

Nursing eMAR Corrections Tip Sheet

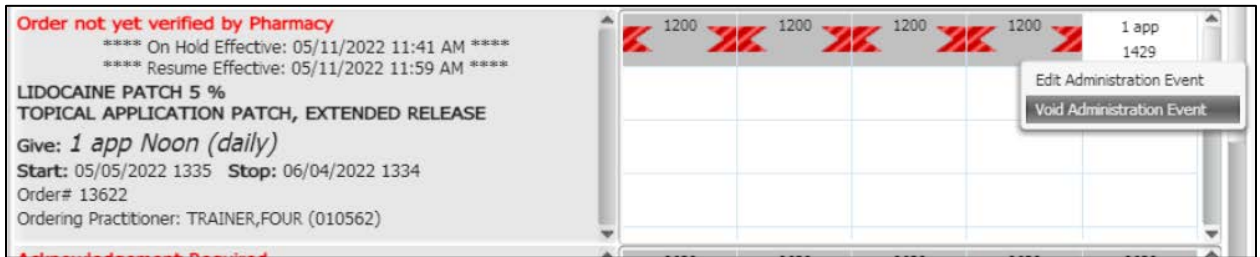
Purpose of this Tip Sheet:

This Tip Sheet is designed to show nurses how to make corrections to orders administered in the eMAR. The Tip Sheet may change as Avatar trainings are updated. If you have any additional questions please contact Avatar Support at 916-876-5806 or Avatar@Saccounty.net.

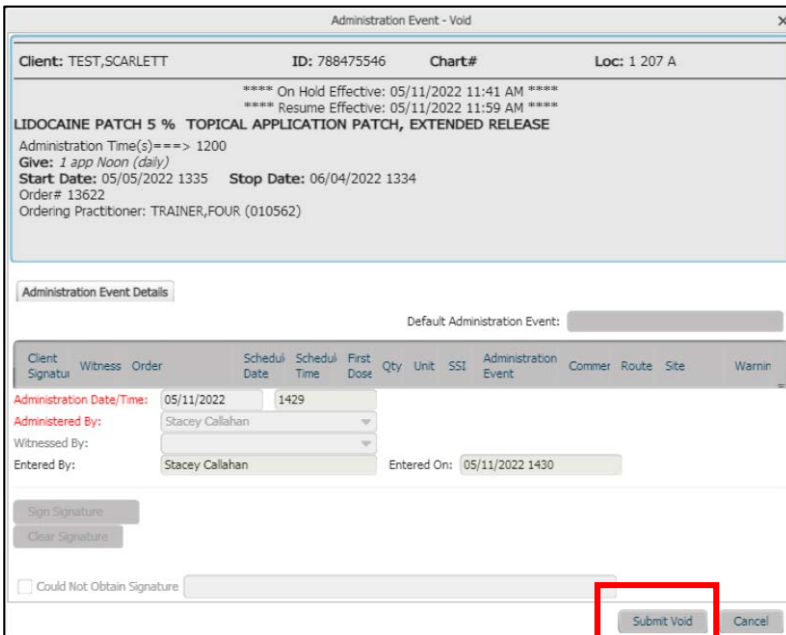
Void Administration:

This permission is only given to Nursing Supervisors.

1. Open the eMAR the administration was done in (Inpatient eMAR Form or Crisis eMAR Console).
2. **Right click** on the administration and choose the option **“Void Administration Event”**.



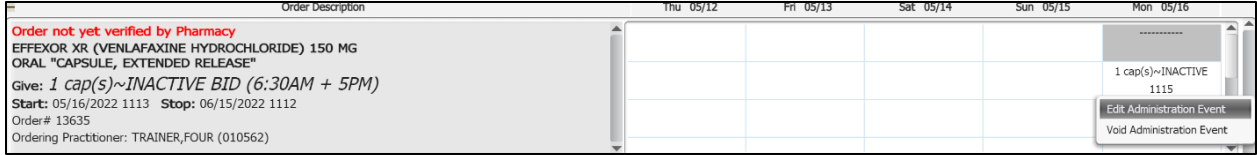
3. The Administrative Event Details window will open. Click **“Submit Void”** at the bottom of the page.



4. The event will then show as not administered on the eMAR.

Edit Administration:

1. Open the eMAR the administration was done in (Inpatient eMAR Form or Crisis eMAR Console).
2. **Right click** on the administration and choose the option **“Edit Administration Event”**.



3. The Administrative Event Details window will open. Under **“Administration Date/Time”** make the appropriate edits to the date or time field. Type in your name on the **“Administered By”** field. Click **“Submit Edit”** when complete.

