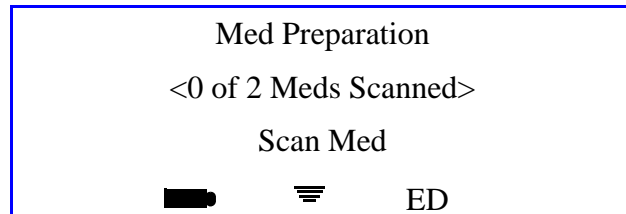


Case 3 - Prepared Item with multiple medications that is printed on the Prospective MAR

This case describes the handling of a prepared item that is printed on the Prospective MAR. An iDOT will appear on the MAR to the left of the item. To prepare this dose:

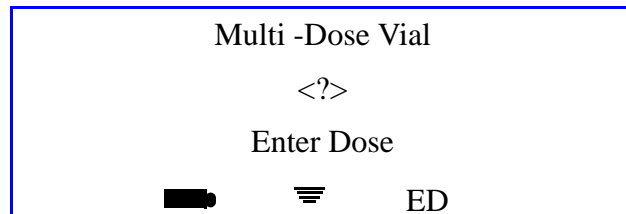
1. Scan iDOT next to the medication order to be prepared on the Prospective MAR. In this example, the order is comprised of two medications <med name one> and <med name two>.

The following screen will appear showing how many components are expected for scanning.



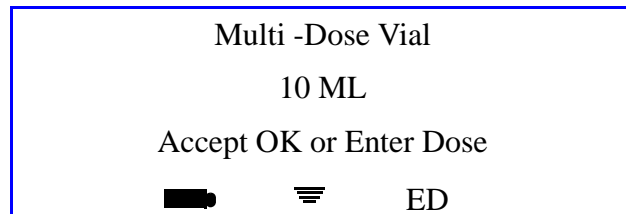
iConnect Handheld screen

2. Scan the med bar codes for each of the ordered meds being prepared.
3. Verify that the correct medication is displayed, then press **OK**. If the medication does not require entry of the dose amount, proceed to step 6. If entry of the dose amount is required, the following screen will appear:



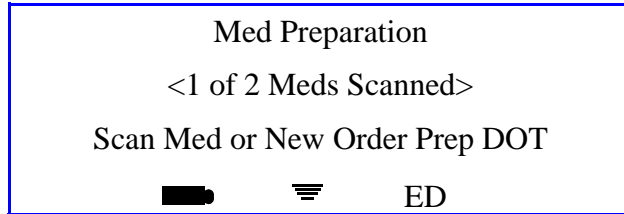
iConnect Handheld screen

4. Enter the dose amount for this ingredient using the numbered iDOTs on the Medication Administration DOT sheet. The screen will display your entry

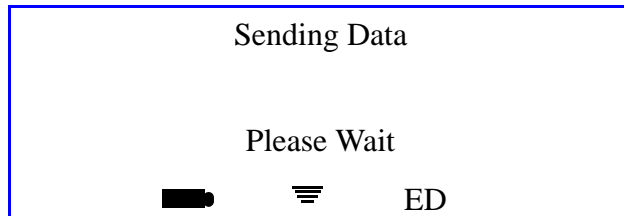


iConnect Handheld screen

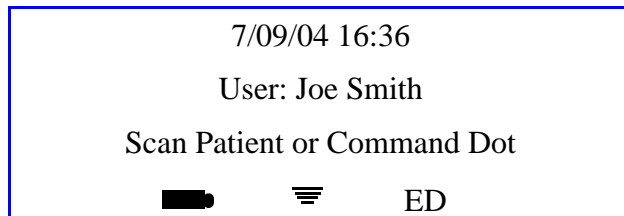
5. If you entered the incorrect dose, scan the **Back** iDOT on the Medication Administration DOT sheet to back up one space. Scan the # iDOT clear the previous entry and reenter the correct amount.
6. Press the **OK** button to accept the entry. The following screen will appear:

**iConnect Handheld screen**

7. Scan the New Order Prep iDOT on the Medication Administration DOT sheet.
8. Repeat steps 2 - 6 for each medication ingredient.
9. When the process is completed for all ingredient medications, scan the New Order Prep iDOT on the Medication Administration DOT sheet to complete the preparation. The following screen will appear which the iConnect Handheld sends information to the database.

**iConnect Handheld screen**

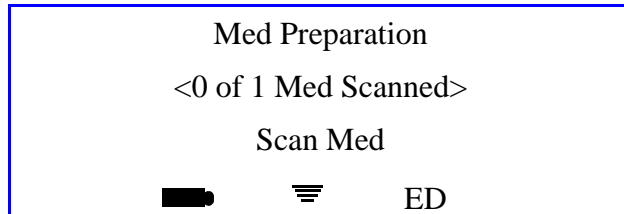
10. When the following screen appears, the preparation process is complete.

**iConnect Handheld screen**

11. Your preparation is complete. The medication may be taken to the patient for administration.

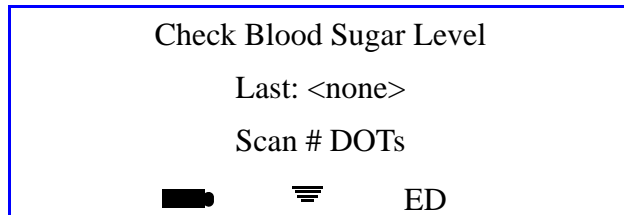
Case 4 - Administering Medications for Cases 1-3

1. Scan the patient wristband.
2. Scan the appropriate order iDOT on the Prospective MAR. The following screen will appear:



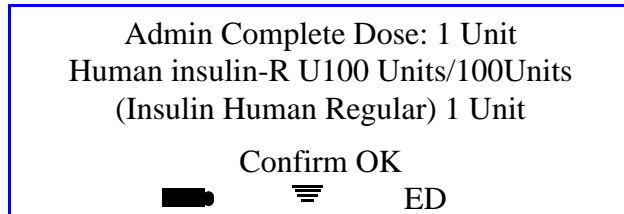
iConnect Handheld screen

3. If a clinical prompt appears (i.e., Check Blood Sugar Level), scan the appropriate Number iDOTs.



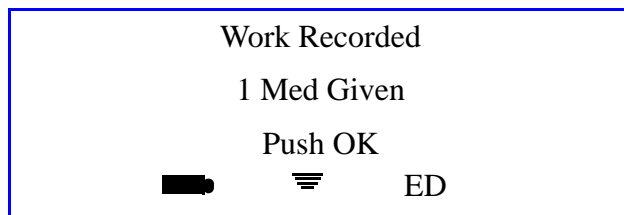
iConnect Handheld screen

4. Press **OK** to confirm. The following screen will appear:



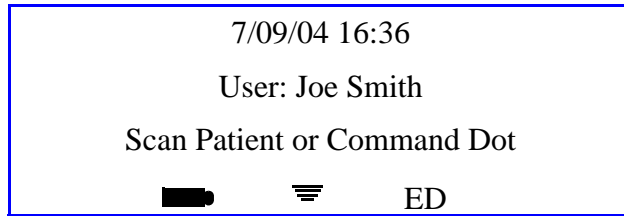
iConnect Handheld screen

5. To complete the transaction, scan your badge.



iConnect Handheld screen

6. When the following screen appears, the administration process is complete.



iConnect Handheld screen

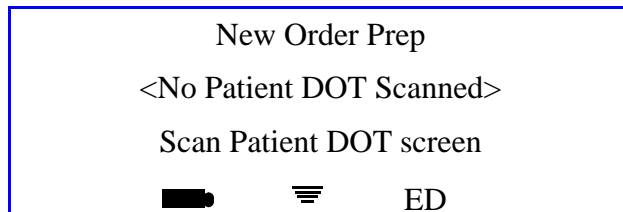
Case 5 - Prepared Item that is NOT yet printed on the Prospective MAR

This procedure describes the process of preparing a medication in advance, away from the bedside for medication orders, which are not yet computer entered by the pharmacy (e.g., new or stat medication orders). To prepare this dose:

1. Scan the **New Order Prep** iDOT on the Medication Administration DOT sheet.

Medication Administration Dot Sheet				
Sites				
L. UPPER ARM ↵	R. LOWER ABD. ↵	L. ANTERIOLATERAL THIGH ↵	L. DELTIOD MUSCLE ↵	L. VENTRO-GLUTEAL MUSCLE ↵
L. GLUTEAL-MEDIAL MUSCLE ↵	R. ANTERIOLATERAL THIGH ↵	R. UPPER ARM ↵	L. LOWER ABD. ↵	R. DELTOD MUSCLE ↵
R. VENTRO-GLUTEAL MUSCLE ↵	L. UPPER ABD. ↵	R. GLUTEAL-MEDIAL MUSCLE ↵	INTRAVENOUS ↵	
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 ↵	Per Protocol ↵
New Order ↵	New Schedule ↵	New Route ↵	Standing Order ↵	Stat Order ↵
RX Change ↵	Discontinued ↵	Abnormal Limits ↵	Contraindicated ↵	Incompatibility ↵
Dialysis In Progress ↵	Pending Lab ↵	Specimen Collection Needed ↵	S/W Bug ↵	
Keypad				
1 ↵	2 ↵	3 ↵	4 ↵	5 ↵
6 ↵	7 ↵	8 ↵	9 ↵	/ ↵
0 ↵	# ↵	Cancel ↵	decimal ↵	back ↵
Extra Dots				
Cancel All ↵	Continue ↵	Omit ↵	Logout ↵	New Order Prep ↵
Cover Patients ↵	Previous ↵	Next ↵	Enter Later ↵	Extra Dose ↵
Delay Dose ↵				

The following screen will appear:



iConnect Handheld screen

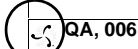
2. Scan the **patient iDOT** on the Prospective MAR.

