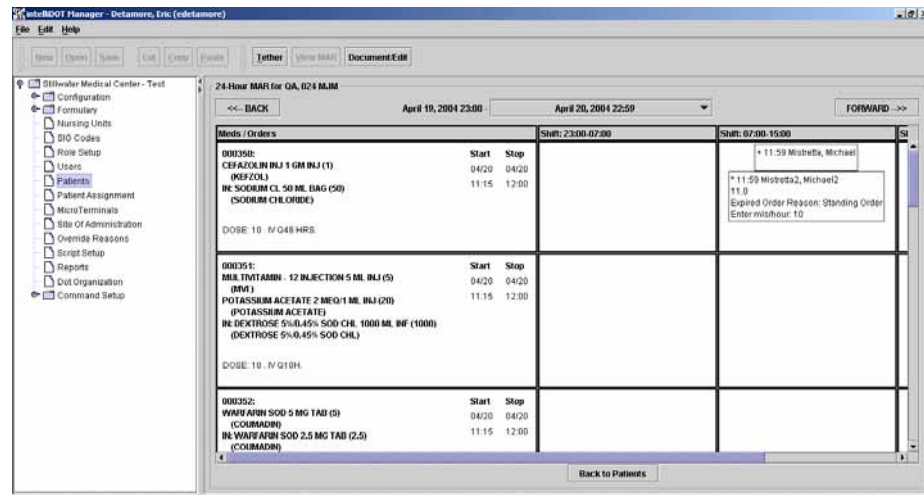


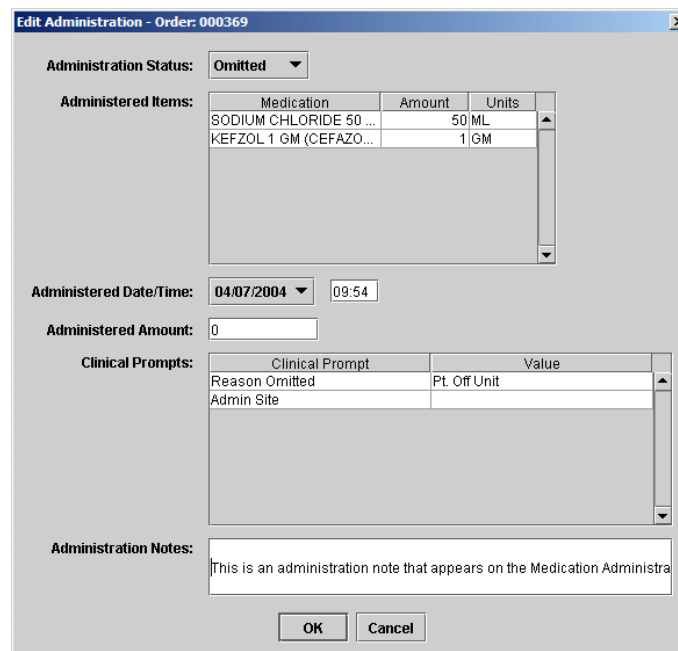
## Editing an Administration on the On-Line MAR

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.*



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.

*The Edit Administration window appears.*



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.*

The screenshot shows the '24 Hour MAR for OA, 021 NJM' window. It features a navigation pane on the left with 'Patients' selected. The main area displays a table of medication orders with columns for 'Medis / Orders', 'Start', 'Stop', and 'Shift'. Three orders are listed:

Medis / Orders	Start	Stop	Shift
000350: CEFZOLIN INJ 1 GM INJ (1) (PEZZOL) IN SODIUM CL 50 ML BAG (50) (SODIUM CHLORIDE) DOSE: 10. IV Q48 HRD.	04:20	04:20	11:59 Mistrretta, Michael
000351: MER TRIMAMIN - 12 INJECTION 5 ML INJ (5) (MVA) POTASSIUM ACETATE 2 MEQ/1 ML INJ (20) (POTASSIUM ACETATE) IN DEXTROSE 5% 0.45% SOD CHL 1000 ML INF (1000) (DEXTROSE 5% 0.45% SOD CHL)	04:20	04:20	11:59 Mistrretta, Michael
000352: WAUFARIN SOD 5 MG TAB (5) (COUMADIN) IN WAUFARIN SOD 2.5 MG TAB (2.5) (COUMADIN)	04:20	04:20	11:59 Mistrretta, Michael

A tooltip is visible over the '11:59 Mistrretta, Michael' shift entry, containing the text: '\* 11:59 Mistrretta, Michael', '11:59', and 'Expired Order Reason: Standing Order. Enter mishour: 10'. A 'Back to Patients' button is located at the bottom of the window.

- Select the **Order** in the Meds/Orders column by double-clicking it or clicking the Document/Edit button, or administration note.

*The New Administration window appears.*

The screenshot shows a dialog box titled "New Administration - Order: 000368". It contains the following elements:

- Administration Status:** A dropdown menu set to "Confirmed".
- Administered Items:** A table with columns "Medication", "Amount", and "Units". It contains one row: "PHENERGAN 25 MG (P..." with "25" in the Amount column and "MG" in the Units column.
- Administered Date/Time:** A date dropdown set to "04/20/2004" and a time input field set to "15:17".
- Administered Amount:** A text input field containing "25" and a unit dropdown set to "MG".
- Clinical Prompts:** A table with columns "Clinical Prompt" and "Value". It is currently empty.
- Administration Notes:** A text area for entering notes.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- 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.*

The screenshot displays the 'Patient View Edit' interface. At the top, there is a 'Patients' table with columns for Last Name, First Name, MRN, and Visit Number. Below this is the 'Patient View Edit' form, which includes fields for Last Name, First Name, Middle Name, Visit Int, Location, Admit Date, Discharge Date, and a 'Patient Note' field. The 'Patient Note' field is highlighted with a red circle. Below the form is an 'Orders' table with columns for Start Time, Stop Time, Order#, Description, SIG, and Note.

Last Name	First Name	MRN	Visit Number
QA	051	M9000051	V0000051
QA	052	M9000052	V0000052
QA	055	M9000055	V0000055
QA	056	M9000056	V0000056
QA	057	M9000057	V0000057
QA	058	M9000058	V0000058
QA	059	M9000059	V0000059

Patient View Edit

Last Name: QA      First Name: 057      Middle Name: MJM  
 Visit Int: V0000057      MRN: M9000057      HI Date: V0000057  
 Location: GJN      Room: 556      Diet: 1  
 Admit Date: 04/05/2004 17:15      Discharge Date:      Patient Note:

Start Time	Stop Time	Order#	Description	SIG	Note	Active
04/05/2004 17:15		000369	000369: 2 components	Q4B HRG	qa to add a note	Active
04/05/2004 17:15		000370	000370: 2 components	Q10H	[note deleted]	On-Hold
04/05/2004 17:15		000371	000371: 2 components	QD17	[note deleted]	Active
04/05/2004 17:15	04/24/2004 14:15	000372	000372: 7 components	FRN	Add a note	Active
04/05/2004 17:15		000373	000373: 2 components	QID	qa to add a note	Active

### Editing Patient Specific Notes

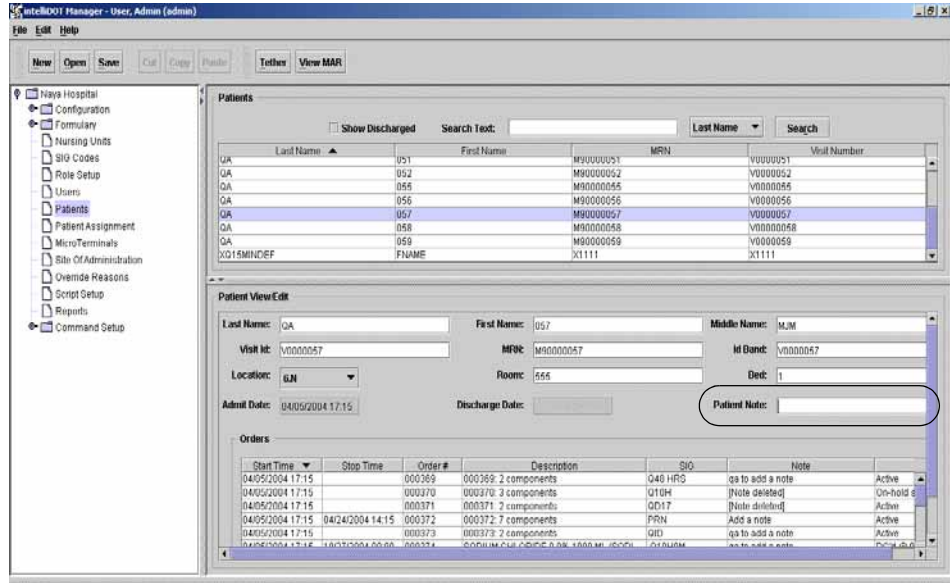
To edit a note to the patient edit screen, perform the following:

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.

