- 6. Click the \_\_ button to select Dot Group Two. The Select Dot Group window appears.
   Select Dot Group X
   OVERRIDE REASONS
   OVERRIDE REAS
- 7. Click the Dot Group and click OK.
- 8. Click the \_\_\_\_ button to select Dot Group Three. The Select Dot Group window appears.

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

9. 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.

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

Example of a Medication Administration DOT Sheet

### Medication Administration Dot Sheet

Sites				
L. UPPER ARM	R. LOWER ABD.			L. VENTRO-GLUTEAL MUSCLE
		R. UPPER ARM	L. LOWER ABD.	
R. VENTRO-GLUTEAL	L. UPPER ABD.			
Override Reasons				
Patient Preference	Pt. Declined	Pt. Sleeping	Pt. Off Unit	Pt. Transferred
Pt. Discharged	IV Discontinued	IV Infiltrated	IV Patency	C/O Pain
Increased Pain	C/O Nausea	Increased Nausea	Within Normal Limits	VS Warranted
Med. Missing	Tx. In Progress	Hold Medication	NPO 5	Per Protocol
New Order	New Schedule	New Route	Standing Order	Stat Order
RX Change	Discontinued	Abnormal Limits	Contraindicated	Incompatability
Dialysis In Progress	Pending Lab	Specimen Collection Needed	S/W Bug	
kevpad				
1 -S	<sup>2</sup> ~	3 S	4 J.	<sup>5</sup> - ,
<sup>6</sup> - 5	7 -5	<sup>8</sup> - 5	<sup>9</sup> در	15
° -5.	# -S	Cancel	decimal 5	back 5
Extra Dots				
	Continue	Omit	Logout	New Order Prep
Cover Patients	Previous	Next 5	Enter Later	Extra Dose
Delay Dose				

Printed By: User, Admin

Page 1 of 1

Confidential

Printed At: 04/08/2004 13:42

# **Printing your Medication Administration DOT Sheet**

To print 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 (adm	min) 🗾 🖉	
<u>File Edit Help</u>		
New Open Save Cut Copy	Pasta Tether View Report Print Report	
Contract Research     Contract Research	Choose Peport: Medication Administration Dut Sheet Choose Peport: Medication Administration Dut Sheet Choose Prints: intell001 (Leomark)  Peport Parameters Dot Group Two: Dot Group Two: Dot Group Two: Parameters laboled with an asterick (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.

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

- 5. Click the **Dot Group** and click **OK**.
- 6. Click the button to select Dot Group Two. The Select Dot Group window appears.

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

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

8. Click the \_\_\_\_ button to select Dot Group Three. The Select Dot Group window appears.

	ow uppears.	
Select D	ot Group	×
2	OVERRIDE REASONS	
ŏ	INJECTION SITES	
	COMMAND DOTS	
	COMMINIE DOTS	
		-
	OK Cancel	

9. 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.

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

# **Administration History and Audit Report**

This Administration History and Audit report provides a detailed record of all medication activity during the patient's stay. The administration history and audit report allows a detailed overview of med admin organized by med and time.

# Viewing the Administration History and Audit Report

To view your Administration History and Audit Report, perform the following:

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

File Fill Holo	imare)	_			<u>.(8)</u>
Bana Grant Same Cat, Corry	Easts I tether View Report Print Report				
Elithunder Medical Center - Test     Configuration     Terming Cetts     Terming     Termin	Pepart Satup	Choose Report Choose Panter Report Paran * Saribate * Saribate * Saribate Paran	Administration Nations and Au SPD Floor 1 notes 5 04/227004 04/227004 04/227004 04/227004 04/227004 04/227004 04/227004	Al Report V	

- 2. From the **Choose Report** drop down menu, select **Administration History** and **Audit Report**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_- button to select a StartDate. The Select StartDate window appears.

2	Today Tomo Yeste	, rrow rday					
	4 20	D4 🕨			•	Augu	ıst ▶
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6	7
	8	۲	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
		0	ĸ	Can	cel		

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

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

Select St	opDat	e					X			
2	Today Tomo									
Yesterday										
	₹ 20	D4 🕨			•	Augu	ıst ▶			
	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	1	2	3	4	5	6	7			
	8	۲	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			
		0	к	Can	cel					

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

Last Name	Filter	earch Text:	Last Na	me 💌 Se
Last Name		First Name	MRN	
ALLMENDINGER	HERMAN	N	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		AUTOOR	
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	CHARLI	55	M000134377	
Thompson	LESLIE		M000165669	
Brunson	AMELIA		M000021664	
McMahon	MARIE	Ť.	M000121389	
		20 AV		

8. Click the \_\_\_\_\_ button to select a **Patient**. The Select Patient window appears.

- 9. Select an applicable patient and click **OK**.
- 10. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

#### Example of a Administration History and Audit Report

		Admir	nistration H	istory ar	nd Audit Report
4/22/04 - 4/22/	04		NAME: QA, 028	}	
TIME PRINTE	D: 04/22	2/2004 15:05	Admit: 4/22/04		
DIAGNOSIS: Multi-La NOTES:	ateral tear c	on left anterio thigh			
ALLERGIES: CODEI	NE, LATEX	, FISH			
DIPHENHYDR (BENADRY IN: LIDOCAIN (XYLOCAIN 4/22/04	AMINE L) E HCL 2 IE VISC	12.5 MG/5 ML E 2% VISC SOLN 5 .)	ELIX (30) 5 ML SOLN (20)		
#0001354		New Order			Started at 04/22/2004 13:00
	13:46 14:03 <b>14:04</b>	Prepared Prepared Given Edited: 14:09	Mistretta2, Mistretta2, Mistretta2, Mistretta2,	Michael2 Michael2 Michael2 Michael2	Gave 10ML
IN: SODIUM C (SODIUM C 4/22/04	14:14 L 0.9% HLORIE	INJ 1000 ML BA DE 0.9%)	Mistretta2, AG (1000)	Michael2	Gave 0ML
#000355		New Order			Started at 04/22/2004 13:00 DOSE: 1000 IV PRN
	14:20 14:18	Prepared	Mistretta2, Mistretta2,	Michael2 Michael2	Gave 0
INSULIN HUM (HUMAN IN	AN REC SULIN-F	GULAR 100 UNI R U-100)	TS/100 UNITS IN	IJ (1UNIT)	
#000360		New Order			Started at 04/22/2004 13:00 DOSF-1 LINIT_SC_EVERY 6 HOURS
SODIUM CL 0 (SODIUM C 4/22/04	14:38 .9% INJ HLORIE	1000 ML BAG ( DE 0.9%)	Mistretta2, 1000ML)	Michael2	
IN: SODIUM C (SODIUM C 4/22/04	14:48 L 0.9% HLORIE	Prepared INJ 1000 ML BA DE 0.9%)	Mistretta2, AG (1000)	Michael2	
#000355		New Order			Started at 04/22/2004 13:00 DOSE: 1000 IV PRN
SODIUM CL 0 (SODIUM C	14:23 14:27 .9% INJ HLORIE	Given Prepared 1000 ML BAG ( DE 0.9%)	Mistretta2, Mistretta2, 1000ML)	Michael2 Michael2	
7122104	14:46	Given	Mistretta2,	Michael2	Gave 1000ML

Printed By: Detamore, Eric

Page 1 of 1

Printed At: 04/22/2004 15:05

#### Printing the Administration and Audit Report

To print your Administration and Audit Report, perform the following:

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

Choose Report     Choose	Bana Chan Same Chit Copy	Leth	er View Report	Print Report				
*Patient: 04.020	Dimension Medical Center- Test	Report Satup			Choose Report Choose Protor Report Paran *StarDole: *StapDole: *Patient:	Administration History and Audit Heps 3RD Fion 1 actors 04(2)22004 04(2)22004 04(2)22004	ort v	

- 2. From the **Choose Report** drop down menu, select **Administration History** and **Audit Report**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_\_ button to select a StartDate. The Select StartDate window appears.

