

Facility User Guide

MANAGEMENT INFORMATION

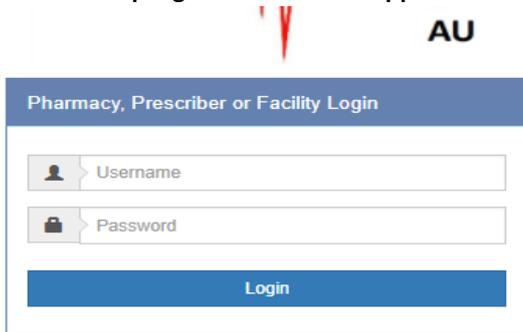
HOW TO LOG IN TO MEDIMAP	3
HOW TO ADD STAFF	4
DISABLE STAFF ACCESS	5
AUDITOR ACCESS	5
BUREAU/AGENCY STAFF ACCESS	5
RECORD OF STAFF COMPETENCY	5
MANAGE DOUBLE SIGN MEDICATIONS.....	5
MANAGE PRESCRIBERS	6
MEDIMAP ACCESS FOR A NEW PRESCRIBER	7
HOW TO EDIT OR ADD A RESIDENT PROFILE	7
DISCHARGE A RESIDENT OR MARK THEM DECEASED.....	8
HOW TO MANAGE RESIDENT TRANSFERS.....	8
WHERE TO VIEW RESIDENT FACILITY HISTORY	8
HOW TO CHANGE A RESIDENT'S 'WING'/AREA.....	8
HOW TO UPLOAD A RESIDENT'S PHOTO.....	9
RESIDENTS WHO SELF ADMINISTER ALL THEIR MEDICATIONS.....	10
CHECKING IN REGULAR MEDICATION PACKS	10
NURSE INITIATED MEDICINES (NIMs).....	11
ORDERS AND STOCKTAKES.....	13
Part One: STOCKTAKES	13
Part Two: ORDERS (From the dashboard tap on Stock and then Orders)	15
Part Three: ADMINISTRATION OF WARD STOCK TO RESIDENTS	16
REPORTS	17
CHART REPORTS	17
CHARTS THAT REQUIRE AUTHORISATION BY A PRESCRIBER.....	17
RESIDENT REVIEW DATE LIST.....	17
MISSING INDICATIONS REPORT	17
LIST OF INFREQUENT MEDICATIONS FOR RESUPPLY	17

MEDICINE REPORTS	18
MEDICATIONS ADMINISTERED REPORT.....	18
MEDICATION OMMISIONS REPORT	18
MEDICATIONS MISSED (NOTHING RECORDED)	18
MEDICATIONS PRESCRIBED RECORD: THERAPEUTIC GROUP OR SINGLE MEDICATIONS	19
SPECIFIC MEDICATIONS ADMINISTRATION RECORD: THERAPEUTIC GROUP OR SINGLE MEDS.	19
MEDICATIONS WITH MULTIPLE ACTIONS RECORDED	20
RESIDENT REPORTS.....	20
RESIDENT ADMINISTRATION RECORD	20
SEARCH CLIENTS BY A SPECIFIC MEDICATION	20
RESIDENT PHOTO DATES.....	21
DRIVER OBSERVATIONS REPORT	21
SEARCH RESIDENTS BY NUMBER OF REGULAR MEDICATIONS.....	21
SEARCH RESIDENTS BY WEIGHT.....	21
RESIDENT NOTES REPORT	21
RESIDENT GRAPHED DATA.....	22
AUDIT TOOLS	22
STAFF ADMINISTRATION RECORDS.....	22
AUDIT LOG	22
RESOURCES.....	22

HOW TO LOG IN TO MEDIMAP

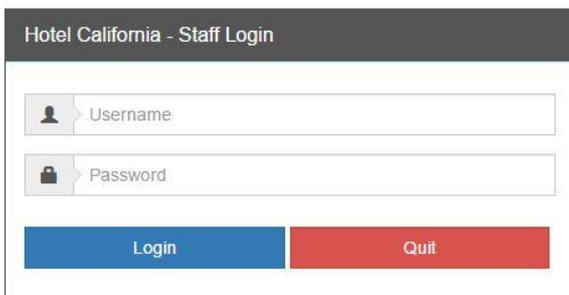
From your internet browser, e.g. explorer 11 and chrome. Search for www.medi-map.com.au
Click on **Login**

The Medimap login screen should appear.



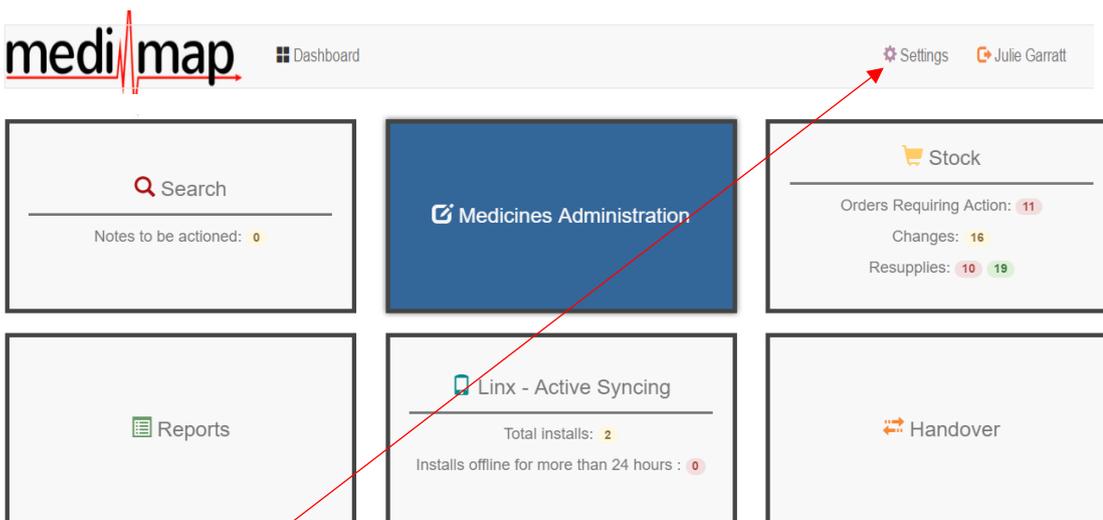
Enter the Facility username and password sent to you by Medimap. Password is case sensitive!!
Click on the Login button.

The STAFF login screen will appear.



At set up Medimap will send you a generic Manager login username and the password 1234.
Enter the generic username and password. Password case sensitive. Click on Login

The Dashboard will appear.



