MedsManager™ Quick Start Guide

Welcome

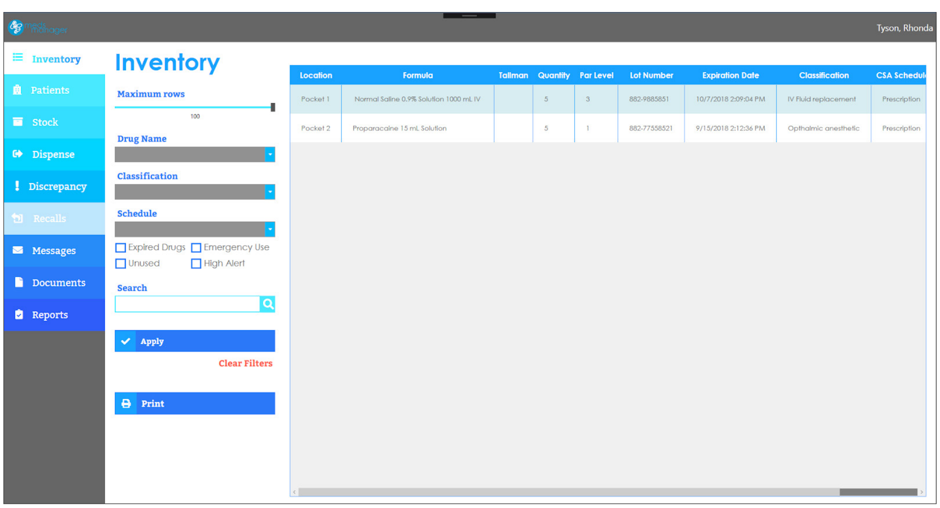
Welcome to MedsManager™. This guide will walk through a simple process to explain the methods of operation in MedsManager™. This document focuses not only on the processes that instructors should follow to complete their tasks, but some examples of tasks to complete. The capabilities of MedsManager™ go beyond what is covered in this guide. We encourage you to experiment and ask questions! Our support staff is always available to cover topics not addressed in this guide.

Overview of Systems

The purpose of MedsManager™ is to replicate the functionality of software in use with in-practice medication dispensing devices. MedsManager™ acts as an inventory control system for a Medication Dispensing Device. This device is either a medication dispensing cart or cabinet. MedsManager™ is responsible for controlling access to the drawers, as well as maintaining inventory information, patient medication information, and reports of user activity. MedsManager™ interfaces with either SimEMR® or MedSkills™ to perform its operations.

Inventory Page

The first page you will see when you log in is the Inventory Page. This page contains a summary of all of the inventory in the cart. The left side of the page is a set of filters and settings to pare down the results on the right side of the page. The table on the right side of the page is a list of inventory stocked in the device. Double clicking a row in the table will bring up details about the selected inventory item.



Patients Page

This page contains a list of patients, as well as the details of the medication orders for those patients. On the left side of the page is a list of patients, if any are under the care of the current user. For learners, this list is comprised of all patients that are currently assigned to them. For faculty, it consists of all currently editable patient profiles.

Either scanning a patient barcode or clicking a patient's name from the left hand list will select the patient and bring it's details up on the right side of the page. A setting can be found on the Settings Page to require that a patient barcode is scanned, removing the ability to click to select.

After a patient is selected, 3 areas are populated on the right side of the page:

