PatientTouch® Medication Administration Module User Guide v4.7

November 2019

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Medication Administration Module Overview

Overview

The Medication Administration Module provides patient rights verification at the point of medication administration. Caregivers can access patients' online medications list via PatientTouch to view stat, late, due, scheduled, and PRN orders. The PatientTouch Clinical Manager provides robust configuration and management capabilities for the system, including reporting, MAR access, workflow configuration, and user administration.

Clinical prompts can be associated with formulary items to allow the collection of relevant patient data such as temperature, blood pressure, and blood glucose before, during and/or after the time of administration. The robust alerting features provide visual indicators of potentially harmful administrations to the caregiver at the time of medication administration.

The Medication Administration module also includes a real-time reminder and notification system giving caregivers visibility to information such as upcoming administrations, late administrations, clinical data collection follow-up, order status changes, and new orders. Medication administrations are documented in an electronic MAR, which can be viewed, edited, and/or printed by care team members through the PatientTouch Clinical Manager. The data can also be out-bounded in real time to the hospital's clinical information systems.

The Medication Administration Module provides direct integration with third party EHR systems so that medication orders and associated dose times and documentation are seamlessly updated in both systems. When actions occur against a medication order such as dose time changes, administrations, edits, or cancellations in the EHR, the PatientTouch System receives and processes these actions seamlessly via the HL7 interface. Similarly, when a dose is documented in the PatientTouch System, the EHR will be updated accordingly.

Professional Responsibility

The PatientTouch System when used as outlined in the user guides and training documentation can help prevent serious medication administration errors. The PatientTouch System should always be used in conjunction with the caregiver's professional clinical judgment and is not a substitute for this. If the PatientTouch System is used in a manner outside of these parameters the potential for errors can increase. Examples of system misuse include ignoring system warnings or failing to positively identify the patient. These examples are for illustration only and are not intended to be a complete list.

Medication Administration Visual Indicators

There are several visual indicators that assist you in navigating the Medication Administration Module. Please review the information below to learn more.

Alert Banners

While you are in a *Clinical Workflow*, a red or orange banner indicates that there is an alert about the current medication administration. There are several reasons for receiving one of these alerts, such as the order has not been reviewed, the order has been quarantined, etc.

These visual alerts are designed to ensure that the caregiver carefully reviews the medication before administering it. The caregiver should read the alert information and proceed with caution or cancel, as appropriate.

Chart in Use

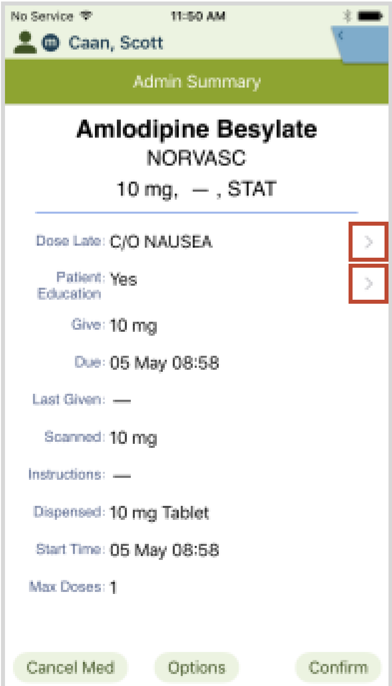
When the caregiver is in a *Clinical Workflow* and scans a medication for a patient to whom another caregiver is already administering medications or is actively documenting in the Clinical Manager, a *Chart in Use* alert appears, showing the name of the caregiver who is currently working with the patient's chart.

On seeing this alert, the caregiver should determine whether it is still appropriate to give the medication, contacting the caregiver whose name appears in the alert for verification, if necessary. If the caregiver chooses to continue, he or she must provide an override reason for why more than one person is actively working with the patient's chart.

This alert only applies if the two people have the same role within the system (e.g. nurse and nurse or respiratory therapist and respiratory therapist). A nurse and respiratory therapist may both be actively documenting medications for the same patient and not receive this alert.

Editing Information

Information that you have entered can be changed prior to scanning your badge to document it to the record. A "greater than" symbol (>) to the right of the information indicates that it can be edited.



Clinical Prompts

The system administrator can define clinical prompts for your hospital in the PatientTouch Clinical Manager. Caregivers will then be presented with clinical prompts on the PatientTouch application during certain workflows in order to comply with hospital policies and procedures.

Several sample prompts display below. For example, you may be prompted for information when preparing a medication, during the medication administration, or as part of Care Interventions. The caregiver can also optionally initiate clinical documentation.

- When a prompt displays, you can touch **Dismiss** to review the information hidden behind the input panel, if needed.
- Also, some prompts may have a **Skip** option allowing you to bypass that specific question. Depending on the configuration, caregivers may be required to provide a reason for skipping a prompt.

Prompt Documentation

When you are required to answer a prompt during the med administration process, the information you enter is documented on the PatientTouch MAR along with the administration transaction and/or on PatientTouch Flowsheets. Examples of these clinical prompts are Administration Site, Blood Pressure, Breath Sounds, Pulse Rate and Witness.

Prompt Contents

The pharmacy may also provide additional instructions/reminders for certain medications. Examples of this information include Do Not Crush or Push Over Three Minutes. In these cases, no response is required. You can simply acknowledge these prompts by touching Accept to continue the medication administration process.

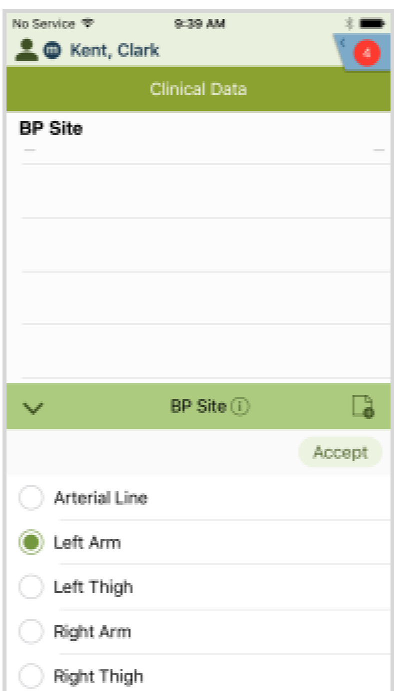
Prompt Configuration

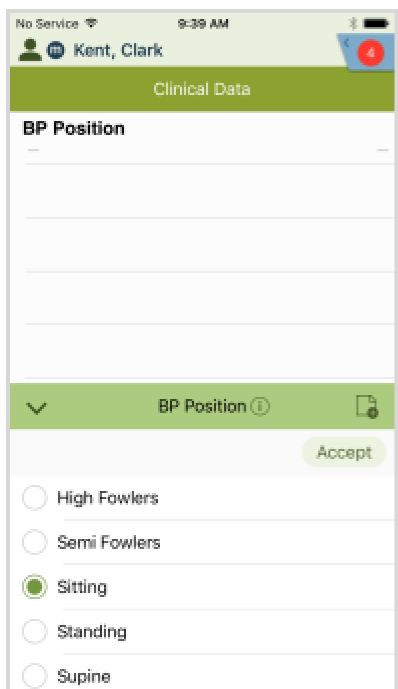
The hospital can configure clinical prompts to require various types of responses. Examples of these response types include asking for a single response, allowing multiple responses, or having the user scan another user's badge. Depending on the type of prompt, the input panel will display a keypad, spin dials, a pick list or instruct you to scan a barcode.

Single Response Prompt

Single response prompts require you to provide only one answer (the clinical type component has a data type of "Response List" and it's set to "Single Response"). For example, when you are asked to provide a the blood pressure site or position, there is only one response. Touch the appropriate response. The radio button next to the response will be enabled to indicate it is selected.

If configured, an Annotation icon  **indicates you can add free text to augment your input when this prompt is selected.**



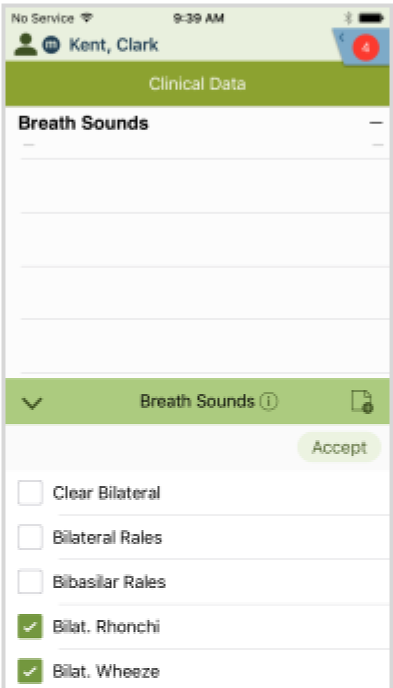


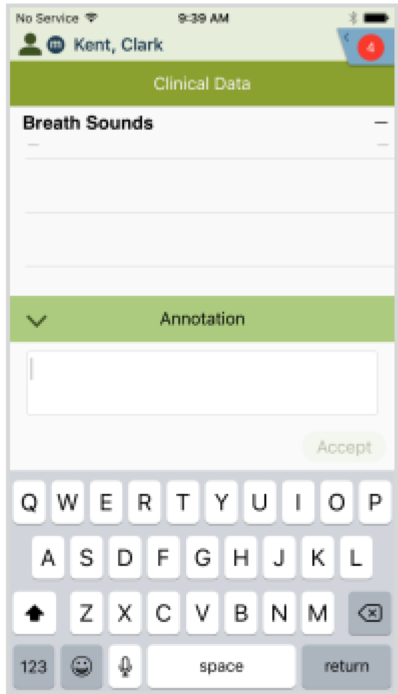
Multi-Response Prompt

Some prompts allow you to select more than one response from a list of hospital-defined responses. For example, you may need to document multiple descriptions for a patient's observed status.

If configured, and you select a response that allows free text and annotations, the keyboard displays for you to enter comments. Add your description and touch **Accept**.

These items are configurable. Refer to the *PatientTouch Clinical Manager Configuration User Guide* for more information.





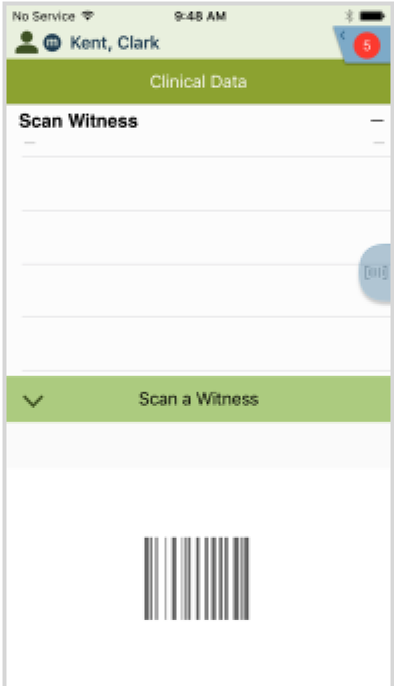
Witness Prompt

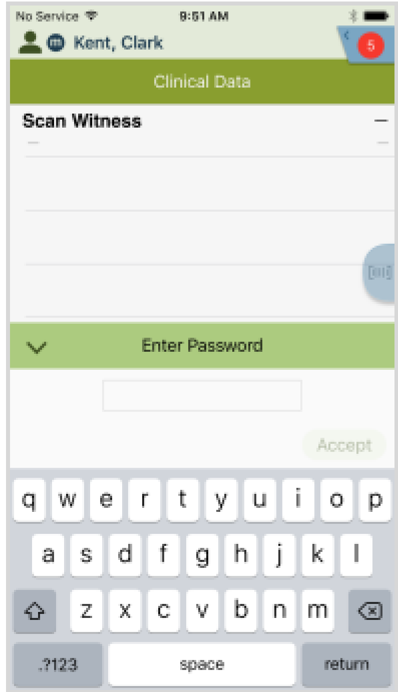
Hospital policy may require a witness to the preparation or administration of specific medications (e.g. insulin or heparin). To have another caregiver serve as a witness, the caregiver must review your transaction and then allow you to scan their badge to confirm them as the witness.

The other caregiver must have the Witness privilege assigned in Clinical Manager and you cannot serve as a witness to your own administration.

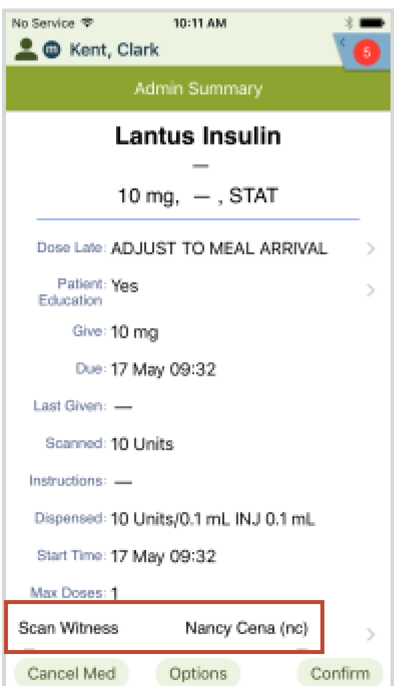
After you have scanned a witness's badge, you cannot change the dose amount.

Once you have scanned a witness badge, the *Witness Password* screen displays, if the Witness prompt is configured accordingly in the Clinical Manager. See the *Clinical Manager Configuration User Guide* for more detailed information about this setting.





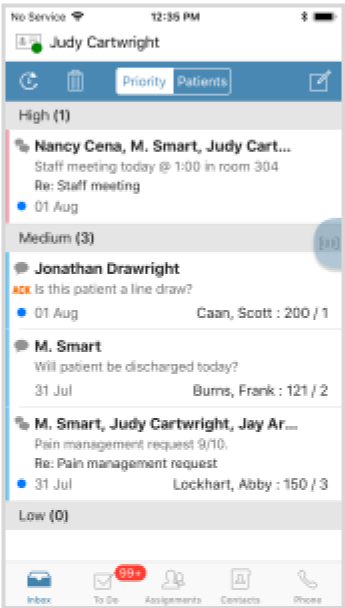
After the Witness badge has been scanned and the password entered, the witness's name appears on the *Admin Summary* screen.



Basics of the Med Pass

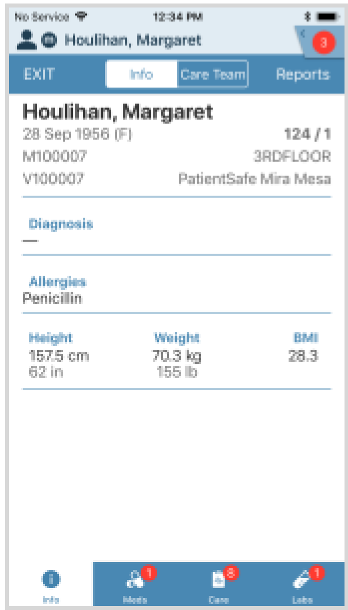
The Med Pass

Most medication administrations with the handheld involve the following steps:



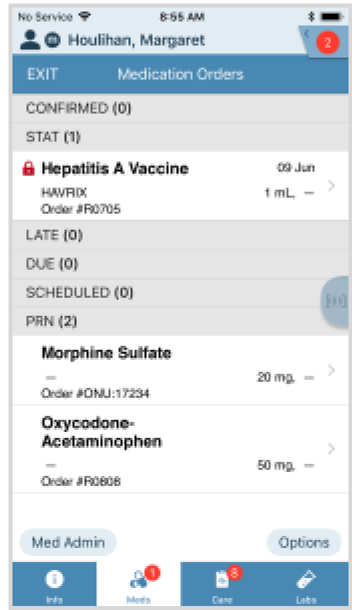
Scan the patient wristband.

Before proceeding through the med pass, you must scan the patient wristband. You only need to scan the patient wristband once, at the beginning of a med pass. Review the patient's information and follow hospital policy to positively identify the patient.



Touch the **Meds** tab.

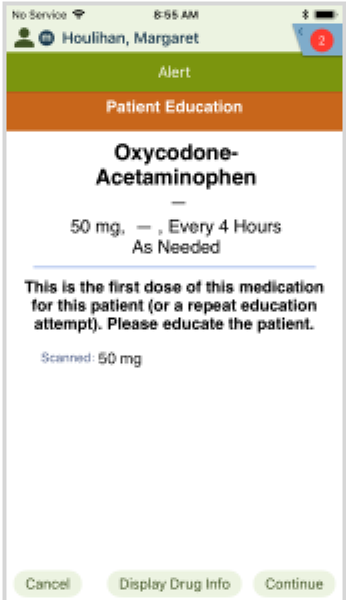
The **Meds** tab must be selected in order to scan a medication for administration.



Scan the medication.

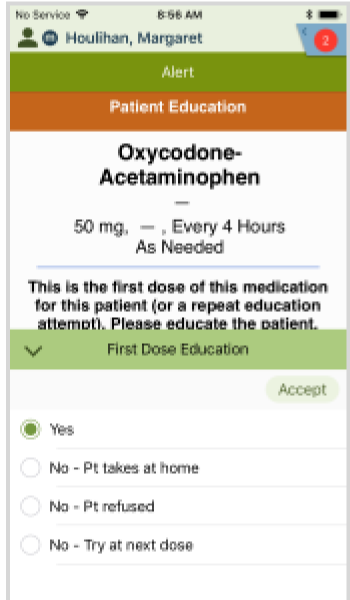
Once you are ready to administer each medication during the med pass, scan the barcode on the medication package or the patient-specific order barcode provided by the pharmacy.

If you scan a medication and the barcode cannot be read, notify the pharmacy and refer to your hospital policy for information on how to proceed.

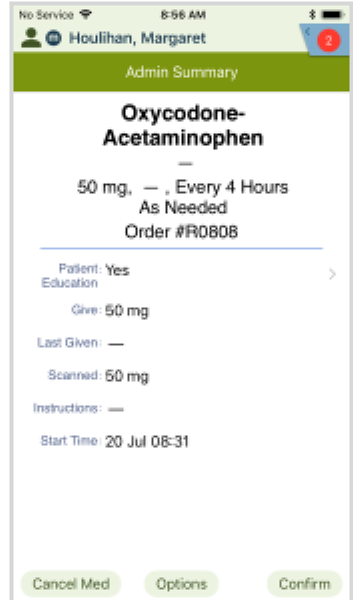


Respond to any Alerts or Clinical Prompts by Touching **Continue** when displayed.

To respond to alerts and clinical prompts, select or enter the appropriate data. Some prompts call for entering a vital sign or other clinical data using the numeric keypad, while others require selecting an answer from a list or spin dial.

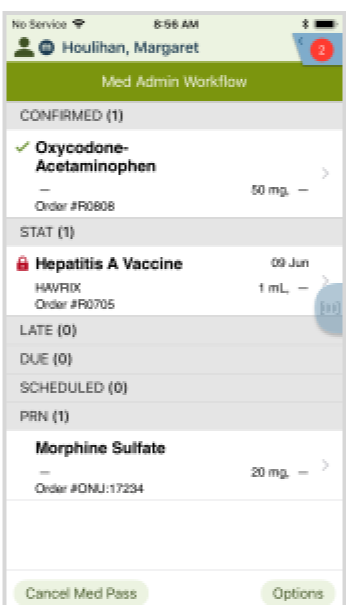


Select the desired option and touch **Accept.**



Touch **Confirm** to move the administration into the *Confirmed* section.

This does not document the medication administration. You must scan your user barcode to complete the administration.



Scan your badge to document the

administration on the PatientTouch MAR.

1. After you scan your badge, a message displays on the handheld that indicates the medication was successfully documented. It asks if you are done with the patient. Touch Yes, Done to complete the process or No, Stay to remain in the workflow.
2. Repeat steps 3-5 when administering multiple medications during the same med pass. There is no need to scan the caregiver's badge after each medication.

Order Notifications

Notifications are direct messages to the user. The types of order notifications you receive are defined in the Clinical Manager>Configuration>Nursing Units>Settings tab.

Each facility varies on whether or not they enable or disable notifications. Please contact your hospital IT support team for additional information.

