

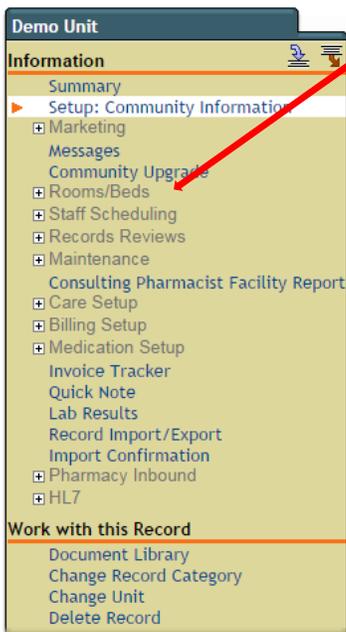


# Community Record Setup (MAR & Rooms)

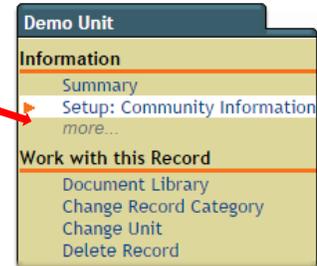
Select the "Community Record" link. This will take you to the Setup: Community Information



**Step 1.** Expand the Community navigation menu by clicking on the "more" link



Navigate to the "Room/Bed" and click on the link to expand.



Select the "Rooms" link



**Step 2.** Add the room name, number of beds in room and classification. Then save and repeat for additional rooms.

**Rooms**

\* Required

Reset Room  Remove all Residents, Holds and make room available

Room Name

Room is held  Open  Held

Resident/s in room [no data]

Number of Beds in Room \*

Type  
Room Access

Classification \*

Location

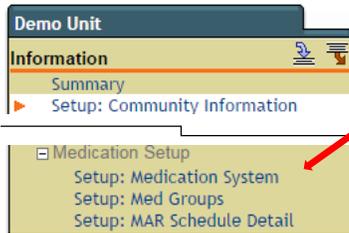
Room Notes

Occupancy Date

Vacancy Date

\* Required

### Step 3. Navigate to the “Medication Setup” folder and click the “Setup: Medication System” link.



#### Setup: Medication System

**\* Required**

**MAR GENERATION**

MAR Grace Period ?

Nurse/Administrator Review ?  Do NOT Generate MAR until Nursing/Administrator Review is complete

Self-Administered Meds \*  Do NOT Show on MAR  Show on MAR

Family Administered Meds \*  Do NOT Show on MAR  Show on MAR

Order Medications on MAR \*  All Medications  Only PRN Medications

**OFFLINE MAR SETTINGS**

Offline MAR Lock Time \*

**PHARMACY CONNECT SETTINGS**

Order Clearing Process \*

Pharmacy Connect Notifications \*  New Med  Order  Cancel Order  DC

Pharmacy Connect Stats Display \*  New Med  Order  DC  Change  Cancel Order  All Notifications

**MEDICATION - PRESCRIBED FORM**

Medication Classification Count ?  C2  C3 or C4  C5  Standard

Med Count Assist  During counting show medication administrations since previous count.

Medication Look-up Properties select what items you want to be displayed in the medication name

Generic  Route of Admin  Dose Form

Strength  Route of Admin (abbr.)  Dose Form (abbr.)

Pharmacy Compliance ? \*  No  Yes

Medication Destruction Verification Type \*  Standard Signature  Digital Signature

Scheduling History Default ?  Only Active Schedule  Display Full History

MRSA \*  Hide  Display

Configure Medication Times \*  AM  12:00am  4:30am  9:00am  1:30pm  6:00pm  10:30pm

