

Touchworks Training

Medication Administration



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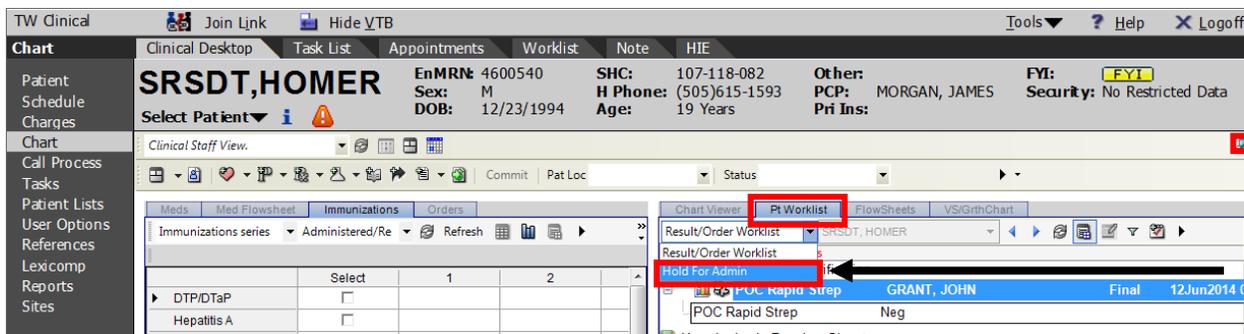
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Medication Administration

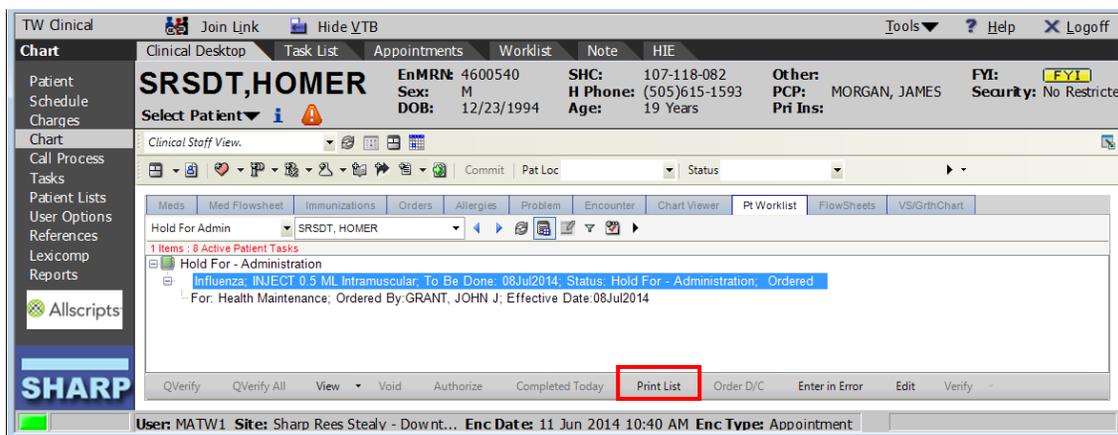
Printing the patient worklist

All Clinical Staff: must PRINT the Order Requisition to prepare the medication prior to administration

- Click Patient Worklist component
- Click the drop-down arrow and change the view to Hold for Admin

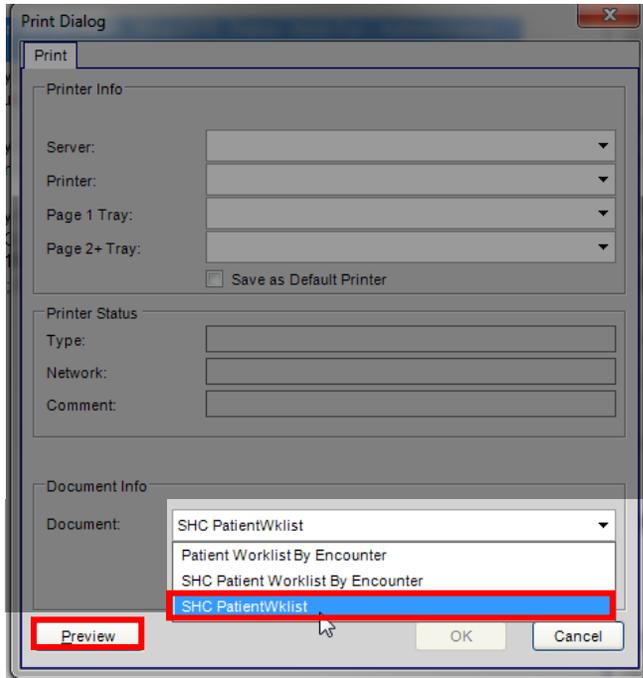


- Click the full screen icon  for a larger view.