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 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping 21:00
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start 07/12 Stop 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 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping
000865: METFORMIN HCL 500 MG TAB (1000MG) (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start 07/12 Stop 15:00		12:00 17:00
000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping
000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start 07/12 Stop 15:00		10:36 SBT OMITTED Reason Omitted : Pt. Sleeping
000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start 07/12 Stop 15:00		10:36 SBT 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 07/20 Stop 14:00	02:00	10:36 SBT 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
		SBT = BROADBENT1,SARAH	

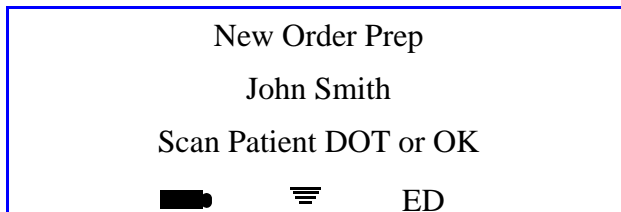
QA, 006	MRN: M9000006 Visit: V000006 DR: JENKINS, WOODY G.	Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074
Gender: M DOB: 8/21/20 Acct: Room: 312 1		

Printed By: User, Admin Page 1 of 3 Printed At: 07/23/2004 15:39



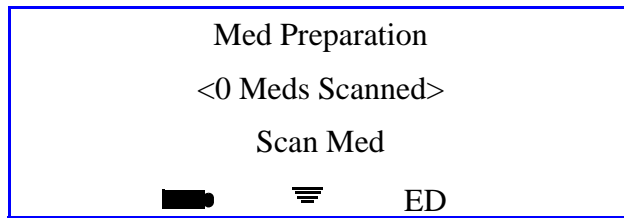
Patient iDOT

The following screen will appear:



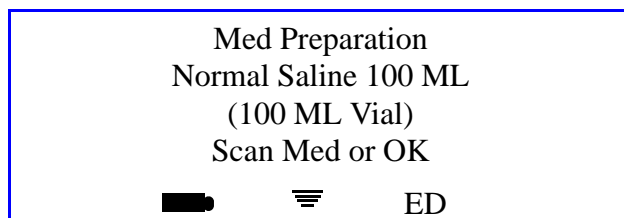
iConnect Handheld screen

3. Verify that the correct patient name is displayed. If it is not the intended patient, scan the correct patient's iDOT on the Prospective MAR. When the correct patient's name is displayed, press **OK**. The following screen will appear:



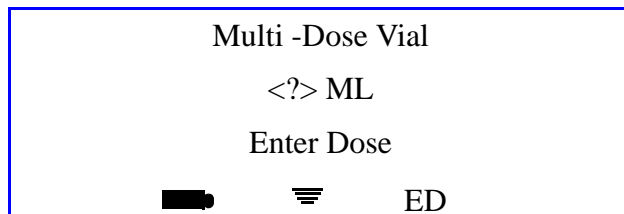
iConnect Handheld screen

4. Scan the medication bar code. If the medication does not require entry of the dose amount, proceed to step 8. If entry of the dose amount is required, the following screen will appear:



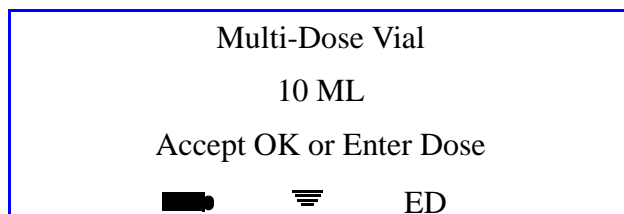
iConnect Handheld screen

5. Press the **OK** button to confirm. The following screen will appear.:



iConnect Handheld screen

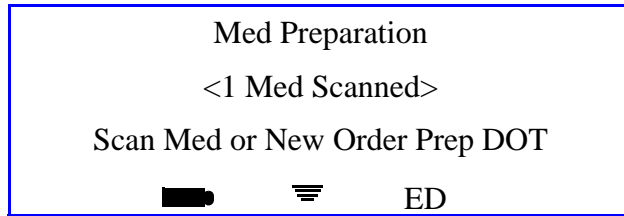
6. Enter the dose amount for the medication using the numbered iDOTs on the Medication Administration DOT sheet. The screen will display your entry.



iConnect Handheld screen

7. Verify that you have entered the correct dose amount. If necessary, use the **Backspace** iDOT to remove your entry and reenter the dose amount.

8. Press **OK** button to accept the entry. The following screen will appear:

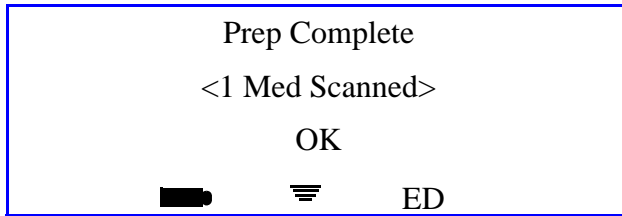


iConnect Handheld screen

9. Scan the New Order Prep iDOT on the Medication Administration DOT sheet to indicate that the last ingredient has been scanned.

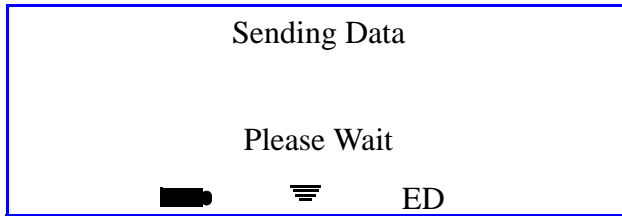
Medication Administration Dot Sheet				
Sites				
L. UPPER ARM ↵	R. LOWER ABD. ↵	L. ANTERIOLATERAL THIGH ↵	L. DELTOD MUSCLE ↵	L. VENTRO-GLUTEAL MUSCLE ↵
L. GLUTEAL-MEDIAL MUSCLE ↵	R. ANTERIOLATERAL THIGH ↵	R. UPPER ARM ↵	L. LOWER ABD. ↵	R. DELTOD MUSCLE ↵
R. VENTRO-GLUTEAL MUSCLE ↵	L. UPPER ABD. ↵	R. GLUTEAL-MEDIAL MUSCLE ↵	INTRAVENOUS ↵	
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 ↵	Per Protocol ↵
New Order ↵	New Schedule ↵	New Route ↵	Standing Order ↵	Stat Order ↵
RX Change ↵	Discontinued ↵	Abnormal Limits ↵	Contraindicated ↵	Incompatibility ↵
Dialysis In Progress ↵	Pending Lab ↵	Specimen Collection Needed ↵	S/W Bug ↵	
keypad				
1 ↵	2 ↵	3 ↵	4 ↵	5 ↵
6 ↵	7 ↵	8 ↵	9 ↵	/ ↵
0 ↵	# ↵	Cancel ↵	decimal ↵	back ↵
Extra Dots				
Cancel All ↵	Continue ↵	Omit ↵	Logout ↵	New Order Prep ↵
Cover Patients ↵	Previous ↵	Next ↵	Enter Later ↵	Extra Dose ↵
Delay Dose ↵				
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The following screen appears:



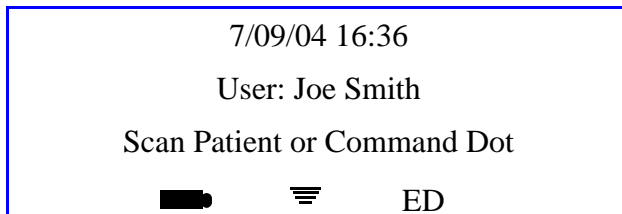
iConnect Handheld screen

10. Press **OK** to save the prepared medication transaction data. The following screen will appear while the information is stored:



iConnect Handheld screen

11. When the following screen appears, the preparation process is complete:



iConnect Handheld screen

12. When you later scan the patient, the iConnect will display the prepared medication for administration.

Case 6 - Prepared Item with multiple medications that is NOT yet printed on the Prospective MAR

This case describes the handling of a prepared item that now appears in printed form on the Prospective MAR. To prepare this dose:

1. Scan the **New Order Prep** iDOT on the Medication Administration DOT Sheet

Medication Administration Dot Sheet

Sites				
L. UPPER ARM	R. LOWER ABD.	L. ANTERIOLATERAL THIGH	L. DELTIOD MUSCLE	L. VENTRO-GLUTEAL MUSCLE
L. GLUTEAL-MEDIAL MUSCLE	R. ANTERIOLATERAL THIGH	R. UPPER ARM	L. LOWER ABD.	R. DELTOD MUSCLE
R. VENTRO-GLUTEAL MUSCLE	L. UPPER ABD.	R. GLUTEAL-MEDIAL MUSCLE	INTRAVENOUS	

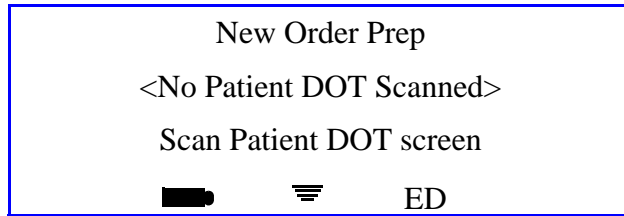
Override Reasons				
Patient Preference	Pt. Declined	Pt. Sleeping	Pt. Off Unit	Pt. Transferred
Pt. Discharged	IV Discontinued	IV Infiltrated	IV Patency	C/O Pain
Increased Pain	C/O Nausea	Increased Nausea	Within Normal Limits	VS Warranted
Med. Missing	Tx. In Progress	Hold Medication	NPO	Per Protocol
New Order	New Schedule	New Route	Standing Order	Stat Order
RX Change	Discontinued	Abnormal Limits	Contraindicated	Incompatibility
Dialysis In Progress	Pending Lab	Specimen Collection Needed	S/W Bug	

Keypad				
1	2	3	4	5
6	7	8	9	/
0	#	Cancel	decimal	back

Extra Dots				
Cancel All	Continue	Omit	Logout	New Order Prep
Cover Patients	Previous	Next	Enter Later	Extra Dose
Delay Dose				

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The following screen will appear:



iConnect Handheld screen

2. Scan the patient iDOT on the Prospective MAR.

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 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping	21:00
000863: IRBESARTAN 150 MG TAB (300MG) (AVAPRO) DOSE: 300 MG PO EVERY MORNING	Start 07/12 Stop 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 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping	
000865: METFORMIN HCL 500 MG TAB (1000MG) (GLUCOPHAGE) DOSE: 1000 MG PO WITH BREAKFAST	Start 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping	
000866: METFORMIN HCL 500 MG TAB (500MG) (GLUCOPHAGE) DOSE: 500 MG PO 12,17	Start 07/12 Stop 15:00		12:00	17:00
000868: MAGNESIUM OXIDE 400 MG TAB (400MG) (MAG-OX 400) DOSE: 400 MG PO EVERY MORNING	Start 07/12 Stop 15:00		10:35 SBT OMITTED Reason Omitted : Pt. Sleeping	
000869: CLOPIDOGREL BISULFATE 75 MG TAB (75MG) (PLAVIX) DOSE: 75 MG PO EVERY MORNING	Start 07/12 Stop 15:00		10:36 SBT OMITTED Reason Omitted : Pt. Sleeping	
000870: METOPROLOL SUCCINATE 50 MG TABCR (100MG) (TOPROL XL) DOSE: 100 MG PO EVERY MORNING	Start 07/12 Stop 15:00		10:36 SBT 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 07/20 Stop 14:00	02:00	10:36 SBT 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	

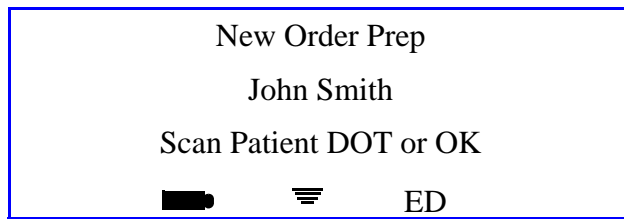
QA, 006	MRN: M90000006 Visit: V000006 DR: JENKINS, WOODY G.	Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074
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Gender: M
DOB: 8/21/20
Acct:
Room: 312 1

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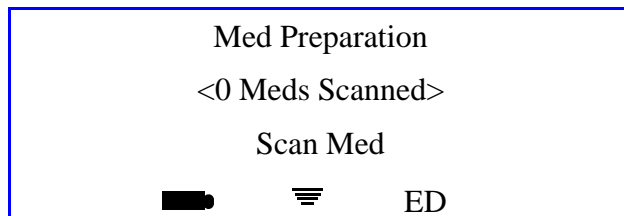
Patient iDOT

The following screen will appear:



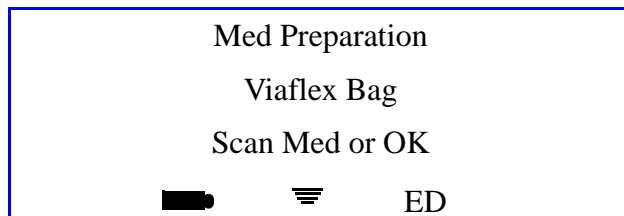
iConnect Handheld screen

3. Verify that the correct patient name is displayed. If it is not the intended patient, scan the correct patient's iDOT on the Prospective MAR. When the correct patient's name is displayed, press **OK**.