Patient Wristband

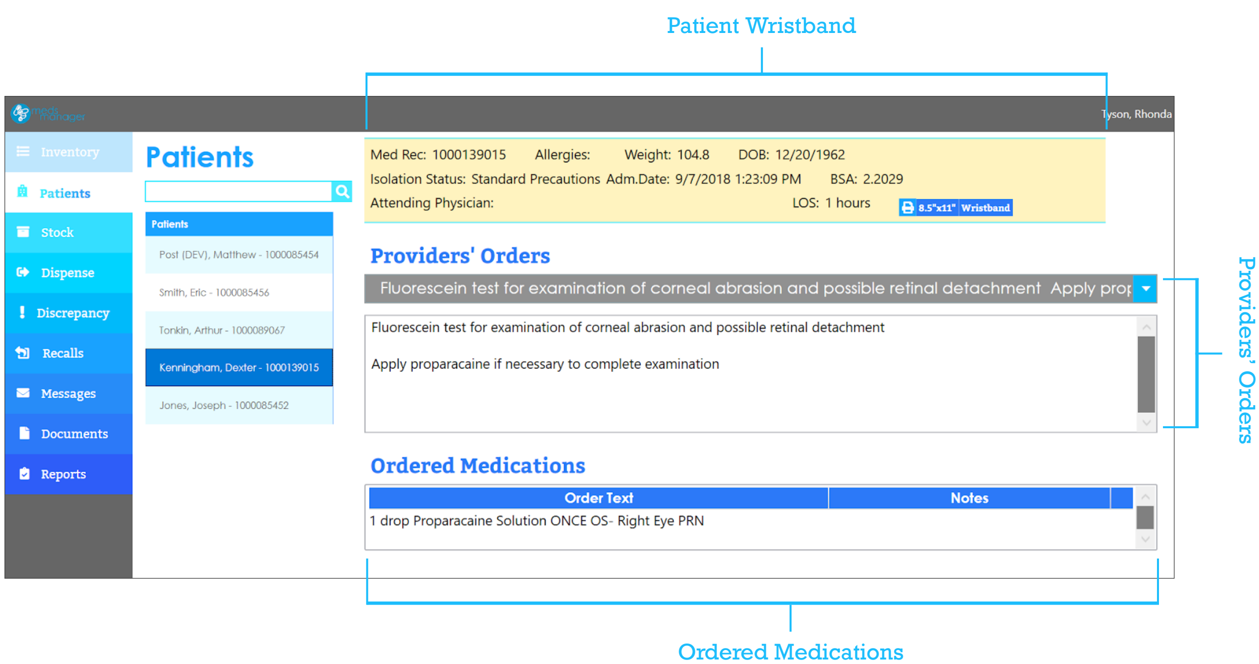
The top-most area is the patient wristband. This area contains all of the information you would expect to see on a patient wristband, as well as buttons to print out **[8.5x11]** or TSC **[WRISTBAND]** printer wristbands.

Providers' Orders

The middle area is the Providers' Orders section. This contains a dropdown to select between all provider orders for the selected patient. The text in this list may be truncated for ease of use, but the full text of the order will become available to view in the box below after an order is selected.

Ordered Medications

The bottom area is the Ordered Medications section. This table is a list of all of the medications associated with the currently selected provider order. Double clicking on a row will bring up an administration record for this medication.

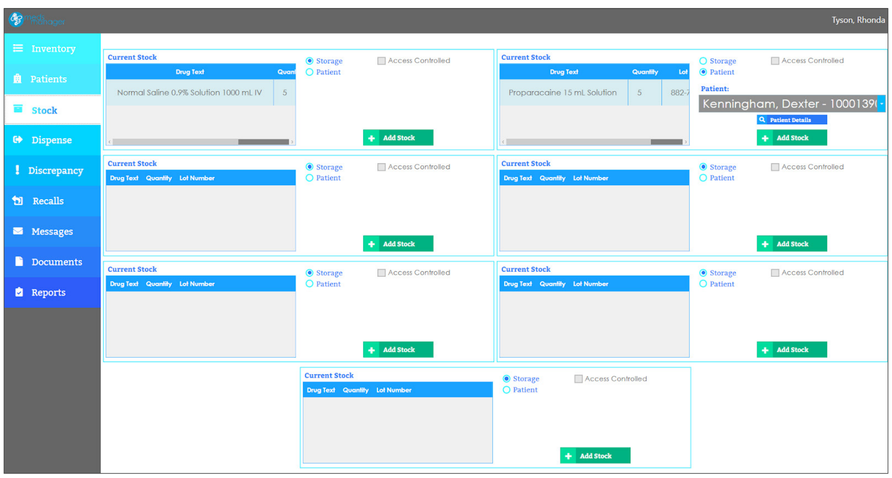


Stock Page

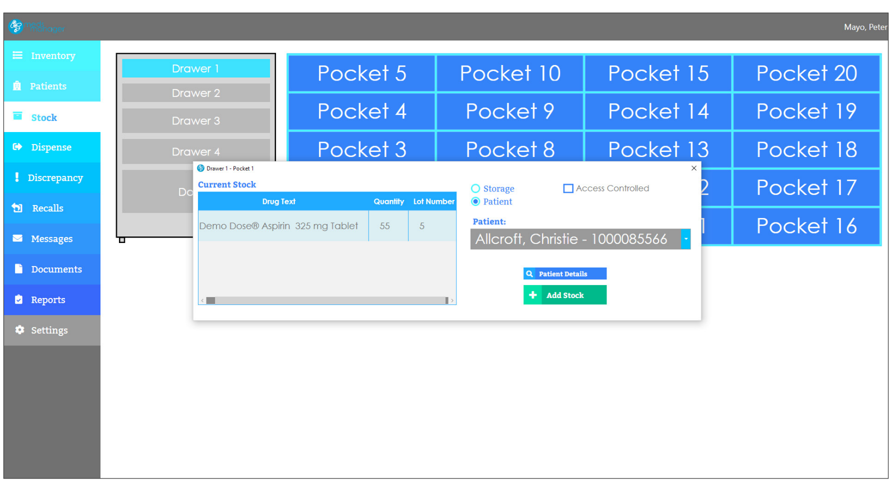
This page contains a representation of the device you are using. This representation can be used to stock the corresponding pocket in your device. If you are using a cabinet, simply select the drawer on left and click the pocket you would like to stock to pull up the stocking interface. If you are using a cart, you will have immediate access to the stocking interface for each pocket. To stock a drug, simply click **[ADD STOCK]** and fill out the information. This will add the selected drug to stock.

