#### Editing an Administration on the On-Line MAR

- 1. After logging into the iConnect System Manager, select **Patients**. *The Patient screen will appear.*
- 2. Select a patient from the patient list.
- 3. Select the **View MAR** button.

The MAR screen will appear providing detailed medication administration.

Stilwater Medical Center - Test	24-Hour MAR for QA, 024 MJM	04 25:00	Anrii 20. 2004 22-50	-
Nursing Units	Meds / Orders		Isue: 2100.07:00	Shift: 07:00.15:00
Rote Setup     Users     Users     Dates     Paters     Paters     Paters     Paters     Paters     Paters     MonorTerminists     Situ of Amministabon     Situ of Amministabon     Societases     Societases     Rote     Rote     Command Setup	BXXXDB           CH5ACCA INFU 1 GM RUL(1)           CH5ACCA INFU 1 GM RUL(1)           CH5ACCA INFU 1 GM RUL(1)           R* SOCRAFIC CL SINK (RAG (SD)           SOCRAFIC CL SINK (RAG (SD)           DOSE 10         M G48 HRS.           D0005 6:           MBL TUTTABLE - 12 RULECTION 5 ML RUL(6)           MM1           P0135538108 ACETATE 2 MEO'T ML RUL(20)           P01355108 ACETATE 2           REDEVINOSE SAL45% SOC CH. 1000 ML RU (1000)           (POTTOTO SALACTATE)           REDEVINOSE SAL45% SOC CH. 1000 ML RU (1000)           (POTTOTO SALACTATE)           REDEVINOSE SAL45% SOC CH. 1000 ML RU (1000)           (POTTOTO SALACTATE)           REDEVINOSE SAL45% SOC CH. 1000 ML RU (1000)           (POTTOTO SALACTATE)           REDEVINOSE SAL45% SOC CH. 1000 ML RU (1000)           (POTTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTOTO	Start         Stap           04/20         04/20           11:15         12:00           Start         Stap           04/20         04/20           11:15         12:00		+ 11.59 Misbelta, Michael 11.6 9 Hisberta2, Michael2 10.0 Expired Order Reason; Standing Order Enter mitchour: 10
	000352; WARVARIN SOD 5 MG TAD (5) (COUMADR) IN WARVARD SOD 2.5 MG TAD (2.5)	Start Stop 04/20 04/20 11:15 12:00		

4. To edit administration time, amount or enter a note, double-click the specific administration in the shift column.

or

Select the administration in the shift column and click the **Document/Edit** button.



Administration Status: Omitted  Administered Items: Medication Amount Units SODIUM CHLORIDE 50 50 ML KEFZOL 1 GM (CEFAZO 1 GM	
Administration Status: Omitted  Administered Items: Medication Amount Units SODIUM CHLORIDE 50 50 ML KEFZOL 1 GM (CEFAZO 1 GM	
Administered Items: Medication Amount Units SODIUM CHLORIDE 50 50 ML A KEFZOL 1 GM (CEFAZO 1 GM	
SODIUM CHLORIDE 50 50 ML KEFZOL 1 GM (CEFAZO 1 GM	
KEFZOL 1 GM (CEFAZO   1 GM	
Administered Date/Time: 04/07/2004  09:54	
Administered Amount:	
Clinical Prompts: Clinical Prompt Value	
Admin Site	
	-
Administration Notes:	nietro
prins is an auministration note that appears on the metication Aumin	nistra
OK Cancel	

5. Change the status, time, administered amount or administration note and then click the **OK** button.

The On-Line MAR reappears with an asterisk (\*) in the shift column for the edited order. This symbol provides a way to know if this order has been modified.



Note: If an order has expired, you cannot edit any information for that order after the expiration time.

#### Adding a New Administration event on the On-Line MAR

- 1. After logging into the iConnect System Manager, select Patients. The Patient screen will appear.
- 2. Select a patient from the patient list.
- 3. Select the **View MAR** button.

The MAR screen will appear providing detailed medication administration.

Stitwater Medical Center - Test 24 Hour MAR for OA, 024 M.IM	Annii 19 2004 23100 -	Anri 20 2004 22-59	·
Nursing Units Meds / Orders		Shift: 23:00.07:00	Shift: 07:00.15:00
Bole Selap         000330:           Users         CEFAZOLIN RULT CAR HUL (1) 045720L           Patients         Pessonian CL Solar Rult CAR HUL (1) 045720L           Patients         Pessonian CL Solar Rult CAR HUL (1) 045720L           Sille CAstronistation         DOSE: 10. IV 048 HRB.           Control Reasons         DOSE: 10. IV 048 HRB.           Dationalistic         DOSE: 10. IV 048 HRB.           Dationalistic         DOSE: 10. IV 048 HRB.           Dost: 10. IV 048 HRB.         DOSE: 10. IV 048 HRB.           Dost: 10. IV 048 HRB.         OND351:           Dationalistic         DOSE: 50.00 CR.           DOSE: 10. IV 048 HRB.         ODD351:           DATIONAL CETATE 2 MARCTION 51 (DXTINDES 200.025: 50.00 CR.           DOSE: 10. IV 048 HRB.         DOSE: 10. IV 048 HRB.	Start Step 04/20 04/2 11:15 12:0 ML B43 (6) Start Step 04/20 04/2 04/20 04/2 04/20 04/2 04/20 04/2 0 0 0 0 0 0 0 0 0 0 0 0 0		11:59 Matreta, Michael 11:59 Matreta, Michael 11:0 Explined Onder Reason: Standing Order Entermisitiour: 10
000352: WARFARM SOD 5 MG TAR (5) WARFARM SOD 5.2.5 MG TAR (5) NG WARFARM SOD 2.5 MG TAR (2	Start Stop 04/20 04/2 .5) 11:16 12:0	0	

4. Select the **Order** in the Meds/Orders column by double-clicking it or clicking the Document/Edit button to add status, time, administered amount, or administration note.

New Administration - Order:	000368		×
Administration Status:	Confirmed 🔻		
Administered Items:	Medication Amo PHENERGAN 25 MG (P	unt Units 25 MG	
		<b>.</b>	
Administered Date/Time:	04/20/2004		
Administered Amount:	25 MG		
Clinical Prompts:	Clinical Prompt	Value	
Administration Notes:			•
	OK Cancel		

The New Administration window appears.

5. Change the status, time, administered amount or administration note and click the **OK** button.

The On-Line MAR reappears with an asterisk (+) in the shift column for the edited order. This symbol provides a way to know if this order has been modified.



**Note:** If an order has expired, you cannot edit any information for that order after the expiration time.

#### MAR Notes

The IntelliDOT system provides you a way to create patient specific notes on the Patient Edit screen, the Order Detail screen, and on the Administration Specific notes on the On-Line MAR on the iConnect System Manager.

#### **Patient Specific Notes**

The Patient Note field is able to handle up to 120 characters on the patient page of the iConnect System Manager. The last edit date, time, and user are shown at the end of the note and the iConnect System Manager keeps a history of changes.

During an edit, a user can either modify or delete an existing note.

- To delete a note, a **Clear Note** button is provided that clears the note field. If a Patient Note is deleted, the field on the report will again be blank, but the deletion date/time/user will be logged.
- The user may also edit the previous note if desired, or enter an entirely new note by highlighting and erasing the previous note, then typing a new one.
- No changes are saved until the user clicks Save. This marks the previous note as deleted and, if applicable, creates a new note, both of which capture the date, time, and user.
- The field label on reports should be "Patient Note:".

#### **Adding Patient Specific Notes**

To add a note to the patient edit screen, perform the following:

- 1. After logging into the iConnect System Manager, select Patients. *The Patient screen will appear.*
- 2. Click in the Patient Note field and enter your patient note.

This note will appear at the top of your Medication Administration Record for that patient.



#### **Editing Patient Specific Notes**

To edit a note to the patient edit screen, perform the following:

- 1. After logging into the iConnect System Manager, select Patients. *The Patient screen will appear.*
- 2. Click in the Patient Note field and edit your patient note.

