



Order Entry/eMAR Nurses Training Guide

Sacramento County Avatar Training and Support

Purpose of this Training Guide:

This Training Guide is designed to give additional support on Order Entry and eMAR after attending Avatar NX training. The Training Guide may change as Avatar NX trainings are updated. If you have any additional questions please contact Avatar Support at 916-876-5806 or Avatar@Saccounty.net.

Order Console:

The screenshot shows the Avatar NX Order Console interface. The top navigation bar includes 'myAvatar NX', 'myDay', 'CAREQUALITY', 'Client Admin', 'Client Clinical', 'Client Notes', 'Client Medical', 'Orders', and 'Crisis eMAR'. The main content area is divided into several sections:

- 1:** Control Panel with icons for Home, My Clients, My Forms, My Favorites, and Recent Forms.
- 2:** Search bar with the text 'What can I help you find?' and an 'Advanced Client Search' link.
- 3:** User profile dropdown menu showing 'TEST.SCARLETT(78847554)' and 'Episode #14 Admin | 01/27/2022 Discharg...'.
- 4:** Client information header for 'TEST.SCARLETT(788475544)' including preferred name, birth date, episode information, height/weight, location, and phone number.
- 5:** 'Orders This Episode' section with a dropdown menu for episode selection and a status filter set to 'Active'.
- 6:** 'New Order' input field with a search filter dropdown.
- 7:** 'Scratchpad' area for finalizing orders.
- 8:** Four dots (more options) next to an order row in the table.

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
View	Pharmacy	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMU... Order# 13618		Active	Routine	04/15/2022	05/15/2022	TRAINER,FOUR	View
View	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s) - INACTIVE, BID (5:30AM - 5PM)		Active	Routine	04/15/2022	05/15/2022	TRAINER,FOUR	View
View	Pharmacy	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED R... 1 app, Noon (0405)		Active	Routine	04/09/2022	05/09/2022	MCCORMY,EFF	View

Note: the “MHTC Order Census” widget is no longer available in the “Orders Console”. We are working with Netsmart to see if it is possible to re-instate this widget in Avatar NX.

- 1. My Clients:** Select the client from your “My Clients” list.
- 2. What can I help you find?:** If the client is not listed on your “My Clients” list, you can search for them on the “What can I help you find?” search bar. Once you select a client they will drop to “Recent Clients” (under the “My Clients” list).
- 3. Episode Drop-Down:** Make sure the episode on the drop-down is showing the current episode that you are working in.
- 4. Client Information:** This widget will populate with the client’s chart header information. You must have a client selected for this information to populate.
- 5. Orders Screen:** This will show all orders for your client. You can sort the orders by Type and Status.
- 6. New Order:** You can add new orders for your client by typing the order into the New Order box. This will allow you to enter the details of the order.
- 7. Scratchpad:** Once you have entered all new orders for a client you can finalize them in the scratchpad.
- 8. Four Dots:** If you hover your mouse over the four dots you are able to adjust the screen to make the Orders screen larger or smaller.

Creating a New Order:

The screenshot shows the myAvatar NX interface. On the left is a 'My Clients' list with a search bar. The main area displays 'Orders This Episode' for client TEST.SCARLETT(788475544). A table lists three existing orders with details like Order Type, Order Details, Status, Priority, Start Date, Stop Date, and Last Activity. Below this is the 'New Order' window, which is highlighted with a red box and a '2' in the original image. The 'New Order' window shows a search filter set to 'All', a 'My Favorites' button, a warning message (3), a 'Dose' field (4) with a 'Free Text' button and a 'TAPER/TITRATE' button (5), and a frequency field (6) set to 'BID (6:30AM + 5PM)'.

1. Highlight your client in the Client's Widget and click on the line for New Order.
2. Type in your new order into the New Order box.
3. Double click on the dosage you want to select, the New Order window will appear.

New Order Window:

This close-up shows the 'New Order' window. At the top, the 'New Order' field contains 'ZOLOFT (SERTRALINE HYDROCHLORIDE) 100 MG TABLET'. Below it is a 'Search Filter' dropdown set to 'All' (1) and a 'My Favorites' button (2). A warning message (3) states: 'At least one warning has been found with this order code.' Below the warning is a 'Dose' field (4) with a 'Free Text' button and a 'TAPER/TITRATE' button (5). The 'Dose' field contains '1' and a unit dropdown set to 'tab(s)'. To the right is a 'Freq:' dropdown set to 'BID (6:30AM + 5PM)' (6) and a 'Custom' button.

1. **Search Filter:** This will default to All, but you can narrow down the type of order by searching a filter.
2. **My Favorites:** You can add a medication to your favorites by clicking the My favorites button. You can also click the My favorites button to access your favorites.
3. **Warning:** If there is an allergy interaction for the order you will receive a warning message. Click on the hyperlink to address the warning.
4. **Dose:** The dose can be entered by entering the amount and then entering the **Frequency**. You can also click on the **Free Text** button when entering the dose. This will grey out the dosing information and require you to enter instructions on the bottom of the page under the **Add Instructions** section. This option will still require a frequency be entered.
5. **Taper Titrate:** Click the "Taper/Titrate" button to open a separate window to either taper or titrate an order.

Taper/Titrate window



- Frequency:** Select the Frequency of the order. You are also able to customize the frequency by clicking on the **Custom** button next to “Frequency”.

Custom Frequency window





- Route:** Select the appropriate route of administration.
- Priority:** This will set and lock based on frequency.
- First Dose:** This will auto-populate based on the frequency. You are able to customize it by **Skip First Dose** or **Give Initial Dose Now**. If you choose to skip first dose or give initial dose now, a window will pop up where you can confirm the first, second, and third dosage schedule.
- Reason:** This may be required depending on the type of order. Choose the reason for the order being entered, or use the **Reason Text** to manually enter the reason.