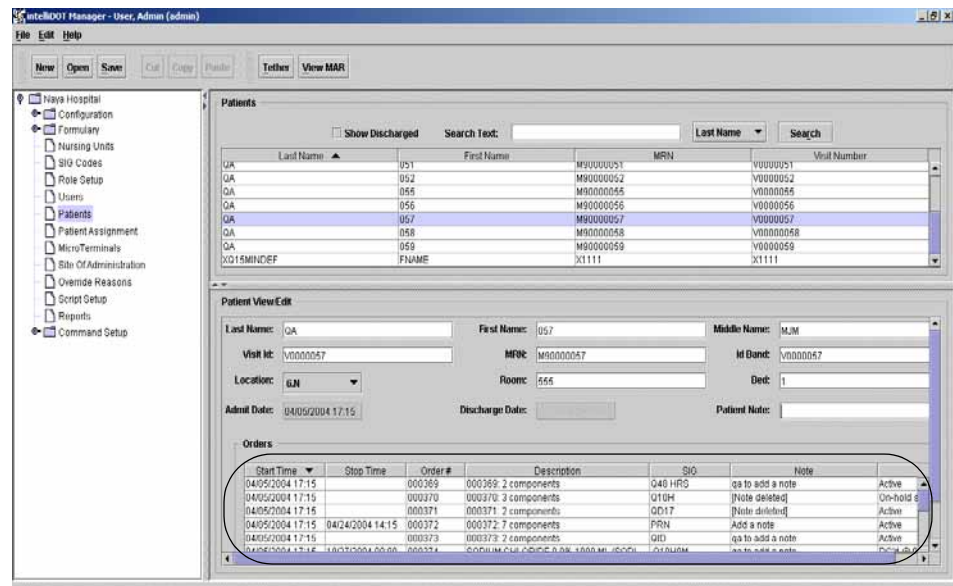
*This note will appear at the top of your Medication Administration Record for that patient.*



## 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.*

The screenshot shows the 'Order Detail' screen. It displays the following information:

- 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
- Discrete Dose Times:
- Formulary Items: SODIUM CL 50 ML BAG, CEFAZOLIN INJ 1 GM INJ
- Order Note: qa to add a note

At the bottom, there are 'Save Note' and 'Cancel' buttons.

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.*

Medication	Amount	Units
SODIUM CHLORIDE 50 ...	50	ML
KEFZOL 1 GM (CEFAZO...	1	GM

Clinical Prompt	Value
Reason Omitted	Pt. Off Unit
Admin Site	

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

*This note appears on your Medication Administration Record.*

## Assigning Patients

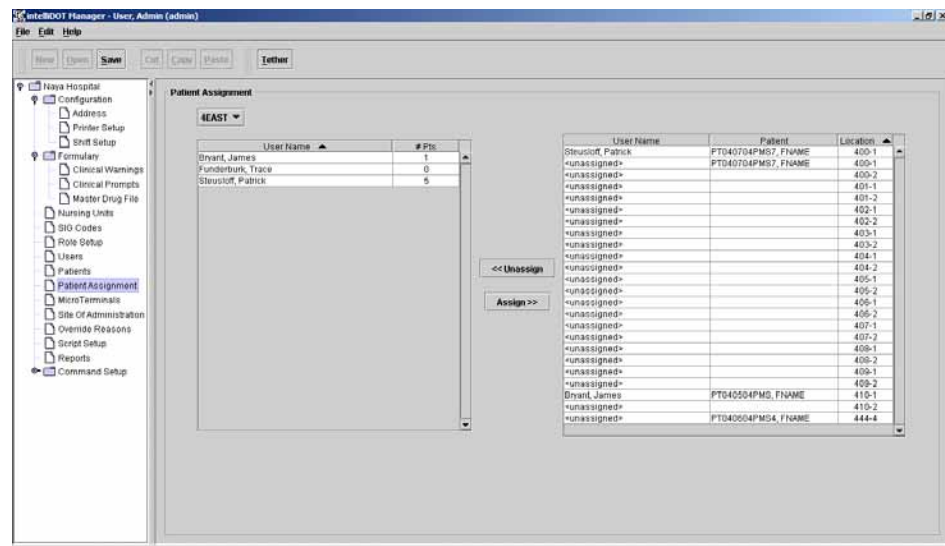
Assigning Patients via the iConnect System Manager is one of 2 ways to complete patient assignments. The other is using the iConnect Handheld. To assign patients via the iConnect System Manager, perform the following:

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.

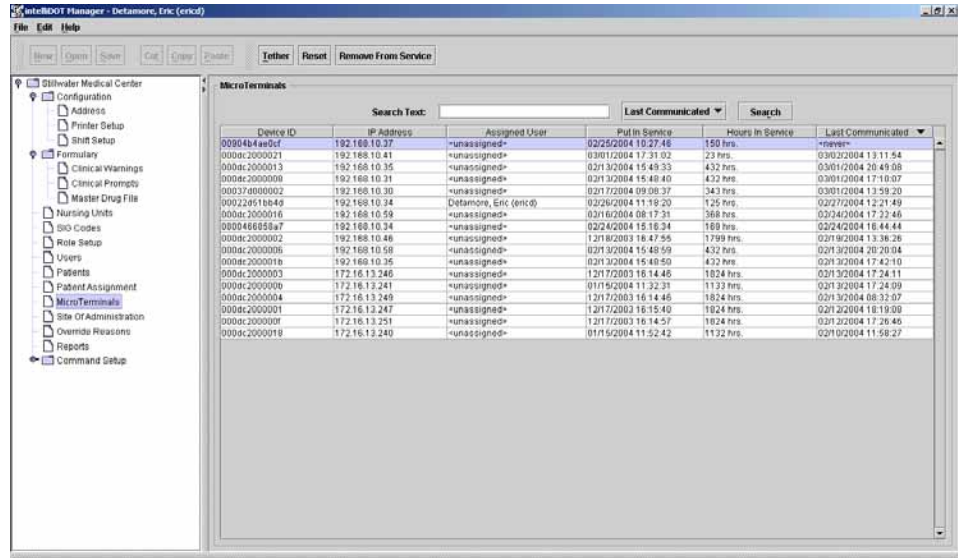
*The User has been assigned to the patient. You will see a user name in the assigned user table.*





# Configuring iConnect Handhelds

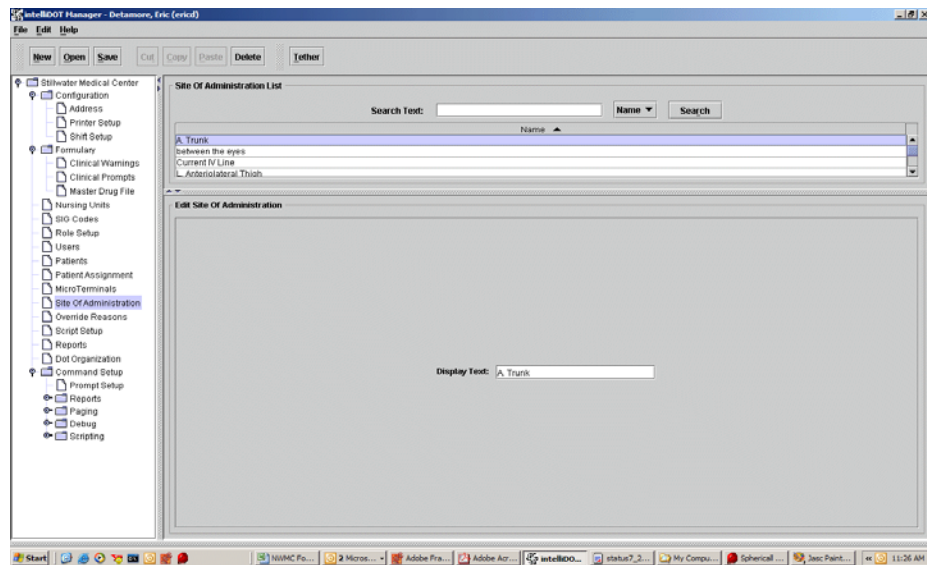
The iConnect Handhelds require configuration for wireless communication to work properly and are configured by your Application Specialist. If an iConnect Handheld needs to be reconfigured contact your IntelliDOT Application Specialist.