Notifications may include:

- **Text Message Notifications**: Communication from other caregivers
- **Order Notifications**: Order notifications can consist of the following: New/Updated Stat Orders, New/Updated Routine Orders, Discontinued Stat Orders, and Discontinued Routine Orders. Order notifications display once, at the time of the event.
- **Inbox Reminders**: Reminders of unread Inbox messages. Inbox Reminders display intermittently, and is configured in the Enterprise Manager.
- **Reminder Notifications**: Reminders of clinical due and late tasks in the To Do List

The way(s) in which notification messages are presented to the user will depend on the configuration settings determined by the facility. The user may receive a pop-up window, sound, and/or vibration.

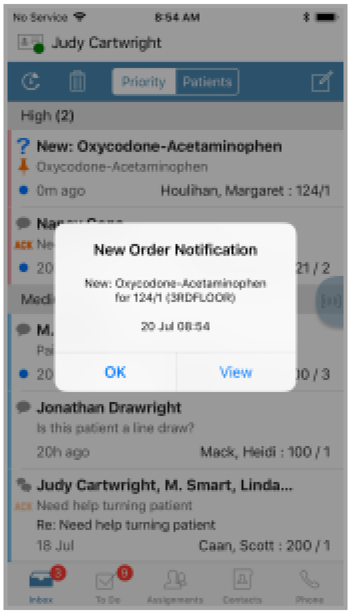
The following notifications are defined in the Enterprise Manager>Settings>Notification Behavior:

- Text Messages
- Notifications
- Inbox Reminders
- Reminder Notifications

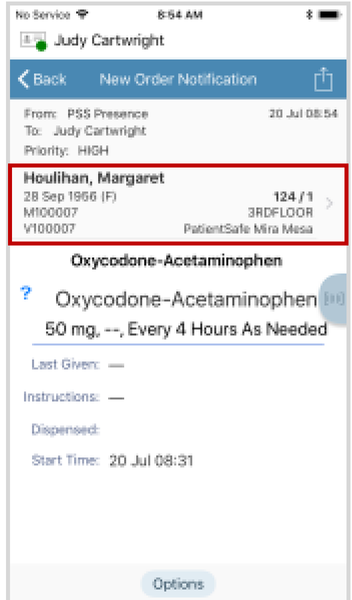
System notification messages are defined in the Clinical Manager>Configuration>Settings>Notification Settings.

Order Notifications and the Medication Administration Workflow

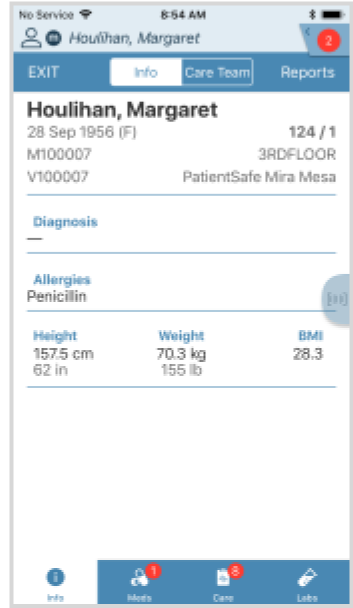
Caregivers can complete a medication administration workflow right from the order notification screen.



If configured, a notification message appears for each new order. Touch **View**.

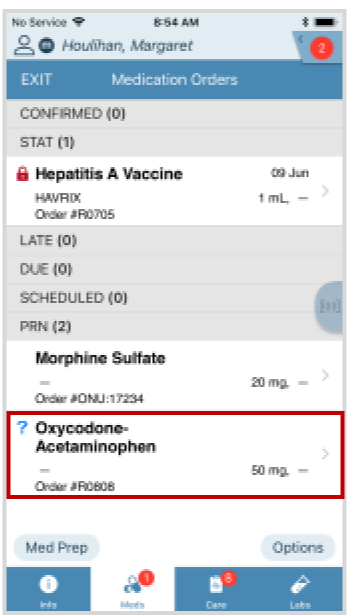


Touch the patient tag.

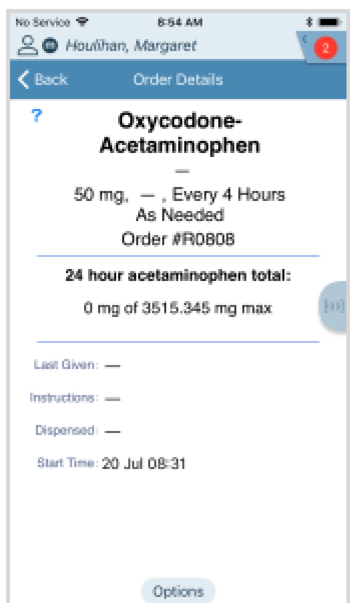


Touch the **Meds** tab.

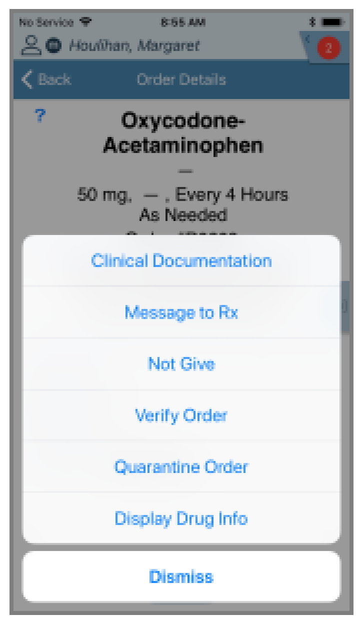
The **Meds** tab must be selected in order to scan a medication for administration.



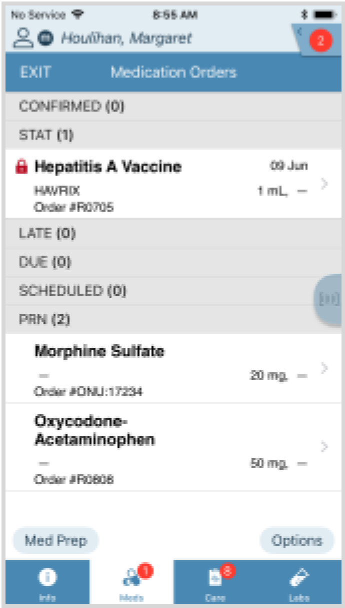
The Question Mark icon indicates the order is not verified. To verify the order, touch it.



Touch **Options**.

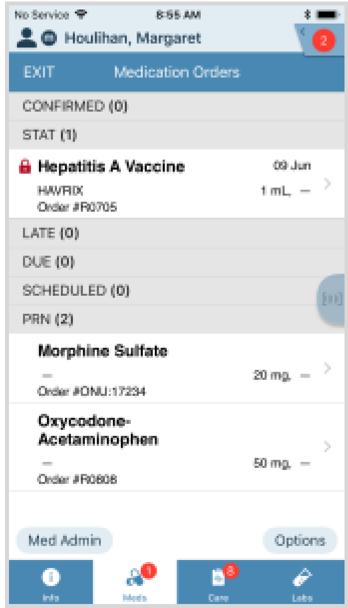


Select **Verify Order**.



Scan the patient wristband.

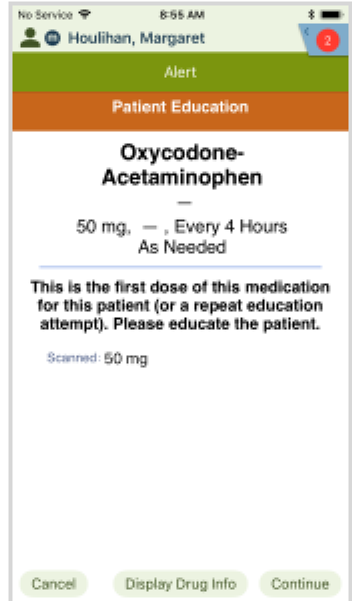
Before proceeding through the med pass, you must scan the patient wristband. You only need to scan the patient wristband once, at the beginning of a med pass. Review the patient's information and follow hospital policy to positively identify the patient.



Scan the medication.

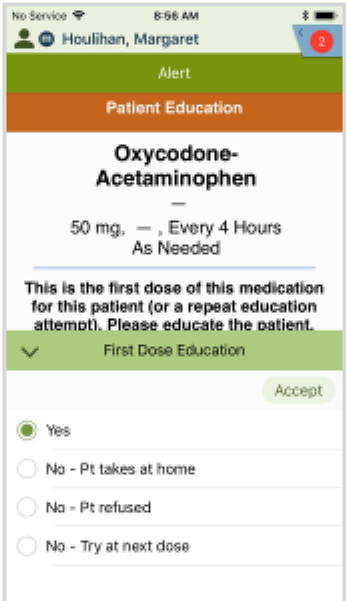
Once you are ready to administer each medication during the med pass, scan the barcode on the medication package or the patient-specific order barcode provided by the pharmacy.

If you scan a medication and the barcode cannot be read, notify the pharmacy and refer to your hospital policy for information on how to proceed.

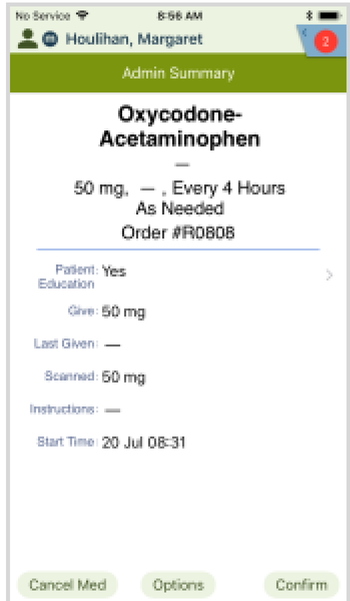


If this is the first dose for the patient, you will receive the Patient Education message.

Touch **Continue.**

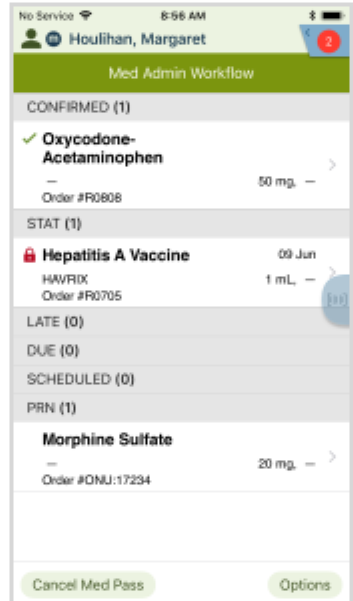


Select the desired option and touch **Accept.**



Touch **Confirm** to move the administration into the *Confirmed* section.

This does not document the medication administration. You must scan your user barcode to complete the administration.



Scan your badge to document the order on the PatientTouch MAR.

Order Verification

Your hospital can configure the PatientTouch System to require you to verify Pharmacy orders and, when necessary, quarantine orders for further review by the Pharmacy. Depending on the options enabled for your hospital, you may be able to perform both the verification and quarantine tasks from the PatientTouch application.

If order verification is active, you should always verify pharmacy orders before administering a medication via the PatientTouch System. However, if absolutely necessary, you can continue to administer an unverified order after scanning.

In order to proceed, you must enter an Override Reason when prompted. Printed and online MARs in the PatientTouch System indicate each order's verification status, the date of last verification, and the initials of the person who changed the verification status.

Verifying an Order

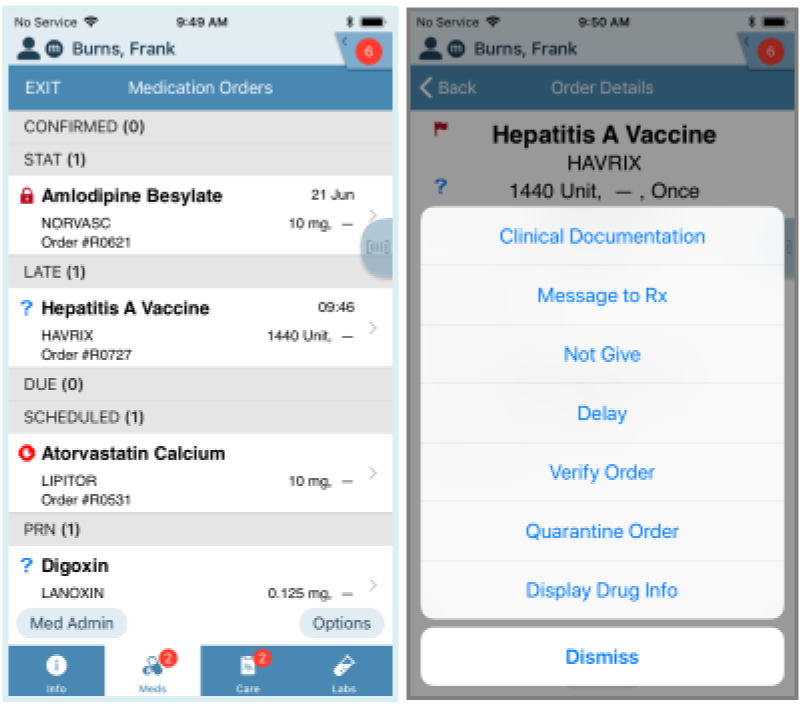
You can verify an order from the *Inbox*, **To Do** tab or **Meds** tab.

For example, to verify an order from the **Meds** tab:

1. Scan the patient wristband.
2. Touch the **Meds** tab.
3. Select the medication you want to verify.

4. Review all Order Details, ensuring they match the written or CPOE order from the physician.
5. Touch the **Options** icon.
6. Touch **Verify Order**.

The caregiver can also verify or quarantine an order directly from a message in the *Unified Inbox* by selecting the order message, viewing the Order Details and Touching Verify or Quarantine.

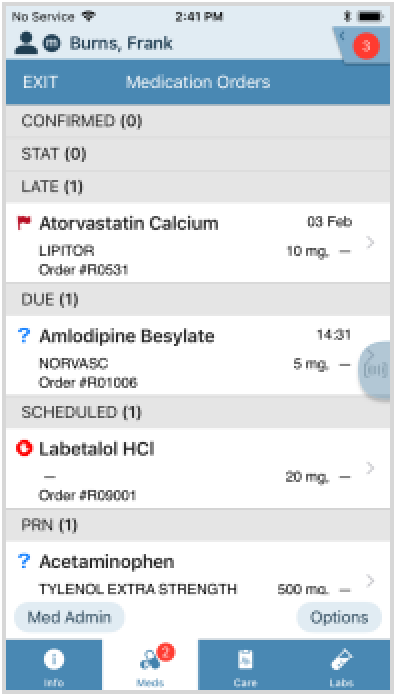


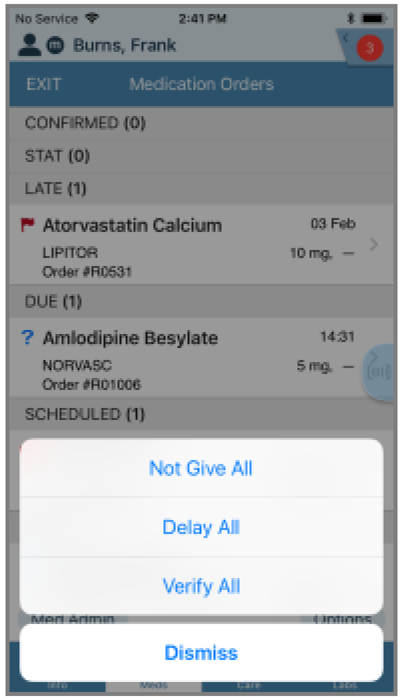
In addition, you can verify an order from the To Do tab: Select the order, review the order details, touch Options, and touch Verify Order.

Verifying All Orders

To verify all orders from the **Meds** tab:

1. Scan the patient wristband.
2. Touch the **Meds** tab.
3. Touch **Options>Verify All**.



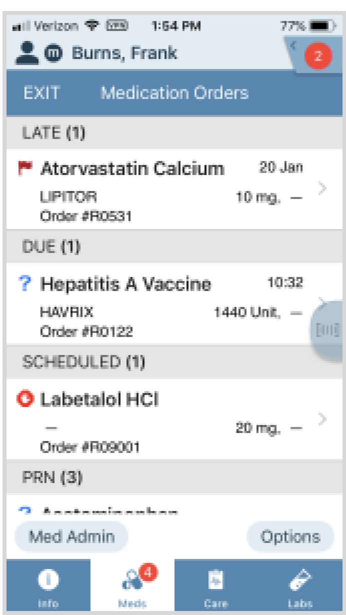


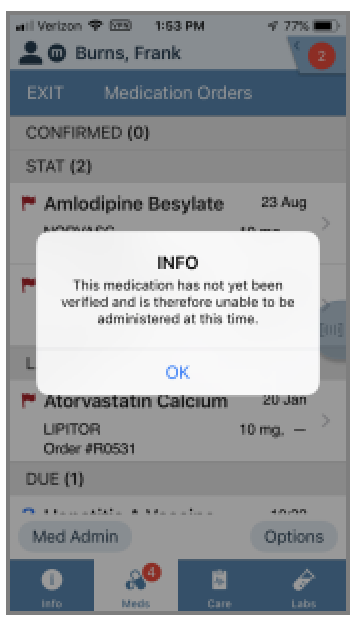
Require Verification before Medication Administration

Users can configure the medication administration process to require verification of a medication before administration. You must have the following settings configured in the Clinical Manager:

- Pharmacy>General Settings>Order Verification>Require Verification before Medication Administration.

After the settings have been configured, follow the instructions below.





Scan the unverified medication.	A message displays stating this medication has not been verified and therefore cannot be administered.

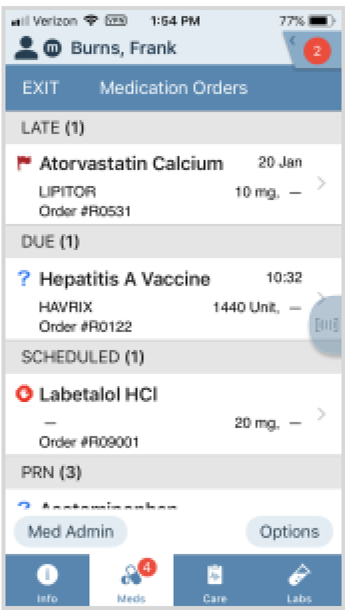
Allow Verification After Medication has been Scanned

This feature allows users to verify a medication order after the medication has been scanned.

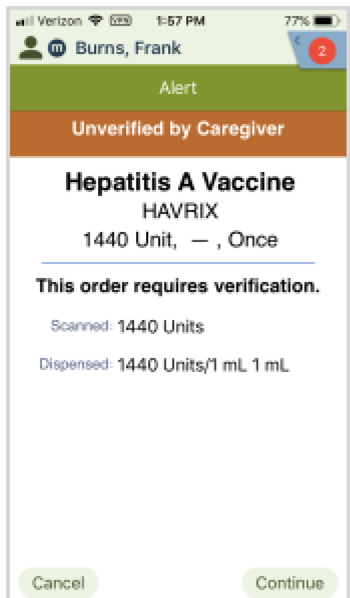
You must have the following settings configured in the Clinical Manager:

- Pharmacy>General Settings>Order Verification>Allow Verification After Medication has been Scanned

After the settings have been configured, follow the instructions below.

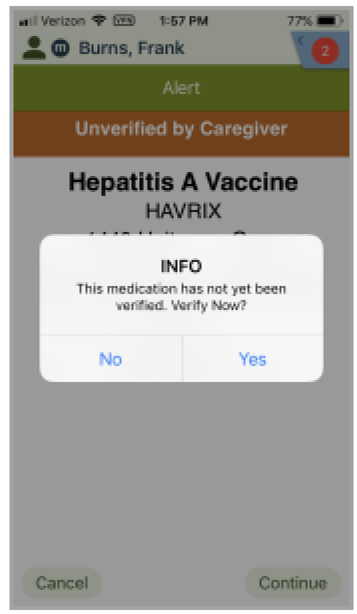


Scan the unverified medication.



An Alert displays stating that the medication has not been verified by the caregiver.

Touch **Continue.**



A message displays asking you if you want to verify the medication now.

Touch **Yes.**

The medication is immediately verified.