The screenshot shows a medical order entry form with the following fields and callouts:

- 11. Diagnosis:** A dropdown menu.
- 12. Duration:** A text input field containing '30', with radio buttons for 'Minutes', 'Hours', 'Days' (selected), and 'Doses'.
- 13. Start Date:** A date picker showing '04/14/2022' with a calendar icon, a 'T' button, and a '+1' button. Next to it is a 'Start Time' field showing '11:25 AM' and a 'Now' button.
- Stop Date:** A date picker showing '05/14/2022' with a calendar icon, a 'T' button, and a '+1' button. Next to it is a 'Stop Time' field showing '11:24 AM' and a 'Now' button.
- 14. Instructions:** A dropdown menu.
- Addl Instructions:** A large text area for additional instructions.
- 15. Add to Scratchpad:** A button at the bottom left.

11. **Diagnosis:** This will only populate with diagnosis information if a diagnosis is on file for the client and if a diagnosis is required for the order being entered. A diagnosis can be added if there is none in the drop-down by searching it on the search bar next to the drop-down.
12. **Duration:** Used for some orders, if a duration is needed enter the amount of minutes/hours/days/ or doses that are needed.
13. **Start/Stop Date and Start/Stop Time:** This will vary based on the duration you indicated above.
14. **Instructions:** If there are any instructions listed in the drop-down you can include them, if not you can add instructions under **Addl Instructions**.
15. **Add to Scratchpad:** Once you've completed the order click on the button "Add to Scratchpad". Multiple orders can be added to the scratchpad before finalizing.

Scratchpad:

Action	Order Type	Order	Priority	Start Date	Stop Date
ADD  1	Pharmacy	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG "SUSPENSION, EXTENDED RELEASE" INTRAMUSCULAR 156 mg, Every 4 Weeks	Routine	04/15/2022	05/15/2022
ADD 	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG TABLET ORAL 1 tab(s), BID (6:30AM + 5PM)	Routine	04/15/2022	05/15/2022

Remove from Scratchpad 2

3 Episode: Episode # 16 Admit : 01/27/2022 Di...

4 Ordering Practitioner: FOUR TRAINER (010562)

5 Source: Verbal/Telephone

6 **Sign**

1. If there is a warning symbol next to the order you will need to click on it to address it. A box will pop up explaining the warning and you will choose an override reason as well as enter your comments in the note field. Once that is completed click the "Save Override and Exit" button.
2. If an order needs to be removed, click on it to select and then click the Remove from Scratchpad button. While an order is selected you are also able to make changes in the order screen. Make sure to click Update Order at the bottom of the order screen to save your updates.
3. Make sure the correct episode is listed in the drop-down.
4. Enter the name of the practitioner who requested the order.
5. Indicate whether the practitioner gave you verbal or written instructions to complete the order.
6. Click the "Sign" button to save the order. The doctor will still need to go in and validate the order after you have signed it.

Discontinue and Renew an Order:

To discontinue an order, select the order and click the “D/C” button below.

The screenshot shows the 'Orders This Episode' interface for 'Home Medications'. It displays a table with columns: History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity. Two orders are listed:

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
View	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET Order# 13617 1 tab(s)-INACTIVE, BID (8:30AM + 5PM)		Active	Routine	04/15/2022	05/15/2022	TRAINER,FOUR	View
View	Pharmacy	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE Order# 13609 1 app, Noon (daily)		Active	Routine	04/08/2022	05/08/2022	MCCRORY,JEFF	View 1 app on 04/08/2022

Below the table is a row of action buttons: **D/C** (highlighted with a red box), Copy, Modify, Hold, Renew, Reorder, Validate, and Print.

Below, in the “New Order” section a “D/C Date and Time” will populate. Indicate the “D/C Reason” on the drop-down and click “Add to Scratchpad”. Once the order is on the scratchpad, sign to complete.

The screenshot shows the 'New Order' section. The 'Discontinue Reason' dropdown is set to 'No longer needed'. The 'Add to Scratchpad' button is highlighted with a red box. The 'Scratchpad' section is empty.

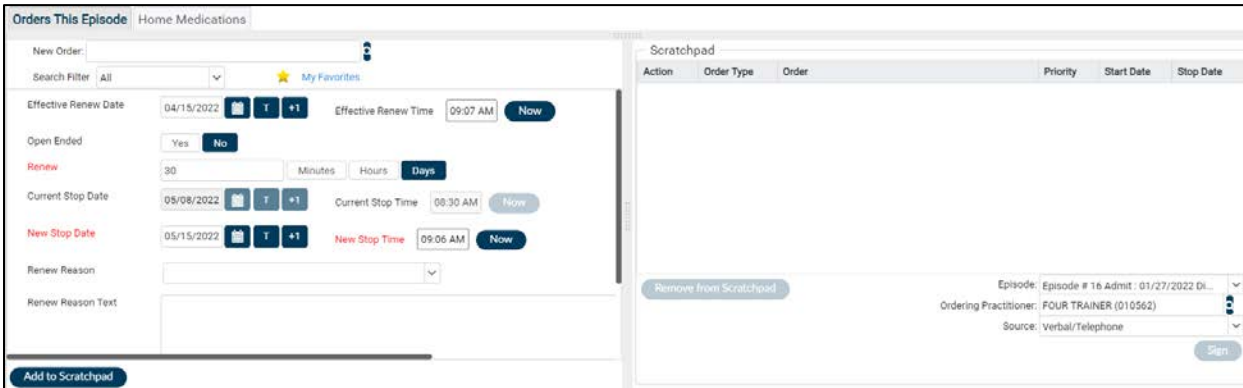
To Renew an order, select the order and click the “Renew” button.