Select S	tartDa Today Tomo Yeste	Today Tomorrow Yesterday										
	◀ 20	4 2004 ► 4 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					
	22	23	24	25	26	27	28					
	29	30	31	1	2	3	4					
	5	6	7	8	9	10	11					
OK Cancel												

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

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



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

Last Name	Filter Search Text:	Last Name 👻 S
Last Name 🔺	First Name	MRN
ALLMENDINGER	HERMAN	M000055098
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	AUT008
AUTOPATIENT809	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

8. Click the - button to select a **Patient**. The Select Patient window appears.

- 9. Select an applicable patient and click **OK**.
- 10. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

# Seven (7) Day Medication Summary Report

The 7-Day Medication Summary is a convenient method to view med administrations over a longer period, and may be of use by physicians and others interested in a longer term view of med administration. If used as a routine tool, this report will often be generated for all patients on a unit at the same time. This report will not be used as a permanent chart document or as a means of auditing for med errors because it will not contain enough detail on medication activities.

### Viewing your 7 Day Medication Summary Report

To view your 7 Day Medication Summary Report, 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 **7 Day Medication Summary**.
- 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.

Ť	omo	rrow					
Y	'este	rday					
	<b>4</b> 200	D4 🕨				Augu	ıst
Γ	Sun	Mon	Tue	Wed	Thu	Fri	Sat
L	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
L	5	6	7	8	9	10	11

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

Last Name	Filter	Search Text:	La	st Name 💌 Sea		
Last Name	•	First Name		MRN		
ALL MENDINGER	UCD	Mahi	M000066009			
ANDREWS	ROS	A	M000165984			
ALLEL EGER	404		M000001265			
AUTOPATIENT002	JOH	N	ALITO02			
ALTOPATIENT003	UOH	N	AUTOD3			
AUTOPATIENTION	UOH	N	ALITO04			
AUTOPATIENT005	JOH	N	AUT005			
ALITOPATIENT006	UOH	N	AUTOOS			
AUTOPATIENT007	JOH	N	AUT007			
AUTOPATIENT008	JOH	N	RUTOOR			
AUTOPATIENT009	JOH	N	AUT009			
AUTOPATIENT010	JOH	N	AUT010			
AUTOPATIENT012	JOH	N	AUT012			
AUTOPATIENT014	JOH	N	AUT014			
AUTOPATIENT015	JOH	N	AUT015			
AUTOPATIENT016	JOH	N	AUT016			
AUTOPATIENT017	JOH	N	AUT017			
AUTOPATIENT018	JOH	N	AUT018			
AUTOPATIENT019	JOH	N	AUT019			
AUTOPATIENT020	JOH	N	AUT020			
Williams	CHA	RLES	M000134377			
Thompson	LES	JE	M000165669			
Brunson	AME	LIA	M000021664			
McMahon	MAR	(F)	M000121389			

6. Click the **\_\_** button to select a Patient. The Select StopDate window 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	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 on the **View Report** button located at the top of the screen. The following report will appear.



**Note:** In the 7 Day Medication Summary Report, ordered meds are shown in the first (left) column like they are on the daily MAR. This report also provides allergy information. The next 7 columns have headers that show the full name of the day of the week with date in MM/DD/YY format below each. Unlike other reports, this report rounds times to the nearest hour to save space and to make it easy for you to see when the doses were given.

#### Example of a 7 Day Medication Summary

	7 D	ay Med	lication	Summa	ary			
8/3/04	NAN	/IE: QA, 02	.8					
TIME PRINTED: 08/09/2004 16:11 DIAGNOSIS: Multi-Lateral tear on left anterio thig NOTES: ALLERGIES: CODEINE. LATEX. FISH	Adm	nit: 7/29/04						
		8/3/04	8/4/04	8/5/04	8/6/04	8/7/04	8/8/04	8/9/04
000829: FERROUS SULFATE 324 MG TAB (324MG) (FEOSOL) DOSE: 324 MG PO TWICE A DAY	Start Stop 07/29 14:00			14 OMITTED Reason Omitted : Within Normal Limits ——				
000830: POTASSIUM CL 20 MEQ TABCR (20MEQ) (K-DUR) DOSE: 20 MEQ PO FOUR TIMES DAILY	Start Stop 07/29 12:00			14 OMITTED Reason Omitted : Within Normal Limits ——				
000831: LEVOFLOXACIN 500 MG TAB (500MG) (LEVAQUIN) DOSE: 500 MG PO EVERY MORNING	Start Stop 07/29 14:00			14 OMITTED Reason Omitted : Within Normal Limits				
000833: CALCIUM/VITAMIN D 250 MG TAB (500MG) (OS-CAL D) DOSE: 500 MG PO TWICE A DAY	Start Stop 07/29 14:00			14 OMITTED Reason Omitted : Within Normal Limits ——				
000835: PANTOPRAZOLE SOD 40 MG TABCR (40MG) (PROTONIX) DOSE: 40 MG PO TWICE A DAY	Start Stop 07/29 14:00			14 OMITTED Reason Omitted : Within Normal Limits ——				
000837: PROMETHAZINE HCL INJ 25 MG/1 ML INJ (25MG) (PROMETHAZINE) DOSE: 25 MG IV Q 3 HOURS	Start Stop 07/29 14:00			14 OMITTED Reason Omitted : Within Normal Limits 				
	Start Star							
000827: 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% INJ 1 ML INJ (30ML) (SODIUM CHLORIDE FLUSH) DOSE: 30 ML IV PRN	Start Stop 07/29 14:00							
000832: DIPHENOXYLATE/ATROPINE 1 TAB TA (2EA) (LOMOTIL) DOSE: 2 EA PO PRN	Start Stop <b>B</b> 07/29 14:00							

QA, 028 Gender: F DOB: 12/14/20 Acct: Room: 311 1	MRN: M90000028 Visit: V0000028 DR: SMALLEY, MY NAME IS TO LONG M.D.	Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074
Printed By: User, Admin	Page 1 of 1	Printed At: 08/09/2004 16:11

### Printing your 7 Day Medication Summary Report

To print your 7 Day Medication Summary Report, 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 **7 day Medication Summary**.
- 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	◆ 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				
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 Nam	ie 🕶 Se
Last Name		First Name	MRN	
ALL MENDINGER	HE	PMAN	M000066098	
ANDREWS	RO	BA	M000165884	
AUFLEGER	ADA		M000001765	
AUTOPATIENT002	JOH	IN	AUT002	
AUTOPATIENT003	JOH	en .	AUT003	
AUTOPATIENT004	JOF	114	AUT004	
AUTOPATIENT005	JOH	IN .	AUT005	
AUTOPATIENT006	JOF	IN .	AUT006	
AUTOPATIENT007	JOH	en .	AUT007	
AUTOPATIENTIOS	JOL	en .	AUTOOS	
AUTOPATIENT009	JOL	en .	AUT009	
AUTOPATIENT010	JOH	IN .	AUT010	
AUTOPATIENT012	JOF	en :	AUT012	
AUTOPATIENT014	JOF	614	AUT014	
AUTOPATIENT015	JOF	en .	AUT015	
AUTOPATIENT016	JOH	IN .	AUT016	
AUTOPATIENT017	JOF	6N .	AUT017	
AUTOPATIENT018	JOF	en .	AUT018	
AUTOPATIENT019	JOL	4N4	AUT019	
AUTOPATIENT020	JOH	6N	AUT020	
Williams	CH	ARLES	M000134377	
Thompson	LES	ILIE	M000165669	
Brunson	AME	ELIA	M000021664	
McMahon	MAJ	RE	M000121389	

6. Click the 💶 button to select a Patient. The Select StopDate window 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	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. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

# **MicroTerminal Configuration Report**

This document allows the iConnect Handheld to be configured by scanning iDOTs, and is primarily used by the IntelliDOT service technicians. This report provides a configuration allowing the iConnect Handheld to connect to the hospital wireless access point.