Breakfast  12:30am  5:00am  9:30am  2:00pm  6:30pm  11:00pm

Morning  1:00am  5:30am  10:00am  2:30pm  7:00pm  11:30pm

PM  1:30am  6:00am  10:30am  3:00pm  7:30pm  PRN

Lunch  2:00am  6:30am  11:00am  3:30pm  8:00pm

Afternoon  2:30am  7:00am  11:30am  4:00pm  8:30pm

Dinner  3:00am  7:30am  12:00pm  4:30pm  9:00pm

Bedtime  3:30am  8:00am  12:30pm  5:00pm  9:30pm

Graveyard  4:00am  8:30am  1:00pm  5:30pm  10:00pm

Configure Drug Dosage Form \*

<input checked="" type="checkbox"/> Aerosol powder	<input type="checkbox"/> Film, extended release	<input type="checkbox"/> Lozenge
<input checked="" type="checkbox"/> Aerosol with adapter	<input type="checkbox"/> Foam	<input checked="" type="checkbox"/> Nebulizer
<input checked="" type="checkbox"/> Bar	<input type="checkbox"/> Foam with applicator	<input type="checkbox"/> Oil
<input checked="" type="checkbox"/> Capsule	<input type="checkbox"/> Gas	<input checked="" type="checkbox"/> Ointment
<input checked="" type="checkbox"/> Capsule, extended release	<input checked="" type="checkbox"/> Gel	<input type="checkbox"/> Ointment w/applicator
<input type="checkbox"/> Chewable	<input type="checkbox"/> Gel forming solution	<input type="checkbox"/> Oral Suspension
<input type="checkbox"/> Concentrate	<input type="checkbox"/> Gel with applicator	<input checked="" type="checkbox"/> Pads
<input checked="" type="checkbox"/> Cream	<input type="checkbox"/> Granule	<input type="checkbox"/> Paste
<input type="checkbox"/> Cream with applicator	<input type="checkbox"/> Granule, effervescent	<input checked="" type="checkbox"/> Patch
<input type="checkbox"/> Crystal	<input type="checkbox"/> Granule, enteric coated	<input checked="" type="checkbox"/> Powder
<input type="checkbox"/> Delayed release capsule	<input type="checkbox"/> Granule, extended release	<input type="checkbox"/> Powder for injection
<input type="checkbox"/> Device	<input type="checkbox"/> Granule for reconstitution	<input type="checkbox"/> Powder for injection, extended release
<input type="checkbox"/> Disintegrating strip	<input type="checkbox"/> Gum	<input type="checkbox"/> Powder for reconstitution
<input type="checkbox"/> Dispersion	<input type="checkbox"/> Implant	<input type="checkbox"/> Powder for reconstitution, delayed release
<input type="checkbox"/> Dressing	<input checked="" type="checkbox"/> Inhaler	<input type="checkbox"/> Powder for reconstitution, extended release
<input checked="" type="checkbox"/> Drops	<input type="checkbox"/> Injection	<input type="checkbox"/> Ring
<input type="checkbox"/> Elixir	<input type="checkbox"/> Insert	<input type="checkbox"/> Shampoo
<input type="checkbox"/> Emulsion	<input type="checkbox"/> Kit	<input checked="" type="checkbox"/> Soap
<input type="checkbox"/> Enema	<input checked="" type="checkbox"/> Liquid	<input type="checkbox"/> Solution
<input type="checkbox"/> Enteric coated tablet	<input type="checkbox"/> Liquid, extended release	<input type="checkbox"/> Sponge
<input type="checkbox"/> Film	<input checked="" type="checkbox"/> Lotion	<input checked="" type="checkbox"/> Spray

MAR Generation options:  
Nurse/Admin review sig. will make it so MAR will not generate to chart on until signature is checked.

Self and Family admin. Meds will make medications profile only and will not generate to chart on when checking the “Do Not show on MAR” buttons.

Uncheck any times that are not needed when scheduling medication orders.

Check or uncheck Drug Dosage Forms to display desired forms on the when entering a new medication