The screenshot shows the 'Orders This Episode' interface for 'Home Medications'. It displays a table with columns: History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity. Three orders are listed:

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
View	Pharmacy	"SUSPENSION, EXTENDED RELEASE" 156 mg Every 4 Weeks							View
View	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET Order# 13617 1 tab(s)-INACTIVE, BID (8:30AM + 5PM)		Active	Routine	04/15/2022	05/15/2022	TRAINER,FOUR	View
View	Pharmacy	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE Order# 13609 1 app, Noon (daily)		Active	Routine	04/08/2022	05/08/2022	MCCRORY,JEFF	View 1 app on 04/08/2022

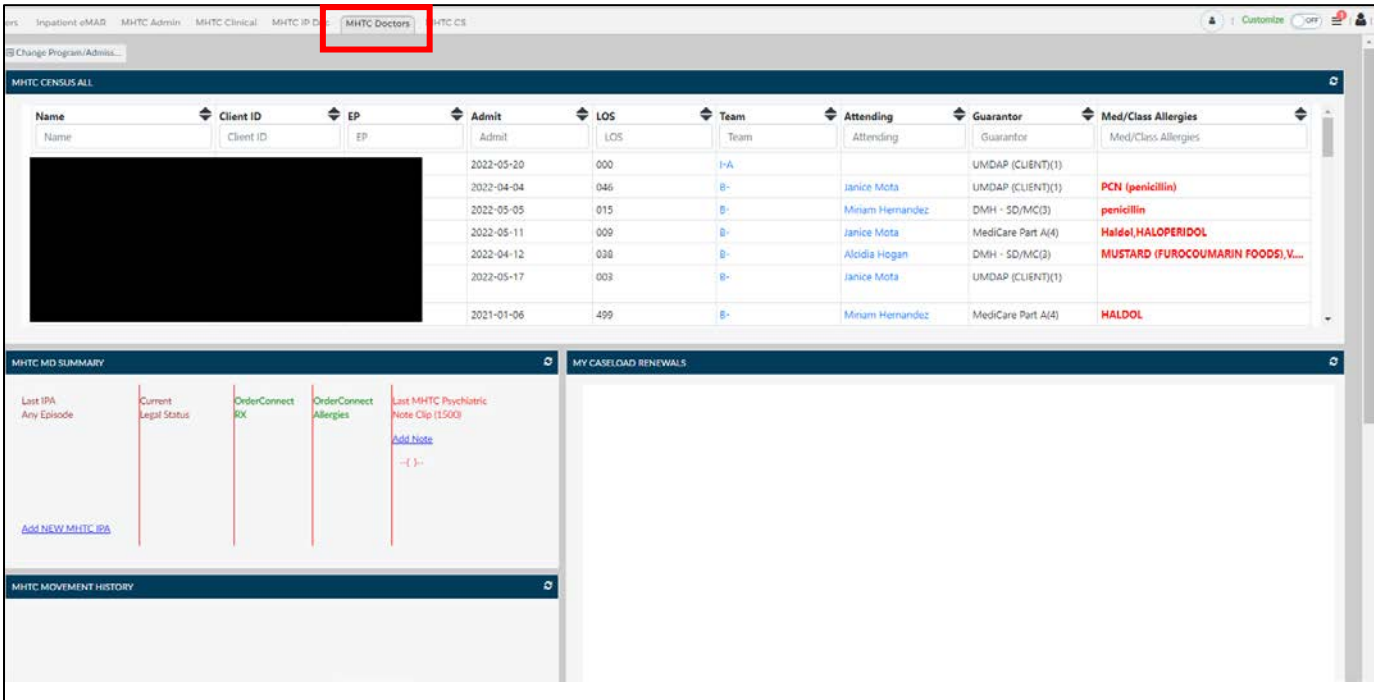
Below the table is a row of action buttons: **D/C**, Copy, Modify, Hold, **Renew** (highlighted with a red box), Reorder, Validate, and Print.

Below, in the “New Order” section the “Renew Effective Date and Time” will populate with the current date and time, this can be changed if needed. Indicate if the order should be “Open Ended”, if you choose “no” a stop date and time will be required (the default will be 30 days, this can be changed), if you choose “yes” the stop date and time will be greyed out. Once completed click the “Add to Scratchpad” button. Once the order is on the scratchpad, sign to complete.