Order Quarantine

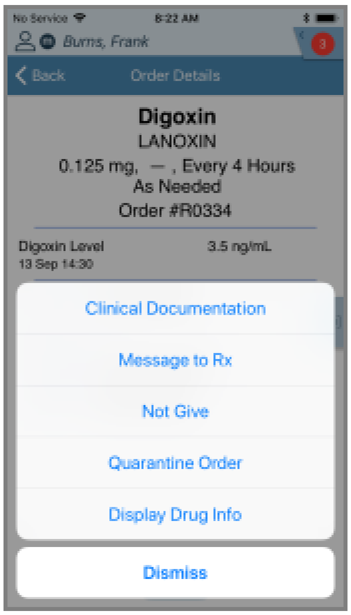
For hospitals that utilize order verification, caregivers can quarantine an order if they believe there is a discrepancy between the physician's order and the order entered by the pharmacy. When quarantining an order, the caregiver can choose from a list of reasons for the quarantine, which is configured in the Clinical Manager. The caregiver can also enter further information by Touching the **Add Message** button.

Quarantining an Order

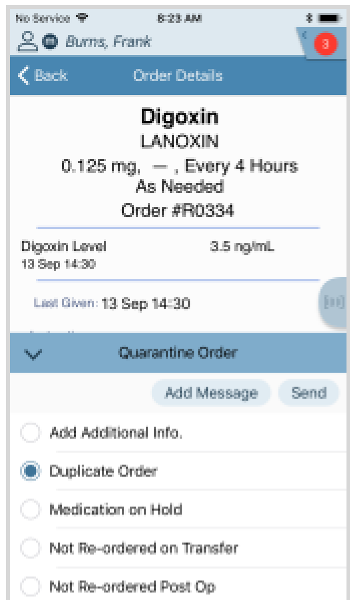
To quarantine an order using the PatientTouch application:

1. Select the patient from the *Assignments tab*.
2. Touch the **Meds** tab.
3. Select the medication you want to quarantine.
4. Touch the **Options** icon.

Continue with the instructions below:

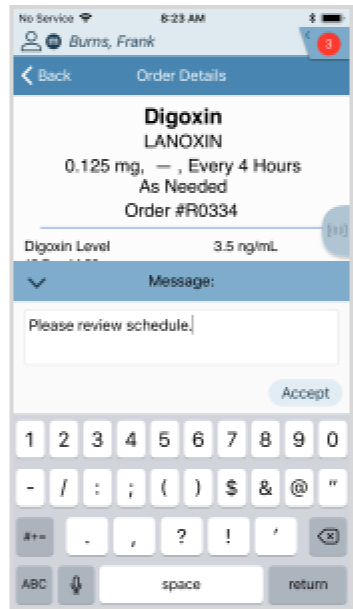


Touch **Quarantine Order**.



Select a reason for the quarantine.

To add supplementary information, touch **Add Message**.



Enter the desired text and touch **Accept**.

You can also quarantine an item from the To Do tab: Select an order, review the order details, touch Options, and touch Quarantine Order.

When a caregiver quarantines an order, the pharmacy is notified to review it, if this feature is enabled at your hospital.

- The pharmacy can un-quarantine an order by updating the existing order in the pharmacy information system or by choosing to un-quarantine the order in the PatientTouch System if they determine that it was entered correctly.
- Icons next to the medication order visually indicate the order status.
- If you quarantine an order for pharmacy review, you cannot document a medication administration against this order. You can still document a medication administration for this medication but it will be considered a new order and be documented as an *Order Not Found in System*.

Orders displayed in PatientTouch printed and online MARs include text that indicates the verification and/or quarantine status. This text includes the status, the date of the quarantine or last verification, and the initials of the person who changed the quarantine status.

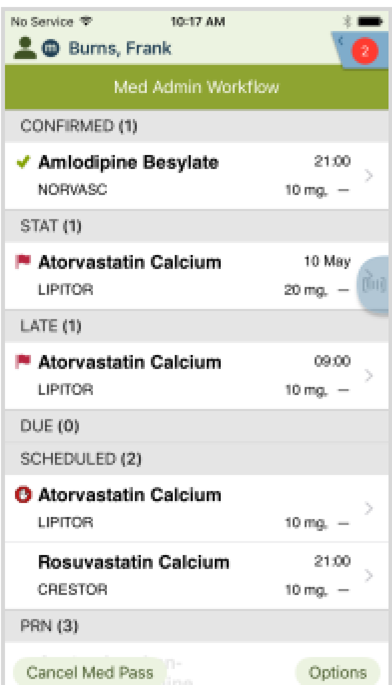
Completing the Medication Administration Process

Confirmation

After you have completed all the steps of an administration, the order will be displayed in the *Confirmed* section with the administration status icon (Confirmed, Not Given or Delayed). This returns the focus to the ongoing *Med Admin* workflow and indicates that this order's dose has been confirmed.

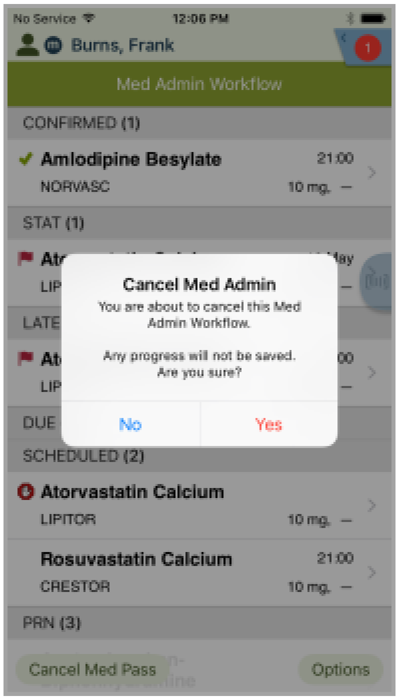
- You can review the administration prior to scanning your badge by selecting the medication name.
- You can also change any of the information that you entered prior to scanning your badge.

After you have scanned your badge, the dose will be removed from the *Confirmed* section. The only way to make changes at that point will be to log on to the Clinical Manager and enter the change on the PatientTouch online MAR.



Cancel Med Pass

If you need to cancel a med pass after you have confirmed one or more medications, but before you have scanned your badge to complete the documentation, touch **Cancel Med Pass** at the bottom left of the *Med Admin Workflow* screen.



A pop up message appears with options to cancel or continue with the med pass. Selecting **Yes** cancels the entire med pass and removes any confirmed medications from the *Confirmed* section.

Confirm Caregiver ID

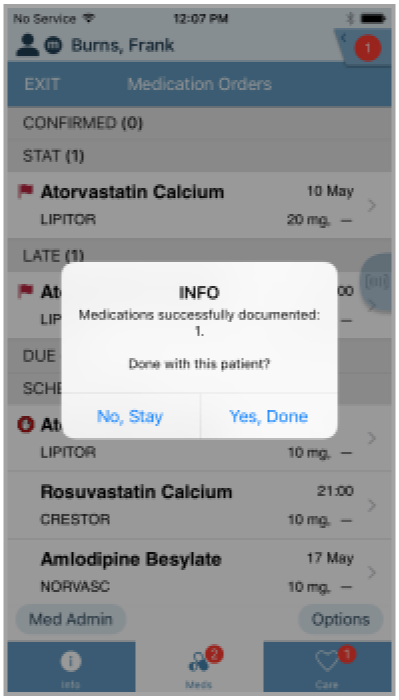
The final step of the med pass is documenting the information. Once you have completed scanning and administering all the medications you wish to administer to a patient and have entered any additional required or desired information, scan your badge. Scanning your badge electronically documents all of your transaction data and serves as your electronic signature.

There is no need to scan your badge after confirming each medication. Either scan your badge after you have scanned or accounted for all medications (you may not be giving one or more of the meds) or wait until after giving all medications to the patient. Waiting until after you have given the patient the medications allows you to update any information that may change between the time you scan the meds and give them (patient may end up refusing one, etc.).

MAR Documentation

After you administer medications and scan your badge, the PatientTouch application displays a confirmation pop-up window indicating the medication information has been successfully documented to the PatientTouch MAR.

To close the window and continue with other activities for the same patient, touch **No, Stay**. Touching **Yes, Done** returns you to the *Patients* screen.



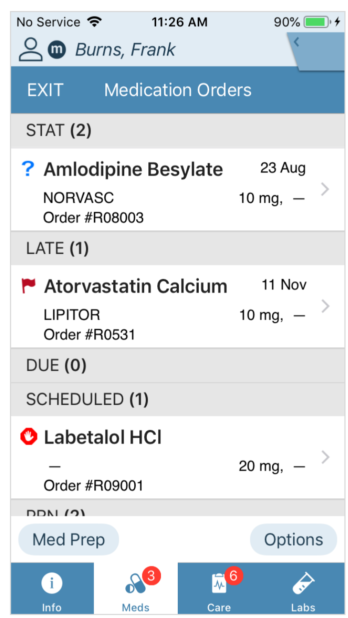
Details of the Med Order

Medication List

To view a selected patient's medications, select the **Meds** tab to open the *Medication Orders* screen. If necessary, scroll up and down to see all medication orders. The orders are displayed according to due date and time with the earliest due time being displayed first.

The categories that display include the following:

Confirmed	Medications that have been confirmed as given, not given and/or delayed, but the data has not been documented.
Prepped	Medications that have been prepared away from the bedside before administration (for example, crushed pills or medication drawn into a syringe from a vial).
STAT	Medications that should be administered as soon as possible. Stat orders remain in the Stat category until they are administered. They do not move into the *Late* category when they are overdue, though they may also be flagged as late.
Late	Medications that are overdue and for which the defined lag time has been exceeded.

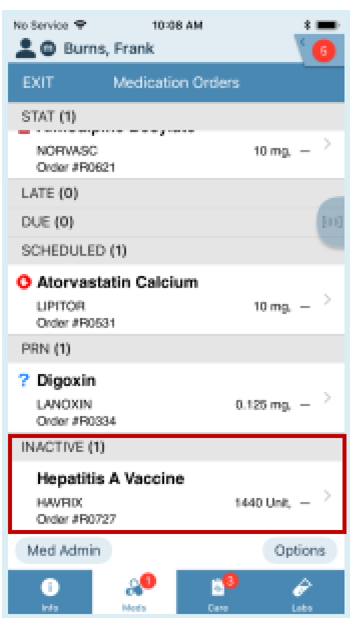


Due	Medications that are due and within the lead/lag time.
PRN	Medications that are given as needed and do not have a due time.
Inactive	Unordered meds and fulfilled, stopped, and discontinued orders that have been documented against. The user can add clinical documentation to these orders for a configurable amount of time post-administration (defined in Pharmacy Settings). An example of needing to see these orders/admins include capturing an IV stop time for a one-time order. For more information, see *InactiveStatus* below.
Scheduled	Medications that are scheduled to be given at specific dose times/dates.

Inactive Status

Medications may also be displayed as *Inactive*. Inactive means the order is no longer “active” but still accessible, so you can perform clinical documentation on that order, or a specific medication administration of the order.

To add clinical documentation, touch the > symbol to the right of the Inactive item. For additional details on how to perform clinical documentation, see Clinical Documentation Details.



Medication Orders

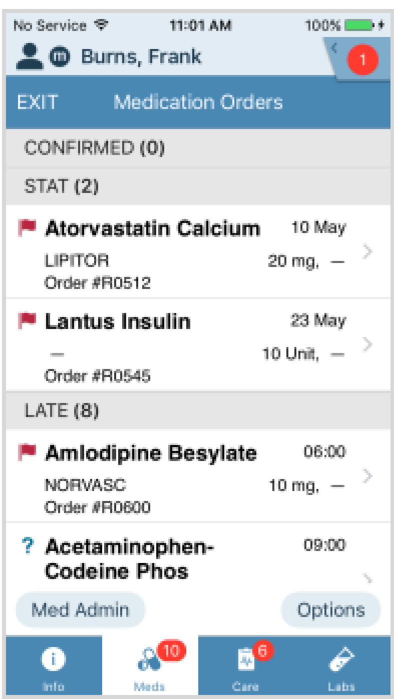
From the *Medication Orders* screen, you have several options:

- View the *Order Details*.
- If you have scanned a patient, touch **Med Admin** (see below).
- If you have selected a patient, touch **Med Prep** (see Prepared Meds).
- If you have scanned a patient, scan a medication barcode.

Only the button associated with a valid workflow is displayed. For example: If you have scanned the patient, the Med Admin button is available because *Med Admin* is the correct workflow. If you have selected the patient, the Med Prep button is available because *Med Prep* is the valid workflow.

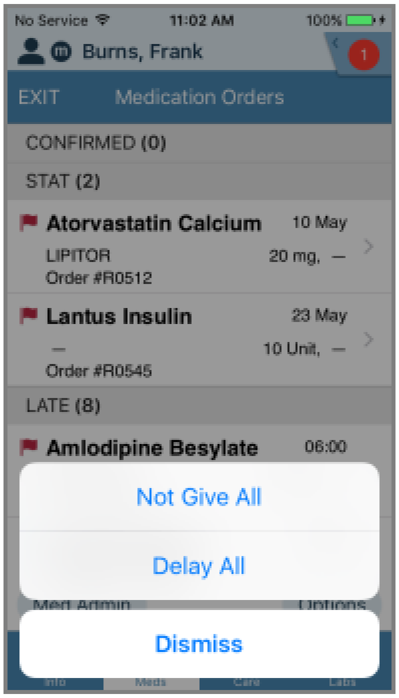
Med Admin Button

If you have scanned a patient, touching the **Meds** tab and then scanning a medication barcode will move you into the Medication Administration workflow. However, you can also invoke the Clinical Workflow by first touching **Med Admin** from the *Medication Orders* screen. The only time it is really necessary to select **Med Admin** is when you are only administering a prepared medication(s) and have no other medication barcodes to scan.



Options on the Medication Orders Screen

When you are in the *Medication Orders* screen you can select the **Options** icon directly under the list of medications to open a window that provides options that apply to all orders in the patient's *STAT*, *Late*, and/or *Due* section.



The options include:

Not Give All - Not give any due, late or stat medications and document the doses as not given. You will be prompted to enter a reason.

Delay All - Not give any medications now, but leave doses available to be given at a later date/time. (Requires an Override Reason and a Time Period to delay).

Delaying only delays the dose reminders. The actual scheduled dose due times do not change as a result of delaying a dose of the medication. If you want to change the schedule of the order, you need to contact the pharmacy.

Dismiss - Closes the **Options** menu.

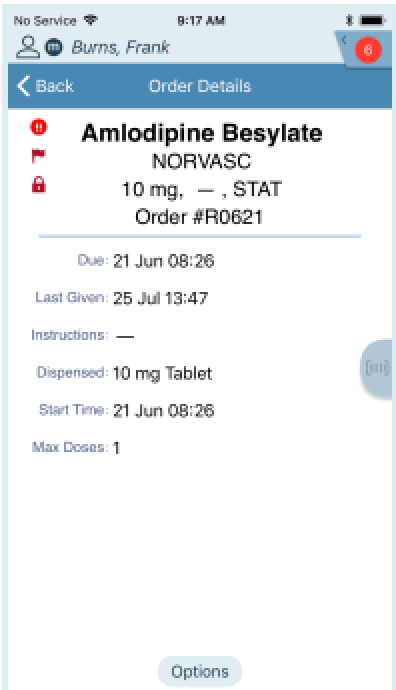
Order Details Screen

Select an individual medication order on the *Medication Orders* screen to view details about the selected order. Selecting the order displays the *Order Details* screen. From this screen, you can review additional order information entered by the pharmacy. This information will include the dose amount, route of administration, frequency, Due Date/Time, Last Given Date/Time, Pharmacy Instructions, Dispensed size of the medication, Start Time, Stop Time, Discrete Dose Times, and Max Doses, as applicable.

If the medication has a Decision Value, such as Blood Glucose, the last value for that information is also displayed. The Decision Value can support your clinical decision making process about administering the medication.

Information about the two most recent administrations will display on the *Order Details* screen. You can select an administration to see additional details and add any necessary or desired clinical documentation, such as an IV Stop Time.

Finally, if enabled, the running total amount of acetaminophen that has been administered for a patient, over the last 24 hours, will display on the *Order Details* screen for acetaminophen-containing orders.



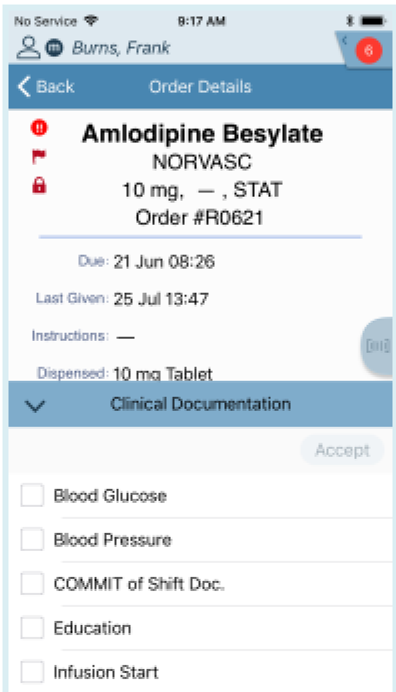
Options Icon

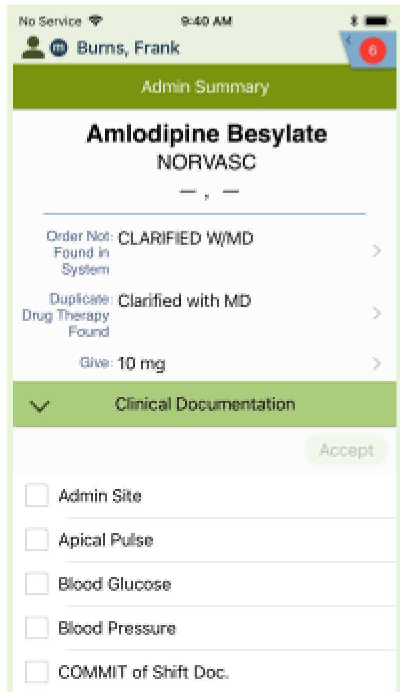
Additional options for the order are available from the **Options** icon, depending on how the system is configured and which features are turned on. Options can include:

- **Clinical Documentation**: Enter optional data for this order.
- **Not Give**: Not give the medication selected and document that you are not going to give the selected dose on the PatientTouch MAR. See Reason to Not Give or Delay (above) for details.
- **Delay**: Delay administering the medication for this dose. This also requires selecting a delay time. See Reason to Not Give or Delay (above) for details.
- **Verify Order**: Verify the Order. (This is dependent on whether your hospital requires order verification in the PatientTouch System and, if so, whether your hospital allows caregivers to verify orders from the PatientTouch application.)
- **Quarantine Order**: Quarantine the order. (This is dependent on whether your hospital allows orders to be quarantined from the PatientTouch application.)
- **Display Drug Info**: Displays the Drug Info screen with the specific name of the drug, indications, most frequent side effects, and severe side effects.

Clinical Documentation Details

When you select Clinical Documentation from the **Options** icon on the *Order Details* screen, or from a *Med Admin Details* screen after selecting a specific administration, a list of clinical documentation options is displayed. From this list, select the necessary information to capture about the patient and order, or specific administrations of this order. This Clinical Documentation list is configured by your hospital, so your options may be different from those displayed in the example screens.

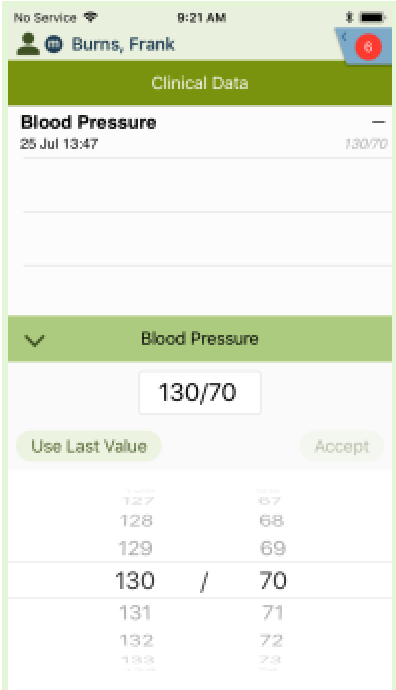


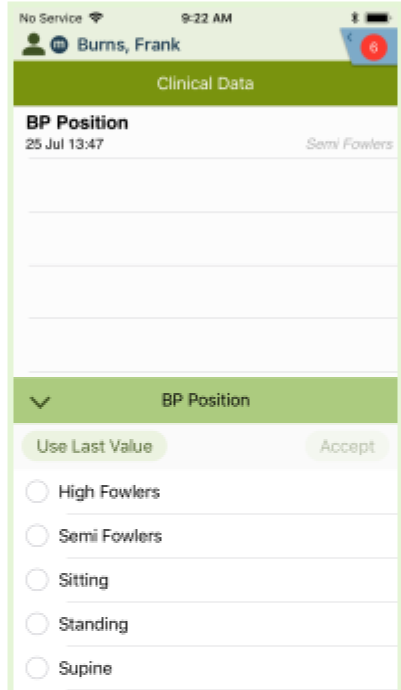


Scroll through the available options, select one or more prompts describing the information you want to collect, and touch **Accept**.

