Sending and Exporting an eMAR while Dispensing

You are able to send an eMAR for an individual patient whilst dispensing their prescription. In order to successfully send and export eMARs you must ensure:
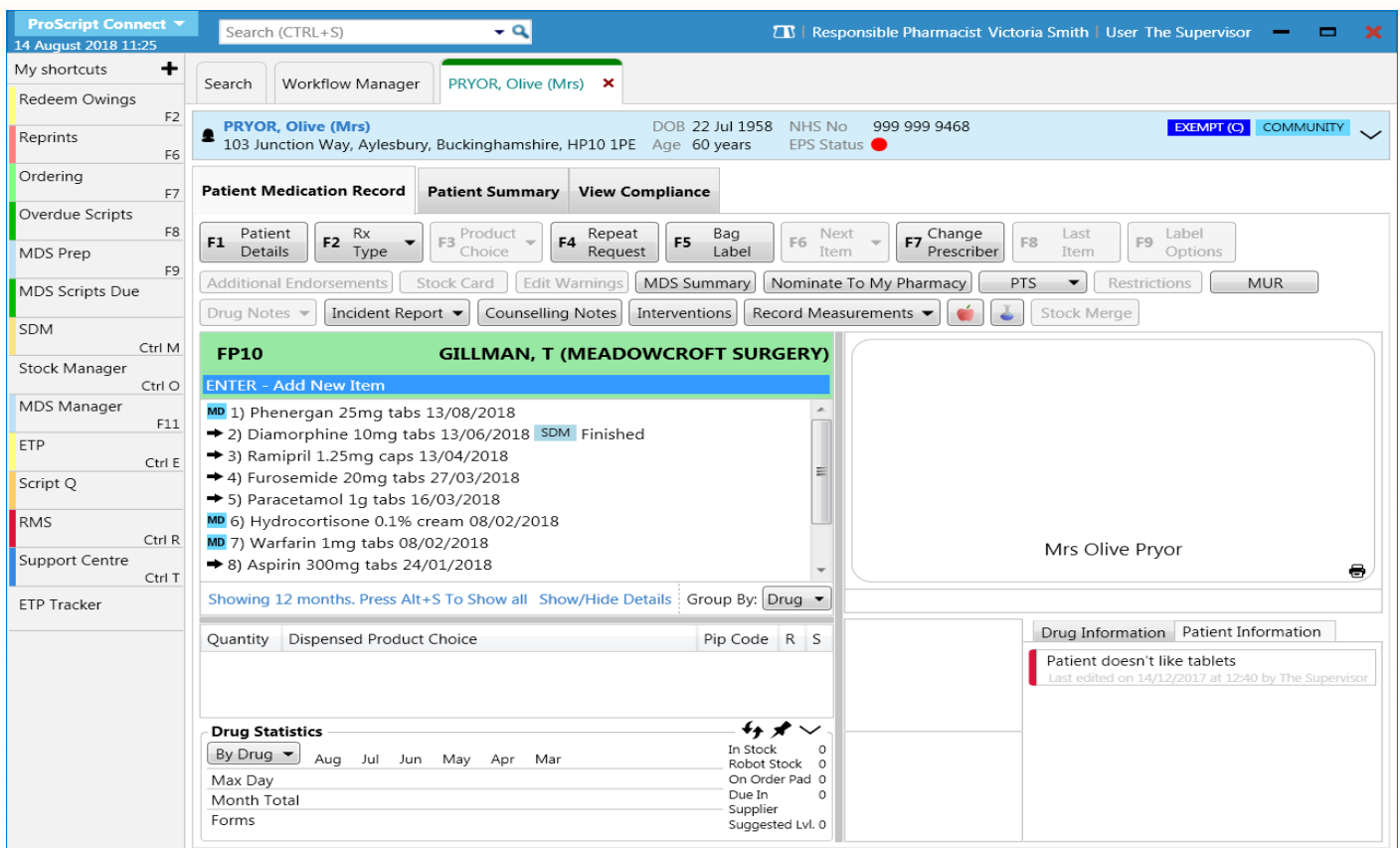
> MAR charts have been selected for printing in the patient's MDS Summary for all the medications required on the MAR chart by selecting the *M – MAR* column or the *Print MAR* check box.

