

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.

The screenshot shows the MedsManager web application interface. On the left is a navigation sidebar with links for Inventory, Patients, Stock, Dispense, Discrepancy, Recalls, Messages, Documents, and Reports. The main area is titled 'Inventory' and features a 'Maximum rows' slider set to 100. Below this are filter sections for 'Drug Name', 'Classification', and 'Schedule'. There are also checkboxes for 'Expired Drugs', 'Emergency Use', 'Unused', and 'High Alert'. A search bar and an 'Apply' button are present, along with a 'Clear Filters' link and a 'Print' button. The right side of the page displays a table of inventory items.

Location	Formula	Tallman	Quantity	Par Level	Lot Number	Expiration Date	Classification	CSA Schedule
Pocket 1	Normal Saline 0.9% Solution 1000 mL IV		5	5	882-9885851	10/7/2018 2:09:04 PM	IV Fluid replacement	Prescription
Pocket 2	Propofol 1% 15 mL Solution		5	1	882-7755821	9/15/2018 2:12:36 PM	Ophthalmic anesthetic	Prescription

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.

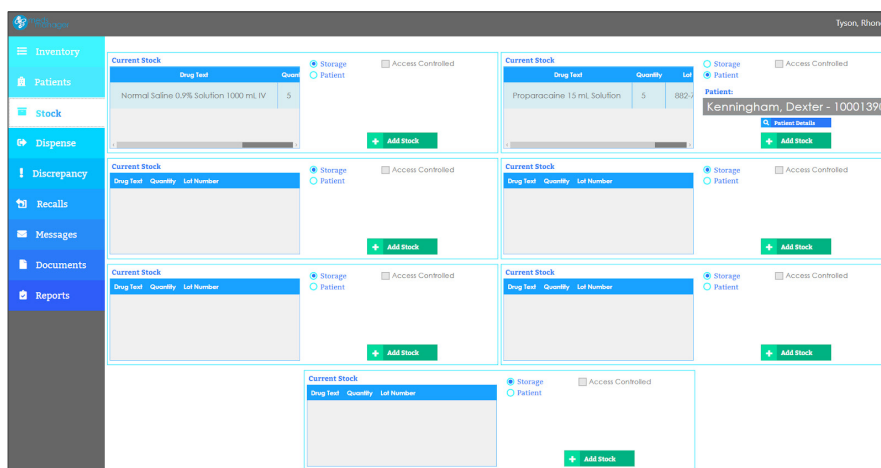
The screenshot shows the MedsManager interface. On the left is a sidebar with navigation links: Inventory, Patients, Stock, Dispense, Discrepancy, Recalls, Messages, Documents, and Reports. The main area is titled 'Patients' and contains a search bar and a list of patients. The patient 'Post (DEV), Matthew - 1000085454' is selected. The right side of the page displays the patient's details, including Med Rec, Allergies, Weight, DOB, Isolation Status, Adm.Date, BSA, and Attending Physician. Below this is the 'Providers' Orders' section, which shows a dropdown menu with the selected order 'Fluorescein test for examination of corneal abrasion and possible retinal detachment'. The 'Ordered Medications' section is a table with two columns: 'Order Text' and 'Notes'. The table contains one row: '1 drop Proparacaine Solution ONCE OS- Right Eye PRN'. Annotations with blue boxes and lines point to the 'Patient Wristband' area (top right), the 'Providers' Orders' section (middle right), the 'Ordered Medications' section (bottom right), and the 'Patients' list (left sidebar).