Clinical Documentation options can be configured in the Clinical Manager. Refer to the section on the *Clinical Manager* for more information.

The relevant screens appear in sequence, requesting the information for the prompts you have selected. In the example below, the *Blood Pressure screen* is followed by the *BP Position* screen.





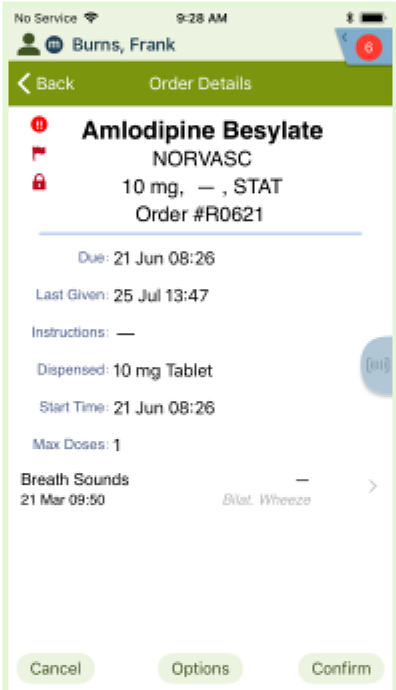
You can also touch **Dismiss** to review the information underneath the input panel.

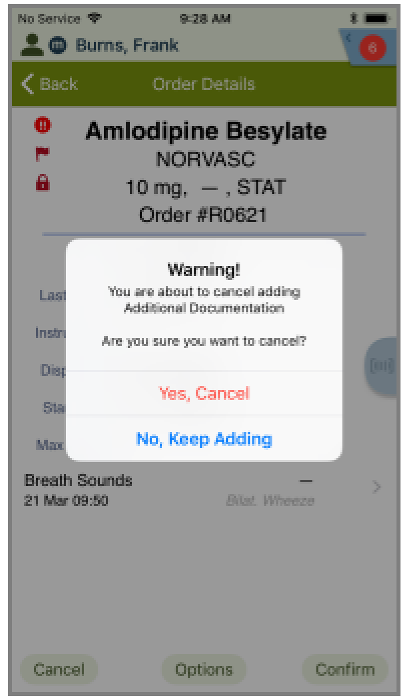
After you touch **Accept** to accept the entered data, touch **Confirm** to return to the *Medication Orders* screen. Scan your badge to document the information you entered.

Clinical Documentation Cancel Option

If you need to cancel the action of adding clinical documentation, a **Cancel** option is available:

1. Select Clinical Documentation from the **Options** menu.
2. Select desired clinical data and touch **Accept**.
3. Input prompt information and touch **Accept**.
4. When the Order Details view displays, touch the **Cancel** option.





If you realize you accidentally added clinical documentation to the wrong medication or dose after confirming the information but *before* scanning your badge to document the information, you can still cancel the documentation:

- After you have confirmed the clinical documentation, select the order again from the **Confirmed** section of the *Medication Orders* screen and touch **Cancel** on the *Order Details* screen.

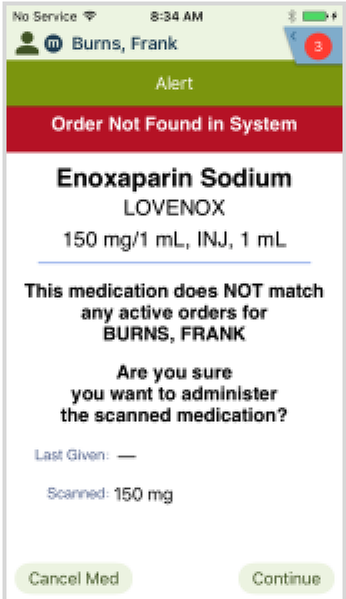
Med Admin Workflow Tracking

While you are administering medications, PatientTouch keeps track of your progress and lists the number of medications that have been confirmed, prepped, are still stat, late, or due, and are scheduled or PRN.

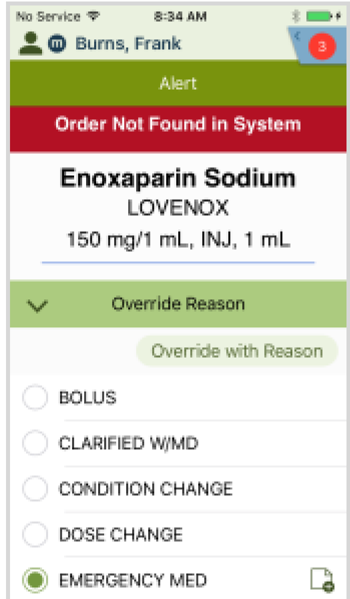
To document the information on the PatientTouch MAR, you must scan your badge. You may also touch **Cancel Med Pass** to discard all of the administrations, prepped medications, and/or clinical documentation you have completed during the current medication administration session.

Override Reason Workflow

When the caregiver is documenting something outside of the normal expected workflow (i.e. the medication dose is early, late or being delayed), the PatientTouch System will require an override reason. These reasons are pre-defined and presented in a selection list in the **Clinical Manager>Alerts and Reasons>Override Reasons** tab. However, if the **Annotation Allowed** checkbox is selected for a specific reason in the *Override Reason* screen, an annotation icon will display on the PatientTouch application. This will allow the caregiver to add additional free text to the pre-defined reason.



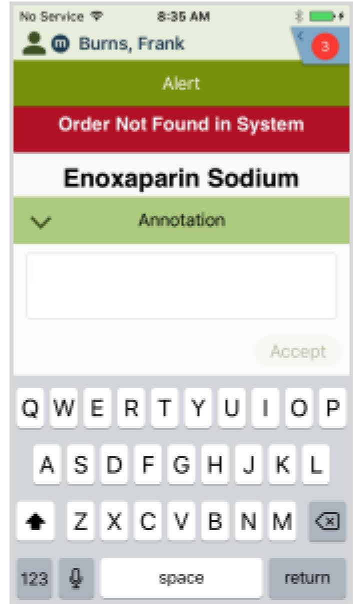
On the Order Not Found in System screen, touch **Continue**.



Select an Override Reason.

Notice an Annotation icon displays next to the reason.

Touch the **Annotation** icon.



Enter free text and touch **Accept**. The annotation field has a 500 character limit.

The annotation information displays on the patient's MAR, Flowsheets, and mView.

Med Admin Workflows

Prepared Medications

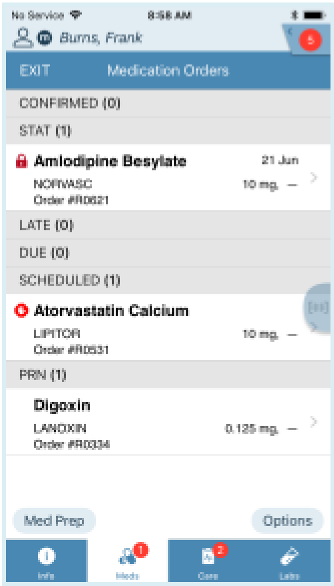
Med Prep Steps

The hospital's policy may require or permit you to prepare certain medications away from the bedside before giving them to the patient. Typical examples include preparing insulin from multi-dose vials and crushing pills in the medication room.

The PatientTouch application gives you the ability to perform the preparation step separately so you can then recall the prepared medication(s) after you scan the patient wristband.

The workflow for medication preparation and administration is as follows:

1. Select the patient from the *Patients* list. **DO NOT SCAN** the patient.
2. Touch the **Meds** tab.
3. Touch **Med Prep**.



4. Scan the medication.
5. Respond to any alerts or clinical prompts by Touching **Continue** and entering the information.

Some clinical prompts may be configured to be answered Bedside Only. If this is the case, you will not see these prompts until you have scanned the patient and are administering the medication.

6. If a witness is required, scan the witness's badge.
7. Touch **Confirm**.
8. If you are compounding an order on the unit, or for a multi-component order, scan each remaining subsequent medication component.
9. Perform one of the following actions to complete the medication preparation and confirm it is ready to be administered:
   - Scan your badge.
   - Touch **Complete Med Prep**.
   - Scan the patient's wristband. Review the patient's information and follow hospital policy to positively identify the patient.

After scanning your badge or Touching Complete Med Prep, a message displays that indicates 'X' number of medications were successfully prepared. Touch Yes, Done to complete the med prep process or touch No, Stay to remain in the patient's *Medication Orders* screen.

The order is now in the *Prepped* section of the *Medication Orders* screen, ready to be administered.

Administering a Prepared Medication

After a medication has been prepared, it appears in the *Prepped* section of the *Medication Orders* screen. When you are ready to administer the medication to the patient, complete the following steps:

1. Scan the patient wristband. Review the patient's information and follow hospital policy to positively identify the patient.
2. Touch the **Meds** tab.
3. Touch **Med Admin**.
4. Select the medication from the *Prepped* section.
5. Answer any alerts. You will be required to provide reasons for overriding alerts.
6. Touch **Continue** and answer any clinical prompts.
7. Touch **Confirm** to move the order to the *Confirmed* section.
8. Scan your badge to document the medication administration.
9. After scanning your badge, a message displays that indicates ‘X’ number of medications were successfully documented.
10. Touch **Yes, Done** to complete the process. Touch **No, Stay** to remain in the workflow.

Click the links in the Content tab to learn about additional Medication Administration workflows.

Canceling a Prepared Medication

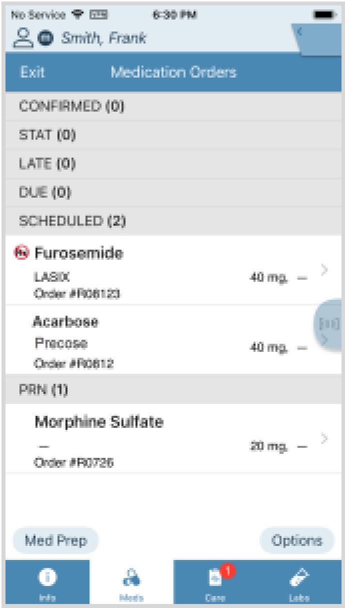
If a prepared medication is not going to be administered, you can cancel it. To remove a medication from the *Prepped* list:

1. Select the patient from the *Patients* list.
2. Touch the **Meds** tab.
3. Select the medication from the *Prepped* section.
4. Touch the **Options** icon.
5. Touch **Remove Prepped Med**.

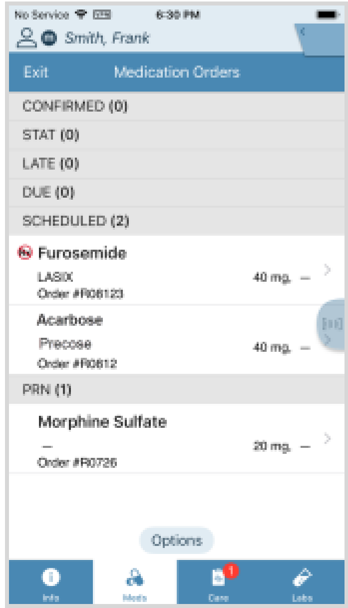
The medication is removed from the *Prepped* section of the *Medication Orders* screen.

Option to Hide the Med Prep Worfklow

If Caregivers do not need the Med Prep worfklow, they have the option to "hide" it from view on the handheld. This option is configured in the Clinical Manager, Pharmacy tab, General Settings, Hide Med Prep.



Regular view of **Med Prep** button.



Med Prep button is removed when the **Hide Med Prep** option is enabled.

New Order Option

Caregivers may need to administer a dose of medication differing from the ordered dose of an order already active for the patient. An example may be when a physician increases or decreases the dose of medication but the pharmacy is closed and, therefore, unable to immediately change the existing order.

Caregivers have the option to use the *New Order* workflow to administer and document the dose as a new order rather than against the existing order. The *New Order* workflow is configurable in the Clinical Manager. Refer to the section on the *Clinical Manger* for more information.

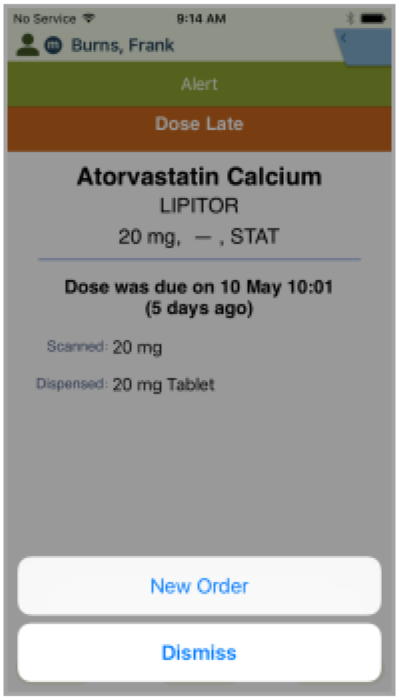
The New Order selection is available from the **Options** icon at the following points in the medication administration process:

- *Admin Details* screen (displays after scanning a medication)
- *Choose Order* screen (displays after scanning a medication that has multiple orders)
- *Alert* screen (displays after scanning a medication that is early, late, not found in the system, etc.)

To administer a medication as a new order:

1. Follow the medication administration process as described in *Basics of the Med Pass*.
2. After scanning the medication bar code, touch the **Options** icon.

3. Touch **New Order**. This will take you to the *Order Not Found in System* workflow, since the new dose you want to give has not yet been entered by the pharmacy. Touch **Continue**.



4. Select a reason for the new order.
5. Respond to alerts, prompts for dosage, and any other information that appears.
6. Confirm the medication information.
7. Select another medication or scan your badge to document the administration.

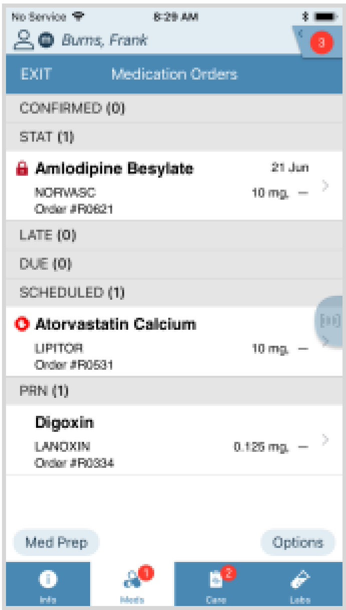
Now Dose Option

Caregivers may need to administer a dose of medication now, different from the regularly scheduled dose. The *Now Dose* workflow is configurable in the Clinical Manager and can be turned on or off. Refer to the section on the *Clinical Manger* for more information. When it's turned on, you will see the Now option available after you scan the medication. Selecting the Now dose will document an additional dose of this medication.

When the Now Dose option is turned off and the user enters the *Medication Administration* workflow, the only options available are to select the time of the next scheduled dose or to cancel the med pass.

PRN Medications

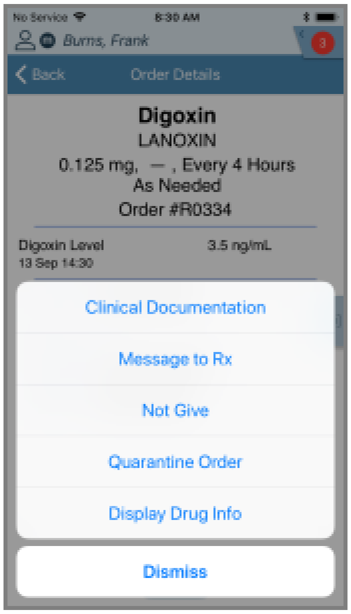
The basic process for giving PRN medications is the same as for scheduled medications. A PRN medication cannot be late, so reminders are not sent.

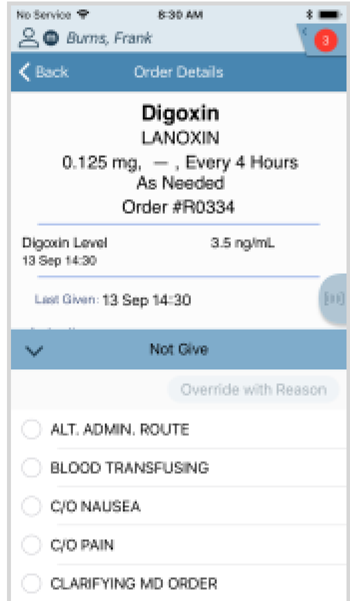


Depending on the physician's order, a PRN dosing interval may be specified. For example, if the PRN order is every 4 hours, an interval time setting of four hours (or a little less to allow some flexibility) may be set in the PatientTouch SIG code settings.

If you scan the same or an equivalent medication before the interval time setting has elapsed, an Early alert is displayed and you must enter an Override Reason to continue.

PRN (and Continuous) Orders can be documented as Not Given. Touch the **Options** icon from the *Order Details* screen and touch **Not Give**. Select a reason from the Not Give reasons list and continue with the workflow.



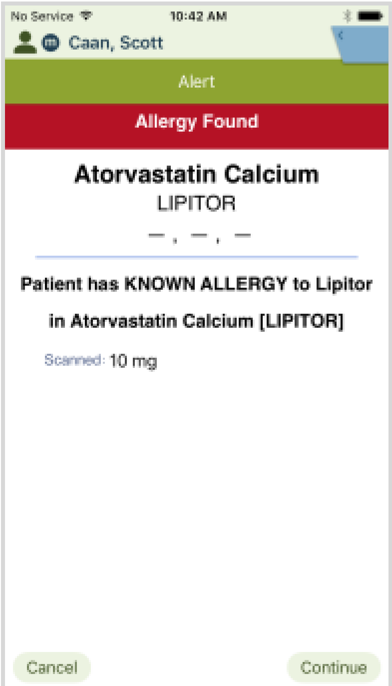


Allergy Alert Messages

When a new allergy is received for a patient from the Hospital's Admissions system, PatientTouch will check for potential allergies to any medication scanned prior to the system having an order from the pharmacy system. The PatientTouch System updates allergy information for any active patient visits associated with the patient's MRN.

Additionally, if configured, the system will check active orders for the new allergy. If an allergy is found, the administering caregiver, assigned caregiver (if different from the administering) and pharmacy will be notified, according to configured settings.

- The assigned caregiver will be notified via an Inbox message.
- ▪ Pharmacy will be notified via the defined pharmacy destination configured in Pharmacy settings.



Allergy checks will be run on the administration of the first dose of ordered medications. If an existing allergy is found, the administering caregiver, assigned nurse, and pharmacy will be notified.

- The administering caregiver will receive a standard allergy alert during the med admin workflow. If the administering caregiver is not the assigned caregiver, the assigned caregiver will receive a notification via an Inbox message that an allergy was detected on the first dose of an ordered med.
- Pharmacy will be notified via the defined pharmacy destination configured in Pharmacy settings.

Additionally, when the “Alert Once Per User On Ordered Administrations” setting in the System Manager is selected, each caregiver who scans an ordered medication for a patient where a new allergy is detected will receive a one-time alert. For example, if User A scans a medication for which the patient has an allergy, he/she will receive an allergy alert one time on the handheld. If this same caregiver scans the medication a second time, the alert will not display. If User B subsequently scans the same medication for the same patient, he/she too will receive an allergy alert one time.

Order Not Found in System Medications

The *Order Not Found in System* workflow operates when an order is not yet entered by the pharmacy or a CPOE system and therefore the PatientTouch System will not have a current, active order for the identified patient. However, you can still administer the medication at your discretion after verifying the patient’s seven rights on your own. For example, you might administer a medication through this workflow when a physician orders a stat medication but the pharmacy is closed and cannot immediately process the order.

