

SECTION 8 - INMARS MEDICATION ADMINISTRATION SYSTEM

Chapter 1 – Overview of InMARS

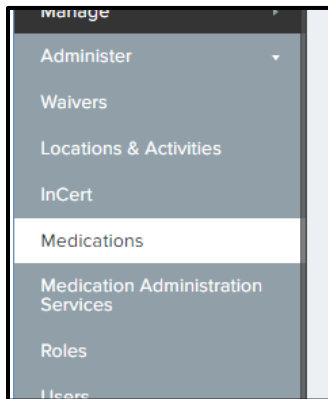
The InMARS provides the ability to track all medications administered to a Client. These are the primary components of InMARS:

- [Managing the Master Medication List](#) – There is a master list of all possible medications that can be administered to a Client. Each medication is defined as “Prescription,” “Over-the-Counter” or “Supplement.” Since there can be multiple names (e.g. brand name and generic) for a medication, the system allows entering multiple names and linking them to the primary name. This approach allows medication to be identified by any name and still allows establishing a relationship to the primary name.
- [Medication Administration Services](#) – Not all Services allow for entry of medications. This function identifies which Services support InMARS entry.
- [Establishing a Client Prescription](#) - This function is used whenever any type of medication is prescribed for a client.
- [InMARS Note entry](#)- This function is part of Note entry and is used to enter and medications given during the Note.
- [Note Submission](#) – InMARS tracks all medications that are scheduled for an appointment or shift. Notes cannot be submitted until after all Medication Administered entries are made.
- [InMARS Reports](#) – The report shows Medication that was administered to the Client.

Chapter 2 – Master Medication Maintenance

This function manages the Master Medication List. Before any medication can be prescribed for a client, it must be added to the Master Medication List. This function allows adding, changing and removing medications.

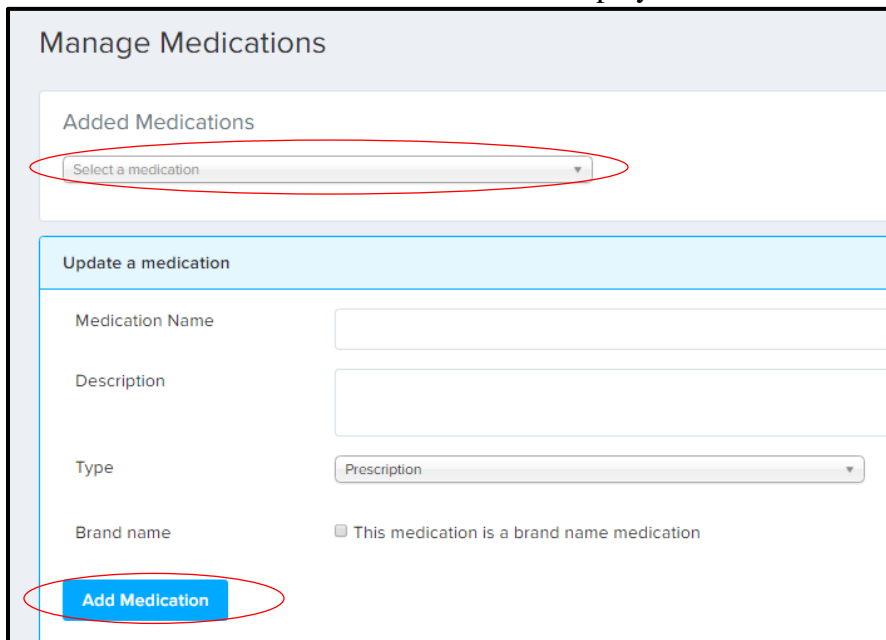
Step 1 – Select Manage Medications



From the “Administer” tab, select “Medications.”

Step 2 – Select Medications Function

The Medication List maintenance function displays:

A screenshot of a web application form titled 'Manage Medications'. The form has two main sections. The first section is 'Added Medications' and contains a dropdown menu with the text 'Select a medication'. The second section is 'Update a medication' and contains several input fields: 'Medication Name' (text input), 'Description' (text input), 'Type' (dropdown menu with 'Prescription' selected), and 'Brand name' (checkbox labeled 'This medication is a brand name medication'). At the bottom left of the form is a blue button labeled 'Add Medication'. Red circles highlight the 'Select a medication' dropdown and the 'Add Medication' button.

To change a medication, select it from the list and go to [Step 6 – Change a Medication](#).

To remove a medication, select it from the list and go to [Step 7 – Remove Medication](#).

To add a new medication, click on “Add Medication” and go to [Step 3 – Add a Medication](#).

When done with Medication Maintenance, select another function from the InCare Master Menu.

Step 3 – Add a Medication

Update a medication

Medication Name: Tylenol

Description: Used for pain relief

Type: Over-the-counter

Brand name: This medication is a brand name medication

Make the following entries:

- Medication Name
- Description (optional)
- Type – From the drop-down list, select Prescription, Over the Counter or Supplement.