Stock Page

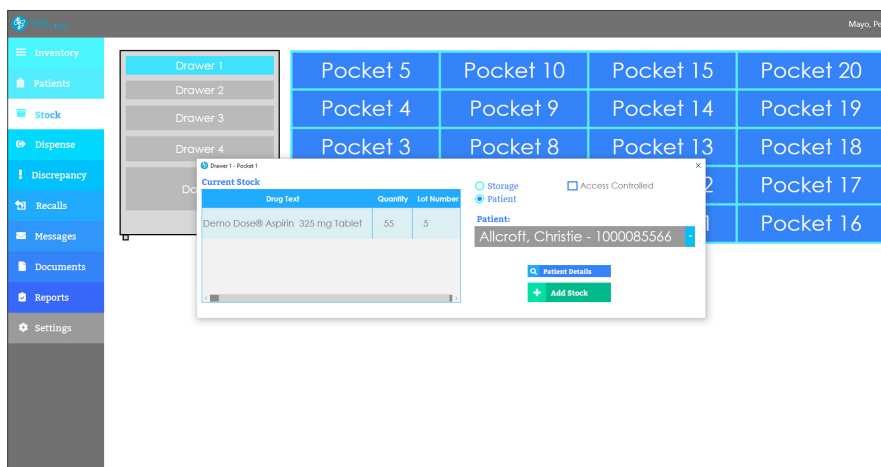
This page contains a representation of the device you are using. This representation can be used to stock the corresponding pocket in your device. If you are using a cabinet, simply select the drawer on left and click the pocket you would like to stock to pull up the stocking interface. If you are using 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 require entry of a PIN/Password in order to access the pocket in the future.

SimCartRx™ Stock Page View



SimCabRx™ Stock Page View

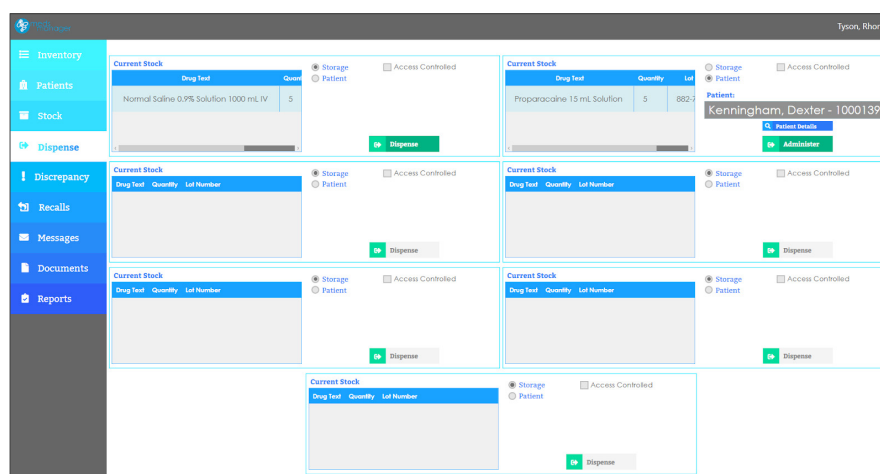


Dispense Page

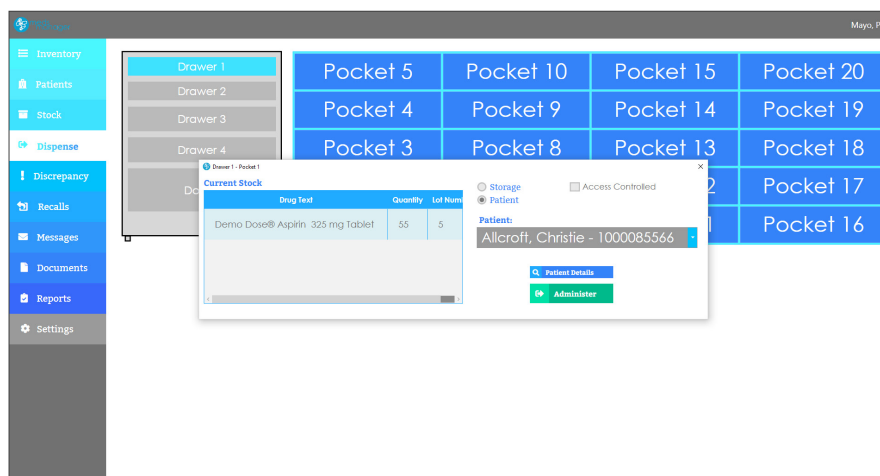
This page contains a representation of the device you are using. This representation can be used to stock the corresponding pocket in your device. If you are using a cabinet, simply select the drawer on left and click the pocket you would like to dispense from to pull up the dispensing interface. If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