Click on **Settings** on the top tool bar

MANAGE FACILITY DETAILS

Those with manager access can update this information

Hotel California

Facility **Staff** Double Signed Medicines Prescribers

Basic Info

Email: greg@medimap.co.nz Receive emails from Medi-Map
chart changes go here

RACF ID: TimeZone:

Please keep the contact details up to date so that Medimap knows who to notify of any important updates and changes. To change the email address, click on it and enter the new one.

HOW TO ADD STAFF

On the top toolbar, click on 'settings'
Click on **Staff**, then click on **Add a user**.

Facility **Staff** Double Signed Medicines Prescribers

Individual Users

Username	Role	Firstname	Lastname	
GFrey	Manager	Glenn	Frey	<input type="button" value="Edit"/> <input type="button" value="Change Password"/> <input type="button" value="Competent"/>

Type in details:

First and last name (this is what will appear at the top of the screen when they are logged in)

Assign a username and initial password set to 1234, confirm password by retyping it.

Click on drop down arrow in Role box and select job title, then click on **Save**.

New User

Firstname Lastname

Username Password

Confirm Password Role

Registration

If you made a mistake or wish to edit a staff member, click on edit, then save changes. A staff username cannot be edited once set up. Also, once a staff member is set up they cannot be deleted as that user is linked to actions within the system that may be audited at any time, that username access is disabled by clicking on "disable".

Staff first time login: tell them their username and the password 1234. They log in with this and go to **settings** and change their password to one that only they will know. A PIN (4 numbers) or Word 4 or more letters long. It is not to be revealed to anyone else. If the staff member thinks someone else knows their password, they must log in and go to settings and change it.

Only a Facility Manager (or other staff members with manager access) can reset a staff member's password (to 1234) if they forget it. The staff member then logs in with their username and 1234 and changes the password to a new one.

DISABLE STAFF ACCESS

In settings, click on STAFF. Find the staff member you want to disable access for. Click on the DISABLE button. If that staff member needs access at any time in the future, you simply click on the Enable button and access is restored.

AUDITOR ACCESS

Create a generic auditor log in. When the auditor needs access to the administration records for auditing you can enable access and when finished, disable their access. We suggest Username auditor and password 1234. You will still need to tell them the facility username and password.

BUREAU/AGENCY STAFF ACCESS

Create a generic bureau/agency log in. We suggest first name, **Agency** and last name **Nurse**, username **agency** and password **1234** or similar.

The Bureau/Agency keeps accurate records of who is sent where and when. The facility will still need to inform the bureau nurse of the facility username and password and what the bureau username and password is.

RECORD OF STAFF COMPETENCY

State in your facility policy what this record means: either Medimap competent or fully medication competent.

Once you have completed the relevant assessment, click on the blue competent button to record the date and time of competency as defined in your policy.

To assess Medimap competency you may choose to use the Medimap Competency Assessment check list. You can record competency in the staff tab. Please specify in your facility policy what this means e.g. initially this may only record competent in the Medication Management system but later this may reflect full Medication competency.



Username	Role	Firstname	Lastname	Email		Competency Assessed
GFrey	Manager	Glenn	Frey		Edit Change Password Competent	27-01-2017 12:04:50 am
Add a user						
GregG	Manager	Greg	Garratt	greg@medi-map.co.nz	Edit Reset Password Disable Competent	26-01-2017 11:35:56 pm

MANAGE DOUBLE SIGN MEDICATIONS

In settings on the top toolbar, click on the Double Signed Medicines tab

Tick syringe driver if this is a double sign in your facility. (may not be in community care)

You can **select a particular route** as double sign . Click on the drop down arrow for Routes to choose from. To delete click on the red X.

You can **select a group of medications** from the ATC Codes you want double signed in your facility e.g. all benzodiazepines. Click in the ATC Code box and work your way through till you find the category you want.

Specific Medications as a double sign. Click in the box and the AMT (Australian Medical) will appear. Type the name of the medication. Hit Enter to search. Pick the one you want. It can be displayed as Generic or Brand or both.

Double sign

Syringe Driver

Set syringe driver as double signed?

Is there a particular route you would like to have double signed?

ATC Codes

Is there a particular group of medicines you would like to have double signed?

Insulins and analogues [Show medications in category](#)

Blood and blood forming organs [Show medications in category](#)

Specific Medications

The double sign function is to record two people were present and checked the medication and dose etc.as per facility policy on administration of that medication. One person to administer and one person to witness. The person checking will need to enter their own username and password into the pop up “checked box”. Staff cannot proceed with the medication round until this is done.

Checked By

Username:

Password:

MANAGE PRESCRIBERS

All prescribers can search for any person by entering their Medicare number. A particular Prescriber can search for any person assigned to them in Medimap by typing in the resident’s first or last name. If you have the situation where Prescribers cover for each other and you want them to be able to search for any resident in your facility by name regardless of which prescriber the resident is assigned to, the Manager can associate the prescribers to the facility to enable this **at the Prescriber request**.

Click on Settings on the top toolbar, click on Prescribers, “click here” to add Prescribers, choose State and type in prescriber’s last name- search. To view any residents who are registered to that prescriber click on “display residents” and it will create a list for you.

Hotel California

Associate Prescribers

To associate a prescriber with your facility: [click here](#)

Prescribers currently involved with your facility.

Barry Beta [Display Residents](#)

If your prescriber is not in the Medimap list of prescribers contact the Medimap office 1800 431 420 and we can contact them to register for access.

To disassociate a Prescriber simply click on the red X next to the Prescribers name.

MEDIMAP ACCESS FOR A NEW PRESCRIBER

Ask the prescriber to register on line at www.medimap.com.au click on “Register Now”. Select ‘Prescriber’ from the ‘Type of Business’ dropdown menu and complete the form fields. Once complete click ‘Submit’

If the prescriber wants a registration form emailed or faxed to them or their Medical Centre please contact Medimap 1800 431 420 or office@medi-map.com.au with the name and email address or fax number to send it to.

HOW TO EDIT OR ADD A RESIDENT PROFILE

Click on SEARCH on the dashboard. Enter the resident’s IHI or Medicare number or start typing their name if they are already a resident in your facility. Click on SEARCH. If there is no person in Medimap with that number it will say so. Then you can click on **Add New** (far right).

Search by Medicare number before setting up a new profile to see if they are already in the system

Search
Please enter the resident's IHI, MRN, URN or name:
|
Search **Add New**

Type details into the boxes below. Note: it will not create the profile if there is nothing in the Allergies box. Enter NKDA if there are ‘No Known Drug Allergies.’