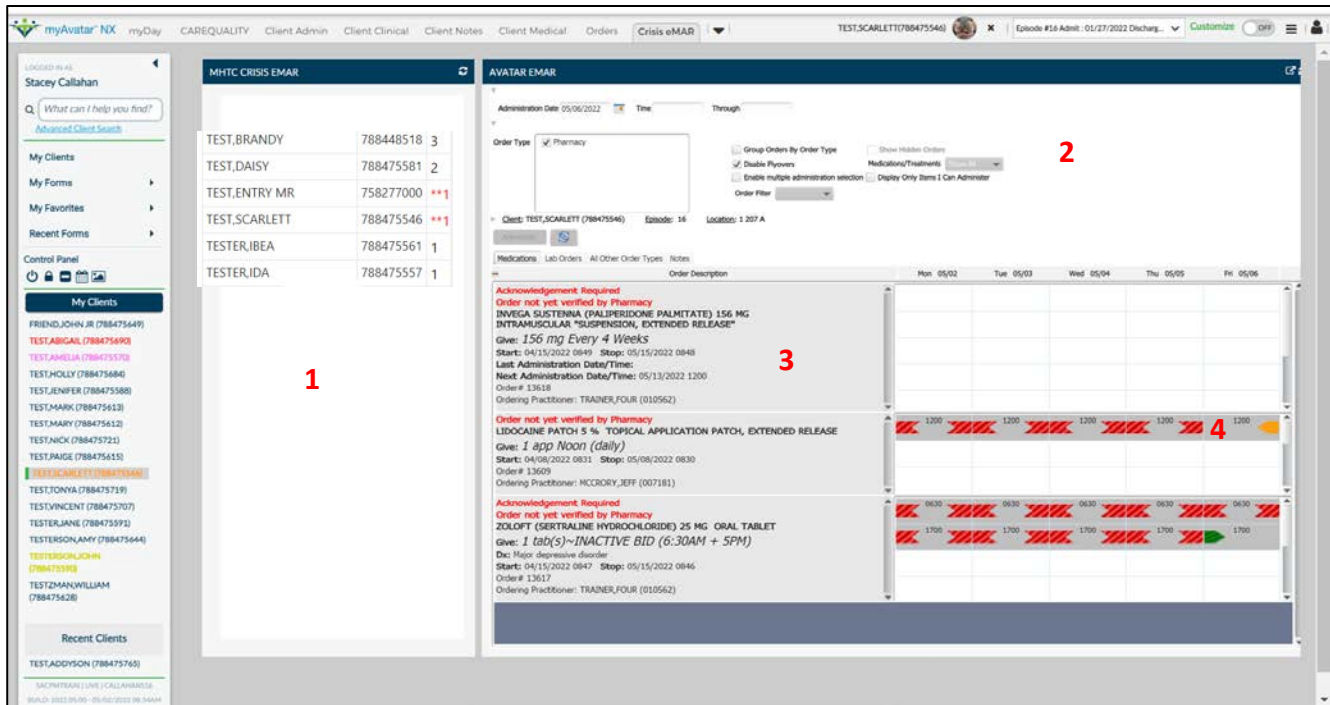
Caseload Renewal:

There is a new widget in the “MHTC Doctors” Console that will show “My Caseload Renewals”. If this widget does not appear on your screen you can click on the “Customize” button and add the widget.



Crisis eMAR Console:

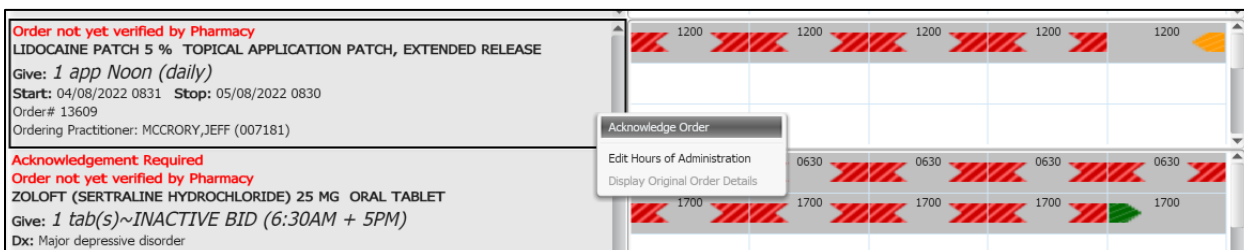
Orders entered for the crisis unit are viewable on the Crisis eMAR Console.



1. **MHTC Crisis eMAR:** This widget will list all clients who are currently admitted into the Crisis unit. Highlight the client you are working on to view their orders.
2. **Top Filters:** The top piece of the MAR has various filters to narrow down the types of orders that are shown.
3. **Orders Description:** This will give the details of each order for the client you have selected.
4. **MAR:** This will show previous and current orders for the client. If the order is green on the left hand side it is an upcoming administration. If the order is red on both sides it was missed and outside the window to administer. If the order is orange on the right hand side it is awaiting administration.

Administering an Order in the Crisis MAR:

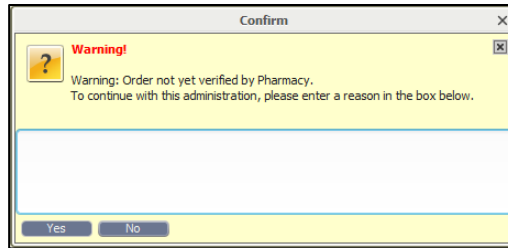
1. Each medication has an Acknowledgement Requirement that will show in red on each of the orders. To acknowledge each order individually, right click on the order and click Acknowledge Order.