### **Viewing your MicroTerminal Configuration Report**

To view your MicroTerminal Configuration Report, perform the following:

off cars and the first factors	14					
Situador Medical Catter ☐ Configuration ☐ Address ☐ Pricter Bridge ☐ Configuration ☐ Staff Selap ☐ Circlest Warrings ☐ Circlest	, Report Satup —		Choose Report Choose Printer: Baport Param BAdress: *SSD: WEPKey: Param	Microterminal Configuration Ropo 3RD Floor 1 eters	pt	

- 2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Enter the **IP address**.
- 5. Enter the **Hospital SSID**.
- 6. Enter the **Wep Key**.
- 7. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

Example of a MicroTerminal Configuration Report

#### Microterminal Configuration Report

This report will configure your MicroTerminal for the server at 172.167.55.13 using the wireless network 'General Hospital'. Scan this dot to begin  $\zeta_1$ 

Scan these dots when prompted

ocar more doto milor promptod	
	15
	<sup>2</sup> ~
	<sup>3</sup> ~
	4
	<sup>5</sup> -5
	<sup>6</sup> -5
	75

Printed By: User, Admin

Page 1 of 1

Printed At: 08/09/2004 16:23

#### **Printing your MicroTerminal Configuration Report**

To print your MicroTerminal Configuration Report, perform the following:

Stilwater Medical Center Configuration	f Report Setup				
Printer Setup Shift Setup Shift Setup Formulary					
Clinical Warnings					
Master Drug File     Nursing Units     Sig Codes					
D Role Setup		Choose Report:	Microterminal Configuration Report	•	
- D Users - D Patients		Choose Printer:	3RD Floor 1	•	
Patient Assignment		Report Param	eters		
Site Of Administration		* IPAddress:			
Covernide Reasons		* SSID:	ť.		
Command Setup		WEPKey:			
		Parame	ters labeled with an asterisk (*) are re	guired.	

- 2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Enter the **IP address**.
- 5. Enter the **Hospital SSID**.
- 6. Enter the **Wep Key**.
- 7. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

# **Patient Assignment Worksheet**

For the IntelliDOT system to operate, nurses must tell the iConnect System which patients they are taking care of during their shift. To do this, a "Patient Assignment" worksheet can be printed. The patient assignment worksheet provides you with a quick and easy way to scan the patient iDOT's and assign patients to the nurse.

### Viewing your Patient Assignment Worksheet

To view your Patient Assignment Worksheet, perform the following:

🚮 intelliDOT Manager - User, Admin (ad	dmin)				
Elle Edit Help					
New Open Save Cut Copy	Paste Tether Mew Report Print Report				
Contract Assignment     Contract Setup     Contract S	Prepart Setup	Choose Report Choose Printer: Report Param *Nursingthit Param	Patient Assignment Worksheet intelfIOT (Lexmark) oters : gROFLOOR eters labeled with an asterisk (*) are required	• •	

- 2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_ button to select a Nursing Unit. The Select Nursing Unit window appears.

Select Nu	rsingUnit
Ş	2.N
	3E
	3RDFLOOR 4
	5.E 5.N
	5.S 💌
	OK Cancel

- 5. Select an applicable nursing unit and click **OK**.
- 6. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

Example of a Patient Assignment Worksheet

#### Patient Assignment Worksheet

	End Patient Assignment Cossion 2).
مى 1 <sup>300</sup>	ع <sup>320</sup> 1
301 1	مى 1 <sup>321</sup>
302 <sup>1</sup>	<sup>322</sup> 1
303 1	323 1 ج
304 <sup>1</sup>	324 1
305 1	<sup>325</sup> 1
306 1 <u>5</u>	<sup>326</sup> 1
307 1	<sup>327 1</sup>
<sup>308 1</sup>	<sup>328 1</sup>
309 1	<sup>329 1</sup>
<sup>310 1</sup>	<sup>330 1</sup> ج
<sup>311 1</sup>	<sup>331</sup> 1 ج
<sup>312 1</sup>	<sup>332 1</sup> S.
<sup>313 1</sup>	333 <sup>2</sup> 5
<sup>314 1</sup>	<sup>334 1</sup> ج
<sup>315 1</sup>	335 1
<sup>316 1</sup>	<sup>336 1</sup>
<sup>317 1</sup>	337 1
<sup>318 1</sup>	<sup>338 1</sup>
<sup>319 1</sup>	<sup>339 1</sup>

This assignment sheet was printed for the nursing unit 3RDFLOOR Begin Patient Assignment Session ょ End Patient Assignment Session ょ

Printed By: User, Admin

Page 1 of 1

Printed At: 08/09/2004 17:20

### **Printing your Patient Assignment Worksheet**

To print your Patient Assignment Worksheet, perform the following:

💱 intelliDOT Manager - User, Admin (admin)	
Elle Edit Help	
New Open Save Cut Copy Paste	Tether View Report Print Report
♥     Sallwater Medical Center       ●     Configuration       ●     Portunulary       ● Naving Units     Silo Codes       ■ Silo Codes     Rive Edup       Users     P statent       ● Patients     Silo Codes       ■ Silo Codes     Rive Status       ● Silo Of Administration     Octor Spanitation       ● Struct Setup     ■       ● Struct Setup     ■       ● Struct Setup     ■       ● Struct Setup     ■       ● Command Setup     ■       ● Drongt Setup     ■       ● Struction     ●       ● Struction     ●       ● Struction     ●       ● Struction     ●	nport Setup Choose Peport: Patient Assignment Wurksheet Choose Printer: intelBOOT (Lexmark) Report Parameters 'Ner singthat: jRDPLOOR Parameters labeled with an asterisk (1) are required.

- 2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click the \_\_\_ button to select a Nursing Unit. The Select Nursing Unit window appears.



- 5. Select an applicable nursing unit and click **OK**.
- 6. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

# Sig Code Listing Report (CSV)

The sig code listing report provides a list of all sig codes used in the hospital formulary (master drug file). The Report will appear in a .CSV file which can be read through the Internet file or EXCEL.

### Viewing your Sig Code Listing Report (CSV)

To view your Sig Code Listing Report (CSV), 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 **SIG Code Listing Report** (**CSV**).
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click on the **View Report** button.

The Report will appear in a .CSV file which can be read through the Internet file or EXCEL. See the following illustration for an example.