If this is not the primary name, click the “Brand Name” check box and proceed to **Step 4 – Link to Primary Name**; otherwise, go to **Step 5 – Save Medication** to add the medication.

Step 4 – Link to Primary Name

The screen will expand to capture the Primary Name.

Type: Over-the-counter

Brand name: This medication is a brand name medication

Which generic medication is this brand name medication associated with?

Acetaminophen

Select the Primary Name from the drop-down list.

Step 5 – Save Medication

Acetaminophen

[Remove this association](#)

[Add Medication](#)

When finished, click on “Add Medication” and return to [Step 2 – Select Medications Function](#) for additional Medication List Maintenance.

Step 6 – Change a Medication

Once the medication is selected from the list, the change screen will display:

Update a medication

Medication Name: Tylenol

Description: Used for pain relief

Type: Over-the-counter

Brand name: This medication is a brand name medication

Which generic medication is this brand name medication associated with? Acetaminophen

[Remove this association](#)

The Medication Name, Description and type (Prescription, Over the Counter or Supplement) can be changed.

The Medication Association can be changed:

- An association can be added by clicking on the “Brand Name” check box and selecting the medication from the drop-down list.
- If this medication is already linked to a Primary Name, it can be changed to link to a different name by selecting the new name from the drop-down list.
- An existing association can be removed by unclicking the Brand Name check box or clicking on “Remove the Association.”

Click “Save Medication when done and return to [Step 2 – Select Medications Function](#) for additional Medication List Maintenance.

Step 7 – Remove Medication

Once the medication is selected from the list, the change screen will display:

Update a medication

Medication Name: Tylenol

Description: Used for pain relief

Type: Over-the-counter

Brand name: This medication is a brand name medication

Which generic medication is this brand name medication associated with? Acetaminophen

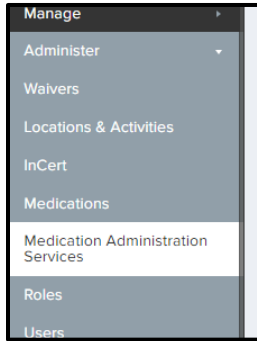
[Remove this association](#)

Click “Remove” and return to [Step 2 – Select Medications Function](#) for additional Medication List Maintenance.

Chapter 3 – Medication Administrative Services

This function identifies which Services allow for entry of Medications Administered.

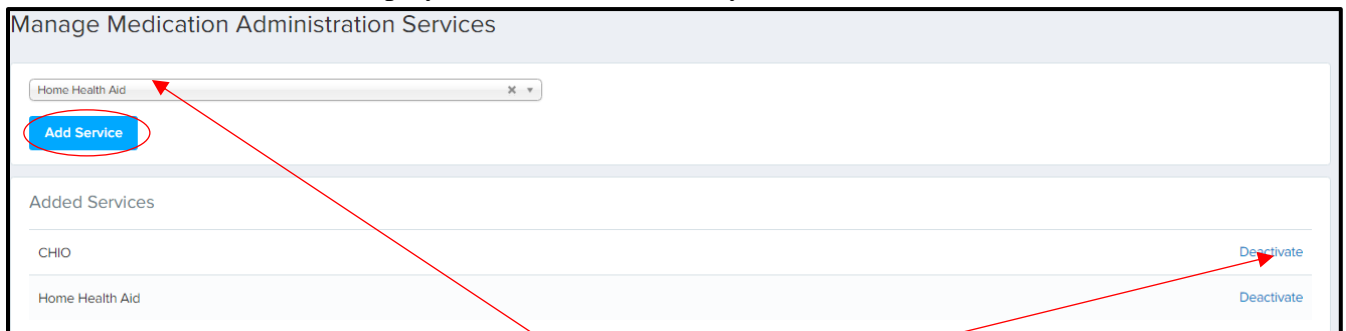
Step 1 – Select Function



From the “Administer” tab, select “Medication Administer Services.”

Step 2- Medication Administer Services Function

The maintenance function displays with a list of currently defined services at the bottom.



To add a new Service, select it from the drop-down list and click on “Add Service.” The

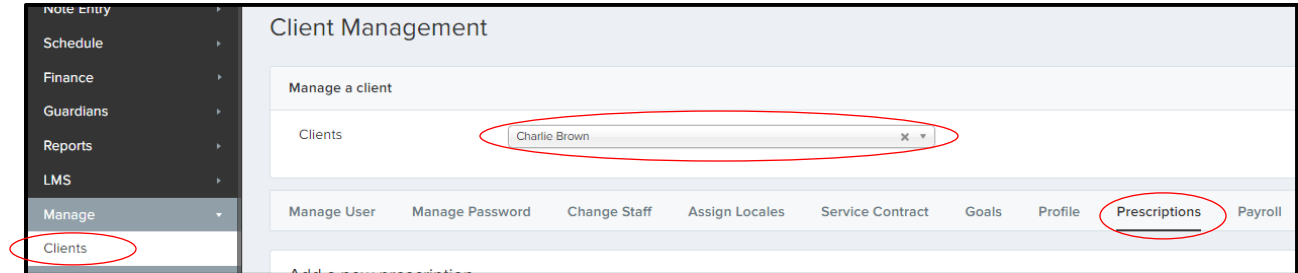
To remove a Service, click on “Deactivate” next to the Service to be removed.