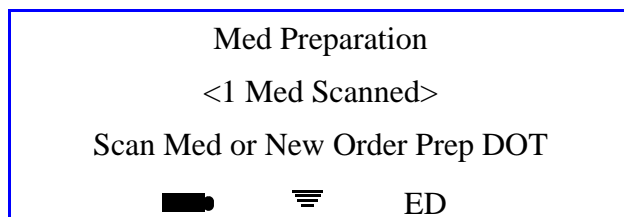
iConnect Handheld screen

4. Scan the medication bar code. If the medication does not require entry of the dose amount, proceed to step 6. If entry of the dose amount is required, the following screen will appear:



iConnect Handheld screen

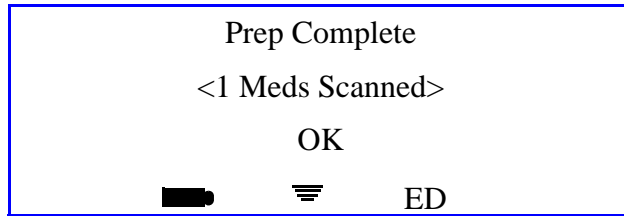
5. Press the **OK** button to accept the entry. The following screen appears:



iConnect Handheld screen

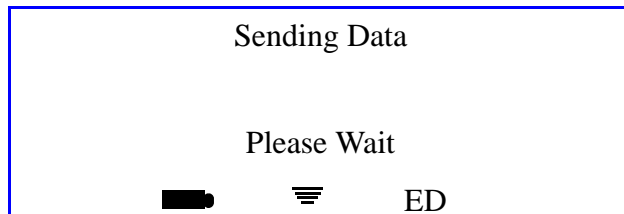
6. If there is more than one ingredient medication, repeat steps 4 - 7 for each medication. Otherwise, go on to step 9.
7. Scan the New Order Prep iDOT on the medication Medication Administration DOT sheet to indicate that the last ingredient has been scanned.

8. Press the **OK** button to confirm. The following screen will appear:



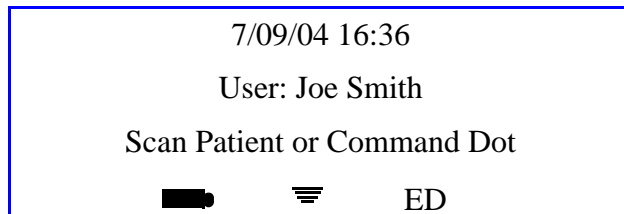
iConnect Handheld screen

9. Press **OK** to save the prepared medication transaction data. The following screen will appear while the information is stored:



iConnect Handheld screen

10. When the following screen appears, the preparation process is complete:



iConnect Handheld screen

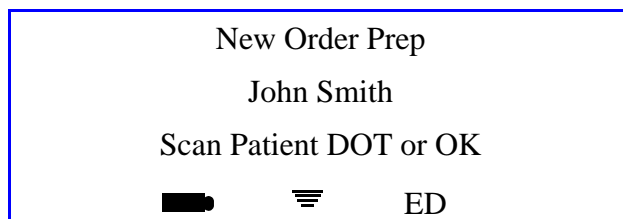
11. When you later scan the patient, iConnect will display the prepared medication for administration.

Case 7 - Administering Medications for Cases 4-5

1. Scan the patient wristband.
2. Scan the **New Order Prep** iDOT on the Medication Administration DOT sheet.

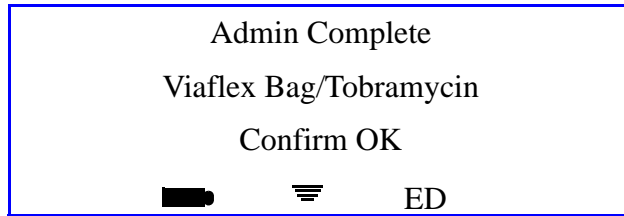
Medication Administration Dot Sheet				
Sites				
L. UPPER ARM	R. LOWER ABD.	L. ANTERIOLATERAL THIGH	L. DELTIOD MUSCLE	L. VENTRO-GLUTEAL MUSCLE
L. GLUTEAL-MEDIAL MUSCLE	R. ANTERIOLATERAL THIGH	R. UPPER ARM	L. LOWER ABD.	R. DELTOD MUSCLE
R. VENTRO-GLUTEAL MUSCLE	L. UPPER ABD.	R. GLUTEAL-MEDIAL MUSCLE	INTRAVENOUS	
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	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	
Keypad				
1	2	3	4	5
6	7	8	9	/
0	#	Cancel	decimal	back
Extra Dots				
Cancel All	Continue	Omit	Logout	New Order Prep
Cover Patients	Previous	Next	Enter Later	Extra Dose
Delay Dose				
Printed By: User, Admin Page 1 of 1 Printed At: 04/08/2004 13:42				

The following screen will appear:



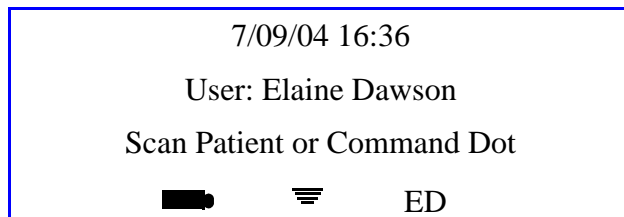
iConnect Handheld screen

3. Press **OK** to confirm. The following screen will appear:



iConnect Handheld screen

4. To complete the transaction, scan your badge. The following screen will appear:

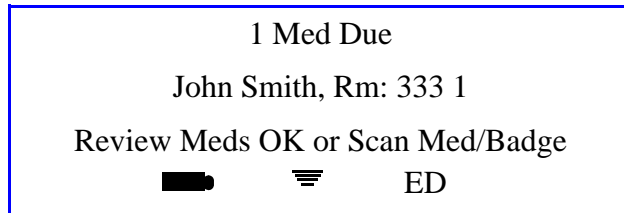


iConnect Handheld screen

Multi-Component Items Dispensed by Pharmacy

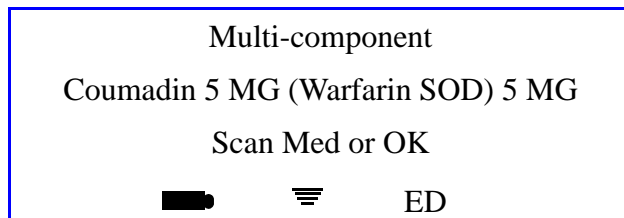
Occasionally, pharmacy may dispense more than one item to satisfy a single order. For example, an order for Warfarin 7.5 mg, may require that a 5 mg tablet and a 2.5 mg tablet be dispensed. The scanning process for these multi-component orders is as follows:

1. Scan the patient wristband. The following screen will appear:



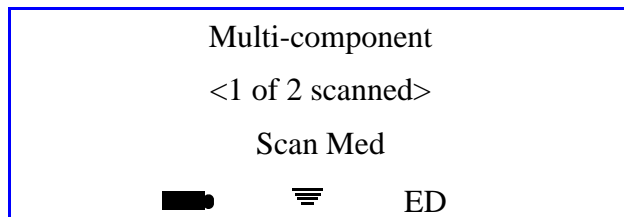
iConnect Handheld screen

2. Scan the first medication bar code. The following screen will appear:



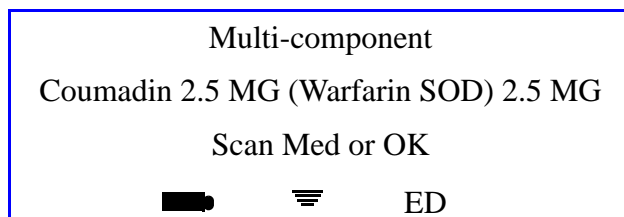
iConnect Handheld screen

3. Press the **OK** button to confirm. The following screen will appear:



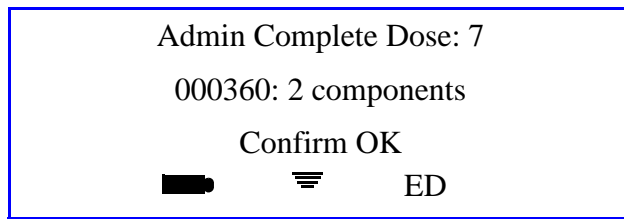
iConnect Handheld screen

4. Scan the next component medication bar code:



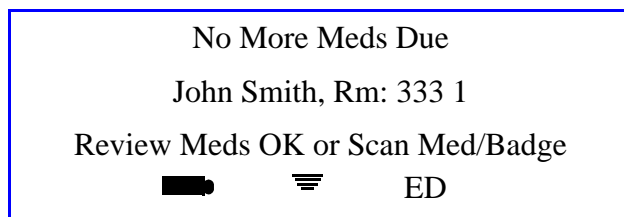
iConnect Handheld screen

5. If one or more clinical prompts appear, enter responses by scanning the appropriate iDOTs. Otherwise, proceed to the next step.
6. Press **OK** button to confirm. The following screen will appear:



iConnect Handheld screen

7. To complete your transaction, scan your badge. The following screen will appear:



iConnect Handheld screen

Correcting or Canceling During Medication Transactions

To correct an entry or cancel a medication transaction, the following options are available:

- **Back iDOT** - To backup a space and remove the last character entered
- **Clear iDOT** - To clear the entire data entry field
- **Cancel iDOT** - To Cancel the last in-progress medication transaction for the current patient
- **Cancel All iDOT**- To Cancel All in-progress medication transactions for the current patient

Transaction may also be edited from the iConnect System Manager,.

Communicating Directly with Pharmacy using the iConnect Handheld

The iConnect System allows the nurse to quickly and easily communicate with the pharmacy. Specific messages are defined by the hospital's iConnect system administrator. An example of a useful application of this feature is to request a change in administration times for a specific medication order. (Having the pharmacy change the dosing times for an order in the Pharmacy Information System is the only way to adjust the iConnect dosing schedule for a medication order.)

