Overview of Point Click Care Electronic Medical Record - eMAR

Introduction

• An eMAR user is able to log in and out of the eMAR by entering his/her credentials in the appropriate fields.

Procedure

1. On the eMAR touch screen: touch PCC icon on the desk top screen. *(stethoscope)*

2. Using the keyboard, type in your org code (cat.) user name and password

☆ Note: the org code is the facility code and proceeds the user ID for logging into the eMar
eMAR

Step 1.
Click onto “Clinical Tab”

Step 2.
In the drop down box under Module Select “eMAR”
Step 3.
All patients/residents in your assignment/team will appear.
The color red indicates the administration documentation is overdue according to schedule.

The color yellow indicates the administration documentation is due according to the schedule. Yellow is also displayed in case a PRN medications that require follow-up.

The color green indicates the administration documentation is complete.

The color white indicates that the scheduled administration documentation is not due yet. Administering meds at this time will generate a warning.

*NOTE – the patient icon will remain white until all of his/her scheduled medications are complete for the shift.
eMAR

**FYI:** icon indicators

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**Heart Icon:**
The heart icon indicates that supplementary documentation (vitals, labs or other documentation) is required prior to administration. You will be prompted to record when you click the “Y” button.

**Page Icon:**
The page icon indicates there are Administration Notes specific to this pass time.

**N Icon:**
The N icon indicates that the medication is a narcotic.
Step 4. Click on your patient’s name.
**Step 5.**
Prepare medication(s) listed for administration

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dispensed Supply</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dilantin Capsule 100 MG (Phenytoin Sodium Extended)</td>
<td>Needs to be ordered</td>
<td></td>
</tr>
<tr>
<td>Namenda Tablet 10 MG (Memantine HCl)</td>
<td>Needs to be ordered</td>
<td></td>
</tr>
</tbody>
</table>
Step 6. Click on the “Y” box next to each medication you are going to administer.
Step 7. Click on the padlock icon to lock the eMAR while administering the medications.
Step 8.
After the medications have been administered, click on the word “Locked” to unlock the eMAR.
Step 9.
If patient/resident took all the prepared medications Click “Save”
If patient/resident refused a medication, or the medication could not be administered for some other reason, click the “N” box (see next slide)
Step 10.
If the patient/resident refuses a medication, or there is another reason why the medication could not be administered, after clicking on the “N” box, this screen will display. Select “Administration Details”.
Step 11.
Select reason for refusal/inability to administer medication.
Step 12. Select “Record”
eMAR

Step 13.
Select “SAVE”
FYI: To check recorded medications, select “Other Actions” in the drop down box select “Administration Record”
### eMAR

<table>
<thead>
<tr>
<th>Facility</th>
<th>(train) Father Baker Manor - SNF</th>
<th>Pharmacy</th>
<th>Physician</th>
<th>Pecic, Bogdan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Allergies</strong></td>
<td>No Known Allergies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unscheduled</strong></td>
<td><strong>“Other” Orders</strong></td>
<td>Substitute Generic Meds</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advanced Directive**

<table>
<thead>
<tr>
<th>CPR (Full Code), CPR / Auth Identifier and check QS, Health Care Proxy (HCP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule for Aug 2015</strong></td>
</tr>
<tr>
<td><strong>Hours</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

FerroSul Tablet (Ferrous Sulfate)
Give 325 mg by mouth one time a day for supplement
**-Start Date- 08/18/2015 1100**

**FYI: Recorded Administration of Medications**
Step 1. Select “Y” box next to insulin order
Step 2.
Select “Supplementary Documentation”
eMAR

Step 3.
Select “Record New Entry”
Step 4.
Enter results of Blood Sugar
Step 5.
Click on the drop down box and select appropriate site; click on “Add Location”
Step 6.
a. Select “Chart Code”
b. Select “Record”
c. Select “Save” on the next screen
Step 1. Select “Supplementary Documentation”

Step 2. Under site, select “Not Applicable”

Step 3. Under witness, select “Record New Entry”
the nurse verifying the correct insulin/dose was drawn up, records his/her initials.

Step 4. In the drop down box select appropriate site and the click on “Add Location”
eMAR

Administering PRN Medications

Step 1.
Click the “Y” box
Step 2. Select "Administration Details" Under "Chart Code" select 0 - Administered

<table>
<thead>
<tr>
<th>Chart Code:</th>
<th>0 - Administered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Away from home with meds</td>
</tr>
<tr>
<td>2</td>
<td>Drug Refused</td>
</tr>
<tr>
<td>3</td>
<td>Absent from home</td>
</tr>
<tr>
<td>4</td>
<td>Vitals Outside Parameters</td>
</tr>
<tr>
<td>5</td>
<td>Hold/See Progress Notes</td>
</tr>
<tr>
<td>6</td>
<td>Hospitalized</td>
</tr>
<tr>
<td>7</td>
<td>Sleeping</td>
</tr>
<tr>
<td>8</td>
<td>Nauseated/Vomiting</td>
</tr>
<tr>
<td>9</td>
<td>Other / See Progress Notes</td>
</tr>
<tr>
<td>10</td>
<td>Spit out Meds</td>
</tr>
<tr>
<td>11</td>
<td>Start IV/Feed</td>
</tr>
<tr>
<td>12</td>
<td>Stop IV/Feed</td>
</tr>
</tbody>
</table>
Step 3.
Select “Supplementary Documentation”
If administering APAP for a temperature, click on “Record New Entry”, enter temperature next to New Value, select Route, and then click “Record” at the bottom of the screen, and then electronically sign with your password.
Step 4. If administering a **PRN pain medication**, under “**Supplementary Documentation**,” select “**Record New Entry**” and then select a number on the numerical pain scale, click “**Record**” at the bottom of the screen.
eMAR

Step 5.
Enter your “Password” under “Attestation Statement” and then click “Sign”
Step 6. Click on “SAVE”
Step 7. Once you have clicked “Saved”, the PRN medication order turns “yellow” indicating that a follow up is required.
Step 8.
Click on “Follow Up”, this action brings you to the “PRN Progress Note(s) screen. Fill in the **Effective Date and Time** boxes, and the click on “Enter Follow up Pain Level”
Step 9.
Select the appropriate number on the numerical pain scale and click “OK”. Click “Record” at the bottom of the screen and then sign electronically with your Password.
Step 10.
The medication window now displays the color **“Yellow”** and the **“gold box”** indicates that the medication was effective, click **“Save”** to complete the follow up documentation. The window will now disappear.
Overview of Point Click Care
Electronic Medical Record - Documenting Nurses’ Notes

Step 1.
Log into PCC and left click “Clinical” tab; to get list of residents/patients.
Nursing Documentation

**Step 2.**
Selecting your resident/patient: If resident/patient isn’t already listed; left click on the “All Residents” tab and then click on the first letter of their last name. To select your resident/patient, double click on his/her name.
Nursing Documentation

Step 3. Selected Patient/Resident
Nursing Documentation

Step 4.
Left click “Prog Note” tab
Nursing Documentation

Step 5.
Left click drop down box in “Select Appropriate Type” field
Step 6. Select “Health Status Note” from the list by left clicking on the heading. Document in the field labeled “Note Text”
Nursing Documentation

Step 7.
Once documentation is complete, **left click the abc icon to spell check the note.** Next click “Sign” located at the bottom of bottom of the screen.
Nursing Documentation

Step 8. Enter password here

Step 9. Left click “Sign” this step saves your documentation to the EMR