When done with Service Maintenance, select another function from the InCare Master Menu.

Chapter 4 – Client Prescription

Whenever a medication (prescription, over the counter or supplement) is prescribed for a Client this function is used to establish the prescription in InMARS.

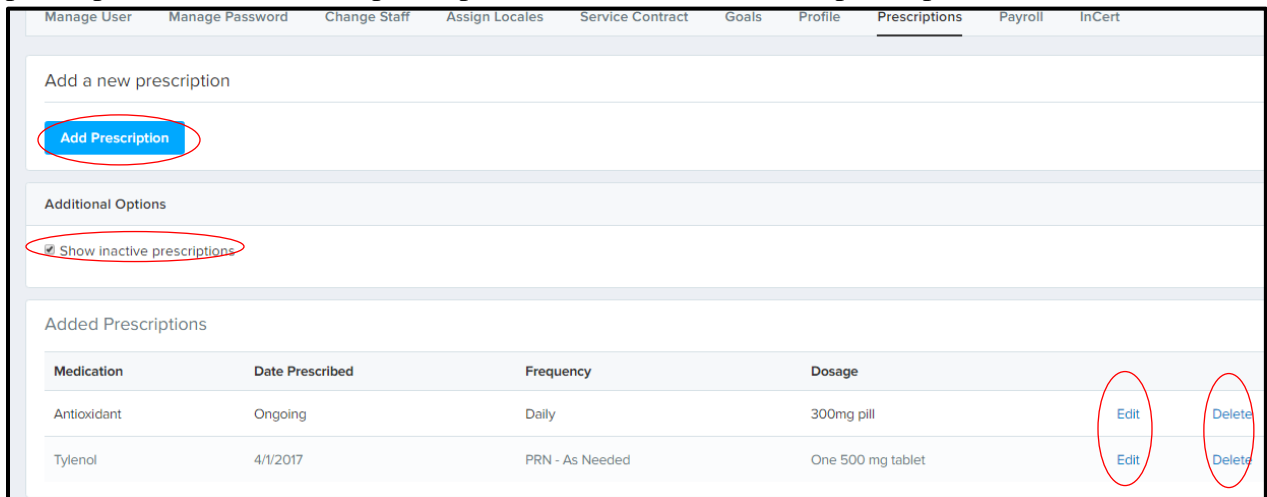
Step 1 – Select Prescription Function



From the “Manage” menu, select “Clients,” select a Client and then select “Prescriptions.”

Step 2 – Select Prescription Activity

The Prescription’s screen appears. Currently prescribed medications appear at the bottom of the screen. Since, over time, a Client may have many prescriptions, normally only active prescriptions are viewed. Clicking the “Show Inactive Prescriptions” radio button will show all prescriptions (current active prescriptions and historical inactive prescriptions).



The following options are available:

- To add a new prescription, click on “Add Prescription” and go to [Step 3 – Add a Prescription](#).
- To change a prescription, click on “Edit” next to the prescription to be changed and go to [Step 8 – Change a Prescription](#).
- To delete a prescription, click on “Delete” next to the prescription to be deleted and go to [Step 9 – Delete a Prescription](#).

When done with Prescription Maintenance, select another function from the InCare Master Menu.

Step 3 – Add a Prescription

The Prescription maintenance screen displays. Start by entering general Prescription information.

The screenshot shows a form with the following fields and values:

Medication	Acetaminophen
Prescribing Physician	Dr. Fred Flintstone
Dosage	1 500 mg pill
Doctor's Orders	Continue until the fever breaks. Call back if fever lasts more than three days or other symptoms develop.
Pharmacy Used	Kroger - 126th and Olio Road
Medical Order Number	

Make the following general Prescription entries:

- Medication – Select from the drop-down list. Typing the name (e.g. Tyl for Tylenol) will narrow the selection.
- Prescribing Physician (optional)
- Dosage – Enter the specific dosage information.
- Doctor's Orders (optional)
- Pharmacy used (optional)
- Medical Order Number (optional)

Step 4 – Medication Dates

The screenshot shows the following date fields:

Date Prescribed	3/1/2017
Start of Medication	3/1/2017
End of Medication	3/31/2017

If no date is specified, the medication will be considered ongoing.