*This note will appear at the top of your Medication Administration Record for that patient.* 

New Open Save Cat Cop	Panhe Tether View	w MAR							
Aiya Hospital     Configuration     Formulary	Patients	Show Discharg	ed Search	Text:		Lest	Name 🔻	Search	
D Nursing Units	Land Nam		Fir	st Name	1	MRN	1	Visit Number	7 İ
- D sie codes	QIA.	05	01		MA0000021		40000	0051	
C Role Setup	QA	05	12		M90000052		V0000	0052	
- D Users	i un	U5	15		M90000055		VUUU	0055	
- D Patients	04	05	50		M90000056		00000	0050	
Patient Assignment	00	05	18		M90000058		Vinnin	0005	
MicroTerminals	94	05	59		M90000059		V0000	0059	
D rite of the installer	XQ15MINDEF	FN	UAME		X1111		X1111	1	
	. L <u>i</u>								
	**								
Script Setup	Patient View Edit								
Reports     Command Setup	Last Name: QA			First Name: 05	17		Middle Name:	MUM	
	Visit kt: V00000	7		MFOR M	90000057	1	id Band:	V0000057	
	Location: GN			Room: 64	15		Bed:	1	
	the second second	100000	1			(			
	Walling Costee: 04/05/20	041715	Dis	sharge back			Patient Note:	L	
	Orders								
	Start Time 💌	Ston Time	Order#	De	scription	80		Note	
	04/05/2004 17:15		000369 00	0369: 2 compone	rts	Q48 HRS	ga to add a	note	Active
	04/05/2004 17:15		000370 00	0370: 3 compone	ints.	Q10H	INote delet	ed]	On-hold s
	04/05/2004 17:15		000371 00	0371 2 compone	eth;	QD17	[Note delet	ed]	Active
	04/05/2004 17:15	04/24/2004 14:15	000372 00	0372.7 compone	nts	PRN	Add a note		Active
	04205/2004 17:15	1 /	000373. 00	E373: 2 compone	225	GID	ga to add a	note	Active
									and the second se

#### **Medication Order Specific Notes**

This Order Note is specific to a medication order (i.e patient likes to take this med with applesauce). The **Order Note** is a 90-character field that follows the same entry/edit process as the Patient Note, but it applies to an individual order. To enter an Order Note, perform the following:

- 1. After logging into the iConnect System Manager, select **Patients**. *The Patient screen will appear.*
- 2. Click on a Patient.
- 3. On the Patients screen in the Orders window section, double-click on a current **Order** to enter a note.



The Order will be highlighted and an Order Detail screen will appear.

Order #: 000369
Start Date/Time: 04/05/2004 17:15
Stop Date/Time:
Effective Date/Time: 04/05/2004 17:15
Discontinued Date/Time:
On-Hold Date/Time:
Max Doses:
Give Min: 0
Give Max: 0
Give Units:
Instructions:
Description: 000369: 2 components
Barcode: N000369
Route: IV
SIG Code: Q48 HRS
Formulary items: SODIUM CL 50 ML BAG
CEFAZOLIN INJ 1 GM INJ
Order Note: go to odd o noto
Save Note Cancel

4. Enter the note in the "Order Note" field. *This note will appear within the order on your MAR.* 

#### **Administration Specific Notes**

The administration is specific to a single administration event (i.e., patient vomited dose). The **Dose Note** can have up to 60 characters in the note field. The Dose Note that also follows the same entry/delete process except that it can only be edited or deleted by the person who created it.

• This note does not have to be entered by the person who gave the dose, but rather can be created by any user with system access and privileges to enter these notes for the specific patient.



Note: These notes appear on the Medication Administration Record.

To add Administration Specific Notes on the On-Line MAR, perform the following:

- 1. After logging into the iConnect System Manager, select Patients. *The Patient screen will appear.*
- 2. Click on a patient.
- 3. Click in the **Orders** window section.
- 4. Select the order to add the note.
- 5. Click the View MAR button.

The On-Line MAR screen will appear.

- 6. Double-Click on the order or click on the Document Edit button
- 7. Click on the Administration Note field and enter your note.
- 8. Press OK.

The Edit Administration window appears.

Edit Administration - Order: (	00369		x
Administration Status:	Omitted •		
Administered Items:	Medication Am	punt Units	
	SODIUM CHLORIDE 50	50 ML	
	KEFZOL 1 GM (CEFAZO	1 GM	
		<b>_</b>	
Administered Date/Time:	04/07/2004   09:54		
Administered Amount:	0		
Clinical Prompts:	Clinical Prompt	Value	
	Reason Omitted	Pt. Off Unit	-
	Admin Site		
		_	-
	I		1
Administration Notes:			
	This is an administration note tha	t appears on the Medication Administr	Э
	I		
	OK Cancel		

- 9. Enter your note information into the Administration Notes field.
- 10. Press OK.

This note appears on your Medication Administration Record.

## **Assigning Patients**

Assigning Patients via the iConnect System Manager is one of 2 ways to complete patient assignments. The other is using the iConnect Handheld. To assign patients via the iConnect System Manager, perform the following:

- 1. After logging into the iConnect System Manager, select Patient Assignment.
- 2. Select the Nursing Unit from the drop down list.
- 3. Select user name from the list of users.
- 4. Select the patient/room numbers from the table to the right by holding the CTRL key down and clicking appropriate patients with the mouse, they will be highlighted on the screen.
- 5. Press the Assign button.

All patients are now assigned to the specific user.

- 6. Press the Unassign button to remove a user name after highlighting the patients.
- 7. Press the Save button to save the assignments that the user has made.

The User has been assigned to the patient. You will see a user name in the assigned user table.

Configuration	Patient Assignment					
Printer Setup	HLAGI V	1		User Name	Patent	Location A
C Comulan	User Name 🔺	# Pts		Steusioff, Patrick	PT040704PMS7, FNAME	400-1 -
	Ervant, James	1		<unassigned></unassigned>	PT040704PMS7, FNAME	400-1
Cirica Warnings	Stouted Pakers	6		<unassigned></unassigned>		400-2
Clinical Prompts	Steudini, Fabres	-		<ur> <li>*unassigned&gt;</li> </ur>		401-1
Master Drug File				«unassigned»		401-2
Nursing Units				<ursaigned></ursaigned>		402-1
SIG Codes				<ul><li>unassigned</li></ul>		402-2
) old coulds				<ur><li>unassigned&gt;</li></ur>		403-1
T Hote Setup				*unassigned*		403-2
] Users				<unassigned*< td=""><td></td><td>404-1</td></unassigned*<>		404-1
Patients			<< Unassign	«unassigned»		404-2
Patient Assignment				<unassigned></unassigned>		405-1
MicroTerminals			Analas	sonassigned*		409-2
The of the second second			washing	-unassigned-		400-1
3 She Or Adminiseason				supassigned		407.1
) Override Reasons				sunassigneda		407-2
Script Setup				sunassioneda		408-1
Reports				«unassigned»		409-2
Command Setup				«unassigned»		409-1
				«unassigned»		409-2
				Bryant James	PT040504PMS, FNAME	410-1
				<ur><li>unassigned#</li></ur>		410-2
		100		<ul><li>unassigned&gt;</li></ul>	PT040604PMS4, FNAME	444-4

## **Configuring iConnect Handhelds**

The iConnect Handhelds require configuration for wireless communication to work properly and are configured by your Application Specialist. If an iConnect Handheld needs to be reconfigured contact your IntelliDOT Application Specialist.

Huse [ Shun ] Sava [ Cut ] Funh.]	Tether Res	et Remove From Service				
Stillwater Medical Center	MicroTerminals					
Configuration		Search Text		Last Communic	aled V Search	
Printer Setup	1	Jea ch IoAc	1	Car commun	acaica	
C) Shift Setup	Device ID	IP Address	Assigned User	Put in Senico	Hours in Service	Last Communicated
Encoulars	0000463000031	192100.10.17	*unassigned*	02/20/2004 10:27:46	22 844	02020004131164
D statution	000002000021	10210010.41	supersigned.	03/01/2004 15:49:22	432 her	03/01/2004 10:11:54
Clinical warnings	0004/2000013	192 168 10 35	sunassigned	02/13/2004 15 49 35	402 hao	03/01/2004 17:10:07
Canical Prompts	000374000002	1921681030	Nunassigneda	02/17/2004 09:08:37	343 549	03031/2004 13:59:20
Master Drug File	000224515544	192 168 10 34	Detamore Eric (encd)	02/26/2004 11 18 20	126 brt	02/22/2004 12:21:49
Nursing Units	000dc2000016	19216810.59	<unassigned*< td=""><td>02/16/2004 08 17 31</td><td>368 brs.</td><td>02/24/2004 17:22:46</td></unassigned*<>	02/16/2004 08 17 31	368 brs.	02/24/2004 17:22:46
D 50 Codes	0800466858a7	192 168 10 34	-unassigned-	02/24/2004 15 16 34	169 hrs.	02/24/2004 16 44 44
Designed	000dc2000002	1921881046	<unassigned*< td=""><td>12/18/2003 16:47:55</td><td>1799 hrs.</td><td>02/19/2004 13:36:26</td></unassigned*<>	12/18/2003 16:47:55	1799 hrs.	02/19/2004 13:36:26
C Hote Secto	0004/2000006	19216810.58	<unassigned></unassigned>	02/13/2004 15:48:59	432 hrs.	02/13/2004 20:20:04
Users	000de200001b	19216910.35	+unassigned+	02/13/2004 15:40:50	432 hrs.	02/13/2004 17:42:10
D Patients	000dc2000003	172.16.13.246	*unassigned*	12/17/2003 16:14:46	1824 hrs.	02/13/2004 17:24:11
C Patient Assignment	000dc200000b	172.16.13.241	«unassigned»	01/15/2004 11:32:31	1133 http.	02/13/2004 17:24:09
D Micro Tomorrowsky	000dc2000004	172 16 13 249	<ul> <li>unassigned&gt;</li> </ul>	12/17/2003 16 14 46	1824 hrs.	02/13/2004 08:32:07
	000dc2000001	172.16.13.247	<unassigned*< td=""><td>12/17/2003 16:15:40</td><td>1824 hrs.</td><td>02/12/2004 18:19:09</td></unassigned*<>	12/17/2003 16:15:40	1824 hrs.	02/12/2004 18:19:09
Site Of Administration	000dc200000f	172.16.13.251	<ul> <li>unassigned</li> </ul>	12/17/2003 16 14:57	1824 hts.	02/12/2004 17:26:46
Override Reasons	000dc2000018	172.16.13.240	<unassigned+< td=""><td>01/15/2004 11:52:42</td><td>1132 hrs.</td><td>02/10/2004 11:58:27</td></unassigned+<>	01/15/2004 11:52:42	1132 hrs.	02/10/2004 11:58:27
Command Debye						

# Site of Administration Setup (Adding and Editing)

- 1. Select Site of Administration.
- 2. Click new.
- 3. Enter a Site of Administration in the display text field.
- 4. Click the Save button.