## 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.*



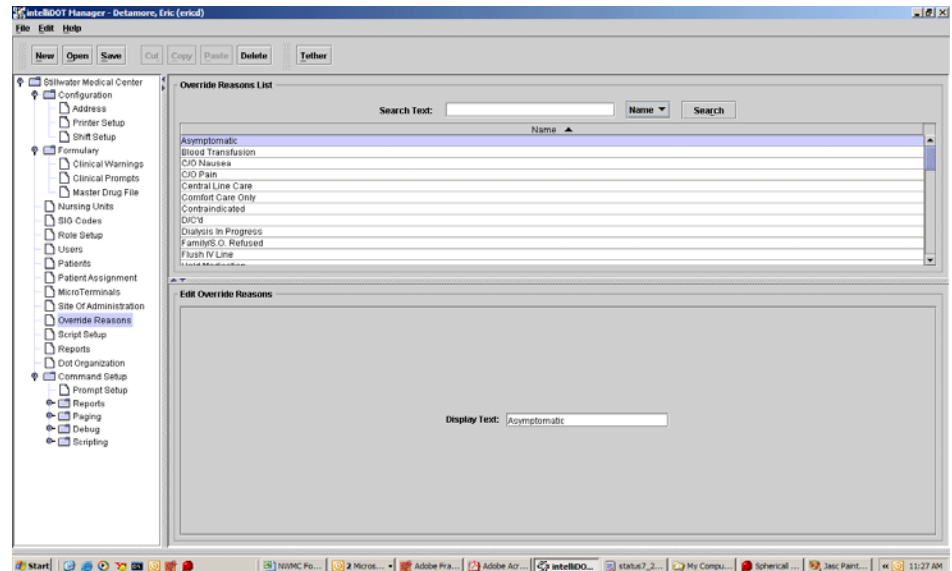
5. Sites of administration will display with corresponding iDOTs on the Medication Administration DOT sheet.

## 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.*



## 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

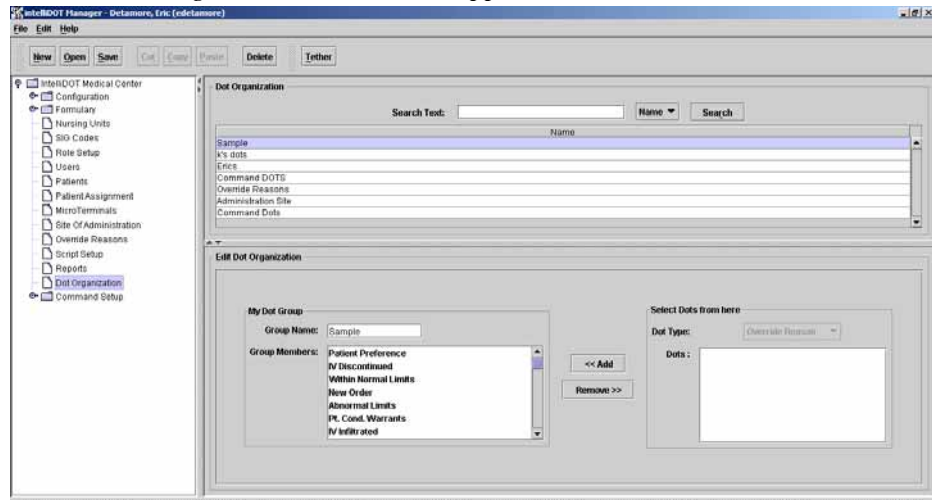
Refer to *Generating Reports* on page 4-1.

## 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.*



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.

## 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
<b>Cancel All</b>	Cancels all previous transactions.
<b>Cancel</b>	Cancels current transaction in relationship to medication when prompted by iConnect Handheld.
<b>Continue</b>	Used to forward to the next action.
<b>Omit</b>	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.
<b>Logout</b>	Logs user out of the iConnect Handheld device.
<b>New Order Prep</b>	Appears if med is ordered and is not in the system yet.
<b>#</b>	Deletes the entire field and returns you back to the original prompt.
<b>Back</b>	Deletes the last response/number/reason.
<b>Cover Patients</b>	Used to cover patients when user is off the unit.
<b>Previous</b>	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.
<b>Next</b>	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.
<b>Enter Later</b>	Scan this DOT to enter your information later.
<b>Extra Dose</b>	Prompts for extra dose on iConnect Handheld if admin is unexpected.
<b>Change Med Time</b>	Scan this DOT, put in time using number DOTs, then scan med DOT on MAR next to med. This prints directly to pharmacy.
<b>Order Med Refill</b>	Scan this DOT, scan dot on MAR. This prints directly to pharmacy.

I - Notes -

# Chapter 4

## Generating Reports

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

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

## Medication Administration Record

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.

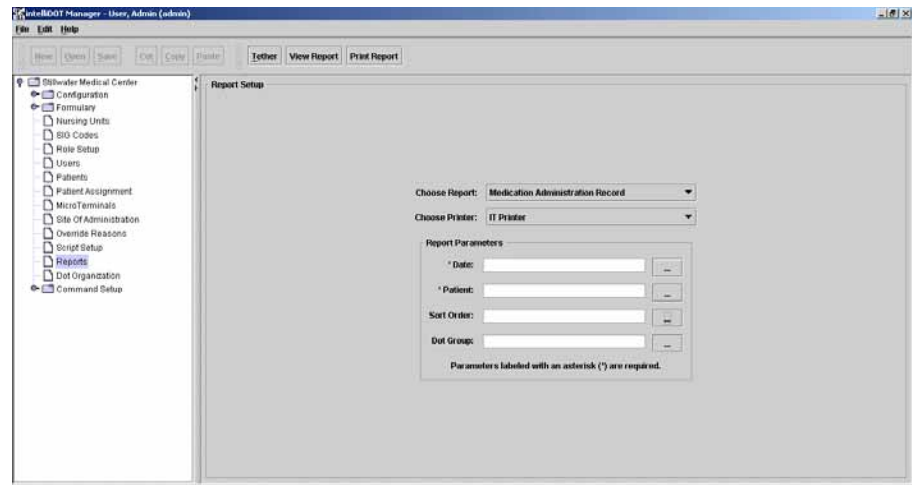


**Note:** In the current released software version, you cannot print the whole nursing unit. This will be addressed in the next software release.

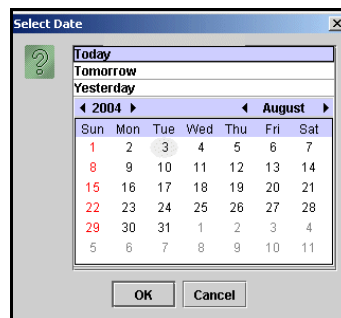
### Viewing your Medication Administration Report

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.




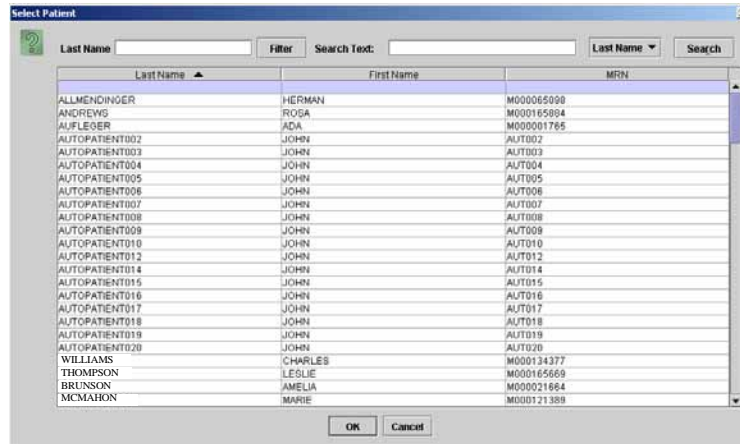
2. From the **Choose Report** drop down menu, select **Medication Administration Record**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.




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

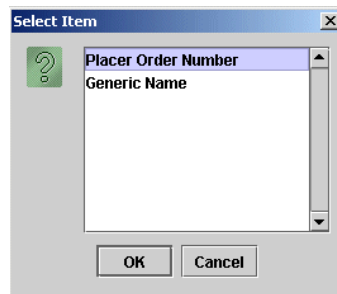



6. Click the  button to select a patient. A patient list appears.



Last Name	First Name	MRN
ALLMENDINGER	HERMAN	M000065000
ANDREWS	ROGA	M000165884
AUFLEGER	ADA	M000001765
AUTOPATIENT002	JOHN	AUT002
AUTOPATIENT003	JOHN	AUT003
AUTOPATIENT004	JOHN	AUT004
AUTOPATIENT005	JOHN	AUT005
AUTOPATIENT006	JOHN	AUT006
AUTOPATIENT007	JOHN	AUT007
AUTOPATIENT008	JOHN	AUT008
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	LEGLIE	M000165669
BRUNSON	AMELIA	M000021664
MCMAHON	MARIE	M000121388

7. Select an applicable patient 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 appears.



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.