Administration Event - Edit

Client: TEST, PAIGE ID: 788475615 Chart# Loc: 2 218 A

EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE) 150 MG ORAL "CAPSULE, EXTENDED RELEASE"

Administration Time(s)====> [0630] - 1700
 Give: 1 cap(s)~INACTIVE BID (6:30AM + 5PM)
 Start Date: 05/16/2022 1113 Stop Date: 06/15/2022 1112
 Order# 13635
 Ordering Practitioner: TRAINER, FOUR (010562)

Administration Event Details

Default Administration Event: Dose Held

Client Signature	Witnessed	Order	Scheduled Date	Scheduled Time	First Dose	Qty	Unit	SSI	Administration Event	Comment	Route	Site	Warning
<input type="checkbox"/>	<input type="checkbox"/>	EFFEXOR XR (VENLAFAXINE ...	05/16/2022	1116	<input type="checkbox"/>	1	cap(s...	SSI	Self-Administered	View	ORAL		<input checked="" type="checkbox"/> View

Administration Date/Time: 05/16/2022 1115

Administered By: Stacey Callahan

Witnessed By: _____ Password: _____

Entered By: Stacey Callahan Entered On: 05/16/2022 1115

Sign Signature Clear Signature

Could Not Obtain Signature _____

- The new time will display on the eMAR with an icon showing that the administration has been edited.

<p>Order not yet verified by Pharmacy EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE) 150 MG ORAL "CAPSULE, EXTENDED RELEASE" Give: 1 cap(s)~INACTIVE BID (6:30AM + 5PM) Start: 05/16/2022 1113 Stop: 06/15/2022 1112 Order# 13635 Ordering Practitioner: TRAINER,FOUR (010562)</p>	<table border="1"> <tr> <td style="text-align: right;">1 cap(s)~INAC...</td> <td style="text-align: center;">1115</td> <td style="text-align: center;">📄</td> </tr> </table>	1 cap(s)~INAC...	1115	📄
1 cap(s)~INAC...	1115	📄		

- You can view edit history by **right-clicking** on the entry and choosing the option **"Display Edit History"**. This will show all edits made on that entry.

Display Administration Event Edit History

Client: TEST,PAIGE **ID:** 788475615 **Chart#** **Loc:** 2 218 A

EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE) 150 MG ORAL "CAPSULE, EXTENDED RELEASE"
 Administration Time(s) ==> [0630] - 1700
 Give: 1 cap(s)~INACTIVE BID (6:30AM + 5PM)
 Start Date: 05/16/2022 1113 Stop Date: 06/15/2022 1112
 Order# 13635
 Ordering Practitioner: TRAINER,FOUR (010562)

Scheduled Date/Time: 05/16/2022 / 1700 **Qty:** 1 cap(s)~INACTIVE
Administration Event: Self-Administered **Route:** ORAL

Warnings:
 Warning: Order not yet verified by Pharmacy.
 1
 Override: ...
 This Administration Event is occurring outside the allowable administration window of 240 minutes for EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE).
 Override: ..

Administration Date/Time: 05/16/2022 1115
Administration By: Stacey Callahan (callahans16) **Filed On:** 05/16/2022 1115
Administration Filed By: Stacey Callahan (callahans16)

Edited By: Stacey Callahan (callahans16) **Edit Filed On:** 05/16/2022 1117
Reason for Edit:

Scheduled Date/Time: 05/16/2022 / 1700 **Qty:** 1 cap(s)~INACTIVE
Administration Event: Self-Administered **Route:** ORAL

Warnings:
 Warning: Order not yet verified by Pharmacy.
 1
 Override: ...
 This Administration Event is occurring outside the allowable administration window of 240 minutes for EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE).
 Override: ..

Administration Date/Time: 05/16/2022 1115
Administration By: Stacey Callahan (callahans16)

Close

Helpful Reports:

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.

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	

eMAR Missing Administration Events Report:

This report will show all missing administrations for a specific client or unit based on the timeframe you indicate. Enter your criteria and click **“Process Report”**.

Select By Current Unit or Select By Client *

Select By Current Unit Select By Client

Select Current Unit

Select ▼

Include All Clients *

Yes No

Select Client *

TEST,AMELIA, (788475570) 🔍

Select Episode *

Episode # 10 Admit : 04/14/2022 Discharge : None Progre ▼

Order Types To Include *

All | Clear

Lab

Nursing Treatments

Pharmacy

From Date *

05/11/2022 📅 T Y

Through Date *

05/16/2022 📅 T Y

Process Report

The report will show all missing administrations based on the criteria entered.

Selection Method: Select By Current Unit	
Selected Current Unit: 1	
Selected Client:	Selected Episode:
Order Types Included: Nursing Treatments & Pharmacy	
Current Unit: A UNIT	
<hr/>	
Client: TEST,AMELIA	Date Of Birth: 07/07/1994 Gender: FEMALE
Client ID: 788475570 Episode: ALL	Current Location: A UNIT 204 A(E)
<hr/>	
Order# 12923 Ep. 3 Start Date: 08/21/2021 12:00 AM Stop Date: 08/25/2021 11:59 PM	
ORDER NOT YET VERIFIED BY PHARMACY	
ABILIFY (ARIPIRAZOLE)	
10 MG ORAL	
Administration Times ==>>>> 06:30 AM - 05:00 PM	
2 tab(s) BID (6:30AM + 5PM) - STEP 2 OF 3 STEPS.	
<u>Missing</u> <u>Events On</u>	<u>Actual #</u> <u>of Events</u>
<u>Expected #</u> <u>of Events</u>	<u>Notes (System-Generated Possible Explanations)</u>
8/23/2021	0 2
8/24/2021	0 2
8/25/2021	0 2 Order stopped on this date at 11:59 PM