Resident
IHI
Firstname
Lastname
MRN
URN
Medicare Number
Gender
Male
Female
Height (cm)
Weight (kg)
DOB
Format: dd-mm-yyyy
Wing
Room Number
Create

Type
Residential

Allergies
Add medicine allergies

Intolerances

Extra Information

Self Administers
Self Administers

Off Site
Offsite

Prescriber
Choose Prescriber

Care Facility
Choose Facility

Pharmacy
Choose Pharmacy

Monitoring tags
Select medical monitoring tag

Physical limitations tags
Select physical limitations tag

Assign Prescriber, Facility and Pharmacy to the resident. Click on the blue words e.g. Choose Prescriber. Select State, type in last name, click on search. Select from the list by clicking on the name of the Prescriber, pharmacy or facility. Ring Medimap support if you can’t find the one you are looking for. [Ph 1800 431 420](tel:1800431420)

As part of the initial setup of the Medimap system please check the residents profile to make sure all information is correct. Your pharmacy creates the profile as a service at implementation only. Once your facility goes live this job is taken over by the admissions person at your facility.

Please check/edit/add details that are missing or incorrect.

Height and weight are not mandatory. Room numbers 1-9 must be in the format 01-09 to get in the right order

To put a resident in the right area within the Care Facility list, do this when selecting Facility. The other wing field is for those facilities who have an area divided into further smaller areas e.g. East wing, area A, and East wing, area B. If you don’t have this at your facility, then you can leave the wing field blank.

DISCHARGE A RESIDENT OR MARK THEM DECEASED.

Click on the More button. This displays the discharged, deceased button.



Once you click on discharged or deceased it will ask **ARE YOU SURE.**

HOW TO MANAGE RESIDENT TRANSFERS.

Click on Search, Type in the resident's Medicare number, click on their name,

Click on the blue Edit button at the top of the chart.

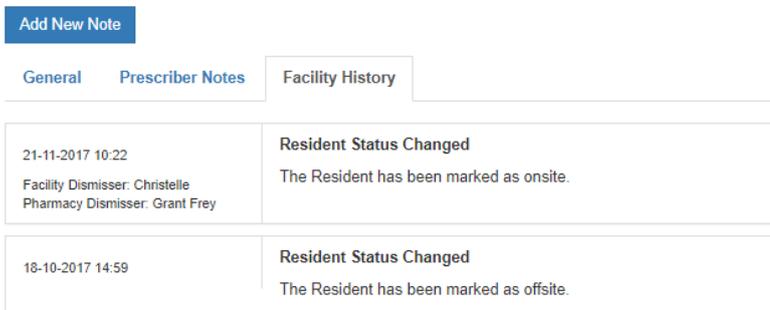


Click on Discharged, (or the name of the previous facility if that is the case), choose state, suburb, choose your facility from the list. Click on the SAVE Bar at the bottom of the screen.

Use this for Respite people coming and going from your facility.

WHERE TO VIEW RESIDENT FACILITY HISTORY

A Residents facility history can be viewed in notes. This shows where they have been, if they were discharges or moved areas in a facility of which facility they may have come from plus on or offsite



HOW TO CHANGE A RESIDENT'S 'WING'/AREA

1) Tap Search on the Dashboard, start typing in the resident's name, tap on their blue name



2) Click on Edit above the resident's photo.

3) Click the Blue Care Facility name and area on the right-hand side of Profile details page

Barry Beta
Care Facility
[Hotel California - HC Hospital](#)
Pharmacy

4) Enter state, Suburb/City and beginning of Facility name. Click on Search. Click on the one you want.

Facilities

State: New South Wales | Suburb: Sydney | Facility name: hotel | Search

State	Facility name
Sydney	Hotel California - HC Hospital
Sydney	Hotel California - HC Residential
Sydney	Hotel California - test

HOW TO UPLOAD A RESIDENT'S PHOTO

From the resident's profile click on **UPLOAD NEW PHOTO**

Medication Chart

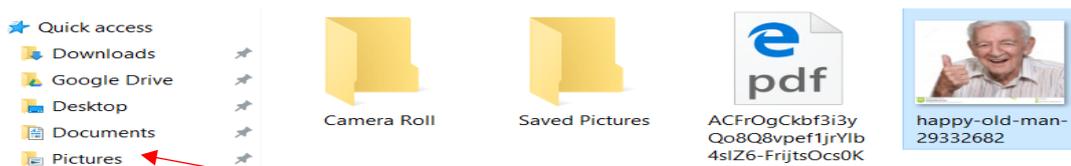
IHI: 0000000000000002
Name: Lala Loopsy
Medicare No: AAA987654
Care Level: Residential
Gender: Male
DOB: 08-07-1913
Care Facility: [HC Residential](#)
Wing: Tui
Room Number: 03
Pharmacy: Merks R I Is



Upload new Photo
01-05-2017

Pharmacy Pack Cycle:
Month: 1 Days left: 11
Last Review: 02-05-2017 10:28 am
DrSetup
Pack Checked In: 13-04-2016 9:34 | Greg Garratt
Physical limitations tags:
Near-sighted
Monitoring tags:

On a laptop or computer, it opens your browser window which allows you to search your computer for the photo file.



Choose the file the photos are in e.g. Pictures or desktop file. Select the correct photo, then click open.

Wait! Photo should appear.

PHOTO UPLOAD USING A SAMSUNG TABLET-set to lowest resolution

Tap on upload new photo, in the resident profile.

Then tap on the camera icon, take the picture, tap OK if you are happy with the photo, it uploads

The date and time the photo is uploaded is displayed.

(You can go to "Reports" and run a Photo date report to see who is due for a new photo to be taken.)

RESIDENTS WHO SELF ADMINISTER ALL THEIR MEDICATIONS

For a resident who is totally independent and manages their own medications you can have a chart but exclude them from the administration module (so it does not prompt staff to give meds). Tick the self-administration box in the resident's profile.

Where a resident is responsible for taking their own meds but staff must record at each shift whether they were taken, you can get staff to indicate dose supplied (and in the comment put S/A, self-administers)

CHECKING IN REGULAR MEDICATION PACKS

Check medication packs against the resident's chart. If correct tap on "Pack checked in"



Changes Last 48 Hours Edit Administration Pack checked in Print Chart More

Upload new Photo
17-01-2017

Pharmacy Pack Cycle:
Month: 2 Days left: 14
Last Review: 28-02-2017 3:50 pm
DemoDr
Pack Checked In: Monday the 13th of March 2017 at 9:11 pm
Julie Garratt
Physical limitations tags:
Branco to fill

This records the date, time and staff members name who checked in the medication pack.