📉 io	lot25249.cs	iv.										_ 🗆 ×
File	Edit Vie	w Insert	Format To	ools Data	Go To Fav	vorites Help	<b>b</b>					
G	Back 👻 🌔	) - 💌	2 🏠	Search	n 🤺 Favor	rites 😢 N	1edia 🧭	1 🏗 🔗	• 🍓 🗉	3 📃 🎗	5 🕅	
Addr	ess 📉 C: 🕻	ocuments an	d Settings\ed	etamore.ERI	C\Local Setting	gs\Temp\jdot	25249.csv		•	🔁 Go 🛛	Norton AntiVin	us 🛃 👻
	A1	•	= name									
	Α	В	С	D	E	F	G	Н		J	K	L
1	name	displaytext	onetime	prn	mayrepeat	dayinterval	dayinterval	timeinterva	timeinterva	a daysjour	basetime	leadtim
2	QAM	EVERY M	FALSE	FALSE			Day		Discrete			1
3	SLIDE6	EVERY 6	FALSE	TRUE			Day	6	Hour		0:00	0
4	Q24H	Q24H	FALSE	FALSE		1	Day	24	Hour		0:00	1
5	Q12	GIVE EVE	FALSE	FALSE			Day	12	Hour		0:00	1
6	TID	THREE TIM	FALSE	FALSE		1	Day		Discrete			1
7	BID	Twice a da	FALSE	FALSE			Day		Discrete			0
8	ONE	ONE TIME	TRUE	FALSE			Day		Hour		16:30	0
9	QD17	QD17	FALSE	FALSE			Day		Discrete			0
10	PRN	PRN	FALSE	TRUE			Day	8	Hour		0:00	0
11	.Q8H0M	.Q8H0M	FALSE	FALSE			Day		Discrete			0
12	M-F	Monday th	FALSE	FALSE			Jour		Discrete	Mon Tue V	Ved Thu Fri	0
13	MO	MONDAY	FALSE	FALSE			Jour		Discrete	Mon		0
14	MOWEDF	Mon-Wed-	FALSE	FALSE			Jour		Discrete	Mon Wed	Fri	0
15	2XW	2 times on	FALSE	FALSE			Jour		Discrete	Wed		0
16	FR	Friday	FALSE	FALSE			Jour		Discrete	Fri		0
17	MOWED	Monday ar	FALSE	FALSE			Jour		Discrete	Mon Wed		0
18	MOWEFR	Mon, Wed	FALSE	FALSE			Jour		Discrete	Mon Wed	Fri Sat	0
19	SU	Sunday	FALSE	FALSE			Jour		Discrete	Sun		1
20	TH	Thursday	FALSE	FALSE			Jour		Discrete	Thu		0

#### Printing your Sig Code Listing Report (CSV)

To print your Sig Code Listing Report (CSV), perform the following:

1. Click **Reports** on your iConnect DOT Manager. The default report screen will appear.

file Lat Help	<u> </u>							10
Cat Help     Court Start Court     Court Start     Court Start	Punter Repor	<u>T</u> ether t Setup	View Report	Print Report	]			
Paterbs     Paterbs     Paterbs     Paterbs     Paterbs     Mixing Terminals     Site of Aministration     Overnite Reasons     Origit Brays     Respire     Respire     Command Setup					Choose R Choose P	eport: rintor: leport F Parana	SIG Code Listing Report (CSV) OA arameters for Subtred with an addetsk (*) are requir	

- 2. From the **Choose Report** drop down menu, select **SIG Code Listing Report** (**CSV**).
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- 4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected. The Report prints from the Internet file or EXCEL. See the following illustration for an example.

N) i	lot25249.cs	īv											<u>- 0 ×</u>
File	Edit Vie	w Insert	Format T	ools Data	Go To	Favorites	Hel	p					<b></b>
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Add	ress 📉 C: 🕻	ocuments and	d Settings\e	detamore.ERI	C\Local Se	ttings\Tem	p∖jdot	25249.csv		•	🎒 Go 🛛 I	Norton AntiVir	us 🛃 👻
	A1	<b>•</b>	= name										
	Α	В	С	D	E		F	G	Н		J	K	L
1	name	displaytext	onetime	prn	mayrep	eat dayir	iterval	dayinterva	timeinterva	timeinterva	a daysjour	basetime	leadtim
2	QAM	EVERY M	FALSE	FALSE				Day		Discrete			1
3	SLIDE6	EVERY 6	FALSE	TRUE				Day	6	Hour		0:00	0
4	Q24H	Q24H	FALSE	FALSE			1	Day	24	Hour		0:00	1
5	Q12	GIVE EVE	FALSE	FALSE				Day	12	Hour		0:00	1
6	TID	THREE TIN	FALSE	FALSE			1	Day		Discrete			1
7	BID	Twice a da	FALSE	FALSE				Day		Discrete			0
8	ONE	ONE TIME	TRUE	FALSE				Day		Hour		16:30	0
9	QD17	QD17	FALSE	FALSE				Day		Discrete			0
10	PRN	PRN	FALSE	TRUE				Day	8	Hour		0:00	0
11	.Q8H0M	.Q8H0M	FALSE	FALSE				Day		Discrete			0
12	M-F	Monday th	FALSE	FALSE				Jour		Discrete	Mon Tue V	Ved Thu Fri	0
13	MO	MONDAY	FALSE	FALSE				Jour		Discrete	Mon		0
14	MOWEDF	Mon-Wed-	FALSE	FALSE				Jour		Discrete	Mon Wed	Fri	0
15	2XW	2 times on	FALSE	FALSE				Jour		Discrete	Wed		0
16	FR	Friday	FALSE	FALSE				Jour		Discrete	Fri		0
17	MOWED	Monday ar	FALSE	FALSE				Jour		Discrete	Mon Wed		0
18	MOWEFR	Mon, Wed	FALSE	FALSE				Jour		Discrete	Mon Wed	Fri Sat	0
19	SU	Sunday	FALSE	FALSE				Jour		Discrete	Sun		1
20	TH	Thursday	FALSE	FALSE				Jour		Discrete	Thu		0
21	TU	TUESDAY	FALSE	FALSE				Jour		Discrete	Tue		1

# Formulary Listing Report (CSV)

The sig code listing report provides a list of the hospital formulary (master drug file). The Report will appear in a .CSV file which can be read through the Internet file or EXCEL.

## Viewing your Formulary Listing Report (CSV)

To view your Formulary Listing Report (CSV), perform the following:

File Edit Help	)						<u>. (8)</u>
Henr Open Saw Lai Open	[Pashe] [Iether	r View Report Pr	int Report				
	, Report Setap		Choose	e Report: Printer: Report F Por amo	Formulary Listing Report (CSV) OA Varamsters Hers Sabeled with an asterisk (*) are required.	Y	

- 2. Select the Formulary Listing Report (CSV) from the **Choose Report** drop down menu.
- 3. Choose your applicable **Printer**.

4. Click on the **View Report** button.

The Report will appear in a .CSV file which can be read through the Internet file or EXCEL. See the following illustration for an example.

