EMAR GUIDE

1. Nothing changes with how you give the medication.
2. New vocabulary: **MedPAss Window** is the spot in Carelogic where you will find the EMAR. The pathway is Member/Member/MedPAss Window. Note: you can Favorite this by clicking the star next to it which makes it a solid color. Once it is in your favorites, then you do not have to find it every day.
3. Once in the MedPAss window use the pulldown arrow and find your site, but if you have apartments, click on the apartment level. Then click SUBMIT to see the information.
4. The windows to give the medications remain the same as one hour before and one hour after, but we have given you 5 extra minutes at the end for documentation time. The only different windows we have in Carelogic are for the Breakfast, Lunch, Dinner, and Bedtime Medications. For these windows, we have given you more time as the member can choose when they go to bed or eat.

> Breakfast 8:30am (5am-10:30am)
>
> Lunch 12:30pm (10:30am-3pm)
>
> Dinner 5:30pm (3pm-8pm)
>
> Bedtime 10:30pm (7pm-11:55pm)

5. Now you can see the whole site's medication by looking at all the members that live there. When giving medication, look for DUE, PAST DUE, or UPCOMING. Your goal is to record the medication during the DUE period. Where it says DUE, look over to the right for the **MAR** and click on the MAR for that member.

Status	Client Details	Date of Birth	Program	Medication Administration Time				
Past Due	Anthony, James (710336) 04/28/1971	04/28/1971	DD Residential	08:00 AM	❶ MAR	Medications	Vitals	Orders
Past Due	Coleman, Yovanni (109506) 09/25/1991	09/25/1991	DD Residential	08:00 AM	❶ MAR	Medications	Vitals	Orders
Past Due	Dawkins, Michele (110100) 03/24/1956	03/24/1956	DD Residential	08:00 AM	❶ MAR	Medications	Vitals	Orders
Past Due	Vazquez, Talisa (662669) 09/16/1990	09/16/1990	DD Residential	08:00 AM	❶ MAR	Medications	Vitals	Orders
Due	Dawkins, Michele (110100) 03/24/1956	03/24/1956	DD Residential	12:30 PM	❶ MAR	Medications	Vitals	Orders
Upcoming	Anthony, James (710336) 04/28/1971	04/28/1971	DD Residential	08:00 PM	❶ MAR	Medications	Vitals	Orders
Upcoming	Coleman, Yovanni (109506) 09/25/1991	09/25/1991	DD Residential	08:00 PM	❶ MAR	Medications	Vitals	Orders
Upcoming	Dawkins, Michele (110100) 03/24/1956	03/24/1956	DD Residential	08:00 PM	❶ MAR	Medications	Vitals	Orders
Upcoming	Vazquez, Talisa (662669) 09/16/1990	09/16/1990	DD Residential	08:00 PM	❶ MAR	Medications	Vitals	Orders
Upcoming	Dawkins, Michele (110100) 03/24/1956	03/24/1956	DD Residential	10:30 PM	❶ MAR	Medications	Vitals	Orders

6. Now look for the green **DUE** on the right hand side under status and click on it. This is the spot which will list all the medications for that particular member. You will have multiple Dues if the members has multiple medications and you will

have to click in and sign for each one.

Prepared	Date	Medication Administration Time	Medication/Sig	Prescriber	Status
☐	11/11/2019	08:00 AM (07:00 AM - 09:15 AM)	Vitamin D Take one tablet by mouth daily at 8am	Dr. Shen	Past Due
☐	11/11/2019	08:00 AM (07:00 AM - 09:15 AM)	Benztropine 1 mg take one tablet by mouth twice a day at 8AM and 8PM	Dr. Gerlecki	Past Due
☐	11/11/2019	08:00 AM (07:00 AM - 09:15 AM)	Holadol 5 mg take one tablet by mouth three times a day at 8am 1pm 8pm	Dr. Gerlecki	Past Due
☐	11/11/2019	08:00 AM (07:00 AM - 09:15 AM)	Lactulose 10gm/15 ml take one tablespoon by mouth daily 8am	Dr. Gerlecki	Past Due
☐	11/11/2019	08:00 AM (07:00 AM - 09:15 AM)	Folic Acid 1 mg take 1 tablet by mouth daily at 8am	Dr. Gerlecki	Past Due
☐	11/11/2019	12:30 PM (10:30 AM - 03:00 PM)	Holadol 5 mg take one tablet by mouth three times a day at 8am 1pm 8pm	Dr. Gerlecki	Due
☐	11/11/2019	12:30 PM (10:30 AM - 03:00 PM)	Diazepam take one tablet by mouth at 1 pm	Dr. Gerlecki	Due
☐	11/11/2019	08:00 PM (07:00 PM - 09:15 PM)	Donepezil 5mg take one tablet by mouth daily at 8pm	Dr. Gerlecki	Upcoming

7. Now, you are in the MAR. After you have given the medication, you have 3 things to complete in the MAR
   A. Click ADMINISTERED button. It turns blue.
   B. Enter the amount given in numerical form.
   C. Sign under the electronic signature but do not send to your supervisor.

MAR: Status Medication

Client	Dawkins, Michele (110100) 03/24/1956
Allergies	No Known Allergies (NKA)

Medication Details

Date/Time	Medication Administration Time	Medication/Sig	Directions	Pres
11/11/2019 📅 12 ▼ : 11 ▼ ○ AM ● PM	12:30 PM (10:30 AM - 03:00 PM)	Holadol 5 mg take one tablet by mouth three times a day at 8am 1pm 8pm		

Select a status for this medication: **Administered** Observed Refused Missed Packaged

Amount Given:	1	Comments:	
Site:			
Amount Destroyed:		Max: 4000 characters.	

☐ A follow-up check is needed for this medication.

