start Date]	Select the [F4 - Edit Start Date] button to amend the actual or temporary cycle start date for the entire nursing home, or highlighted community patient.
[F5 - MDS Summary]	Highlight a patient and select the [F5 - MDS Summary] button to open the selected patient's MDS Summary in a new window.
[F6 - Print MAR Sheet]	<p>Select the [F6 – Print MAR Sheet] button to print the MAR sheet for the selected community/nursing home patient, or all nursing home patients displayed in the grid, for the medications with the <i>M – MAR</i> and <i>Print MAR</i> boxes ticked. Using the arrow on this button, you can access other printing options:</p> <ul style="list-style-type: none"><li>• Select the <i>Alt+F2 – Print Blank MAR Sheet</i> menu item to print a blank MAR chart.</li><li>• Select the <i>Alt+F3 – Print Backing Sheet</i> menu item to print the backing sheet for the selected patient for the medications with the <i>B – Backing Sheet</i> and <i>Backing Sheet</i> boxes ticked.</li><li>• Select the <i>Alt+F5 – Print Picking List</i> menu item to print the picking list for the selected patient.</li><li>• Select the <i>Alt+F8 – Print Labels</i> menu item to print labels for the selected patient for the medications with the <i>L – Labels</i> and <i>Print Labels</i> boxes ticked.</li><li>• Select the <i>Alt+F11 – Print Consolidated Picking List</i> menu item to print a picking list for the selected patient without patient details.</li></ul>

Field/Section	Description
	<ul style="list-style-type: none"> <li>• Select the <i>Alt+F12 – Print Consolidated Picking List (Mds Prep Only)</i> menu item to print a picking list for the selected patient without patient details for MDS Prep prescriptions only.</li> <li>• Select the <i>Print Drug Identification Labels</i> menu item to print drug identification labels for the selected community/nursing home patient, or all nursing home patients, where drug identification details have been populated in the patient's MDS Summary.</li> <li>• Select the <i>Nursing Home</i> menu item (nursing home only) and select to print patient lists for <i>All Patients, All Dispensed Patients, Not Dispensed Patients</i> or the selected patient only.</li> <li>• Select the <i>Print All Dispensed Patients</i> menu item (community patients only) to print patient lists for all dispensed patients.</li> </ul>
[Send/Export eMAR]	Select the <b>[Send/Export eMAR]</b> button to send and export an electronic MAR chart. If enabled, you can also use the arrow on this button and select the <i>Send/Export eMAR, Not To MDS Robot</i> menu item to send the eMAR <u>but not</u> send the data to the Robot.
[Refresh]	Select the <b>[Refresh]</b> button to refresh all data in the MDS Manager window, including the <i>Medications</i> list and any status tags.
PILs & DILs and BNF	Use the PILs & DILs and BNF buttons to open these modules for the item highlighted in the <i>Medications</i> list at the bottom of the window.
Print Preview	Select the <i>Print Preview</i> tick box to display a print preview before printing MAR Charts, backing sheets and labels etc. Deselecting this option will send your print outs directly to the printer.
Nursing home or community patient name	Select the blue nursing home or community patient name to open the Edit Nursing Home Details or Community Details windows.
Start Date	View the cycle <i>Start Date</i> as a read-only field. This can be edited using the <b>[F4 - Edit Start Date]</b> button.
Print Cassette Items	Select the <i>Print Cassette Items</i> tick box to print labels for items marked as cassette items.
Print NON Cassette Items	Select the <i>Print NON Cassette Items</i> tick box to print labels for items marked in a separate container.
Print Reminder Cards	Select the <i>Print Reminder Cards</i> tick box to print an extra label for each item, including label splits, when dispensing and when reprinting labels.
Print Bag Labels	Select the <i>Print Bag Labels</i> tick box to print bag labels.
Print Warnings	Select the <i>Print Warnings</i> tick box to add warnings to the labels when printed.