id 🔝	ot25250.c	sv									_O_
File	Edit Vie	ew Insert	Format To	ools Data	Go To Fay	vorites Help	)				
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Addr	Address 🚯 C:\Documents and Settings\edetamore.ERIC\Local Settings\Temp\jdot25250.csv 🛛 🔽 🂽 Go 🛛 Norton AntiVirus 归 🗸										
	A1  GenericName GenericName										
	Α	В	C	D	E	F	G	Н		J	K L
1	GenericNa	Reference	Hospitalld	Class	Strength	StrengthUr	Volume	VolumeUn	Dispensing	Dispens	inc BrandNam NDC
2	ALBUTER	COMBIVE	COMB40H	U	1	PUFF			200	PUFF	COMBIVENT
3	CHARCO	CHARCO/	CHARSOL	U	25	GM	120	ML	120	ML	CHARCOAL/SOR
4	CHLORAL	CHLORAL	CHLO500L	IV	500	MG	5	ML	30	ML	CHLORAL HYDRA
5	CHLORO	NESACAI	NESA2IN	U	1	ML			30	ML	NESACAINE-MPF
6	CHLORO	NESACAI	NESA3IN	U	1	ML			20	ML	NESACAINE-MPF
7	CHLORPH	TUSSIONE	TUSS10L	111	5	ML			30	ML	TUSSIONEX LIQU
8	DOCUSA	T COLACE	COLA1000	U	100	MG			100	MG	COLACE 1 5.11E-
9	AMIKACI	AMIKIN	AMIK500IN	U	250	MG	1	ML	2	ML	AMIKIN INJ.
10	SUMATRI	FIMITREX	IMIT6IN	U	6	MG	0.5	ML	0.5	ML	IMITREX INJ
11	CYANOC	VIT. B 12	CYAN1000	U	1000	MCG	1	ML	1	ML	VIT. B 12 INJ
12	DEXTROS	DEXTROS	DEX90	U	1000	ML			1000	ML	DEXTROSE 10%
13	DICYCLO	BENTYL	BENT20IN	U	10	MG	1	ML	2	ML	BENTYL INJ
14	DIGOXIN	LANOXIN	LANO5IN	U	0.25	MG	1	ML	2	ML	LANOXIN INJ
15	DIHYDRO	D.H.E. 45	DHE45IN	U	1	MG	1	ML	1	ML	D.H.E. 45 INJ
16	METOPR	LOPRESS	METO50T	U	50	MG			50	MG	LOPRESS 5.11E-
17	PIOGLITA	ACTOS	ACTO30T	U	30	MG			30	MG	ACTOS TABLET
18	FLUNISO	AEROBID	AEROIH	U	1	PUFF			200	PUFF	AEROBID
19	MESALA	ASACOL	ASAC400	U	400	MG			400	MG	ASACOL
20	BELLADO	BELLERG	BELLSTB	U	1	TAB			1	TAB	BELLERGAL-S
21	LORATAD	CLARITIN	CLAR10T	U	10	MG			10	MG	CLARITIN
22	SULINDA	CLINORIL	SULI150T	U	150	MG			150	MG	CLINORIL
23	SULINDA	CLINORIL	SULI200T	U	200	MG			200	MG	CLINORIL
24	DEXAME	DECADRO	DECAPAK	U	0.75	MG			0.75	MG	DECADRC 5.48E-
25	KCL/DEX	DEX 5%	DNSK77	11	1000	MI			1000	MI	DEX 5% / NS WIT
		23230/						•		-	· · ·

### Printing your Formulary Listing Report (CSV)

To print your Formulary Listing Report (CSV), perform the following:

Item     Cost     Cont     Endin     Tabler     Wine Report       P Configuration     Configuration       Configuration       D Notified Bahn	file Edit Help			
View comp     View compared     View compared     Patents     Patents     Patents     Macro Terminals     Stord Resons     Choose Report:     Formadary Listing Report (CSV)       Command Setup     Choose Platent:     OA      Parameters     Report Parameters     Parameters     Report Parameters     Parameters     Report (2 are required.	Administration of Hamager – User, Admini (admini)     Pe Edit (Heb	Poport Setue	Report Report Choose Report: Formulary Listing Report (CSV) Choose Printer: OA Report Parameters Parameters Parameters Indeled with an outertisk (*) an	re required.

- 2. Select the Formulary Listing Report (CSV) from the **Choose Report** drop down menu.
- 3. Choose your applicable **Printer**.

#### 4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected. The Report prints from the Internet file or EXCEL. See the following illustration for an example.

🛐 ic	lot2525	0.csv	,									
File	Edit	View	Insert	Format To	ools Data	Go To Fa	vorites Help	<b>,</b>				
G	Back 👻	Θ	) - 💌	2 🏠	🔎 Search	😽 Favo	rites 😢 N	1edia 🧭	1 🏗 🔗	- 🎍 🗖	3 🛄 ٦	ଅ 🕼
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	A1		-	= Generic	Name							
	Α		В	С	D	E	F	G	Н	1	J	K L
1	Generi	cNa	Reference	Hospitalld	Class	Strength	StrengthUr	Volume	VolumeUn	Dispensing	Dispensir	g BrandNam NDC
2	ALBUT	ER	COMBIVE	COMB40IH	U	1	PUFF			200	PUFF	COMBIVENT
3	CHAR	COA	CHARCOA	CHARSOL	U	25	GM	120	ML	120	ML	CHARCOAL/SORI
4	CHLOP	RAL	CHLORAL	CHLO500L	IV	500	MG	5	ML	30	ML	CHLORAL HYDRA
5	CHLOP	ROFI	VESACAI	NESA2IN	U	1	ML			30	ML	NESACAINE-MPF
6	CHLOP	ROFI	VESACAI	NESA3IN	U	1	ML			20	ML	NESACAINE-MPF
7	CHLOP	RPH	FUSSIONE	TUSS10L	111	5	ML			30	ML	TUSSIONEX LIQU
8	DOCU	SAT	COLACE	COLA1000	U	100	MG			100	MG	COLACE 1 5.11E+
9	AMIKA	CIN	AMIKIN	AMIK500IN	U	250	MG	1	ML	2	ML	AMIKIN INJ.
10	SUMA	TRIFI	MITREX	IMIT6IN	U	6	MG	0.5	ML	0.5	ML	IMITREX INJ
11	CYAN	DCC	VIT. B 12	CYAN1000	U	1000	MCG	1	ML	1	ML	VIT. B 12 INJ
12	DEXTR	OSI	DEXTROS	DEX90	U	1000	ML			1000	ML	DEXTROSE 10%
13	DICYC	LON	BENTYL	BENT20IN	U	10	MG	1	ML	2	ML	BENTYL INJ
14	DIGOX	IN I	ANOXIN	LANO5IN	U	0.25	MG	1	ML	2	ML	LANOXIN INJ
15	DIHYD	RO	D.H.E. 45	DHE45IN	U	1	MG	1	ML	1	ML	D.H.E. 45 INJ
16	METO	PRCI	OPRESS	METO50T	U	50	MG			50	MG	LOPRESS 5.11E-
17	PIOGL	ITA:	ACTOS	ACTO30T	U	30	MG			30	MG	ACTOS TABLET
18	FLUNI	SOL /	AEROBID	AEROIH	U	1	PUFF			200	PUFF	AEROBID
19	MESA	LAN	ASACOL	ASAC4001	U	400	MG			400	MG	ASACOL
20	BELLA	DO	BELLERG	BELLSTB	U	1	TAB			1	TAB	BELLERGAL-S
21	LORAT	AD	CLARITIN	CLAR10T	U	10	MG			10	MG	CLARITIN
22	SULIN	DAC	CLINORIL	SULI150T	U	150	MG			150	MG	CLINORIL
23	SULIN	DAC	CLINORIL	SULI200T	U	200	MG			200	MG	CLINORIL
24	DEXAM	/ET [	DECADRO	DECAPAK	U	0.75	MG			0.75	MG	DECADRC 5.48E-
25	KCLR		DEX 5% /	DNSK77	П	1000	MI		4	1000	MI	DEX 5% / NS WIT
	PPIN	luota	2220/						•			-
e											Unk	nown Zone

# **Administration Sites Listing**

The Administration Sites Listing provides a list of sites of administration when administering the medications to a patient.

## Viewing your Administration Sites Listing

To view your Administration Sites Listing, perform the following:

💱 intelliDOT Manager - User, Admin (adm	hin)	- 12
File Edit Help		
New Open Save Cut Copy	Pasto Jether View Report Print Report	
Configuration     Configuration     Configuration     Configuration     Configuration     Normality     Normality     Normality     Normality     Paidetta     Paidetta     Paidetta     Configuration     Configuration     Configuration     Configuration     Configuration     Configuration     Configuration	Choose Pepart: Administration Sites Listing   Choose Pepart: Administration Sites Listing   Choose Printer: intelliGOT (4.comark)   Flagort Parameters  Parameters labeled with an asterisk (') are required.	

- 2. From the **Choose Report** drop down menu, select **Administration Sites** Listing.
- 3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
- 4. Click on the **View Report** button located at the top of the screen. The following report will appear.