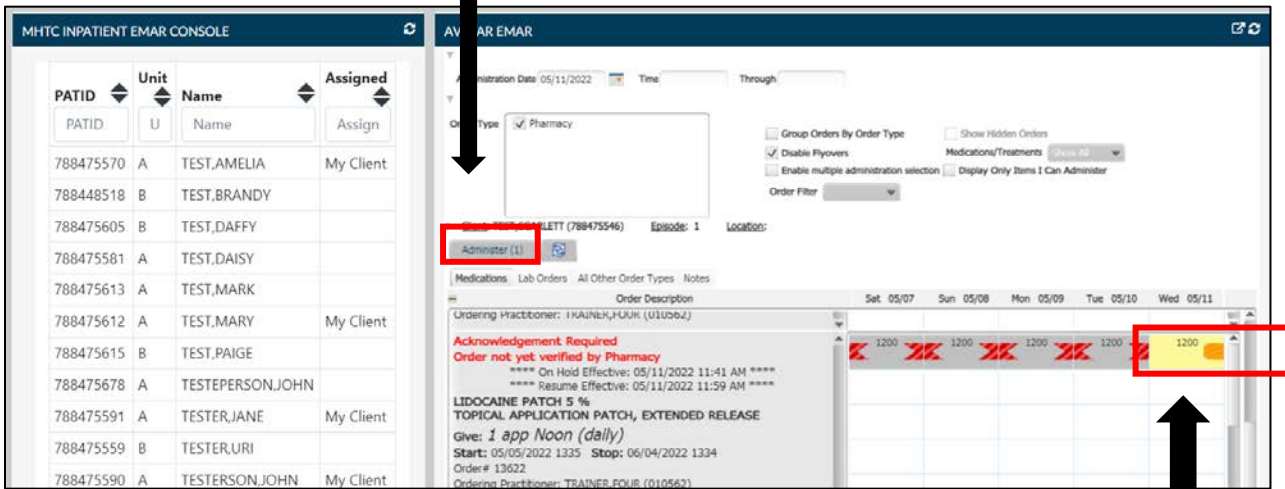
2. Before an order can be administered it will need to be verified by the pharmacy. If the pharmacy has not verified it it will indicate that in red on top of the order, you will also receive a warning when trying to administer the order. To continue with the order you can enter your reason for override and click Yes.

Order not yet verified by Pharmacy
 LITHIUM CARBONATE 300 MG ORAL CAPSULE
 Give: 1 cap(s) BID (6:30AM + 5PM)
 Start: 07/14/2021 02:36 PM Stop: * Open-Ended *
 Order# 12722
 Ordering Practitioner: TRAINER,FOUR (010562)

Acknowledgement Required
Order not yet verified by Pharmacy
 ZOLOFT (SERTRALINE HYDROCHLORIDE) 100 MG ORAL TA
 Give: 1 tab(s) BID (6:30AM + 9PM)



3. Click on the order to administer, then click the “Administer” button above.



Administrative Event Details

4. An Administrative Event Details box will pop up. The top portion of the box will give the order details. You are able to obtain a client signature if needed, indicate a witness if needed, indicate the Administration Event, and Site. If there is a warning you will need to view the warning and give an override reason. Once the details have been confirmed click the box for “Accept Administration Information Entered” and click Ok. Since the window was opened through the eMAR, it will only be visible if hovering above the eMAR. If you try to move it to a separate screen or move it over on your screen it will disappear once out of the eMAR section.

Administration Record - Administration Event

Client: TEST,SCARLETT ID: 788475546 Chart# Loc: 1 207 A

LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE

Administration Time(s)====> 1200
 Give: 1 app Noon (daily)
 Start Date: 04/08/2022 0831 Stop Date: 05/08/2022 0830
 Order# 13609
 Ordering Practitioner: MCCRORY,JEFF (007181)

Administration Event Details

Default Administration Event: [Dropdown]

Client Signature	Witnessed	Order	Scheduled Date	Scheduled Time	First Dose	Qty	Unit	SSI	Administration Event	Comment	Route	Site	Warning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LIDOCAINE PATCH 5 %...	05/06/2022	1200	<input type="checkbox"/>	1	app	SSI	[Dropdown]	View	[Dropdown]	[Dropdown]	[Dropdown]

Administration Date/Time: 05/06/2022 1407

Administered By: Stacey Callahan

Witnessed By: [Witness name search] Password: [Field]

Entered By: Stacey Callahan Entered On: 05/06/2022 1407

Sign Signature [Button]
 Clear Signature [Button]

Could Not Obtain Signature [Field]

Accept administration information entered [Ok] [Cancel]

- Top Portion:** This will the details for the order you are administering.
- Client Signature:** If a signature is required for a medication, check this box. It will enable the **Sign Signature** button at the bottom of the form. You can click that button to have the client sign for the medication.
- Witnessed:** Check the box if a witness is required. This will enable the Witnessed By section on the bottom of the form. You are able to look up the witness from the drop-down. They will enter their Avatar password next to their name to verify they have witnessed.
- Administered Event:** Choose the appropriate event from the drop-down (meds were administered, held, refused, ect).
- Comment:** Comments can be added to this section by clicking the **View** button under Comment.
- Route:** This should default, but can be changed if needed.
Site: Indicate the site administered if applicable.
- Warning:** If there is a warning listed you will need to click on the warning and give an override reason before administering.
- Accept administration information entered:** Click this checkbox and click OK to administer the order.

Inpatient eMAR Console:

The “Inpatient eMAR Console” works the same way as the “Crisis eMAR Console”. Click on the administration time to open the administration box (see pages 7-8 on how to administer medications from the MAR). The widget on the side will list all clients with an open Inpatient episode. You can only select one client at a time, however you are able to filter clients by unit or that are assigned to you (filters are marked below).

The screenshot displays two side-by-side windows. The left window, titled "MHTC INPATIENT EMAR CONSOLE", contains a table with the following data:

PATID	Unit	Name	Assigned
788475570	A	TEST,AMELIA	My Client
788448518	B	TEST,BRANDY	
788475605	B	TEST,DAFFY	
788475581	A	TEST,DAISY	
788475613	A	TEST,MARK	
788475612	A	TEST,MARY	My Client
788475615	B	TEST,PAIGE	
788475678	A	TESTPERSON,JOHN	
788475591	A	TESTER,JANE	My Client
788475559	B	TESTER,URI	
788475590	A	TESTERSON,JOHN	My Client
788475627	A	TESTFRIEND,JAMES	
788475604	B	TESTING,WILLIAM	

The right window, titled "AVATAR EMAR", shows a medication order for "ATIVAN (LORAZEPAM) 2 MG/1ML INJECTION SOLUTION" with a start date of 09/03/2021 and a stop date of 09/03/2021. The order is for a client named TEST,AMELIA (788475570) at location 1 204 A(E).