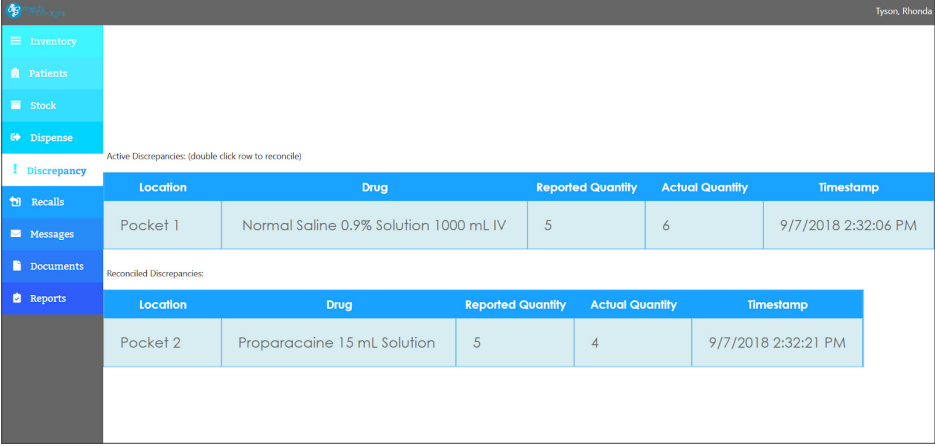
SimCabRx™ Dispense Page View



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.



The screenshot shows the MedsManager interface with the 'Discrepancy' tab selected in the left sidebar. The main area displays two tables: 'Active Discrepancies' and 'Reconciled Discrepancies'.

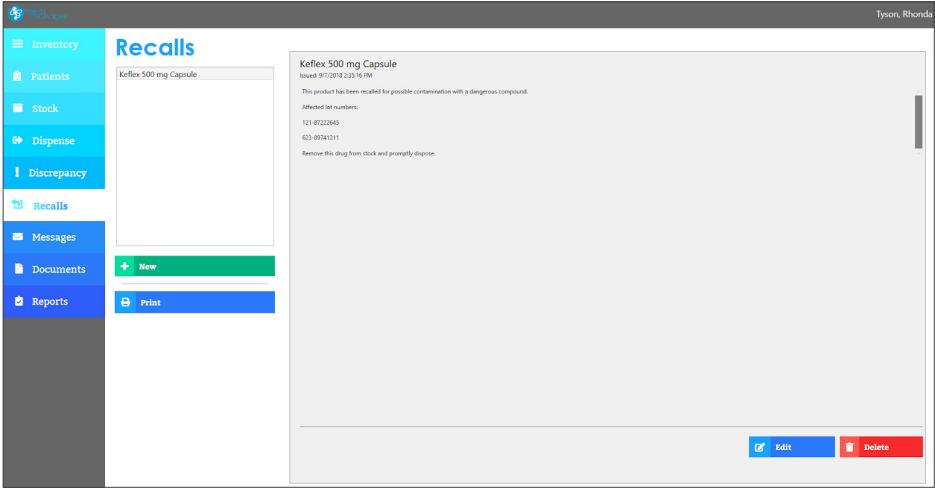
Active Discrepancies: (double click row to reconcile)				
Location	Drug	Reported Quantity	Actual Quantity	Timestamp
Pocket 1	Normal Saline 0.9% Solution 1000 mL IV	5	6	9/7/2018 2:32:06 PM

Reconciled Discrepancies:				
Location	Drug	Reported Quantity	Actual Quantity	Timestamp
Pocket 2	Proparacaine 15 mL Solution	5	4	9/7/2018 2:32:21 PM

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.

