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<td>75</td>
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</table>
1 Census

1.1 Admitting a New Resident


2. Populate the Name and Resident ID Number fields.

3. Click +Continue.
1.2 File Details

**Field descriptions**

- **Nickname** - optional field may leave blank
- **Unit** – Drop-down menu
- **Resident ID Version** - leave blank
- **Floor** - optional field may leave blank
- **Room** - Enter Room #
- **Bed** - Enter Bed identifier (1, 2 or W, D)
- **DOB** - Always double check DOB for accuracy
- **Weight** - optional field may leave blank
- **Gender** - Male/Female
- **Physician** - Drop down menu
- **Med Review Schedule**
- **Leave of Absence** - YES
- **Default Pharmacy**
- **Social Security Number**
- **DOB** - Always double check DOB for accuracy
- **Medicare Number**
- **Medicaid Number**

1.3 Allergies and Notes

**Populating Allergies and Note fields**

- **Drug/Medication Allergies** – Medication- related allergies ONLY (when typing in the allergies, abbreviate if necessary.) EXAMPLE: Penicillin= PCN;SULFA – separate w/ a semicolon, no space) If no Drug Allergies= NKDA
- **Other Allergies/Adverse Reactions** – Allergies not medication related (EXAMPLE: LATEX;SHELLFISH;RED DYE) If no Other Allergies= NKOA
- **Able to Swallow tablets/capsules** - YES or NO.
- **Advance Directives** - *DNR* or *FULL CODE*.
- **Medical Conditions** - Abbreviate as much as possible 600 characters max EXAMPLE: HYPERTENSION= HTN; CHF; – separate w/ a semicolon, no space. Remaining go under ancillary orders.
- **Diet Description/Other Comments** – REGULAR; NSA; LOW FAT*CRUSH CRUSHABLE MEDS IN PUDDING*; (120 characters max, for lengthy diet description add ancillary order for ADDITIONAL DIET INFORMATION) Items to note, *CRUSH CRUSHABLE MEDS*; ASPIRATION PRECAUTIONS – important information to be seen during med pass.
Lab Test – Leave blank (labs will continue on same system)
Safety – Leave blank (safety orders will be under TX pass or entered as ancillary orders)

After the data is entered and the **+Update File** link is clicked, the data populates on the right side of the screen in **RED**. This information will also show on the Med Pass for the specific resident, giving a quick **SNAPSHOT** of the resident’s profile.
2 Discharging a Resident

2.1 Enhancements to the Discharge process

PharMerica has implemented enhancements that simplify the resident discharge process, allowing you to rapidly discharge a resident by selecting the desired date and time for the discharge and then clicking Submit, and Confirm to complete the process. The system will remove the resident from Med-Pass and (after you have confirmed the discharge) set appropriate statuses (Status = Discharged and Unit = Z-Med Records).

There is also a new dashboard, accessible from the Nursing landing page, that displays residents pending discharge each day, so that you can easily determine which residents need to be prepared to be discharged.

Prior to this enhancement, users were required to assign the Unit for a given resident to reflect "Z Med Records" which causes the system to remove the resident from MedPass, then print the POS, and finally change the Resident Status to “Discharged”. With this enhancement, you indicate the date and time of a resident’s discharge, print the POS, and confirm the discharge. The system does everything else behind the scenes.

**CAUTION**

You MUST manually change a Resident’s status from WAITING APPROVAL to IN FACILITY.

2.1.1 Accessing the Discharge screen

1. Login to EZ-MAR with credentials give you access to the Nursing tab. See Appendix A for a list of EZ-MAR roles and the associated access per role (page 70).

The Nursing tab landing page displays.

2. Select a resident from the Nursing tab.

The Physician’s Orders list for the resident displays.

**Note:** For residents not eligible for discharge, including residents with a Waiting Arrival, Discharged, or Deceased status, the link will not display.

3. Click +Discharge in the Resident Options list.
The Discharge screen displays.

4. Select the date for the discharge from the calendar.

   **Note:** The date of a discharge may be the current day, and the time can be set within 30 minutes of the current time.

5. Select the **time** for the discharge.

6. Click **Submit**.

After a discharge has been initiated, the words “Pending Discharge” are displayed above the resident photo area.
The **Nursing** tab landing page displays showing **Pending Discharges** at the top of the screen.

7. Click **+Confirm Discharge** next to the resident you wish to discharge.
   A confirmation message displays.

8. Click **+Yes** to verify that you are ready to discharge the resident now.
   The Pending Discharges page re-displays with the resident you confirmed removed from that section.
   - The process is now complete, **UNLESS you are working in an OHIO facility**; in Ohio *(only)* - to comply with state regulations, you will be prompted to scan your barcode to confirm the discharge after you click **+Yes**.

   The following graphic shows the process for facilities in Ohio with the additional final step of scanning your barcode after you click **+Yes** *(see Appendix on page 75 for details)*.

   **Note:** Answering **+No** here returns you to Nursing & Pending Discharges.

   **Note:** The resident is automatically moved – you can still view the resident in the Z-Med Unit after you have confirmed the discharge.
2.1.2 Cancelling a Discharge

1. Log into EZ-MAR with credentials that can access the Nursing tab.
   The Nursing tab landing page displays and the Pending Discharges section is located at the top.

2. Click +Cancel Discharge next to desired resident pending discharge.
   A confirmation message displays.

3. Click OK to confirm that you want to cancel the pending discharge for the selected resident.
   The Pending Discharges grid re-displays with the name of the cancelled resident no longer included.

   ▶ Click Cancel to continue the resident’s pending discharge status.
2.2 Leave of Absence

All Hospitalized, LOA, Discharged, Bed Holds, & Re-Admits must be communicated to the pharmacy via phone or fax. When you place a resident on LOA in EZ-MAR the resident will appear on the Med-Pass flagged as LOA. The Med-Pass will prompt you to select yes to automatically sign the MAR report as LOA until the resident is checked back into the building.

2.2.1 Placing a Resident on Leave of Absence

1. Log in to the EZ-MAR Admin Component.
2. Select your resident.
3. Click the +Leave of Absence link under Resident Options.
4. Select the Reason code (Vacation, Family, Hospitalized).
5. Enter the # of medication doses sent out with the resident.
6. Click +Check Out.