Enter or select from the Calendar Icon:

- Date Prescribed
- Start of Medication
- End of Medication

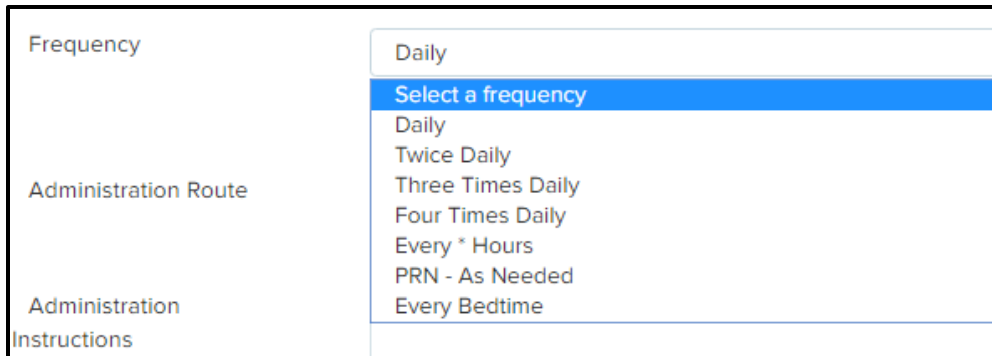
All dates are optional:

- If an End of Medication date is not specified, the medication is considered ongoing.
- If a Start of Medication date is not specified, it is considered effective immediately.

The date entries establish when a Prescription is considered “Active.” **Only “Active” Medications will show up in Note entry for Staff to enter when Medication is Administered. In addition, only prescriptions active for the time of the appointment will be isted.**

Step 5 – Frequency

The date entries in the previous step establish when a Prescription” is “Active.” The “Frequency” entry establishes when Medication is to be Administered. This will determine if Staff must make a “Medication Administered” entry as part of Note entry.

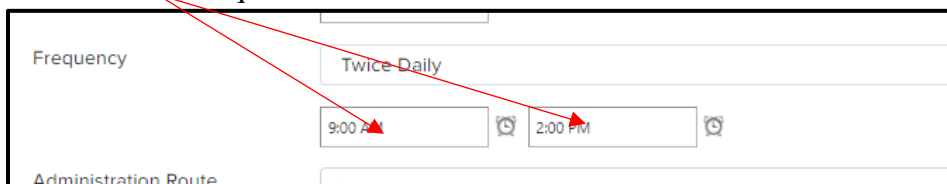


The screenshot shows a form with a 'Frequency' dropdown menu. The menu is open, displaying the following options: 'Daily', 'Select a frequency' (highlighted in blue), 'Twice Daily', 'Three Times Daily', 'Four Times Daily', 'Every * Hours', 'PRN - As Needed', and 'Every Bedtime'. Other form fields visible include 'Administration Route' and 'Administration Instructions'.

Select a Frequency from the drop-down list. Depending on the Frequency, additional entries are required to establish when the Medication is to be administered. The following Frequencies require specific times Medication is to be administered:

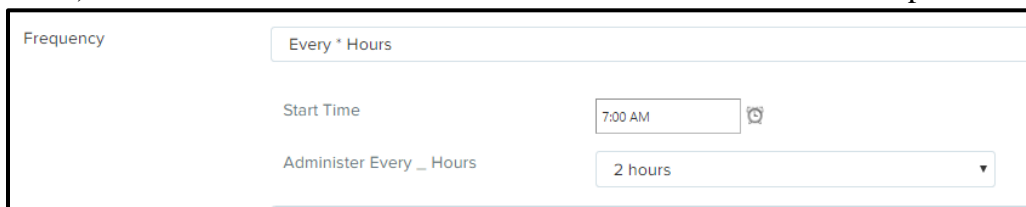
- Daily – Once a day
- Twice daily
- Three times daily
- Four times daily

For these Frequencies, there is an additional entry of one to four times. The time can be entered or selected by clicking on the Time Icon. Below is an example of the “Twice Daily” Frequency with two times required:



The screenshot shows the 'Frequency' dropdown set to 'Twice Daily'. Below it, there are two time selection fields: '9:00 AM' and '2:00 PM'. Each field has a clock icon to its right. Red arrows point from the 'Twice Daily' dropdown to the two time selection fields.

The “Every * Hours” Frequency establishes a Start Time and the increment (2,3,4,6,8 or 12 hours) for which Medication must be administered. Below is an example:



The screenshot shows the 'Frequency' dropdown set to 'Every * Hours'. Below it, there is a 'Start Time' field set to '7:00 AM' with a clock icon. Below that is an 'Administer Every _ Hours' dropdown menu set to '2 hours'.

This example is for medication to be taken every two hours starting initially at 7:00am. Since medication is over a 24 hour day, medication in this example will be taken twelve times every day.

The “As Needed” Frequency entry will cause the Prescription to be listed in the Administration tab of every Note entry; however, a Medication Administered is only made if Medication was administered during the shift.

The “Every Bedtime” Frequency entry will also cause the Prescription to be listed in the Administration tab of every Note entry; however, a Medication Administered is only made if Medication was administered during the shift.

