Touchworks Training Medication Administration



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Medication Administration

Printing the patient worklist

<u>All Clinical Staff:</u> 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.

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Chart	Clinical Desktop Task List	Appointmen	ts Worklist	Note	HIE					
Patient Schedule	SRSDT,HOME	R EnMRN Sex:	4600540 M	SHC: H Phone:	107-118-082 (505)615-1593	Other: PCP:	MORGAN	, JAMES	FYI: Security:	No Restricte
Charges	Select Patient 🔻 🧎 🔒	DOB:	12/23/1994	Age:	19 Years	Pri Ins:				
Chart	Clinical Staff View.	0 🗉 🖻 🛄								5
Call Process Tasks	😐 - 🚳 💙 - ᢪ - 🍇 - L	- 🛍 🇭 🗎 - 🕘	Commit Pat Loc		▼ Status		•	، ۲		
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References	Hold For Admin 💌 SRSDT,	HOMER	- 🔹 🕨 🖉 🖪 !	2 🛛 🕅 🕨	•					
Lexicomp	1 Items : 8 Active Patient Tasks									
Reports	Influenza; INJECT 0.5 ML	Intramuscular; To B	e Done: 08Jul2014;	Status: Hold	I For - Administrati	on; Ordered				
⊗ Allscripts [.]	- For: Health Maintenance; (Ordered By:GRANT,	JOHN J; Effective	Date:08Jul20	14					
_				_						
SHARP	QVerify QVerify All View	 Void Aut 	horize Complete	d Today	Print List Order	D/C Enter	in Error	Edit Verif	y -	
	User: MATW1 Site: Sharp Ree	s Stealy - Downt	. Enc Date: 11	Jun 2014 10	0:40 AM Enc Ty	pe: Appointr	ment			

• Click Print List

Print Dialog window will pop up:

Print Dialog	
Print	
Printer Info	
Server:	
Printer:	
Page 1 Tray:	
Page 2+ Tray:	•
	Save as Default Printer
Printer Status	
Туре:	
Network:	
Comment:	
Desument lefe	
Document into	
Document:	SHC PatientWklist
	Patient Worklist By Encounter
	SHC Patient Worklist By Encounter
	SHC PatientWklist
Preview	OK Cancel

- Select SHC PatientWklist
- Click Preview
- Click Print



Before administration, all immunizations administered by nonlicensed 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

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

- Right-click the medication
- Click Record as Admin



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

- Medication Details			
SRSTEST, Paper 04-Apr-1994 (24 ye	ars) F	Арр	ointment: 17-Jan-2019
- Order Entry Record Administration		Record w/o Ordering	
⁰т _с Tylenol 8 Hour Arthritis Pain 650 MG Or	al Tablet Extendı 🔻 🥡	For: [0]	¥
Take 1 tablet 4 times daily prn for pain. To	Be Done: 18Jan2019 Status: Hold For - Ad	ninistration	
☆ Administration Details:		Therapy Started: 18Jan2019	<u>^</u>
	Route :	→ Date/Time : 18Jan2019 04:34PM	Now
Dose : Unit :	▼ Site :	Admin By : TEST, MATW1 🗸 🔍	
Manufacturer :	NDC :	•	
Lot :	• Exp :		
			E
☆ Charging			

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

🖳 Immunization Details	
SRSDT, HOMER 19 YO M DOB: 23Dec1994	Appointment 6/11/2014
Order Entry Record Administration	Record w/o Ordering
Influenza	Link to: [1] Health Maintenance 🐳
* Annotations	
Existing Annotations:	2 patient IDs verified
DUR Alerts: Drug-Drug (0) PAR (0) Dis	ease (0) Dup Therapy (0) Dose (0)
Audit	OK Cancel

- After verifying the correct patient, type: "2 patient ID's verified" or ".zzadmin" and hit enter
 - This needs to be documented on <u>at least one</u> immunization given.
- Click

Centricity® Framew	work - Windows Internet Explorer	
TW Clinical	₩ Join Link 🛓 Hide YTB Iools▼ ? Help 🗙 Logoff	
Chart	Clinical Desktop Task List Appointments Worklist Note HIE	
Patient	SRSDT.HOMER ENMRN: 4600540 SHC: 107-118-082 Other: FYI: FYI:	
Schedule Charges	Select Patient ▼ i A DOB: 12/23/1994 Age: 19 Years Pri Ins:	
Chart	Clinical Staff View. 🔹 🥔 💷 🖽	
Call Process Tasks	□ - 圖 🤍 - 肥 - 題 + 图 + 圖 + 圖 - 圖 Commit Pat Loc - Status	
Patient Lists	Meds Med Flowsheet Immunizations Orders Allergies Problem Encounter Chart Viewer Pt Worklist FlowSheets VS/GrthChart	
References	Hold For Admin 🔹 SRSDT, HOMER 🔹 🖣 🖗 📓 🗹 🝸 💆 🕨	
Lexicomp	1 Items : 8 Active Patient Tasks	
Reports	Influenza; INJECT 0.5 ML Intramuscular; Dose: 0.5 mL; Route: Intramuscular; Site: Left Upper Arm; Done: 08Jul2014 09:33AM; Status:	
[⊗] Allscripts [•]	Complete; Ordered	
SHARP	QVerify QVerify All View • Void Authorize Completed Today Print List Order D/C Enter in Error Edit Verify -	
	User: MATW1 Site: Sharp Rees Stealy - Downt Enc Date: 11 Jun 2014 10:40 AM Enc Type: Appointment	