- Click **Print List**

Print Dialog window will pop up:



- Select **SHC PatientWklist**
- Click Preview
- Click Print



Before administration, all immunizations administered by non-licensed clinical staff must be verified by a provider or a licensed nurse.

Medical Assistants must print 2 copies of the patient worklist.

Patient Worklist Report

User: TEST, MATW1
View: Hold For Admin
Group: Alpha

SRSTEST, PAPER

DOB: 4-Apr-1994

SHC: 107877761

Hold For - Administration

Influenza, seasonal, injectable

0.5ml intramuscular To Be Done: 18Jan2019 Ordered By: SPEES, DAVID

MMR

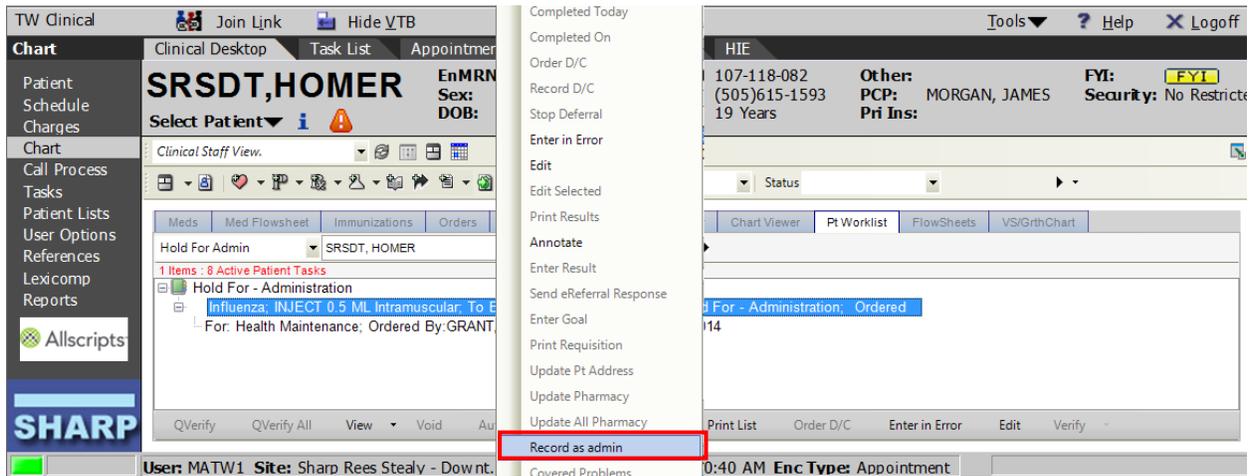
INJECT 0.5 ML Subcutaneous To Be Done: 18Jan2019 Ordered By: SPEES, DAVID

Tdap

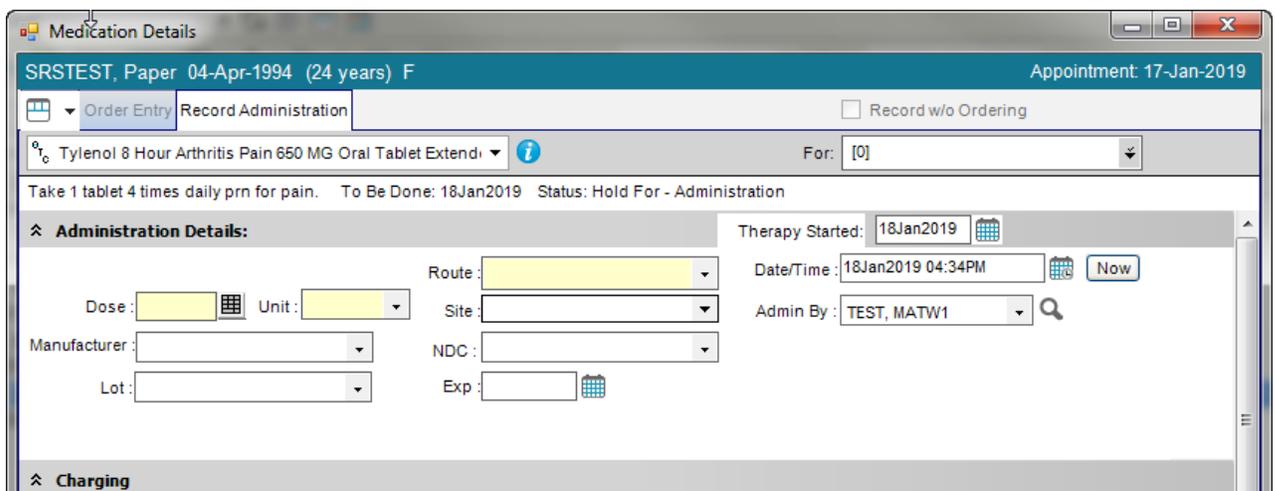
INJECT 0.5 ML Intramuscular To Be Done: 18Jan2019 Ordered By: SPEES, DAVID