Leave Of Absence will be updated to Yes in the data populated on the right side of the screen.
2.2.2 The LOA Sign Out Sheet

1. After placing the resident on \textbf{LOA} click \texttt{+Signout Sheet}.
   A PDF of Sign out sheet is created.

2. Click the printer icon and have the responsible party sign the \textbf{LOA} sheet.
   The \textbf{sign-out} sheet provides resident information, medications, dose out information and a place for responsible party signature.
2.2.3 Returning from a Leave of Absence

1. Login to the EZ-MAR Admin Component.
2. Select your resident.
3. Click the +Leave of Absence icon under Resident Options.
4. If Meds are returned, update the #Dose In field.
5. Click +Check In.

Leave Of Absence will be updated to 'No in the data populated on the right side of the screen.
3 Recent Changes to Physician’s Orders (for new orders only)

*PharMerica implemented Order Processing enhancements to increase pharmacy efficiency, to increase the number of orders processed electronically, and to capture new information.*

**IMPORTANT**

The changes described in this section apply to new orders only, including order templates and recreated orders.

3.1 Physician’s Order screen changes (applicable to NEW orders only)

- Screen fields were added to the screen to capture dosage quantity and form (such as: tablet or caplet) information.
- Certain fields were moved to a new screen location to accommodate the addition of new fields.
- Glucose sliding scale, if blood glucose sliding scale is required (selected) it displays at the beginning of order, rather than at the end.
- The Medication list is now standardized so that as you type the cursor advances to matching selections
- The Directions field is automatically populated based on your screen entries and selections.
- The Route of Administration field was added to the Physician’s Order screen so that you can indicate how a medication should be administered.
- Auxiliary Directions (required for Med-Pass) - you can now populate this field when you are creating an order (rather than editing an order after it has been created to add Med-Pass instructions)
3.1.1 The Physician’s Order screen – updated with changes related to new orders

The Physician’s Order screen in EZ-MAR is shown below, with the new fields and changes highlighted.
3.2 Changes that only apply when you are entering a New order

1. When you are typing to populate the Trade Name field the list will advance based on the characters you type - **you must select from the list to populate this field**.

   **Note:** Completing an order without selecting the Trade Name from the list will generate an error.

2. Two new required fields, Dose or Admin Quantity and Medication Type (dose format) must be populated.

3. You now indicate if you need a Blood Glucose level when you begin an order (rather than at the end of the order).
4. Populate the **Route** field by clicking the drop-down arrow and selecting the route of administration from the provided list.

5. The **Drug Frequency** and **Daily Frequency** fields are now **required** fields (you must select values for these fields so that the **Directions** field auto-populates accurately).

6. You must select a **Diagnosis** from the list rather populating the field using free-form typing.

   **Note:** Per current functionality the list display advances automatically based on the characters you type.

7. The **Directions** field is automatically generated (and populated) based on your selections in the following fields:
   - Dose or Admin Quantity
8. **Use the Additional Directions field (if needed) to communicate any additional information with the pharmacy.**

   **Note:** what you type in the Additional Directions field will display on the label.

9. **You can enter up to 140 characters in this field (keep in mind that the 140 is the total available: the generated field plus what is entered in the Additional Directions field). If enter more than 140 characters an error message displays indicating the character limit is exceeded and by how many characters (as shown below).**
10. **Populate the Auxiliary Directions (Med-Pass Only) field (if needed) to add any directions you want displayed for the Med-Pass.**

3.3 **Order templates – changes related to creating a new order**

If you use order templates to **create a new order** you need to either update the template with the new fields or changes described earlier in this document (see **Recent Changes to Physician’s Orders – applicable to new orders only** section on page 14 if needed) OR update the order accordingly during the **Order Entry** process to ensure the order processes successfully.

**IMPORTANT**

If you work in an **Ohio** facility, please see: [13 Appendix C – Ohio facility roles that require a barcode scan to complete certain tasks](#) (page 74).

The following changes will apply when using a template to create a new order:

- If you start an order from an order template you will need to select a medication if there is not a match in the Medication list. The **Trade Name** field will still auto-complete as you type.
- Fields previously locked will now be editable.
- New fields added to the Physician’s Order screen will be displayed and will be required if necessary for automated order batching and processing.
- Existing directions from the original order template will be displayed in the **Additional Directions** field.

**TIP**

Review the auto-populated text in the Directions field before you submit your order to prevent duplication.
You will not be able to submit an order without populating all required fields.

**Recreating Orders – changes for new orders**

- If you use an existing order to create a new order, you will be forced to select a medication if there is not a match to one in the list. The *Trade Name* field will still auto-populate as the user types.
- Fields previously locked will now be editable.
- New fields added to the *Physician’s Order* screen will be displayed and required if they are necessary for automated order batching and processing.
- Existing *Directions* from the original order will be used to auto-populate the *Additional Directions* field.

<table>
<thead>
<tr>
<th>TIP</th>
<th>Review (and edit if needed) the auto-populated text in the Directions field before you submit your order to prevent duplication.</th>
</tr>
</thead>
</table>

You will not be able to submit an order until you have populated all the required fields.

**IMPORTANT**

If you work in an *Ohio* facility, please see: [13 Appendix C – Ohio facility roles that require a barcode scan to complete certain tasks](#) (page 74). Additionally, PharMerica made the following change to accommodate state requirements: previously you could administer medications to multiple residents before uploading admin information into EZ-MAR; you must now upload admin information after administering to each resident/patient (see Appendix D: For Ohio facilities ONLY – change regarding refill administration on page 75).
4 Physician Orders

4.1 Templates

4.1.1 Entering Ancillary Orders

- Applying an Ancillary Template - Scroll down to the Ancillary Templates, and click the square box(es). A green check mark displays. Click Apply Ancillary Templates.

- Adding a Resident-specific Ancillary - Click Add Ancillary Order, and type free text ancillary order, 200 characters max.

**TIP**
Review the auto-populated text in the Directions field before you submit your order to prevent duplication.

- UP/Down Feature - Click Up to move an order up, click Down to move an order down.