To allow a message from the nurse to pharmacy to request a time change, an iDOT for the message "Change Med Time" must be created by the system manager. Message iDOTs can appear on Prospective MARs. Messages are received on an iConnect printer located in the pharmacy department.

The following outlines the steps for sending a Change Med Time request to pharmacy:

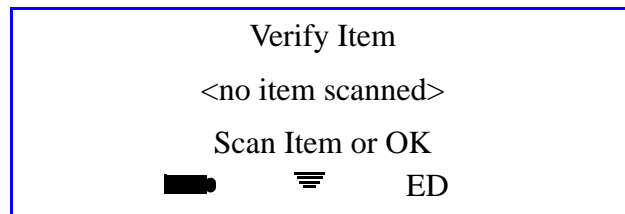
1. Scan the **Change Med Time** iDOT on the Prospective MAR.
2. Enter new scheduled time(s) using the numeric iDOTs on the Medication Administration DOT sheet.
3. Press **OK** when new time(s) is entered and complete.
4. Scan the **Order** iDOT on the Prospective MAR for the order time to be changed.
5. Press **OK**.

Pharmacy Inventory Verification Using the iConnect Handheld

Once the iConnect medication formulary is complete with one or more valid bar codes for each item in place, Pharmacy needs a method for quickly verifying that a product manufacturer bar code is present in the formulary. This is important to avoid stocking and dispensing of items that are unknown to IntelliDOT and therefore cannot be scanned at the time of administration. The iConnect Handheld makes this verification extremely fast and easy for Pharmacy.

To determine whether a manufacturer's bar-coded item exists in the iConnect formulary and is ready for use:

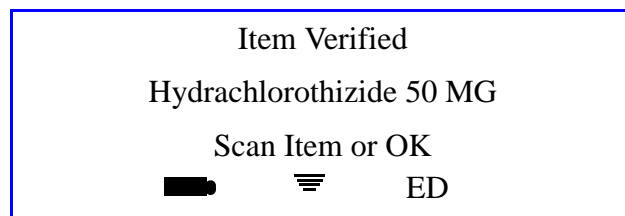
1. Print the DOT Keyboard report. Refer to *DOT Keyboard* on page 4-71.
2. Scan the Verify iDOT on the DOT Keyboard report. The following screen will appear.



iConnect Handheld screen

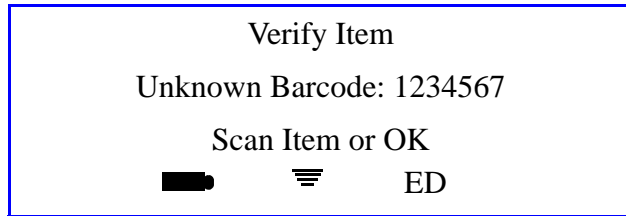
*If you press **OK**, you will return to the home screen.*

3. Scan the medication's manufacturer bar code. If an item, such as the Hydrochlorothiazide 50 mg Tablet used in this example, has already been entered into the iConnect formulary database, the following screen will appear:



iConnect Handheld screen

- If the item has NOT yet been entered into the iConnect formulary database, the Unknown Barcode screen will appear and the bar code content will be displayed:



iConnect Handheld screen

- Pharmacy must add this item to the iConnect formulary before dispensing it.

Chapter 3

Using the iConnect System Manager

The iConnect System Manager consists of a client server application. The application is accessed via any PC in the hospital where the client application has been installed. The iConnect System Manager is primarily used by nursing to look up and edit medication data or assign patients to nurses and print reports. Pharmacy has access to the iConnect System Manager for formulary, database and system maintenance and reports. This section provides information on using IntelliDOTs iConnect System Manager including the following information:

- *Logging into the iConnect System Manager*
- *Configuration Setup*
- *Formulary Setup*
- *Nursing Unit Setup*
- *Sig Code Setup*
- *Role Setup*
- *User Setup (Adding and Editing)*
- *Patient Setup (Adding and Editing)*
- *iConnect System Manager MAR*
- *Assigning Patients*
- *Configuring iConnect Handhelds*
- *Site of Administration Setup (Adding and Editing)*
- *Override Reasons Setup (Adding and Editing)*
- *Script Setup*
- *Reports*
- *DOT Organization Setup*

Logging into the iConnect System Manager

The IntelliDOT DOT Manager shortcut location has been placed on your desktop for all IntelliDOT DOT Managers.



Login

To login, perform the following:

1. Click on the iConnect System Manager Icon

The IntelliDOT DOT Manager Login screen will appear.

A dialog box titled "Dot Manager Login" with a close button (X) in the top right corner. It contains two input fields: "Login Name:" and "Password:". Below the fields is the text "Enter login information and press OK". At the bottom are two buttons: "OK" and "Cancel".

2. Enter your **Login Name**.

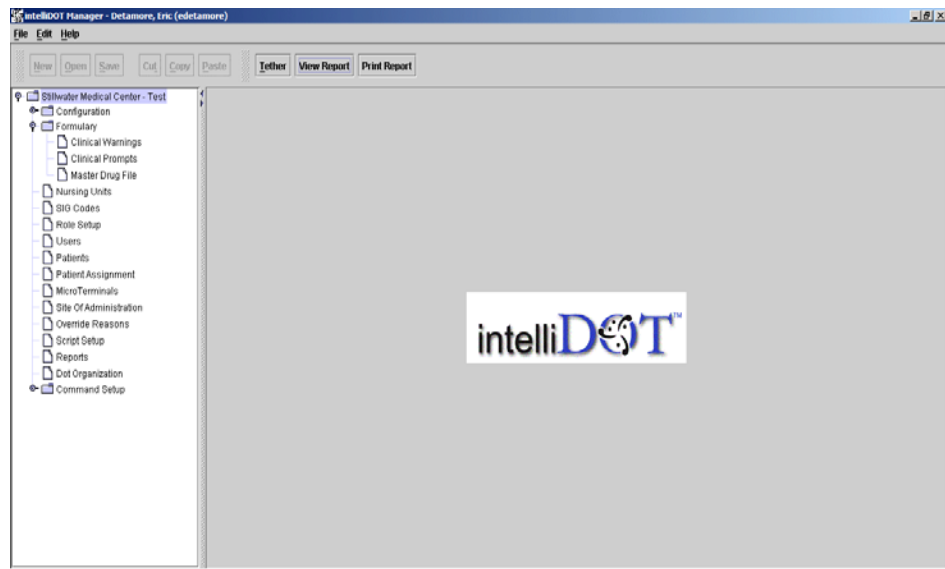
Your login name must be at least 6 characters

3. Enter your **Password**.

Your password must be between 4 and 10 numeric numbers.

4. Click **OK**.

The IntelliDOT DOT Manager screen will appear.



Configuration Setup

The Hospital configuration consists of:

- Hospital Address
- Printer Setup
- Shift Setup

Hospital Address Setup

The Hospital Address is setup by your IntelliDOT Application Specialist.

To setup the Hospital Address, perform the following:

1. Click **Configuration** on your IntelliDOT DOT Manager.
2. Click on **Address**.

The Hospital Address screen will appear.



Note: The information you enter in these fields will be displayed on your MARs. This Hospital Code can **ONLY** be entered by an IntelliDOT representative (Application Specialist) or hospital staff working with IntelliDOT. The code will be greyed out once it has been entered. You will not be able to change it.

The screenshot shows the IntelliDOT Manager application window. The title bar reads "IntelliDOT Manager - Detamore, Eric (ericd)". The menu bar includes "File", "Edit", and "Help". Below the menu bar is a toolbar with buttons for "New", "Open", "Save", "Cut", "Copy", "Paste", and "Tether". A tree view on the left side of the window shows the following structure:

- Stillwater Medical Center
 - Configuration
 - Address (selected)
 - Printer Setup
 - Shift Setup
 - Formulary
 - Nursing Units
 - SIG Codes
 - Role Setup
 - Users
 - Patients
 - Patient Assignment
 - MicroTerminals
 - Site Of Administration
 - Override Reasons
 - Reports
 - Command Setup

The main window area is titled "Hospital Address" and contains the following fields:

- Hospital Code: (greyed out)
- Name:
- Address:
- City:
- State:
- Zip:

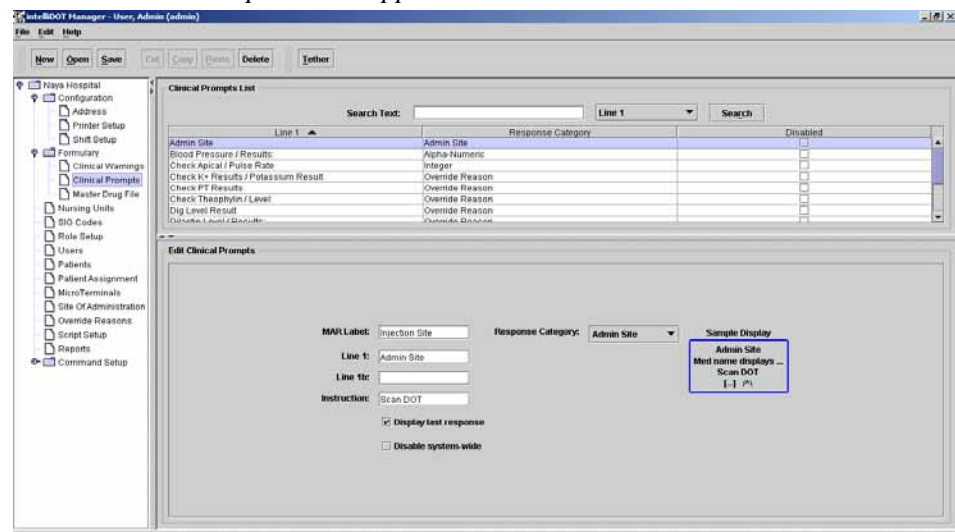
Printer Setup

The IntelliDOT system allows all printers on your hospital network to work with IntelliDOT.

Adding, Editing, and Deleting Printers

To add the Printers, perform the following:

1. Click **Configuration** on your IntelliDOT DOT Manager.
The Configuration (Hospital Address screen will appear).
2. Click **Printer Setup**.
The Printer Setup window appears.



3. To add a printer, click **New** and enter the **Friendly Name** and **Device Name**.



Note: The Friendly Name is what you will call the printer. The Device Name is the name of the Device the network administrator has assigned to the device.

4. To search for a specific printer, select the drop down box (Friendly Name or Device Name).
5. Enter the printer name and click **Search**.
The specified printer appears and is highlighted.
6. Click **Save** to save all your information.



Note: To edit the Printers, select the printer and edit the fields. To delete the Printers, select the printer, click delete and click **OK**. You will be prompted to save your information.