Because the PatientTouch System has no information on these orders, the system considers them to be “Order Not Found in System” administrations. However, if these medications have a valid barcode, you can administer them in a way that is similar to known orders. You must select an Override Reason to complete the medication administration when an order is not found. Hospitals will create a specific list of approved Override Reasons precisely for this purpose, such as “New Order.”

Because the pharmacy has not yet reviewed the order for possible interactions or allergies, the PatientTouch System can perform allergy, drug-drug interactions, and other clinical checks for the drug you are administering, if the features are enabled in Clinical Manager.

Warn Only or Stop Administration

The *Order Not Found in System* alert is configurable in the Clinical Manager and has two settings: Warn Only and Stop Administration. When the setting is set to Warn Only and a user enters the *Order Not Found in System* workflow, he/she will receive a *Order Not Found in System* alert and be able to continue with the workflow. When the setting is set to Stop Administration the user will receive a *Stop! Order Not Found* alert and only have the option to cancel the workflow. See the examples below for additional information.

Warn Only

1. Scan the patient’s wristband. Review the patient's information and follow hospital policy to positively identify the patient.
2. Scan an unordered medication barcode.
3. Closely review any alerts that may appear and touch **Continue** or **Cancel Med** as appropriate. The PatientTouch application will display one of two alerts, depending on the reason the order was not found in the system.

This screen will be displayed when there is a current order in the system for a different form of the generic drug that was just scanned.

This screen provides details of the medication order and will be displayed when the caregiver touchs the **Continue** button on the original *Order Not Found in System* screen.

4. If you touch **Continue**, you will need to select the reason why you are administering the medication without a current order in the PatientTouch System.
5. If/when prompted, you may need to educate the patient on the indications and side effects of the medication.

You may need to educate the patient on each medication administration workflow you process.

6. Touch **Continue** when prompted to continue through the workflow.
7. Enter the dose amount.
8. Respond to any clinical prompts.
9. Touch **Confirm** to accept the administration.

Warning! If you administer a medication that does not have an order in the PatientTouch System and the allergy, drug-drug interaction and maximum single dose checking cannot be processed or the system displays an alert to one or more of these clinical checks, proceed according to your hospital policy.

When you administer a medication that does not have an order in the PatientTouch System, the administration is displayed at the bottom of the PatientTouch MAR, beneath scheduled and PRN medications.

If an order is subsequently entered by the pharmacy for the same medication, the previous administration is displayed on the PatientTouch MAR in a row directly below the row of the newly entered order.

Stop Administration

When the *Order Not Found in System* setting is set to Stop Administration and the user enters the *Order Not Found in System* workflow, he/she will receive a *Stop! Order Not Found* alert and only have the option to cancel the workflow.

Multi-Component Order Not Found in System Medications

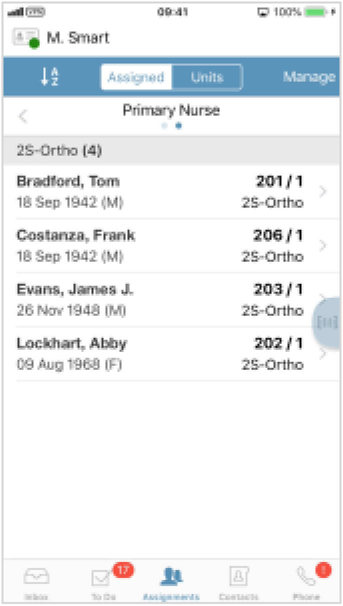
If you need to administer multi-component medications that do not yet have an order in the PatientTouch System, you must use the Med Prep process.

Single-component, unordered medications follow the Basic Med Pass process.

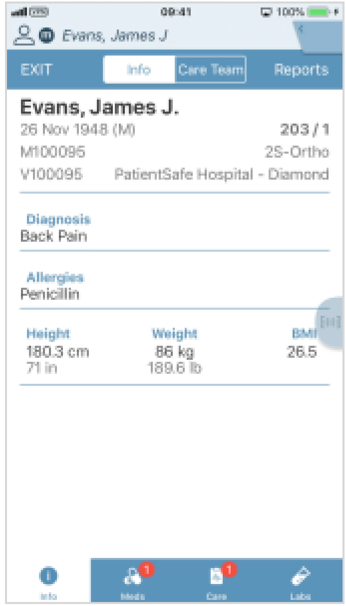
The process for administering unordered, multi-component medications is similar to other medication preparation workflows. Because the system does not know how many medications might comprise the order, you must scan each medication and carefully enter and confirm the details for each component. However, before completing the med prep, you must scan the next medication for the order.

To complete a med prep, scan your badge, scan the patient's wristband, or touch **Confirm** on the *Prep Detail* screen. Once you have completed this step, you must actually administer the medication to the patient following the Administering a Prepared Medication steps to complete the documentation on the PatientTouch MAR. Be sure to review the patient's information and follow hospital policy to positively identify the patient.

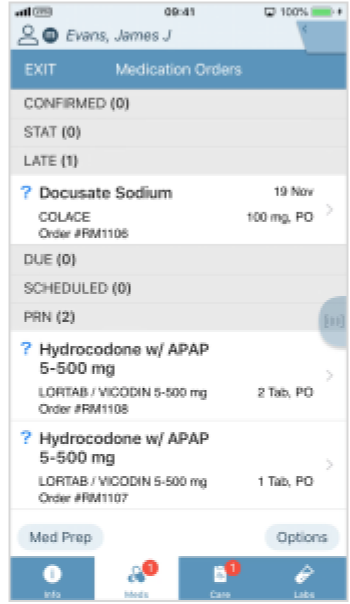
Review the instructions below for a sample workflow:



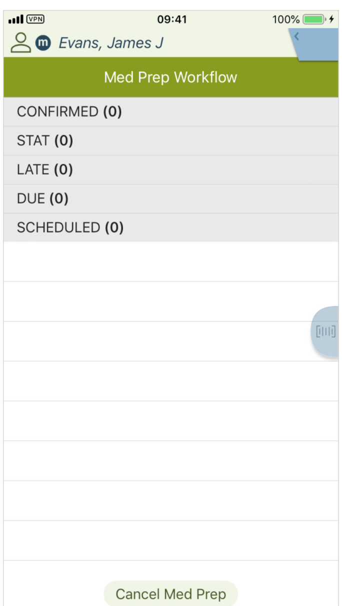
From the **Assignments** tab, first touch the patient name to begin.



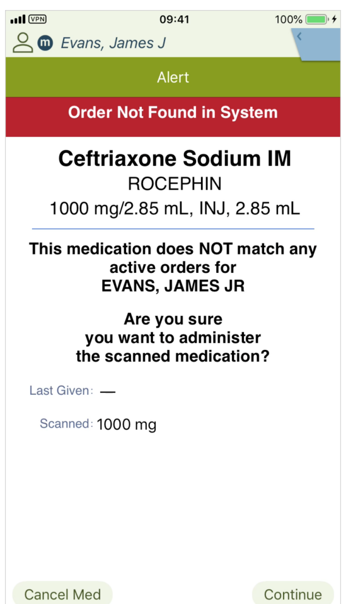
Touch the **Meds** tab.



Touch **Med Prep.**



Scan the first component of the order.



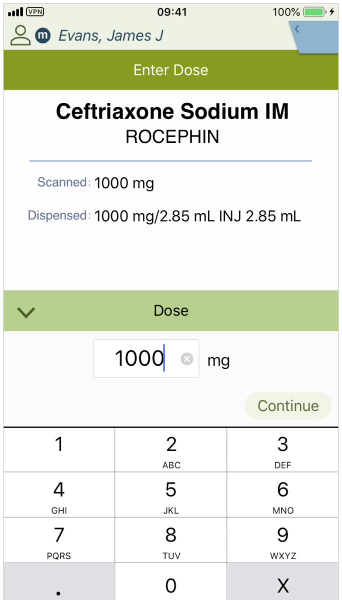
The Order Not Found in System alert displays.

Review the medication details.

Touch **Continue.**

Review any applicable alert messages.

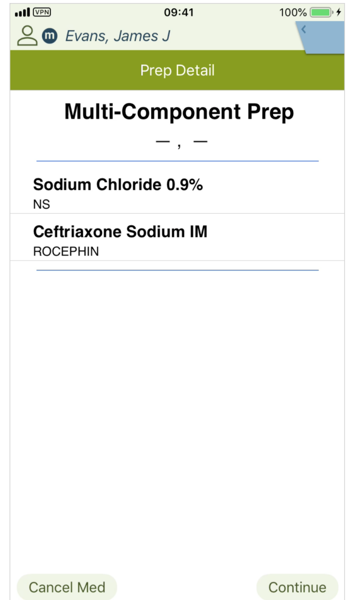
Touch **Continue.**



Enter the dose for the first component.

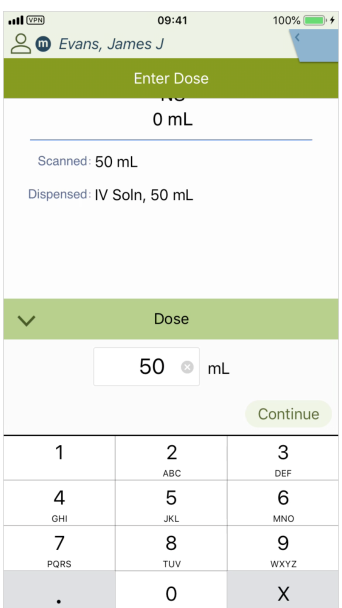
Touch **Continue.**

Scan the second medication for this multi-component order.



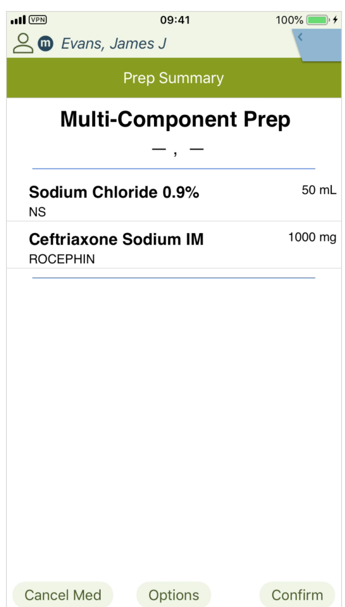
Review the medications scanned thus far.

Touch **Continue**.

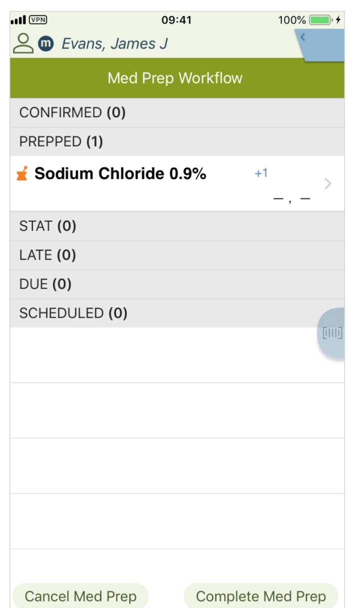


Enter the dose for the second component.

Touch **Continue.**



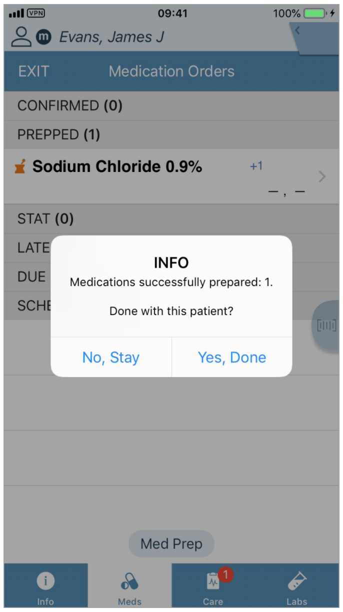
Review the medications and dose amounts on the Prep Summary screen.



The Med Prep icon displays next to the administered medications.

Touch **Confirm.**

Touch **Complete Med Prep.**



You have successfully prepared the multi-component order.

Touch **Yes, Done.**

Proceed to the Med Administration workflow.

For medications being administered as a multi-component order via the "Order Not Found in System" workflow, the following will occur if "Prompt for Route" is enabled with configured Approved Routes in the PatientTouch formulary:

- If the involved medications have more than one common Approved Route, the PatientTouch application will present the caregiver with only the common route choices. The caregiver will need to select the correct route of administration.
- If the involved medications have only one common Approved Route, that route will be automatically documented and the caregiver will not be prompted to select a route.
- If the involved medications do NOT have any common Approved Routes, the caregiver will be presented with route choices for all scanned medications, starting with the one first scanned.

  Note: If the medication has only one Approved Route, that route will be automatically documented and the caregiver will not be prompted to select a route.

Duplicate Drug Therapy Checking with Order Not Found in System (ONFS) Medication

The PatientTouch System provides duplicate drug therapy checking when a medication is scanned for which the system has no order. You must have Clinical Manager>Pharmacy>Clinical Settings>Clinical Checks>Enable Duplicate Therapy Checking selected to use this function.

1. Enter an order for the patient that is in a specific therapeutic class.
2. Scan an unordered medication that is in the same therapeutic class.
3. A Duplicate Drug Therapy message displays.

Computerized Physician Order Entry Medications

If your hospital uses a computerized physician order entry (CPOE) system, and the PatientTouch CPOE features have been configured in the Clinical Manager, you can administer CPOE medications before the Pharmacy has approved the order. Administering CPOE medications prior to pharmacy approval invokes the *Order Not Found in System* workflow.

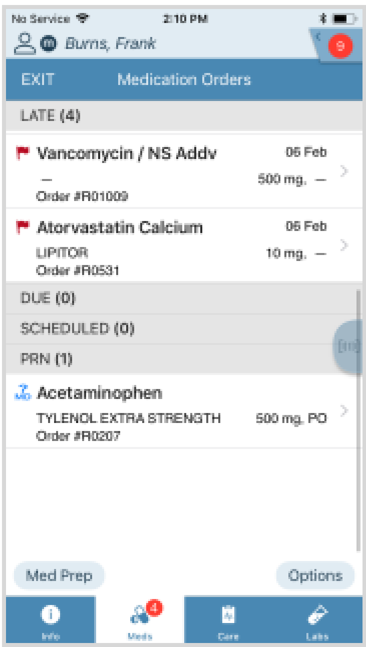
The workflow steps are as follows:

1. Scan the patient's wristband. Review the patient's information and follow hospital policy to positively identify the patient.
2. Scan the medication barcode.
3. The Rx Unverified Order alert banner is displayed.
4. Touch **Continue**.
5. Select the reason that you are administering the CPOE medication, and touch **Override with**

Reason.

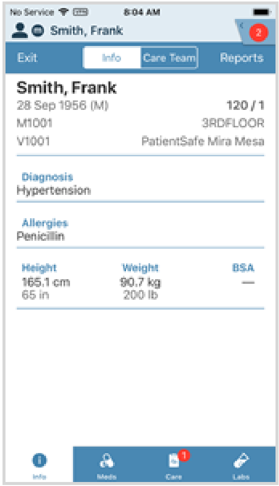
6. Enter the dose amount, if applicable.
7. Respond to any clinical prompts.
8. Touch **Confirm** to accept the administration.
9. Scan your badge to complete the administration.

The medication appears in the *Medication Orders* list with the **Unverified CPOE** icon  next to the medication.

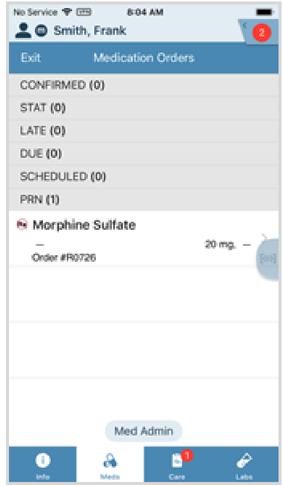


Restrict Ability to Administer Medications Prior to Rx Verification

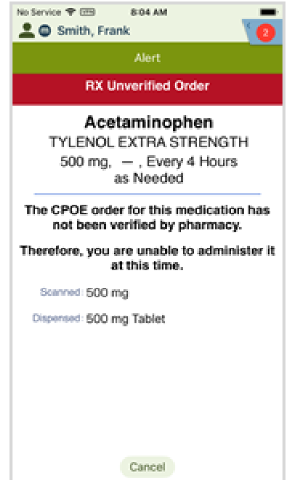
The Clinical Manager has a Restrict Ability to Administer Medications Prior to Rx Verification feature under the CPOE Settings. If this setting is selected, users who are ***not*** within the designated access group(s) will ***not*** be able to administer the medications prior to pharmacy verification. If they choose to attempt to administer the med, they will receive an alert and have to cancel.



After scanning the patient wristband, touch the Meds tab.



Scan the CPOE medication that has not been verified by pharmacy.



An **Rx Unverified Order** message displays indicating the CPOE order for this medication has not been verified by pharmacy.

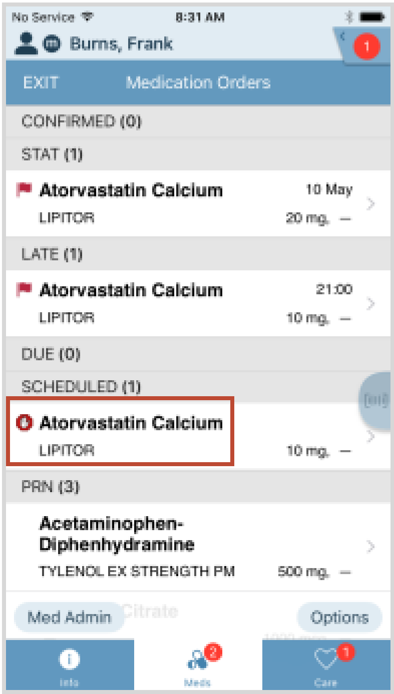
Users only have the option to **Cancel** the med pass.

On-Hold Orders

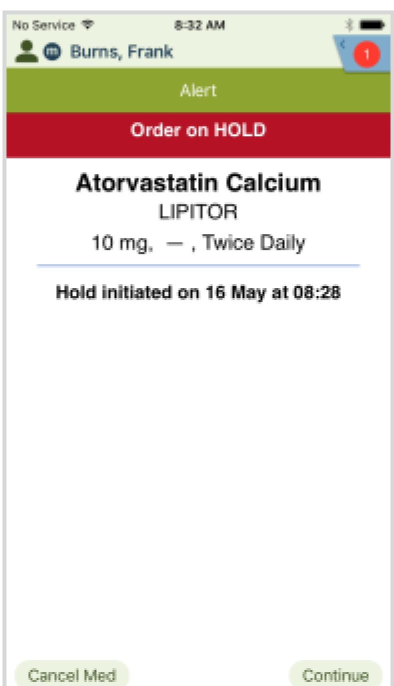
When administering medications, caregivers may come across an order that has been placed on hold. If the order is on hold, an icon will display next to the order to indicate the hold status.