To edit existing stock, double click on the row you would like to edit. Selecting the **[STORAGE]** option will allow the drawer to be stocked without the patient as a context. Selecting **[PATIENT]** will associate the drawer with a Patient, allowing for administration directly from the Dispense Page. Selecting **[ACCESS RESTRICTED]** will a require entry of a PIN/Password in order to access the pocket in the future.

SimCartRx™ Stock Page View



SimCabRx™ Stock Page View

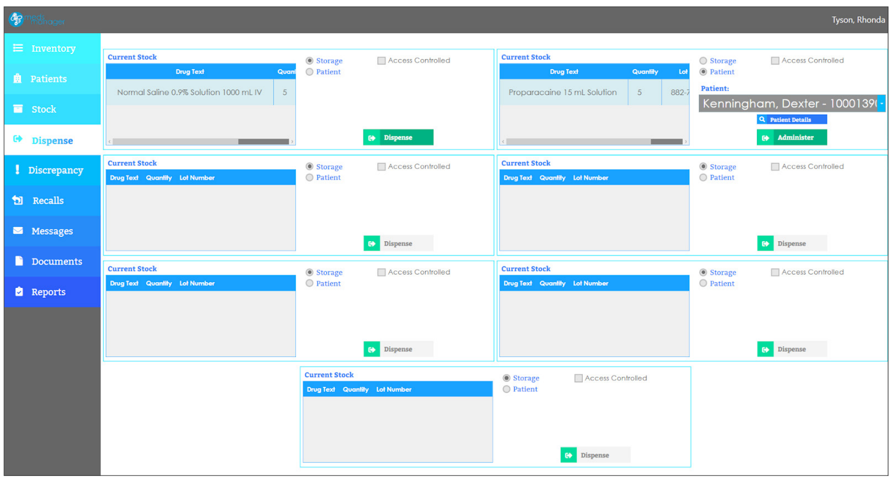


Dispense Page

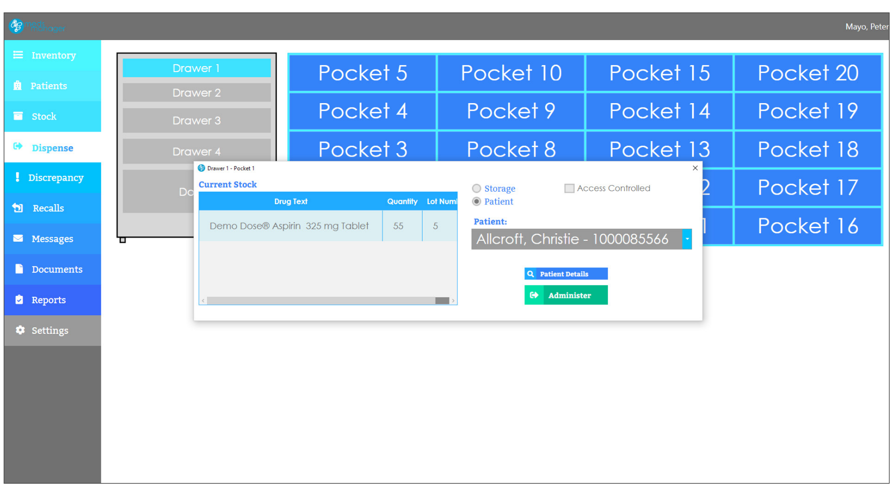
This page contains a representation of the device you are using. This representation can be used to stock the corresponding pocket in your device. If you are using a cabinet, simply select the drawer on left and click the pocket you would like to dispense from to pull up the dispensing interface. If you are using a cart, you will have immediate access to the dispensing interface for each pocket.