> The eMAR prerequisites for your selected eMAR type have been followed

The patient's MDS Summary window will display during dispensing where you can check the above details.
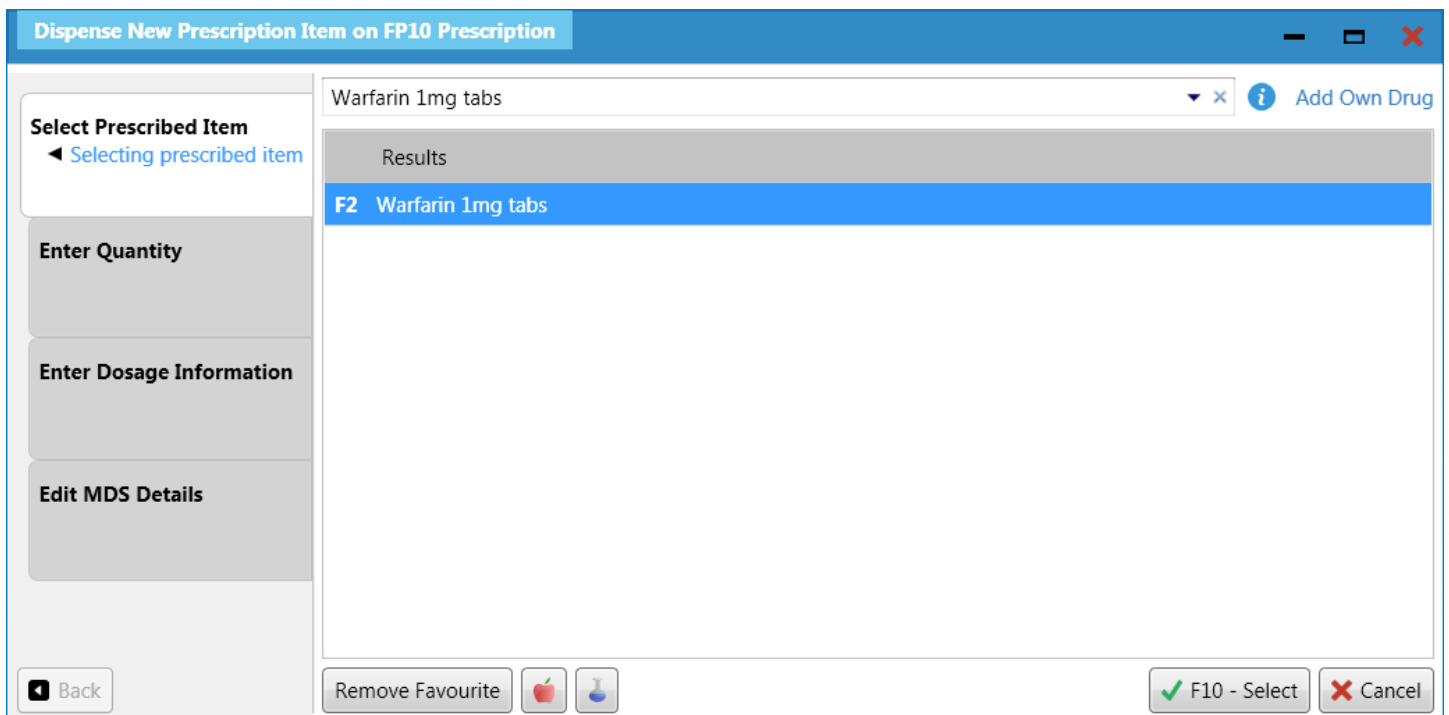
Dispensing the Prescription

1. To begin, search for, locate and select the MDS patient from the ProScript Connect Search Screen. All MDS patients will display with an MDS tag.
2. The patient's PMR opens in a new tab. Highlight the *ENTER – Add New Item* text in the first quadrant and press **[ENTER]** on the keyboard.