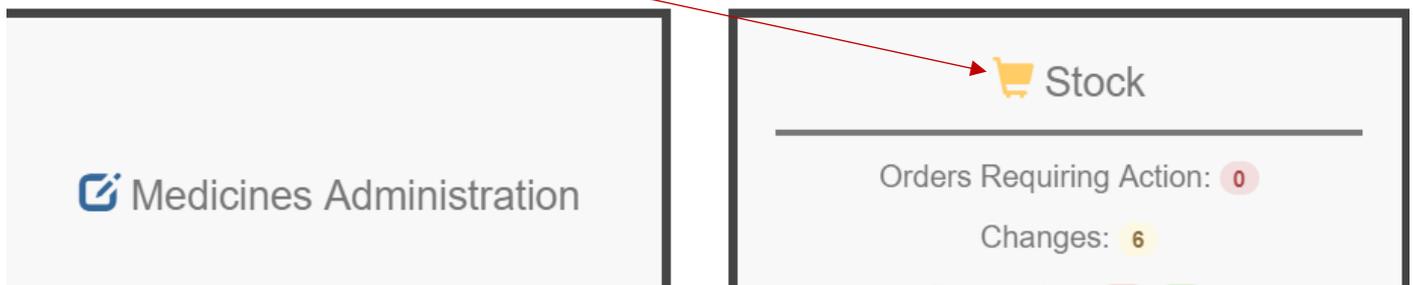
NURSE INITIATED MEDICINES (NIMs)

Nurse Initiated Medicines will only be displayed if a facility chooses to add medicines as NIM's. If you wish to use this feature go to Reports – Resources – Nurse Initiated Medicines Guide

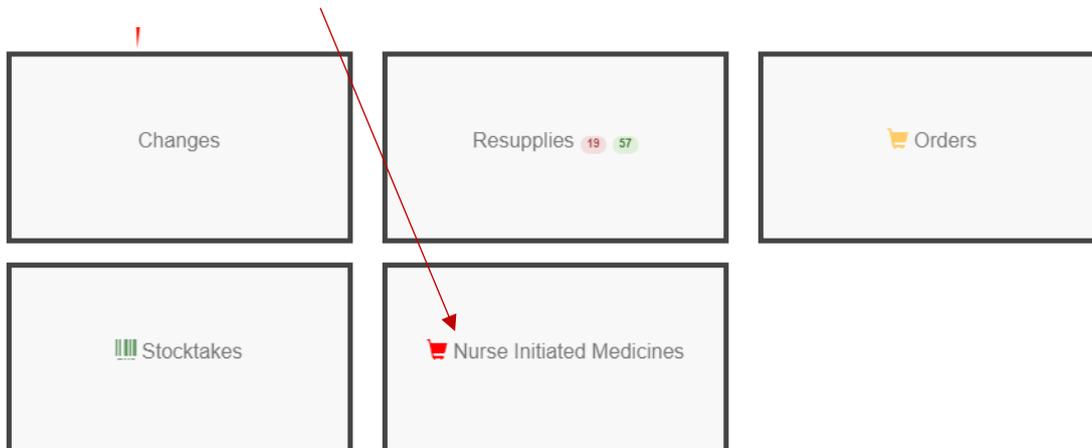
Nurse Initiated Medicines are added to the facility template by a Clinical Manager (only person who can do this). They will only appear in a resident's chart IF a prescriber APPROVES a medicine form their interface, for a particular resident i.e. The medicine will only be actionable for administration IF a prescriber has approved it for the resident.

NOTE: The list of medicines for NIM's is controlled by the clinical manager (and not the GP) as it is a facility policy issue.

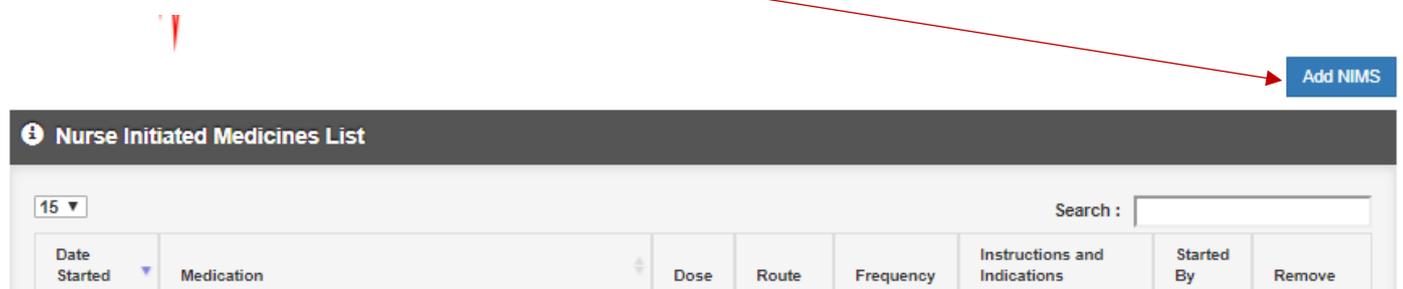
Clinical Manager click on STOCK



Then click NURSE INITIATED MEDICINES



To add a medicine to the facility template, click on the BLUE 'Add NIMS'



The search for a medicine to add to this template will default to "Generic". If wanting to list medicines by brand name instead then click on "Brand". Ensure you fill out all the requirements for a NIM including dose, route, frequency and most importantly Indication, then click SAVE.

Date Started	Medication	Dose	Route	Frequency	Instructions and Indications	Started By	Remove
15-11-2017 15:49	paracetamol 120 mg/5 mL oral liquid	20ml	PO	BD	Pain or fever	Glenn Frey	Remove

The list of NIM's can be reviewed and changed according to facility policy.

These medications are now able to be added to a resident profile when approved by a prescriber and appear in the now visible NIM's tab in a resident's profile.

Then a prescriber clicks on 'Add NIMs to resident', it gives them the option from the facility template entered by the clinical manager for that facility. They click SELECT to add an approved medicine for the resident.