Field/Section	Description
Week 1, Week 2, Week 3, Week 4	Select the weeks you wish to print on backing sheets and 7 day MAR charts. One of these options must be selected to print MAR charts and backing sheets.
Print Patient Order By	The <i>Print Patient Order By</i> drop-down menu will not impact the printing output if printing MDS charts for an individual patient. It is not applicable for community patients.
Filters	<p>Use the filters to adjust the patients displayed in the MDS Manager grid. You can:</p> <ul style="list-style-type: none"> <li>○ Search by patient, prescriber, room number or wing by free-typing a value in the <i>Search</i> box.</li> <li>○ Filter nursing home patients by their nursing home wing as assigned in their Patient Details Form by using the <i>Wing</i> drop-down menu.</li> <li>○ Show patients who have been marked as <i>Inactive</i> in their Patient Details Form by selecting the <i>Show Inactive Patients Only</i> tick box.</li> <li>○ Filter community patients by cycle start date using the <i>Period</i> drop-down menu or the <i>From</i> and <i>To</i> date fields.</li> </ul>
Patients table	<p>The patients table lists all community patients, or all the patients assigned to your selected nursing home. In this table you can see the <i>Prescriber</i> details, the assigned <i>Room Number</i> and <i>Wing</i> for nursing home patients, and the <i>Cycle Start Date</i> for community patients. A <b>Printed</b> tag will appear against patients once their MAR chart has been printed, and an <b>eMAR Sent</b> tag will appear against patients once an eMAR has been sent and exported.</p>
Medications table	<p>By highlighting a patient, you can view all the details regarding their medications and see which ones have been selected to include on MAR charts, backing sheets and labels. You can use the drop-down menu to filter the grid by <i>Current Items</i>, <i>All Items</i> or only items you've selected to print either a MAR Chart, backing sheet or label.</p>
Blue patient information box	<p>A snippet of information from the patient's PMR displays here, including the patients name, date of birth, and contact details. Where available - and enabled - you can conduct various actions using the blue hyperlinks, such as sending a <a href="#">Notification</a> or viewing the patients <a href="#">medication compliance</a> window.</p>

## Sending and Exporting eMARs

To send and export eMAR(s), you can:

- Highlight one or more patients in the grid and select the **[Send/Export Selected eMAR(s)]** button to send the eMAR(s) for the selected patient(s)
- Highlight one or more patients in the grid and select the arrow on the **[Send/Export Selected eMAR(s)]** button and select the *Send/Export Selected eMAR(s), Not To MDS Robot* menu item to send the eMAR(s) for the selected patient(s) but not send the data to the Robot, if enabled
- Select the arrow on the **[Send/Export Selected eMAR(s)]** button and select the *Send/Export All eMAR(s)* menu item to send the eMAR(s) for all patients displayed in the grid
- Select the arrow on the **[Send/Export Selected eMAR(s)]** button and select the *Send/Export All eMAR(s), Not To MDS Robot* menu item to send the eMAR(s) for all patients but not send the data to the Robot, if enabled