To filter your caseload type in “My” onto the “Assigned” filter.

The screenshot shows the "MHTC INPATIENT EMAR CONSOLE" with the "Assigned" filter dropdown menu open and set to "my". The table below shows the filtered results:

PATID	Unit	Name	Assigned
788448518	B	TEST,BRANDY	My Client
788475605	B	TEST,DAFFY	My Client
788475581	A	TEST,DAISY	My Client
788475615	B	TEST,PAIGE	My Client
788475559	B	TESTER,URI	My Client
788475590	A	TESTERSON,JOHN	My Client

Nursing Order Acknowledgement Form:

This form allows you to acknowledge multiple orders for a client at once rather than acknowledging them one at a time when administering the orders. This can be searched for on the myDay view on your “What can I help you find?” search bar.

The screenshot shows the 'Nursing Order Acknowledgement' form. At the top, there are buttons for 'Submit', 'Discard', and 'Add to Favorites'. The form is divided into a sidebar and a main content area. The sidebar has 'Nursing Order Acknowledgement' and 'Client Profile' sections. The main content area has a 'Nursing Caseload' checkbox. Below it are two dropdown menus: 'Select Unit' (labeled 1) and 'Select Client' (labeled 2). The 'Select Unit' dropdown is open, showing options like 'A Unit (1)', 'No Unit', 'Outpatient', and 'B Unit (2)'. Below the dropdowns is a button labeled 'Select Order Actions To Be Acknowledged' (labeled 3). At the bottom of the form are two radio buttons: 'Acknowledged' and 'Clarification Requested'.

1. Select a unit from the drop-down, if you choose to not select a unit you can select No Unit. You also have the option to view clients based on your nursing caseload. If you click the “Nursing Caseload” button it will grey out the option to select a unit and will have all of the client’s in your caseload on the “Select Client” drop-down.
2. Select the client you are acknowledging orders for.
3. Click on the “Select Order Actions To Be Acknowledged” button to bring up a list of all orders needing to be acknowledged for that client.
4. Select all orders that need to be acknowledged and click OK.

The screenshot shows the 'Nursing Order Acknowledgement Order Action List/Selection' dialog. At the top, it says 'Client: TEST,AMELIA (788475570)' and 'Acknowledgement Status'. Below that is a table with columns: Action, R, D, Order Description, Qty/Frequency, Start, DC/Stop, and Order#. There are three rows of data, each with a checked checkbox in the 'Action' column. At the bottom of the dialog are 'OK' and 'Cancel' buttons. A red number 4 is overlaid on the table.

Action	R	D	Order Description	Qty/Frequency	Start	DC/Stop	Order#
<input checked="" type="checkbox"/>	New	V	Admit to Mental Health	ONCE	08/16/21		12911
<input checked="" type="checkbox"/>	New	V	5270 for GD	1 1 ONCE	08/16/21	08/30/21	12913
<input checked="" type="checkbox"/>	New	V	Valproate Level	ONCE	08/19/21		12914

NURSING ORDER ACKNOWLEDGEMENT 7 Submit Discard Add to Favorites

Nursing Order Acknowledgement
Client Profile
Online Documentation

Nursing Caseload

Select Unit *
A Unit (1) *** Other/STAT orders exist ***

Select Client *
TESTAMELIA (788475570) *** Other/STAT orders exist ***

Check For New Order Actions Select Order Actions To Be Acknowledged

Details of Selected Order Action(s)

```

Start: 08/16/2021 03:50 PM Stop: *Open-ended*
Refills Allowed: 99 Dispense Quantity: 0
Ordering Practitioner: TRAINER,SIX (013509)
-----
Create New Order #12913 Filed: 08/16/2021 03:52 PM By: Justin Miller
*** As of the filing of this order action, this order Required Validation ***
*** This order action has not been Validated ***
Episode# 3 Admit Date: 07/13/2021 Discharge Date: (None)
Order Type: Legal Routine/PRN: Routine
5270 for GD
1 1 One Time Only
Start: 08/16/2021 03:50 PM Stop: 08/30/2021 03:49 PM
Refills Allowed: 99 Dispense Quantity: 0
Ordering Practitioner: TRAINER,SIX (013509)
-----
Create New Order #12914 Filed: 08/16/2021 03:52 PM By: Justin Miller
*** As of the filing of this order action, this order Required Validation ***
*** This order was subsequently Discontinued ***
Episode# 3 Admit Date: 07/13/2021 Discharge Date: (None)
Order Type: Lab Routine/PRN: Routine
Valproate Level
One Time Only