Date Started	Medication	Dose	Route	Frequency	Instructions and Indications	Started By	Select
17-11-2017 16:50	Mylanta Original - aluminium hydroxide dried 200 mg/5 mL + magnesium hydroxide 200 mg/5 mL + simeticone 20 mg/5 mL oral liquid	20ml	PO	QID	For indigestion	Greg Garratt	Select
15-11-2017 15:49	paracetamol 120 mg/5 mL oral liquid	20ml	PO	BD	Pain or fever	Glenn Frey	Select

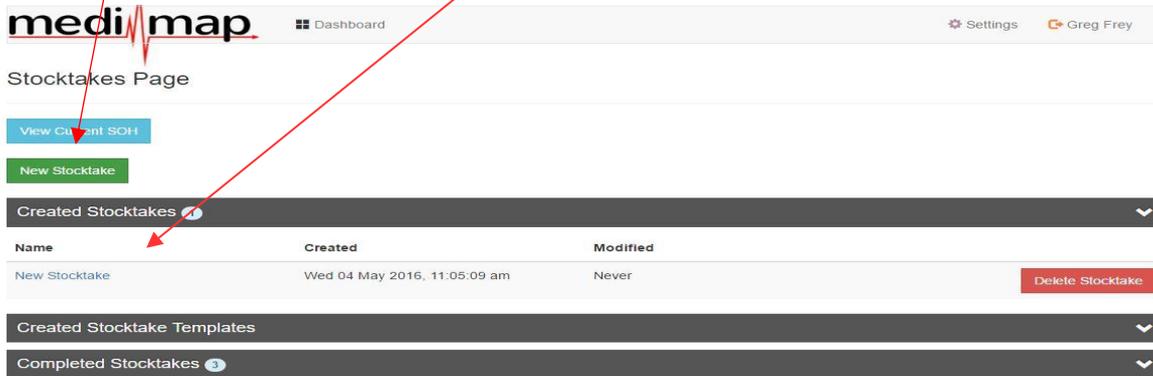
NB: IF there is a dose difference on what a prescriber wants then they should add the medication as a PRN as they can't vary the NIM's template.

ORDERS AND STOCKTAKES

Part One: STOCKTAKES

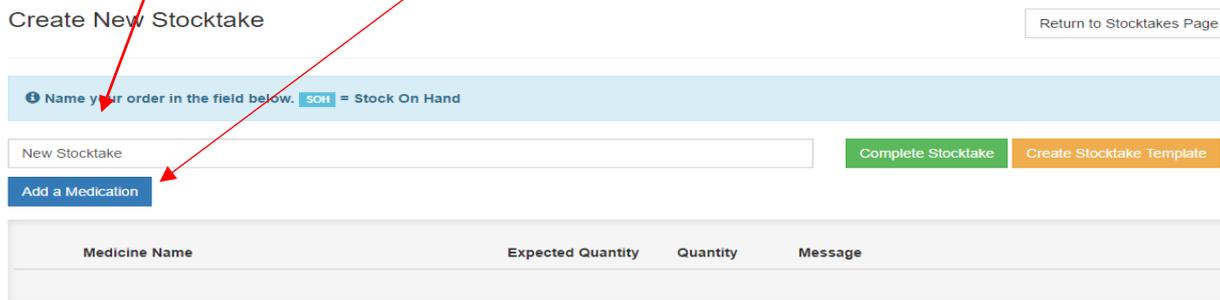
Before you take any action in either of these modules, create your stocktake templates and then use these to do your initial physical stocktake OR, do an initial physical stocktake and use this as your template.

Click "New Stocktake". Click on the blue "New Stocktake" name.



Rename your stocktake to something more meaningful. E.g. "Antibiotics"

Then click in the "Add a Medication".

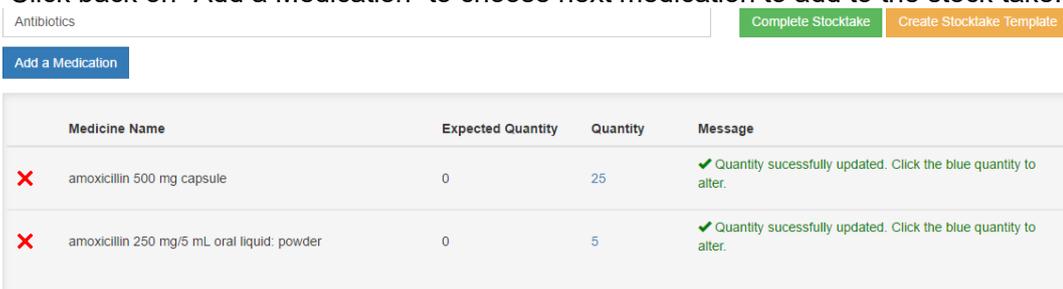


Type in the name of the medication. Hit Enter. Choose it from the medication list displayed to add to your stock take list. Green=funded item.

Note that medications can be added by brand if you prefer



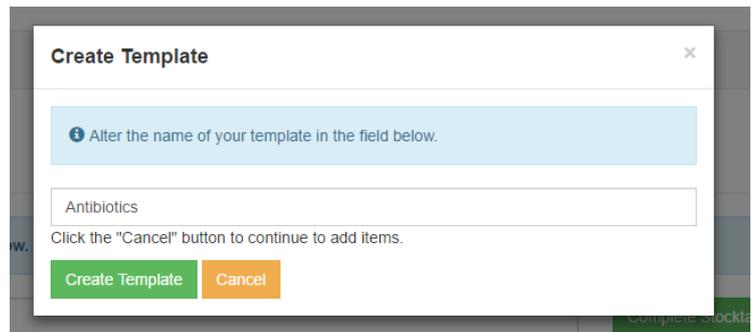
Enter a quantity that you have on hand or 0 if just making a template for future use. Click back on "Add a Medication" to choose next medication to add to the stock take.



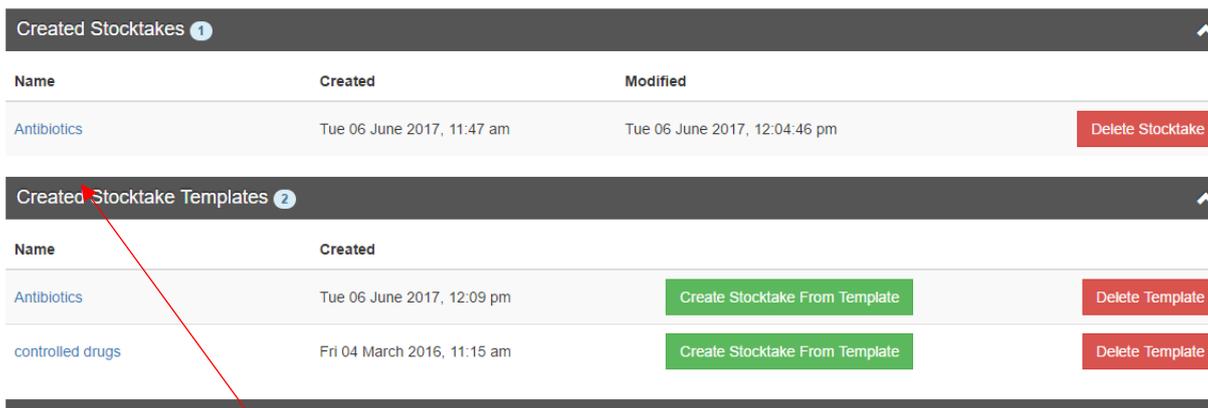
Once you have added all medicines required, click Complete Stocktake to update the stock that you have on hand for your facility