If the drawer has been marked as a "Patient" drawer, an **[ADMINISTER]** button will be available. Clicking this button will allow for administration of medication to the patient. If the drawer has been marked as a "Storage" drawer, a dispensing window will appear, where you can enter the new quantity after dispensing is completed.

SimCartRx™ Dispense Page View



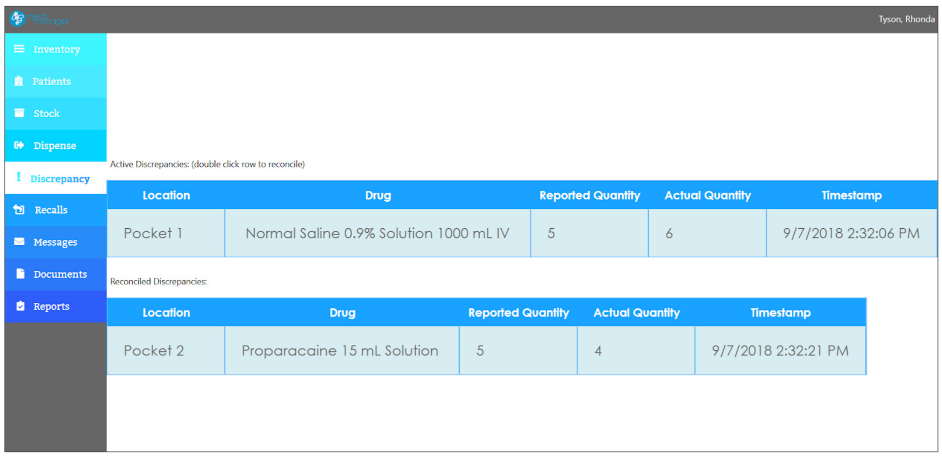
SimCabRx™ Dispense Page View



Discrepancy Page

This page is a place to view current and previously reported discrepancies. Double clicking on an active discrepancy will allow you to resolve it.

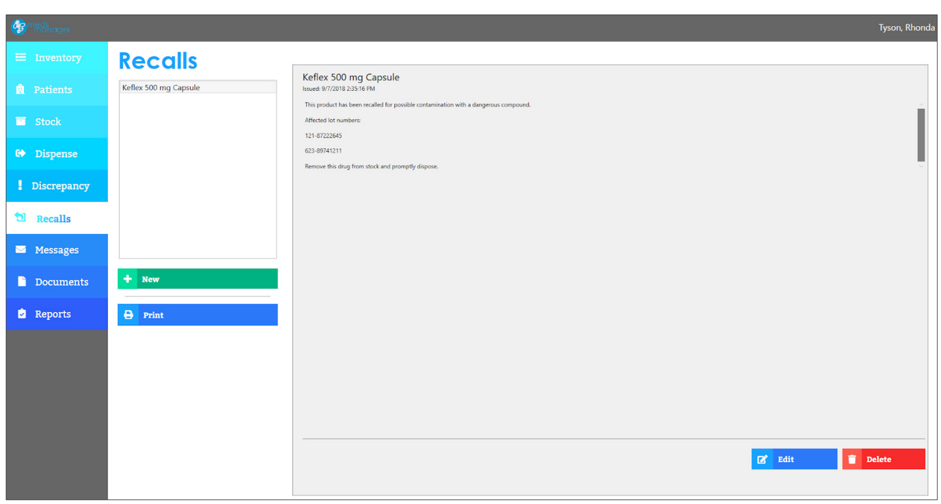
Discrepancies can be reported any time that a pocket can be accessed by clicking the red and white **[!]** symbol.



Recalls Page

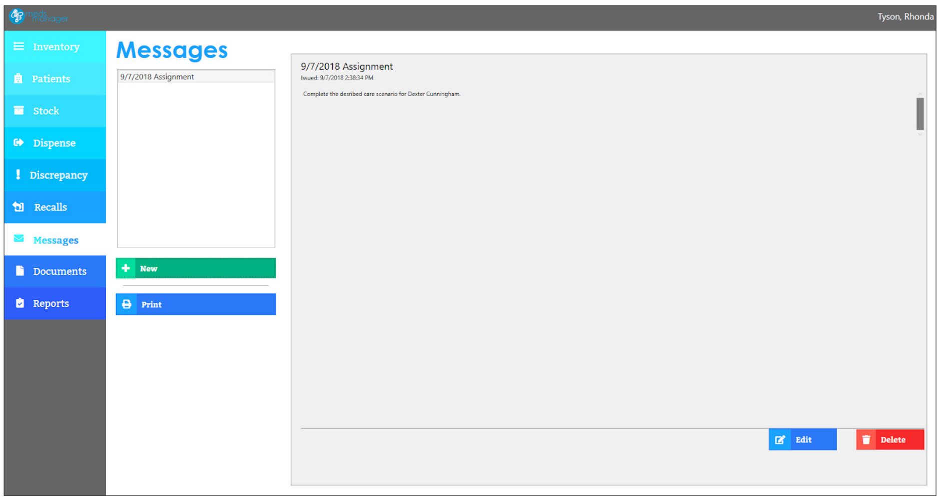
This page is where you can create, manage, and view recalls. The left side of this page contains a list of all recalls, and a button to create **[NEW]** recalls. The right side of the page contains the full text of the selected recall, as well as buttons to **[EDIT]** and **[DELETE]** the selected recall.