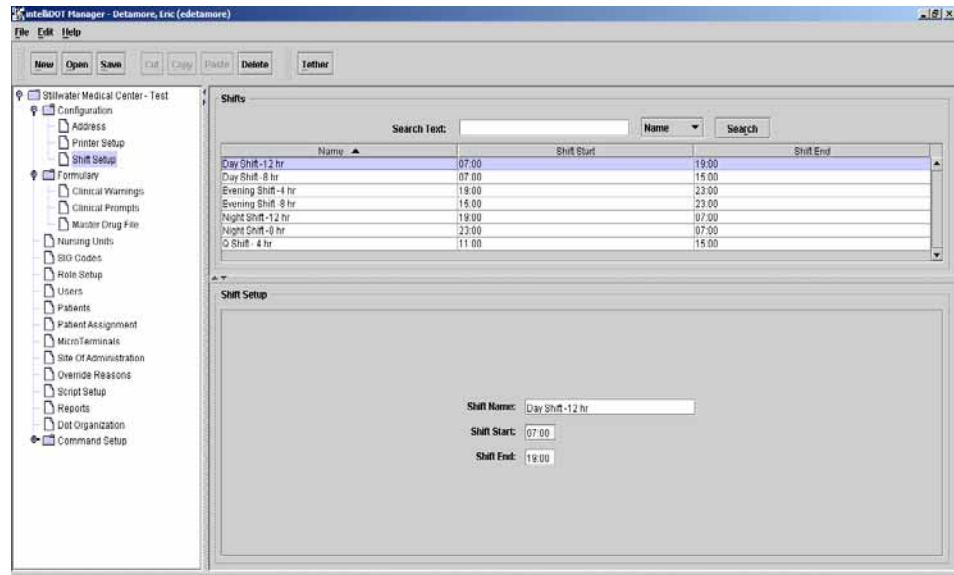
Shift Setup

Shift Setup is used to enter and store all nurse shift start and end times used in all areas of the hospital. Typically, your system administrator enters all of this information. All shifts schedules worked on all units should be entered. This is not nursing unit specific.

To add the Nursing Shifts, perform the following:

1. Click **Configuration** on your IntelliDOT DOT Manager.
2. Click **Shift Setup**.

The Shift Setup window appears.



3. To add a shift, click **New**.
4. Enter the **Shift Name**.
5. Enter the **Shift Start** and **Shift End**.



Note: The Schedule for the nurses is based on start times of schedules. If your schedule is 12 hours, the shift would start at 7:00am and end at 7:00pm. The new shifts will appear in the top of the window as you have entered them.

6. To search for a specific shift, select the drop down box (Shift Name, Shift Start, or Shift End).
7. Enter the desired information and click **Search**.

The specified shift will appear and is highlighted.

8. Click **Save** to save all your information.



Note: To edit the Shift, select the shift and edit the fields. To delete the shift, select the printer, click delete and click **OK**. You will be prompted to save your information.

Formulary Setup

As part of the iConnect System, the hospital pharmacy electronically transmits the Hospital Formulary to the iConnect server database. The iConnect System maintains a copy of the pharmacy formulary and stores bar code data for all pharmacy formulary line items.

Each new item received by pharmacy must be checked to assure it is in the iConnect database. This process is done using the iConnect Handheld in “verify” mode. Refer to *Pharmacy Inventory Verification Using the iConnect Handheld* on page 2-49. Items which are not found in the iConnect database must be entered, and bar code information scanned and stored. Items received without bar codes printed on them must be packaged or labeled with a bar code.

Each formulary line item must be configured for a variety of clinical settings, parameters and warnings. The following configuration settings are explained.

The clinical settings and warning parameters are set for each formulary drug item.

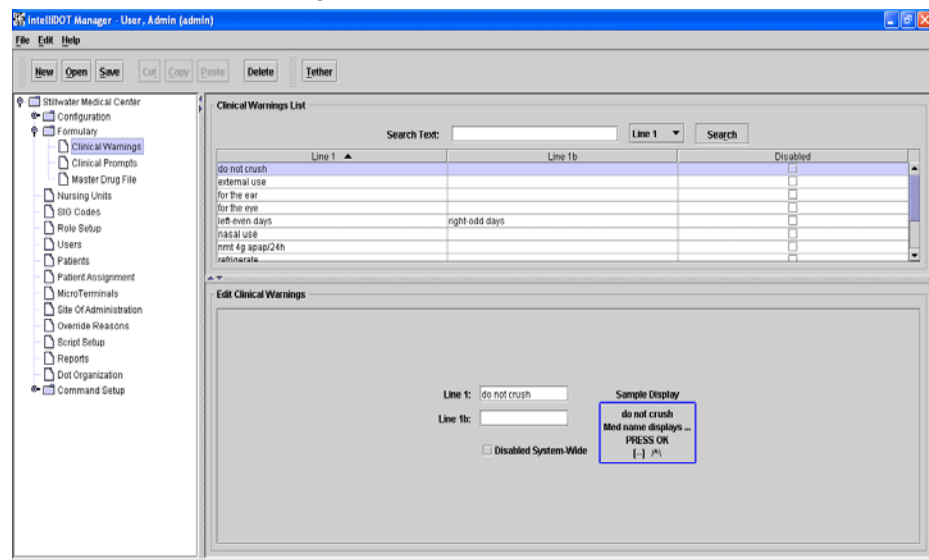
- Clinical Warnings - Setup by Pharmacy
- Clinical Prompts - Setup by System Administrator
- Master Drug File - Setup by Pharmacy and System Administrator (Clinical Prompts)

Clinical Warnings

Clinical warnings displayed during medication administration are entered here. The pharmacy must set up the clinical warnings prior to assigning them to the formulary items. Warnings must first be entered here. Then they are available to be linked to individual formulary line items.

Adding, Editing and Deleting Clinical Warnings

1. To add Clinical Warnings, click **New**.



The Edit Clinical Warnings screen with empty fields will appear.

2. Enter the clinical warning in **line 1** and **line 1b**.



Note: You can enter up to 16 characters each in the line 1 and line 1b (No more than 32 for both). The Clinical Warning will display in the display box to the right of the fields as it will appear on the iConnect Handheld screen. When line 1 reaches 16 characters, additional text is added in line 1b which then appears. Line 1 will alternately flash with line 1b when displayed during med administration.

3. Check **Disabled System Wide** if you do not want this warning to appear on any iConnect Handheld.

The flag enables the hospital to turn warnings on or off without needing to edit every formulary item that those warnings are associated with. When this feature is checked, the warnings will not appear for the displayed medication on the iConnect Handheld.

4. To search for a specific clinical warning, select the drop down box (Line 1, Line B, or Disabled), enter the desired name and click **Search**.

The specified warning will appear and is highlighted.

5. Click **Save**.

The Clinical Warning appears in the Clinical Warning List.



Note: To edit the Clinical warning, select the warning and edit the fields. To delete the Clinical warning, select the warning, click delete and click **OK**. You will be prompted to save your information.

Clinical Prompts

Clinical information requests or “prompts” to be displayed at the time of medication administration must first be entered here. The prompts are then available to be linked to individual formulary line items.

Adding, Editing, and Deleting Clinical Prompts

1. To add Clinical Prompts, click **New**.

The Edit Clinical Prompts with empty fields will appear.

The screenshot shows the IntelliDOT Manager application window. On the left is a navigation tree with 'Clinical Prompts' selected. The main area is divided into two panes. The top pane, 'Clinical Prompts List', contains a table with columns for 'Line 1', 'Response Category', and 'Disabled'. The bottom pane, 'Edit Clinical Prompts', contains several input fields: 'MAR Label' (with 'Inj. Site' entered), 'Line 1' (with 'Admin Site' entered), 'Line 1b' (empty), and 'Instructions' (with 'Scan DOT' entered). There are also checkboxes for 'Display last response' (checked) and 'Disable system wide' (unchecked). A 'Sample Display' box on the right shows a preview of the prompt: 'Admin Site', 'Med name displays ...', and 'Scan DOT'.

2. Enter the **MAR label** for the clinical prompt. The MAR label, is the actual medication description text that appears on your MAR.
For Example: Type “Injection Site”. Injection site will display as it will appear on the MAR.
3. Enter the clinical prompts in **line 1** and **line 1b** as you would like it to display on the top line of the iConnect Handheld.



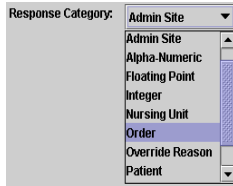
Note: You can enter up to 16 characters each on line 1 and line 1b (No more than 32 for both). The Clinical Prompt information will display in the Sample Display box to the right of the fields. Line 1 and line 1b alternately flash to provide the nurse with the clinical prompt information during med administration.

4. Enter the **Instruction** or “prompt” you would like it to display on the bottom line of the iConnect Handheld.
5. Check the **Display Last Response** box if you want the last response entry to appear on the iConnect Handheld display.

For example, The nurse may need to know the last administered injection site (Lower Upper Arm). The next area may need to be in a different site.

6. Check the **Disable System Wide** box if you do not want this warning to appear on any iConnect Handheld.

When this feature is checked, this warning will not appear on the iConnect Handheld for any medication system-wide. It is only checked if nursing does not want it displayed on the iConnect Handheld every time the medication is administered.



7. From the drop-down menu, select the applicable **Response Category**.
8. To search for a Clinical Prompt, select the drop down box (Line 1, Response Category, or Disabled), enter the desired name and click **Search**.

The specified prompt will appear and is highlighted.

9. Click **Save**.

The Clinical Warning appears in the Clinical Warning List.



Note: To edit the Clinical Prompt, select the prompt and edit the fields. To delete the Clinical Prompt, select the warning, click delete and click **OK**. You will be prompted to save your information.

Master Drug File

Formulary Download

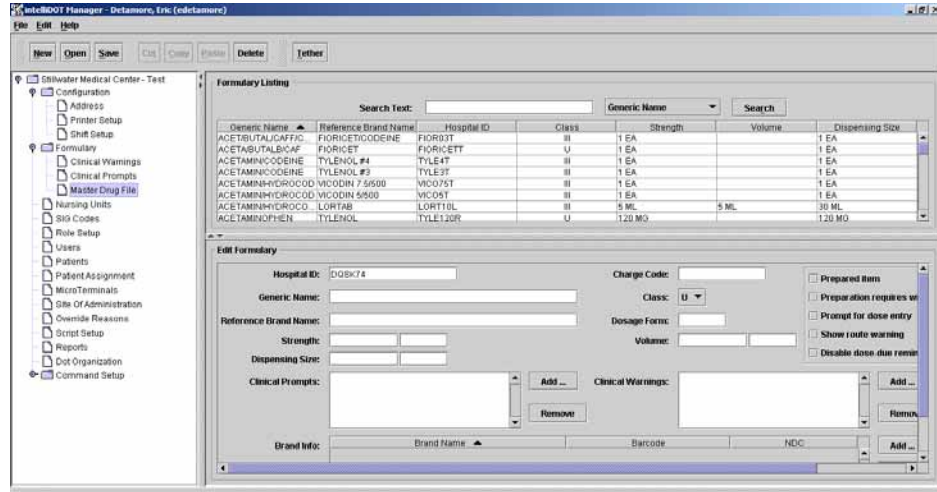
The iConnect Handheld receives master drug file download (delimited ASCII format) from the pharmacy information system. The following fields are typically downloaded (* indicates field is required):

Med Identifier* (MedID or Hospital ID)	Volume (numeric)
Billing code (*if different form MedID)	Volume Unit (*if volume provided)
Generic Name*	Dosage Form* (short version preferred (e.g. TAB preferred over TABLET))
Reference or Key Brand Name (one)	Dispense Size* (numeric)
Strength (numeric)	Dispense Size Unit*
Strength Unit (* if strength provided)	Drug Class*

Formulary Configuration

Once the formulary download is complete, configuration is completed as follows:

1. Click on **Formulary** on your iConnect System Manager.
Clinical Warnings, Clinical Prompts, and Master Drug File will appear.
2. Click on **Master Drug File**.
The Formulary screen will appear.