OR Click on “Create Stocktake Template”

Rename if you want to then click on “Create Template”



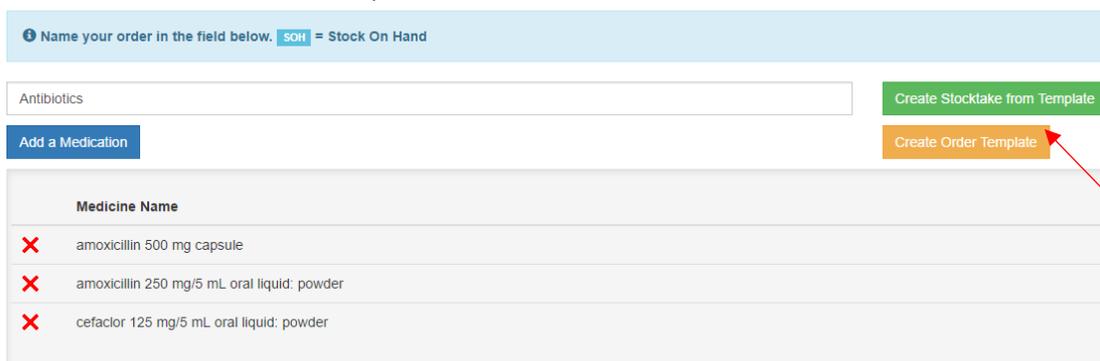
Your Template will now appear in the Stocktake Menu under “Created Stocktake Templates”



You can update your Stock on hand (SOH) by clicking on Antibiotics in Created Stocktakes-then click on complete stocktake.

Use this stocktake template to create a matching Order template

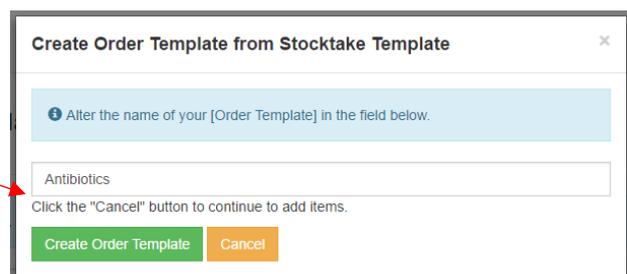
Click on “Created Stocktake Templates”.



Select the one you want, then click on “Create Order Template”

Change the name of the template here if you want to.

Click on “Create Order Template”



This will now appear in Orders under Created Order Templates.

Part Two: ORDERS (From the dashboard tap on Stock and then Orders)

Choose New Order or click on Created Order Templates

Created Orders 1			
Name	Created		
New Order	Wed 24 May 2017, 9:06 am		Delete Order

Created Order Templates			
Name	Created		
Antibiotics	Tue 06 June 2017, 12:38 pm	Create Order From Template	Delete Template
Antibiotics order 1505	Tue 16 May 2017, 4:15 pm	Create Order From Template	Delete Template
Jane's AB	Thu 02 June 2016, 2:53 pm	Create Order From Template	Delete Template

If not using a template, add medications and then send to Pharmacy.

If using an Order Template, click on "Create Order From Template". It appears in the Created Orders, click on the name of order template.

Create New Order

[Return to Orders Page](#)

Enter quantities, leave as zero if you don't want any of that product.

Send Order Save as Template

[Add a Medication](#)

Medicine Name	Stock on Hand	Quantity	Message
✗ amoxicillin 250 mg/5 mL oral liquid: powder	0	<input type="text" value="0"/>	
✗ amoxicillin 500 mg capsule	0	<input type="text" value="0"/>	

Add any other meds you want and then send the order to pharmacy.

Once sent it appears in "Sent Orders"

Sent Orders 13			
Name	Created	Sent to Pharmacy	Status
Antibiotics	Tue 06 June 2017, 12:47 pm	Tue 06 June 2017, 12:57 pm	Sent to Pharmacy

Once Pharmacy has processed the order it will shift into the Pharmacy Actioned Orders. When stock arrives click on the name of the order in here and confirm quantity has been received onsite by clicking on Received for each item

Order Name: Wed am
 Created On: Wed 17 May 2017, 9:58 am
 Submitted to Pharmacy: Wed 17 May 2017, 10:00 am
 Filled by Pharmacy: Thu 18 May 2017, 8:00 pm
 Order Status: Pharmacy Actioned

Medicine Name	Requested	Supplied	Received	Message
furosemide 40 mg tablet	50	50	<input type="text" value="50.0"/>	Received ✓ Click "Received" to confirm the quantity received.
prednisone 20 mg tablet	30	30	<input type="text" value="30.0"/>	Received ✓ Click "Received" to confirm the quantity received.

You can change the quantity received if necessary by clicking on the quantity "Received" and entering the quantity you got.

Enter quantities received below ONLY if you have this order on hand.

Medicine Name	Requested	Supplied	Received	Message
omeprazole 10 mg capsule: modified release	20	20	20	✔ Quantity actioned. Click the link to alter the quantity.

✔ To confirm all above quantities and complete your order, click the "Complete Order" button below.

[Complete Order](#)

To complete the order, click **"Complete Order"**. This automatically updates your SOH.

Part Three: ADMINISTRATION OF WARD STOCK TO RESIDENTS

If a medication has been prescribed for a resident and there is ward stock on hand for that medication, tap on COMMENT and then tap on WARD STOCK. This will take a dose off your SOH

The screenshot shows a user interface for a resident named David Test. A 'Comments' dialog box is open, with a text input field and a 'Ward Stock' button highlighted by a red arrow. The background shows a medication list with columns for Medication, Route, Dose, Freq., Instructions, Doses Left, and Last Dosage. The medication listed is Omeprazole Relief (omeprazole 10 mg capsule, modified release) with a route of PO, a dose of 1, and a frequency of Daily. A 'Comment' button is visible next to the medication entry.

REPORTS

At least once a week we recommend the Chart related reports should be checked. i.e., Review date list and Charts that require authorisation by a prescriber. This enables management to see who is due for a 3 or 4 monthly review in the next 7 days and who is overdue. They can check to see if appointments have been made. (When you first start using Medimap all residents will be recorded as due for review on the same day!!! So, follow your paper recall review system for the first 4 months to spread them back out.

CHART REPORTS

CHARTS THAT REQUIRE AUTHORISATION BY A PRESCRIBER.

This report tells you if there are medication lines that need to be authorised by the Prescriber. If any non-authorised charting is in any resident's chart for whatever reason, this report will alert you to it. Address this urgently.

