NEXTSTEP SOLUTIONS
Moving Behavioral Health Forward

eMAR QRG

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Medication Management from Outpatient to Residential

The eMAR (or *Electronic Medication Administration Record*) is the tool in NextStep Solutions that is used to manage residential clients' medications/treatments and their schedules. Once a client is admitted to a Program and is in a residential building, room, and bed they can be passed medications and treatments through the eMAR. Medications are prescribed in DrFirst, which are then synced into the Med Plan. Once they're in the Med Listing, they are displayed in eMAR. Treatments can be accessed directly in the eMAR. Different icons indicate different types of medications and treatments.

Icon	Description
PRN	**PRN**: Displayed if a medication is a PRN. PRN medications can't be reviewed.
M	**Medication**: Displayed if an entry is a non-PRN medication. This icon may be accompanied by the Controlled Substance or Review icons.
CS	**Controlled Substance**: Displayed if a medication is a controlled substance.
SS	**Sliding Scale**: Displayed only if a medication is a sliding scale.
R	**Review**: Displayed if the medication needs review.
T	**Treatment**: Displayed if the entry is a treatment.
D	**Discontinued**: Displayed if the medication is discontinued. The medication cannot be passed to the client and is listed for reference purposes only.

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Add, Review, and Discontinue Medication Schedules

Add and Review a Medication Schedule

1. Navigate to eMAR: **Main Menu > Treatment Planning Menu > eMAR**.
2. In the **Building:** section of the window, use the drop-down to select a building.
3. Select a client from the **Maintain Medications and Treatments** list.

   Note: means that a medication is due for review.
4. Review the client's **Medication and Treatment Info**. If the **Include Inactive** checkbox is selected, inactive medications are displayed and are highlighted in dark pink.

   = Medication: displayed if it is a non-PRN medication

   = Treatment: such as BP and Glucose checks
5. Click the **medication** you want to create a schedule for. When selected, it's highlighted in orange.

   Note: = Review: needs to be reviewed (this icon remains until the med has been reviewed).
6. In the **Medication and Treatment Schedules** section, click the **Add New** button.
7. In the Add New Schedule window, complete the listed fields:
   - **Pass Start Date:** Date medication pass is started (can be different from the med start date).
   - *(Optional)* **Pass End Date**
   - **Scheduled Time:** Time medication should be passed (make sure it is in the future of the current time).
   - **Dosage:** How much of the medication should be given.
   - **Frequency:** How often the medication should be given.

     Note: If a client needs to take a medication twice a day, two schedules need to be created.
8. Click the **Add** button to add this schedule and keep this window open to add another, or click the **Add and Close** button to exit.
9. Review the sig imported from DrFirst so that the medication can be passed. Only users with the eMAR permission **Review Permissions** can perform this review.
   a. Highlight the **medication**.
   b. Click the **Review** button.

      Note: Until a review is done, medications cannot be passed.
   c. *(Optional)* In the **Reviewer Instructions** field, type any instructions as necessary.
   d. Click the **Confirm** button. The R icon is removed from the medication.

Discontinue a Medication Schedule

1. In the Medication and Treatment Schedules section of eMAR, highlight the Medication Schedule you want to discontinue.

   Note: You must discontinue the Medication Schedule in eMAR *before* discontinuing the medication in the client's MedPlan. If you discontinue the medication first, it will remain in eMAR as discontinued for three days, and you will not be able to discontinue the Medication Schedule.
2. Click the **Discontinue** button.
3. In the Discontinue Medication window, click **Confirm** to discontinue the selected schedule.

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Add, Review, and Discontinue a Treatment and Treatment Schedules

Treatments, as opposed to Medications, can only be added/started in the eMAR.

Add a New Scheduled Treatment

1. Navigate to eMAR: **Main Menu > Treatment Planning > eMAR**.
2. In the **Building:** section of the window, use the drop-down to select a building.
3. Select a client from the **Maintain Medications and Treatments** list.
4. Add a new treatment.
   a. In the Medication and Treatment Info section, click the **New Treatment** button.
   b. In the Add New Treatment window, complete the following fields:
      - **Treatment**: Select a treatment from the drop-down menu. If the treatment is a common one, it will be listed as a selection here (ex: Glucose Check, Wrap Wound). If the treatment is client-specific, see next step.
      - **Other**: If the treatment is not found in the Treatment drop-down and is client-specific, enter the treatment into this field.
      - **Treatment Start Date**: Type in a date or select from the calendar.
      - **Treatment Discontinue Date**: Type in a date or select from the calendar.
      - **Notes**: Enter any notes as necessary.
   c. Click the **Add** button to create the treatment in eMAR.
5. Add the Treatment Schedule.
   a. In the Medication and Treatment Info section of eMAR, select the **treatment** you want to add a schedule for.
   b. In the Medication and Treatment Schedules section, click the **Add New** button.
   c. In the Add New Schedule window, complete the following fields:

- **Pass Start Date**
- **Pass End Date** *(Optional)*
- **Scheduled Time**
- **Dosage**
- **Frequency**. If a treatment needs to be performed more than once daily, you will need to create a schedule for each instance.

d. Click the **Add** button to add the schedule and repeat, or the **Add and Close** button to add and exit the window.

Review a Treatment Schedule

1. In the Medication and Treatment Info section, highlight the **treatment** you want to review.
2. Click the **Review** button. The Review Medication window is displayed.
3. If necessary, enter **Reviewer Instructions** into the field.
4. Click the **Confirm** button.

