



## **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 <u>Avatar@Saccounty.net</u>.

#### **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.

		Administr	ation Event - Void				;
Client: TEST, SCARLET	т	ID: 78847554	6 Chart#	1	Loc: 1 20	07 A	
LIDOCAINE PATCH 5 Administration Time(s)- Give: 1 app Noon (dail Start Date: 05/05/20 Order# 13622 Ordering Practitioner: T	*** % TOPICAL A ==> 1200 y) 22 1335 Stop RAINER,FOUR (0)	** On Hold Effective ** Resume Effective PPLICATION PAT Date: 06/04/2022 10562)	2: 05/11/2022 1 2: 05/11/2022 1 2: CH, EXTENDED 2: 1334	1:41 AM **** 1:59 AM **** D RELEASE			
Administration Event Deta	ils r Sch	redul Schedul First	Default Admir Qty Unit SSI	nistration Event: Administration	Commer Route	e Site	Warnin
Administration Date/Time:	05/11/2022	1479		Eveni			
Administered By:	Stacey Callahan						
Mitmannad Day		*					
withessed by:							
Entered By:	Stacey Callahan		Entered On: 05	/11/2022 1430			

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".

Order Description	Thu 05/12	Fri 05/13	Sat 05/14	Sun 05/15	Mon 05/16
Order not yet verified by Pharmacy EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE) 150 MG OPAL "CORLUE EVENUED DE ESE					Â
Give: 1 cap(s)~INACTIVE BID (6:30AM + 5PM)					1 cap(s)~INACTIVE 1115
Start: 05/16/2022 1113 Stop: 06/15/2022 1112 Order# 13635					Edit Administration Event
Ordering Practitioner: TRAINER, FOUR (010562)					· · · · ·

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	<b>ID:</b> 7884756	15 Chart#	#	Loc:	2 218 A				
EFFEXOR XR (VENLA Administration Time(s): Give: 1 cap(s)~I/NACT Start Date: 05/16/20 Order# 13635 Ordering Practitioner: 1	FAXINE HYDROCHLORIDE) 150 ===> [0630] - 1700 IVE BID (6:30AM + 5PM) 122 1113 Stop Date: 06/15/202 FRAINER,FOUR (010562)	MG ORAL "CAI	PSULE, EXTI	ENDED REL	EASE"				
Administration Event Deta	ails				Default A	dministration Event	L: Dose Held		Ŧ
Client Signature Witnessed	Order Sched Date EFFEXOR XR (VENLAFAXINE 05/16/2	uled Scheduled Time	First Dose Qty	Unit SS	I Administration Event Self-Administered	Comment	Route S	ite	Warning
		1							
Administration Date/Time: Administered By:	05/16/2022         1115           Stacey Callahan         •								
Witnessed By: Entered By:	Stacey Callahan	Entered On: 05	5/16/2022 1115						
Sign Signature Clear Signature	iture							↓	
1								Submit Edit	Cancel





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

Give: 1 Cap(5)~21/V4C TVE DID (5.30AP(1 + 5P(9))       Start: 67/16/2022 1113       Start: 67/16/2022 1113       Order# 13635	Order not yet verified by Pharmacy EFFEXOR XR (VENLAFAXINE HYDROCHLORIDE) 150 MG ORAL "CAPSULE, EXTENDED RELEASE"	<b></b>	1 ca	
Order# 13635	Give: I Cap(S)~INACTIVE BID (0.50AM + 5PM) Start: 05/16/2022 1113 Stop: 06/15/2022 1112			1115 🕼
	Order# 13635			

5. 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 Adminis	tration Event Edit His	tory	×
Client: TEST, PAIGE	ID: 788475615	Chart#	Loc: 2 218 A	
EFFEXOR XR (VENLAFAXINE HYDROCHLI Administration Time(s)===> [0630] - 1700 Give: 1 cap(s)~INACTIVE BID (6:30AM + 5F Start Date: 05/16/2022 1113 Stop Dat Order# 13635 Ordering Practitioner: TRAINER,FOUR (01056	ORIDE) 150 MG O ?//) te: 06/15/2022 1112 ;2)	IRAL "CAPSULE,	EXTENDED RELEASE"	
Scheduled Date/Time: 05/16/2022 / 17 Administration Event: Self-Administered Warnings:	00	Route: ORA	<b>Qty:</b> 1 cap(s)~INACTIVE	
Warning: Order not yet verified by Pharmacy. 1 Override: This Administration Event is occurring outside HYDROCHLORIDE). Override:	the allowable adminis	tration window of	240 minutes for EFFEXOR XR (VENLAFAXINE	
Administration Date/Time: 05/16/2022 Administration By: Stacey Callahan (callaha Administration Filed By: Stacey Callahan (	1115 Ins16) callahans16)	Filed On: 05	5/16/2022 1115	
Edited By: Stacey Callahan (callahans16) Reason for Edit:		Edit Filed O	n: 05/16/2022 1117	
Scheduled Date/Time: 05/16/2022 / 17 Administration Event: Self-Administered	'00	Route: ORA	<b>Qty:</b> 1 cap(s)~INACTIVE	
Warnings: Warning: Order not yet verified by Pharmacy. 1 Override: This Administration Event is occurring outside HYDROCHLORIDE). Override: Administration Date/Time: 05/16/2022	the allowable adminis	tration window of	240 minutes for EFFEXOR XR (VENLAFAXINE	Ļ
			C	ose