RESIDENT REVIEW DATE LIST.

It is very important that the Prescriber clicks on the green review button (in the Prescriber interface) for that resident, to indicate the 16-week (4 monthly) review has been done.

This report gives you a complete list of all residents and the next review date. It also displays any monitoring or tests that may form part of the 3 or 4 monthly review.

		Last reviewed			Lead prescriber	
Jenny FT	Barnes		Never reviewed	Over Due	Barry Beta	
David	Carter	07-04-2017	30-06-2017	Over Due	HbA1c	Barry Beta
Mathias	Cottrill	12-05-2017	04-08-2017	Nearing		Barry Beta
Brian (Warfarin)	Barnes	02-06-2017	25-08-2017			Barry Beta
Sally (Fentanyl)	Brown-Munro	02-06-2017	25-08-2017			Setup Doctor

MISSING INDICATIONS REPORT

All PRN medication must have an indication for use. We are also listing regular medication without indications as this will become mandatory in the next 12/18 months.

Check that what is typed in as an indication and not just instructions for use.

LIST OF INFREQUENT MEDICATIONS FOR RESUPPLY

This report will give you a list of medications that are infrequent so that you can order stock from pharmacy ahead of the due date of administration. Medication due this month and next month. Click on resupply and this allows you to order from pharmacy.

This month				
Resident name	Medication	Frequency	Due date	Action
TESTPATIENT MEDIMAP	Zometa - zoledronic acid 4 mg/5 mL injection: concentrated, vial	Annual	15-12-2016	<input type="button" value="Resupply"/>

Next month				
No infrequent medications planned.				

MEDICINE REPORTS

MEDICATIONS ADMINISTERED REPORT

Recorded Administered Medications

Start Date: End Date:

Select the types of medications that you would like to see from the boxes below and click the period above to update your results.

Regular Medications Controlled Medications PRN Medications Short Term Medications

Select the wings that you want data from

Hospital Residential

Regular Medications

Medication	Strength / Unit	Dose	Course	Status	Administered	Nurse	Second sign	Resident	Comment
REFRESH TEARS PLUS 0.5% EYE DROPS SOLUTION, 15 ML		1	Morning	Dose Supplied	16:03 31 Jul 2017			David Carter	test

You can select the **type of medications** you want to look at (most often PRNs to see if a reason for administration is recorded).

Select the **date range**. Select **wing/area(s)** you want to run this report for.

MEDICATION OMMISIONS REPORT

Recorded Missed Medications

Start Date: End Date:

Select the types of medications that you would like to see from the boxes below and click the period above to update your results.

Regular Medications Controlled Medications PRN Medications Short Term Medications

Select the wings that you want data from

Hospital Residential

Regular Medications

Medication	Strength / Unit	Course	Status	Not Administered	Nurse	Resident	Comment
ACETAZOLAMIDE 250 MG TABLET, 100		Two	Not Administered	19:50 31 Jul 2017		David Carter	no.

Check all medications not administered have an explanation "WHY" not administered. If you untick the button that says, "only show items without a comment" it will display all the missed meds and the reason why it was refused or withheld etc. Does the reason make sense?

Note: some medication recorded as not administered may appear in the administered reports at a later time. The report "Medications with Multiple actions recorded" can be run for the same time period and this lists those medications given later.

MEDICATIONS MISSED (NOTHING RECORDED)

Where staff totally ignore the fact that medication should be administered to a resident and no action is recorded. This should never happen but to check you can run this report.

This report can only be generated for 1 day and dose time at a time. Anything showing here requires immediate follow up with the staff working that shift to find out why they did not do their job.

MEDICATIONS PRESCRIBED RECORD: THERAPEUTIC GROUP OR SINGLE MEDICATIONS

This report will show you what has been prescribed/charted for residents in your facility, but not what has been administered/consumed. Some of the common uses of this report are, residents prescribed Antibiotics or Antipsychotics or specific medications.

Specific Medications administration. The only difference between the reports is this one displays medications charted (prescribed) and the Specific Medications administered shows how many doses have actually been administered.

SPECIFIC MEDICATIONS ADMINISTRATION RECORD: THERAPEUTIC GROUP OR SINGLE MEDS.

The only difference between this report and Medications Prescribed report is this one displays how many doses have actually been administered. This one is often used to see how often specific meds are given as PRN doses.

Medication Administrations

Start Date: End Date:

Add Medication:

Add Group:

Select the types of medications that you would like to see from the boxes below and click "Search" to update your results.

Regular Medications Syringe Drivers PRN Medications Short Term Medications

By default, all categories are ticked. You can narrow this search down to one or more categories by unticking the boxes.

Select from the drop-down calendar a date range- usually a month

SINGLE MEDICATIONS: Type the specific medication name. Select from the drop-down AMT medicines list. (NB, you can select further individual meds by repeating the process) before clicking on the search button.

THERAPEUTIC GROUP: click in the box "Add group" for a therapeutic group report.

Medications Prescribed

Start Date: End Date:

Add Group: Add Medication:

A	Alimentary tract and metabolism	<input type="button" value="Use category"/>
B	Blood and blood forming organs	<input type="button" value="Use category"/>
C	Cardiovascular system	<input type="button" value="Use category"/>
D	Dermatologicals	<input type="button" value="Use category"/>
G	Genito urinary system and sex hormones	<input type="button" value="Use category"/>
H	Systemic hormonal preparations, excl. sex hormones and insulins	<input type="button" value="Use category"/>
J	General anti-infectives for systemic use	<input type="button" value="Use category"/>
L	Antineoplastic and immunomodulating agents	<input type="button" value="Use category"/>
M	Musculo-skeletal system	<input type="button" value="Use category"/>
N	Nervous system	<input type="button" value="Use category"/>
P	Antiparasitic products, insecticides and repellents	<input type="button" value="Use category"/>
R	Respiratory system	<input type="button" value="Use category"/>

The tricky thing is knowing how to find what you are looking for: Most commonly:

- J. General anti-infective for systemic use, antibacterial for systemic use** (click on use category) or choose type of antibacterial e.g. penicillin, amoxicillin. You can keep selecting right down to individual medication or choose "use category" at any stage.
- N. Nervous system**
Psycholeptics - antipsychotics, anxiolytics, hypnotics & sedative
Psychoanaleptics - antidepressants, selective serotonin reuptake inhibitors e.g. citalopram
Hypnotics and sedatives e.g. benzodiazepine derivatives
Select right down to a single medication or choose "use category" at any stage.

Click on **SEARCH** to generate the report.

To do another report, click on remove or remove all and start selecting medication or category for next report. When you click search the old report disappears and the new one replaces it.