The site of Administration list will display the information you entered only after you click the save button.

C Statuset Model Cal Center C Configuration C	New Open Save Cut	Copy Paste Delete Itether		
Bio CrAmonals     Bio CrAmonals     Bio CrAmonals     Bio CrAmonals     State State     State State     Declaration	Billwold West Control Dimeter West	Sine Of Administration List Search Test Administration Search Test	Name V South	

5. Sites of administration will display with corresponding iDOTs on the Medication Administration DOT sheet.

## **Override Reasons Setup (Adding and Editing)**

Override reasons are documented by nurses to explain why medications are given early, late, omitted, or not given and are standardized for hospital areas.

- 1. Select Override Reasons.
- 2. Click new.
- 3. Enter a Override Reasons in the display text field.
- 4. Click the Save button.

*The* Override Reasons *list will display the information you entered only after you click the* **Save** *button.* 

Stillwater Medical Center Configuration Address Printer Setup	Override Reasons List     Search Text:	Name  Search
Sent Setup     Formulay     Formulay     Sent Setup      Setup     Setup      Setup     Setup      Setup     Setup      Setup	Asymptomatic Name Simulation Stresson OONAusrees	•
Reports     Paging     Paging     Pabug     Scripting	Display Text: Asymptoms	н

## **Script Setup**

Scripts allow iDOTs to be printed on forms or small signs which when scanned allow a certain computer programs, or "script", to run. Scripts can create command iDOTs which, when scanned, will page someone, send e-mails, and other functions. Each script is created by IntelliDOT or your system administrator.

## Reports

Refer to Generating Reports on page 4-1.

## **DOT Organization Setup**

DOT Organization provides a way to add and organize groups of DOTs on certain iConnect reports. The DOT Organization provides a way to create groups of iDOTs for Override Reasons, Administration Sites, and Command DOTs. All groups can be configured to show differently on various reports.

1. Select DOT Organization

The DOT Organization screen will appear.

Now         Open         Save         Cort         Ever           P         IntelBOOT Medical Center         IntelBOOT Medicen         IntelBOOT Medical Center	Post Organization	9 <b>7</b>				
Comparator		Search Text:		Name - Sea	rch	
Noving Uvite     Sio Codex     Rele Ship     User     User     Patient     MicroTerminals     Site Of Aministration     Overnal Reasons     Scind Selat     Did Organization     Did Organization     Command Setup	Sample Is alto Ence Command DOTS Command Dotts Command Dotts	Sample Patient Preference V Discontinued Within Normal Limits New Order Anormal Limits Pr. Cond. Warrants Vieldfitrated	Hame ( << Add Remove >> )	Select Duts from Dut Type: Duts :	here Cherrike Plagnant (*)	

2. Click **New** to create a new DOT group or click the DOT Organization group to edit.



**Note:** To edit an existing DOT Organization group, select the group from the DOT Organization screen, then select the group members to remove or select the DOTs to add. Be sure to press **SAVE** to save all edits.

- 3. From the **My DOT Group** window, enter the name of the new DOT **Group** Name.
- 4. Select the type of DOTs to add (Override Reasons, Administration Site, or Command).
- 5. Select the DOTs to add and click on the Add button.

The DOTs added appear in the Group Members window.

6. Click the **Save** button.

The New DOT group name appears in the DOT Organization section.



**Note:** To delete the DOT Organization list, select the **group name** and click the **delete** button. You will be prompted to save your information.

To search for a specific group name, enter the group name and click the **search** button.

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#### iDOT Definitions

When scanned iDOTs can prompt the iConnect System to carry out certain commands or actions. Refer to an example of a Medication Administration DOT sheet on the following page. This is a report that is hospital specific, but can be used to put all your DOT in one place.

The DOT Keyboard report is another report which provides the basic DOTs that are used during each med pass. Refer to the table below.

DOTs	Description
Cancel All	Cancels all previous transactions.
Cancel	Cancels current transaction in relationship to medication when prompted by iConnect Handheld.
Continue	Used to forward to the next action.
Omit	Currently, user must keep pressing snooze unless med dose is truly omitted. When med given after this command, user may get a late warning. Respond with "Med Held" override reason.
Logout	Logs user out of the iConnect Handheld device.
New Order Prep	Appears if med is ordered and is not in the system yet.
#	Deletes the entire field and returns you back to the original prompt.
Back	Deletes the last response/number/reason.
<b>Cover Patients</b>	Used to cover patients when user is off the unit.
Previous	If the med prompts user to document a dose, press the Previous or Next dose. Respond to Next prompt on iConnect Handheld during admin of med.
Next	If the med prompts user to document a dose, press the Previous or Next dose. Respond to Next prompt on iConnect Handheld during admin of med.
Enter Later	Scan this DOT to enter your information later.
Extra Dose	Prompts for extra dose on iConnect Handheld if admin is unexpected.
Change Med Time	Scan this DOT, put in time using number DOTs, then scan med DOT on MAR next to med. This prints directly to pharmacy.
Order Med Refill	Scan this DOT, scan dot on MAR. This prints directly to pharmacy.

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- Notes -

## **Chapter 4 Generating Reports**

This section provides an introduction on how to view and print reports, including the following:

Medication Administration Record	MicroTerminal Configuration     Report
• Medication Administration Record (By Unit)	Patient Assignment Worksheet
Medication Administration Record     (By Nurse)	• Sig Code Listing Report (CSV)
Prospective MAR (by Patient)	• Formulary Listing Report (CSV)
• Prospective MAR (By User)	Administration Sites Listing
Prospective MAR (By Unit)	Command DOT Listing
Medication Administration DOT     Sheet	Override Reasons Listing
• Administration History and Audit Report	• DOT Keyboard
Seven (7) Day Medication     Summary Report	

I

## **Medication Administration Record**

The The Medication Administration Record (MAR) information is located on the iConnect DOT Manager screen and allows you to view and print medication orders and medication administration transaction information for a patient. The MAR provides allergies, diagnosis, attending Physicians and order information for patients and may be used as the retrospective permanent chart ready hard-copy record of the MAR.



**Note:** In the current released software version, you cannot print the whole nursing unit. This will be addressed in the next software release.

#### **Viewing your Medication Administration Report**

To view your Medication Administration Record, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

Here Deen Save Out Conv	Dunte Te	ther View Report	Print Report				
Othewster Medical Center     Configuration     Configuration     Pranninky     Nursing Untils     Sto Codes     Patient     Sto Codes     Patient     MicroTerminate     MicroTerminate     Stor Codamistation     Overnide Reason     Storige Estup     RepOrt     Det Organization     Command Setup	f Report Sena	•		Choose Report Choose Proter Paper Paran *Patient Set Order Det Group Parans	Modication Advansion Paccord IT Printee eters 	v v v v	

- 2. From the **Choose Report** drop down menu, select **Medication Administration Record**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the button to select a date. The Select Date window appears.

Tomo Yeste	rrow rdav					
₹ 20	04 🕨			•	Augu	ust
Sun	Mon	Tue	Wed	Thu	Fri	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.