**Configure Route of Administration**

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 01 Oral (PO)</li> <li><input checked="" type="checkbox"/> 01 Oral/Sub-lingual (SL)</li> <li><input checked="" type="checkbox"/> 02 Intramuscular (IM)</li> <li><input checked="" type="checkbox"/> 02 Subcutaneous (SQ)</li> <li><input checked="" type="checkbox"/> 03 Enteral tube (ET)</li> <li><input checked="" type="checkbox"/> 03 NG/gastric (NG)</li> <li><input checked="" type="checkbox"/> 04 Topical (T)</li> <li><input checked="" type="checkbox"/> 05 Rectal/vaginal (R)</li> <li><input checked="" type="checkbox"/> 06 Inhalant (I)</li> <li><input checked="" type="checkbox"/> 07 Intravenous (IV)</li> <li><input checked="" type="checkbox"/> 08 Other</li> <li><input checked="" type="checkbox"/> 09 Unknown</li> <li><input type="checkbox"/> Block infiltration</li> <li><input type="checkbox"/> Both eyes</li> <li><input type="checkbox"/> Buccal</li> <li><input type="checkbox"/> Caudal block</li> <li><input type="checkbox"/> Cystourethrography</li> <li><input type="checkbox"/> Dental</li> <li><input type="checkbox"/> Disinfectant barn</li> <li><input type="checkbox"/> Disinfectant contact lens</li> <li><input type="checkbox"/> Disinfectant domestic</li> <li><input type="checkbox"/> Disinfectant food premises</li> <li><input type="checkbox"/> Disinfectant hospital area</li> <li><input type="checkbox"/> Disinfectant institutional industrial</li> <li><input type="checkbox"/> Disinfectant medical instruments</li> <li><input type="checkbox"/> Ears</li> <li><input type="checkbox"/> Epidural</li> <li><input type="checkbox"/> Ex vivo</li> <li><input type="checkbox"/> Extracorporeal</li> <li><input type="checkbox"/> Extradural infusion</li> <li><input type="checkbox"/> G tube</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hemodialysis</li> <li><input type="checkbox"/> Inhalation</li> <li><input type="checkbox"/> Instillation</li> <li><input type="checkbox"/> Intervertebral</li> <li><input type="checkbox"/> Intra amniotic</li> <li><input type="checkbox"/> Intra arterial</li> <li><input type="checkbox"/> Intra articular</li> <li><input type="checkbox"/> Intra bronchial</li> <li><input type="checkbox"/> Intrabursal</li> <li><input type="checkbox"/> Intracardiac</li> <li><input type="checkbox"/> Intracaudal</li> <li><input type="checkbox"/> Intracavernosal</li> <li><input type="checkbox"/> Intracavity</li> <li><input type="checkbox"/> Intracerebral</li> <li><input type="checkbox"/> Intracervical</li> <li><input type="checkbox"/> Intracorneal</li> <li><input type="checkbox"/> Intracoronary</li> <li><input type="checkbox"/> Intracranial</li> <li><input type="checkbox"/> Intracutaneous</li> <li><input type="checkbox"/> Intradermal</li> <li><input type="checkbox"/> Intradiscal</li> <li><input type="checkbox"/> Intrafollicular</li> <li><input type="checkbox"/> Intraganglionic</li> <li><input type="checkbox"/> Intra gastric</li> <li><input type="checkbox"/> Intralesional</li> <li><input type="checkbox"/> Intramammary</li> <li><input type="checkbox"/> Intramural</li> <li><input type="checkbox"/> Intramuscular</li> <li><input type="checkbox"/> Intramyocardial</li> <li><input type="checkbox"/> Intranasal</li> <li><input type="checkbox"/> Intranodal</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Intraocular</li> <li><input type="checkbox"/> Intraperitoneal</li> <li><input type="checkbox"/> Intrapleural</li> <li><input type="checkbox"/> Intraprostatic</li> <li><input type="checkbox"/> Intrapulmonary</li> <li><input type="checkbox"/> Intra putaminal</li> <li><input type="checkbox"/> Intratumoral</li> <li><input type="checkbox"/> Intravenous</li> <li><input type="checkbox"/> Intraventricular</li> <li><input type="checkbox"/> Intravertebral</li> <li><input type="checkbox"/> Intravesical</li> <li><input type="checkbox"/> Intravesicular</li> <li><input type="checkbox"/> Intra vitreal</li> <li><input type="checkbox"/> Irrigation</li> <li><input type="checkbox"/> J tube</li> <li><input type="checkbox"/> Left ear</li> <li><input type="checkbox"/> Left eye</li> <li><input type="checkbox"/> Miscellaneous</li> <li><input type="checkbox"/> Nasal</li> <li><input type="checkbox"/> Nebulizer</li> <li><input type="checkbox"/> NG tube</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ophthalmic</li> <li><input type="checkbox"/> Oral</li> <li><input type="checkbox"/> Otic (auricular)</li> <li><input type="checkbox"/> Pa</li> <li><input type="checkbox"/> PE</li> <li><input type="checkbox"/> Re</li> <li><input type="checkbox"/> Re</li> <li><input type="checkbox"/> Ri</li> <li><input type="checkbox"/> Ri</li> <li><input type="checkbox"/> So</li> <li><input type="checkbox"/> Su</li> <li><input type="checkbox"/> Subcutaneous</li> <li><input type="checkbox"/> Subgingival</li> <li><input type="checkbox"/> Sublingual</li> <li><input type="checkbox"/> Sublingual</li> <li><input type="checkbox"/> Teat dip</li> <li><input type="checkbox"/> Topical</li> <li><input type="checkbox"/> Transdermal</li> <li><input type="checkbox"/> Translingual</li> <li><input type="checkbox"/> Transurethral</li> <li><input type="checkbox"/> Udder wash</li> <li><input type="checkbox"/> Unassigned</li> <li><input type="checkbox"/> Urethral</li> <li><input type="checkbox"/> Vaginal</li> <li><input type="checkbox"/> Z-track</li> </ul>
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Check or uncheck Route of Administration to display desired routes when entering a new medication.