Recording Medication as Administered

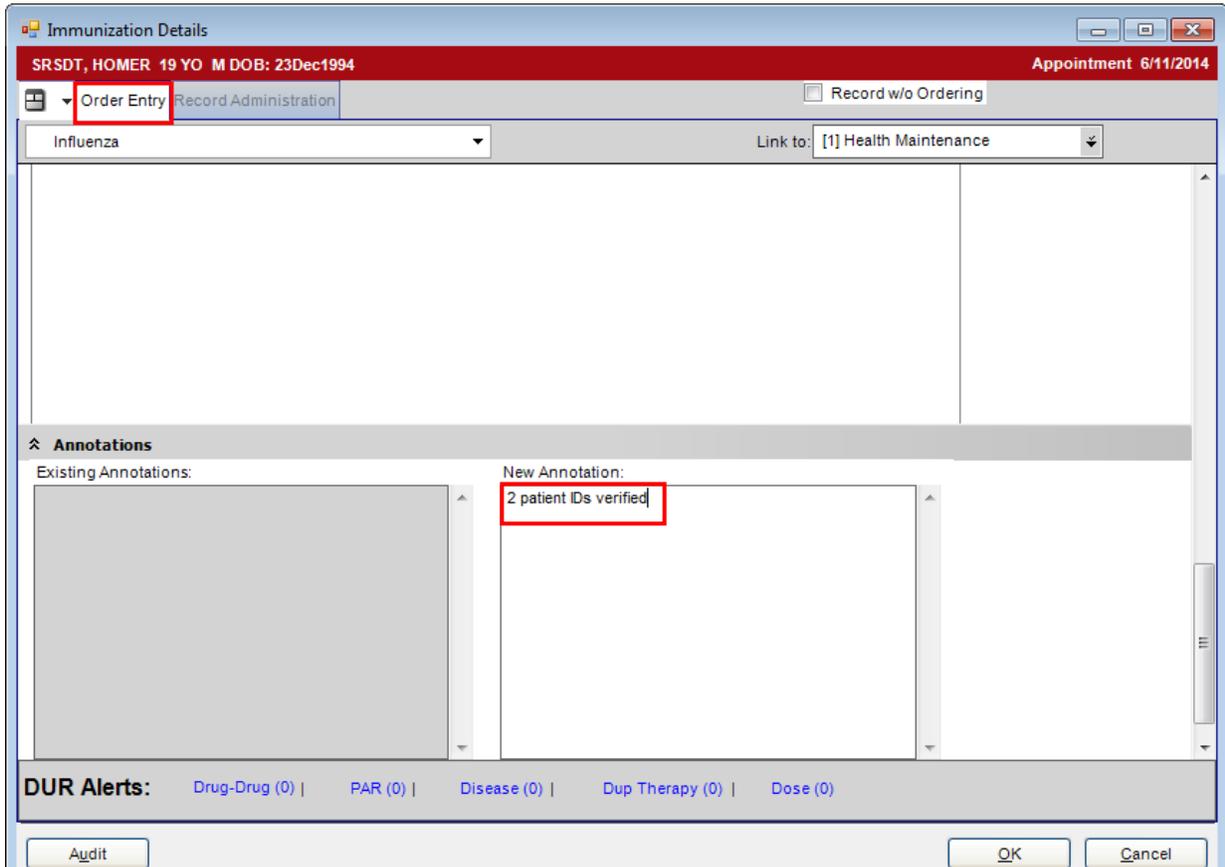
- Right-click the medication
- Click Record as Admin



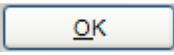
- Complete the necessary fields which are yellow:
 - Dose, Unit, Route are required for **all medications**
 - Dose, Manufacturer, Route, Site, Lot, Expiration date are required for **vaccines**