Example of a Medication Administration Record

Medication Administration Record			
8/9/04		NAME: QA, 006	
TIME PRINTED: 08/09/2004 10:51		Admit: 7/12/04	
DIAGNOSIS:			
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: CEFTRIAZONE 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		

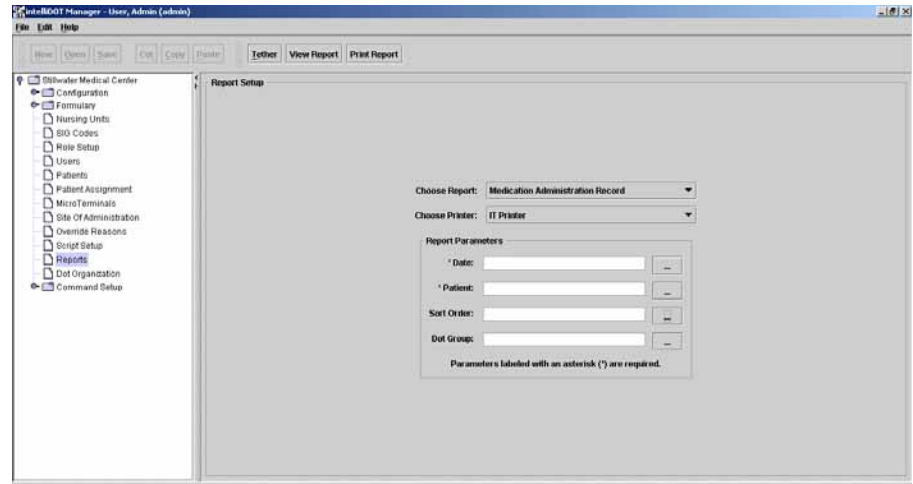
Nurse Signatures			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial

<b>QA, 006</b> Gender: M DOB: 8/21/20 Acct: Room: 312 1	MRN: M90000006 Visit: V000006 DR: JENKINS, WOODY G.	<b>Stillwater Medical Center</b> 1323 West 6th Box 2408 Stillwater, OK 74074
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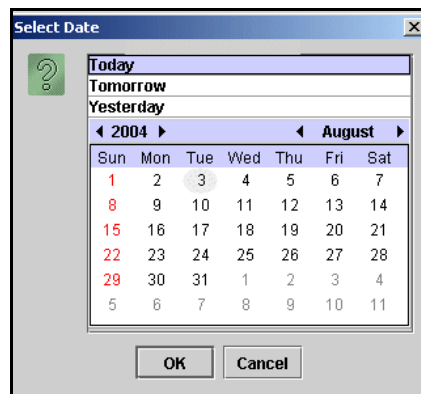
## Printing Medication Administration Record

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.

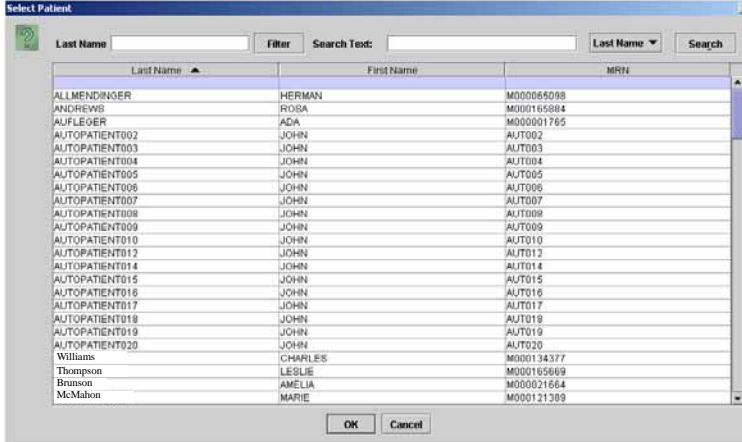


2. From the **Choose Report** drop down menu, select **Medication Administration Record**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.




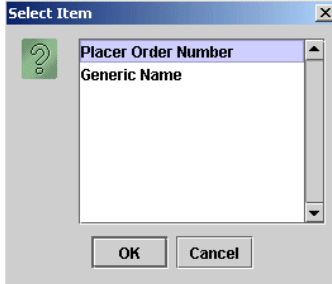
5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.


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

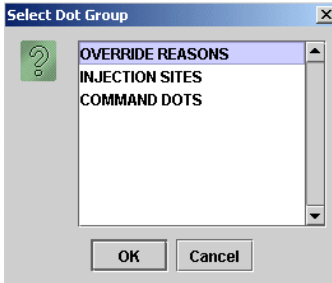


Last Name	First Name	MRN
ALLMENDINGER	HERMAN	M000065098
ANDREWS	ROSA	M000165884
AUFLEGER	JADA	M000001765
AUTOPATIENT002	JOHN	AUT002
AUTOPATIENT003	JOHN	AUT003
AUTOPATIENT004	JOHN	AUT004
AUTOPATIENT005	JOHN	AUT005
AUTOPATIENT006	JOHN	AUT006
AUTOPATIENT007	JOHN	AUT007
AUTOPATIENT008	JOHN	AUT008
AUTOPATIENT009	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 patient 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 appears.



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.

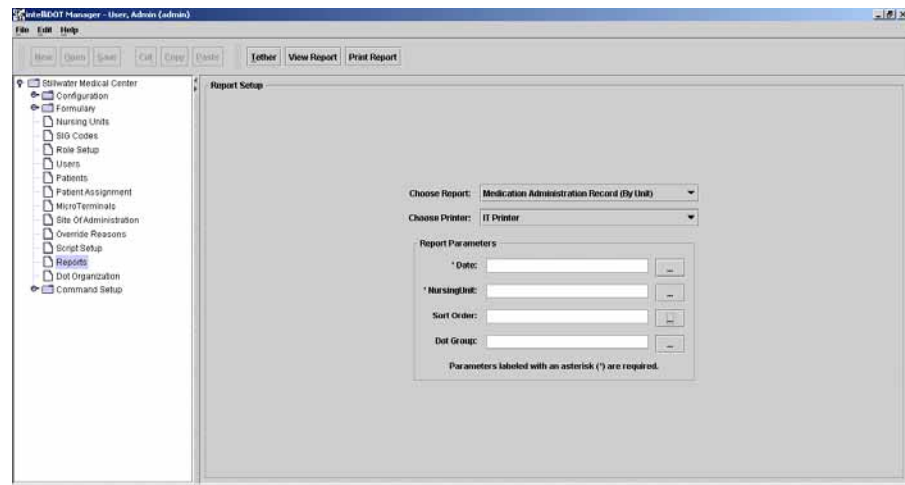
## Medication Administration Record (By Unit)

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.

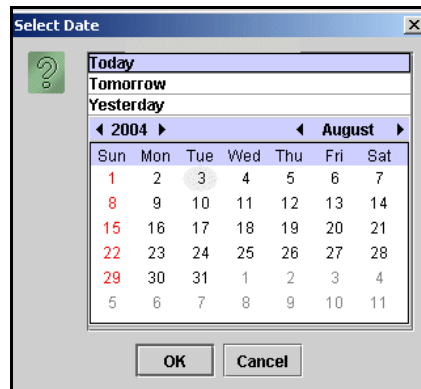
### Viewing your Medication Administration Report (By Unit)

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.

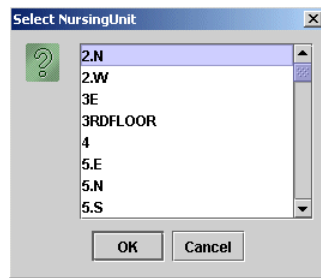



2. From the **Choose Report** drop down menu, select **Medication Administration Record (By Unit)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.

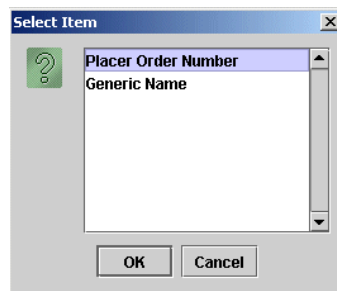



5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

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



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 appears.



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.

Example of a Medication Administration Record (by Unit)

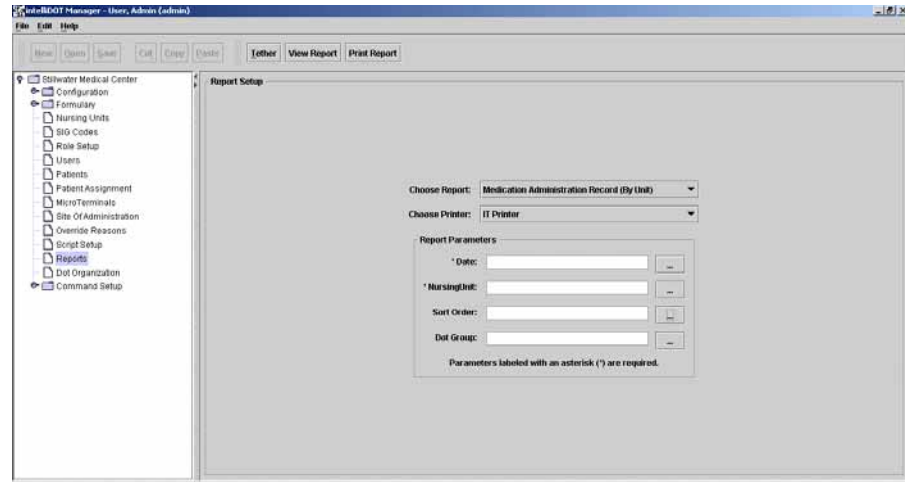
Medication Administration Record (By Unit)			
8/9/04		NAME: QA, 006	
TIME PRINTED: 08/09/2004 14:15		Admit: 7/12/04	
DIAGNOSIS:			
NOTES:			
ALLERGIES: NKA			
	23:00-07:00	07:00-15:00	15:00-23:00
000857: ATORVASTATIN 20 MG TAB (40MG) (LIPITOR) DOSE: 40 MG PO DAILY AT BEDTIME	Start Stop 07/12 15:00		
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: CEFTRIAZONE 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 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
QA, 006 Gender: M DOB: 8/21/20 Acct: Room: 312 1	MRN: M90000006 Visit: V000006 DR: JENKINS, WOODY G.	Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074	

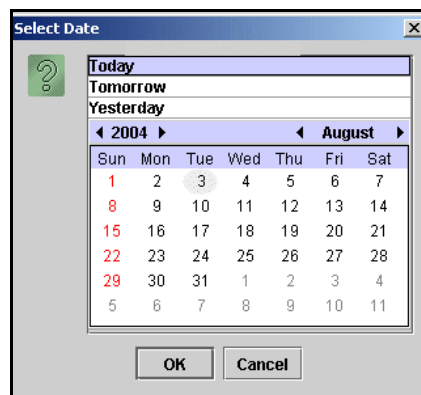
## Printing Medication Administration Record (by Unit)

To print your Medication Administration Record, perform the following:

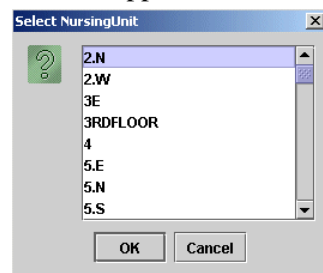
1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



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.