**Configure Quantity Unit**

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Ampule</li> <li><input checked="" type="checkbox"/> Applicatorful</li> <li><input checked="" type="checkbox"/> Bottle</li> <li><input checked="" type="checkbox"/> Can</li> <li><input checked="" type="checkbox"/> Capful</li> <li><input checked="" type="checkbox"/> Capsule</li> <li><input checked="" type="checkbox"/> CC</li> <li><input checked="" type="checkbox"/> Drop</li> <li><input checked="" type="checkbox"/> Gallon</li> <li><input type="checkbox"/> C2 Medications</li> <li><input type="checkbox"/> C3 or C4</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Grams</li> <li><input checked="" type="checkbox"/> Inch</li> <li><input checked="" type="checkbox"/> Liter</li> <li><input checked="" type="checkbox"/> Liters/Minute</li> <li><input checked="" type="checkbox"/> Lozenge</li> <li><input checked="" type="checkbox"/> Micrograms per hour</li> <li><input checked="" type="checkbox"/> Milligram</li> <li><input checked="" type="checkbox"/> Milliliter</li> <li><input checked="" type="checkbox"/> Milliliters/Hr</li> <li><input type="checkbox"/> C5</li> <li><input type="checkbox"/> IV Medications</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Minibag</li> <li><input checked="" type="checkbox"/> N/A</li> <li><input checked="" type="checkbox"/> Ounce</li> <li><input checked="" type="checkbox"/> Packet</li> <li><input checked="" type="checkbox"/> Puff</li> <li><input checked="" type="checkbox"/> Scoop</li> <li><input checked="" type="checkbox"/> Serving</li> <li><input checked="" type="checkbox"/> Sliding Scale</li> <li><input checked="" type="checkbox"/> Sparingly</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Tablespoon</li> <li><input checked="" type="checkbox"/> Tablet</li> <li><input checked="" type="checkbox"/> Teaspoon</li> <li><input checked="" type="checkbox"/> Thin Layer</li> <li><input checked="" type="checkbox"/> Unit Dose</li> <li><input checked="" type="checkbox"/> Units</li> <li><input checked="" type="checkbox"/> Vial</li> </ul>
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Check or uncheck Quantity Unit to display desired quantity units when entering a new medication

**Send Script Manually Reminder**  
Select the items that need a reminder to the user ordering the medication to send the script manually or via fax

- C2 Medications
- C3 or C4
- C5
- IV Medications

**Step 4.** Navigate to the “Medication Setup” folder and click the “Setup: Med Groups” link followed by the “Setup: MAR Schedule Detail.

**Demo Unit**

**Information**

- Summary
- Setup: Community Information

**Medication Setup**

- Setup: Medication System
- Setup: Med Groups
- Setup: MAR Schedule Detail

**Active Med Groups**

Med Group	New Entry	Edit Delete
Cart 1		
Cart 2		
Cart 3		

Add Med Groups by clicking the New Entry button or editing existing Carts

**Setup: MAR Schedule Detail**

Schedule Option	Start Time	End Time	Edit Delete
AM			
Breakfast			
Morning			
PM			
Lunch			
Afternoon			
Dinner			
Bedtime			
Graveyard			

Edit the general times to define the start and end time.

**Setup: MAR Schedule Detail**

Required

Schedule Option: AM

Start Time: 7:00am

End Time: 11:00am

Required