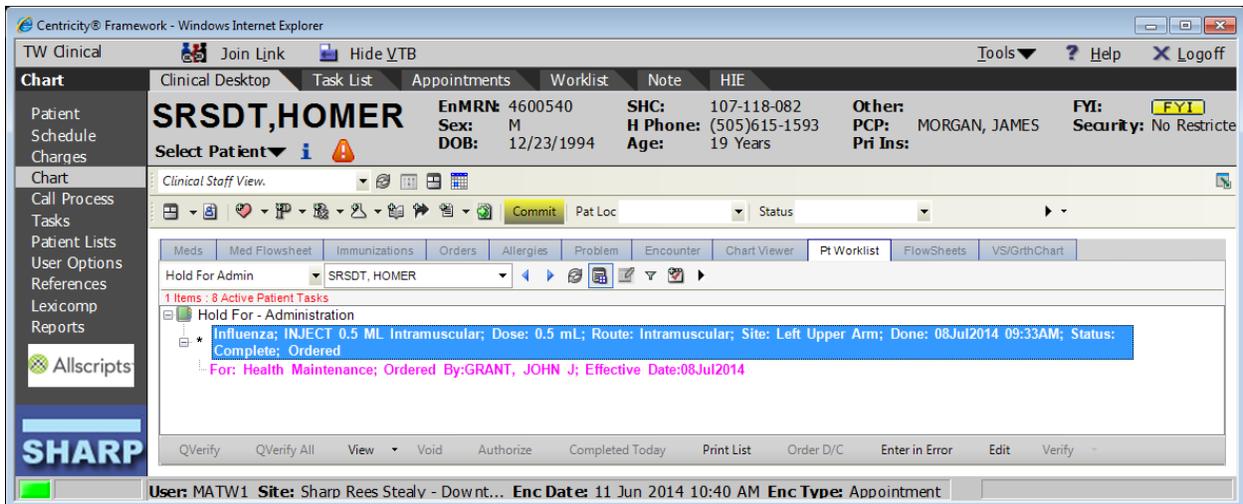


- Click on Order Entry
- *Scroll down to "New Annotation"*



- After verifying the correct patient, type: “**2 patient ID’s verified**” or “**.zzadmin**” and hit enter
 - *This needs to be documented on at least one immunization given.*

- Click 



- Click 
- Click Save and continue

Vaccine Information Statement (VIS)

Each time an immunization is administered, the patient needs to be provided with a vaccine information statement, or VIS.

This needs to be documented along with the immunization details

The screenshot displays the 'Immunization Details' window for a patient named SRSTEST, Paper, 04-Apr-1994 (24 years) F, with an appointment on 17-Jan-2019. The vaccine being administered is Varicella. The 'Administration Details' section includes fields for Series, Dose, Manufacturer, Lot, Route, Site, NDC, Exp, Date/Time (18Jan2011), and Admin By. A checkbox for 'Consent Obtained with this Administration' is present. The 'Vaccine Information Statement (VIS)' section is highlighted with a red box and contains the following text: 'Vaccine Information Statement provided with this administration?' with radio buttons for 'Yes' and 'No', and 'Vaccine Information Statement Publication date:' with a calendar icon. Below this is the field 'Date of last Vaccine Information Statement provided:'. At the bottom, there are buttons for 'Save and Return to ACI', 'Save and Close ACI', and 'Cancel'. A red banner at the bottom indicates 'Unknown Allergies'.

Provide the patient with the VIS **prior to administration of the vaccine.**

To document, click **YES** after the question “Vaccine Information Statement provided with this administration?”

Medication Verification (RN, LVN, or Provider)

RNs and LVNs will verify the Patient Worklist matches the medications prepared by MAs – this also needs to be documented

Patient Worklist Report

User: TEST, MATW1
View: Hold For Admin
Group: Alpha

SRSTEST, PAPER

DOB: 4-Apr-1994

SHC: 107877781

Hold For - Administration

Influenza, seasonal, injectable

0.5ml intramuscular To Be Done: 18Jan2019 Ordered By: SPEES, DAVID

- Click on the Pt Worklist component
- Right-click the medication and select Annotate

The screenshot shows the Centricity Framework interface. The patient name is SRS, HOMER. The 'Medications' tab is selected, showing a list of medications. A right-click context menu is open over the 'Tetanus: INJECT 0.5 ML Intramuscular' medication, with the 'Annotate' option highlighted. The patient's demographic information is visible on the right side of the screen.