**Example:**
Elevate HOB 30 Degrees at all times is the 4th item in your ancillary order list and you want it to be the 1st item. To accomplish this, simply select Elevate HOB 30 Degrees at all times and click Up repeatedly until the item moves to the top of the list.

- Deleting an Ancillary order - Click Delete to delete the order from the active ancillary list.
4.1.2 Order Templates

You can elect to use a Master template or an Order template. The difference is that if you create a Master template you can assign it to all your physicians, where if you create an Order template it is assigned to only the physician associated with the order you are creating.

Using an Order template

1. Under Resident Options on the left, click +Order Templates.
2. Select the desired Order Template and then click Add.

The Order screen displays.

3. Set Dates and Vitals, if applicable, and then click +Save Physician Order.

Using an Order template for a PRN

- Select desired options under the Select column, and then click +Add Physician's Order.
## Order Template List

<table>
<thead>
<tr>
<th>Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW MED ORDER</strong> <strong>reg order template</strong></td>
<td>Add</td>
</tr>
<tr>
<td>LASIX 20 MG TABLET GIVE 1 TABLET BY MOUTH ONCE DAILY</td>
<td>Add</td>
</tr>
<tr>
<td><strong>NEW MED ORDER</strong> <strong>PRN template</strong></td>
<td>Add</td>
</tr>
<tr>
<td><strong>NEW MED ORDER</strong> <strong>site not template</strong></td>
<td>Add</td>
</tr>
<tr>
<td>TEST COMPOUND #2 (N/A)</td>
<td>Add</td>
</tr>
<tr>
<td><strong>TREATMENT/PROCEDURE</strong> <strong>new tp order template</strong></td>
<td>Add</td>
</tr>
<tr>
<td>Bowel Check Q Shift</td>
<td>Add</td>
</tr>
<tr>
<td>TEMPLATE ORDER CHANGE GIVE 1 PER MOUTH DAILY</td>
<td>Add</td>
</tr>
</tbody>
</table>
4.2 Creating a resident-specific Physician Order

1. From the **Home** screen, select the **Resident Name** to enter **Resident Profile**, or search for the resident by populating the Last Name and/or the First Name or Resident ID # fields in the **Find Resident** section.

2. Select **+Add Physician’s Order**.
4.3 Medication Types

**Physician Orders** – when you enter an order, you select one of the following order types:

- **Regular** (see below)
- **Insulin** (see page 29)
- **Site Rotation** (see page 32)
- **Treatment/Procedure** (see page 32)
- **As Needed** (PRN) (see page 36)

<table>
<thead>
<tr>
<th>Physician's Order</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physician:</strong></td>
</tr>
<tr>
<td>Smith, Tim</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td>7/1/2015</td>
</tr>
<tr>
<td><strong>Medication Type:</strong></td>
</tr>
<tr>
<td>Regular</td>
</tr>
<tr>
<td>Insulin</td>
</tr>
<tr>
<td>Site Rotation</td>
</tr>
<tr>
<td>Treatment/Procedure</td>
</tr>
<tr>
<td>As Needed</td>
</tr>
<tr>
<td>☐ Verbal</td>
</tr>
<tr>
<td>☐ Handwritten</td>
</tr>
<tr>
<td>☐ Nursing</td>
</tr>
</tbody>
</table>

4.4 Entering a Regular Med Order

1. Select **Regular** from the **Medication Type** drop-down list.

2. Check **Verbal**, **Handwritten** or **Nursing** options if applicable.

3. Check **Stock Medication** or **No Medication** options if applicable.
4. Start typing the medication name.

A selection list will display.

5. Select the Trade Name from the list.

When the Trade Name is selected, the Generic Name field will automatically populate.

6. Add Directions and Diagnosis. Include Dose, Frequency and Route in the Directions field.

7. Choose the correct Administration Time option.

8. Populate the Next Drug Admin Date field by adding the Start date.

   If needed, populate the Modification Stop Date field by adding the Stop Date.

   If needed populate the Final HOA.
10. Select any required options.
11. Select required Vital(s).

12. Click +Save Physician’s Order.

**Completed Order**
4.5 Entering an Insulin Order

1. Select **Insulin** from the **Medication Type** drop-down list.

2. Check **Verbal**, **Handwritten** or **Nursing** order if applicable.

3. Select **Stock Medication** or **No Medication** if appropriate.

4. Populate the **Trade Name** field by starting to type the medication name.

   *A selection list will display.*

5. Select the **Trade Name**.

   *After the trade name is selected, the **Generic Name** field will automatically populate.*
6. Add **Directions** and **Diagnosis**. Include **Dose**, **Frequency** and **Route** in directions.

   Directions:
   
   NOVOLIN R INJECT SUB-O AC & HS PER SLIDING SCALE

   Diagnosis:
   
   [OMI]

7. Choose the correct **Administration Time**.

8. Select Drug Frequency and **Daily Frequency**.

9. Select any required options, and select required Vital(s).

10. Click **+Save Physician’s Order**.
After saving an order with a Blood Glucose Vital attached, a prompt window will display, asking if you want to add a scale for this order.

11. Click **OK** to build a scale.

12. Click **Cancel** if no scale is required.

   - If you click **OK**, a pop-up displays.
   
   Building the scale.

   - Select the **Msg** option in the 1st line. and a **Message** to “Call MD.”
   - Click **Add**.
   - Follow order and add as directed.

Completed Scale
4.6 Entering a Site Rotation Order

1. Select Site Rotation from the Medication Type drop-down list.

2. Check Verbal, Handwritten or Nursing order if applicable.

3. Select Stock Medication or No Medication option if appropriate.

   Note: If you select No Medication, then the Directions field and the Diagnosis field are disabled.

4. Start typing medication name in the Trade Name field.

   A list to choose from will display.

5. Select the appropriate medication in the Trade Name field.

   When trade name is selected the Generic Name field is automatically populated.
6. Add **Directions** and **Diagnosis**. Include **Dose**, **Frequency** and **Route** in directions.