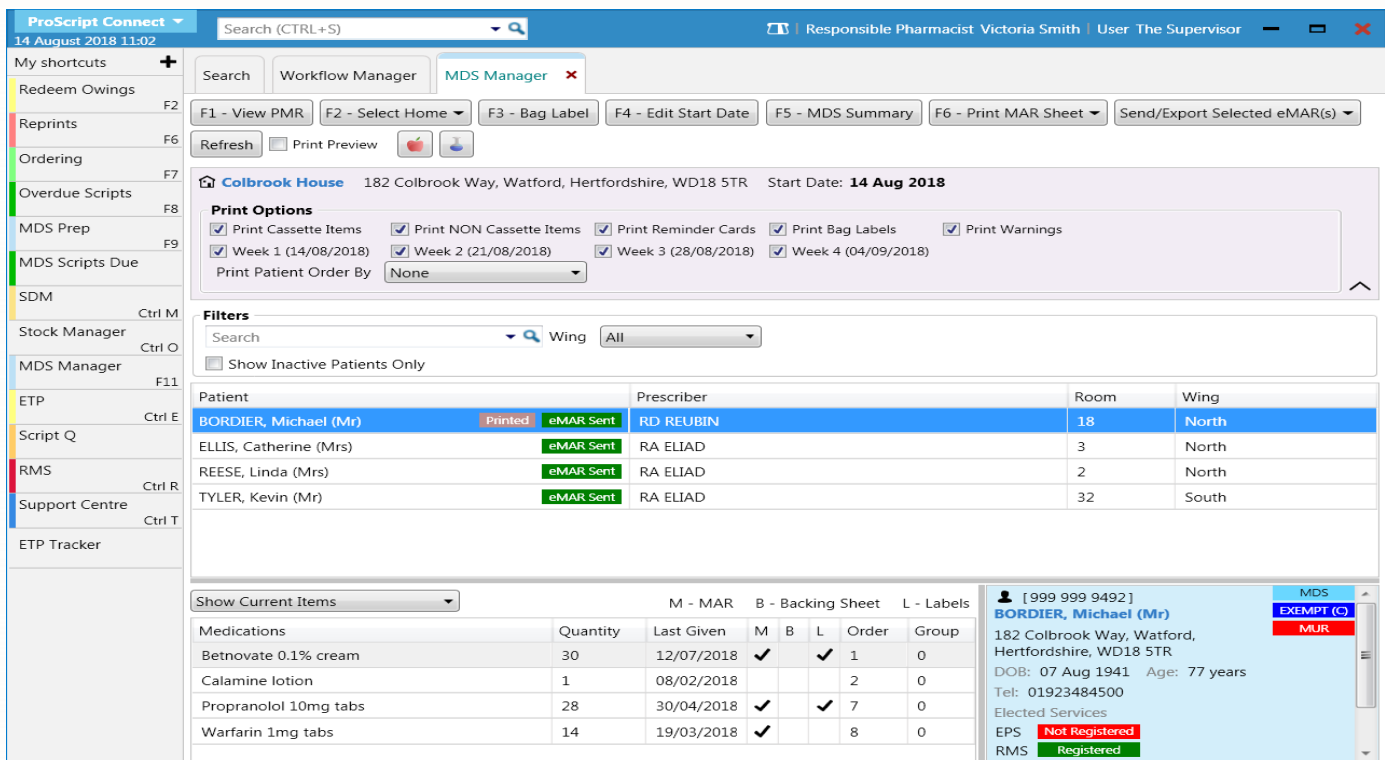


To highlight selected patients in the grid, you can use **[Ctrl+left-click]** to select patients one at a time, or **[Shift+left-click]** to highlight all consecutive patients within your first and last click range.

After you have sent/exported the required eMARs, the eMARs for the selected patient(s) will be added in the eMAR Transmission Manager queue, and once successfully sent will add an **eMAR Sent** tag to your patient within the MDS Manager.



The *eMAR Type* application setting, found within the *MDS Category*, must be set to *Enhanced* in order to access the eMAR Transmission Manager.



**Print Options**

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

Week 1 (14/08/2018)    Week 2 (21/08/2018)    Week 3 (28/08/2018)    Week 4 (04/09/2018)

Print Patient Order By: **None**

**Filters**

Search: Wing **All**

Show Inactive Patients Only

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**Medications**

Medications	Quantity	Last Given	M	B	L	Order	Group
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Calamine lotion	1	08/02/2018				2	0
Propranolol 10mg tabs	28	30/04/2018	✓		✓	7	0
Warfarin 1mg tabs	14	19/03/2018	✓			8	0

**Summary for BORDIER, Michael (Mr)**

182 Colbrook Way, Watford, Hertfordshire, WD18 5TR  
 DOB: 07 Aug 1941   Age: 77 years  
 Tel: 01923484500  
 Elected Services  
 EPS: **Not Registered**  
 RMS: **Registered**

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	4th January 2021		Elyas Khalifa

### Contact us

For more information contact:  
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