- LVN: Type the Annotation ***"All doses verified (date) prior to admin" or .zzverify***
- MA: Type the Annotation ***"All doses verified by "***

- Click
- Click
- Click Save and continue

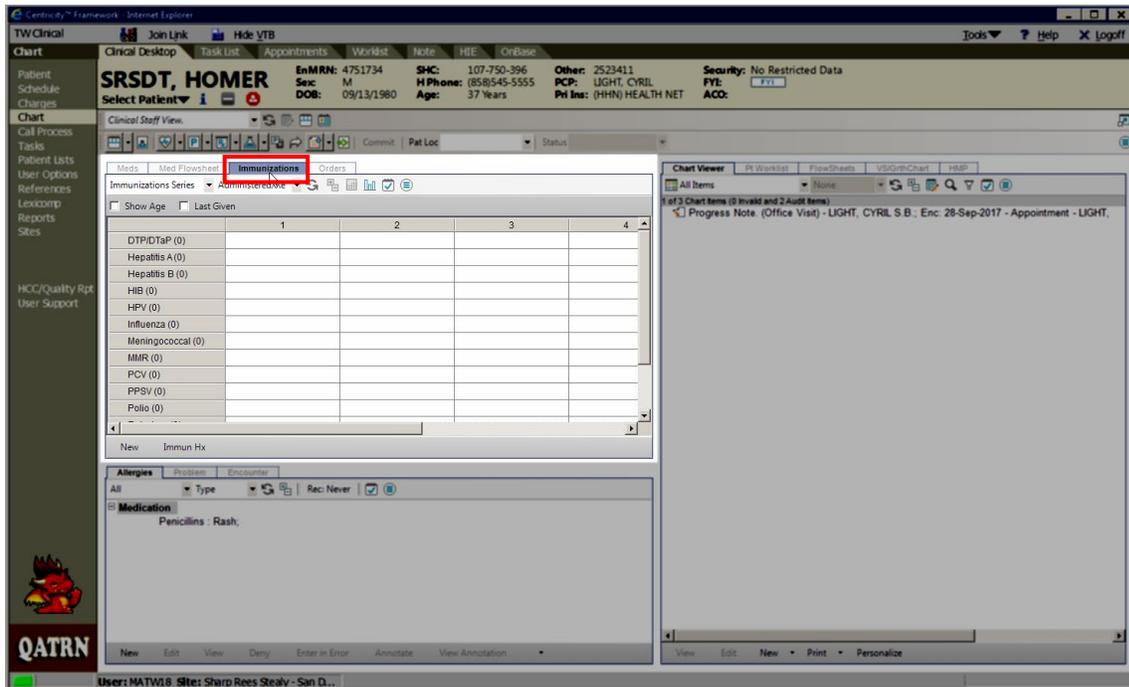
The 'Add Annotation' dialog box is shown. The text area contains the annotation: "All doses verified 6/11/2014 prior to admin". The 'OK' button is highlighted with a red box.

Immunizations

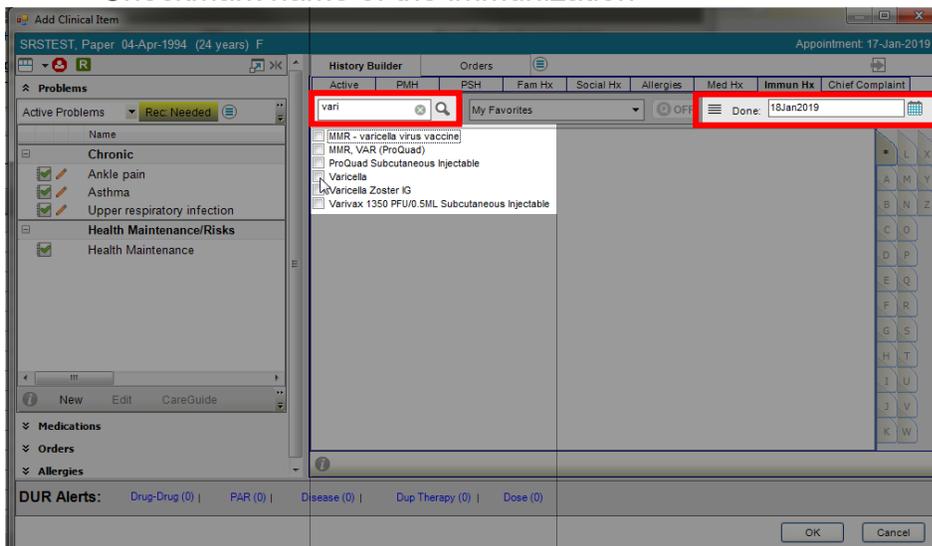
Immunization History

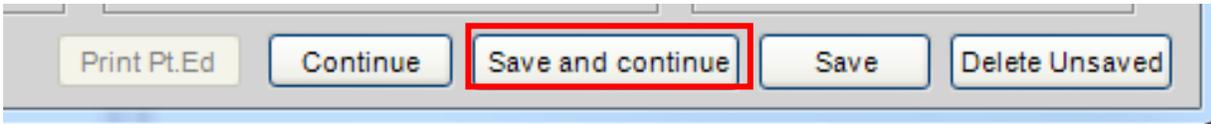
Document immunization history for vaccines that were previously administered but have not been documented in the EHR