Step 6 – Finish Prescription

Administration Route	Taken orally
Administration Instructions	Take with a full glass of water.
Behavior Med	<input type="checkbox"/> PRN for Behavior
Comments	
	<input checked="" type="checkbox"/> Mark this medication for active administration
Add Prescription	Cancel

Make the following entries to finish the Prescription:

- Administration Route
- Administration Instructions (optional)
- PRN for Behavior – PRN indicates the Medication is only taken as needed. Checking this box will result in a Notification being sent whenever there is a Medication Administered entry as part of the Note.
- Comments (optional)

Always check the “Mark this medication for active administration” check box. If this box is not checked, the medication will not display on the list of prescriptions for the Note. It may be checked to temporarily suspend a medication.

Click on “Add Prescription” when done. There will be a confirmation that the Prescription was added and the Prescription will appear in the list at the bottom of the screen.

When done, return to [Step 2 – Select Prescription Activity](#) for additional Prescription activity.

Step 8 – Change a Prescription

The change function is exactly the same as the add function. See “**Step 3 – Add a Prescription**” through “**Step 6 – Finish Prescription**” for the change procedure.

When done, return to [Step 2 – Select Prescription Activity](#) for additional Prescription activity.

Step 9 – Delete a Prescription

The delete function does not do a physical delete; it only removes it as a selectable Prescription in the Note. This preserves the historical data that was entered for the Prescription.

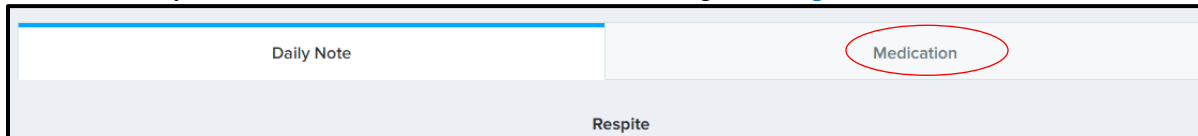
When done, return to [Step 2 – Select Prescription Activity](#) for additional Prescription activity.

Chapter 5 - InMARS Daily Note Entry

Any medications given to the Client must be entered as part of Note entry. The Note cannot be submitted if there are any Prescribed Medications due for the appointment time range.

Step 1 – The Medication Tab

If the Note is for a Service that is part of InMARS, there will be a Medication tab at the top of the Note entry screen. If this is a Skilled Nurse Note, go to [Step 5 – Skilled Nurse Note](#).

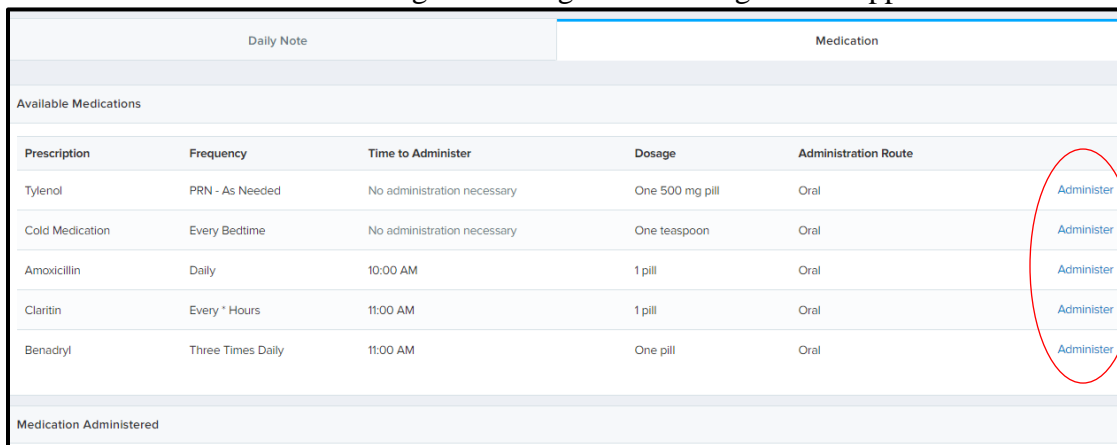


Clicking on the Medication tab will display the Medications Administered screen. Notes must not be submitted until all Medications are entered. Go to [Step 7 – Note Submission](#) for these procedures.

Step 2 – Select a Medication

The top part of the screen displays Medications that can be administered. Key information and administration time for each medication are displayed. The top part of the screen displays all active medications. Active medications are listed based on:

- Any “Bedtime” prescribed medications will list. Since “Bedtime” may not occur during this appointment, the entry is optional.
- Any medications that are “PRN – As Needed” will list; however, only make an entry if the medication was given to the client.
- Based on the medication frequency and the time range of the appointment, any medication scheduled to be given during the time range of the appointment will list.

A screenshot of the Medications Administered screen. It shows a table with columns for Prescription, Frequency, Time to Administer, Dosage, and Administration Route. Each row has an 'Administer' button next to it, which is circled in red. Below the table is a section for 'Medication Administered'.