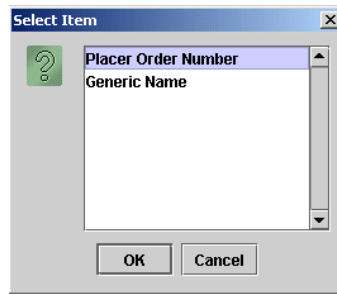
5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.
6. Click the  button to select a Nursing Unit. The Select Nursing Unit window appears.



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 appears.



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.

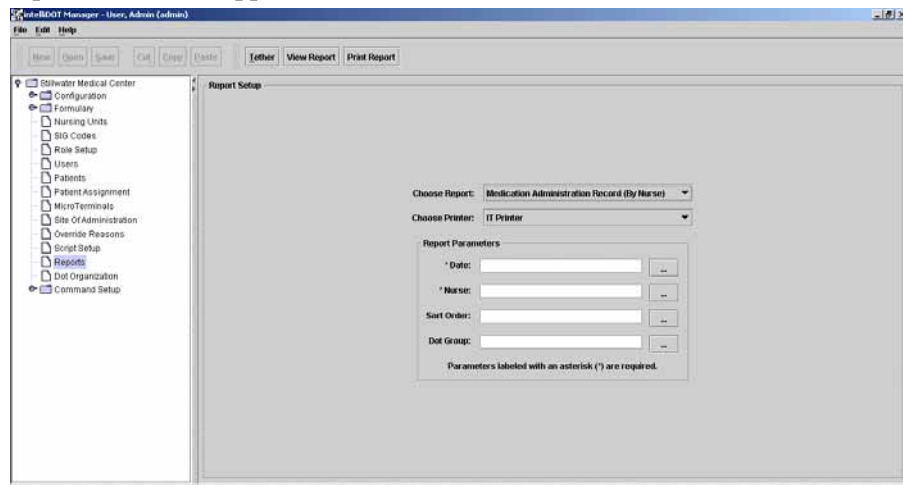


**Note:** In the current released software version, you cannot print the whole nursing unit. This will be addressed in the next software release.


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

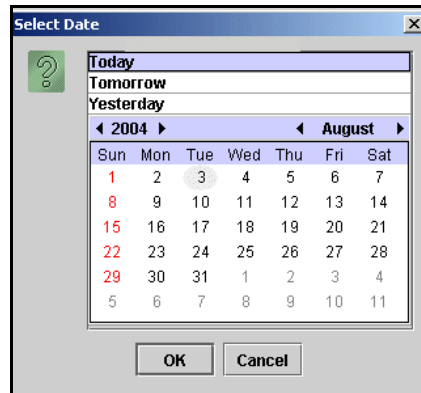
To view your Medication Administration Record (By Nurse), perform the following:


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

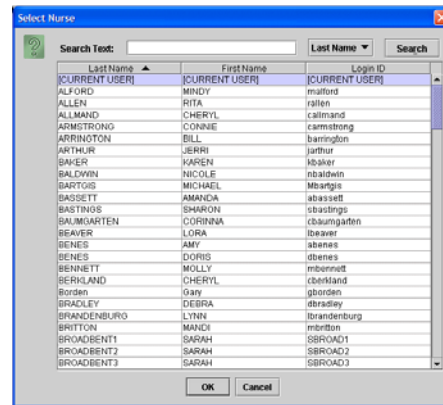



2. From the **Choose Report** drop down menu, select **Medication Administration Record (By Nurse)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.

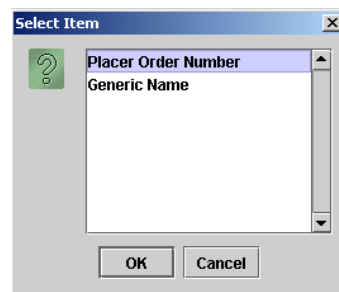
- Click the  button to select a date. The Select Date window appears.



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



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



- 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.



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.

Example of a Medication Administration Record (By Nurse)

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

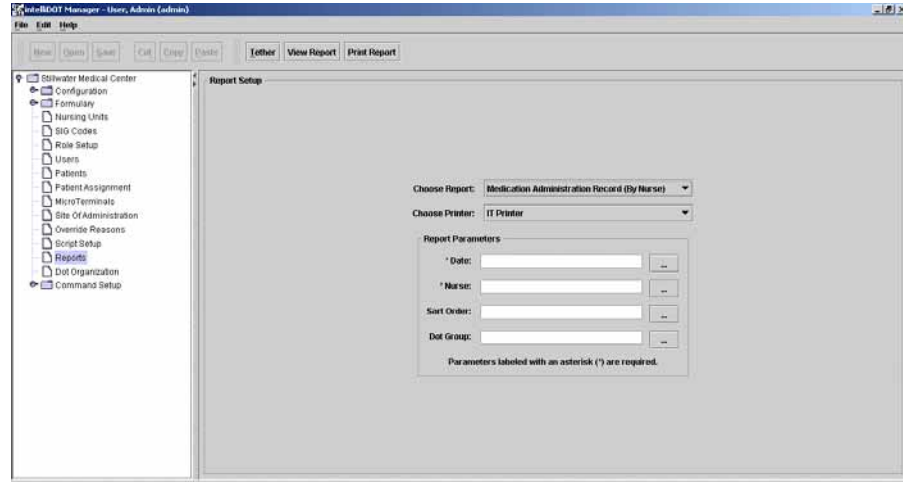
Nurse Signatures			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial

<b>QA, 026</b> Gender: F DOB: 12/14/20 Acct: Room: 311 1	MRN: M90000026 Visit: V0000026 DR: SMALLEY, MY NAME IS TO LONG M.D.	<b>Stillwater Medical Center</b> 1323 West 6th Box 2408 Stillwater, OK 74074
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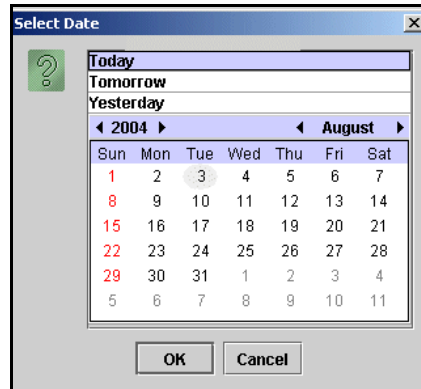
## Printing Medication Administration Record (By Nurse)

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.

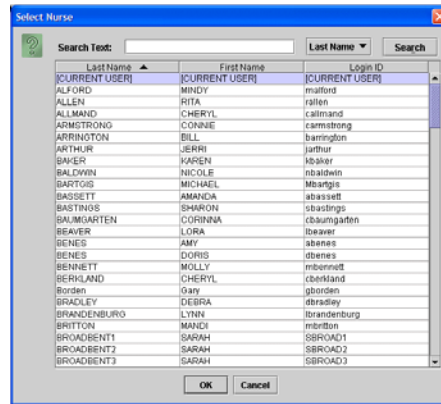



2. From the **Choose Report** drop down menu, select **Medication Administration Record (By Nurse)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.

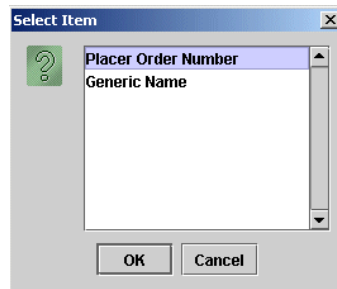



5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

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



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 appears.



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.