- Click on the Immunizations tab

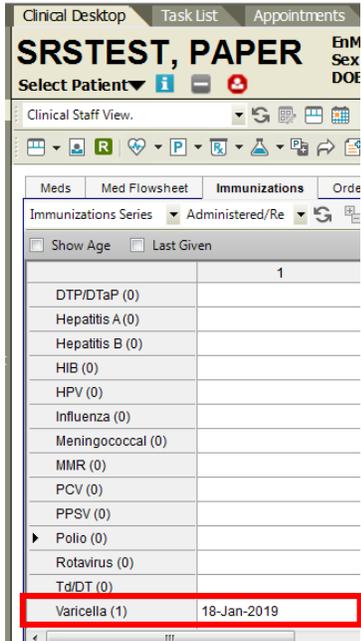


- Click **Immun Hx**
- **Search** for the Immunization
- Enter **Administration date** in **Done** field
- Checkmark name of the immunization





- Click **Save and continue**



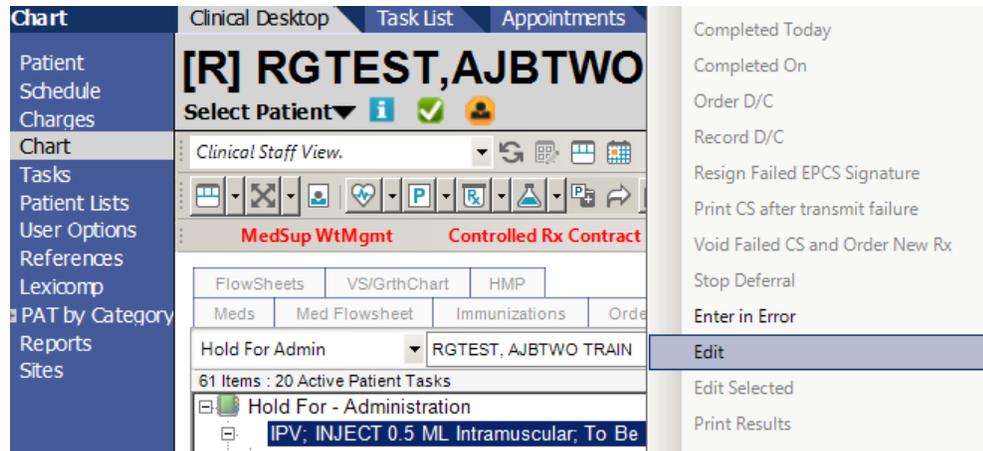
- Verify your immunization(s) are entered

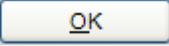
Immunization Deferrals

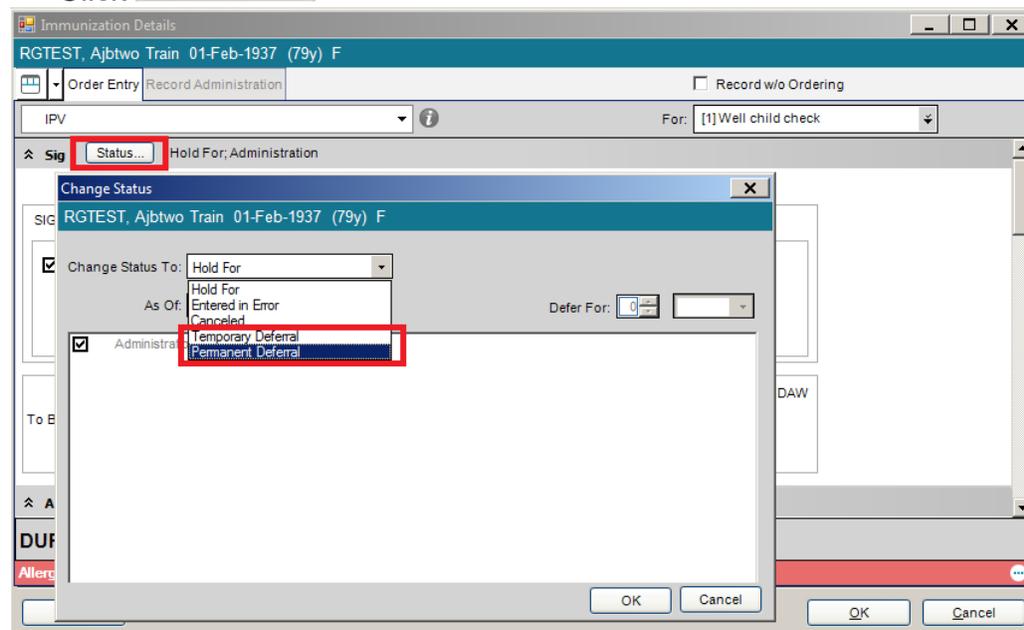
When patients refuse to have an immunization order performed, proper deferral documentation must be taken.