Last Name	Filter Search Text:	Last Name 💌 Sea
Last Name 🔺	First Name	MRN
ALLMENDINGER	HERMAN	M000065098
ANDREWS	ROSA	M000165884
AUFLEGER	ADA	M000001765
AUTOPATIENT002	LICHIN	AUT002
AUTOPATIENT003	NHOL	AUTE03
AUTOPATIENT004	JOHN	AUT004
AUTOPATIENT005	JOHN	AUT005
AUTOPATIENT006	JOHN	AUT006
AUTOPATIENT007	JOHN	AUT007
AUTOPATIENT008	JOHN	AUTOOB
AUTOPATIENT009	JOHN	AUT009
AUTOPATIENT010	JOHN	AUT010
AUTOPATIENT012	JOHN	AUT012
AUTOPATIENT014	LIOHN	AUT014
AUTOPATIENT015	LIOHN	AUT015
AUTOPATIENT016	JOHN	AUT016
AUTOPATIENT017	JOHN	AUT017
AUTOPATIENT018	JOHN	AUT018
AUTOPATIENT019	JOHN	AUT019
AUTOPATIENT020	JOHN	AUT020
WILLIAMS	CHARLES	M000134377
THOMPSON	LESLIE	M000165669
BRUNSON	AMELIA	M000021664
MCMAHON	MARIE	M000121389

6. Click the \_\_\_\_\_ button to select a patient. A patient list appears.

- 7. Select an applicable patient and click **OK**.
- 8. Click the **\_\_** button to select a **Sort Order**. The Select Item window appears.

Select II	tem	×
?	Placer Order Number Generic Name	
		•
	OK Cancel	

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the \_\_\_\_\_ button to select a **Dot Group**. The Select Dot Group window appears.

<b>I</b> . <b>I</b>	
Select D	ot Group 🔀
2	OVERRIDE REASONS
	▼ OK Cancel

11. Click the **Dot Group** and click **OK**.

**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

#### Example of a Medication Administration Record

	Medica	ation Administra	tion Record	
8/9/04	NAN	/IE: QA, 006		
TIME PRINTED: 08/09/2004 10:51	Adm	nit: 7/12/04		
NOTES: ALLERGIES: NKA				
		23:00-07:00	07:00-15:00	15:00-23:00
000857: ATORVASTATIN 20 MG TAB (40MG) (LIPITOR) DOSE: 40 MG PO DAILY AT BEDTIME	Start Stop 07/12 15:00			
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start Stop 07/12 15:00			
000864: DILTIAZEM HCL 180 MG CAPCR (180) (CARDIZEM CD) IN: DILTIAZEM HCL 120 MG CAPCR (120) (CARDIZEM CD) DOSE: 300 PO EVERY MORNING	Start Stop 07/12 15:00			
000865: METFORMIN HCL 500 MG TAB (1000MG) (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start Stop 07/12 15:00			
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00			
000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start Stop 07/12 15:00			
000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start Stop 07/12 15:00			
000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start Stop 07/12 15:00			
900862: CEFTRIAXONE SOD 1 GM INJ (1) (ROCEPHIN) IN: SODIUM CL 50 ML BAG (50) (SODIUM CHLORIDE) DOSE: 0 IV GIVE EVERY 12 HOURS	Start Stop 07/20 14:00			

Nurse Signatures			
	Signature 23:00-07:00 Initi	ial Signature 07:00-15:00 Initial Signature 15:00	0-23:00 Initial
QA, 006		Stillwater Medical Ce	nter
Gender: M	MRN: M9000006	1323 West 6th Box 240	08
DOB: 8/21/20	Visit: V000006	Stillwater, OK 74074	
Acct:	DR: JENKINS, WOODY G.		
Room: 312 1			
Printed By: User, Admin	Page 1 of	f 2 Printed At: 08/09/2004	10:51

#### **Printing Medication Administration Record**

To print your Medication Administration Record, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

Here Open Save Cot Coty	Tanke Isther View Report Print Repor				
Other Medical Certer     Configuration     Configuration     Configuration     Configuration     Society     Nursing Units     Society     Pateria     Pateria     Pateria     Pateria     Mino1 Terminals     Sto (7 Anninatstation     Society Orders     Configuration     Society     Resolut     Configuration     Society     Configuration     Society	Propert Settap	Choose Papert Choose Parlan - Paper Paran - Ode - Palant Set Orden - Paran	Modication Administration Record IT Printee neters 	v v	

- 2. From the **Choose Report** drop down menu, select **Medication Administration Record**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.

Today Tomo	/ rrow					
Yeste 4 20	rday 04 ▶			•	Aug	ust
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.

Last Name	Filter	Search Text:	Las	l Name 🔻 🛛 Se		
Last Name	1	First Name	1	1RN		
ALLMENDINGER	HER	MAN	M000066098			
ANDREWS	ROS	A	M000165884			
AUFLEGER	ADA	10-	M000001765			
AUTOPATIENT002	JOH	N	AUT002			
AUTOPATIENT003	JOH	N	AUT003			
AUTOPATIENT004	JOH	N	AUT004			
AUTOPATIENT005	JOH	N	AUT005			
AUTOPATIENT006	JOH	N	AUTOOS			
AUTOPATIENT007	JOH	N	AUT007			
AUTOPATIENT008	JOH	N	RUTODS	AUTODS		
AUTOPATIENT009	JOH	N	AUT009			
AUTOPATIENT010	JOH	N	AUT010	UT010		
AUTOPATIENT012	JOHN		AUT012	AUT012		
AUTOPATIENT014	JOH	N	AUT014	AUT014		
AUTOPATIENT015	JOH	N	AUT015	AUT015		
AUTOPATIENT016	JOH	N	AUT016			
AUTOPATIENT017	JOH	N	AUT017			
AUTOPATIENT018	JOH	N	AUT018			
AUTOPATIENT019	JOH	N	AUT019			
AUTOPATIENT020	JOH	N	AUT020			
Williams	CHARLES		M000134377			
Thompson	LES	LIE	M000165669			
Brunson	AME	LIA	M000021664			
McMahon	MAF	1E	M000121389			

6. Click the \_\_\_\_\_ button to select a patient. A patient list appears.

- 7. Select an applicable patient and click **OK**.
- 8. Click the **\_** button to select a **Sort Order**. The Select Item window appears.

Select It	em	×
2	Placer Order Number Generic Name	
	OK Cancel	•

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the \_\_\_\_ button to select a Dot Group. The Select Dot Group window appears.

Select D	ot Group	×
2	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
	OK Cancel	•

11. Click the **Dot Group** and click **OK**.

**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

## Medication Administration Record (By Unit)

The Medication Administration Record (By Unit ) information is located on the iConnect DOT Managerscreen and allows you to view and print medication orders and medication administration transaction information for all patients within a unit. This MAR provides allergies, diagnosis, attending Physicians and order information for patients by unit and may be printed for a 24 hour window.

#### Viewing your Medication Administration Report (By Unit)

To view your Medication Administration Record (By Unit), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

Seintelikb01 Manager - User, Admin (admin)	1				
Hear Quint Sait Cit City	[lasts] [ether]	View Report Print R	eport		
Sell-eder Medical Center     Configuration     Sell-eder Medical Center     Configuration     Mutring Units     Sitio Codes     Prateint     Prateint     Prateint     MutryTerminals     Bits (Codeniestation     Override Rescons     Dedraft Stopp     Rescals     Do Crigarization     Command Selup	Fuport Setap		Choose Report Choose Printer Report Paran ' Onte ' Marsinghat Sart Ocian Dat Group Paran	Mitolication Administration Flocard (By Unit) If Periode effers c c c c c c c c c c c c c	-

- 2. From the **Choose Report** drop down menu, select **Medication Administration Record (By Unit)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.

Yesterday           ▲ 2004 ▶         ▲ August           Sun Mon Tue Wed Thu Fri Sat           1         2         3         4         5         6         7           8         9         10         11         12         13         14           15         16         17         18         19         20         21
Sun         Mon         Tue         Wed         Thu         Fri         Sa           1         2         3         4         5         6         7           8         9         10         11         12         13         14           15         16         17         18         19         20         21
1         2         3         4         5         6         7           8         9         10         11         12         13         14           15         16         17         18         19         20         21
8 9 10 11 12 13 14 15 16 17 18 19 20 21
<b>15</b> 16 17 18 19 20 21
22 23 24 25 26 27 28
<b>29 30 31 1 2 3 4</b>
5 6 7 8 9 10 11

5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.

6. Click the \_\_\_\_\_ button to select a Nursing Unit. The Select Nursing Unit window appears.

Select N	ursingUnit
2	2.N
0	2.W
	3E
	3RDFLOOR
	4
	5.E
	5.N
	5.S 🔹
	OK Cancel

- 7. Select an applicable nursing unit and click **OK**.
- 8. Click the \_\_\_\_\_ button to select a **Sort Order**. The Select Item window appears.