- To make a Medication Administered entry, click on “Administer: next to the medication and go to [Step 3 – Medication Administered](#).
- To change / delete a Medication Administered, go to [Step 4 -Change / Delete Medication Administered](#).

When done, select another function from the InCare menu.

There may be a situation in which the same medication may need to be entered more than once during an appointment. In these cases, the medication will list multiple times. In the example below, Claritin lists twice; once at 7:00 am and once at 9:00 am. In this case, two Medication Administered entries must be made for Claritin.

Daily Note		Medication			
Available Medications					
Prescription	Frequency	Time to Administer	Dosage	Administration Route	
Tylenol	PRN - As Needed	No administration necessary	One 500 mg pill	Oral	Administer
Cold Medication	Every Bedtime	No administration necessary	One teaspoon	Oral	Administer
Claritin	Every * Hours	7:00 AM	1 pill	Oral	Administer
Claritin	Every * Hours	9:00 AM	1 pill	Oral	Administer
Benadryl	Three Times Daily	8:00 AM	One pill	Oral	Administer
Medication Administered					
Medication	Claritin				
Status	Successfully administered				
Time Administered	7:00 AM				
Comments					

Step 3 – Medication Administered

The Medication Administered screen displays:

Medication Administered	
Medication	Tylenol
Status	Successfully administered
Time Administered	7:00 AM
Comments	Client was complaining of muscle aches.
	Remove this medication
Save Medications Administered	

Make the following entries:

- Select the status from the drop-down list:
 - Successfully Administered – A time entry is required.

- Family Administered – The family assumed responsibility for administering the medication; no time entry is required,
- Not administered - No time entry is required.
- Refused- No time entry is required; however, a Notification to your supervisor is sent.
- Delayed – A time entry is required.
- Time Administered – Click the Time icon to bring up a list of times. The list contains available time within the time range of the appointment. The times are displayed in 15 minute increments.
Select a time.
- Comments (optional)

While multiple medications can entered without saving, it is recommended that the medications (and the Note) can be saved by clicking on “Save Medications Administered.”

When done, return to [Step 2 – Select a Medication](#) for another Medication Administered entry.

Step 4 - Change / Delete Medication Administered

All the entered medications display at the bottom of the screen.

The screenshot shows a list of medication entries under the heading "Medication Administered".

Entry 1:

- Medication: Tylenol
- Status: Delayed
- Time Administered: (empty field with a clock icon)
- Comments: Client was complaining of muscle aches.
- Action: [Remove this medication](#) (circled in red)

Entry 2:

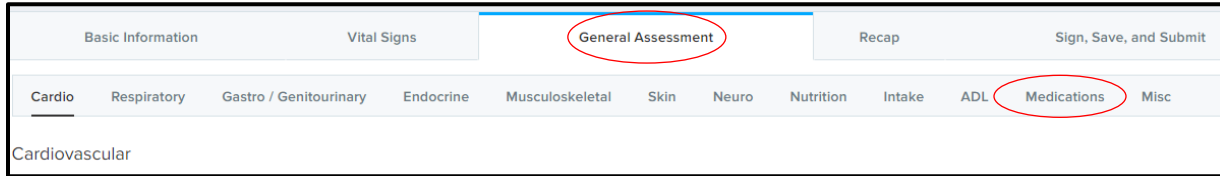
- Medication: Claritin
- Status: Successfully administered
- Time Administered: 7:00 AM
- Comments: (empty field)
- Action: [Remove this medication](#) (circled in red)

- To change a medication, scroll down to the desired medication. Make any changes to the Medication Administered following the guidelines in [Step 3 – Medication Administered](#).
- To delete a Medication Administered entry, click on “Remove this Medication.” After a confirmation prompt, the Medication Administered entry will be deleted.