3. From the **Formulary Listing**, select a med.



Note: The hospital pharmacy must always be checking the formulary to make sure the bar code for each medication is correct. Meds without bar codes cannot be administered at the bedside and the pharmacist will need to maintain this information. The iConnect system requires all medications to be barcoded.

4. From the **Brand Info** section of the Edit Formulary screen, click the **Add** button.

The Formulary Brand Setup for the medication window appears.

5. Tether the iConnect Handheld. Refer to *Tethering the iConnect Handheld* on page 6-2.

6. Scan your **medication bar code**.

The bar code information will display in the bar code field.

7. If the Brand Name is not present, enter the **Brand Name**.

8. Enter the **NDC number**.



Note: The NDC number is not always the same as the bar code number. You may have packaged this medication via your medication packaging system. If so, select Hospital Packed from the drop down menu instead of NDC. If you did hospital package the medication, typically this number is a non-NDC number.

9. Click the **OK** button to save this information.

The following screen references steps 8 through 16.

10. Check the **Prepared Item** box if this medication requires advance preparation by the nurse prior to administration away from the bedside. Refer to *Advance Prepared Items* on page 2-25.

11. Check the **Preparation Requires Witness** box if the medication requires a witness. Refer to *Case 2 - Prepared Item that is printed on the Prospective MAR and requiring a witness* on page 2-28.

12. Check the **Prompt for dose entry** box if the dosage form allows the nurse to administer less than the entire contents.

13. Check the **Show route warning** box if a route warning needs to appear on the iConnect Handheld. Some meds may be given both IM and IV.



Note: Route warning should be used for medications where more than one route of administration is possible. For example, an injectable med may be given IM, SQ or IV. The route warning will display the ordered route at medication administration. If a med has a route warning of “Give IV” the checked box provides a way the prompt to appear on the iConnect Handheld.

14. Check the **Disable Dose Due Reminders** box if you do not want the nurse to be reminded when this medication is due.
15. Configure for Clinical Prompts by selecting from entered choices.

Clinical Prompts:	Blood Pressure	Add ...	Clinical Warnings:	do not crush	Add ...
		Remove			Remove



Note: Clinical Prompts must be added before using this screen. Refer to *Clinical Prompts* on page 3-8.

Clinical Warnings must be added before using this screen. Refer to *Clinical Warnings* on page 3-6.

16. Click the **Add** button to add a clinical prompt or clinical warning.
A list of prompts appear.
17. Select the prompts and the press the **OK** button.
The clinical warning or clinical prompt appear if for example: a med has a clinical warning of “Do Not Crush or a clinical prompt of “Check Blood Pressure”. This checked box provides a way for the prompt to appear on the iConnect Handheld during medication administration.
18. To remove the prompts, select the prompt and click the **Remove** button.
The prompts will be removed from the Clinical Warning and Prompt windows.
19. Click **Save** to save all information.
If you do not click the save button, you will be prompted to do so after exiting the Master Drug File screen.

Nursing Unit Setup

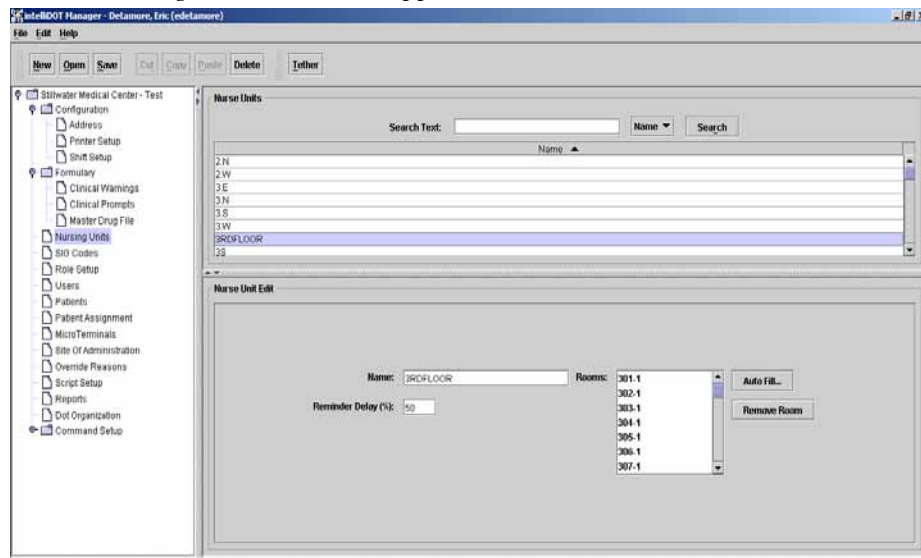
Each nursing unit using the iConnect System must be entered here, along with all room numbers located on the unit. Each nursing unit must be separately entered and configured. The Auto Fill section of the nursing unit is a time saving feature that allows you to automatically enter room numbers within a certain range for that area and add and remove applicable rooms.

Adding, Editing, and Deleting Nursing Units

To add a new nursing unit, perform the following:

1. Select **Nursing Unit**.

The Nursing Unit screen will appear.



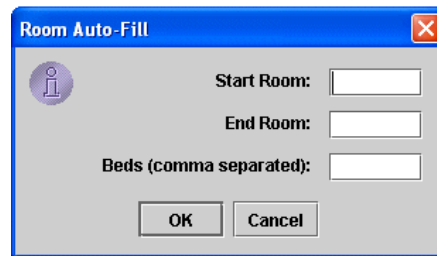
2. Click **New** and enter a **Name** for the Nursing Unit.
3. Enter the **Reminder Delay %**.



Note: The delay is the % of the lag time before a med due reminder is shown to the nurse. For instance, if the lag time is 1 hour and the reminder delay % is 50%, then at 30 minutes after the due time the nurse will receive a med due reminder. If the setting is 25%, then at 15 minutes past the due time, the nurse will receive a reminder. If set to 100%, the nurse will never see a Med Due reminder; but will just receive a Med Late reminder after the complete lag time has past. Select the Shift Schedule from your hospital shifts.

- To enter the bed or room numbers, click the **Auto Fill** button.

The Room Auto Fill window will appear.



Room Auto-Fill

Start Room:

End Room:

Beds (comma separated):

OK Cancel

- Enter the **Start Room**, **End Room** and **Beds (comma separated)** and click **OK**.

Autofill will fill in sequential room numbers entered. If room numbers are not sequential, manual entry must be used.



Note: Route warning should be used for medications where more than one route of administration is possible. For example, an injectable med may be given IM, SQ or IV. The route warning will display the ordered route at medication administration.

- Click **Save** to save all information. If you do not click the save button, you will be prompted to do so after exiting the iConnect System Manager screen.



Note: To edit the Nursing Unit, select the Nursing Unit and edit the fields. To delete the Nursing Unit, select the Nursing Unit, click delete and click **OK**. You will be prompted to save your information.

Sig Code Setup

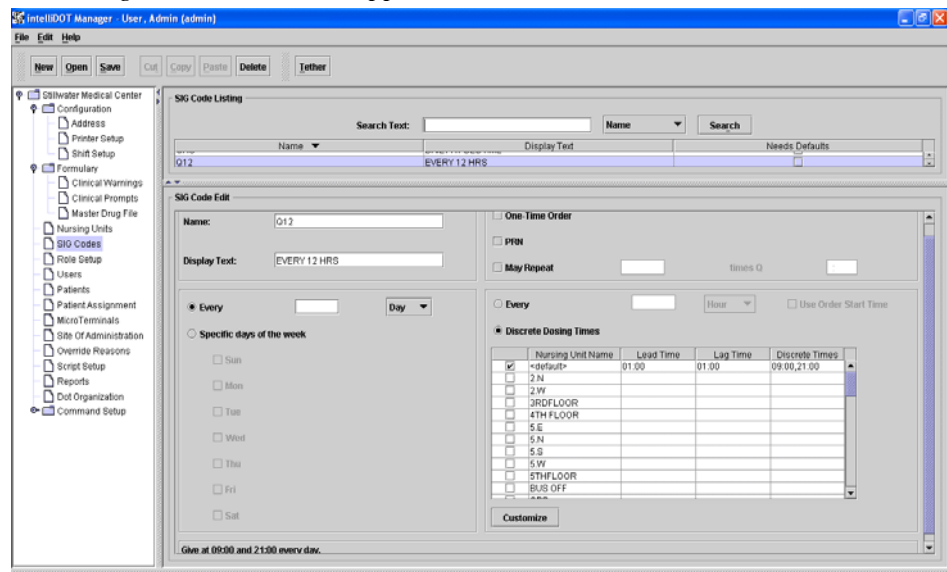
A "sig" is the physician's directions for when and how often an ordered med is to be given. Examples of sigs are BID (twice a day), Q4H (every four hours), and PRN (as needed). The "Sig Code" listings must be stored in the iConnect system to be recognized when they are received from the pharmacy system. Each sig code that is used for order entry purposes in the pharmacy information system must be defined in IntelliDOT.

Adding, Editing, and Deleting Sig Codes

To add sig codes, perform the following:

1. Select **Sig Codes**.

The Sig Codes screen will appear.



2. Click **New** and enter the name of the sig code.
The cursor will appear in the name field.
3. Click in the **Display Text** field and enter the **Display Text** information.
4. Check the **May Repeat** box to set the sig code to repeat the administration.
May repeat defines the number of actions that a medication can be administered. After the total number of actions has been met, the order is ended.
5. Check the **Every** button, enter the desired **number (1-7)**, and select the **Day/Week/Month** to set the sig code up for specific Days, Weeks, or Months.
6. Check the **Specific days of the week** button and check the specific days (**Sun-Sat**) to set the sig code up for specific days.
7. Check the **Every** button, enter the desired **number (1-24)**, and select **hour/minute/second** to set the sig code up for specific hours.
8. Check the **Use Order Start Time** if you want to use the order start time for the medication.

9. Select the **Discrete Dosing Times** button.



Note: Discrete dosing times are the standard administration times set by the hospital or nursing for a particular sig code. (example: 1 hour lead, 1 hour lag, and base time of 00:00).