I

	Administration Sites Listing					
Administration Sites Listing						
L. Anteriolateral Thigh	L.Deltoid Muscle	L.Gluteal-Medial Muscle	L.Lower Abd. ್	L. Upper Abd.		
L. Upper Arm	L. Ventro-Gluteal Muscle	R. Deltoid Muscle	R. Gluteal-Medial Muscle	R. Lower Abd.		
R. Upper Abd.	R. Upper Arm	R. Ventro-Gluteal Muscle	L.Forearm	R.Forearm		
L. Hip/Subcutaneous	R.Hip/Subcutaneous	R. Anteriolateral Thigh				

Example of a Administration Sites Listing

Printed By: User, Admin

Page 1 of 1

Printed At: 08/10/2004 10:50

### Printing your Administration Sites Listing

To print your Administration Sites Listing, perform the following:

👫 intelliDOT Manager - User, Admin (adm	nin)		
File Edit Help			
New Open Save Cut Copy	Paste Lether View Report Print Report		
	Proport Solup	Choose Puport: Administration Sites Listing  Choose Printer: intelliDOT (Leonark)  Report Parameters Parameters Labeled with an asterisk (7 are required.	

- 2. From the **Choose Report** drop down menu, select **Administration Sites** Listing.
- 3. From the Choose Printer drop down menu, select your applicable Printer.
- Click on the **Print Report** button.
   *The Report will be printed on the applicable printer you selected.*

# **Command DOT Listing**

The command iDOTs listing provides a way to create individual command iDOTs to perform a particular action. For example, if you create a iDOT to "Print a Current Mar". This report provides you with a list of all command iDOTs printed on an individual report.

### Viewing your Command DOT Listing

To view your Command DOTs Listing, 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)	2 🗙
File Edit Help		
New Open Save Cut Copy E	Paste Tether View Report Print Report	
Command Setup     Command Setup	Preport Setup     Choose Propert: Command Data Linting     ♥     Choose Printer: intel®DOT (Leonark)     ♥     Preport Parameters     Parameters labeled with an asterisk (?) are required.	

- 2. Select Command DOTs Listing from the Choose Report drop down menu.
- 3. Choose your applicable **Printer**.
- 4. Click on the **View Report** button.

The Report will appear. See the following illustration.

Example of a Command DOTs Listing

	Over	ride Reasons Lis	sting	
Our mide Deserve Listing				
Override Reasons Listing				
Within Normal Limits	Pt. Cond. Warrants	Pt. Declined	Med. Missing	Pt. Sleeping
Tx. In Progress	Standing Order	Dialysis In Progress	Pt. Off Unit	Increased Pain
Stat Order	Pending Lab	Pt. Transferred	NPO	Pt. Discharged
Increased Nausea	D/C'd	Family/S.O. Refused	Pt. Expired	Pt. Preference
Blood Transfusion	Rx Change			

Printed By: User, Admin

Page 1 of 1

Printed At: 08/10/2004 14:16

### **Printing your Command DOTs Listing**

To print your Command DOTs Listing, perform the following:

🙀 intelliDOT Manager - User, Admin (adm	ín)	$\mathbf{X}$
File Edit Help		
Now Open Save Cut Copy	Paste Tether View Report Print Report	
	Paport Setup         Choose Paport:       Command Dots Listing         Choose Pinter:       IntelliGOT (Leonark)         Raport Parameters         Parameters         Darameters         Labeled with an asteriak (*) are required.	

- 2. Select Command DOTs Listing from the Choose Report drop down menu.
- 3. Choose your applicable **Printer**.
- Click on the **Print Report** button.
   *The Report will be printed on the applicable printer you selected.*

# **Override Reasons Listing**

The override reasons listing provides DOTs used by the nurse during an administration of medications.

# Viewing your Override Reasons Listing

To view your Override Reasons Listing, perform the following:

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



- 2. Select Override Reasons Listing from the Choose Report drop down menu.
- 3. Choose your applicable **Printer**.
- 4. Click on the **View Report** button.

The Report will appear. See the following illustration.

**Override Reasons Listing** Override Reasons Listing Within Normal Limits Pt. Cond. Warrants Pt. Declined Med. Missing Pt. Sleeping Dialysis In Progress Tx. In Progress Standing Order Pt. Off Unit Increased Pain Pt. Transferred Pending Lab Stat Order NPO Pt. Discharged Increased Nausea Family/S.O. Refused D/C'd Pt. Preference Pt. Expired 5 Blood Transfusion Rx Change

Example of Override Reasons Listing

Printed By: User, Admin

Page 1 of 1

Printed At: 08/10/2004 14:16

### Printing your Override Reasons Listing

To print your Override Reasons Listing, perform the following:

👫 intelliDOT Manager - User, Admin (adn	lmin)	
File Edit Help		
	Posto Iether View Report Print Report	
Controller Modical Center     Controller     Controller     Controller     Noring Units     Sto Codes     Reis Solution     Patient Assignment     Mura Terminals     Son Codes     Senter     Sectors     Sectors     Sectors     Controller     Reisette     Reisette     Controller     Con	Ferpart Setup Choose Report: Choose Printe: Papart Parameters Parameters labeled with an as	Lating ▼ 0 ▼ terilsk (*) are required.

- 2. Select Override Reasons Listing from the **Choose Report** drop down menu.
- 3. Choose your applicable **Printer**.
- Click on the **Print Report** button.
   *The Report will be printed on the applicable printer you selected.*

# **DOT Keyboard**

The DOT keyboard provides a listing of alphanumeric characters, numeric characters, basic commands (cancel all, cancel, etc.), order information, and diagnostic information.

### Viewing your DOTs Keyboard

To view your DOTs Keyboard, perform the following:

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

👪 intelliDOT Manager - User, Admin (adm	lin)		
File Edit Help			
New Open Save Cut Copy	Paste Tether View Report Print Report		
	Report Setup	Choose Report: Dot Koyboard  Choose Printer: infeliDOT (.cemark)  Report Parameters labeled with an asterisk (?) are required.	

- 2. Select DOTs Keyboard from the Choose Report drop down menu.
- 3. Choose your applicable **Printer**.
- 4. Click on the **View Report** button.

The Report will appear. See the following illustration.

Example of a DOT Keyboard

### Dot Keyboard

Keyboard				
A S	BS	c S	D	ES
۶	G	H	ري <sup>ا</sup>	٦٦٢
×رج	۲	M	NS	°्
Ρζ	٩٢	R	s	۲
م_∪	۷_ر	سر	×	۲. ۲
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Caunad				
	1 ب	<sup>2</sup>	3	4 <u>(</u>
a. 5		<b>.</b>	°	<b>.</b>
ૈન્દ્ર	్స	· -5	°-G	ిర్
· - S				
Basic Commands				
	Cancel Last	Continue	Logout	Omit
Verify Item				
Order Information				
Show Order Info - Order Details	Show Order Info - Patient Name	Show Order Info - Medication		
Diagnostic Information				
Dump Patients and Orders	Dump Users	Dump Formulary	Dump Commands	Dump Dots 5
Show MT Version.	Test RF	Tether 5		

Printed By: User, Admin

Page 1 of 1

Printed At: 04/02/2004 17:41

### **Printing your DOT Keyboard**

To print your DOTs Keyboard, perform the following:

🗱 intelliDOT Manager - User, Admin (adm	in)		
File Edit Help			
New Open Save Cut Copy	Paste Tether View Report Print Report		
	Report Setup Choose Par Choose Par Par	ort: Dat Keylsoard infeliDOT (Leonark) It Parameters meters labeled with an asterisk (*) are required.	• •

- 2. Select DOTs Keyboard from the Choose Report drop down menu.
- 3. Choose your applicable **Printer**.
- Click on the **Print Report** button.
   *The Report will be printed on the applicable printer you selected.*

I

- Notes -

# **Chapter 5 Creating Command iDOTs**

Command iDOTs allow nurses to page someone, send an e-mail, print a document, and other tasks by simply scanning a iDOT.