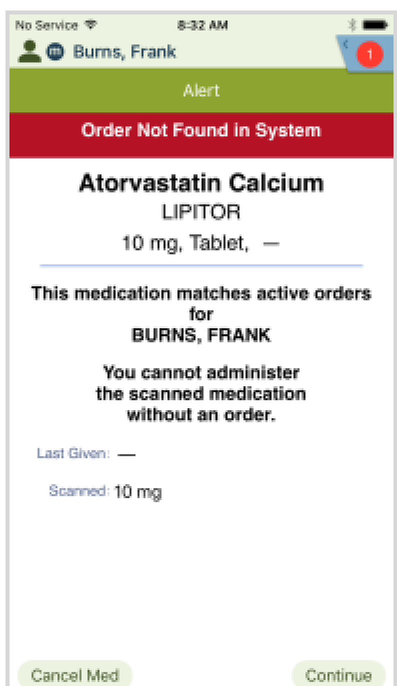
The workflow steps are as follows:

1. Scan the patient's wristband.
2. Touch the **Meds** tab. An icon displays with the order indicating the hold status.

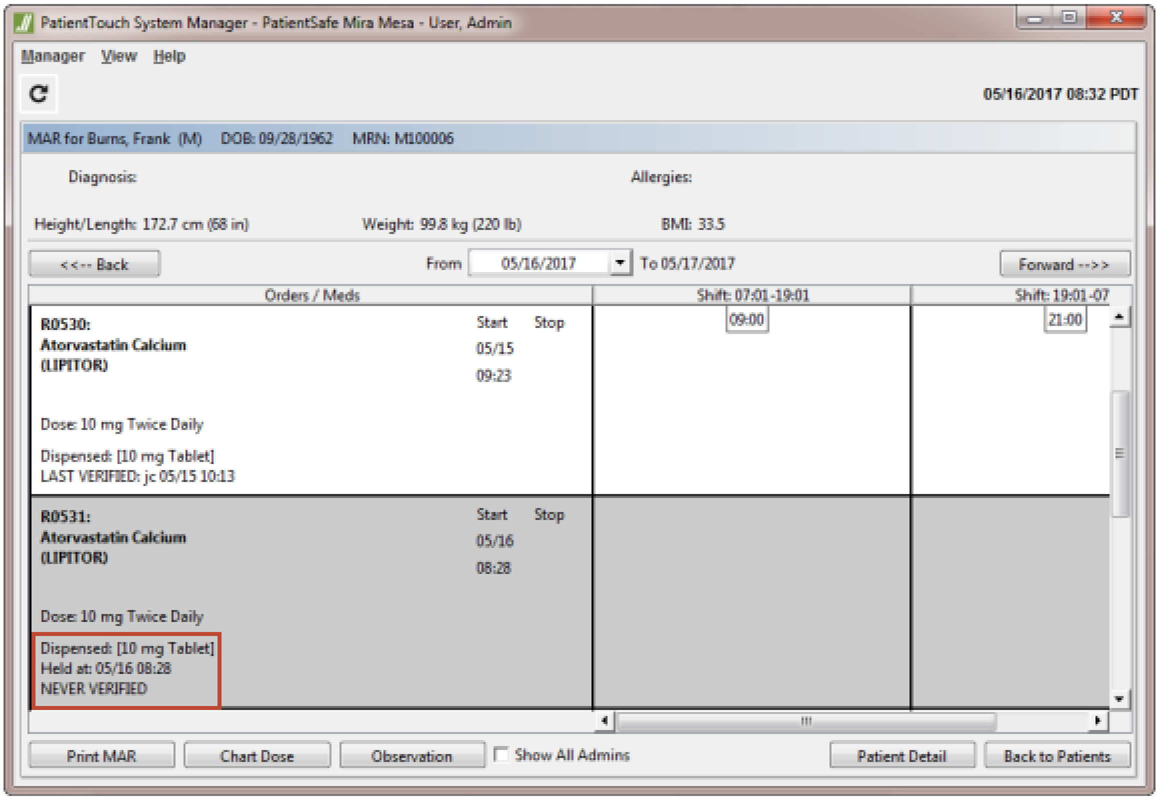


3. Scan the medication barcode.
4. If you've scanned a medication during the order hold time, you will receive an *Order On Hold* alert. You will have the option to cancel or continue. If you continue, depending on the nature of the held order, you will be taken to the *Order Not Found in System* workflow. If the order is resumed, the ordered frequency resumes at that time.





When an order has been placed on-hold, the online and printed MAR will indicate the hold status by graying out the order line and displaying “Held at” information.



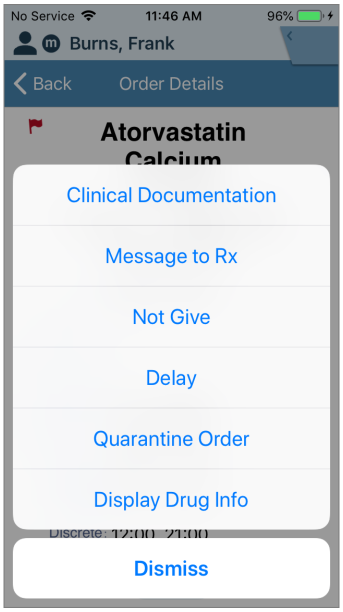
The PatientTouch System supports both future hold and future release/resume times.

Not Give Workflows

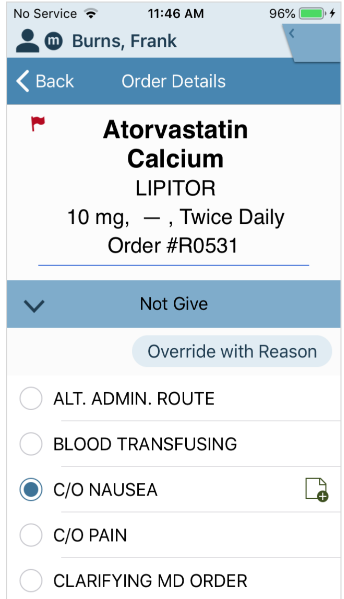
The PatientTouch System provides Not Give and Not Give All workflows, which allow caregivers to not give medications and select a reason for doing so. The medication(s) will display on the confirmed screen with a **Not Given** icon.

Not Give

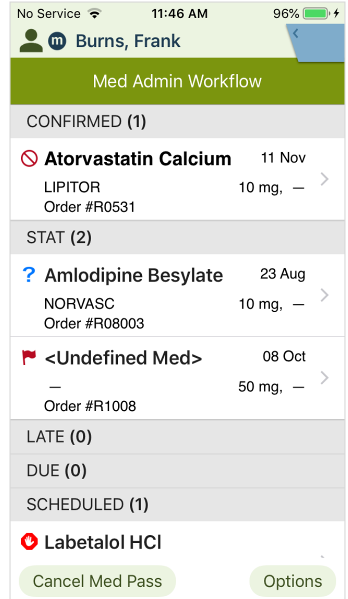
The PatientTouch System provides a *Not Give* workflow, which allows caregivers to not give a single medication. From the *Order Details* screen, touch the **Options** menu and follow the instructions below.



1. Touch **Not Give.**



2. Select a reason from the list.
3. Touch **Override with Reason.**



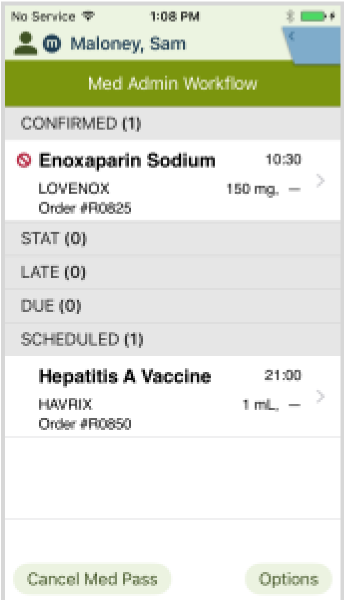
4. On the confirmed screen, the medication displays with a Not Give icon.
5. Scan your badge to document the workflow.

Not Give All

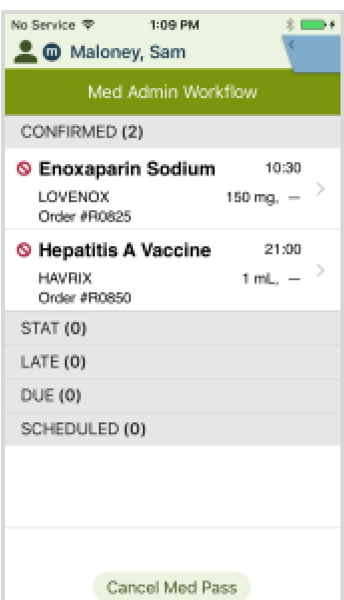
The PatientTouch System provides a *Not Give All* workflow, which allows caregivers to not give all medications and select a reason for doing so.

If there is a combination of vaccine and non-vaccine orders and the *Not Give All* workflow is selected, the PatientTouch System separates the medications on the PatientTouch application:

1. Scan the patient's wristband or simple select the patient.
2. Touch the **Options** icon from the *Medication Orders* screen and touch **Not Give All**.



3. Select an Override Reason from the list that displays.
    - The non-vaccine medication(s) moves to the *Confirmed* section of the *Med Admin Workflow* screen labeled with the **Not Given** icon.
    - The vaccine(s) moves to the STAT/Late/Due/Scheduled section of the *Med Admin Workflow* screen.
4. Select the vaccine medication and touch the **Options** icon. Touch **Not Give**.
5. Select a reason from the Not Give Override Reasons list.
    - The vaccine moves to the *Confirmed* section of the *Med Admin Workflow* screen with the **Not Given** icon.



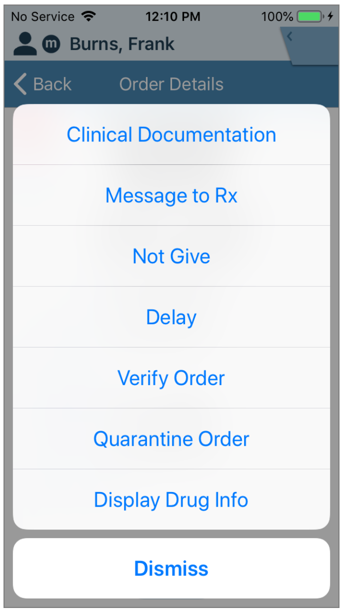
6. Continue with the workflow as necessary.

Delay Order Workflows

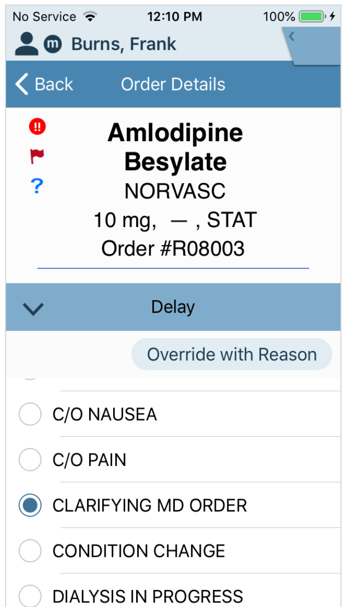
The PatientTouch System provides Delay and Delay All workflows, which allow caregivers to delay medications for a specific amount of time and select a reason for doing so. The medication(s) will display on the confirmed screen with a Delayed icon.

Delay

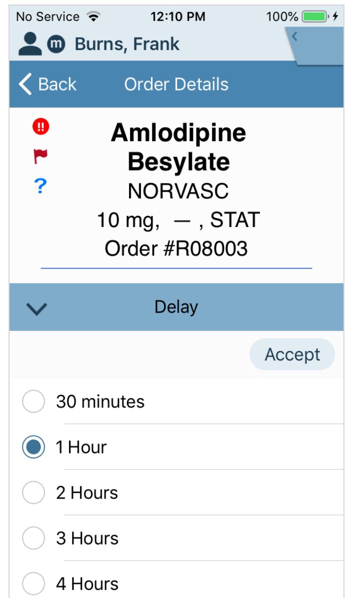
The PatientTouch System provides a *Delay* workflow, which allows caregivers to delay a single medication for a specific amount of time. From the *Order Details* screen, touch the **Options** menu and follow the instructions below.



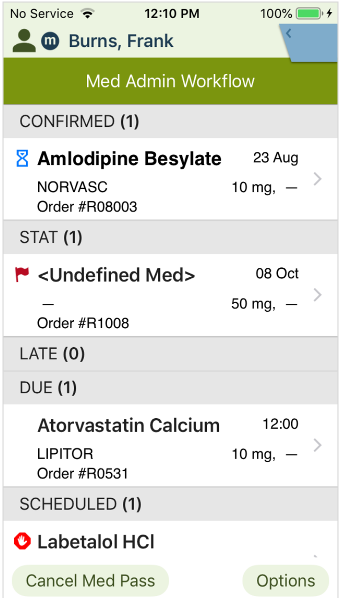
1. Touch **Delay**.



2. Select a reason for delaying the order.
3. Touch **Override with Reason.**



4. Select the amount of time to delay the medication.
5. Touch **Accept**.

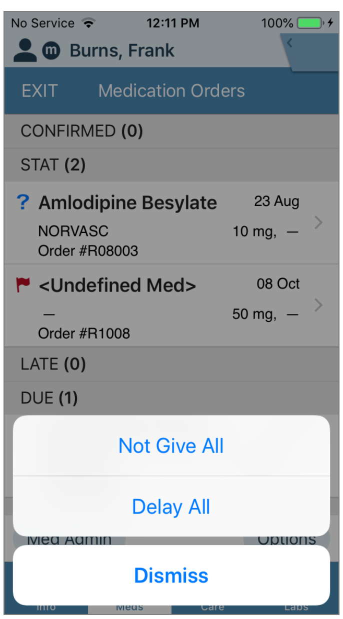


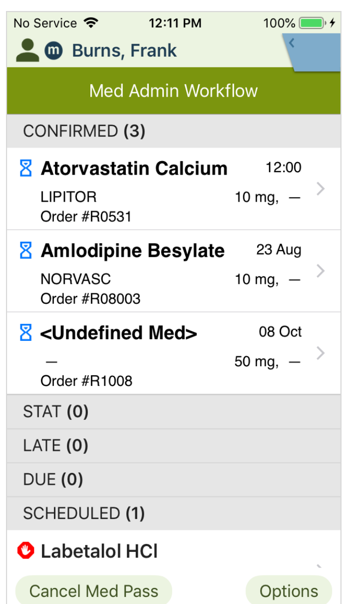
4. On the confirmed screen, the medication displays with a Delayed icon.

5. Scan your badge to document the workflow.

Delay All

The PatientTouch System provides a *Delay All* workflow, which allows caregivers to delay all medications for a specific amount of time. The workflow is the same as the one to delay a single medication, but instead all medications are delayed and display with the delayed icon.



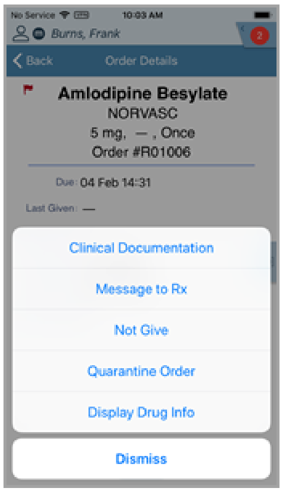


Option to Disable Delay or Delay All Feature

The Clinical Manager provides the option to hide the Delay/Delay All feature. Under Pharmacy, General Settings, Order Settings users are able to select the Disable Delay/Delay All Actions.

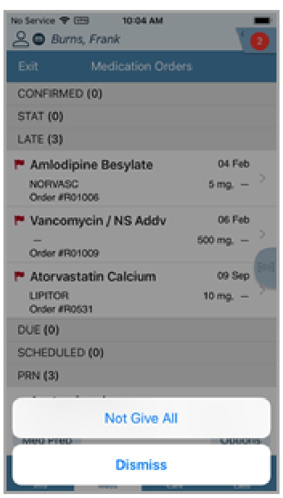
Disable Delay

When the Disable Delay/Delay All Actions is enabled, users will not see "Delay" when selecting the **Options** menu from the Order Details screen.



Disable Delay All

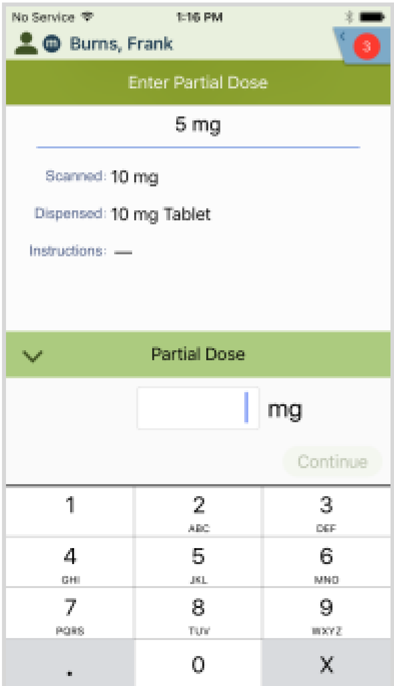
When the Disable Delay/Delay All Actions is enabled, users will not see "Delay All" when selecting the **Options** menu from the Medication Orders screen.



Enter a Partial Amount

At times the pharmacy provides a dispensed size that is greater than the prescribed dose amount. For example, if the order is for 5 mg dose of a medication, and the medication the pharmacy sends contains a total drug amount of 10 mg, when you scan the medication barcode and respond to any alerts, the PatientTouch application displays the *Enter Partial Dose* screen.

Enter the dose amount, and touch **Continue**.



Dose Amount is Greater than Dispensed Size

At times the pharmacy provides a dispensed size that is smaller than the prescribed dose amount. For example, if the order is for 20 mg dose of a medication, and the medication the pharmacy sends contains a total drug amount of 10 mg, it is necessary to administer more than one tablet.

When you scan the first tablet, *the Scan Additional Dose* screen is displayed:

Scan the medication and provide the dispensed amount.

Administer a Generic Equivalent Medication

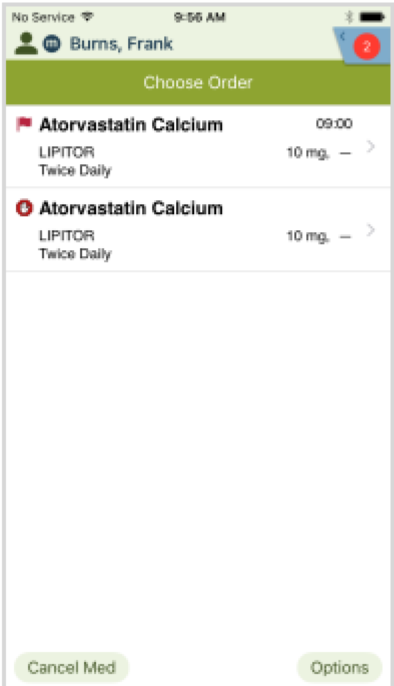
Caregivers may be able to use one or more alternate strengths of an ordered medication to satisfy an order if the pharmacy has included the order's strength and alternate strengths in a Generic Equivalency Group.

For example, if the pharmacy enters an order for one tablet of 10 mg and the pharmacy has created a Generic Equivalency Group for that drug containing 2 mg, 5 mg, and 10 mg tablets, the caregiver can also satisfy the 10 mg order with two 5 mg tablets or five 2 mg tablets.

The PatientTouch System will prompt the caregiver when to scan another dose, or to enter the dose amount to be given if a partial amount is used, depending upon the combination of strengths scanned.

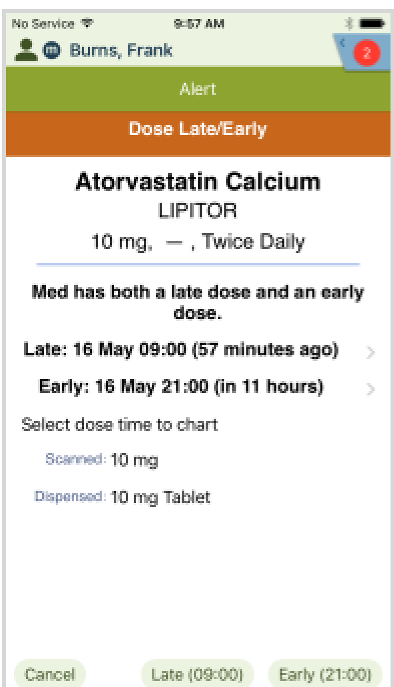
Choose Order

When you scan a medication barcode that matches two or more orders, you will be presented with the *Choose Order* workflow. You must review the available orders and select the order for which you are documenting an administration.



Choose Dose

If there are two doses available for you to document the administration against, you will be presented with the *Choose Dose* alert. For example, an order could have a *Dose Late/Due* alert.



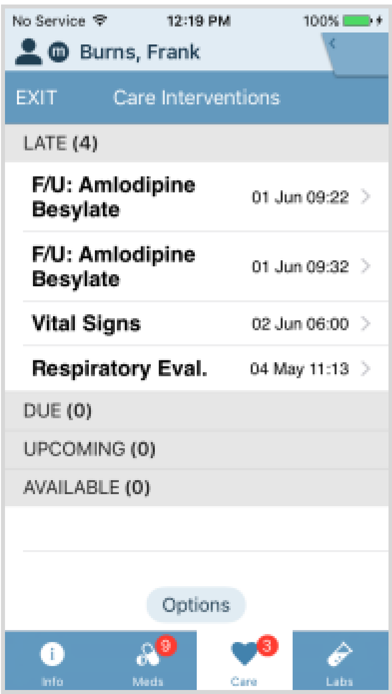
If you select Late, you must enter a reason and select one of the following options: **Dismiss** or **Override with Reason**.