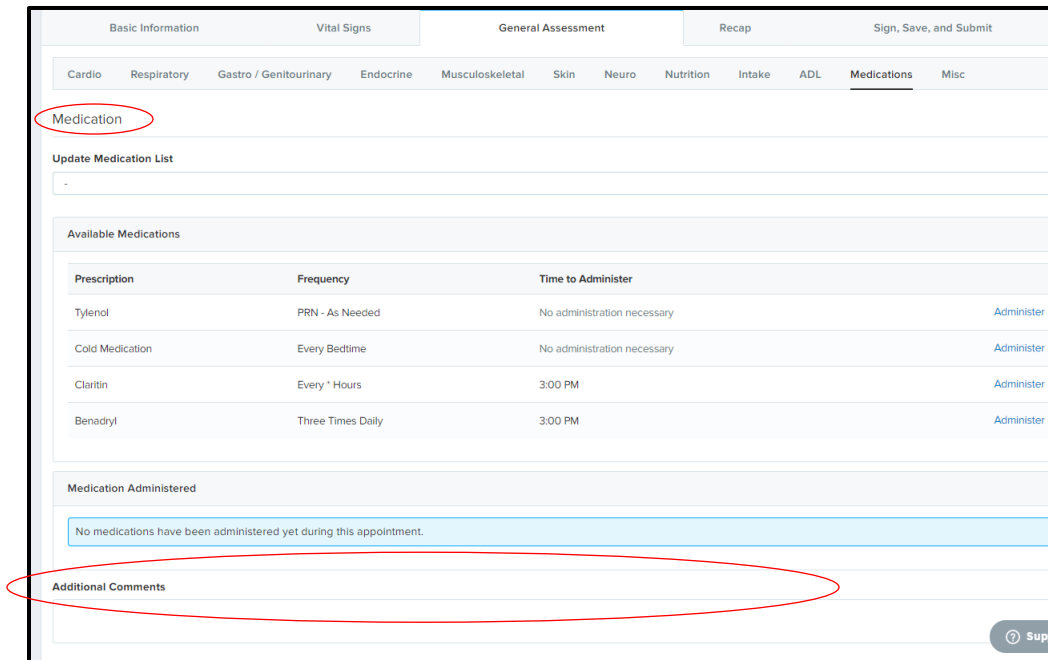
When done, return to [Step 2 – Select a Medication](#) for another Medication Administered entry.

Step 5 – Skilled Nurse Note

The Medication Administered entry for the Skilled Nurse Note is the same as the Daily Note with only minor differences. For the Skilled Nurse Note, the Medication function is accessed by clicking on “Medications” in the “General Assessment” tab.



The Medication function displays:



There is an additional option available to manage the Master Medication List. Select “Yes” from the “Update Medication List” drop-down list and go to [Step 6 – Medication List](#).

The bottom part of the screen is the same Medication Administered screen that appears in the Daily Note. Follow the same Daily Note procedure starting with [Step 2 – Select a Medication](#).

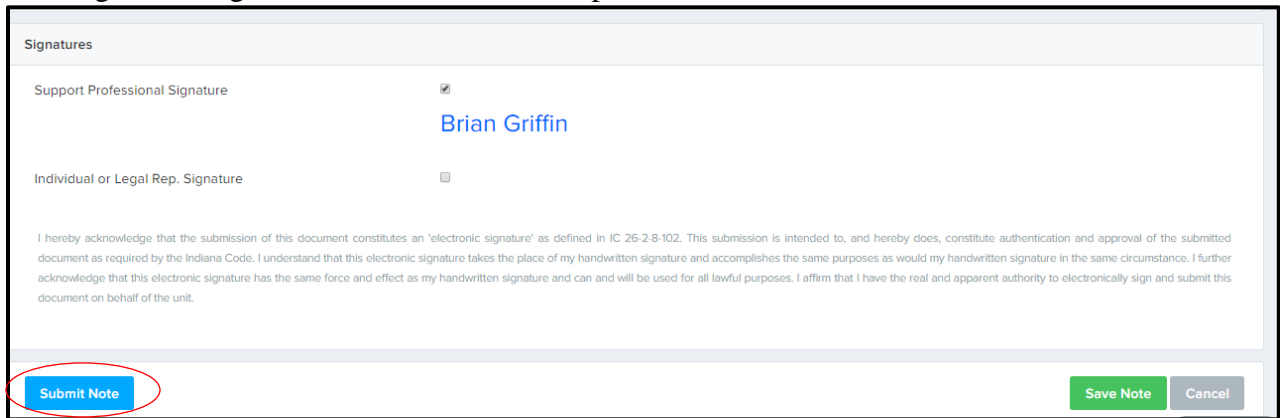
The Skilled Nurse Note also has an “Additional Comments” area for entering any general comments related to Medications.

Step 6 – Medication List

Follow the procedures in [Managing the Master Medication List](#) to update medications.

Chapter 6 – Note Submission

Nothing has changed in the Note Submission process.



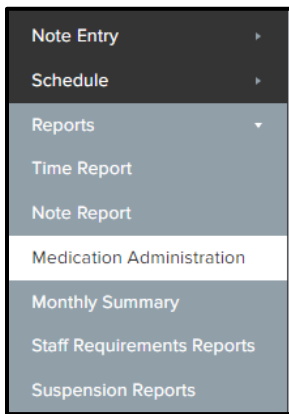
The screenshot shows a web interface for note submission. At the top, it says "Signatures". There are two options: "Support Professional Signature" with a checked checkbox and the name "Brian Griffin" in blue text, and "Individual or Legal Rep. Signature" with an unchecked checkbox. Below these is a legal disclaimer: "I hereby acknowledge that the submission of this document constitutes an 'electronic signature' as defined in IC 26-2-8-102. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit." At the bottom, there are three buttons: "Submit Note" (highlighted with a red circle), "Save Note", and "Cancel".