Electronic Signatures

Client Signature:	

Sign Clear Done

Electronic Signature:	..	*
Next Staff to Sign:	Select staff or enter a search ▼	

8. If the window has passed, look for the PAST DUE and click on that MAR and then click on PAST DUE for each medication that was administered. You will still have to complete the 3 items from Step 7 above. In addition, you will need to do the following
   D. Adjust the Time to the correct time of administration.
   E. Complete the Pink box explaining why the medication was given outside the window.

9. If member was in the Hospital, Day Program, Home visit, or vacation you will have to click missed and select a reason and complete the pink box if it is outside of the window.

MAR: Status Medication

Client	Dawkins, Michele (110100) 03/24/1956
Allergies	No Known Allergies (NKA)

Medication Details

Date/Time	Medication Administration Time	Medication/Sig	Directions	Prepared
11/11/2019 09 ▾ : 13 ▾ ◉AM ○PM	08:00 AM (07:00 AM - 09:15 AM)	Vitamin D Take one tablet by mouth daily at 8am		☐

Select a status for this medication: Administered | Observed | Refused | **Missed** | Packaged | At Day Program × ▾ D

Amount Given:	1
Amount Destroyed:	

Comments: [   ]
Max: 4000 characters.

☐ A follow-up check is needed for this medication.

This medication is being administered outside the medication administration window. If you need to administer the medication, please enter the reason why.

Medication was given by the Day Program Staff.

Max: 2000 characters.

Electronic Signatures

Client Signature:	[ ] Sign Clear Done
Electronic Signature:	••
Next Staff to Sign:	Abelard, Nancy (7208) × ▾

10.   PRN – Go into the member's MAR (See #5) and click on the PRN Tab.

Medication Administration Record (MAR)

Client	Dawkins, Michele (110100) 03/24/1956
Allergies	No Known Allergies (NKA)
Status	Active
Default Episode	Community Access Unlimited 08/09/2011 12:00 AM - Currently Active
Gender	Male
Birth Date	03/24/1956
SSN	000-00-0095
Diagnosis	F72 - Severe intellectual disability
Program	DD Residential, Community Inclusion, Representative Payee

NO IMAGE AVAILABLE

Action Required 507 | Schedule | **PRN/STAT** | Packaged | History

Bulk Status

● First Dose   ● Ending Soon

Prepared	Medication/Sig	Last Administered	Prescriber	Status
☑	Acetaminophen (Tylenol) 325 mg 2 tablets every 4 hours up to 8 tablets in 24 hours	Not administered in the last 24 hours	Dr. Thompson	Status
☐	Alprazolam 2 mg take one tablet by mouth every four hours as needed for agitation. max of 4 as needed in 24 hours	Not administered in the last 24 hours	Dr. Gerlecki	Status
☑	Antidandruff Shampoo Shampoo 2-3x/week,rinse and reapply. Rinse well after 5 min	Not administered in the last 24 hours	Dr. Thompson	Status
☐	Bacteria Ointment change dressing 2 times daily and when dressing become wet or solid	Not administered in the last 24 hours	Dr. Thompson	Status
☑	Clear Liquids clear liquids x24 hours then slowly increase to usual diet	Not administered in the last 24 hours	Dr. Thompson	Status
☐	Loperamide (imodium) 2mg Give 2 caplets at second watery stool and 1 caplet after each bowl movement	Not administered in the last 24 hours	Dr. Thompson	Status
☑	Milk Of Magnesia (Constipation) 30 ml Followed by 8oz of water. May repeat again in 24 hours prn at agency Nurse's discretion	Not administered in the last 24 hours	Dr. Thompson	Status
☐	Moisturizing Lotion apply to skin immediatley after shower or bath and whenever skin feel dry, rough, or irritated	Not administered in the last 24 hours	Dr. Thompson	Status

Then click on the STATUS button of the medication you want to administer and repeat the steps from Step 7. In addition, you will have to select a reason for the PRN and make a comment as to why the member needs the PRN (put the same comment as you had written in RED ink in the communication log) and click on the follow-up check box.

MAR: Status Medication

Client	Dawkins, Michele (110100) 03/24/1956
Allergies	No Known Allergies (NKA)

Medication Details

Date/Time	Last Administered	Medication/Sig	Directions	Prepared
11/11/2019 12 ▼ : 17 ▼ ○ AM ● PM	Not administered in the last 24 hours	Acetaminophen (Tylenol) 325 mg 2 tablets every 4 hours up to 8 tablets in 24 hours	OTC - call DDC of over 101 degrees F. or if any pain persists> 3 days or if incapacitating	☐

Select a status for this medication: **Administered** | Observed | Packaged | Headache ✕ ▼ D

Amount Given:	2	Comments:	Member complained of a severe headache.
Site:			
Amount Destroyed:			Max: 4000 characters.

☑ A follow-up check is needed for this medication.

Notify Staff to Follow Up:	✕ Zimmerman, Lisa (5054) ✕ ▼

Electronic Signatures

Client Signature:	
	Sign Clear Done
Electronic Signature:	••
Next Staff to Sign:	Select staff or enter a search ▼

We need to follow up one hour after administering the PRN. To follow up click on History Tab and look for the PRN medication given and click on the blue Follow-Up button. Complete the Pink box (Use the same comments as you made in the second entry in red ink in the communication log) and sign and submit.

Action Required 507	Schedule	PRN/STAT	Packaged	History

View by Date Range   Begin Date : 11/11/2019 📅   End Date : 11/11/2019 📅   Go

Date/Time	Type	Medication	Staff	Status	Fully Signed	Follow-Up	Override	
11/11/2019 12:17 PM	PRN	Acetaminophen (Tylenol) 325 mg	Zimmerman, Lisa (5054)	Administered	Yes	Follow-Up	Override	Error