Temporary Deferral – patients do not wish to have the immunization for visit
Permanent Deferral – patients declines immunization for all subsequent visits

- Right-click the immunization
- Select Edit



- Click Status
- Change Status to: Temporary/Permanent Deferral
- Click 



Change Status

SRSTEST, Paper 04-Apr-1994 (24 years) F Appointment: 17-Jan-2019

Change Status To: Temporary Deferral

Clear All As Of: 18Jan2019 Defer For: 0 Days

Required Reasons (choose at least one):

MU Illness MU Patient requests alternative treatment (finding)

MU Pt refuses MU Immunization Immunity

Additional Reasons:

Pt requests deferral Unable to reach Patient

Patient reports item recently done

Medical Deferral

Text (50 Chars)

OK Cancel

- Select required reason
- Click

Consent Dialog

Patient consent to transmit to registry?

- Immunization deferrals are transmitted to the San Diego Regional Immunization Registry (SDIR)
- Click

Chart Clinical Desktop Task List Appointments Worklist Note HIE OnBase HCN Outside

Patient Schedule Charges

[R] RGTEST, AJBTWO TRAIN EnMRN: 43235435 SHC: 101-2
Sex: F H Phone: (203)
DOB: 01-Feb-1937 Age: 79 Year

Select Patient

Clinical Staff View. Commit Pat Loc Status

MedSup WrtMgmt Controlled Rx Contract

FlowSheets VS/GrthChart HMP

Meds Med Flowsheet Immunizations Orders Allergies Problem Encounter Chart Viewer Pt Work

Hold For Admin RGTEST, AJBTWO TRAIN

61 Items : 20 Active Patient Tasks

Hold For - Administration

IPV; INJECT 0.5 ML Intramuscular; To Be Done: 16Jul2008; Status: Hold For - Administration; Ordered

For: Well child check; Ordered By:User, Allscripts; Effective Date:16Jul2008; Last Updated By: WAI I ACF AIIDREY 4/12/2016 7:44:07 AM

Viewing/annotating on previously documented medications or immunizations

Medications

SRSTEST, PAPER EnMRN: 4816081 SHC: 107-877-761
Sex: F H Phone: (123)456-7890
DOB: 04-Apr-1994 Age: 24 Years

Select Patient ▼ [i] [minus] [plus]

Clinical Staff View. [refresh] [print] [calendar]

[home] [person] [R] [heart] [P] [Rx] [flask] [P+] [arrow] [plus] [minus] Commit Pat Loc [dropdown] Status [dropdown]

Meds **Med Flowsheet** Immunizations Orders

Medication Flowsheet ▼ Past Meds ▼ [refresh] [print] [calendar] [check] [list]

Data Includes: All Current Meds

Past Meds (highlighted)

All Meds

MedAdmin Only

Medication	Problem...	Status	18 Jan 2019
Tylenol 8 Hour Arthritis Pain 650 MG Oral Tablet Extended...		Complete	* Administere d...

- To view administered medications
- Click Med flowsheet
- Click the drop-down arrow and change the view to Past Meds
- Right click on the medication
- Click on annotate

Immunization Details

SRSST, Homer 13-Sep-1980 (37y) M Appointment 28-Sep-2017

Order Entry Record Administration Record w/o Ordering

Tetanus For: [dropdown]

Education Details

Administration History

Annotations

Existing Annotations:

New Annotation:

All doses verified 09/28/17 prior to admin

Clear

DUR Alerts: Drug-Drug (0) | PAR (0) | Disease (0) | Dup Therapy (0) | Dose (0)

Allergic To: Penicillins

Aggit OK Cancel

- Click into the free-text **New Annotation** field and type:
"All doses verified XX/XX/XX [date] prior to admin" or .zzverify

Immunizations:

- To view the immunizations, click on the Immunizations tab component

The screenshot shows the immunization chart for patient SRSDT, HOMER. The patient's information includes EnMRN: 4600540, Sex: M, DOB: 12/23/1994, SHC: 107-118-082, H Phone: (505)615-1593, Age: 19 Years, Other: MORGAN, JAMES, and Pri Ins: MORGAN, JAMES. The chart displays a table with columns for months 1 through 6 and rows for various immunizations. The 'Influenza' row shows a date of *08Jul2014, indicating documentation.