- 1
- 1
- 1
- 1
- 1

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the 💶 button to select a Dot Group. The Select Dot Group window

appea	ars.	
Select D	ot Group	×
0	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
	OK Cancel	

11. Click the **Dot Group** and click **OK**.



**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

#### Example of a Medication Administration Record (by Unit)

Medication Administration Record (By Unit)					
8/9/04	NA	ME: QA, 006			
TIME PRINTED: 08/09/2004 14:15 DIAGNOSIS: NOTES:	Ad	mit: 7/12/04			
ALLERGIES: NKA					
		23:00-07:00	07:00-15:00	15:00-23:00	
000857: ATORVASTATIN 20 MG TAB (40MG) (LIPITOR) DOSE: 40 MG PO DAILY AT BEDTIME	Start Sto 07/12 15:00	p			
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start Sto 07/12 15:00	p			
000864: DILTIAZEM HCL 180 MG CAPCR (180) (CARDIZEM CD) IN: DILTIAZEM HCL 120 MG CAPCR (120) (CARDIZEM CD) DOSE: 300 PO EVERY MORNING	Start Sto 07/12 15:00	p			
000865: METFORMIN HCL 500 MG TAB (1000MG (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start Sto 07/12 15:00	p			
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Sto 07/12 15:00	p			
000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start Sto 07/12 15:00	p			
000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start Sto 07/12 15:00	p			
000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start Sto 07/12 15:00	P			
900862: CEFTRIAXONE SOD 1 GM INJ (1) (ROCEPHIN) IN: SODIUM CL 50 ML BAG (50) (SODIUM CHLORIDE) DOSE: 0 IV GIVE EVERY 12 HOURS	Start Sto 07/20 14:00	p			

Nurse Signatures				
		Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
QA, 006			Stillwater N	ledical Center
Gender: M	MRN: M	A9000006	1323 Wes	t 6th Box 2408
DOB: 8/21/20	Visit: V	/000006	Stillwate	r, OK 74074
Acct:	DR: JEN	KINS, WOODY G.		
Room: 312 1				
Printed By: User, Admin		Page 1 of 2	Printe	ed At: 08/09/2004 14:15

#### **Printing Medication Administration Record (by Unit)**

To print your Medication Administration Record, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

h Marca Units Stot Codes Robes State Patient Samper Patient Samper Patient Samper Patient Samper Patient Pati	Comulary			
Performants Setup Command Setup Parameters Statistics (1) are respired.  Parameters (1) Statistics (1) are respired.  Parameters Statistics (1) are respired.  Parameters Statistics (1) are respired.	Nursing Units     Stild Codes     Role Satup     Users     Patients			
	Pabent Assignment	Choose Report:	Medication Administration Record (By Unit)	•
Downie Resons Borgt Stab Des Orgenstein Des Ofgenstein Command Stetus Command Stetus	MicroTerminals	Choose Printer:	IT Printer	
Pescel Pescel Post Pescel Post Pescel Post Post Post Post Post Post Post Post	Override Reasons	Report Param	oters	
Commans Setup     'Marsingkist:       Sant Order:       Dat Grags:       Parameters labeled with an asterisk (*) are required.	D Reports	* Date:	() 	]
Sourt Order:	Command Setup	* NursingUnit	-	
Dot Group:		Sort Order		
Parameters labeled with an asterlisk (1) are required.		Dat Groups		
		Param	eters labeled with an asterisk (") are required.	

- 2. From the Choose Report drop down menu, select Medication Administration Record (By Unit).
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.

Today	•					
Tomo	rrow					
Yeste	rday					
₹ 20	D4 🕨				Augi	ust ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- 5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.
- 6. Click the \_\_\_\_ button to select a Nursing Unit. The Select Nursing Unit window appears.

Select Nu	ırsingUnit	×
9	2.N	-
ŏ	2.W	332
	3E	
	3RDFLOOR	
	4	
	5.E	
	5.N	
	5.S	-
	OK Cancel	

7. Select an applicable nursing unit and click **OK**.

8. Click the - button to select a **Sort Order**. The Select Item window appears.



- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the \_\_\_\_ button to select a Dot Group. The Select Dot Group window

appea	rs.	
Select Do	t Group	×
2	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
	OK Cancel	•

11. Click the **Dot Group** and press **OK**.



**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

## Medication Administration Record (By Nurse)

The Medication Administration Record (By Nurse) information is located on the iConnect DOT Manager screen and allows you to view and print medication orders and medication administration transaction information for all the nurses patients. The MAR provides allergies, diagnosis, attending Physicians and order information for patients and may be used as the permanent hard-copy record of the MAR.



**Note:** In the current released software version, you cannot print the whole nursing unit. This will be addressed in the next software release.

#### Viewing your Medication Administration Report (By Nurse)

To view your Medication Administration Record (By Nurse), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

and the second se							
Heat Quins Said Cat Copy	Paster Lether	View Report	Print Report				
Standart Metical Center     Constant Metical Center     Constant Metical Center     Constant Sector     Description     D	Ropot Setap			Choose Report Choose Prefer Papert Paran *Date: *Nesse: Sart Oreis: Dat Geoup: Parame	bledication Administration Piecerd (B 11 Debuter efers free slabeled with an asterisk (*) are rec	yikasu) V V	

- 2. From the **Choose Report** drop down menu, select **Medication Administration Record (By Nurse)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.

4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.



- 5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.
- 6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

Search Text:		Last Name V Sea
Last Name 🔺	First Name	Login ID
[CURRENT USER]	[CURRENT USER]	[CURRENT USER]
ALFORD	MINDY	malford
ALLEN	RITA	rallen
ALLMAND	CHERYL	callmand
ARMSTRONG	CONNE	carmstrong
ARRINGTON	BILL	barrington
ARTHUR	JERRI	jarthur
BAKER	KAREN	kbaker
BALDWIN	NICOLE	nbaldwin
BARTOIS	MICHAEL	Mbartgis
BASSETT	AMANDA	abassett
BASTINGS	SHARON	sbastings
BAUMGARTEN	CORINNA	cbaumgarten
BEAVER	LORA	Ibeaver
BENES	AMY	abenes
BENES	DORIS	dbenes
BENNETT	MOLLY	mbennett
BERKLAND	CHERYL	cberkland
Borden	Gary	gborden
BRADLEY	DEBRA	dbradley
BRANDENBURG	LYNN	Ibrandenburg
BRITTON	MANDI	mbritton
BROADBENT1	SARAH	SBROAD1
BROADBENT2	SARAH	SBROAD2
BROADBENT3	SARAH	SEROAD3

- 7. Select an applicable nurse and click **OK**.
- 8. Click the **\_** button to select a **Sort Order**. The Select Item window appears.

Select It	em 🔁	Ľ
2	Placer Order Number  Generic Name	
	OK Cancel	

9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.

10. Click the \_\_\_\_\_ button to select a Dot Group. The Select Dot Group window

appea	rs.	
Select Do	ot Group	×
2	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
	OK Cancel	

11. Click the **Dot Group** and click **OK**.



**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

#### Example of a Medication Administration Record (By Nurse)

Medic	ation	Administration	Record (By Nu	urse)	
8/9/04	NAI	ME: QA, 026			
TIME PRINTED: 08/09/2004 14:20	Adn	nit: 7/29/04			
NOTES: ALLERGIES: CODEINE, LATEX, FISH	I				
		23:00-07:00	07:00-15:00	15:00-23:00	
000829	Start Stop				1
FERROUS SULFATE 324 MG TAB (324MG)	07/29 14:30				
(FEOSOL) DOSE: 324 MG PO TWICE A DAY					
000830:	Start Stop				
POTASSIUM CL 20 MEQ TABCR (20MEQ) (K-DUR)	07/29 12:00				
DOSE: 20 MEQ PO FOUR TIMES DAILY					
000831: LEVOFLOXACIN 500 MG TAB (500MG)	Start Stop 07/29				
(LEVAQUIN) DOSE: 500 MG PO EVERY MORNING	14.00				
000833: CALCIUM/VITAMIN D 250 MG TAB (500MG)	Start Stop 07/29				
(OS-CAL D) DOSE: 500 MG PO TWICE A DAY	14.00				
000835:	Start Stop				
PANTOPRAZOLE SOD 40 MG TABCR (40MG) (PROTONIX)	07/29 14:00				
DOSE: 40 MG PO TWICE A DAY					
000837:	Start Stop				
PROMETHAZINE HCL INJ 25 MG/1 ML INJ (25MG) (PROMETHAZINE) DOSE: 25 MG IV Q 3 HOURS	07/29 14:00				
000827:	Start Stop				
INSULIN HUMAN REGULAR 100 UNITS/100 UNITS INJ (1U) (HUMAN INSULIN-R U-100) DOSE: 1 U SC EVERY 6 HOURS	07/28 09:00				
000828: SODIUM CL 0.9% IN L1 ML IN L/30ML)	Start Stop				
(SODIUM CHLORIDE FLUSH) DOSE: 30 ML IV PRN	14:00				
000832: DIPHENOXYLATE/ATROPINE 1 TAB TA (2EA)	Start Stop <b>B</b> 07/29 14:00				
(LOMOTIL) DOSE: 2 EA PO PRN					

Nurse Signatures			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
04.026		Stillwator M	odical Contor
Gender: F DOB: 12/14/20	MRN: M90000026 Visit: V0000026	1323 West Stillwater.	6th Box 2408 OK 74074
Acct: Room: 311 1	DR: SMALLEY, MY NAME IS TO LONG M.D.		
Printed By: User, Admin	Page 1 of 1	Printed	At: 08/09/2004 14:20

#### **Printing Medication Administration Record (By Nurse)**

To print your Medication Administration Record (By Nurse), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

the first first						
Hear Quan Said Cut Copy	Dente Lether	View Report Print P	eport			
Stirwater Medical Center     Condguration     Condguration     Sinucation     Sinucation     Sinucation     Sinucation     Users     Patients     Patients     Sinucation     Sinucat	fuport Setap		Choose Paper: Choose Printer Preport Param 'Oute: 'Natsic: Sort Order: Dat Group: Param	Modication Administration Record (3) Ners IT Printer effers	ae) V V	

- 2. From the Choose Report drop down menu, select Medication Administration Record (By Nurse).
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.