```

Nursing Order Acknowledgement *

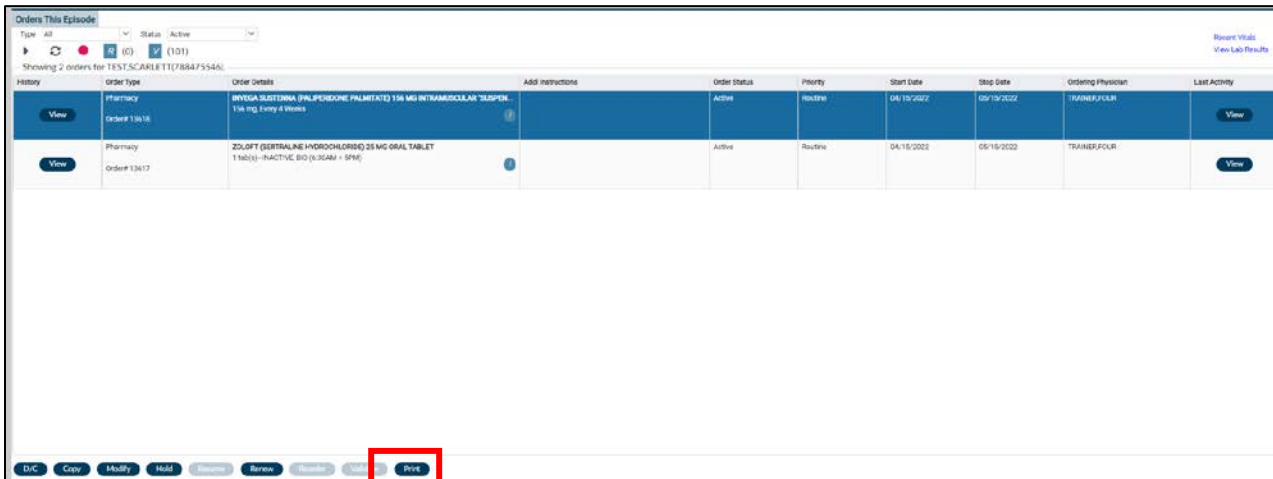
Acknowledged **5** Clarification Requested

Clarification Requested Text **6**

5. The details of the order(s) that were selected will populate in the details box. To acknowledge all orders selected, click on the “Acknowledge” button under Nursing Order Acknowledgement. There is also an option to request clarification on an order.
6. If you would like clarification on a certain order you can select that order using steps 1-3 and instead of clicking Acknowledged you will click Clarification Requested. Under the Clarification Request Text enter the clarification you need for that order.
7. When either acknowledging an order or requesting clarification, you will want to submit the form once complete.

Helpful Reports and Widgets

Order Details Report: This report will show the details of a particular order. The report can be accessed in the Orders console by highlighting the order you want to view and clicking the “Print” button.

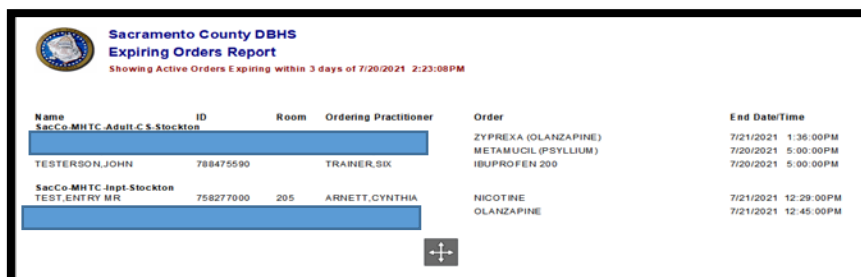


A report will generate in a separate window with the details of the order you selected.



Expiring Orders Report:

This report allows you to see orders that are expiring in 3 days of the date and time you are running the report. You can search for it on in the “What can I help you find?” search bar on your “myDay” view.



Order Entry Forms Printing Report:

This is used to print out orders from Order Entry or pharmacy orders for all or a select group of clients. Choose the orders you want to print, how many days ahead you want to view and the unit/client(s) you want to view. If you want to see a list of clients from a selected unit, click the "Print Forms" button to show a list of the clients below. Check the box for each of the clients you want to view in the report. Click "Print Forms" again to generate the report.

Effective Date *
05/11/2022

Number Of Days To Look Ahead *
3

Form To Print *
All Current Orders (2)

Units To Include
All | Clear
 (1) A Unit - All Clients
 (1) A Unit - Select Clients
 (2) B Unit - All Clients
 (2) B Unit - Select Clients
 (3) C Unit - All Clients
 (3) C Unit - Select Clients
 (4) D Unit - All Clients

Sort Clients *
 By Unit or Program, then alphabetically by Client Name
 By Unit or Program, then by Room/Bed (for Units) or alphabetically by Client Name (for Programs)
 Alphabetically by Client Name (across Units/Programs)

Print A Blank Form For Clients With No Qualifying Orders *
 Yes
 No

Outputpatient / Partial Hospitalization Programs To Include
All | Clear
 (0042NW) SacCo_IPT_Crestwood-SNF-Redding - All Clients
 (0042NW) SacCo_IPT_Crestwood-SNF-Redding - Select Clients
 (0075NO) SacCo_IPT_Crestwood-Vallejo - All Clients
 (0075NO) SacCo_IPT_Crestwood-Vallejo - Select Clients
 (1) zAccess Team - Adult - All Clients
 (1) zAccess Team - Adult - Select Clients
 (1) zAccess Team - InterforPavch-Adult-IP-Folsom - All Clients

Print Forms

Select Clients
All | Clear
 Unit: 1 (204 A(E)) TEST,AMELIA (Client ID 788475570, Episode 3)
 Unit: 1 (204 B) TEST,PERSON,JOHN (Client ID 788475678, Episode 2)

Once the report is processed it will list the clients that were selected on the left-hand-side. Click on each client to display their results on the right-hand side.