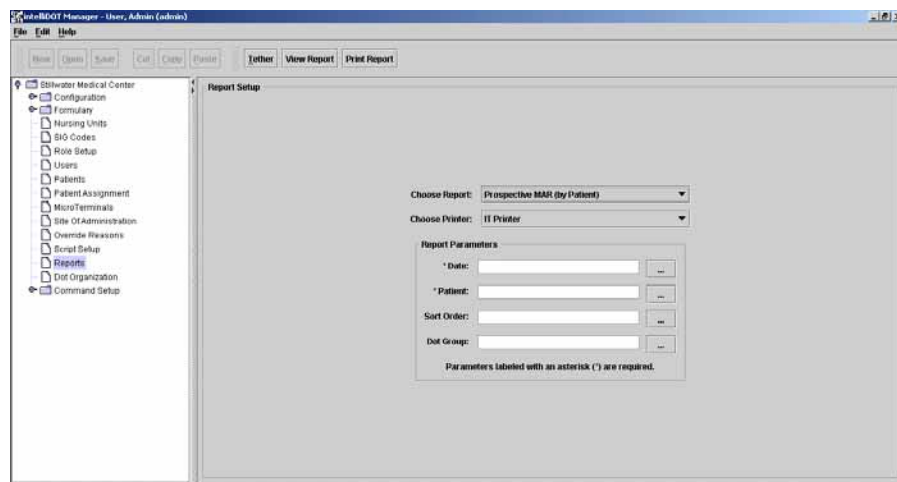


Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.

## Viewing your Prospective MAR (by Patient)


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

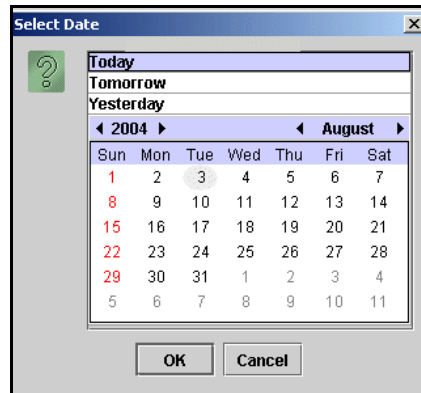
1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.




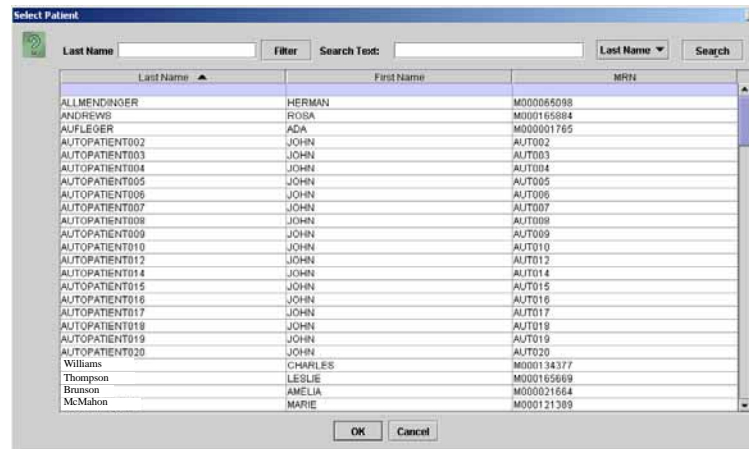
2. From the **Choose Report** drop down menu, select **Prospective MAR (By Patient)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.




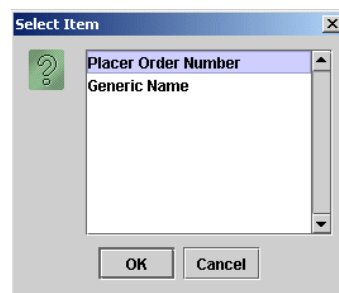
- Click the  button to select a date. The Select Date window appears.



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



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



- 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.



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.

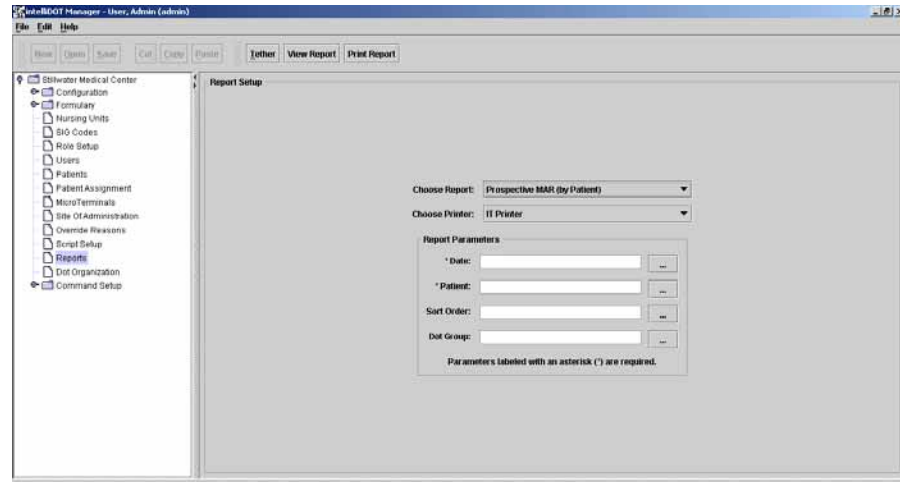
Example of Prospective MAR (by Patient)

Prospective MAR (by Patient)				
7/23/04		NAME: QA, 006		
TIME PRINTED: 07/23/2004 15:33		Admit: 7/12/04		
DIAGNOSIS:				
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		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping ---	21:00
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start Stop 07/12 15:00		09:00	
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		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping ---	
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 ---	
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00		12:00	17:00
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 ---	
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 ---	
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 ---	
900862: CEFTRIAZONE 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	
<b>Nurse Signatures</b>				
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial	
		SB1 = BROADBENT1,SARAH		
QA, 006 Gender: M DOB: 8/21/20 Acct: Room: 312 1		MRN: M90000006 Visit: V000006 DR: JENKINS, WOODY G.		Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074

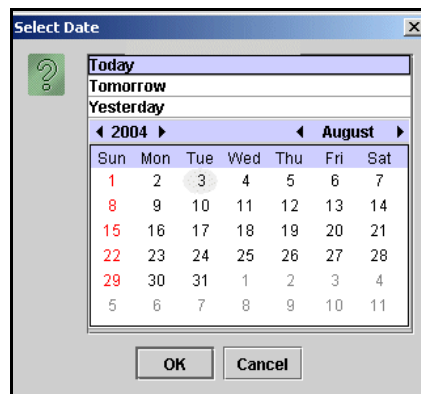
## Printing your Prospective MAR (by Patient)

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

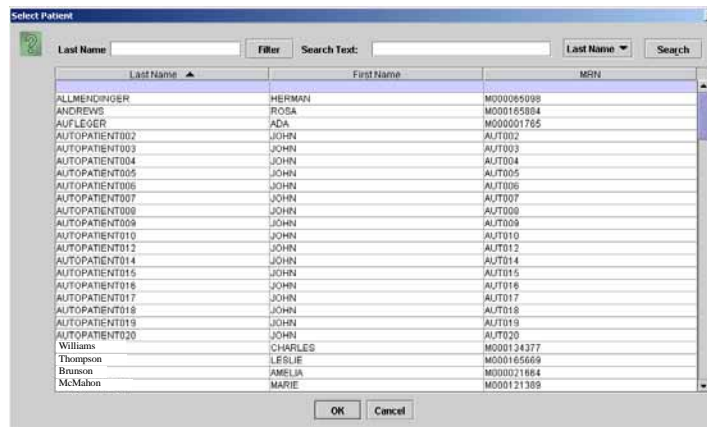
1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.




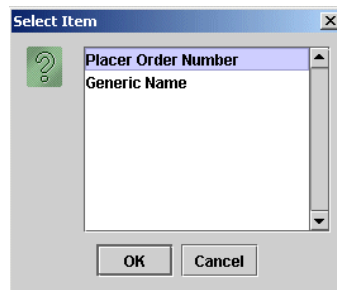
2. From the **Choose Report** drop down menu, select **Prospective MAR (By Patient)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.




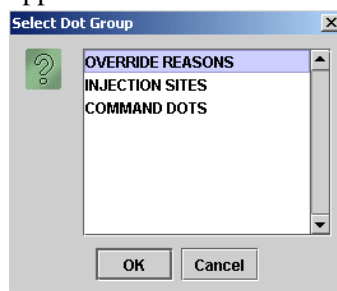
5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.
6. Click the  button to select a **Nurse**. The Select Nurse window appears.



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 appears.



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.