10. Double-click on the applicable **Nursing Unit Name**.

The Custom Time for Nursing Unit window will appear.

Custom Timing for #3RDFLOOR

Lead time: : Lag time: :
Base time: :

OK Cancel

11. Enter the **Lead, Lag** and **Base times** for the sig code and click **OK**.



Note: You can also select the “Customize” button located underneath the Discrete Dosing Times window. This will open the Custom Timing for Nursing Unit window. Once the information has been entered, the Nursing Unit Name check box will have a check mark appear.

After all your sig code information is entered, the bottom left side of the screen displays what this sig intended (example: Give every hour every day).



Note: To edit Sig Codes, select the sig code and edit the fields. To delete the Sig Codes, select the sig code, click delete and click **OK**. You will be prompted to save your information.

Adding, Editing, and Deleting a One Time Order

A one time order is an order which is only to be administered once. The medication time for a one time order may be specifically assigned (i.e. administer at 08:00), or it may be ordered as a "now" order. "Now" one time orders are expected to be given at the time the order is signed off and therefore may be noted at any time. In addition, a one time order may be written as a pre-op order, in which case, the time will depend on a surgery or procedure schedule. One time orders result in a single event or action and after the one time dose is administered the order is ended.

To add a one time order sig code, perform the following:

1. Select **Sig Codes**.

The Sig Codes screen will appear.

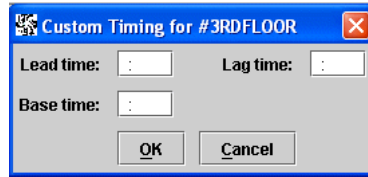
The screenshot shows the IntelliDOT Manager software interface. The left sidebar contains a tree view with 'Sig Codes' selected. The main window is split into two panes. The top pane, 'SIG Code Listing', shows a search bar and a table with one entry: 'Q12' with 'EVERY 12 HRS' as the display text. The bottom pane, 'SIG Code Edit', shows the 'Name' field set to 'Q12' and 'Display Text' set to 'EVERY 12 HRS'. The 'One Time Order' checkbox is checked. The 'Discrete Dosing Times' section is expanded, showing a table with columns: Nursing Unit Name, Lead Time, Lag Time, and Discrete Times. The table contains several rows, with the first row checked and showing '01.00' for Lead Time, '01.00' for Lag Time, and '09.00,21.00' for Discrete Times.

2. Click **New** and enter the name of the sig code.
The cursor will appear in the name field.
3. Click in the **Display Text** field and enter the **Display Text** information.
4. Check the **One Time Order** box if an order is only to be administered once.
5. Select the **Discrete Dosing Times** button.



Note: Discrete dosing times are the standard administration times set by the hospital or nursing for a particular sig code. (example: 1 hour lead, 1 hour lag, and base time of 00:00).

6. Double-click on the applicable **Nursing Unit Name**.
The Custom Time for Nursing Unit window will appear.



7. Enter the **Lead, Lag and Base times** for the sig code and click **OK**.



Note: You can also select the “Customize” button located underneath the Discrete Dosing Times window. This will open the Custom Timing for Nursing Unit window. Once the information has been entered, the Nursing Unit Name check box will have a check mark appear.

After all your sig code information is entered, the bottom left side of the screen displays what this sig intended (example: Give every hour every day).



Note: To edit Sig Codes, select the sig code and edit the fields. To delete the Sig Codes, select the sig code, click delete and click **OK**. You will be prompted to save your information.

Adding, Editing, and Deleting a PRN

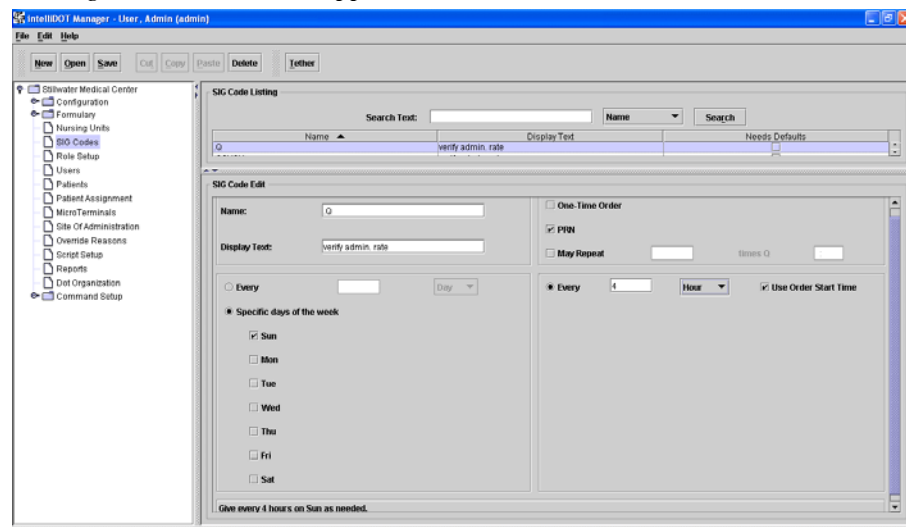
A PRN order is an order which can be administered on an "as needed" or recurring basis. A PRN order may have timeframes such as "give every 3-4 hours PRN" which indicates that the patient is not to exceed a dosing schedule of 3 hour intervals. A PRN order might have an end date/time established, which restricts the nurse in administering any doses beyond the end date of the order.

A "one time PRN" order enables the nurse to give the medication one time, but not at any specifically timed schedule. After the dose is administered, the order is ended.

To add a PRN sig code, perform the following:

1. Select **Sig Codes**.

The Sig Codes screen will appear.



2. Click **New** and enter the name of the **PRN** sig code.
The cursor will appear in the name field.
3. Click in the **Display Text** field and enter the **Display Text** information.
4. Check the **PRN** box to administer a medication on an "as needed" or recurring basis.
5. Check the **May Repeat** box to set the sig code to repeat the administration.
May repeat defines the number of actions that a medication can be administered. After the total number of actions has been met, the order is ended.
6. Check the **Every** button, enter the desired **number (1-7)**, and select the **Day/Week/Month** to set the PRN sig code up for specific Days, Weeks, or Months.
7. Check the **Specific days of the week** button and check the specific days (**Sun-Sat**) to set the PRN sig code up for specific days.
8. Check the **Every** button, enter the desired **number (1-24)**, and select **hour/minute/second** to set the PRN sig code up for specific hours.

9. Check the **Use Order Start Time** if you want to use the order start time for the medication.

After all your sig code information is entered, the bottom left side of the screen displays what this sig intended (example: Give every hour every day).



Note: To edit Sig Codes, select the sig code and edit the fields. To delete the Sig Codes, select the sig code, click delete and click **OK**. You will be prompted to save your information.

Role Setup

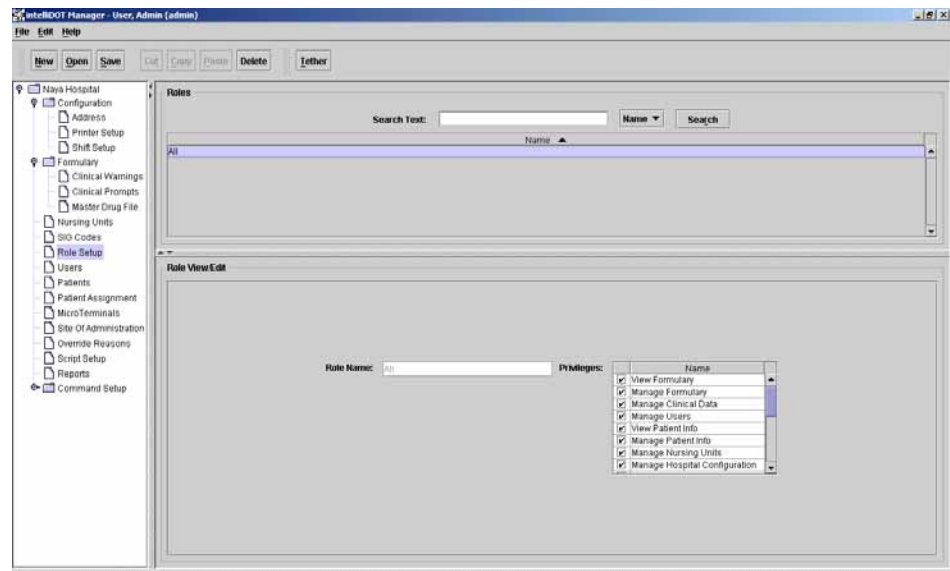
Role Setup allows the system administrator to identify classes of user and privileges of users in the iConnect system. Roles are created for specific pharmacy and nursing functions. Each role can have different privilege depending on your hospital security levels. The IntelliDOT system gives you the ability to have as many roles as you desire.

1. Select Role Setup.

The Role Setup screen will appear.

2. Enter a role name.
3. Enter a set of privileges for each role.

Each privilege for a role is different. Depending on your system privileges within the hospital, you may only see certain functions in your iConnect System Manager Tree (left side of screen). Example: the pharmacist will have all privileges, the staff nurse will have viewing privileges.



The new privileges that you can use to tailor your users' access to the system are listed below. These are the items that can be assigned to roles:

Complete List of User Roles and Privileges

Role	Description
View Formulary	View Formulary, no Editing Allowed
Manage Formulary	View and Edit Formulary
Manage Clinical Data	View and Edit Clinical Warnings and Prompts
Manage Users	View and Edit User information (*note: user will only be able to assign roles that the current user is assigned to)
View Patient Information	View Patient Information, no editing allowed
Manage Patient Information	View and Edit Patient Information
Manage Nursing Units	View and Edit Nursing Unit Information
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
Manage User Roles	View and Edit User Roles
Manage SIG Codes	View and Edit SIG Codes
View SIG Codes	View SIG Codes, no editing allowed.
Manage Terminals	View and Reset Micro Terminal devices
Tether Terminals	View and Tether Micro Terminal devices (no reset or remove allowed)
View Administration Sites	View Administration Sites, no editing allowed
Manage Administration Sites	View and Edit Administration Sites
View Override Reasons	View Override Reasons, no editing allowed
Manage Override Reasons	View and Edit Override Reasons
Manage Commands	View and Edit Commands
Manage Patient Assignment	View and Perform patient assignment on the iConnect System Manager. Users with Micro Terminals can still perform patient assignment using the patient assignment report.
Document/Edit Patient MAR	Enables user to Document/Edit the on-line MAR. Without this privilege, the user can only view the information. User must also have at least 'View Patient Information' for this to have any affect.