3. The Dispense New Prescription Item window opens. Work through the first three tabs as below until you reach the *Edit MDS Details* tab;
   - ○ On the *Select Prescribed Item* tab, search for and highlight the prescribed item, and select the **[F10 – Select]** button.
   - ○ On the *Enter Quantity* tab, enter the *Quantity Required* in the text box and select the **[F10 – OK]** button.
   - ○ On the *Enter Dosage Information* tab, enter the dosage code or manually type the dosage instruction into the text box and select the **[F10 – OK]** button.
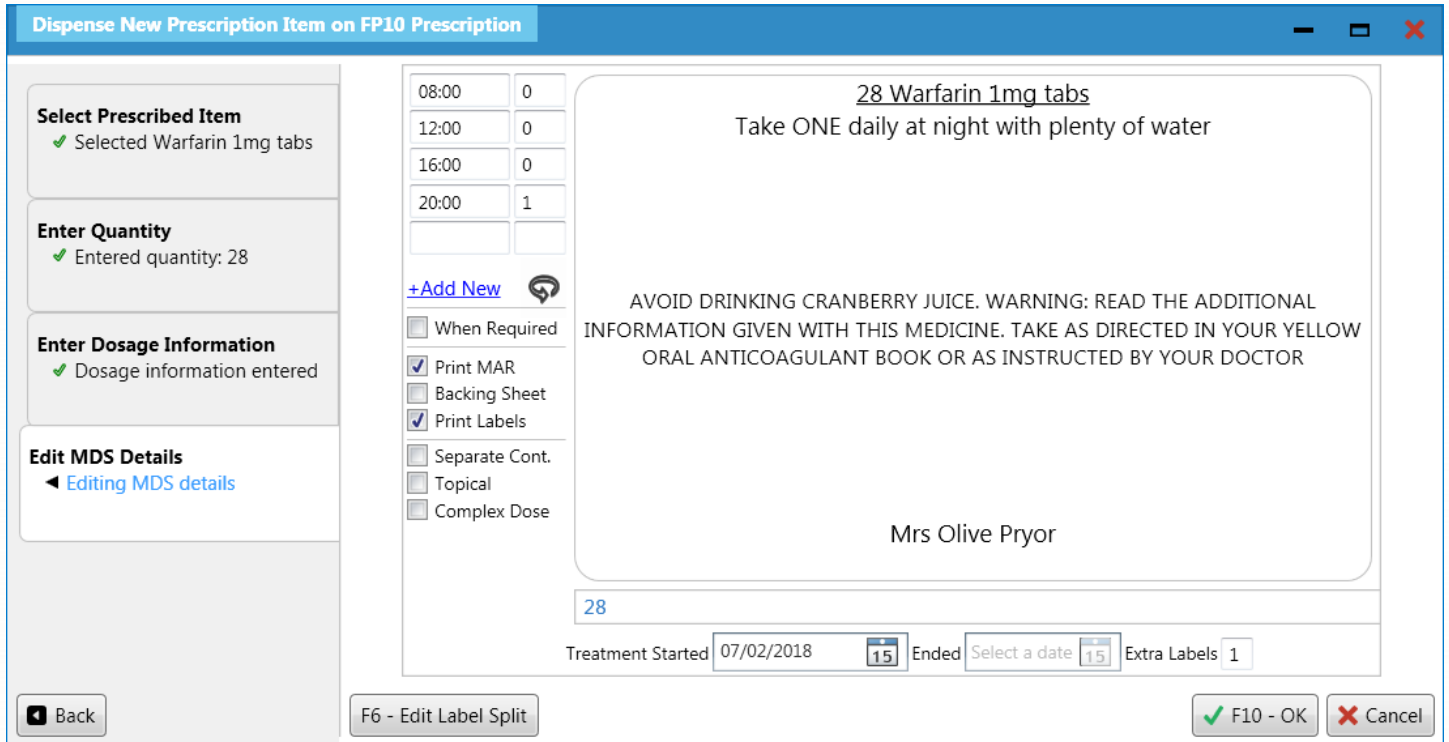
Completing the Edit MDS Details Tab

The *Edit MDS Details* tab is the fourth tab to display, with several sections completed based on the configurations set for the nursing home or community patient.

If you do not want to add the item to the MDS cycle or the MAR chart, select **[F9]** on the keyboard when the *Edit MDS Details* tab is selected. This will return you to the PMR where you can continue dispensing the item.