In order to place command iDOTs on reports, they must first be created. This chapter reviews the process for creating command iDOTs.

For reporting-printing commands, if you always want the report to print on a specific printer when the iDOT is scanned, set up the printer in the command (the Order Change request for example). Once you have the commands setup, you put them on the Worksheet by adding the commands to the Worksheet's Command parameter.

# **Command iDOT Prompt Setup**

The prompt setup is used to enter information that appears on your iConnect Handheld. The information you enter in the fields appear to the left in the blue box. This box illustrates what will appear on your iConnect Handheld. The instruction field will tell the iConnect Handheld what to do. For example, Scan DOT or Press OK tells you to scan your command iDOT and press OK.

The reports allow you to create instructions appearing on your iConnect Handheld. To create a command iDOT prompt, perform the following:

1. Select **Command Setup**, **Prompt Setup**. For example, the following screen will appear.

SintelliDOT Hanager - Detamore, Eric (erici) De Edit Help		_(d)
New Open Save Cut Cut	anta Delete Inther	
Patient Assignment     Micro Terminats     Sine Of Administration     Override Respons     Script Setup     Reports     Dide Organization	Clinical Prompts List Search Text Prot Current IMAP Prot Part Mark Contemport Protocol Prot Part Mark Contemport Protocol Protoco	Line t Search Patert Patert Patert Anna Mentery,
Command Setup     Command Setup     Command Setup     Depots     Depots	Edit Cleical Pranges Line 1: Print Current Persponse Line 1: Mag	Calegory: Potent V Sample Depthy Prist Carrent Med name depthys - PESS Or. 

- 2. Click New and new fields appear on the screen.
- 3. Enter the information to appear in Line 1 and Line 1b. This information displays in the blue box to the right. This box displays an example of what you will see on your iConnect Handheld.
- 4. Enter the instructions you want the user to perform. For example, if you want the user to press ok, enter "Press OK".
- 5. Select the Response Category from the drop down list. For example, select patient if you printing a MAR for a current patient.



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.

# **Worksheet Reports**

The reports allow you to create and save a iDOT to print a specific report. This iDOT can then placed on the worksheet.

1. Select Command Setup, Reports and applicable report.

For example: The Nurse Medication Worksheet screen will appear.

IntelliDOT Manager - Detamore, Eric (edetamore)			_			
New Open Save Crit Capy Parte	Delete	lether	Run Now View No			
Patient Assignment		iurse Medicatio	on Worksheet List			
MicroTerminals			Ferre	a Tanta		Command Manual W
D Bite Of Administration			Searc	a rext:		Command Pearlie - Search
Override Reasons		Aurelie allows Marriel	official sector	Či	ommand Name	*
C Script Setup		reunander reun	Carlieres .			
D pet Committee						
Command Setun						
Prompt Setup						
🕈 🥅 Reports						
Nurse Medication Worksheet						
<ul> <li>Medication Administration Dot Sheet</li> </ul>						
<ul> <li>Nurse Medication Worksheet (With Dots)</li> </ul>	2					
Pharmacy Order Change Request						
Administration History and Audit Report			The state of the s			
Medication Administration Record	Б	dit Nurse Medi	cation Worksheet			
D 7 Day Medication Summary	In					
D Microseminal Configuration Report						
D Patient Assignment Worksheet			* Name:	Medication Worksheet		
- 1 SIG Code Listing Report (CSV)			' Nurse:	(CURRENT USER)	-	🗔 Use Prompt
- D Formulary Listing Report (CSV)			* Date:	Today	100331	1
Administration Sites Listing			1010		-	
Command Dots Listing			· Share	07:00+18:00	-	Use Prompt
Override Reasons Listing			Printer:	IntelliDOT Printer (3rd)	- 1	Omit This Parameter
				Dar amountaire take	adapt with an action	rik (*) are required
Dot Keyboard	121			8-108 (00110101 St 4000)	CHECK WHEN ON CONC	THE STATE OF A ST
Dot Keyboard     Debug Keyboard				Plat approved is sale	cica with an asic	

- 2. Click New and new fields appear on the screen.
- 3. Enter the name of the report in the Name field.
- 4. Enter the Nurse (current user recommended), the date (today), the shift the nurse is working,



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. Each report will be specific to the command needed. Be sure to enter all information in the required fields. - Notes -

# **Chapter 6 Diagnostics, Troubleshooting, and Safety**

This section is about diagnostics for your iConnect Handheld and troubleshooting any problems that arise, including the following:

- Tether the iConnect Handheld
- Testing RF
- Rebooting the iConnect Handheld
- Troubleshooting

# **Tethering the iConnect Handheld**

Tethering is a way for the iConnect Handheld to directly interface with the iConnect System Manager. It is a fast efficient way of accurately entering bar code information into the iConnect System Manager without typing. Once tethered, you can scan a medication bar code and it appears in the formulary brand setup window of the Master Drug file. Tethering can be performed for the iConnect System Manager using the iConnect Handheld. To tether to the iConnect System Manager, perform the following:

1. Print out the latest DOT Keyboard.

This keyboard will have a Tether iDOT on the report.

- 2. Login to the iConnect System Manager.
- 3. Logon the iConnect Handheld.



Be sure to use the same login ID and password for the iConnect System Manager and the iConnect Handheld. To tether they must be the same.

4. On the iConnect System Manager, select the tether button from anywhere on the screen.

*The User Badnge Asssignmet window appears asking you to scan the tether iDOT.* 

Çalının olaraşını Mannan ostanı File çıkt Help	d.	-			_151
Meet Sam State	Centre	lether	View Report	Print Report	
IntellDOT Medical Center     Constguration     Constguration     Constguration     Nursing Ontil     Bible Codes     Role Schup     Utars     Patienta     Patienta     Stac Orkensistation     Oremda Reasons     Reasons     Command Schup	* - Repor	rt Satiup	User Badge / Scan the "I When the n	etter"DOT with your microTerminal. icroTerminal displays "Waiting for connection" click the TETHER button. Tether Cancel	

5. Scan the tether DOT. The following screen will appear.



iConnect Handheld screen

6. Click the **Tether** button on the iConnect System Manager.





Refer to *Formulary Configuration* on page 3-10. The formulary configuration section provides the steps how to enter your information.

7. To untether, just press OK on the iConnect Handheld. The "User, Scan Patient or Command iDOT reappears

# Testing RF with the iConnect Handheld

1. Scan the RF Test iDOT on your DOT Keyboard Report. *The following screen will appear.* 



iConnect Handheld screen

2. Press OK and you will be in RF Test mode.



iConnect Handheld screen

This will be the signal to noise ratio for the wireless signal.

# **Rebooting the iConnect Handheld**

Rebooting the device is needed when an iConnect Handheld does not connect to the server or may the device may need to be refreshed. To reboot the iConnect Handheld, perform the following:

1. Gently insert a paper clip into the small hole on the underside of the iConnect Handheld.

or

Place the iConnect Handheld in the charging cradle.



#### System Timeout and What to Do

System timeout occurs when the iConnect Handheld cannot connect to the IntelliDOT server. This can occur with different scenarios which include power outage, wireless connectivity interruption, or a server reboot.

• Press the **OK** button to return to the previous screen.

All data entered on the scanner before the system timeout remains in the system and does not need to be re-entered. The iConnect Handheld displays a screen informing you to Press OK.

If you press OK, the iConnect Handheld will reconnect to the server and bring you back to your last med needed to be given.