7. Choose the correct **Administration Time**.

8. Populate the **Next Drug Admin Date** field by adding **Start Date**.

9. If needed, populate the **Medication Stop Date** field, adding **Stop Date**.

10. Select **Drug Frequency** and **Daily Frequency**.

11. Check any required box(es).

12. Select required **Vital(s)**.

13. Click **Save Physician’s Order**.
4.7 Entering a Treatment/Procedure Order

1. Select **Treatment/Procedure** from the drop-down list.

```
<table>
<thead>
<tr>
<th>Medication Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment/Procedure</td>
</tr>
<tr>
<td>☐ Stock Medication  ☑ No Medication</td>
</tr>
<tr>
<td>☐ Verbal  ☐ Handwritten  ☐ Nursing</td>
</tr>
</tbody>
</table>
```

2. Select **Verbal**, **Handwritten** or **Nursing** order if applicable.

3. Select **Stock Medication** or **No Medication** if appropriate.

```
<table>
<thead>
<tr>
<th>Trade Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TREATMENT/PROCEDURE</strong></td>
</tr>
<tr>
<td>Generic Name:</td>
</tr>
</tbody>
</table>
```

*Note: the Trade Name and Generic Name are unavailable when no medication is selected.*

4. Add **Directions** and **Diagnosis**, Include Dose, Frequency and Route in directions

```
<table>
<thead>
<tr>
<th>Directions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASTING ACCU-CHECK Q MONTH IN THE AM ON THE 15TH</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Diagnosis:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMII</td>
</tr>
</tbody>
</table>
```

5. Choose the correct **Administration Time**.

```
<table>
<thead>
<tr>
<th>Hours of Administration (HOA):</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 0300  ☑ 0330  ☐ 0400  ☐ 0500  ☐ 0600  ☐ 0730  ☐ 0800</td>
</tr>
<tr>
<td>☐ 0900  ☐ 1000  ☐ 1130  ☐ 1300  ☐ 1500  ☐ 1600</td>
</tr>
<tr>
<td>☐ 1800  ☐ 2100  ☐ 2200  ☐ 2400  ☐ Daily 11AM  ☐ Daily 12am</td>
</tr>
<tr>
<td>☐ def  ☐ Early  ☐ Lab  ☐ Osd  ☐ Pos  ☐ Qd</td>
</tr>
<tr>
<td>☐ Test  ☐ Tr.  ☐ Tr.  ☐ Tr.</td>
</tr>
<tr>
<td>HOA: Days  Evenings  Nights</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Frequency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ 5  ☐ 6  ☐ 7</td>
</tr>
<tr>
<td>☐ 8  ☐ 9  ☐ 10  ☐ 11  ☐ 12  ☐ 13  ☐ 14</td>
</tr>
<tr>
<td>☐ 15  ☐ 16  ☐ 17  ☐ 18  ☐ 19  ☐ 20  ☐ 21</td>
</tr>
<tr>
<td>☐ 22  ☐ 23  ☐ 24  ☐ 25  ☐ 26  ☐ 27  ☐ 28</td>
</tr>
</tbody>
</table>
```

6. Populate the **Next Drug Admin Date** field by adding **Start Date**.

   ▶ If needed, add **Stop Date** and **Final HOA**.
7. Select **Drug Frequency** and **Monthly Frequency**.

8. Select any required options.

9. Select required **Vital(s)**.

10. Click **Save Physician's Order**.

11. After saving an order with a **Blood Glucose Vital** requested, the following pop-up displays.

   ![Windows Internet Explorer Pop-Up](image)

   Would you like to add a scale for this order?

   - Click **OK** to build a scale.
   - Click **Cancel** if no scale is required.
4.8 Entering an As Needed (PRN) Order

1. Populate the Medication Type field by selecting As Needed from the drop-down list.

Note: When you select As Needed for an order, then Frequency is required in the Additional Directions field.

2. Select Stock Medication, No Medication or Site Rotation if appropriate.

Note: If you select No Medication, then you can add free-text Directions and the Diagnosis field will be disabled.

3. Populate the Trade Name field by starting to type the medication name.

A selection list will display.

4. Select the Trade Name from the list.

When a trade name is selected the Generic Name field is automatically populated.
5. Add **Directions** and **Diagnosis**. Include **Dose**, **Frequency** and **Route** in directions.

![Drug Admin Directions and Diagnosis](image)

**Note**: As needed medications do not have an **HOA** section.

6. Populate the **Next Drug Admin Date** for PRN orders by entering the current date.

7. Select required options.

![Vitals and Physician's Order](image)

8. Select the **Pain Level** vital.

9. Click **+Save Physician’s Order**.
4.9 Discontinuing Medication

**IMPORTANT**
If you work in an Ohio facility, please see: 13 Appendix C – Ohio facility roles that require a barcode scan to complete certain tasks (page 74).

1. Under the **Physician’s Order List** find the medication to discontinue, and click **+Discontinue**.

   ![Physician’s Orders List](image)

   **Physician’s Orders List**  
   **Regular - Active**  
   **HWVO Test Order**  
   **HWVO Test Order Take test 1**  
   **HOA(s): 0600**  
   **asad**  
   **asda**  
   **HOA(s): 0300**

2. The **Discontinuation** screen displays; choose the **Drug Discontinuation Reason**.

3. Click **+Discontinue**.

   ![Physician’s Order - Discontinue Order](image)

   **Physician’s Order - Discontinue Order**
   
<table>
<thead>
<tr>
<th>Trade Name</th>
<th>Original Fill Date</th>
<th>Physician</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIPITOR 10 MG TABLET</td>
<td>7/3/2006</td>
<td>Ashokkumar Patel</td>
</tr>
<tr>
<td>Generic Name</td>
<td>Last Fill Date</td>
<td>Prescription Number</td>
</tr>
<tr>
<td>ATORVASTATIN CALCIUM</td>
<td>1/24/2007</td>
<td>0225066400</td>
</tr>
</tbody>
</table>
   
   **Directions:**
   **TAKE 1 TABLET BY MOUTH ONCE DAILY**
   
   **Drug Discontinuation Reason:**
   - Physician Discontinued
   - Order Change - Drug Required
   - Data Entry Error
   - Resident Hospitalized
   - Resident Discharged
   - Resident Deceased
   - Order Change - Drug Not Needed
4.10 Recreating an Order

**Note:** You can only re-create orders with no change to the *Trade Name* value (which includes medication name and dosage).