- **Dismiss** returns to the above screen.
- **Override with Reason** takes you to the *Admin Details* screen or *Admin Summary* screen, depending on if there are any clinical prompts to answer.

If you select Due, you will move into the *Admin Details* or *Admin Summary* screen. From the *Admin Summary* screen, select one of the following options: **Cancel Med** or **Confirm**.

Follow Up Prompts

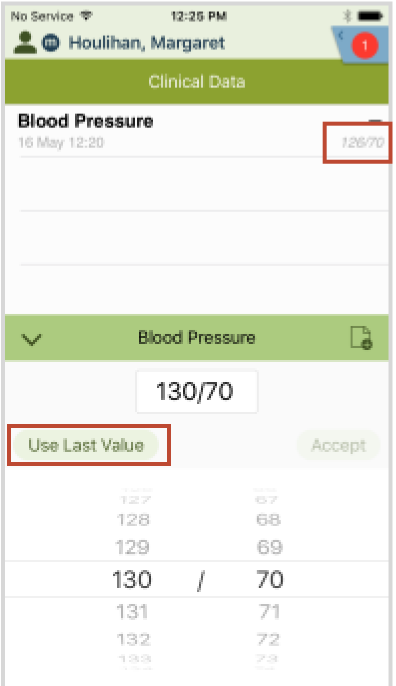
If multiple followup prompts are setup at the same time, they are filtered at Care tab.



Last Value

If there was a previously collected value for a prompt or intervention, it will display in the upper right hand corner of the screen (in light gray). If configured, a **Last Value** button will be displayed along with **Dismiss** and **Accept**.

Touch **Last Value** to select the last documented value (116/70 in this example). Any last values collected will be documented on the flowsheet, mView, and MAR with the current date and time.



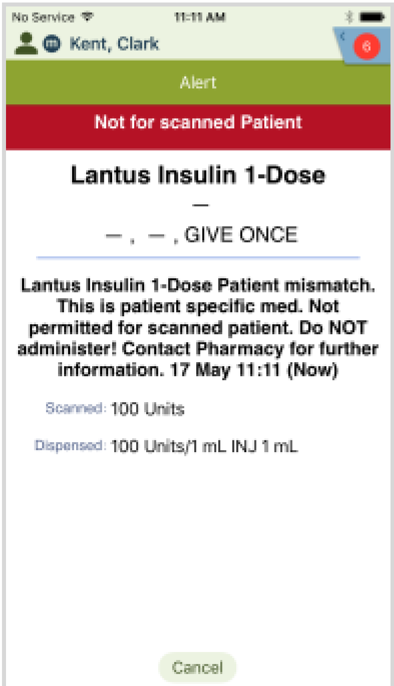
Patient-Specific, Multi-Dose Medications Workflow

Pharmacy can now identify medications as being patient-specific , multi-dose items to provide an additional layer of safety for medications that should not be shared between patients (ex: insulin pens). Additionally, to alleviate re-printing order barcodes when a dose amount changes for these items, pharmacy will configure a custom patient-specific barcode. Depending on your hospital's policy, you will be required to scan this custom barcode, or you may still have the option to also scan the manufacturer barcode on the medication.

Patient-Specific, Multi-Dose Medication Setting is Enabled AND Allow Scan of Manufacturer Barcode Setting is Disabled

Workflow Scenario 1

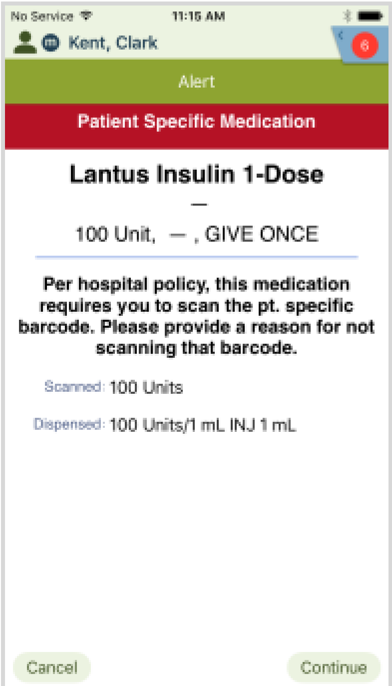
1. Scan patient wristband.
2. Scan the patient-specific barcode.
3. If Visit ID in barcode does not match patient, an alert displays and you have to cancel.



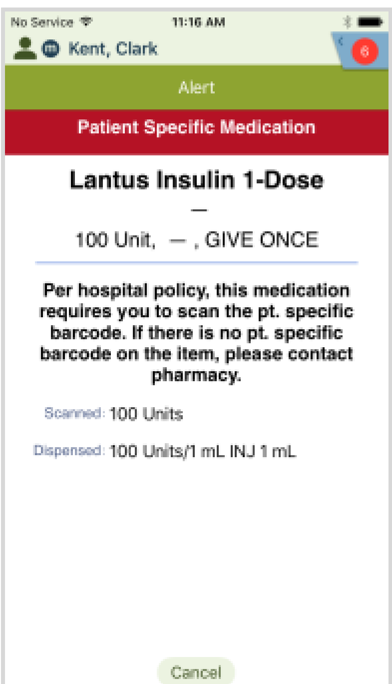
4. If Visit ID and hospital ID in barcode match the patient and order, you can proceed with the medication administration workflow.

Workflow Scenario 2

1. Scan patient wristband.
2. Scan manufacturer barcode.
3. If set to SOFT stop, an alert displays and you can proceed with the selection of an override reason.



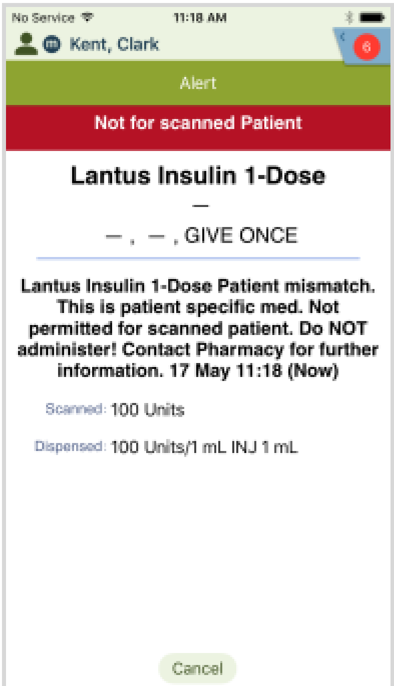
4. If set to HARD stop, an alert displays and you have to cancel.



Patient-Specific, Multi-Dose Medication Setting is Enabled AND Allow Scan of Manufacturer Barcode Setting is also Enabled

Workflow Scenario 1

1. Scan patient wristband.
2. Scan the patient-specific barcode.
3. If Visit ID in barcode does not match patient, an alert displays and you have to cancel.



4. If Visit ID and hospital ID in barcode match the patient and order, you can proceed with the medication administration workflow.

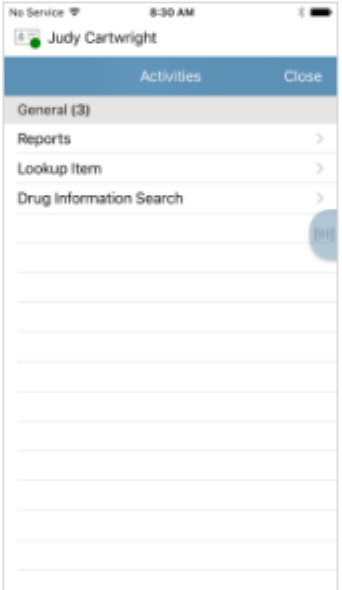
Workflow Scenario 2

1. Scan patient wristband.
2. Scan manufacturer barcode and proceed with the medication administration workflow.

Adding a Barcode to Formulary Item

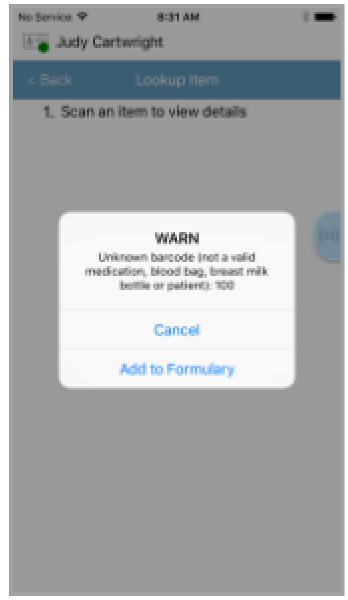
The *Activities* screen provides the Lookup Item feature that allows you to scan medication barcodes to find information about that medication. If the system recognizes the barcode, information about the corresponding medication will display. If the barcode is not recognized, PatientTouch will indicate the barcode is not in the system. Use the Lookup Item feature to add the formulary to the Master Drug List.

You must have the Manage Formulary privilege in order to complete this process.

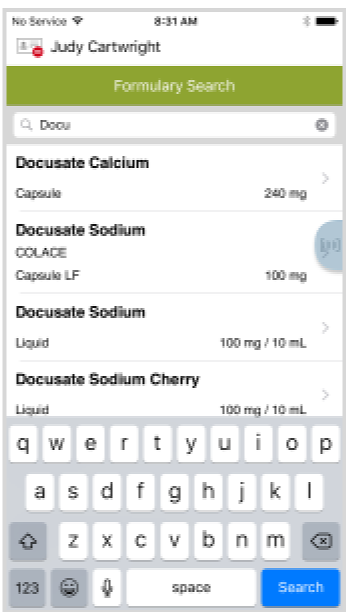


Touch Lookup Item.

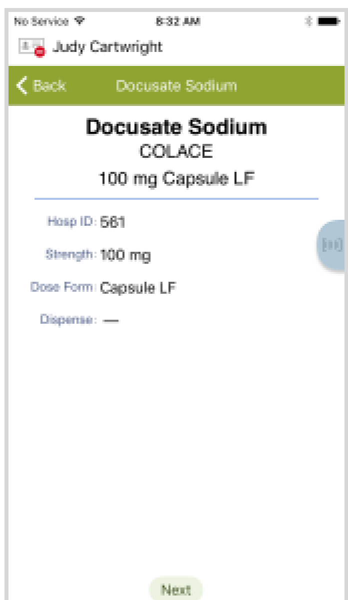
Scan the medication barcode.



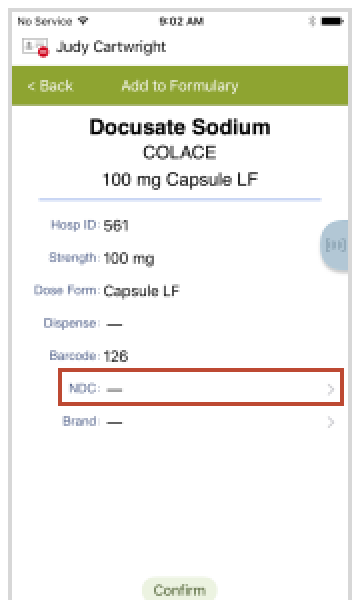
Touch Add to Formulary.



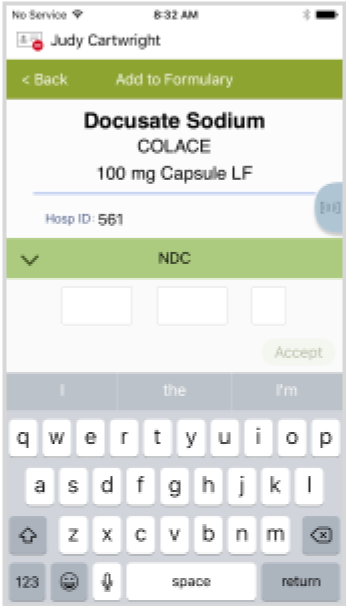
Search for and select an existing
formulary item to which to add the
new barcode.



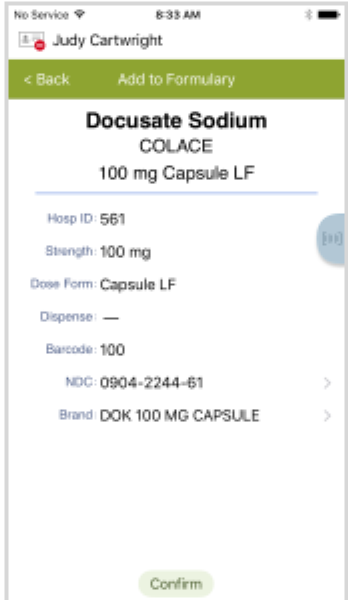
Touch Next.



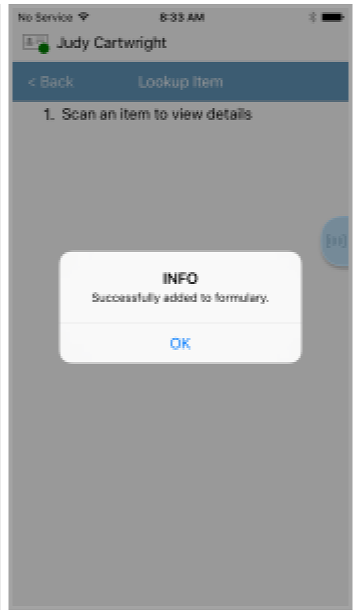
Touch the right arrow to add the optional NDC value.



Enter the NDC value and touch **Accept**.



Touch Confirm.



A message displays indicating that the barcode was successfully added to the formulary.

Touch **OK**.

The next time you scan this barcode, the drug information will display.

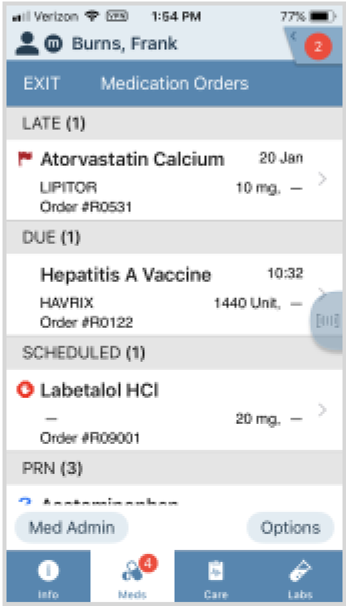
Require VIS Documentation During Vaccine Administration

Hospitals can require that caregivers print Vaccine Information Sheets (VIS) during vaccine administrations.

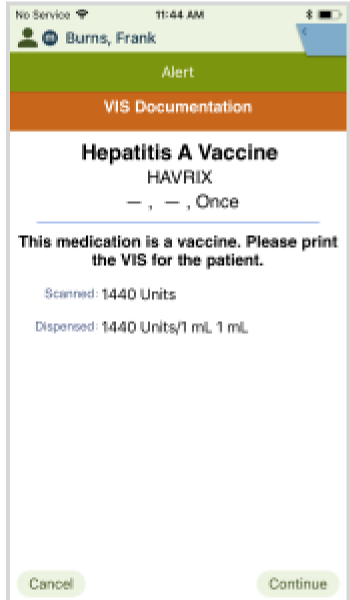
Vaccine Information Sheet details will appear on the eMar and printed MAR.

You must have the following settings configured in the Clinical Manager:

- Pharmacy>General Settings>Pharmacy Setup>Order Settings>Require VIS documentation during administration of vaccines.

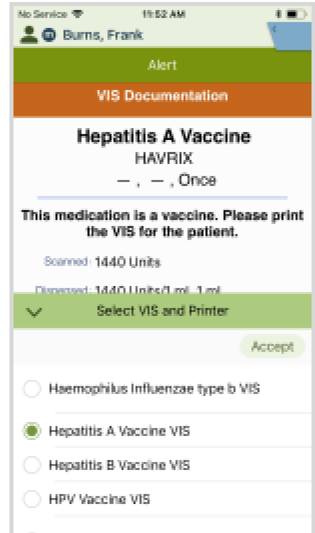


Scan the vaccine medication.

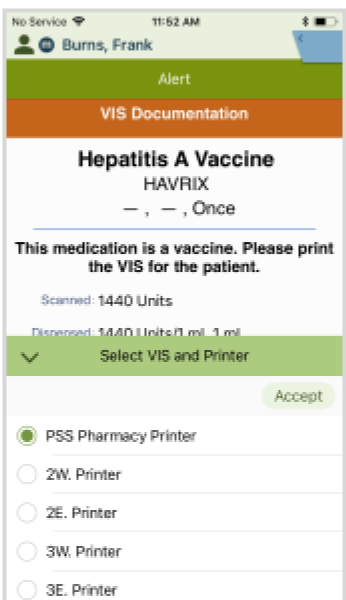


An Alert displays stating this is a vaccine medication and you will need to print the VIS for the patient.

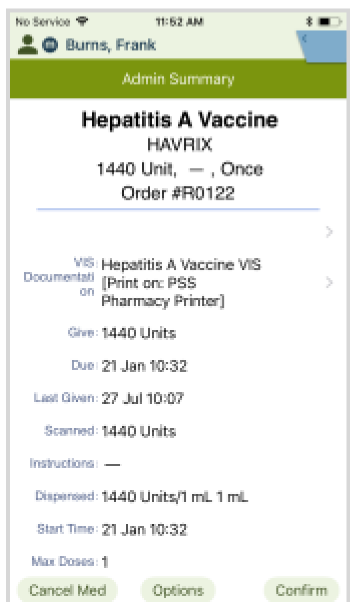
Touch **Continue**.



Select the specific VIS and touch **Accept.**



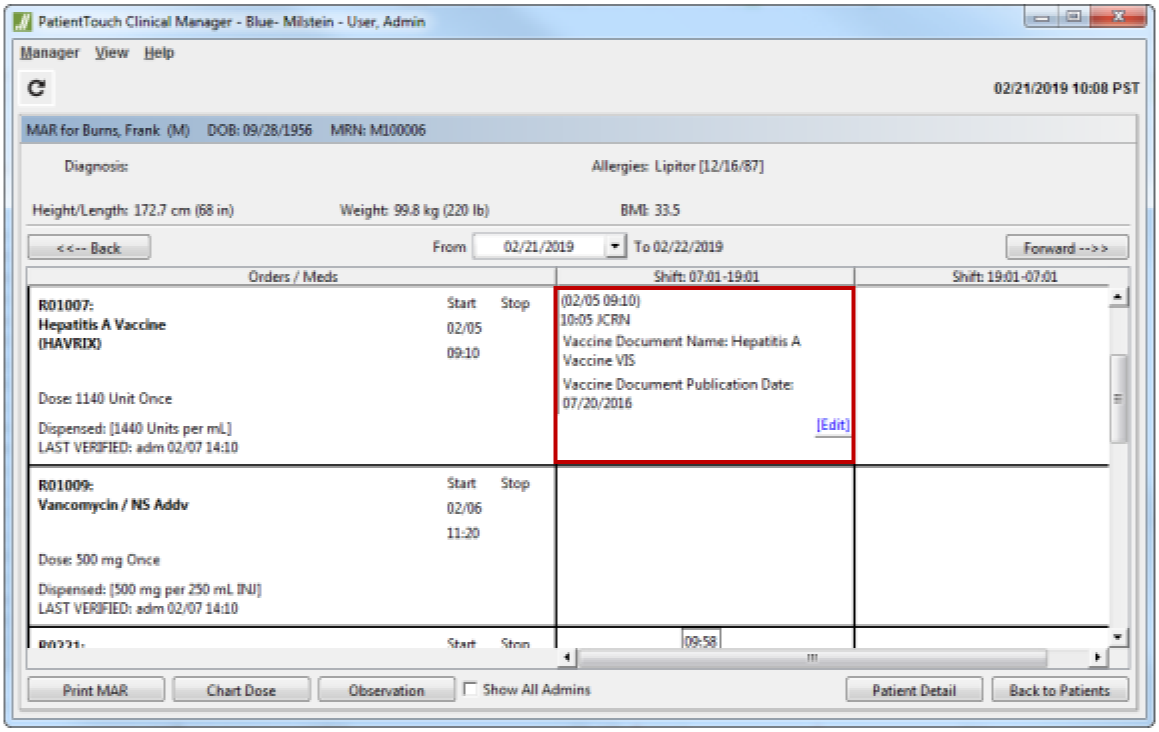
Select the printer and touch **Accept.**



The Admin Summary screen displays with the VIS information.