Suggested Privileges for “Director/Nurse Manager” Roles

Role	Description
View Formulary	View Formulary, no Editing Allowed
Manage Clinical Data	View and Edit Clinical Warnings and Prompts
Manage Users	View and Edit User information (*note: user will only be able to assign roles that the current user is assigned to)
View Patient Information	View patient information, no editing allowed
Manage Nursing Units	View and Edit Nursing Unit Information
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
Manage User Roles	View and Edit User Roles
View SIG Codes	View SIG Codes, no editing allowed.
Manage Terminals	View and Reset Micro Terminal devices
Tether Terminals	View and Tether Micro Terminal devices (no reset or remove allowed)
Manage Administration Sites	View and Edit Administration Sites
Manage Override Reasons	View and Edit Override Reasons
Manage Commands	View and Edit Commands
Manage Patient Assignment	View and Perform patient assignment on the iConnect System Manager. Users with Micro Terminals can still perform patient assignment using the patient assignment report.
Document/Edit Patient MAR	Enables user to Document/Edit the on-line MAR. Without this privilege, the user can only view the information. User must also have at least ‘View Patient Information’ for this to have any affect.

Suggested Privileges for “Charge Nurses” Roles

Role	Description
View Formulary	View Formulary, no Editing Allowed
Manage Clinical Data	View and Edit Clinical Warnings and Prompts
Manage Users	View and Edit User information (*note: user will only be able to assign roles that the current user is assigned to)
View Patient Information	View patient information, no editing allowed
Manage Nursing Units	View and Edit Nursing Unit Information
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
Manage User Roles	View and Edit User Roles
View SIG Codes	View SIG Codes, no editing allowed.
Manage Terminals	View and Reset Micro Terminal devices
Tether Terminals	View and Tether Micro Terminal devices (no reset or remove allowed)
View Administration Sites	View Administration Sites, no editing allowed
View Override Reasons	View Override Reasons, no editing allowed
Manage Commands	View and Edit Commands
Manage Patient Assignment	View and Perform patient assignment on the iConnect System Manager. Users with Micro Terminals can still perform patient assignment using the patient assignment report.
Document/Edit Patient MAR	Enables user to Document/Edit the on-line MAR. Without this privilege, the user can only view the information. User must also have at least ‘View Patient Information’ for this to have any affect.

Suggested Privileges for “Staff Nurses” Roles

Role	Description
View Formulary	View Formulary, no Editing Allowed
View Patient Information	View patient information, no editing allowed
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
View SIG Codes	View SIG Codes, no editing allowed.
Manage Terminals	View and Reset Micro Terminal devices
View Administration Sites	View Administration Sites, no editing allowed
View Override Reasons	View Override Reasons, no editing allowed
Manage Patient Assignment	View and Perform patient assignment on the iConnect System Manager. Users with Micro Terminals can still perform patient assignment using the patient assignment report.
Document/Edit Patient MAR	Enables user to Document/Edit the on-line MAR. Without this privilege, the user can only view the information. User must also have at least ‘View Patient Information’ for this to have any affect.

Suggested Privileges for “Ward Clerks/Unit Secretaries” Roles

Role	Description
View Formulary	View Formulary, no Editing Allowed
View Patient Information	View patient information, No editing allowed
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
View SIG Codes	View SIG Codes, no editing allowed.
View Administration Sites	View Administration Sites, no editing allowed
View Override Reasons	View Override Reasons, no editing allowed

Suggested Privileges for “Pharmacists” Roles

Role	Description
View Formulary	View Formulary, No Editing Allowed
Manage Formulary	View and Edit Formulary
Manage Clinical Data	View and Edit Clinical Warnings and Prompts
Manage Users	View and Edit User information (*note: user will only be able to assign roles that the current user is assigned to)
View Patient Information	View Patient Information, No editing allowed
Manage Patient Information	View and Edit Patient Information
Manage Nursing Units	View and Edit Nursing Unit Information
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
Manage User Roles	View and Edit User Roles
Manage SIG Codes	View and Edit SIG Codes
View SIG Codes	View SIG Codes, No editing allowed.
Manage Terminals	View and Reset Micro Terminal devices
Tether Terminals	View and Tether Micro Terminal devices (no reset or remove allowed)
View Administration Sites	View Administration Sites, No editing allowed
Manage Administration Sites	View and Edit Administration Sites
View Override Reasons	View Override Reasons, No editing allowed
Manage Override Reasons	View and Edit Override Reasons
Manage Commands	View and Edit Commands
Manage Patient Assignment	View and Perform patient assignment on the iConnect System Manager. Users with Micro Terminals can still perform patient assignment using the patient assignment report.
Document/Edit Patient MAR	Enables user to Document/Edit the on-line MAR. Without this privilege, the user can only view the information. User must also have at least ‘View Patient Information’ for this to have any affect.

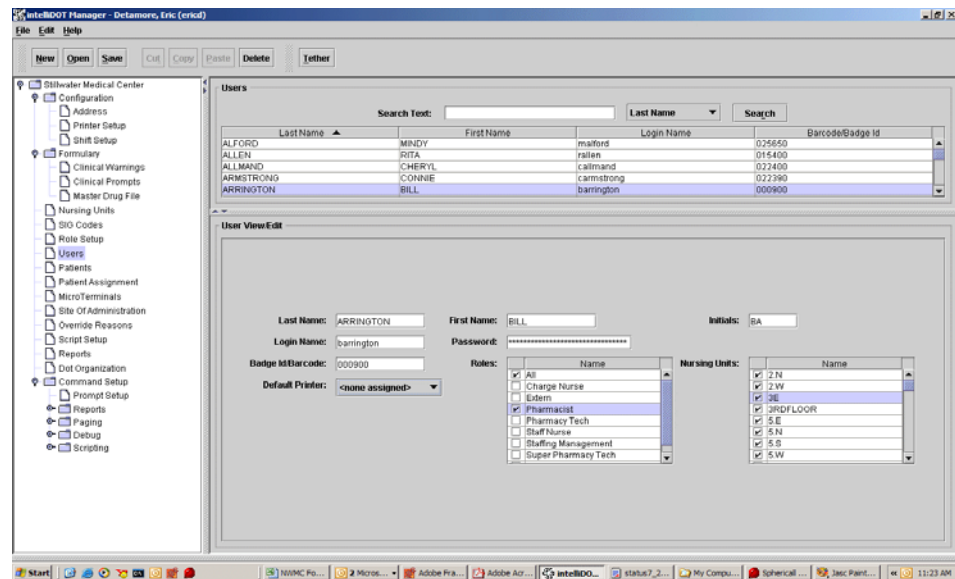
Suggested Privileges for “Pharmacy Technicians” Roles

Role	Description
View Formulary	View Formulary, No Editing Allowed
View Patient Information	View Patient Information, No editing allowed
Manage Hospital Configuration	View and Edit Hospital configuration (address, shifts, printers)
View SIG Codes	View SIG Codes, No editing allowed.
Manage Terminals	View and Reset Micro Terminal devices
Tether Terminals	View and Tether Micro Terminal devices (no reset or remove allowed)
View Administration Sites	View Administration Sites, No editing allowed
View Override Reasons	View Override Reasons, No editing allowed
Manage Commands	View and Edit Commands

User Setup (Adding and Editing)

1. Select Users.

The Users screen will appear.



2. Click New.

The User/View Edit screen fields appear.

3. Enter the user name information, roles, and nursing units where the user is to have privileges. Select a default printer if desired.
4. Click the Save button.

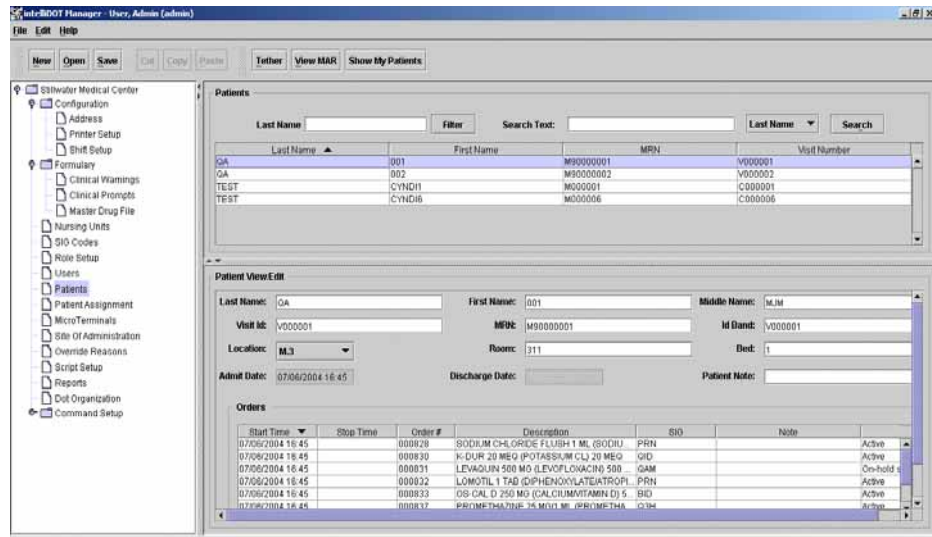
The Users information will display information in the Users area the only after you click the Save button.



Note: Roles must be defined before adding users. Refer to *Role Setup* on page 3-21.

Patient Setup (Adding and Editing)

The iConnect System Manager patient screen is used primarily for viewing patients. The patient screen is populated by an interface between the hospital ADT system and the iConnect system. If patient information is missing or incorrect, contact your system administrator. You should not have to change any patient information on the screen. The orders are received via an interface with the pharmacy's software system and should not need to be changed.



Reviewing Medications on the iConnect System Manager

1. After logging into the iConnect System Manager, select Patients.
The Patient screen will appear.
2. Click the View MAR button.
The MAR screen will appear providing detailed medication administration.
3. Click the Show My Patients button to view your patients you are caring for

iConnect System Manager MAR

The On-Line MAR is created as nurses administer medications using the iConnect Handheld. By selecting MAR, users may review and edit before, during or after administrations. Users may also add to patient's med orders or particular administrations.

How to View the 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 displays the '24 Hour MAR for OA, 024 MUM' window. The interface includes a menu bar (File, Edit, Help) and a toolbar (New, Open, Save, Exit, Copy, Paste, Tether, View MAR, Document Edit). A left-hand navigation pane shows a tree structure with 'Patients' selected. The main area contains a table with the following data:

Medication / Order	Start	Stop	Shift: 2300-0700	Shift: 0700-1500
000350: CEFZOLIN INJ 1 GM INJ (1) (OEFZOL) IN SODIUM CL 50 ML BAG (50) (SODIUM CHLORIDE)	04:20	04:20	11:15	12:00
DOSE: 10 IV Q48 HRS.				
000351: MELTRAMIN - 52 INJECTION 5 ML INJ (5) (MVA) POTASSIUM ACETATE 2 MEO 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	11:15	12:00
DOSE: 10 IV Q18H.				
000352: WARFARIN SOD 5 MG TAB (5) (COUMADIN) IN WARFARIN SOD 2.5 MG TAB (2.5) (COUMADIN)	04:20	04:20	11:15	12:00

A pop-up window on the right side of the table shows a list of users: '+ 11:59 Mistraba, Michael', '+ 11:59 Mistraba2, Michael', and '+ 11:0', with a note: '(Expired Order Reason: Standing Order Enter midhour: 10)'. A 'Back to Patients' button is located at the bottom of the window.