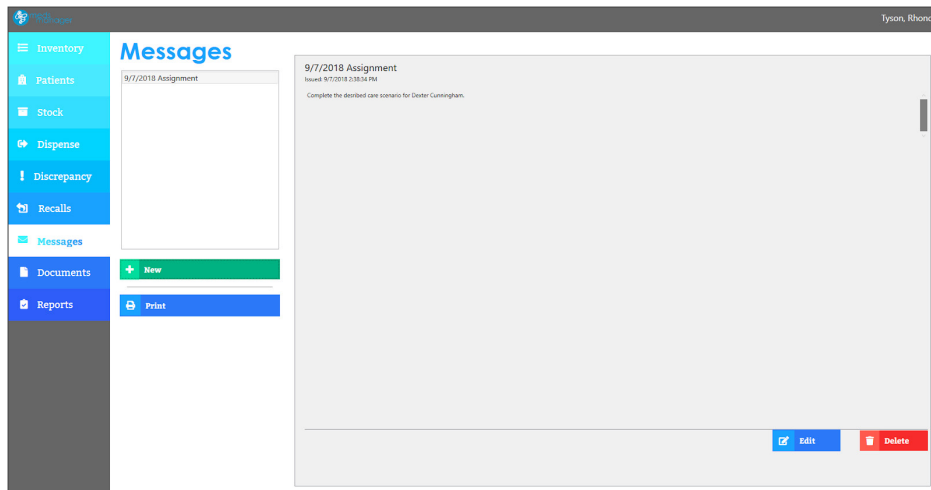


The screenshot shows the MedsManager interface with the 'Recalls' tab selected in the left sidebar. The main area displays a list of recalls on the left and the details of a selected recall on the right.

Recalls	
Keflex 500 mg Capsule	<p>Keflex 500 mg Capsule</p> <p>Issued 9/7/2018 2:35:16 PM</p> <p>This product has been recalled for possible contamination with a dangerous compound.</p> <p>Affected lot numbers:</p> <p>121-87222843</p> <p>623-89741211</p> <p>Remove this drug from stock and promptly dispose.</p>

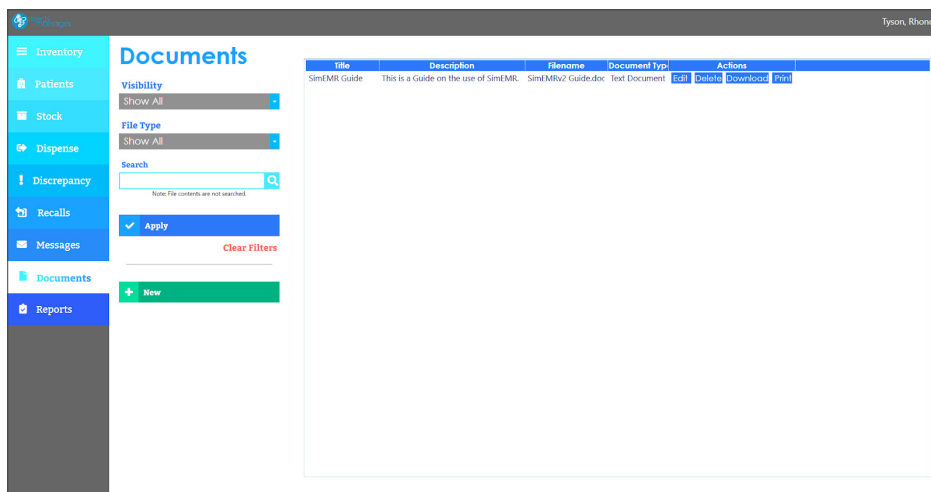
Messages Page

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.