# **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.

Select By Current Unit			All Clear	
Contraction from Science Science	Colect By Client		DDN DDN	
() (interest) (interest)	O delect by citerit			
elect Current Unit *				
Unit 1 - A Unit		× ~	U other	
Include All Clients				
() Yes	O No		2	
			Include Administration Events From *	
elect Client			05/10/2022	· • • • • • • • • • • • • • • • • • • •
NULL WHENE				
			Include Administration Events Through *	
			05/11/2022	
elect Episode				
Select	~			
rder Tunes To Include *				
al i Clear			Include Successful/Unsuccessful Administration Events	
Lab			Concepted and the second of the balance for the second	
Vursing Treatments			Successful and Unsuccessful Administration Events     Unsuccessful Administration Events	
Pharmacy			Successful Administration Events	
			0	

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

				Sacramento				
		[	Department of	Behavioral He	alth Service	es.		
	Avatar	eMAR Admini	stration Eve Successful	nts From 08/ Administratio	04/2021 T on Events	Fhrough 08/0	5/2021	
Selec Selec Selec	ction Method: cted Current Unit cted Client:	Select By t: 1	Current Uni Selecte	t xd Episode:				
Inclu Orde	iding Orders Tha r Types Included	t Are: PRN & I: Pharmacy	Routine & S	TAT & Other				
ırrent U	nit: <b>AUnit</b>							
ent:	TEST DAISY			Date	Of Birth	07/09/1968	Gender:	Female
ent: ent ID:	TEST,DAISY 788475581	Episode:	ALL	Date Current	Of Birth: Location:	07/09/1968 A Unit 209 C	Gender:	Female
ient: ient ID: HIUM (	TEST,DAISY 788475581 CARBONATE	Episode:	ALL	Date Current	Of Birth: Location:	07/09/1968 A Unit 209 C	Gender:	Female
ient: ient ID: HIUM C Order#	TEST,DAISY 788475581 CARBONATE 12776	Episode: Ep. 3	ALL Start Date:	Date Current 07/20/2021	Of Birth: Location: 01:53 PM	07/09/1968 A Unit 209 C Stop Date:	Gender: ** Open-E	Female
ient: ient ID: HIUM C Order# LITHIU	<b>TEST,DAISY</b> 788475581 <b>CARBONATE</b> 12776 <b>JM CARBONATE</b>	Episode: Ep. 3	ALL Start Date:	Date Current 07/20/2021	Of Birth: Location: 01:53 PM	07/09/1968 A Unit 209 C Stop Date:	Gender: ** Open-E	Female nded **
ient: ient ID: HIUM C Order# LITHIU 300 MG	TEST,DAISY 788475581 CARBONATE 12776 IM CARBONATE ORAL CAPSULE	Episode: Ep. 3	ALL Start Date:	Date Current 07/20/2021	Of Birth: Location: 01:53 PM	07/09/1968 A Unit 209 C Stop Date:	Gender: ** Open-E	Female nded **
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ient: ient ID: HIUM C Order# LITHIU 300 MG Adminis 1 cap(s) Order D	TEST,DAISY 788475581 CARBONATE 12776 JM CARBONATE 0 RAL CAPSULE stration Times === ) BID (6:30AM + 5 0x: F32.2 dministration Date Filed Date / Tim Administration E	Episode: Ep. 3 ==> 06:30 AM SPM) - with a fi Major depres c/Time / By: e / Time / By: e / Time / By: Event:	ALL Start Date: M - 05:00 PM ull glass of wa ss dis, severe 08/05/2021 Nurse Adm	Date Current 07/20/2021 tter 01:05 PM 01:05 PM inistered	Of Birth: Location: 01:53 PM Justin Mill	07/09/1968 A Unit 209 C Stop Date: er	Gender: ** Open-E	Female





#### 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 *		Order Types To Include *	
O Select By Current Unit	Select By Client	Lab Vursing Treatments	
Select Current Unit		Pharmacy	
Select	~		
Include All Clients *			
⊖ Yes	No		
Select Client *		From Date *	
TEST,AMELIA, (788475570)		05/11/2022	
		Thread Data 1	
Select Episode *		05/16/2022	
Episode # 10 Admit : 04/14/2022 Discharge : None Pro§ra	~	03/10/2022	
	[	Process Report	

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

Selec Selec Selec Orde	ction Method: cted Current Unit cted Client: r Types Included	Select B : 1 : Nursing T	y Current U Sele reatments	Init cted Episode: & Pharmacy		
Current U	nit: AUNIT					
Client:	TEST,AMELIA			Date Of Birth:	07/07/1994 Gender:	FEMALE
Client ID:	/884/55/0	Episode:	ALL	Current Location:	A UNIT 204 A(E)	
Order# ORDER 10 MG ( Adminis 2 tab(s)	12923 <b>R NOT YET VERIFI</b> <b>FY (ARIPIPRAZO</b> ORAL stration Times === ) BID (6:30AM + 5 Missing	Ep. 3 IED BY PHAR LE) ==> 06:30 A PM) - STEP 2	Start Date RMACY AM - 05:00 P 2 OF 3 STEPS	:: 08/21/2021 12:00 AM M S.	Stop Date: 08/25/2021	11:59 PM
	<u>Missing</u> Events On	<u>Actual #</u> of Events	Expected # of Events	Notes (System-Generated Po	ossible Explanations)	
	8/23/2021	0	2			
	8/24/2021	0	2			
	8/25/2021	0	2	Order stopped on this date	at 11:59 PM	