When writing or editing a recall, select a drug from the dropdown at the top to recall, and enter the recall text below. The enabled check box determines if the recall should show up to other users. This will allow recalls to be prepared ahead of time, then activated and deactivated as scenario requirements demand. If a recall is enabled, all users who log in who have not yet seen that recall will see the recall menu option pulsing red. When the recall is read, the pulsing will stop.



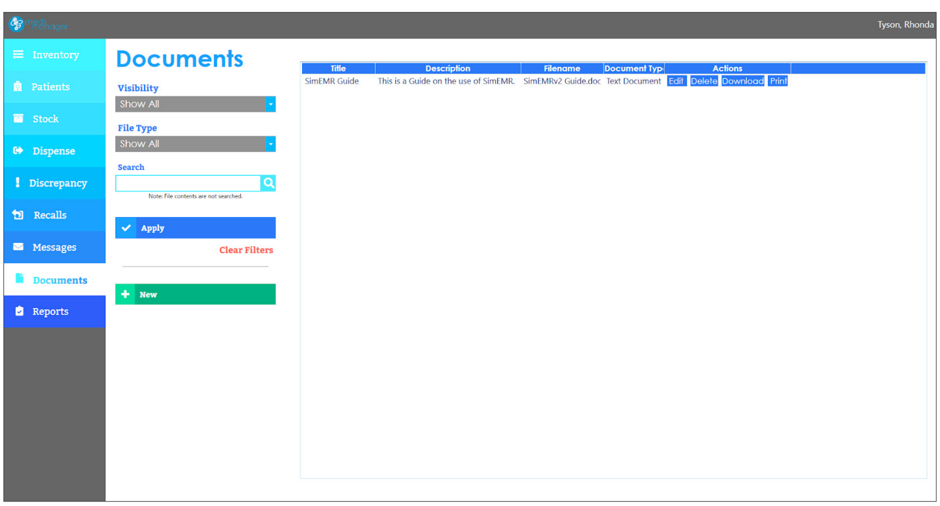
Messages Page

This page is where you can create, manage, and view messages. The left side of this page contains a list of all messages, and a button to create **[NEW]** messages. The right side of the page contains the full text of the selected message, as well as buttons to **[EDIT]** and **[DELETE]** the selected message. The enabled check box determines if the message should show up to other users. This will allow messages to be prepared ahead of time, then activated and deactivated as scenario requirements demand. If a message is enabled, all users who log in who have not yet seen that message will see the Recall menu option pulsing red. When the message is read, the pulsing will stop.