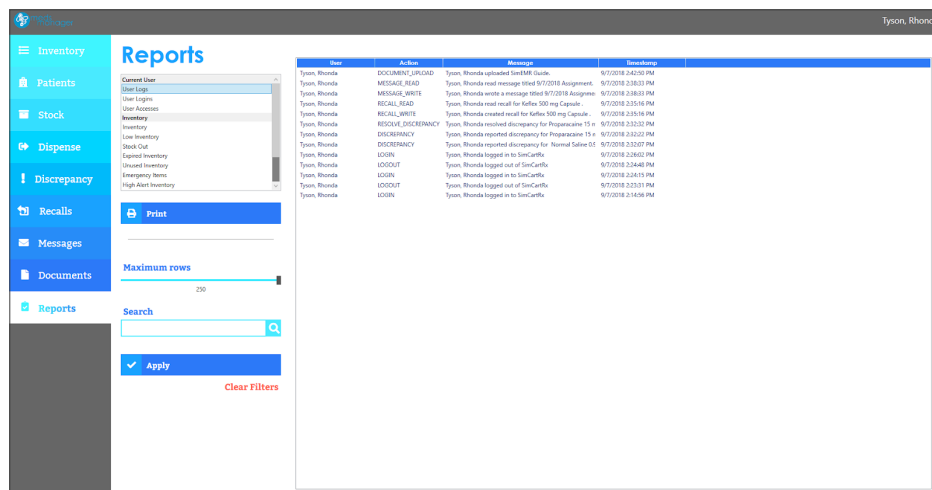
Documents Page

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

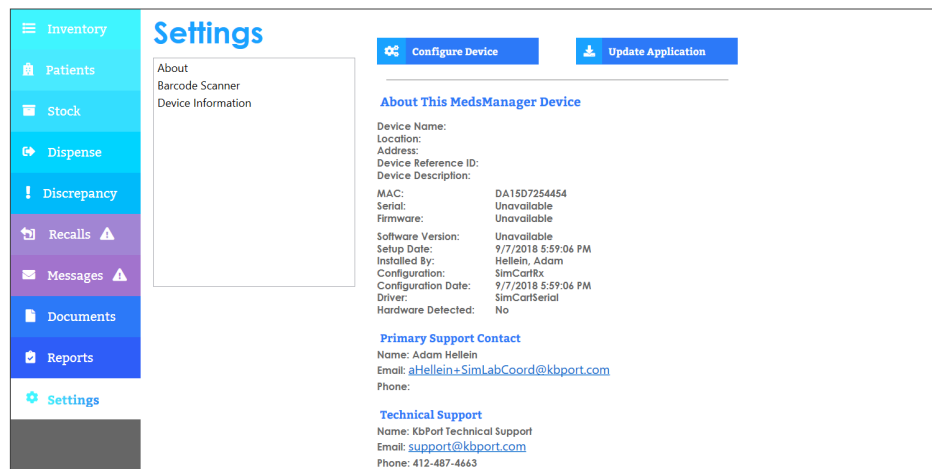
The default section is the About section, which provides opportunities to update the software and reconfigure your device.

Barcode Scanning

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

Device Information

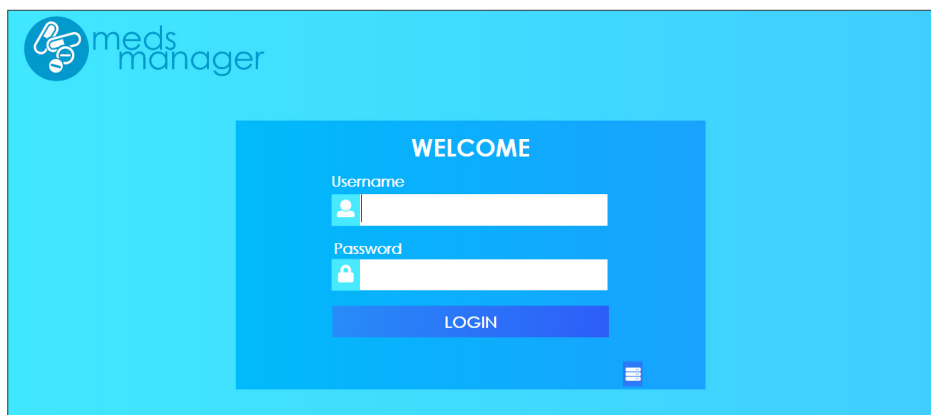
The Device Information page allows you to set up identifying information for the device for your ease of use in the event you have multiple devices.