**IMPORTANT** If you work in an *Ohio* facility, please see: 13 Appendix C – *Ohio facility roles that require a barcode scan to complete certain tasks* (page 74).

To recreate a discontinued order:

1. Locate the resident, click *Physician’s Orders*, and then click the *Physician’s Order List* drop down menu; choose the order type discontinued.

<table>
<thead>
<tr>
<th><strong>Physician’s Orders List</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular - Active</strong></td>
</tr>
<tr>
<td>Insulin - Active</td>
</tr>
<tr>
<td>Site Rotation - Active</td>
</tr>
<tr>
<td>Treatment/Procedure - Active</td>
</tr>
<tr>
<td>As Needed - Active</td>
</tr>
<tr>
<td>All Orders - Active</td>
</tr>
<tr>
<td>+Add Physician’s Order</td>
</tr>
<tr>
<td><strong>Regular - Discontinued</strong></td>
</tr>
<tr>
<td>Insulin - Discontinued</td>
</tr>
<tr>
<td>Site Rotation - Discontinued</td>
</tr>
<tr>
<td>Treatment/Procedure - Discontinued</td>
</tr>
<tr>
<td>As Needed - Discontinued</td>
</tr>
<tr>
<td>All Orders - Discontinued</td>
</tr>
<tr>
<td>+Add Physician’s Order</td>
</tr>
<tr>
<td>HWVO Test Order</td>
</tr>
<tr>
<td>HWVO Test Order: Test test 1</td>
</tr>
<tr>
<td>HOA(s): 0600</td>
</tr>
<tr>
<td>asad</td>
</tr>
<tr>
<td>asda</td>
</tr>
</tbody>
</table>

   The *Discontinued Orders* screen displays.

2. Click *Recreate Order* next to the order you want to recreate.

   The *Physician Order* screen displays.

3. Make necessary changes to *HOA*, set *Start Date*, or any other changes as needed.
5 Placing Medication on hold

**IMPORTANT**

If you work in an Ohio facility, please see: [Appendix C – Ohio facility roles that require a barcode scan to complete certain tasks](page 74).

1. To hold an order, click **+Hold Order**. The **Hold Order** screen displays.

![Physician's Orders List](image)

2. Populate the **Hold Start Date** and **Hold End Date** fields.

3. Click in the **Reason** box and type the reason for the hold.

4. Then click **+Hold Order**. The order will be on hold until the **Hold End Date**. Orders placed on hold are ‘Gray’ in Med-Pass.

![Order - Hold Order](image)
5.1 **Re-ordering Medication**

1. To Re-order medication, click the **Reorder** option.

```
Physician’s Orders List

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Dosage</th>
<th>Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furosemide 10 mg/ml</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Add Physician’s Order

A pop-up message displays.

2. Click **Yes** to reorder the med.

```
Physician’s Orders List

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Dosage</th>
<th>Order Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furosemide 10 mg/ml 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Add Physician’s Order

Are you sure you want to reorder JANTOVEN 1 MG TABLET?