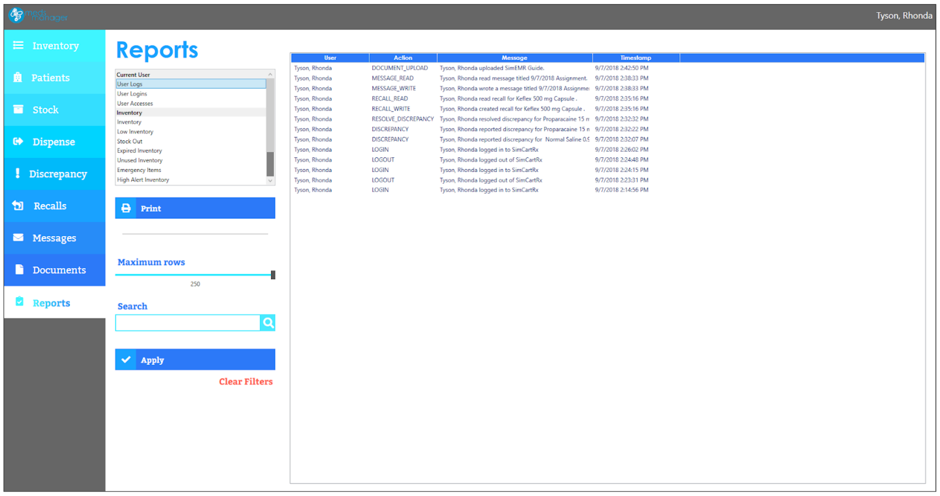
Documents Page

This page is where you can create, manage, and view documents. The left side of this page contains a set of filters, and a button to add **[NEW]** documents. The right side of the page contains a list of all documents that have already been added. Clicking **[NEW]** will allow you to add a document that can be downloaded and printed from MedsManager™. The enabled check box determines if the document should show up to other users. This will allow documents to be prepared ahead of time, then activated and deactivated as scenario requirements demand.



Reports Page

This page is where you can view and print reports. The left hand side of the page has a list of available reports, as well as a **[PRINT]** button and a search bar. Selecting a report will make its contents appear on the right side of the page.



Settings Page

This page is where you can adjust configurations for your device. The left hand side of the page has different sections of configuration.

About

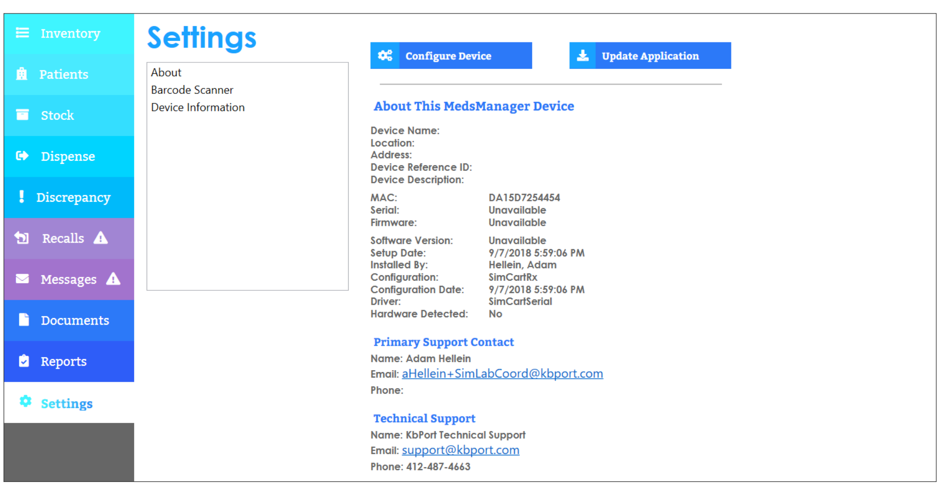
The default section is the About section, which provides opportunities to update the software and reconfigure your device.

Barcode Scanning

The Barcode Scanning section allows for the configuration of barcode scanners, as well as configuring when barcode scanning is required.

Device Information

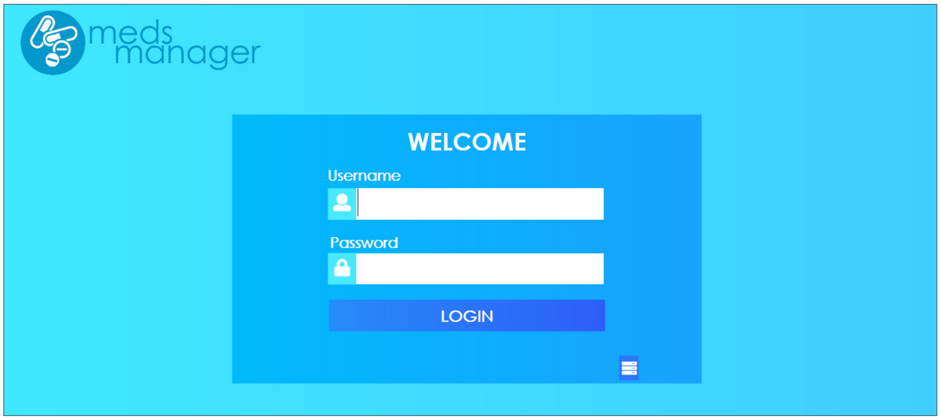
The Device Information page allows you to set up identifying information for the device for your ease of use in the event you have multiple devices.