Immunization Series	Select	1	2	3	4	5	6
DTP/DTaP	<input type="checkbox"/>						
Hepatitis A	<input type="checkbox"/>						
Hepatitis B	<input type="checkbox"/>						
HIB	<input type="checkbox"/>						
Influenza	<input type="checkbox"/>	*08Jul2014					
Meningococcal	<input type="checkbox"/>						
MMR	<input type="checkbox"/>						
Pneumococcal	<input type="checkbox"/>						

Note: The * symbol indicates documentation was annotated. To view the documentation, double-click on the item

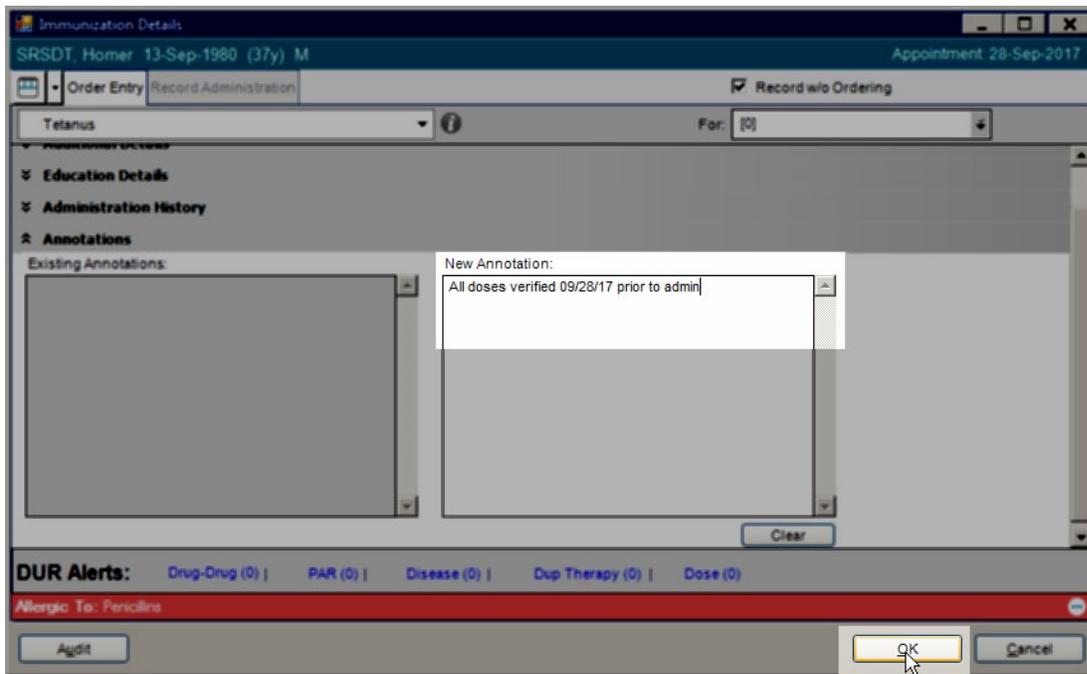
- Right-click on the immunization that was verified.

The screenshot shows the immunization chart for patient SRSDT, HOMER. The patient's information includes EnMRN: 4751734, Sex: M, DOB: 09/13/1980, SHC: 107-750-396, H Phone: (858)545-5555, Age: 37 Years, Other: 2523411, PCP: LIGHT, CYRIL, and Pri Ins: (HHN) HEALTH NET. The chart displays a table with columns for months 1 through 4 and rows for various immunizations. The 'Tetanus (1)' row shows a date of 04-Aug. A right-click context menu is open over the 'Tetanus (1)' row, with the 'Annotate' option selected.

Immunization Series	1	2	3	4
DTP/DTaP (0)				
Hepatitis A (0)				
Hepatitis B (0)				
HIB (0)				
HPV (0)				
Influenza (0)				
Meningococcal (0)				
MMR (0)				
PCV (0)				
PPSV (0)				
Polio (0)				
Rotavirus (0)				
TdDT (0)				
Tetanus (1)	04-Aug			
Varicella (0)				
Zoster (0)				

- Click Annotate

- Click into the free-text **New Annotation** field and type:
 “All doses verified XX/XX/XX [date] prior to admin” or .zzverify



- Click **OK**
- Click **Commit**