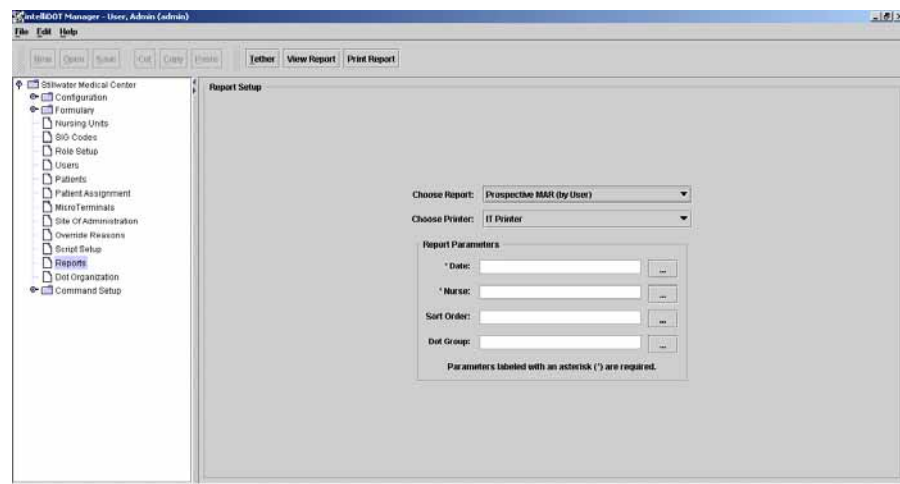


Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.


## Viewing your Prospective MAR (by User)

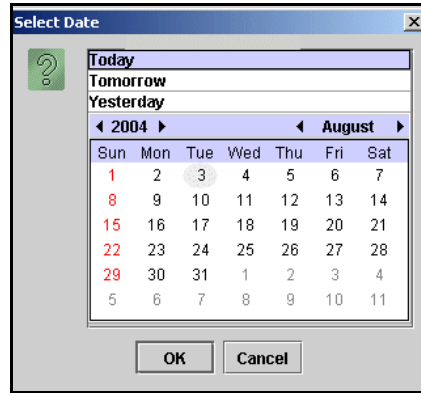
To view your Prospective MAR (by User), perform the following:


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

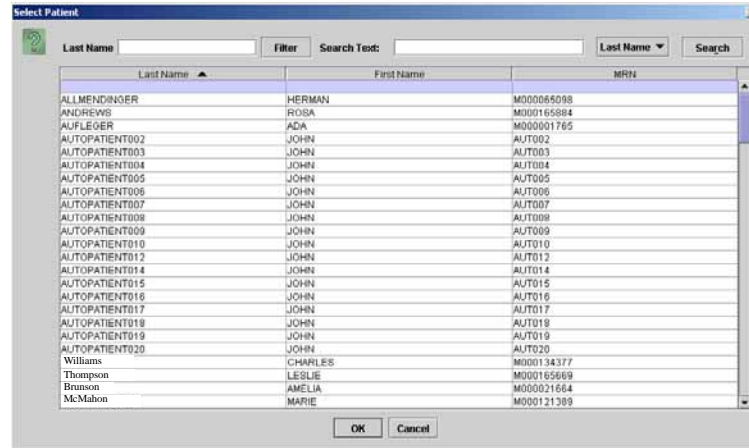



2. From the **Choose Report** drop down menu, select **Prospective MAR (By User)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.

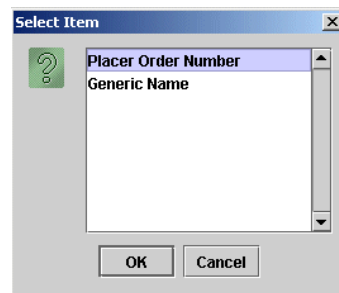
- Click the  button to select a date. The Select Date window appears.



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



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



- 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.



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.



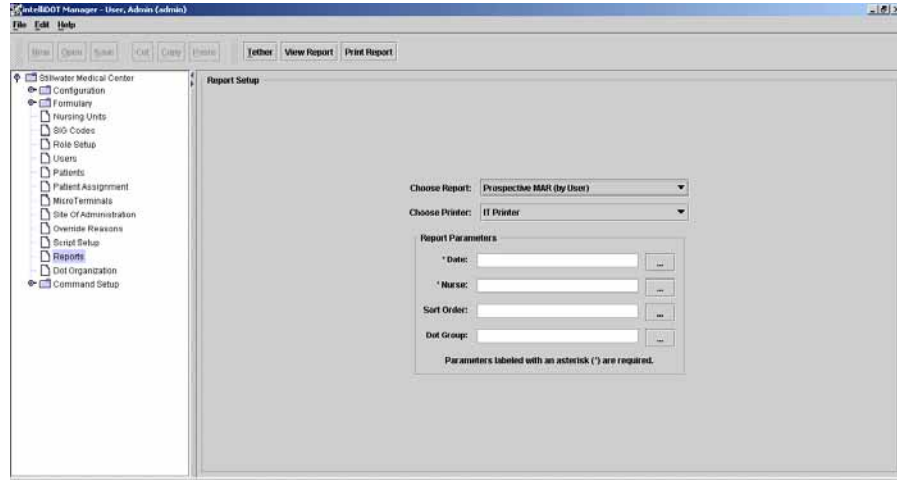
Example of Prospective MAR (by User)

Prospective MAR (by User)				
7/23/04		NAME: QA, 006		
TIME PRINTED: 07/23/2004 15:39		Admit: 7/12/04		
DIAGNOSIS:				
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		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping ---	21:00
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start Stop 07/12 15:00		09:00	
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		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping ---	
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 ---	
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00		12:00	17:00
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 ---	
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 ---	
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 ---	
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	
<b>Nurse Signatures</b>				
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial	
		SB1 = BROADBENT1,SARAH		
QA, 006 Gender: M DOB: 8/21/20 Acct: Room: 312 1		MRN: M90000006 Visit: V000006 DR: JENKINS, WOODY G.		Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074

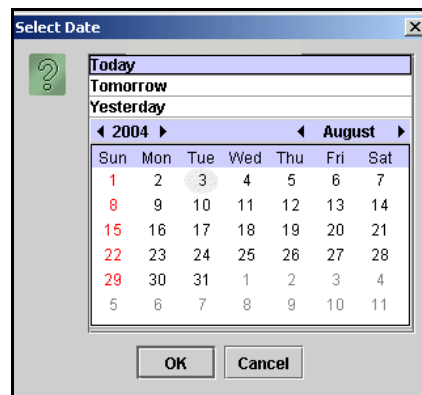
## Printing your Prospective MAR (by User)

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.

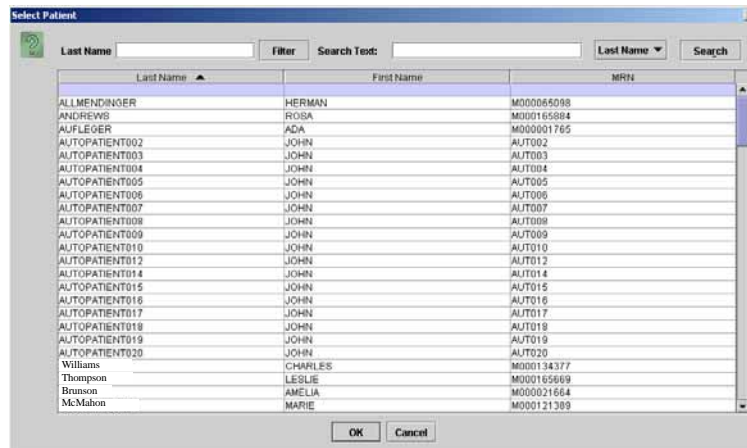



2. From the **Choose Report** drop down menu, select **Prospective MAR (By User)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.

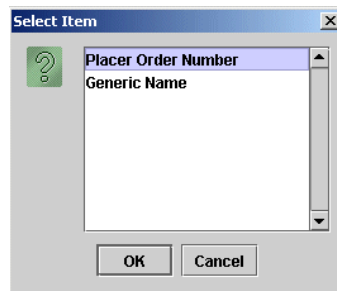



5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

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



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 appears.



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 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.

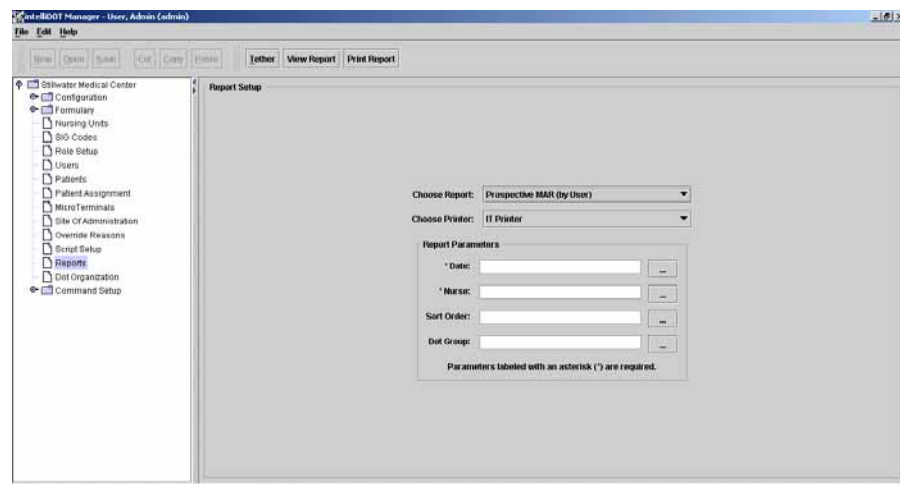


Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.