Yes No

```

Registered Trademark

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The Re-order option will be checked and is available to be unchecked in case the Re-order needs to be canceled until the To-Pharmacy Job runs (the To-Pharmacy Job runs every 10 mins)

<table>
<thead>
<tr>
<th>Physician’s Orders List</th>
<th>Regular - Active</th>
<th>+Add Physician’s Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUROSEMIDE 10 MG/ML AMPL</td>
<td>+Discontinue</td>
<td>+Pharmacy</td>
</tr>
<tr>
<td>FUROSEMIDE</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>GIVE ONE TAB BY MOUTH DAILY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOA(s): 1800</td>
<td>+Discontinue</td>
<td>+Pharmacy</td>
</tr>
<tr>
<td>LIVALISIN 5 MG TABLET</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>LIVALISINPRIL</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>TEST</td>
<td>+Discontinue</td>
<td>+Pharmacy</td>
</tr>
<tr>
<td>HOA(s): 1800</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>JANTOVEN 1 MG TABLET</td>
<td>+Discontinue</td>
<td>+Pharmacy</td>
</tr>
<tr>
<td>WARARIN SODIUM</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>TAKE 1 TABLET AT NIGHT</td>
<td>+Discontinue</td>
<td>+Pharmacy</td>
</tr>
<tr>
<td>HOA(s): 1800</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>GABAPENTIN 400 MG TABLET</td>
<td>+Discontinue</td>
<td>+Pharmacy</td>
</tr>
<tr>
<td>GABAPENTIN</td>
<td>+Notes</td>
<td>+Hold Order</td>
</tr>
<tr>
<td>TAKE 1 TAB AT NOON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOA(s): 1800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Click the **Pharmacy** Link to check if the Order has come back to EZ-MAR from Pharmacy.

Clicking the **Pharmacy** Link opens the Pharmacy History and the Date and Time when the Pharmacy Jobs are run is shown.

### Physician Order (7343413) - Pharmacy History

<table>
<thead>
<tr>
<th>Event Date/Time</th>
<th>Description</th>
<th>Pharmacist</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/2015 10:29:17 AM</td>
<td>To Pharmacy</td>
<td></td>
</tr>
<tr>
<td>12/8/2015 11:49:15 AM</td>
<td>From Pharmacy (Batch)</td>
<td></td>
</tr>
<tr>
<td>12/8/2015 10:47:05 AM</td>
<td>To Pharmacy</td>
<td></td>
</tr>
</tbody>
</table>

+ Cancel
6 Reports

Reports can be generated By Unit... or By Resident...

Reports

- MAR
- POS
- Demographics
- ‘As Needed’
- Refused Admins
- Consecutive Refused Admins
- Omissions
- Resident Notes
- Physician Order Notes
- Treatment Notes
- Site of Administration

Reports (By Unit)

- ‘As Needed’
- Refused Admins
- Consecutive Refused Admins
- MAR By Unit
- No PRNs By Unit
- Vitals By Unit
- Omissions By Unit
- Treatment Notes By Unit
- Blank MAR
- Physician Order Notes
- Resident Notes By Unit
- Site of Administration
- Behavior Monitoring Report
- Demographics By Unit
- Daily Nurses Report

Reports at a Glance

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Available Level</th>
<th>Report Description</th>
<th>Report Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Needed</td>
<td>X</td>
<td>Administered PRNs, time, date, reason for administration, time and date of follow-up, and effectiveness</td>
<td>Start and End Date Range</td>
</tr>
<tr>
<td>Refused Admins</td>
<td>X</td>
<td>Scheduled medications or treatments that were signed for do not administered on the MAR, resident refused, resident nonadherent, etc.</td>
<td>Start and End Date Range</td>
</tr>
<tr>
<td>MAR</td>
<td>X</td>
<td>Electronic medication and treatment administration record</td>
<td>Month, can sort by Resident or Room Number for Unit Level report</td>
</tr>
<tr>
<td>No PRNs</td>
<td>X</td>
<td>Record of any as needed orders not administered within the last 90 days</td>
<td>Unit</td>
</tr>
<tr>
<td>Omissions</td>
<td>X</td>
<td>Medications or treatments that were scheduled but were not signed for on the MAR</td>
<td>Start and End Date Range, limited to a seven-day range</td>
</tr>
<tr>
<td>Vitals</td>
<td>X</td>
<td>Vital recordings by vital type</td>
<td>Start and End Date Range, Vital Type(s)</td>
</tr>
<tr>
<td>Treatment Notes</td>
<td>X</td>
<td>Treatment notes that are generated during the medication/treatment pass</td>
<td>Start and End Date Range</td>
</tr>
<tr>
<td>Blank MAR</td>
<td>X</td>
<td>6-day Blank MAR for use in event that MAR is unavailable</td>
<td>Unit</td>
</tr>
<tr>
<td>Physician Order Notes</td>
<td>X</td>
<td>Physician order notes that are generated either at the order entry, or during the medication administration</td>
<td>Start and End Date Range, Active notes only, or both Active and Inactive notes</td>
</tr>
<tr>
<td>Resident Notes</td>
<td>X</td>
<td>Resident notes that are generated and stored at the resident profile level</td>
<td>Start and End Date Range</td>
</tr>
<tr>
<td>POS (Physician’s Order Sheet)</td>
<td>X</td>
<td>Current medication, treatment, and ancillary orders, used for med review</td>
<td>None - report pulls from current system data</td>
</tr>
</tbody>
</table>
7 Med-Pass

7.1 Entering a Med-Pass

1. From the Main Menu, Select the Unit/Ward.

2. Select the Hours of Administration (maximum of 4 HOAs can be selected).

3. Select the Medication Pass Date (you can change the date).

4. Checkbox to Update Resident Photos in Med Pass is available.

5. Click Next to download the Med Pass.

Tabs:

- To Be Administered - Residents with scheduled administrations at this time.
- Administered - Residents with completed administrations.
- As Needed Administrations - Residents with meds that may be given when needed.
7.2 Selecting a Resident

1. Select a *Resident name* and click **continue** to view and administer medications and treatments.

![Image of resident list]

7.3 Allergy Acknowledgement

*The Allergy Acknowledgement Box* will appear on the main screen of the resident’s administrations.

2. Click **OK** to remove the box. Allergy information is located at the bottom of Resident Snap Shot.

![Image of allergy acknowledgement box]
7.4  Color Coded Med-Pass

- Green - Scheduled/Routine
- Yellow - Retrieved
- Purple - As Needed (PRN)
- Blue - Signed
- Gray - On Hold
- Red - Missed Administration Alert

7.5  Working the List

Completed Residents move to the Administered tab and no longer appear on the To Be Administered tab.
8 Medication Administration

8.1 Routine Medication Administration

- To begin administering medications click one of the green boxes.

  The box will become yellow indicating that the medication or treatment has been retrieved.

- Continue clicking the other boxes and retrieving the medications or treatments.
8.2 Signing for the Medication

1. Click **Administered** once to document that the medication has been administered.

2. Select the **Apply to ALL currently retrieved Medications** option to sign for more than one retrieved medication with the same MAR code.

**NOTE**

If you are signing for a MAR code other than **Administered**, double-click the appropriate code.
8.3 Sliding Scale Insulin Administration

Insulin Sliding Scale Orders should have:

- A visible sliding scale.
- \( \Box \) = Vital for recording Blood Glucose Readings and units given.

NOVOLIN R 100 UNITS/ML VIAL
INSULIN REGULAR, HUMAN
INJECT SUBQ AC & HS PER SLIDING SCALE
DX:DM
Scale: 1.0 - 60.0= 0 Unit IF <60 CALL MD, 61.0 - 149.0= 0 Unit, 150.0 -
200.0= 2 Units, 201.0 - 250.0= 4 Units, 251.0 - 300.0= 6 Units, 301.0 -
350.0= 8 Units, 351.0 - 400.0= 10 Units, 401.0 - 600.0= 12 Units IF >400
CALL MD
HOA(s): 0600, 0800, 1200, 1700