Tomo	rrow					
Yeste	rday					
₹ 200	D4 🕨				Aug	ust
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
	6	7	8	9	10	11

5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.

Search Text:		Last Name 🔻	Search
LastName 🔺	First Name	Login I	)
(CURRENT USER)	(CURRENT USER)	CURRENT USER	
ALFORD	MINDY	malford	
ALLEN	RITA	rallen	
ALLMAND	CHERYL	calimand	
ARMSTRONG	CONNE	carmstrong	
ARRINGTON	BILL	barrington	
ARTHUR	JERRI	jarthur	
BAKER	KAREN	kbaker	
BALDWIN	NICOLE	nbaldwin	
BARTOIS	MICHAEL	Mbartgis	
BASSETT	AMANDA	abassett	
BASTINGS	SHARON	sbastings	
BAUMGARTEN	CORINNA	cbaumgarten	
BEAVER	LORA	Ibeaver	
BENES	AMY	abenes	
BENES	DORIS	dbenes	
BENNETT	MOLLY	mbennet	
BERKLAND	CHERYL	cberkland	
Borden	Gary	gborden	
BRADLEY	DEBRA	dbradley	
BRANDENBURG	LYNN	Ibrandenburg	
BRITTON	MANDI	mbritton	
BROADBENT1	SARAH	SBROAD1	
BROADBENT2	SARAH	SBROAD2	
BROADBENT3	SARAH	SBROAD3	

- Select an applicable nurse and click OK.
- 8. Click the button to select a **Sort Order**. The Select Item window appears.

6. Click the - button to select a **Nurse**. The Select Nurse window appears.

Select I	tem	X
2	Placer Order Number Generic Name	
		•
	OK Cancel	

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the **\_\_** button to select a Dot Group. The Select Dot Group window appears.

Select D	ot Group	×
2	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
	OK Cancel	•

11. Click the **Dot Group** and click **OK**.

**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

## **Prospective MAR (by Patient)**

The Prospective MAR (by Patient) is a patient specific report designed for currently ordered medications for a unique patient. It can replace the handwritten notes many nurses write during report to keep track of their patients and important information about them.

The Prospective MAR (by Patient) can serve as a reminder of medications due, and can be a convenient place to write notes about your patient. The Prospective MAR (by Patient) can be reprinted during your shift to update it with the latest medication information.



Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.

#### Viewing your Prospective MAR (by Patient)

To view your Prospective MAR (by Patient), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

Box Quin Sort Cul Cuty	füharti -	Tether	View Report	Print Report				
Stelwarer Mackal & Anter     Configuration     Configuration     Stel Codes     Normal With     Sto Codes     Role Status     Patient Assignment     Mutor terminals     Store Codemisesation     Overrola Prevents     Reconfiguration     Command Stelap     Command Stelap	Report	Setup			Choose Playort Choose Playter Papart Paran *Date: *Patient Sart Order: Dat Group: Parama	Prospective MAR (by Paris If Pointer attra s	nd) u n u u u u u u u u u u u u u u u u u	

- 2. From the **Choose Report** drop down menu, select **Prospective MAR (By Patient)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.

4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.



- 5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.
- 6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

Last Name	Filter	Search Text:	Last Nam	e 🔻 Sear
Last Name 🔺		FirstName	MRN	
ALLMENDINGER	HE	RMAN	M000055098	
ANDREWS	RC	IBA	M000165884	
AUFLEGER	AD	A	M000001765	
AUTOPATIENT002	JO	HN	AUT002	
AUTOPATIENT003	JO	HN	AUT003	
AUTOPATIENT004	OL	HN	AUT004	
AUTOPATIENT005	JO	HN	AUT005	
AUTOPATIENT006	JO	HN	AUT006	
AUTOPATIENT007	JO	HN	AUT007	
AUTOPATIENT008	OC	HN	AUTOR	
AUTOPATIENT009	JO	HN	AUT009	
AUTOPATIENT010	JO	HN	AUT010	
AUTOPATIENT012	- JÖ	HN	AUT012	
AUTOPATIENT014	JO	HN	AUT014	
AUTOPATIENT015	JO	HN	AUT015	
AUTOPATIENT016	JO	HN	AUT016	
AUTOPATIENT017	JO	HN	AUT017	
AUTOPATIENT018	JO	HN	AUT019	
AUTOPATIENT019	JO	HN	AUT019	
AUTOPATIENT020	JQ	HN .	AUT020	
Williams	CH	IARLES	M000134377	
Thompson	LE	SLIE	M000165669	
Brunson	AM	ELIA	M000021664	
McMahon	MA	RIE	M000121389	

- 7. Select an applicable nurse and click **OK**.
- 8. Click the \_\_\_\_\_ button to select a **Sort Order**. The Select Item window appears.



9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.

10. Click the \_\_\_\_\_ button to select a Dot Group. The Select Dot Group window



11. Click the Dot Group and click OK.



**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

#### Example of Prospective MAR (by Patient)

	Prospective MAR (by Patient)							
7/23 TIMI DIAGN NOTE ALLEF	/04 E PRINTED: 07/23/2004 15:33 NOSIS: S: RGIES: NIKA	NAI Adr	ME: QA, 006 nit: 7/12/04					
			23:00-07:00	07:00-15:00	15:00-23:00			
5	000857: ATORVASTATIN 20 MG TAB (40MG) (LIPITOR) DOSE: 40 MG PO DAILY AT BEDTIME 000863: IRBESARTAN 150 MG TAB (300MG)	Start Stop 07/12 15:00 Start Stop 07/12		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping 	21:00			
	(AVAPRO) DOSE: 300 MG PO EVERY MORNING	15:00						
5	000864: DILTIAZEM HCL 180 MG CAPCR (180) (CARDIZEM CD) IN: DILTIAZEM HCL 120 MG CAPCR (120) (CARDIZEM CD) DOSE: 300 PO EVERY MORNING	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping ——				
<i>د</i> ړ	000865: METFORMIN HCL 500 MG TAB (1000MG (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —— Pt. Sleeping				
<i>د</i> ړ	000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00		12:00	17:00			
5	000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —				
5	000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping ——				
5	000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping ——				
5	900862: CEFTRIAXONE SOD 1 GM INJ (1) (ROCEPHIN) IN: SODIUM CL 50 ML BAG (50) (SODIUM CLLORIDE) DOSE: 0 IV GIVE EVERY 12 HOURS	Start Stop 07/20 14:00	02:00	10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping 14:00				

Nulse Signatures			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
		SB1 = BROADBENT1,SARAH	
. 🦳 QA, 006		Stillwater M	edical Center
<u>_</u> ,		1323 West	6th Box 2408
Gender: M	MRN: M9000006	Stillwater	OK 74074
DOB: 8/24/20	Visite V000000	othiwater	, 01(14014
DOP: 9/21/20			
Acct:	DR: JENKINS, WOODY G.		
Room: 312 1			
Printed By: User, Admin	Page 1 of 3	Printee	d At: 07/23/2004 15:33

#### Printing your Prospective MAR (by Patient)

To print your Prospective MAR (by Patient), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

Hear Quan Sour Cat Curv	Tether View Report Print Rep	ort		
Bit-body Marka Conter     Contraction     Contraction	Preport Setup	Choose Report Choose Printer Report Para 'Date 'Patient' Sat Order Dat Group: Param	Prospective MAR (by Potient) If Evider unturn a eters Labeled with an asterick (*) are require	

- 2. From the **Choose Report** drop down menu, select **Prospective MAR (By Patient)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the button to select a date. The Select Date window appears.