Field/Section	Description
Administration days, times and quantities	By default, the window displays the times as set when adding or editing the nursing home or community patient. You can: o Amend the dosage quantities and times as required. o Click the rotating arrow to view and (de)select the cycle days. The administration times and quantity will apply to the days of the week that have been selected. Cycle days can only be selected for eMARs where transmissions are being sent to a SynMed, Omnicell and Robotic MAR system. o Click the Add New text to add a new time field o Select the *When Required* tick box to transmit a PRN flag in the xml message to Mede-Care eMAR systems.
Printing options	(De)select the *Print MAR*, *Backing Sheet* and/or *Print Labels* tick boxes to include or remove the item on the specific chart or label.
Other options	The other options allow you to mark items in a *Separate Container*, as *Topical* or requiring a *Complex Dose* by (de)selecting the tick boxes as required.
Label split	You can edit the label split either by clicking the blue label split quantities, or by selecting the **[F6 - Edit Label Split]** button.
Treatment start date	Edit the *Treatment Started* date by clicking the calendar icon, or free-typing a date into the date field if required.

Topical and *Complex Dose* options are only available if your eMAR Type has been set to *Enhanced* in the *MDS Category* in Edit Application Settings. This is only relevant for iCare and Mede-care eMAR types. Items marked as *Complex Dose* will be released for transmission to iCare, but will not be released for transmission to Mede-care.

Endorsing the Prescription

1. Once you have amended the *Edit MDS Details* tab as required, select the **[F10 – OK]** button.

If you want to add more than one item to the prescription, select the **[F6 – Next Item]** button and then **[ENTER]** on the keyboard to repeat the process.

Any warnings and Flash Alerts associated with the item(s) will display as a pop-up window. These are colour-coded classed by severity and will contain additional details for the items you are dispensing. Once you have read these, you can close the windows by pressing **[F10 – Confirm]**.

2. The patient's PMR displays. To endorse the prescription, select the **[F8 – Last Item]** button.
3. The Prescription Type preview displays. Confirm the details and select the **[F10 – Save]** button.

4. ProScript Connect will generate the endorsement, label(s), and bag label as configured for the nursing home or community patient.

Reviewing the MDS Summary

The patient's MDS Summary opens in a new window and displays all current medication items, including the item(s) and corresponding details that were entered whilst dispensing. 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.

More information about the MDS Summary function keys and how to manage MDS patients can be found in the linked articles.

Field/Section	Description
[F1 - Add Item]	Select the **[F1 - Add Item]** button to add an item to the list of current MDS items. This will not record a dispensing event in the patient's PMR, and so you must check for any associated contraindications, allergies and drug interaction alerts.
[F2 - Edit Supplied Qty]	Highlight an item and select the **[F2 - Edit Supplied Qty]** button to edit the supplied quantity. You can also type this directly into the *Qty* column, or *Supplied Quantity* field.
[F3 - Edit Dosage]	Highlight an item and select the **[F3 - Edit Dosage]** button to open a Dosage Information window where you can amend the dosage instructions.
[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 individual community patient.
[F5 - End Treatment]	Highlight an item and select the **[F5 - End Treatment]** button to end the treatment. This will mark them item as Treatment Ended and will remove it from the *Current Items* grid when refreshed.

Topical and *Complex Dose* options are only available if your eMAR Type has been set to *Enhanced* in the *MDS Category* in Edit Application Settings. This is only relevant for iCare and Mede-care eMAR types. Items marked as *Complex Dose* will be released for transmission to iCare, but will not be released for transmission to Mede-care.

You may need to scroll down on the MDS Summary window to see all the available sections within this window depending on your screen size.

Sending and Exporting the eMAR

1. Once you have reviewed the patient's MDS Summary you can send the eMAR by selecting the **[Send/Export eMAR]** button. Using the arrow on this button, you can also select the *Send/Export eMAR, Not To MDS Robot* menu item to send the eMAR <u>but not</u> send the data to the Robot, if enabled.
2. An eMAR Sent tag will appear at the top of the MDS Summary window once the eMAR has been transmitted. If there are any delays in sending the transmission, the eMAR for the patient will be added to the eMAR Transmission Manager queue and will appear on the *Outbox* tab until it has been successfully sent.

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

3. Once you have taken all required actions within the MDS Summary, select the **[F10 – Save]** button to close the window.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	04 January 2021		Elyas Khalifa

Contact us

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