Unit: 1 Name: TEST,AMELIA

Unit: 1 Name: TEST,MARK ID:

Unit: 1 Name: TEST,MARY ID:

Unit: 1 Name: TESTER,SCARLE

Report Date: 8/19/2021 Page 1 of 5
Sacramento Department of Behavioral Health Services

All Current Orders (As Of 8/19/2021)

Client Name: TEST,AMELIA Location: 1 204 A(E)
 Client ID: 788475570 Episode: 3 Program: SacCo-MHTC-Iapt-Stockton (345010)
 Attending Practitioner: STAFF,IN TAKE (000001) MR:

Allergies & Hypersensitivities:

Medical Conditions:


Detain of Right - STAT Disposition / Notes
 Order# 12926 Start: 8/16/2021 04:01 PM Current Sup: 8/16/2021 05:00 PM
 4-Point restraint; 4 hrs max; line of sight eval release q15 min
 STAT
 DOK order should be turned off for all pts whose legal status is voluntary.
 Ordered By: TRAINER,SIX (013509)

Disposition - ROUTINE / SCHEDULED Disposition / Notes
 Order# 12911 Start: 8/16/2021 03:50 PM Current Sup: **Open-Ended**
 Admit to Mental Health Treatment Center or Divert
 One Time Only
 Ordered By: TRAINER,SIX (013509)

Lab - ROUTINE / SCHEDULED Disposition / Notes
 Order# 12914 Start: 8/19/2021 03:50 PM Current Sup: **Open-Ended**

MHTC Med Pour Report:

This report allows you to see what medications are due for dispensing at the time specified. It will show all of the meds for the client but the ones that are to be dispensed at the time you indicated will show in yellow.



Sacramento County DBHS
MHTC Med Pour Report **Inpatient ONLY

Not Currently Assigned to A or B **05:00 PM Meds Highlighted to Dispense**

TEST,AMELIA

Client ID: 788475570
 Episode #: 3
 Gender: Female
 Client Race: No Entry
 Date Of Birth: 7/7/1994
 Client Age: 27.00

Height:
 Weight:

Order Description

METAMUCIL (PSYLLIUM) 3.4 GM/1DOSE ORAL POWDER FOR S 3.4 mg Q8 HOUR PRN	Not Validated
LITHIUM CARBONATE 300 MG ORAL CAPSULE 1 cap(s) BID (6:30AM + 5PM)	06:30 AM - 05:00 PM Not Validated D
ZYPREXA (OLANZAPINE) 10 MG ORAL TABLET 2 tab(s) BID (6:30AM + 5PM) Make sure to give with a full glass of water	06:30 AM - 05:00 PM Not Validated D
ZOLOFT (SERTRALINE HYDROCHLORIDE) 100 MG ORAL TABLET 1 tab(s) BID (6:30AM + 9PM)	06:30 AM - 09:00 PM Not Validated
INVEGA SU STENNA (PALIPERIDONE PALMI 117 MG INTRAMUSCULAR SUSPENSIO 117 mg Every 4 Weeks	12 Noon PM Not Validated

eMAR Administration Event Report:

This report will allow you to see both successful and unsuccessful administrations. There are many different filter options to see orders that have or have not been dispensed. The screenshot below shows various filter options for running the report.

Select By Current Unit or Select By Client *

Select By Current Unit Select By Client

Select Current Unit *

Unit 1 - A Unit

Include All Clients

Yes No

Select Client

Select Episode

Select

Order Types To Include *

All | Clear

Lab
 Nursing Treatments
 Pharmacy

Include Routine / PRN / STAT / Other (Blank for all)

All | Clear

PRN
 Routine
 STAT
 Other

Include Administration Events From *

05/10/2022

Include Administration Events Through *

05/11/2022

Include Successful/Unsuccessful Administration Events *

Successful and Unsuccessful Administration Events
 Unsuccessful Administration Events
 Successful Administration Events

[Process Report](#)

Click “Process Report” after entering in your criteria. The report will display the information based on the criteria you entered above.

Report Date: 08/05/2021 01:20:36 PM Page 1 of 2

Sacramento
Department of Behavioral Health Services

**Avatar eMAR Administration Events From 08/04/2021 Through 08/05/2021
Successful Administration Events**

Selection Method: Select By Current Unit
Selected Current Unit: 1
Selected Client: Selected Episode:
Including Orders That Are: PRN & Routine & STAT & Other
Order Types Included: Pharmacy

Current Unit: **A Unit**

Client: **TEST,DAISY** Date Of Birth: 07/09/1968 Gender: Female
 Client ID: 788475581 Episode: ALL Current Location: A Unit 209 C

LITHIUM CARBONATE

Order# 12776 Ep. 3 Start Date: 07/20/2021 01:53 PM Stop Date: ** Open-Ended **

LITHIUM CARBONATE
 300 MG ORAL CAPSULE
 Administration Times ==>> 06:30 AM - 05:00 PM
 1 cap(s) BID (6:30AM + 5PM) - with a full glass of water
 Order Dx: F32.2 Major depress dis, severe

Administration Date / Time / By:	08/05/2021 01:05 PM Justin Miller
Filed Date / Time / By:	08/05/2021 01:05 PM Justin Miller
Administration Event:	Nurse Administered
Route:	ORAL

MHTC Current Orders Widget:

The widget can be found on the “MHTC Nursing” Console at the top of your Avatar NX page. Highlight a client and the widget will show all orders for that client. You can sort by various type of criteria in each column. This will show you any current orders in the eMAR for that client.

EP	Status	Start	Stop	Order	Freq	Type
EP	Status	Start	Stop	Order	Freq	Type
16	Active	2022-04-15 08:47	2022-05-15 08:46	ZOLOFT (SERTRALINE HYDROCHLORIDE)	PO BID8	Pharmacy
16	Active	2022-04-15 08:49	2022-05-15 08:48	INVEGA SUSTENNA (PALIPERIDONE PALMITATE)	IM Q4WK	Pharmacy
16	Expired	2022-04-08 08:31	2022-05-08 08:30	LIDOCAINE PATCH	TP NOON	Pharmacy