1. Click the box to turn it Yellow and retrieve the insulin.
2. Click the box again to record the glucose reading.

A history of the last 7 days is available.
3. Enter the **Blood Glucose** in the **Required Vital(s)** box and the insulin **Units** to be given will display.

4. Select the site of injection (required).

5. Click **OK** to save.

*The MAR code screen displays.*

6. Complete administration by signing with the appropriate MAR code.
8.4 As Needed Administration

These medications are located under the ‘As Needed’ Administration tab.

Purple boxes represent As Needed Medications (PRNs).

1. Click the Purple box to begin recording the administration of a PRN (as needed) pain medication.
2. Enter 1 as the Dosage Units that will be given.

Any Administrations of this medication within the last 24 hours will appear in the Last 24 Hours box.

3. Select Pain as the reason code and then select the appropriate area or type of pain.
4. Click Next to proceed.
5. Retrieve the medication (the Yellow box).

6. Click the box again to record the pain level.

Note: the pain scale is a required vital for PRN pain medications.

7. Pain level can be entered into the pain level box...

or by clicking on the scale and selecting the corresponding face.
8. Click **OK** to continue to the **MAR code** screen.

9. Click **Administered** to sign the MAR.

---

**Note:** The time the PRN is given is captured on the MAR.

Resident will have **"Follow up"** next to their name until **follow-up** (see the next section) is completed.
8.5 Performing a PRN Follow-Up

1. Select the resident that requires a follow-up.

   To Be Administered | Administered | 'As Needed' Administrations |
   -------------------|-------------|-----------------------------|
   Brown, Harryette * Revisit * - (00001) |
   Coulter, Zoe * Followup * - (00005) |
   Drake, Leota * Leave of Absence * - (00006) |
   Franzmeier, Fred - (00008) |
   McGhee, Jackson - (00004) |
   Riggs, Bill - (00005) |
   Symoniak, Paul - (00004) |

2. Locate and click the Blue medication box with an F (follow-up) to proceed with the follow-up (click inside the box not directly on the letter).

   Note: Blue boxes are used to indicate signed medication.

   The Follow-up or Change Administration Reason box will appear.

3. Click Follow-up Now.

   The Last 24 Hours administration history is visible.
4. Select the appropriate **Effective Code** indicate the effectiveness of the PRN medication given.

![Effective Code Selection](image)

5. **Click Next** to complete the Follow-up.

**Note:** The time the Follow-up was completed is recorded on the MAR.

8.6 **Marking treatment / procedure as administered**

1. **Select a Treatment pass from the Hour of Administration list on the main menu.**

![Treatment Selection](image)

2. **Select a Resident from the To Be Administered list.**
3. Click on the treatment to turn it from Green to Yellow.

4. After administering the treatment, click the Yellow box to continue to the MAR Codes screen.

5. Click Administered on the MAR code screen to "sign" to indicate you provided the treatment (or performed the procedure).
9 MAR Codes to use if treatment (or procedure) was NOT administered

**TIP**

*Each facility can add customized MAR codes, however you cannot give a new MAR code the same name as an existing MAR code (if you attempt to do so, a message “Cannot Add Duplicate MAR code” will display.*

- Dose/Tx Refused
- Dose/Tx Not Due
- Absent From Facility
- B/P or Pulse Too Low
- No Insulin Coverage Required
- Hold See Nurses Notes

**Note:**

*If you select a MAR Code other than Administered you need to double-click it to sign.*
10  **Receive Assist**

10.1  **Treatment/Procedure Administration**

1.  Open *Med-Pass* and select a resident.

2.  Click the *Med box* and the *Med Order Confirmation* message displays.

3.  Click *Confirm* if you are administering the medication; click *Reject* if you are not administering medication.
### Medication Administration Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Insulin Coverage Required</td>
<td></td>
</tr>
<tr>
<td>Blood Pressure/Pulse Too Low</td>
<td></td>
</tr>
<tr>
<td>Refused</td>
<td></td>
</tr>
<tr>
<td>Absent From Facility</td>
<td></td>
</tr>
<tr>
<td>Remove Patch</td>
<td></td>
</tr>
<tr>
<td>Crisis Treatment Not Due</td>
<td></td>
</tr>
<tr>
<td>Self Administered</td>
<td></td>
</tr>
<tr>
<td>FAX Follow-Up</td>
<td></td>
</tr>
<tr>
<td>Hold MD, See Notes</td>
<td></td>
</tr>
<tr>
<td>Hold from nurses notes</td>
<td></td>
</tr>
<tr>
<td>Administered</td>
<td></td>
</tr>
</tbody>
</table>

---

### Medication Administration Details

**Patient Information:**
- **Name:** [Redacted]
- **ID:** [Redacted]
- **DOB:** [Redacted]
- **ADID:** [Redacted]
- **Admit Date:** [Redacted]
- **Discharge Date:** [Redacted]
- **Fish Code:** [Redacted]
- **Discharge Fish:** [Redacted]
- **Discharge Form:** [Redacted]
- **Special Notes:** [Redacted]
- **Medication Orders:**
  - **Admit:** [Redacted]
  - **Discharge:** [Redacted]

**Medication List:**
- **Medication:** [Redacted]
- **Dosage:** [Redacted]
- **Route:** [Redacted]
- **Frequency:** [Redacted]
- **Status:** [Redacted]

**Orders:**
- **Order Date:** [Redacted]
- **Order Time:** [Redacted]
- **Order by:** [Redacted]
- **Order Details:** [Redacted]

Order is shown as received in the application.
The *Physician OrdersReceived Today* report will show who received the order.

**10.2 Rejecting meds on Med-Pass**

1. Open *Med-Pass* and select a resident.

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acosta, Maria</td>
<td>1</td>
</tr>
<tr>
<td>Baisor, James</td>
<td>2</td>
</tr>
<tr>
<td>Dawson, John</td>
<td>6</td>
</tr>
<tr>
<td>Ewell, John</td>
<td>6</td>
</tr>
<tr>
<td>Hoxie, Richard</td>
<td>227</td>
</tr>
<tr>
<td>Woosley, Martha</td>
<td>216</td>
</tr>
</tbody>
</table>

2. Click the Med box and the *Med Order Confirmation* pop-up message shows the medication was *not* received or that it was rejected.
3. Click **Reject** to reject the medication.

   *The Receive Order – Reject Confirmation pop-up displays.*

4. Populate the **Reason Rejected** field by typing the reason and then click **Reject Order**.

5. Administer the medication after rejecting it.
6. After administrating, upload Med-Pass and then logoff.

A Rejection email will be sent to the pharmacy.
11 Re-ordering meds from Med-Pass

1. To re-order, click the RO (re-order) option.

A pop-up message displays.

2. Click Yes to reorder the medication.

The RO (reorder) option will be selected and is available to be cleared in case it needs to be canceled before the To-Pharmacy job (which runs every 10 mins) runs.
11.1 Rejecting meds on Med-Pass

1. To re-order, click the **RO** (re-order) option.

11.1.1 The system prevents multiple refill requests from being transmitted

A message displays asking you to confirm that you want to refill the order.

▶ If you click **Yes**, then the re-order is placed.
The RO option will be selected, and it is available to be cleared in case the re-order needs to be canceled until the To-Pharmacy job runs (To-Pharmacy job runs every 10 mins)

After the To-Pharmacy job runs, the RO (re-order) option is cleared and enabled.

Note: Re-orders are transmitted when the Med-Pass is uploaded (saved).

IMPORTANT

If you work in an Ohio facility, please see: 13 Appendix C – Ohio facility roles that require a barcode scan to complete certain tasks (page 74). Also see: For Ohio facilities ONLY – change regarding refill administration