Do Not Reboot the iConnect Handheld *after a System Timeout. Contact your System Administrator.* 

# Safety and Maintenance

### iConnect Handheld User Safety Information

#### IMPORTANT: READ this before operating your iConnect Handheld

For safe use of the iConnect Handheld always observe the following guidelines.

- This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
- There are no user serviceable parts of the iConnect Handheld. <u>Do not</u> attempt to open the housing as this may damage the unit. Any changes or modifications to the product not expressly approved by the party responsible for FCC compliance could void the user's authority to operate the equipment. Refer any unit needing maintenance or service to qualified service personnel.
- This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. The equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-Reorient or relocate the receiving antenna.

-Increase the separation between the equipment and the receiver.

-Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

-Consult the dealer or an experienced radio/TV technician for help.

• This unit incorporates a Class II laser in its bar code scanner. Laser light will be emitted for up to several seconds after the button labeled "BAR CODE" or "III I II" is pressed. The laser light is emitted from the side of the unit opposite the LCD and function buttons. <u>Never</u> direct the laser emitting side of the unit toward your own or anyone else's eyes.



#### **General Tips**

- This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
- Although the iConnect Handheld is water and dust resistant, do not expose it to rain or moisture for an extended period of time. In general, treat the device as you would a pocket calculator or other small electronic instrument.
- The touch-sensitive screen of the iConnect Handheld contains glass. Although the device is rugged, be careful not to drop the device or subject it to repetitive strong impact.
- Protect the iConnect Handheld from temperature extremes. Keep it away from heaters and other heat sources.
- Do not store the iConnect Handheld in a dusty, damp, or wet location.

#### **Cleaning the Device**

Use a soft lens cloth to clean the iConnect Handheld. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with a diluted antibacterial soap solution.

#### **Batteries**

The iConnect Handheld uses one main battery. As long as the device is returned to the charger when not in use, the battery will stay operative and not need to be replaced. Contact IntelliDOT if you need a new battery.

## **Battery Charging**

The iConnect Handheldcontains a rechargeable Li-ion battery with a charging safety circuit. When you first unpack the unit, the battery will likely be fully discharged. Place the unit into the iConnect charging station plugged into standard 120VAC power. It takes approximately 4 hours to fully charge the battery of the iConnect Handheld. Depending on usage, the battery should provide full function for about 12 hours.

### **Wireless Networking**

The iConnect Handheld operates using 802.11b wireless networking capability. Your nursing unit must be equipped with wireless access points which allow the iConnect Handheld to communicate with the IntelliDOT Server computer and other iConnect Handheld. If you leave your nursing unit, the iConnect Handheld may loose its connection to the network and the IntelliDOT Server. Don't be alarmed, but know that your iConnect Handheld is "off-line" in these circumstances.

### iConnect Handheld Radiation Specifications

The iConnect Handheld contains a laser device to implement linear bar code scanning.

- Laser source: Diode
- Laser Class: FDA CDRH Class II
- Laser light wavelength: 650nm
- Laser power: 0.8mW nominal Aim Mode
- 1.2mW nominal Scanning Mode
- Scan rate: 39 (+/- 3) per second (bi-directional)

# Troubleshooting

### **Unknown Patient**

Description	Remedy
When scanning the patient bar code, a match can not be made in the patient database "Unknown Patient".	Add the patient at the iConnect System Manager or check the interface or wait for the interface.

### **Medication Can Not Be Found**

Description	Remedy
When scanning the medication, the med ID is not found in the formulary database "Unknown Med".	Contact the pharmacy or the IntelliDOT System Administrator.

# **Time Error**

Description	Remedy
If a time error is received and the user knows that the order time is correct, the system time on the device may not be correct.	Contact the IntelliDOT System Administrator.

# **Device Does Not Turn On**

Description	Remedy
The login screen does not appear when the device is turned on.	Insert a paper clip into the small hole on the backside of the iConnect Handheld.
	If the iConnect Handheld still does not operate, report the problem to the IntelliDOT System Administrator.

# **Scanner Does Not Function**

Description	Remedy
The iConnect Handheld does not	Check to be sure the bar code is not defaced.
Bar Code button.	Hold the scanner at a 30 <sup>o</sup> -45 <sup>o</sup> angle. Be sure the iConnect Handheld is within proper scanning range.
	If the iConnect Handheld stops emitting a laser beam while the <b>Bar Code</b> button is pressed, check the battery level. When the battery is low, the scanner shuts off before the low battery warning appears. Recharge the scanner and select another iConnect Handheld device.
	If the iConnect Handheld still does not operate and the battery is not low, report the problem to the IntelliDOT System Administrator.

Problem	Remedy/How To:			
DOT Reader Light Stays ON	1. Reboot iConnect Handheld via paper clip.			
	2. Press OK to connect to server. Relogin.			
	3. If light does not go OFF, replace with new iConnect Handheld and contact IntelliDOT Customer Support for new iConnect Handheld and record iConnect Handheld ID.			
Unknown Med	1. User on wrong screen.			
	<ol> <li>Med is incorrectly entered in iConnect System Manager Formulary.</li> </ol>			
	3. Check with Pharmacy to ensure med is entered correctly.			
Unknown Patient	1. User on wrong screen. Scanned an unexpected bar code, expecting a patient.			
	2. Patient not in the system. Verify on iConnect System Manager that the patient is in the system.			
Unknown User	1. User is incorrectly entered into the iConnect System Manager.			
	2. Check iConnect System Manager for user. Verify Bar Code is in the system.			
	3. Rescan badge.			
Wireless Signal Missing from iConnect Handheld (Icon Missing)	1. Reboot iConnect Handheld by inserting into charging unit. (Do not use paper clip)			
	2. Check Access point is not working. Walk down nursing unit			
	3. Check with IS about access point not working.			
Battery Symbol at Minimum	1. Recharge iConnect Handheld. (Yellow LED flashes when in charger, Green LED flashes when fully charged)			
	2. Wait until iConnect Handheld is at 90% or better to use. Note: Battery is life is around 6 hours.(Can be less)			
iConnect Handheld Displaying Not Able to Connect	1. Server is being rebooted. (Not Likely)			
on Screen	2. Reboot iConnect Handheld. Use Paper Clip.			
	3. Ask Patti to reconfigure iConnect Handheld. Reconfigure iConnect Handheld using Configuration Report DOTs.			
Meds showing up late on iConnect Handheld for	1. When were you assigned to Patient?			
previous days	2. If assigned yesterday, remove assignment and reassign patient to			
	nurse.			
Unable to Login	1. Wireless signal missing from iConnect Handheld. See above			
	2. Check RF symbol on iConnect Handheld.			
	3. Server maybe down. Login again			

# **Troubleshooting Quick Reference Chart**

Problem	Remedy/How To:
iDOTs Not Scanning - Negative Tone	1. Bad Printer. Reprint reports.
	2. Bad camera on iConnect Handheld. Have the nurse tether the iConnect Handheld to see a iDOT being read. Be sure to turn on image to view bad iDOTs.
	<ol> <li>iConnect Handheld may need to be charged. If at 18% or belowcharge iConnect Handheld and get new iConnect Handheld.</li> </ol>
Time-out Warning on iConnect Handheld Press OK to Continue	1. Server not communicating. Wait for 30 seconds and try to login again.
	2. Timeout goes back to login state.
	3. Connect to iConnect System Manager. If you cant connect, server is down.
Unable to Connect to iConnect System Manager	1. Server not communicating. Wait for 30 seconds and try to login again.
	2. Connect to iConnect System Manager. If you cant connect, server is down.
	3. Reboot server. To Reboot ServerAsk Mike, Phil, Eric.

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