A Simple Scenario

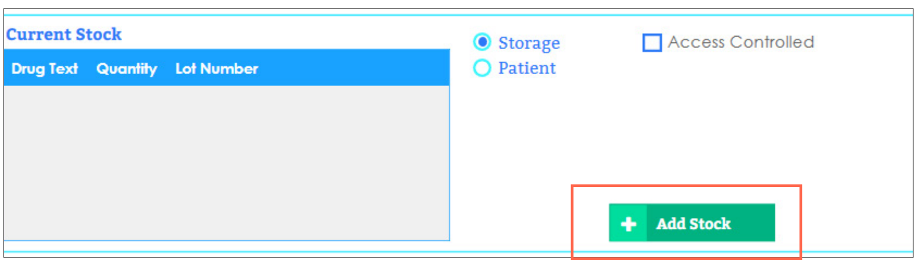
This scenario will quickly walk through the process of stocking and administering a medication to a patient.

1. At the login screen, log in as a user with permissions that will allow the stocking of medication. Select **[LOGIN]**.

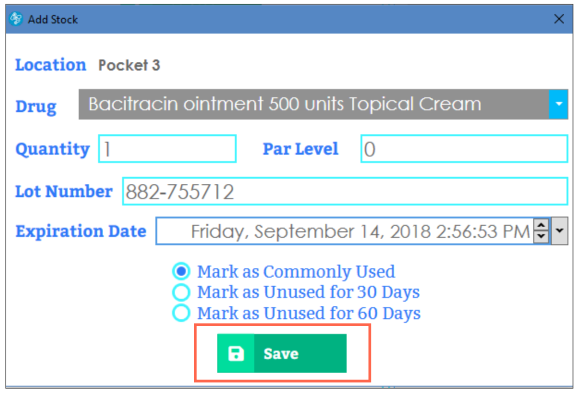


2. Navigate to the left-hand menu. Select **[STOCK]**.

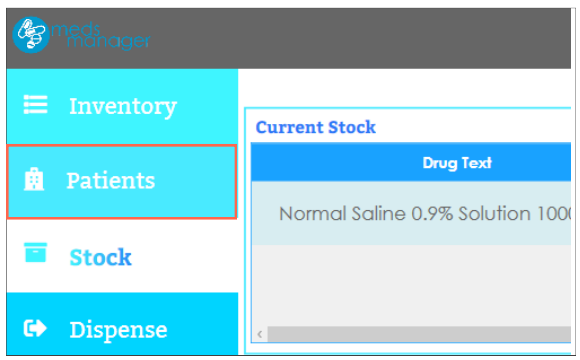
3. Select a pocket to stock. Click **[ADD STOCK]**.



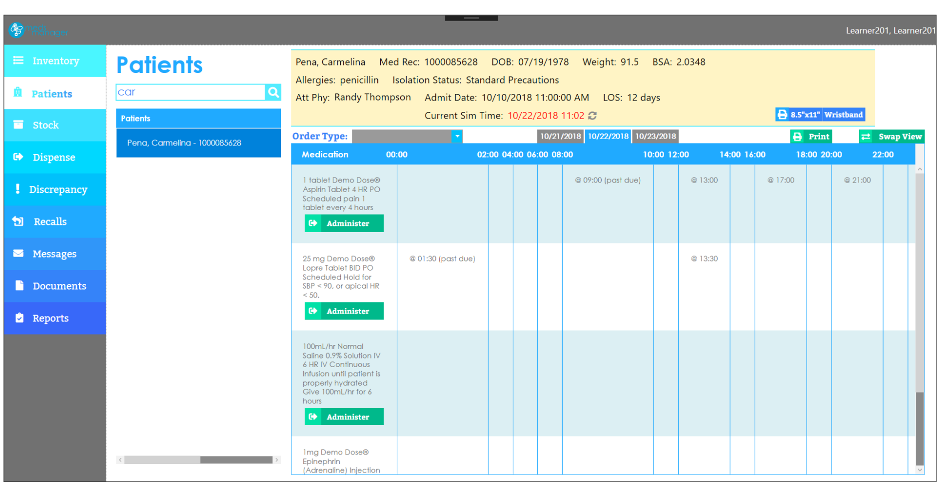
4. Select the drug you are stocking. After completing other information, Select **[SAVE]**.