Tomo	rrow					
Yeste	rday					
4 20	04 🕨			•	Aug	ust
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

- 5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.
- 6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

Last Name	Filter Search Text:	Last Name * Se
Last Name 🔺	First Name	MRN
ALLMENDINGER	HERMAN	M000065098
ANDREWS	ROSA	M000165884
AUFLEGER	ADA	M000001765
AUTOPATIENT002	JOHN	AUT002
AUTOPATIENT003	JOHN	AUT003
AUTOPATIENT004	JOHN	AUT004
AUTOPATIENT005	JOHN	AUT005
AUTOPATIENT006	JOHN	AUT006
AUTOPATIENT007	JOHN	AUT007
AUTOPATIENT000	UOHN	AUTOOD
AUTOPATIENT009	LIOHN	AUTOOR
AUTOPATIENT010	JOHN	AUT010
AUTOPATIENT012	JOHN	AUT012
AUTOPATIENT014	JOHN	AUT014
AUTOPATIENT015	JOHN	AUT015
AUTOPATIENT016	JOHN	AUT016
AUTOPATIENT017	JOHN	AUT017
AUTOPATIENT018	JOHN	AUT018
AUTOPATIENT019	JOHN	AUT019
AUTOPATIENT020	JOHN	AUT020
Williams	CHARLES	M000134377
Thompson	LESUE	M000165669
Brunson	AMELIA	M000021684
McMahon	MARIE	M000121389

- 7. Select an applicable nurse and click **OK**.
- 8. Click the **\_** button to select a **Sort Order**. The Select Item window appears.

Select It	em	×		
0	Placer Order Number Generic Name			
	OK Cancel	•		

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the \_\_\_ button to select a Dot Group. The Select Dot Group window

ippez Select D	u S. ot Group	×
0	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
	OK Cancel	

11. Click the **Dot Group** and click **OK**.

**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

## **Prospective MAR (By User)**

The Prospective MAR (By User ) is a list of the patients you are taking care of and all currently ordered medications. It can replace the handwritten notes many nurses write during report to keep track of their patients and important information about them.

The Prospective MAR (By User) can serve as a reminder of medications due, and can be a convenient place to write notes about your patients. The Prospective MAR (By User) can be printed with iDOTs to aid in documentation at the bedside, and may be reprinted during your shift to update it with the latest patient and medication information.



Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.

#### Viewing your Prospective MAR (by User)

To view your Prospective MAR (by User), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

iinai Quan Smei Cut Curv	Tether	View Report Print Repo	n		
Shiwater Medical Center Configuration Configuration Formulary Foruming Units Solid Codes Role Sature Users Patient Assponent MicroTemmats Stef of Amministration Coverside Resears Bergont Detrogenation Command Sature Command Sature Command Sature	Report Settop		Choose Report Choose Printer Report Param * Date: * Narso: Sart Order: Dat Group: Param	(Prospective MAR By User) IT Printer anter s neers (Idealed with an activitiek (*) an	

- 2. From the **Choose Report** drop down menu, select **Prospective MAR (By User)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.

4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.



- 5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.
- 6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

Last Name	Filter Sear	ch Text:		Last Name 💌	Sear
Last Name 🔺		First Name	36	MRN	
ALL MENDINGER	HERMAN		M000066098		
ANDREWS	ROSA		M000165884		
AUFLEGER	ADA		M000001765		
AUTOPATIENT002	JOHN		AUT002		
ALITOPATIENT003	JOHN		AUTOD3		
AUTOPATIENT004	JOHN		AUT004		
AUTOPATIENT005	JOHN		AUT005		
AUTOPATIENT006	JOHN		AUT006		
AUTOPATIENT007	JOHN		AUT007		
AUTOPATIENTIOR	JOHN		AUTOOR		
AUTOPATIENT009	JOHN		AUT009		
AUTOPATIENT010	JOHN		AUT010		
AUTOPATIENT012	JOHN		AUT012		
AUTOPATIENT014	JOHN		AUT014		
AUTOPATIENT015	JOHN.		AUT015		
AUTOPATIENT016	JOHN		AUT016		
AUTOPATIENT017	JOHN		AUT017		
AUTOPATIENT018	JOHN		AUT018		
AUTOPATIENT019	JOHN		AUT019		
AUTOPATIENT020	JOHN		AUT020		
Williams	CHARLES		M000134377		
Thompson	LESLIE		M000165669		
Brunson	AMELIA		M000021664		
McMahon	MARIE		M000121389		

- 7. Select an applicable nurse and click **OK**.
- 8. Click the \_\_\_\_\_ button to select a **Sort Order**. The Select Item window appears.



9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.

10. Click the \_\_\_\_ button to select a Dot Group. The Select Dot Group window



11. Click the Dot Group and click OK.



**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Click on the **View Report** button located at the top of the screen. The following report will appear.

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#### Example of Prospective MAR (by User)

		Pro	ospective MA	R (by User)	
7/23 TIM DIAGI NOTE ALLEI	/04 E PRINTED: 07/23/2004 15:39 NOSIS: S: RGIES: NKA	NAN Adn	ME: QA, 006 nit: 7/12/04		
			23:00-07:00	07:00-15:00	15:00-23:00
5	000857: ATORVASTATIN 20 MG TAB (40MG) (LIPITOR) DOSE: 40 MG PO DAILY AT BEDTIME	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —	21:00
5	000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start Stop 07/12 15:00		09:00	
5	000864: DILTIAZEM HCL 180 MG CAPCR (180) (CARDIZEM CD) IN: DILTIAZEM HCL 120 MG CAPCR (120) (CARDIZEM CD) DOSE: 300 PO EVERY MORNING	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	000865: METFORMIN HCL 500 MG TAB (1000MG (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00		12:00	17:00
5	000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	900862: CEFTRIAXONE SOD 1 GM INJ (1) (ROCEPHIN) IN: SODIUM CL 50 ML BAG (50) (SODIUM CHLORIDE) DOSE: 0 IV GIVE EVERY 12 HOURS	Start Stop 07/20 14:00	02:00	10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping 14:00	

raioo olgilataroo			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
		SB1 = BROADBENT1,SARAH	
-			
QA, 006		Stillwater M	ledical Center
- 2		1323 Wes	t 6th Box 2408
Gender: M	MRN: M9000006	Stillwate	r. OK 74074
DOB: 8/21/20	Visit: V00006		.,
Acct:	DR: JENKINS WOODY G		
Room: 312 1			
Printed Bv: User, Admin	Page 1 of 3	Printe	ed At: 07/23/2004 15:39

#### Printing your Prospective MAR (by User)

To print your Prospective MAR (by User), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

	in the	Terrera Para	and Descention					
them Open Same Cut Cuty	Ente	Tether View R	eport Print Report					
	Fapor	t Solup		Choose Paport Choose Parate Paport Parat *Dote: *Narsa: Sert Orde: Parate	Prospective MAR (by the If Pointer eff Pointer effers effers effers effers effers effers	n)   & (*) are regation.	<b>v</b> <b>v</b>	

- 2. From the **Choose Report** drop down menu, select **Prospective MAR (By User)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.

Toma	rrnw					
Yeste	rday					
4 20	D4 🕨			•	Aug	ust ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.

Last Name	Filter	Search Text:	Last Name *	Sea
Last Name	-21	First Name	MRN	
ALLMENDINGER	HE	RMAN	M000065098	
ANDREWS	RO	BA	M000165884	
AUFLEGER	ADA		M000001765	
AUTOPATIENT002	JOH	IN .	AUT002	
AUTOPATIENT003	JOH	ev .	AUT003	
AUTOPATIENT004	JOF	84	AUT004	
AUTOPATIENT005	JOH	IN .	AUT005	
AUTOPATIENT006	JOH	IN	AUT006	
AUTOPATIENT007	JOH	en .	AUT007	
AUTOPATIENTIOS	JOH	iN .	AUTODS	
AUTOPATIENT009	JOF	in	AUT009	
AUTOPATIENT010	JOH	IN .	AUT010	
AUTOPATIENT012	JOH	IN .	AUT012	
AUTOPATIENT014	JOF	64	AUT014	
AUTOPATIENT015	JOF	IN .	AUT015	
AUTOPATIENT016	JOH	IN	AUT016	
AUTOPATIENT017	JOH	6N	AUT017	
AUTOPATIENT018	JOH	IN	AUT018	
AUTOPATIENT019	JOH	ini .	AUT019	
AUTOPATIENT020	JOH	84	AUT020	
Williams	CH	WRLES .	M000134377	
Thompson	LES	LIE	M000165669	
Brunson	AME	LIA	M000021664	
McMahon	MAF	HE .	M000121389	

6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

- 7. Select an applicable nurse and click **OK**.
- 8. Click the **\_\_** button to select a **Sort Order**. The Select Item window appears.

Select II	:em	×
2	Placer Order Number Generic Name	
		•
	OK Cancel	

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the \_\_\_\_ button to select a Dot Group. The Select Dot Group window appears.

Select D	ot Group	×
2	OVERRIDE REASONS	
	OK Cancel	

11. Click the **Dot Group** and click **OK**.

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**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

## **Prospective MAR (By Unit)**

The Prospective MAR (By Unit ) is a list of the patients you are taking care of and all currently ordered medications. It can replace the handwritten notes many nurses write during report to keep track of their patients and important information about them.