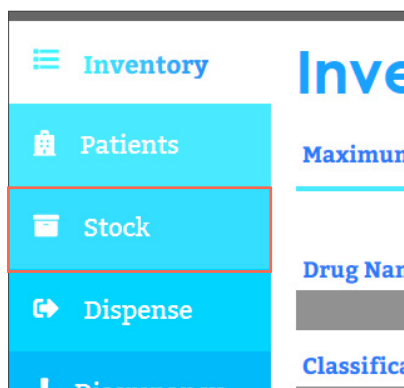
A Simple Scenario

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

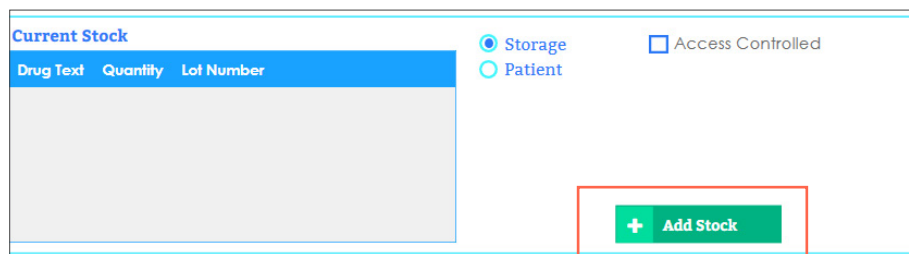
1. At the login screen, log in as a user with permissions that will allow the stocking of medication. Select **[LOGIN]**.



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



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



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

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

- 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.

The screenshot shows the MedsManager interface for a patient named Pena, Carmelina. The left sidebar contains navigation links: Inventory, Patients, Stock, Dispense, Discrepancy, Recalls, Messages, Documents, and Reports. The main area is titled 'Patients' and includes a search bar. Below the search bar, there's a 'Providers' Orders' section with a dropdown menu showing 'Patient experiencing mild pain from skin condition. Give 325mg aspirin every 4 hours until pain sub...'. Below this is an 'Ordered Medications' table with columns 'Order Text' and 'Notes'. The table contains one row: '1 tablet Demo Dose® Aspirin Tablet 4 HR PO Scheduled pain 1 tablet every 4 hours'.

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

This screenshot shows a close-up of the 'Providers' Orders' section. It displays a dropdown menu with the text 'Give antibiotic ointment before discharge, send patient home with remaining ointment, patient...'. Below the dropdown, there's a text area containing the instruction: 'Give antibiotic ointment before discharge, send patient home with remaining ointment, patient should follow up with PCP in 5 days if discomfort is not resolved.' and the provider's name 'Dr. Melissa Kennedy'. Below this is the 'Ordered Medications' section, which shows a table with columns 'Order Text' and 'Notes'. The table contains one row: 'half inch ribbon Bacitracin ointment Topical Cream BID OS- Right Eye Scheduled corneal abrasion prophylaxis'.

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

The screenshot shows the 'Medication Administration' form. It includes fields for patient name 'Kenningham, Dexter - 1000099887', order text 'Order: half inch ribbon Bacitracin ointment Topical Cream BID OS- Right Eye Scheduled corneal abrasion prophylaxis', and a note. Below these are fields for 'Last given at: 12/11/2017 1:27:22 PM' and 'Using: Bacitracin ointment 500 units Topical Cream from Pocket 3'. The 'Form Date' is set to 'Friday, September 7, 2018 11:05:30'. The 'Med Action' section has radio buttons for 'Given' (selected), 'Partial Given', 'Refused', 'Withheld', and 'Wasted'. Below this are fields for 'Dosage Given:', 'Location:', 'Notes:', and 'Initials:'. At the bottom, there's a field for 'Updated Quantity:' with the value '1'. A green 'Save' button is at the bottom right.

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

Medication Administration

Kenningham, Dexter - 1000099887

Order: half inch ribbon Bacitracin ointment Topical Cream
BID OS- Right Eye Scheduled corneal abrasion prophylaxis

Note:
Last given at: 12/11/2017 1:27:22 PM

Using: Bacitracin ointment 500 units Topical Cream from Pocket
3

Form Date: Friday, September 7, 2018 11:05

Med Action:
☒ Given
☐ Partial Given
☐ Refused
☐ Withheld
☐ Wasted

Dosage Given: 500 units

Location: Right Eye

Notes:

Initials: RRT

Updated Quantity: 0

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