Discontinue a Treatment

1. In the Medication and Treatment Info section of eMAR, highlight the **treatment** you want to discontinue.
2. Click the **Discontinue** button.
3. In the Discontinue Treatment window, click **Confirm** to discontinue the treatment. All schedules for the treatment will be discontinued, too.

Discontinue a Treatment Schedule

1. In the Medication and Treatment Schedules section of eMAR, highlight the **Treatment Schedule** you want to discontinue.
2. Click the **Discontinue** button.
3. In the Discontinue Treatment window, click **Confirm** to discontinue the Treatment Schedule.

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Pass Medications and Treatments

A core function of the eMAR is to distribute, or pass, the Medications and Treatments on their given schedule. In case you're unable to provide the med in your Agency's passing window, there is a Late Pass functionality.

Pass Medications and Treatments

1. Navigate to eMAR: **Main Menu** > **Treatment Planning Menu > eMAR**.

2. Click the **Building:** drop-down and select a building. All Passes for that building are shown including Late Passes, Current Passes and Upcoming Passes. This functionality is not available if you select “All” from the Building drop-down.

   Note: If you do not want to see All Passes for the selected building, click the **Morning, Noon, Afternoon,** or **Night** button to display Late Passes and Current Passes for those Passing Times. To navigate back to view all Passes regardless of the designated Passing Times, click the **All Passes** button.
3. *(Optional)* Select a checkbox at the top of the page:
   - **Show Completed Passes**: Shows clients that already received meds and treatments today for the selected building.
   - **Show Clients with No Passes**: Shows clients that aren't scheduled for meds and treatments today for the selected building.
4. Click a **client** that is highlighted green to select them.
5. Review the Med and Treatment Pass window. If a medication or treatment is highlighted in orange, it means it cannot be passed at that time due to being outside of the pass window set by your Agency.

   Note: To review a client’s Recent Pass History, click the **Notepad** next to the medication in the client’s Medication and Treatment List.
6. Select the **Pass** checkbox(es) next to the treatment(s) and medication(s) to be passed, and click the **Pass Selected** button.

Pass a PRN Medication

Medications designated as PRNs are available by clicking the **PRN** button in the Select a Time: section of the window. These medications can be passed at any time based on your clinical judgment. Before passing a PRN medication, it is recommended you check the client’s Recent Pass History by clicking the **Notepad** next to the medication in the client’s Medication and Treatment List. To view a comprehensive passing history, see eMAR Reports.

1. Navigate to eMAR: **Main Menu > Treatment Planning Menu > eMAR**.
2. In the **Select a time:** section of the window click the **PRN** button. Clients that can be passed a PRN medication are highlighted in green.
3. Click on a **client** to select them.
4. Select the **Pass** checkbox(es) next to the medication(s) to be passed.
5. Click into the **Dosage** field and enter a dosage.
6. *(Optional)* Click into the **Reason** field and select from the drop-down.

7. Click into the **Response** field, which is used to document pain scale, and type a number from a scale of 1-10.
8. *(Optional)* Click into the **Pass Administered On** field and edit if necessary.
9. *(Optional)* Click into the **Extra Info** field and update as needed.
10. Click the **Pass Selected** button.

    Note: Additional Verification or Acknowledgement windows may be presented due to your Agency's eMAR setup. Complete them as appropriate.

Perform PRN Follow Up

Thirty minutes after a PRN Medication has been given, a global notification is displayed notifying eMAR users that a PRN medication was given to a client.

1. In the PRN Follow Up notification window, click **Follow Up** next to the PRN you'd like to update if you'll be completing the followup for the medication.
2. Select a **Status** from the drop-down.
3. Enter a **Response** on a scale of 1-10 for pain.
4. Click the **Confirm** button.

Perform a Late Pass for a Medication

A Pass Window is the number of hours (+/-) that you can pass a medication. If the medication is outside of the Pass Window, it is displayed in the Late Passes section of eMAR. Missed medication passes can only be passed from the Late Passes screen. Check with your Agency's administrator to understand your facility's passing window.

1. Navigate to eMAR: **Main Menu > Treatment Planning Menu > eMAR**.
2. In the **Building:** section of the window, use the drop-down to select a Building.
3. In the **Select a time:** section, click the **Late Passes** button. A Late Passes window is displayed with a list of medications outside of the Pass Window.
4. Click the **row** of the client and Medication Pass to access the client's Med and Treatment Pass window.
5. Select an **Exception** from the drop-down, change the **Pass Administered On** as necessary, and/or write notes in **Extra Info**.
6. Click the **Pass Selected** button.

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eMAR Reports

eMAR Reports are used to gather information on usage, passing of medications, and other aspects within the eMAR. Below is a list of the available Reports along with a brief description of each. After navigating to **Reports > eMAR Reports**, simply select the report to run and enter the report criteria before clicking the **Run Report** button.

- **Late Pass List**: Shows a list of patients who have Late Passes for a certain date range and grace period.
- **Pass History**: Shows pass history within a specific date range.
- **Review History**: Shows medications that have been reviewed or are pending review.
- **Medication Exceptions**: Shows the reason why a certain medication was not passed.
- **Treatment Exceptions**: Shows the reason why a certain treatment was not passed.
- **MAR (Medication Administration Record)**: Shows the initials of who passed a medication on a certain day of the month.
- **PRN**: Shows a list of PRN passes for a patient during a specific date range.
- **Extra Info Passes**: Shows information that was entered in the "Extra Info" field in eMAR
- **Med Errors**: Shows the count of patients that did not receive a medication pass for a specific reason.
- **Pass Variance**: Shows all of the passes that have not been made that should have been made.

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