5. The drug is now stocked. Navigate to the left-hand menu and select **[PATIENTS]**.

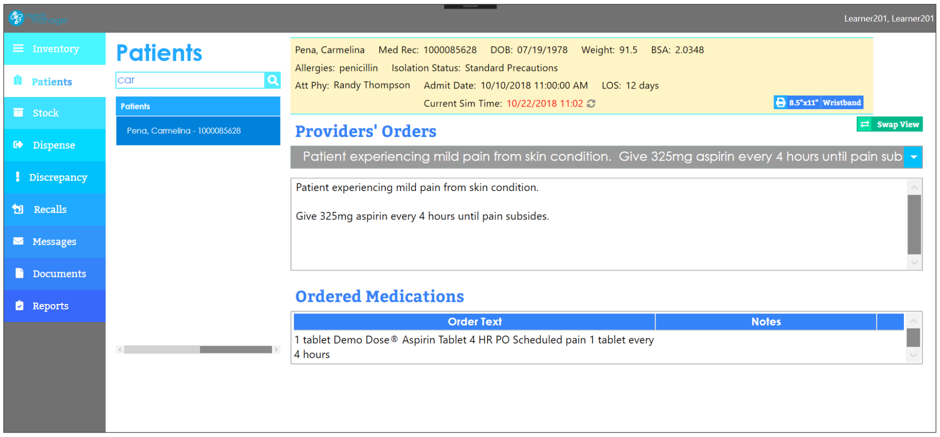


6. Select the patient you would like to administer the medication to, either by scanning a patient barcode or by clicking on the patient name on the left.

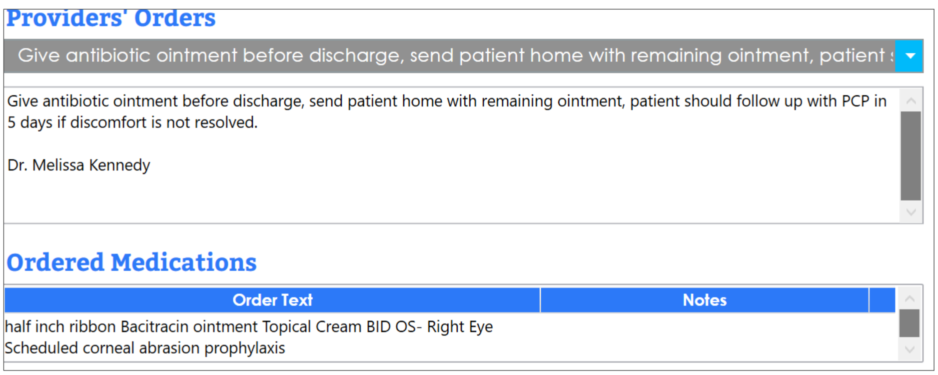
a. 

If using the default tabular view **(a.)**, continue to step 8. If preferred, you can swap from a tabular view to a Providers' Order list **(b.)**, and move on to step 7.

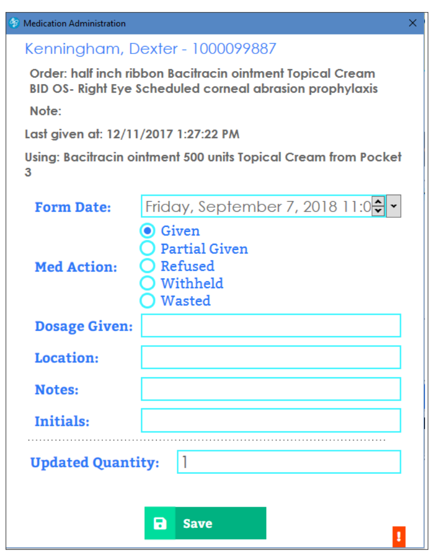
b.



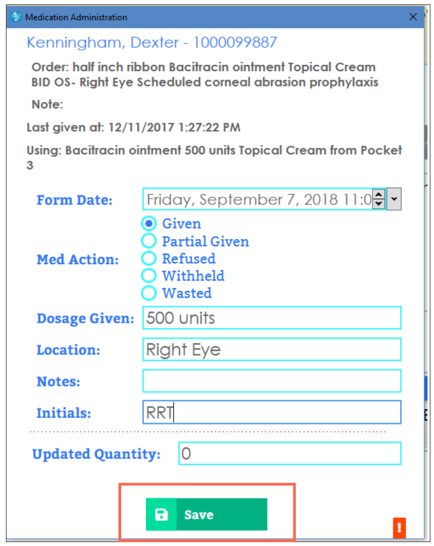
7. Select the appropriate provider's order. **(Only relevant for 6b.)**.



8. Double click or scan the medication you would like to administer.



9. Fill out the administration details. Select **[SAVE]**.



This completes the medication administration scenario. The medication administration record becomes immediately visible on SimEMR® or MedSkills™.

Closing Remarks

Our support staff and education consultants are more than happy to help fill in the details of specific features, support the education of how to accomplish desired workflows, and assist in any technical questions you may have.

Thank you,

KbPort™ MedsManager™ Team