Clicking on “Submit Note” will submit the note and all the Medication Administered entries. However, all required (scheduled) Medication Administered entries must be made prior to submitting the Note. InCare verifies that a Medication Administered entry was made for every scheduled medication. If there are any missing entries, the following message displays:

A medication with an administration time does not have an entry. Note can not be submitted until this administration is made.

The Medication Administered entries must be made prior to submitting the Note.

Chapter 7 - InMARS Report



The report is accessed by selecting “Medication Administered” from the Reports tab.

Report Objective – Provides a recap of Medication Administered to Clients. This report uses extended report features.

Report Selection Parameters

A screenshot of a web form titled 'Medication Administration Report'. It contains two date input fields: 'Start Date' with the value '4/1/2017' and 'End Date' with the value '4/10/2017'. Below these is a section titled 'Additional Options' containing a 'Client' dropdown menu with 'Charlie Brown' selected. At the bottom left is a blue 'Run Report' button.

Make the following parameter entries:

- Start and End Dates
- Client – To run the report for a single Client, select the Client from the drop-down list.

Click Run Report to produce the report.

Report Explanation

STAFF	CLIENT	APPOINTMENT			PRESCRIPTION			MEDICATION ADMINISTERED		
		DATE	START	END	MEDICATION	FREQUENCY	DOSE	TIME	ADMINISTERED TIME	STATUS
All Staff	All Clients									Any
Brian Griffin	Charlie Brown	4/2/2017	10:00 AM	12:00 PM	Tylenol	PRN - As Needed	One 500 mg pill		10:30 AM	Successfully administered
Brian Griffin	Charlie Brown	4/2/2017	10:00 AM	12:00 PM	Amoxicillin	Daily	1 pill	10:00 AM	10:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/2/2017	10:00 AM	12:00 PM	Benadryl	Three Times Daily	One pill	11:00 AM	11:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/2/2017	10:00 AM	12:00 PM	Claritin	Every * Hours	1 pill	11:00 AM	11:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/3/2017	2:00 PM	4:00 PM	Cold Medication	Every Bedtime	One teaspoon		9:00 PM	Successfully administered
Brian Griffin	Charlie Brown	4/3/2017	2:00 PM	4:00 PM	Benadryl	Three Times Daily	One pill	3:00 PM	9:00 PM	Delayed
Brian Griffin	Charlie Brown	4/3/2017	2:00 PM	4:00 PM	Claritin	Every * Hours	1 pill	3:00 PM	8:00 PM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	7:00 AM	9:00 AM	Claritin	Every * Hours	1 pill	7:00 AM	8:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	7:00 AM	9:00 AM	Claritin	Every * Hours	1 pill	7:00 AM	10:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	7:00 AM	9:00 AM	Benadryl	Three Times Daily	One pill	8:00 AM	9:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	10:00 AM	12:00 PM	Amoxicillin	Daily	1 pill	10:00 AM	3:00 PM	Successfully administered
Brian Griffin	Charlie Brown	4/9/2017	7:00 AM	9:00 AM	Tylenol	PRN - As Needed	One 500 mg pill			Delayed
Brian Griffin	Charlie Brown	4/10/2017	7:00 AM	9:00 AM	Benadryl	Three Times Daily	One pill	8:00 AM		Refused

The following options are available:

Report Field	Sort	Filter
Staff	✓	✓
Client	✓	✓
Appointment Date and Times	✓	
Medication	✓	
Frequency	✓	
Dose	✓	
Time (recommended administration time)	✓	
Administered	✓	
Status	✓	✓

Excel Option

This report contains an Excel option. Click on “Export these results to Excel” and follow the procedures based on your Browser. If the report was filtered and sorted, the modified data will be exported to Excel. Below is the Excel report.

Staff	Client	Appointment			Prescription				Medication Administered	
		Date	Start	End	Medication	Frequency	Dose	Time	Administered Time	Status
Brian Griffin	Charlie Brown	4/2/2017	10:00 AM	12:00 PM	Amoxicillin	Daily	1 pill	10:00 AM	10:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/2/2017	10:00 AM	12:00 PM	Claritin	Every * Hours	1 pill	11:00 AM	11:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/3/2017	2:00 PM	4:00 PM	Claritin	Every * Hours	1 pill	3:00 PM	8:00 PM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	7:00 AM	9:00 AM	Claritin	Every * Hours	1 pill	7:00 AM	7:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	7:00 AM	9:00 AM	Claritin	Every * Hours	1 pill	7:00 AM	10:00 AM	Successfully administered
Brian Griffin	Charlie Brown	4/4/2017	10:00 AM	12:00 PM	Amoxicillin	Daily	1 pill	10:00 AM	3:00 PM	Successfully administered
Brian Griffin	Charlie Brown	4/10/2017	7:00 AM	9:00 AM	Claritin	Every * Hours	1 pill	7:00 AM		Not administered

The report may open in Excel in non-workbook version. It is recommended that you do a “Save as” and save it as an Excel Workbook.