You must now upload admin information after administering to each resident/patient (see: Appendix D: For Ohio facilities ONLY – change regarding refill administration on page 75).
11.2 The Due to be Refilled message

1. Click the RO (re-order) option for the Med Order and the Due to be Refilled message displays if the order is due to be refilled.

2. Click Yes to reorder.
The re-order is placed and the reorder option RO is selected.

After the To-Pharmacy Job runs, the re-order option (RO) is cleared and re-enabled.

Note: Re-orders are transmitted when the Med-Pass is uploaded (saved).

12 Notes

12.1 Rejecting Meds on Med-Pass

1. Click Add Note to leave a note regarding a medication or treatment

A text box will display for you to type a note.

2. Populate the Note field, and then click Save.

The selected grid coordinates will automatically be added to the note.
12.2 Reading a Note

Orders with previously recorded notes will have a blue **Add Note** icon.
Appendix A – access to Nurse’s landing page (to Discharge a resident)

Any role with the authority to update a resident’s record has access to Discharge a resident, including the following EZ-MAR security roles:

- Facility Administrator
- Registered Nurse
- Registered Practical Nurse
- Physician
- Consultant
- Certified Medication Tech
- Pharmacist
- Pharmacy Administrator
- Paperless Administrator
- Customer Administrator
- Corp system Administrator (SGN)
- System Administrator

The following EZ-MAR roles have view-only (read-only) they can see the link and the functionality but they cannot make changes such as saving an account or submitting a record.

- Nurse practitioner
- Facility reviewer
- Customer support

- The Surveyor role in EZ-MAR will not see the Discharge link.
Appendix B – Resetting your EZ-MAR password using Security Q&A’s

Prior to this enhancement, you were required to contact your facility administrator when you needed your password reset. Now, you can reset your password by verifying your identity using the security questions you initially answered when you initially logged on. The following steps will guide you through this process.

14.1 User Self Service password – initial set up

1. When you initially logon to EZ-MAR, you will use your temporary User ID and Password.

2. When you logon for the first time, you will see the following screen:

3. From this screen, you will select five questions for which you will provide your individual answers.

CAUTION

Remember your answers to the five questions; they provide you with the key that you will use to reset your password without assistance.
4. After you have selected 5 questions and supplied your answers, then a screen will display where you will enter the permanent password of your choice.

**NOTE**

The password that you select must meet minimum-security requirements and be between 6-15 characters long, and it must contain at least 1 capital letter and 1 number.

5. After you have entered and confirmed your password (on the screen shown above) then a standard logon screen will display. Enter your user id and password to logon.

14.2 User Self Service forgotten password functionality

1. After you have performed the above steps to set-up your security questions and answers, then the next time you forget your password, you can click the **Forgot/Reset Password link** (highlighted on the following screen).

2. You will be prompted to enter your userid (as shown below).

3. After the system has verified that you entered a valid User ID, then three of the security questions that you answered when you first logged on to the system will display on screen.
4. After you have entered the correct responses (the answers you initially provided when you logged on for the 1st time), then the system will prompt you to enter a **new** password to replace the forgotten password.

**NOTE**

Your new password must meet minimum-security requirements and be between 6-15 characters long, and it must contain at least 1 capital letter and 1 number; **and you cannot re-use any of your previous 5 passwords**.

5. After users have reset their password using the validation criteria, then the standard EZ-MAR login screen to login screen will display, enter your user id and password to logon.
Appendix C: Ohio facility roles require a barcode scan to complete certain tasks

To meet state regulations, for Ohio-only, EZ-MAR users with certain roles must scan their barcode to complete certain Order Entry related tasks (see 15.1 Roles in Ohio that require you to scan a barcode to complete certain tasks and 15.2 Tasks that require a barcode scan to complete).

15.1 Ohio facility roles that require you to scan a barcode to complete certain tasks

If you have a role listed below, then you need to scan your barcode to complete certain tasks (see Tasks that require a barcode scan to complete):

- Facility administrator
- Registered nurse
- Registered practical nurse
- Physician
- Consultant
- Med Tech

15.2 Tasks that require a barcode scan to complete

If your role is listed in the above list (Ohio facility roles that require you to scan a barcode to complete certain tasks), then you need to scan your barcode when finishing the following tasks:

- Creating a physician’s order.
- Editing or updating a physician’s order.
- Recreating a physician’s order.
- Discontinuing a physician’s order from physician’s order list.
- Placing or removing a hold from an active or a discontinued physician’s order.
- Receiving a physician’s order.
- Changing a resident’s status to Discharged.
- Changing a resident’s status to Deceased.

15.3 Tasks that do not require a barcode scan to complete

If your role is listed in the above list (Ohio facility roles that require you to scan a barcode to complete certain tasks), then you do not need to scan your barcode to complete the following tasks:

- Adding a note
- Approving an order
- Re-ordering

IMPORTANT

For Ohio facilities ONLY – change regarding refill administration

PharMerica made the following change to accommodate state requirements: previously you could administer medications to multiple residents before uploading admin information into EZ-MAR; you must now upload admin information after administering to each resident/patient. (see Appendix D: For Ohio facilities ONLY – change regarding refill administration (page 75).)
16 Appendix D: Ohio facilities only - must upload for every resident after administration

1. **Login to the system** as you typically do, entering your user ID and scanning corresponding barcode to gain access to the *Med-pass* system.

![Login Screen](image1)

2. **Select HOA** and **patient** to administer to as usual.

![Select HOA Screen](image2)

3. **Select medication**, and **retrieve it**.

![Select Medication Screen](image3)
4. Administer the medication, and click **Administered**.

After you click **Administered**, a prompt pop-up prompt will display.

5. Enter your barcode.

After you enter your individual barcode, you will be prompted to start the upload process.

After you have completed the upload, the **to be administered** page re-displays.
You can now select a different resident to administer to.

For Ohio facilities ONLY – You must upload after administering to each individual resident.

Partial Administration – If you partially administer to a resident, before you continue to Admin to the next resident, you must upload the partially administered medication.