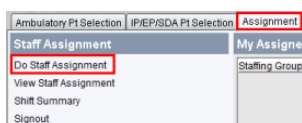


# ELECTRONIC PATIENT RECORD (EPR) – MMRN TIP SHEET

## STAFF ASSIGNMENT



1. From the main desktop, **{click}** on the **Assignment** tab.
2. **{Choose}** **Add** and **{select}** the floor for the patient list.
3. **{Enter}** the **date and time** the assignment begins.
4. **{Select}** the **date and time** you want to add your patients to.
5. **{Choose}** **Add** again and **{select}** the **patients** you are assigned to. **{click}** **OK**.
6. **{Click}** **OK** again to accept the patients.
7. **{Choose}** **Accept Assignments**.

## NURSING INBOX

The inbox should be reviewed at least every 2 hours or more frequently per whiteboard activity.

1. **{Click}** on the **Nursing Inbox** in the Patient Shortcut area on the left of the screen.
2. To sign off items from the inbox, you have **2 options**:
  - a) **Summary screen** (only to be used when signing off discontinued orders and labs where the results can be seen from this screen).
  - b) From the **detailed screen** by clicking on the **Edit** button on the bottom right of your screen. The detailed screen must be used to review all medication and medication restriction orders.

Nursing Inbox					
All	Criticals/Abnormals	Stat	Action Items	Results to Review	Orders to Review
Assessment	1				
Laboratory	2			1	
Total	3			1	
Category	Kardex	Event Time	Procedure	Order/Result Information	Stat Type/Status Indicators
Review Results					
Review Results Assess	21-Aug-06 15:30	Medication Restriction			complete unknown
Review Results Laborat	20-Apr-11 09:06	aPTT	aPTT: 33		complete (1)
Review Results Laborat	20-Apr-11 09:06	Heparin (UFH) Level	Heparin (UFH): 7.5		complete (1)
Review Results Laborat	20-Apr-11 09:06	Electrolytes, Plasma	Sodium: 100, Potassium: 3.9, Chloride: 99		complete

## MAR STATUSES

<b>X</b>	Dose to be given at corresponding date and time
<b>1X</b>	One time dose (if in red=STAT)
<b>NEW</b>	New order that has not been reviewed and accepted in the nursing inbox
<b>CHG</b>	Change to an existing order, that has not been reviewed and accepted in the nursing inbox
<b>HELD</b>	Order which is placed on Hold
<b>COND</b>	Conditional order indicating a route option or clinical status condition
<b>UNAUTH</b>	Unauthorized order that requires a physician co-signature before order can be acted upon.
<b>LAST</b>	Last dose to be administered

## DOCUMENTING ADMINISTRATION OF A DOSE

1. From the MAR, **{select}** the administered **dose**.
2. **{Enter}** the **administration date/time** and **{click}** **OK**.
3. The Administration screen is displayed.
  - a) If the **Status** column is empty, you can proceed to step 4
  - b) If the **Status** column has the word **Incomplete**, you must first **{choose}** **Continue Editing**, then **{select}** the **med** and **{click}** **OK**. Fill in the empty **bolded** mandatory fields.
4. **{Choose}** **Administer All**.
5. **{Choose}** **Accept**.

## DOCUMENTING ADMINISTRATION OF A PARTIAL DOSE

1. From the MAR, **{select}** the administered **dose**.
2. **{Enter}** the admin **date/time** and **{click}** **OK**.
3. From the Administration screen, **{choose}** **Continue Editing**.
4. **{Select}** the applicable **medication** and **{click}** **OK**.
5. **{Select}** the **Admin Info** field.
6. **{Select}** the **product** to edit and **{click}** **OK**.
7. **{Enter}** the product **quantity** or **dose** the patient received and **{click}** **OK**.
8. Verify the dose recalculated correctly and **{click}** **OK**.
9. **{Choose}** **Yes** to continue editing dose/route.
10. **{Enter}** the **alert override reason** and **{click}** **OK**.
11. Verify all information is correct and **{click}** **OK**.
12. **{Click}** **OK** to proceed.
13. **{Choose}** **Administer All**.
14. **{Choose}** **Accept**

## DOCUMENTING ADMINISTRATION OF MAX DOSE RANGE MEDS

**Applicable to PRN narcotic medications ONLY**

**Example:** Codeine Phosphate **15mg to a Max of 30mg in 4h prn**

**Note:** Each dose of 15mg. must be documented separately.

1. From the MAR, **{select}** the applicable **cell** (Last Admin cell to the right of the medication administered) and document the first dose (e.g. 15mg).
2. Should you need to administer a second dose for the maximum dose of 30mg, **{select}** the same **cell** and document the administration of the 2<sup>nd</sup> dose of 15mg.

**Note:** The **Continue Editing** button should never be used when documenting the administration of PRN Max dose range medications.