The Prospective MAR (By Unit) can serve as a reminder of medications due, and can be a convenient place to write notes about your patients. The Prospective MAR (By Unit) can be printed with iDOTs to aid in documentation at the bedside, and may be reprinted during your shift to update it with the latest patient and medication information.



Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.

#### Viewing your Prospective MAR (By Unit)

To view your Prospective MAR (By Unit), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

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time (gen Sne) (ut (	And F	in the second	lether	View Report	Print Report				
Stilwater Medical Center     Grongunation     Grongunation     Grongunation     Grongunation     Solving Units     Solving     Solving Units     Solving     Solving Units     Solving Unit	(4 A	Report 5	Setup			Choose Report Choose Privite: Report Param * Toste: * Norse: Set Order: Parame	Prospective MAR (by User) If Powler etter a Here Scholed with an asterick (?) are	v v v v regard.	

- 2. From the **Choose Report** drop down menu, select **Prospective MAR (By Unit)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.

4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.



- 5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.
- 6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

Last Name	Filter Search Text:	Last Name 🔻 Sea
Last Name	First Name	MRN
ALLMENDINGER	HERMAN	M000065098
ANDREWS	ROBA	M000165884
AUFLEGER	ADA	M000001765
AUTOPATIENT002	JOHN	AUT002
AUTOPATIENT003	JOHN	AUT003
AUTOPATIENT004	JOHN	AUT004
AUTOPATIENT005	JOHN	AUT005
AUTOPATIENT006	JOHN	AUT006
AUTOPATIENT007	JOHN	AUT007
AUTOPATIENT008	JOHN	AUTODS
AUTOPATIENT009	JOHN	AUT009
AUTOPATIENT010	JOHN	AUT010
AUTOPATIENT012	JOHN	AUT012
AUTOPATIENT014	JOHN	AUT014
AUTOPATIENT015	JOHN	AUT015
AUTOPATIENT016	JOHN	AUT016
AUTOPATIENT017	JOHN	AUT017
AUTOPATIENT018	JOHN	AUT019
AUTOPATIENT019	JOHN	AUT019
AUTOPATIENT020	JOHN	AUT020
Williams	CHARLES	M000134377
Thompson	LESLIE	M000165669
Brunson	AMELIA	M000021664
McMahon	MARIE	M000121389

- 7. Select an applicable nurse and click **OK**.
- 8. Click the \_\_\_\_\_ button to select a **Sort Order**. The Select Item window appears.



9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.

10. Click the \_\_\_\_\_ button to select a Dot Group. The Select Dot Group window



11. Click the Dot Group and click OK.



**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Click on the **View Report** button located at the top of the screen. The following report will appear.

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#### Example of Prospective MAR (by Unit)

		Pr	ospective M/	AR (by User)	
7/23 TIM DIAGI NOTE ALLEI	/04 E PRINTED: 07/23/2004 15:39 NOSIS: S: RGIES: NKA	NAI Adr	ME: QA, 006 nit: 7/12/04		
			23:00-07:00	07:00-15:00	15:00-23:00
ری ا	000857: ATORVASTATIN 20 MG TAB (40MG) (LIPITOR) DOSE: 40 MG PO DAILY AT BEDTIME 000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO)	Start         Stop           07/12         15:00           Start         Stop           07/12         15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping 	21:00
5	000864: DILTIAZEM HCL 180 MG CAPCR (180) (CARDIZEM CD) IN: DILTIAZEM HCL 120 MG CAPCR (120) (CARDIZEM CD) DOSE: 300 PO EVERY MORNING	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping	
5	000865: METFORMIN HCL 500 MG TAB (1000MG (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00		12:00	17:00
5	000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping	
5	000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start Stop 07/12 15:00		10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping —	
5	900862: CEFTRIAXONE SOD 1 GM INJ (1) (ROCEPHIN) IN: SODIUM CL 50 ML BAG (50) (SODIUM CHLORIDE) DOSE: 0 IV GIVE EVERY 12 HOURS	Start Stop 07/20 14:00	02:00	10:36 SB1 OMITTED Reason Omitted : Pt. Sleeping 14:00	

Nulse Signatures			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
		SB1 = BROADBENT1,SARAH	
		Ctilluster	le die el Conton
ر QA, 006		Stillwater N	ledical Center
- 1922 <b>€</b> -		1323 West	t 6th Box 2408
Gender: M	MRN: M9000006	Stillwater	r, OK 74074
DOB: 8/21/20	Visit: V000006		
Acct:	DR: JENKINS, WOODY G.		
Room: 312 1			
Printed By: User, Admin	Page 1 of 3	Printe	d At: 07/23/2004 15:39

#### Printing your Prospective MAR (by Unit)

To print your Prospective MAR (by Unit), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

tion [ Court ] mark [ ] [ Court ]		Tether   Man Party	Dried Burnet			
Sthwater Medical Coder  Configuration  Sthwater Medical Coder  Configuration  Structure  Parallel  Stoccode  Parallel  Stocco	Faport	Satup	Choose Per Choose Per 'D 'Nu Sert Or Dot Gr Pr	vit: Prospective Molt ( ec: If Printer ramations e: e: e: e: e: e: e: e: e: e: e: e: e:	by User)	

- 2. From the **Choose Report** drop down menu, select **Prospective MAR (By User)**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_\_ button to select a date. The Select Date window appears.

Tomo						
Yeste	rdav					
₹ 20	D4 ▶			•	Aug	ust
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

5. Select Today, Tomorrow, or Yesterday, Year, Month, Day and click OK.

Last Name	Filter	Search Text:	Last Name 💌	Sea
Last Name	2	First Name	MRN	
ALL MENDINGER	HE	PMAN	M000066098	
ANDREWS	RO	RA	M000165884	
AUFLEGER	ADA		M000001765	
AUTOPATIENT002	JOH	IN	AUT002	
AUTOPATIENT003	JOH	en .	AUT003	
AUTOPATIENT004	JOF	114	AUT004	
AUTOPATIENT005	JOH	en .	AUT005	
AUTOPATIENT006	JOH	IN .	AUT006	
AUTOPATIENT007	JOH	en .	AUT007	
AUTOPATIENT008	JOL	84	AUTODS	
AUTOPATIENT809	JOL	en .	AUT009	
AUTOPATIENT010	JOF	iN .	AUT010	
AUTOPATIENT012	JOF	en :	AUT012	
AUTOPATIENT014	JOF	614	AUT014	
AUTOPATIENT015	JOF	IN.	AUT015	
AUTOPATIENT016	JOF	IN .	AUT016	
AUTOPATIENT017	JOH	6N .	AUT017	
AUTOPATIENT018	JOH	en .	AUT018	
AUTOPATIENT019	JOL	4N	AUT019	
AUTOPATIENT020	JOH	6N	AUT020	
Williams	CH	ARLES	M000134377	
Thompson	LES	LIE	M000165669	
Brunson	AME	ELIA	M000021664	
McMahon	MAT	21F	M000121389	

6. Click the \_\_\_\_\_ button to select a **Nurse**. The Select Nurse window appears.

- 7. Select an applicable nurse and click **OK**.
- 8. Click the **\_** button to select a **Sort Order**. The Select Item window appears.

Select It	em	×
2	Placer Order Number Generic Name	
		•
	OK Cancel	

- 9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
- 10. Click the \_\_\_\_ button to select a Dot Group. The Select Dot Group window appears.

Select D	ot Group 🔀
2	OVERRIDE REASONS
	▼ OK Cancel

11. Click the **Dot Group** and click **OK**.

**Š** 

**Note:** Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

12. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

## **Medication Administration DOT Sheet**

Some nursing units may require additional iDOTs for some aspects of documentation. The medication administration DOT sheet allows these iDOTs to be printed on one form and posted/kept in a convenient place.

#### Viewing your Medication Administration DOT Sheet

To view your Medication Administration DOT Sheet, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

🚰 intelliDOT Manager - User, Admin (admi	in)		
Elle Edit Help			
New Open Save Cut Copy 1	Paste Tether View Report Print Report		
Bishweit Medical Center     Configuration     Parmulary     Permulary     Nutring Urbs     Bit0 Codes     Revie Setup     Veere     Patient Seignment     MicroTerminate     Site Of Administration     Doreide Reasons     Seruel Setup     Dat Organization     Command Setup	- Report Setup	Choose Report: Medication Administration Dut Sheet Choose Primer: IntelliCOT (Leonark) Dot Group Twee: Dat Group Twee: Parameters labeled with an asterisk (1) are required.	

- 2. From the **Choose Report** drop down menu, select **Medication Administration DOT sheet**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_ button to select Dot Group One. The Select Dot Group window appears.

apper		
Select D	ot Group	×
2	OVERRIDE REASONS INJECTION SITES COMMAND DOTS	
		<b>•</b>
	OK Cancel	

5. Click the **Dot Group** and click **OK**.