## Viewing your Prospective MAR (By Unit)

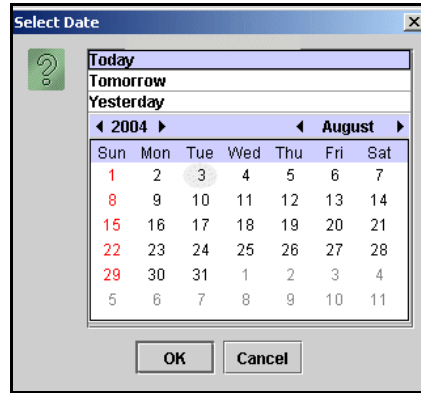
To view your Prospective MAR (By Unit), perform the following:


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

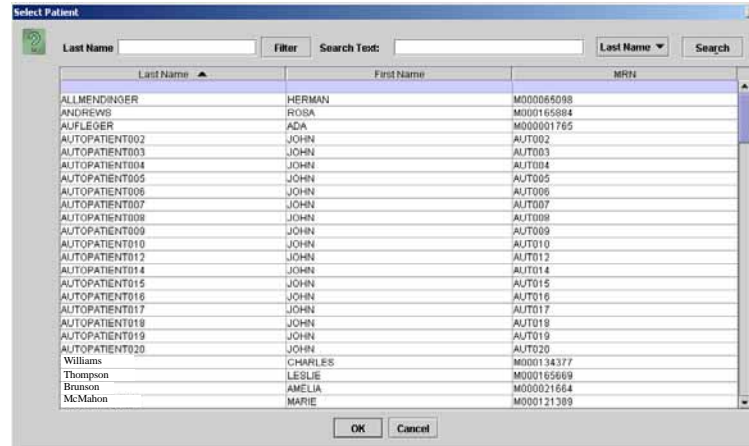



2. From the **Choose Report** drop down menu, select **Prospective MAR (By Unit)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.

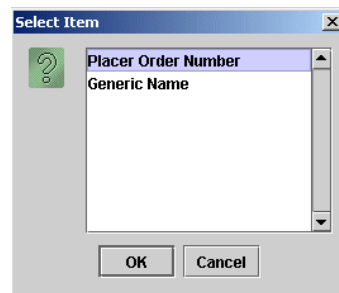
- Click the  button to select a date. The Select Date window appears.



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



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



- 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.



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.

Example of Prospective MAR (by Unit)

Prospective MAR (by User)			
7/23/04		NAME: QA, 006	
TIME PRINTED: 07/23/2004 15:39		Admit: 7/12/04	
DIAGNOSIS:			
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		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping --- 21:00
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start Stop 07/12 15:00		09:00
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		10:35 SB1 OMITTED Reason Omitted : Pt. Sleeping ---
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 ---
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start Stop 07/12 15:00		12:00 17:00
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 ---
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 ---
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 ---
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

Nurse Signatures			
	Signature 23:00-07:00 Initial	Signature 07:00-15:00 Initial	Signature 15:00-23:00 Initial
		SB1 = BROADBENT1,SARAH	

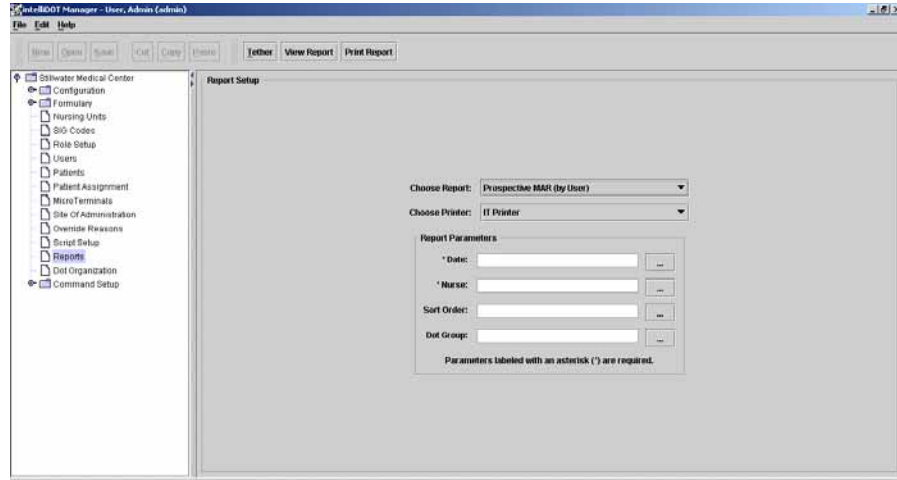
QA, 006 Gender: M DOB: 8/21/20 Acct: Room: 312 1	MRN: M90000006 Visit: V000006 DR: JENKINS, WOODY G.	Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074
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Printed By: User, Admin      Page 1 of 3      Printed At: 07/23/2004 15:39

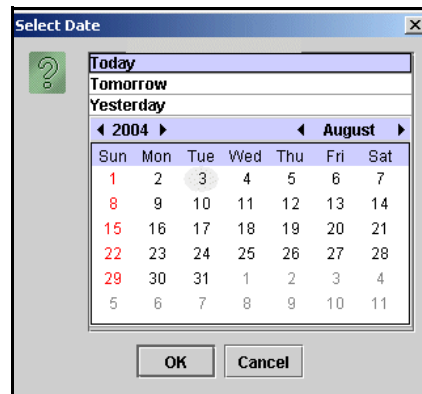
## Printing your Prospective MAR (by Unit)

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.



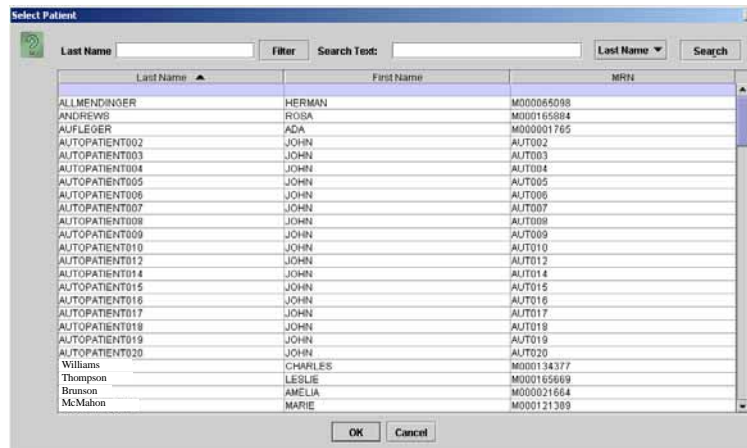
2. From the **Choose Report** drop down menu, select **Prospective MAR (By User)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the  button to select a date. The Select Date window appears.




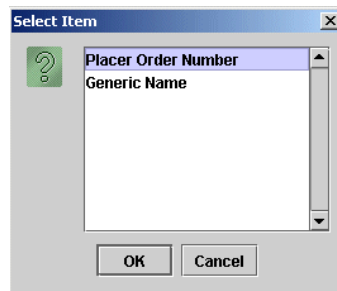
5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.




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



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 appears.



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.

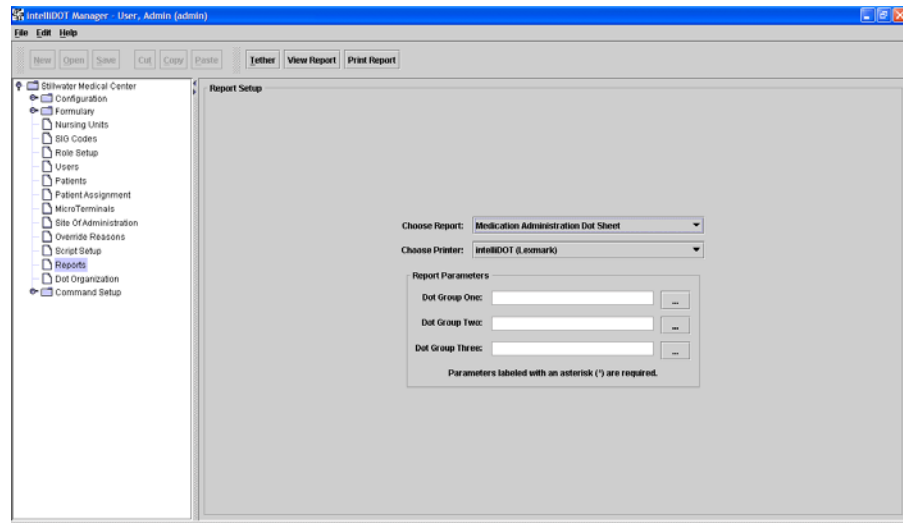
## Medication Administration DOT Sheet

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.

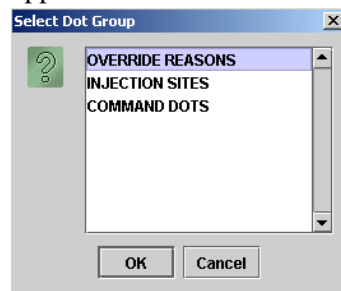
### Viewing your Medication Administration DOT Sheet

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.



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.



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