PRINT: button at the top of the page on the right.

MEDICATIONS WITH MULTIPLE ACTIONS RECORDED

This report lists all medications that have had an action changed e.g. Not Administered (coming back later) changed to, Administered. Or Refused (for whatever reason) then later Administered (usually a resident's request) and any multiple recorded actions through multiple tapping.

RESIDENT REPORTS

RESIDENT ADMINISTRATION RECORD

Print this for **hospital admission** and to see what has been administered/not administered for a resident in a certain date range. This report includes all categories of medication e.g. Reg., PRN, short course.

Click in the start or end date box and a calendar drops down so you can select the date.

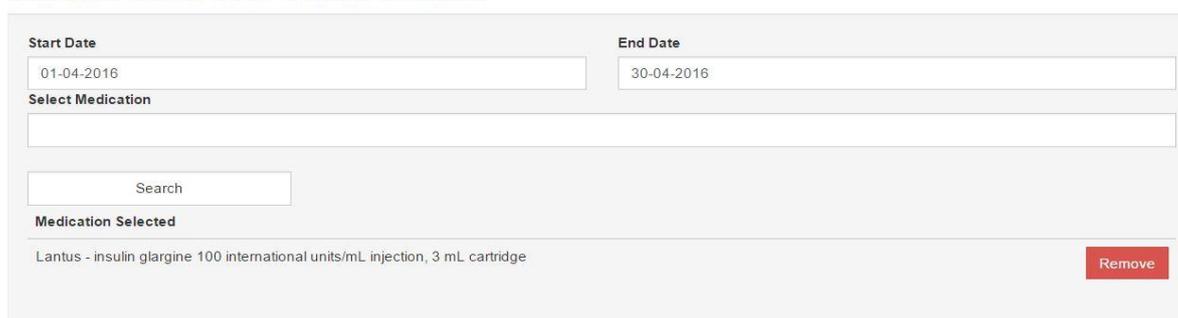


The screenshot shows a search form titled "Resident Administration Records". It contains three input fields: "Resident Name:" (empty), "Start Date:" (containing "30-07-2017"), and "End Date:" (containing "01-08-2017"). A "Search" button is located to the right of the date fields.

SEARCH CLIENTS BY A SPECIFIC MEDICATION

This report looks for a specific medication, for a single resident over a specified date range. It will list all administration of that medication and any comments associated with each administration.

Search for Clients on a Particular Medicine



The screenshot shows a search form titled "Search for Clients on a Particular Medicine". It contains two date input fields: "Start Date" (containing "01-04-2016") and "End Date" (containing "30-04-2016"). Below these is a "Select Medication" input field. A "Search" button is located below the medication field. At the bottom, under "Medication Selected", the text "Lantus - insulin glargine 100 international units/mL injection, 3 mL cartridge" is displayed next to a red "Remove" button.

Choose a date range, select the specific medication by tapping in the Select Medication box. The AMT medication list will appear and you can start typing in the name of the medication. The list shortens up and you can select the specific one you want.

When you click on the search button it will list all the residents in your facility on this medication. Click on the name of the resident you want the report for and it generates a report that lists all administrations within that time frame and any comments associated with them.

RESIDENT PHOTO DATES

Patients due for a new picture to be taken

Name	Upload date	Due Date
Warfarin Resident	10th of July 2015	10th of January 2016

This report will show you which resident photos need updating (ie are 12 months old)

It shows you when the photo was up loaded and gives you the date it is/was due for up-dating.

DRIVER OBSERVATIONS REPORT

Driver Observation List

NHI or Patient Name: Start Date: End Date:

The observations for a driver are displayed while that driver is current. Once the driver has been changed e.g. dose change or medication added or stopped then the observations for the stopped or changed charting of the driver can be viewed in this report.

Put in the resident's name or Medicare number, select the date range of the observations you want to see and click on search. Select the resident by tapping on their name then click search again to generate the report.

SEARCH RESIDENTS BY NUMBER OF REGULAR MEDICATIONS

Search for residents by number of prescribed regular medications

Number: Range:

SEARCH RESIDENTS BY WEIGHT

This report will give you a list of all residents above or below a specified weight.

RESIDENT NOTES REPORT

You can choose a time period and a select the type of recorded note you want the report on

Day Week Month User Defined Period Replacement Medicine

Search Period

12 Mar 2017 12:00:00 am - 13 Mar 2017 12:00:01 am

Notification Record

User	Resident Name	Subject	Note	Created	Facility	Pharmacy	Prescriber
Glenn Frey	REX AURUSS	Replacement Medicine	Bfast meds dropped please send replacement	12-03-2017		Waiting for action	

RESIDENT GRAPHED DATA

Use this report to generate graphs of resident data put in by staff for things like BGL, pain scale, Bowel etc., Extra data can be added here or the graph printed for your progress notes.

Back Add More Data Print

Resident Graphed Data

NHI or Patient Name: **Start Date:** **End Date:**

Category :
 Height Weight BGL Pain Bowel Anxiety INR

Residents

- REX AURUSS
- Larry Ford
- JULIANNE GRANT
- Mamad Grumble
- Sarum Mahn
- Joan Marian
- Warfarin Meds/Doc/Ident

AUDIT TOOLS

STAFF ADMINISTRATION RECORDS

This report shows all medication administered/not administered by a particular staff member within the specified date range.

AUDIT LOG

Facility Staff Double Signed Medicines Doctors Audit Log

How to use

The audit log will show you the last 50 notable actions. If you want to filter the results click either the username or date and you will only see entries containing those values. If you want a full view of the audit report click the button on the right it will also allow you to print a copy. If you want to clear the filter that is applied please click [HERE](#).

Full Report

Medimap has a full audit log running in the background. This is in case there is ever an inquiry or investigation into access or actions of users. This records even who has looked a resident's chart and is date and time specific. Hopefully you will never have to use this but it is there just in case.

RESOURCES

We have a resources tab in the reports button. Updated resource material will be added here so you have access to the most up to date reference material and will have the ability to train new staff as needed.



[Care Facility User Guide](#)

[Facility Training Handout](#)

[Syringe Driver](#)

[Medi-Map Linx \(Off Line SOP \)](#)

[Standing Orders Template](#)

[Diabetes Action Plan Template](#)

[Medication Chart Audit Tool](#)

[Medication Administration audit tool](#)

[Nurse Initiated Medicines \(NIM's \)](#)

[Update November 2017](#)

[Voiced Over e-Tutorial](#)

[Medicine Mgt - Click Through e-Tutorial](#)

[Medi-Map Linx \(Off-Line \) e-Tutorial Link](#)