## RESCHEDULING ONE DOSE

1. From the MAR, **{choose}** **Reschedule**.
2. **{Select}** the medication **dose** to be rescheduled and **{click}** **OK** to continue.
3. **{Select}** the **reschedule comment** or **{enter}** a **comment** using free-text. **{Click}** **OK** to continue.
4. **{Enter}** the new rescheduled **time**.
5. **{Choose}** **Accept Reschedule**.
6. Review the MAR for accuracy.

## ADDING AN EXTRA EVENT ON THE MAR

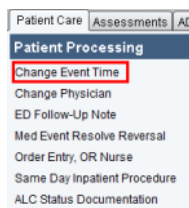
If a patient needs a dose at a time when one is not available on the MAR, you can select the next scheduled dose and from there, you can document an additional event. This keeps the original dose on the MAR and does not affect the original schedule.

1. **{Select}** the **next** scheduled medication **dose** and **{click}** **OK**.
2. **{Enter}** the appropriate **date/time**.
3. The message "Current procedure is not being resulted in normal time" will appear. **{Choose}** the **(E) Document Extra Event** button.
4. Complete the documentation as per usual.

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## CHANGE EVENT TIME

Allows the clinician to correct the documented time of a medication dose administration.



1. **{Select}** **Change Event Time** from the Patient Processing block on the Patient Desktop.
2. In the Event Options screen, **{select}** the **medication** you want to change.
3. **{Enter}** the correct **date/time**.
4. **{Choose}** **Accept New Date/Time**.

## CORRECTION OF ADMINISTRATION DOCUMENTATION

Allows the clinician to correct the documentation of 1 dose administration

1. From the Patient Care Schedule **{select}** the **medication** that was documented incorrectly.
2. **{Choose}** **Correct/Supplement Document**.
3. **{Choose}** **Correct** and make appropriate changes to the dose.
4. **{Choose}** **(Y)Yes** to address the alert.
5. **{Enter}** **alert override comment**.
6. **{Click}** **OK** if there is nothing else to edit.
7. **{Click}** **OK** and then **{click}** **Accept**.

## RESCHEDULE ALL DOSES - RN CHANGE ORDER

To make a permanent change to a medication administration schedule, an RN Change order must be completed. Do **not** change the dose, route and frequency of the order.

1. **{Select}** **Order Entry** from the patient's desktop.
2. **{Select}** **Verbal order**.
3. For the Order Author, **{click}** the drop-down **arrow**, **{enter}** **rn chg-** and then **{click}** **Search**.
4. Select the **RN Chg Order, (your unit)** from the list and **{click}** **OK**.
5. **{Click}** **OK** to continue.
6. From the active orders list on the **Order History** tab, **{select}** the **order** to perform the change.
7. **{Click}** the **Change** button.
8. **{Enter}** the **date/time** for the RN change order to take effect.
9. **{Select}** the **When** field and perform desired edits.
10. **{Select}** the **same frequency** and scroll down the page to select **Scheduled at** under the Spec Times heading.
  - For a medication with a defined interval (i.e.q4h), enter the first time of the schedule.  
If the medication is scheduled to begin the next day you must enter "t+1".
  - For Daily, bid, tid & qid orders, specify time(s) to adjust.
11. **{Click}** **OK** to continue
12. **{Click}** **Order Summary** to review for accuracy.
13. **{Click}** **Accept Order** to submit the order.

## 'START IF' CONDITION

Allows clinician to process a medication that has a Start if condition.

1. From the MAR, **{select}** the **medication** and **{click}** **OK**.
2. **{Choose}** the **Yes** button to indicate the start condition has been met.
3. You will then be given the option to continue with the documentation of administration.

## CANCEL A DOCUMENTED DOSE

This is used to cancel a dose that was incorrectly documented as given.

1. From the Patient Care Schedule, **{select}** the **event** you documented as administered and **{click}** **OK**.
2. **{Choose}** **Cancel**
3. **{Select}** the appropriate comment as to why the dose was canceled (i.e. documented in error)
4. **{Choose}** **Accept Cancel**

**Note:** This will not bring the dose back onto the MAR.

## EVENT CANCEL REVERSAL

This is used to place a dose back on the MAR that had been accidentally cancelled.

1. From the Patient Care tab, **{click}** on **Event Cancel Reversal**.
2. **{Select}** the **event** you want to reverse.
3. **{Enter}** the **reason** for the event cancel reversal.
4. **{Choose}** **Accept**.

## ORDER ENTRY - ADDING A "NOW" DOSE

If a medication needs to be given now rather than wait until the first scheduled admin time, an extra event can be added during Order Entry.

1. Once all orders are in the Order Preview area, **{choose}** **Order Summary**
2. Compare the current time to the Start Time column
3. If you identify a start time that needs to be changed to "now," **{select}** the medication
4. Choose the **Add "Now" Dose** button.
5. Choose **Accept Orders**.

## SUGGESTED EPR EMANUAL TOPICS TO REVIEW:

- Date and Time Formats
- Order Entry
- Reports
- Chart Review
- Transfers and Discharges