Scan your badge to document the administration.

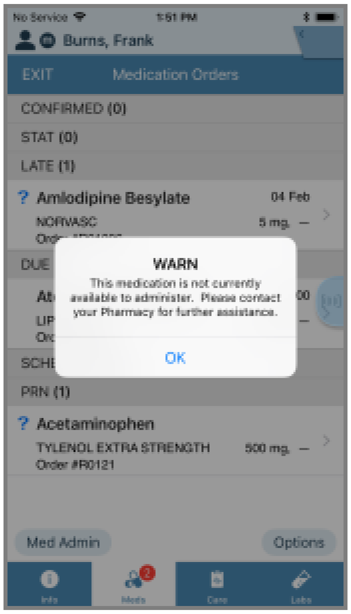
Once the administration of the vaccine has been documented, access the patient's MAR and the VIS information displays.



Inactive Medications

Medications can be configured to "Active" or "Inactive" in the PatientTouch System. For example, some hospitals may need to restrict the ordering of medications if they are in short supply, or if they run out of supply altogether. In order to prevent the unavailable medications from being ordered, the pharmacy might Inactivate some formulary items until they are available again in their inventory.

When caregivers scan an inactive medication, they will see the following screen.



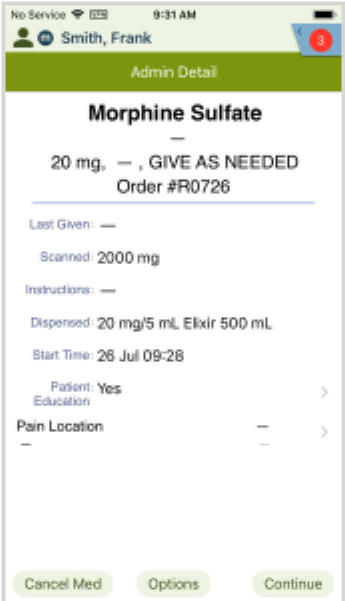
If the med is inactive when scanned, a warning displays stating "This medication is not currently available to administer. Please contact your Pharmacy for further assistance."

Restrict Prompt By Last Documented Time

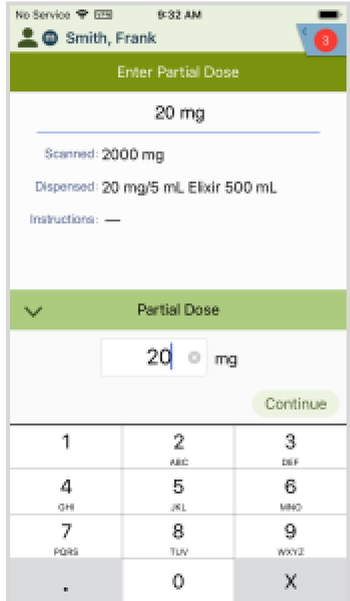
To alleviate caregivers from having to document assessments if an assessment has recently been given, PatientTouch will not prompt the caregiver for an assessment if it was already given within the last 'X' minutes. The 'X' minutes are configured in the Clinical Manager.

First Time Medication Administration

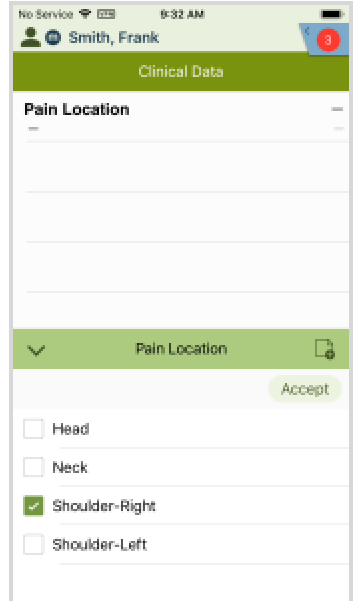
In the example below, a pain assessment has been configured with the medication. The prompt restriction by last documented time setting was configured for 30 minutes. The first time the medication is given, and the prompt restriction is in place, the caregiver ***will*** receive a prompt for pain location.



After you have scanned the patient's medication, touch **Continue**.

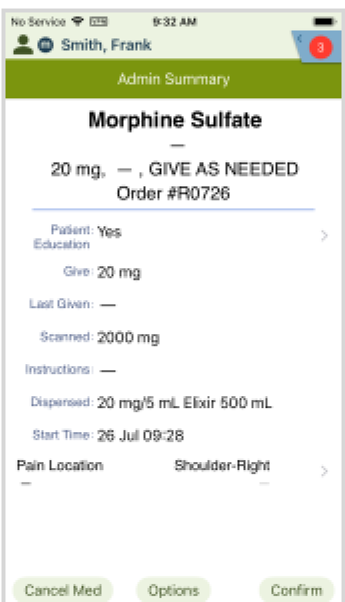


Enter the dose amount and touch **Continue**.

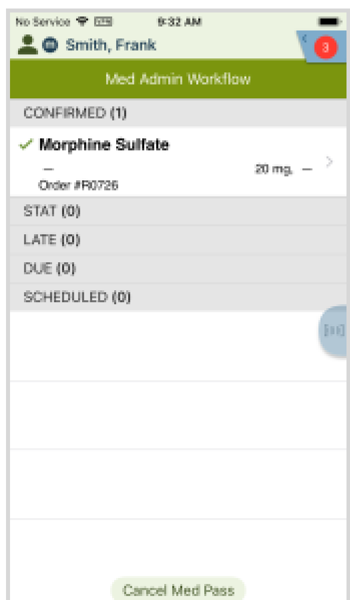


Touch the location of the pain.

Touch **Accept**.



Touch **Confirm**.



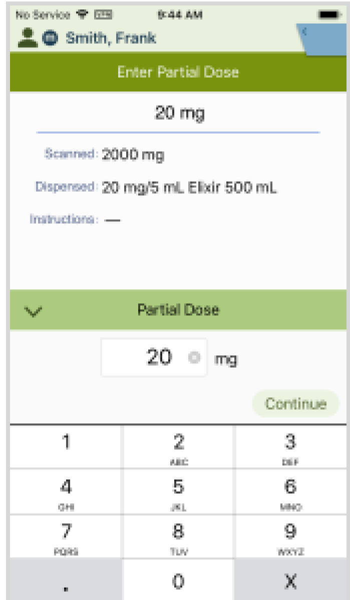
Scan your badge to document.

Second Time Medication Administration

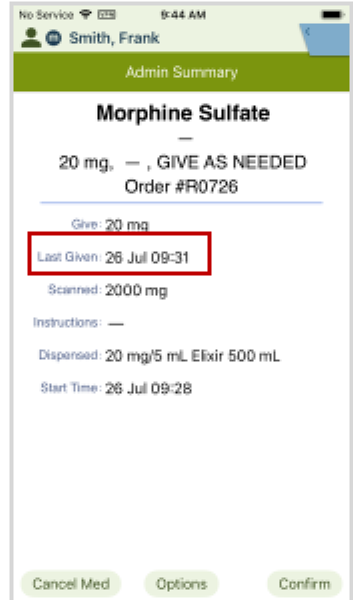
The second time the medication is given, *within the 30 minutes*, the caregiver will ***not*** receive a prompt for pain location.

After scanning the medication, touch Continue.

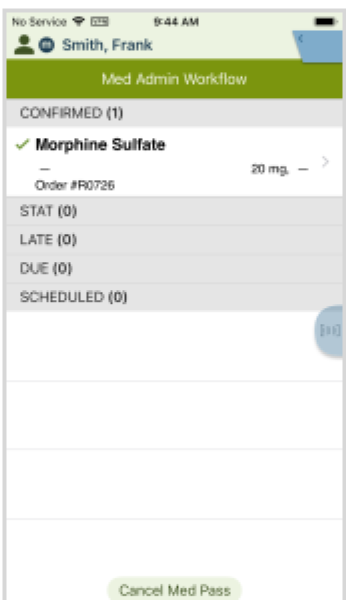
Please note the last given date and time.



Enter the dose amount and touch **Continue**.



Touch **Confirm**.

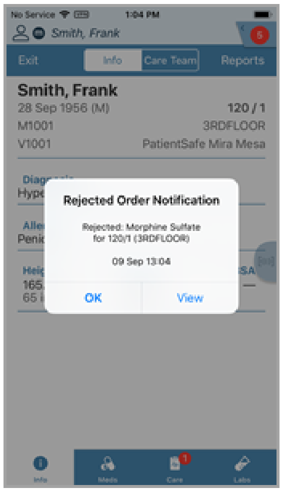


Scan your badge to document.

Rejected Order Status

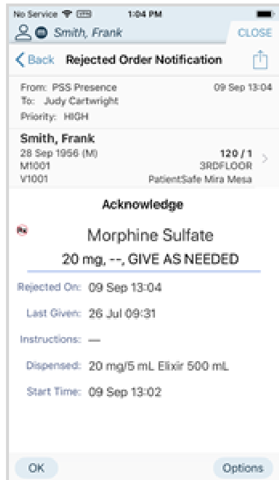
To allow medication orders to receive additional review and investigation prior to administering a medication, the PatientTouch application provides an order status of Rejected. This status is applied by the Pharmacist during the Rx Verification workflow for CPOE orders. When an order is rejected by pharmacy, caregivers will receive a red banner alert that states Order is Rejected.

To learn how to use the Rejected Order Status workflow, use the instructions below.



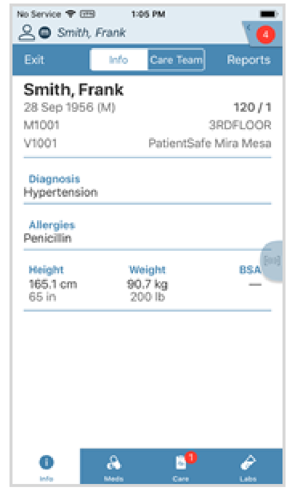
Caregivers will receive a notification message when their patient's medication has been rejected by pharmacy.

Touch **View.**



Acknowledge the message.

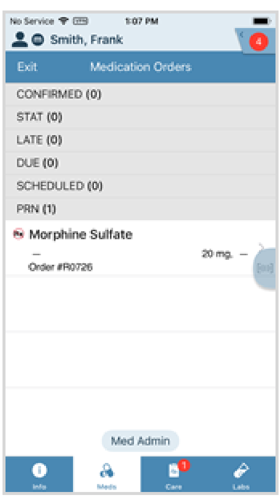
Touch **OK.**



The Patient Info screen displays.

Touch the **Meds** tab.

Any rejected orders that were previously in the STAT, Late, or Due section of the Medication Orders screen will move to Scheduled. PRN orders will remain in the PRN section.



Scan the patient's wristband.

The rejected order displays with an Rx icon next to it with a red slash through it, as seen in the image above.

Depending on the settings in the Clinical Manager, you may continue to document the medication with an override reason. This is the default state.

An alert would display stating the

Or, if the settings in the Clinical Manager are set to a hard stop, you will receive a **Stop! Order is Rejected** alert and have to cancel the med pass.

Order is Rejected along with the date and time pharmacy rejected the order.

Touch **Continue** and select an override reason.

Reports

Two limited sets of standard reports are available from PatientTouch. A more comprehensive set of reports is available through the PatientTouch Clinical Manager.

The availability and lists of reports are not configurable, and all devices will display the same set of available reports. These reports can be printed to any network printer, email address or other defined destination configured in the Clinical Manager.

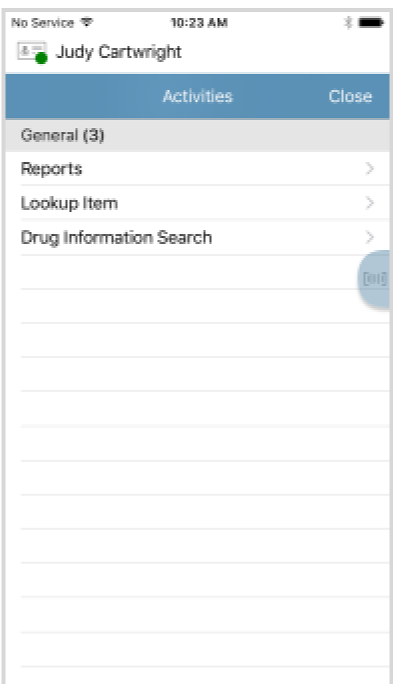
Reports are available in the *Caregiver Context* and in the *Patient Context*.

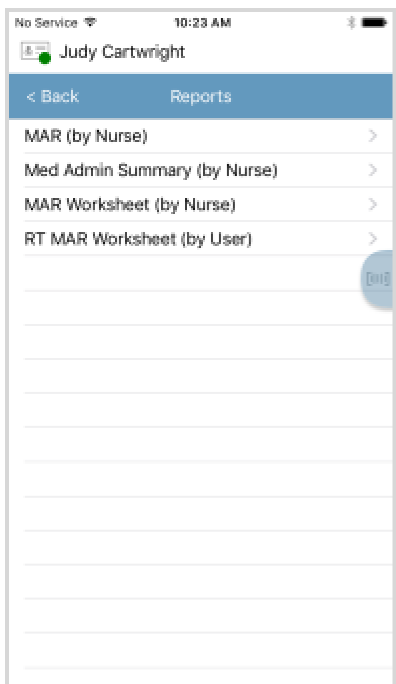
Caregiver Reports

When you are in the *Caregiver Context*, a user-specific set of reports that apply to the caregiver's assigned patients/locations is available. If you select one of these reports, it will print for every patient/location for which you are assigned.

To access those reports, touch the **To Do** tab > Activities > Reports option.

The four available reports are: MAR (by Nurse), Med Admin Summary (by Nurse), MAR Worksheet (by Nurse), and RT MAR Worksheet (by User).

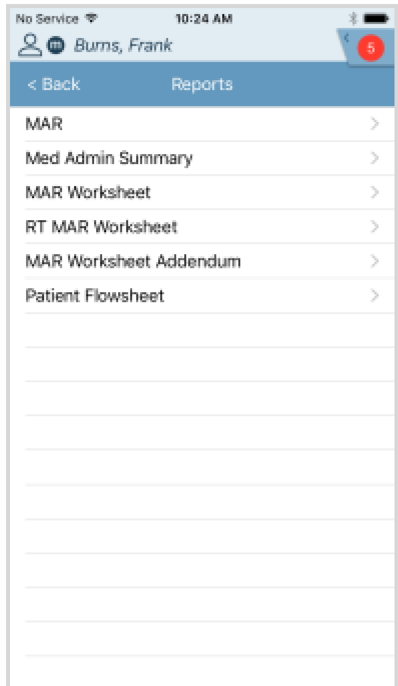




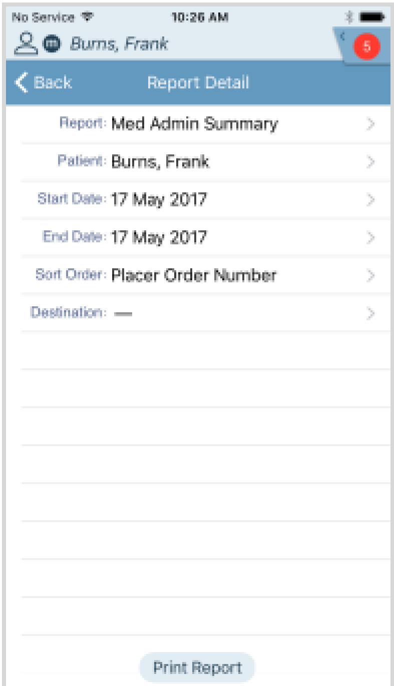
Patient Reports

When you are in the *Patient Context*, select the **Reports** button in the top right corner to view the available patient-specific reports. Patient-specific reports can only be generated when the caregiver is in the *Patient Context*.

The reports are: MAR, Med Admin Summary, MAR Worksheet, RT MAR Worksheet, MAR Worksheet Addendum, and Patient Flowsheet.



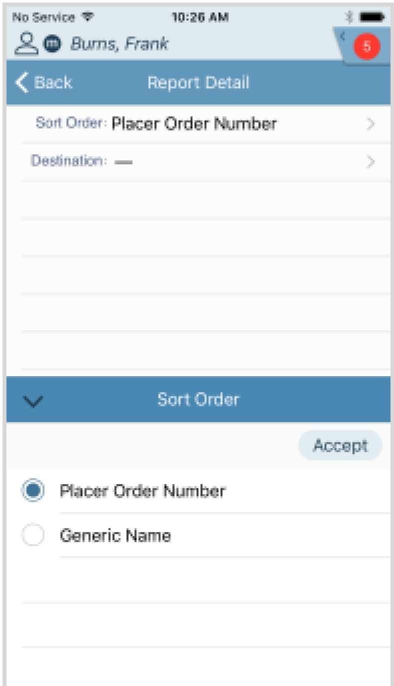
Report Detail

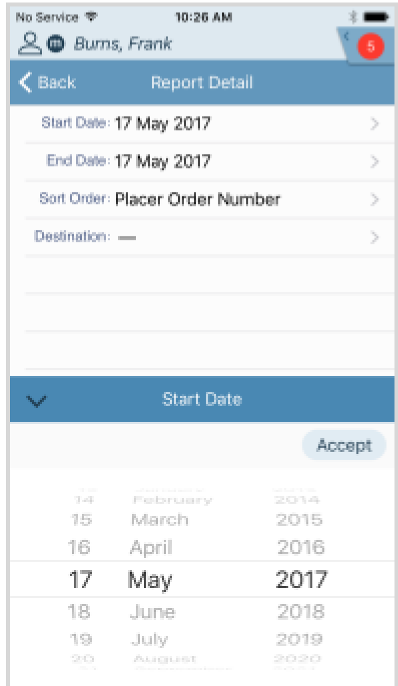


After selecting a report to run, you must select certain parameters to customize the report to suit your current needs. The parameters depend upon the type of report selected.

Typically, your options will include a date or date range, a sort order, and the destination (printer or email address). If a defined Default Printer has been set up in your user information settings, the destination will automatically default to that printer/destination. Contact your System Administrator if you do not see a Default Printer pre-selected and would like one set.

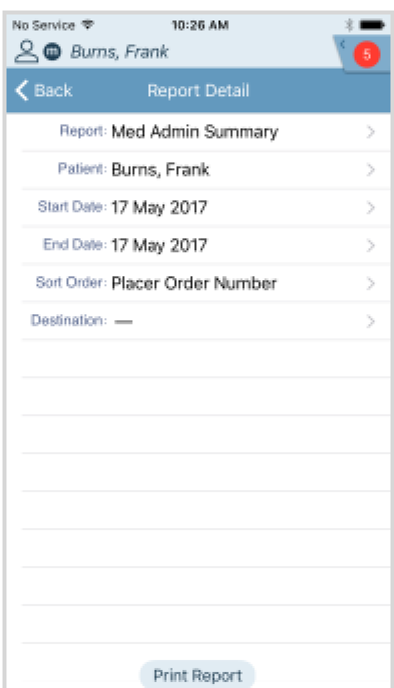
Example Sort Order **Example Date Selection**

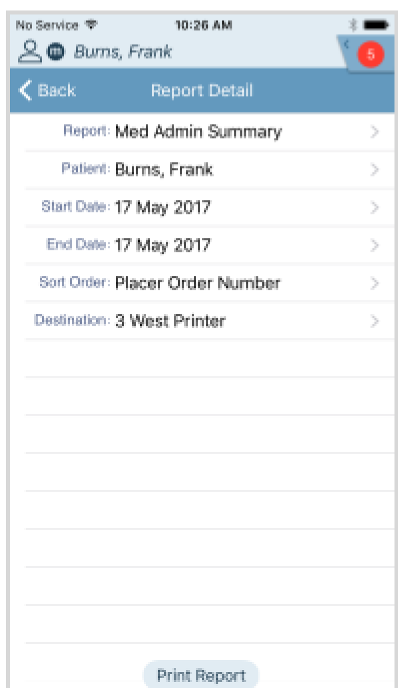




When you have finished selecting parameters, touch **Print Report** and the report will be sent to the printer, email address or destination you selected.

Touch the arrow next to **Destination** to display a list of printers configured and available for these PatientTouch reports.





A confirmation message is displayed indicating the report has printed or emailed. Touch **OK** to close the message.