- Click Commit
- 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

Veneer i immunizations i Lirders i	1.0.5	1 mone		
🖳 Immunization Details	81	And in case of		
SRSTEST, Paper 04-Apr-1994 (24 years) F			Appointment:	17-Jan-2019
Order Entry Record Administration			Record w/o Ordering	
Varicella	- 0	For: [0)] 🗸	
To Be Done: Status: Complete				
* Administration Details:				-
Series : Route :	-	Date/Time : 18.	Jan2011	
Dose : Site :	-	Admin By :	- Q	
Manufacturer : • NDC :	•			
Lot: Exp :				E
Consent Obtained with this Administration Previou	slv Obtained :			
Vaccine Information Statement (VIS)				
Varicella				
Vaccine Information Statement provided with this adminis	tration? C Yes C No			
Vaccine Information Statement Publication date :				
Date of last vaccine information Statement provided :				
				-
DUR Alerts: Drug-Drug (0) PAR (0)	Disease (0) Dup Therapy	(0) Dose (0)	1	
Unknown Allergies				
	Save a	nd <u>R</u> eturn to ACI	Save and Close ACI	ncel

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								
SRSTE ST, 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



LVN: Type the Annotation <u>"All doses verified (date) prior to admin" or .zzverify</u>
 MA: Type the Annotation <u>"All doses verified by "</u>
 Click <u>OK</u>
 Click <u>Commit</u>
 Click Save and continue

 Add Annotation

 Tetanus; INJECT 0.5 ML Intramuscular; To Be Done: 08Jul2014; Status

 - Administration; Ordered

 All doses verified 6/11/2014 prior to admin

 OK

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



- Search for the Immunization
- Enter Administration date in Done field
- Checkmark name of the immunization

Add Clinical Item										
SRSTEST, Paper 04-Apr-1994 (24 years)										n-2019
💾 🛛 🔁 🖪	🖪 ж 🔺	History Builder	Orders							
		Active PM	H PSH	Fam Hx	Social Hx A	Allergies	Med Hx	Immun Hx	Chief Complai	nt
Active Problems 💌 Rec: Needed 🗐	** -	vari	🛛 🔍 🛛 My Fa	vorites	•	O OFF	≡ Done	18Jan2019		
Name		MMR - varicella viru	us vaccine							
Chronic		MMR, VAR (ProQue	ad)						*	LX
📝 🥒 Ankle pain		Varicella	eous injectable						A	MY
📝 🥖 Asthma		Varicella Zoster IG	0 EMI Cubautasaan	. Inis stabile						
Upper respiratory infection		Varivax 1350 PF0/	0.SML Subcutaneou	sinjectable					2	N Z
Health Maintenance/Risks									C	2
Health Maintenance	-								D	P
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New Edit CareGuide	**								-	
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X Medications									К	w
× Allergies	-	U		-	-	-	-	-	-	
DUR Alerts: Drug-Drug (0) PAR	(0)	Disease (0) Dup	Therapy (0)	Dose (0)						
								ок	Car	icel

Immunizations details window will pop up:

Immunization Details			
SRSTEST, Paper 04-Apr-1994 (24 years)			Appointment: 17-Jan-2019
Order Entry Record Administration		Record w/o	Ordering
Varicella	- 0	For: [0]	¥
To Be Done: Status: Complete			
* Administration Details:			
Series :	Route :	Date/Time : 18Jan2011	
Dose :	Site :	 Admin By : 	- Q.
Manufacturer :	NDC :	•	
Lot :	Exp :		=
Consent Obtained with this Administration	Previously Obtained :		
Vaccine Information Statement (VIS)			
Varicena			
Vaccine Information Statement provided with	this administration? O Yes	C No	
Vaccine Information Statement Publication d	ate : 🎟		
Date of last Vaccine Information Statement p	ovided :		
× Clinical Questions			
	2 (0) I Disease (0) I	Dup Therapy (0) L Dose (0)	
Unknown Allergies			
		Save and Return to ACI	Close ACI <u>C</u> ancel

button

• Click the

J	Clinical Desktop Task	List	Appointm	ents	Worki	ist No
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	Clinical Staff View.	-	'S 📴 🗄	3 🏛		
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	Meds Med Flowsheet	Imm	unizations	Order	'S	
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l	Show Age 🔲 Last Giv	/en				
L			1			2
L	Hepatitis A (0)					
L	Hepatitis B (0)					
L	HIB (0)					
	HPV (0)					
L	Influenza (0)					
L	Meningococcal (0)					
L	MMR (0)					
L	PCV (0)					
L	PPSV (0)					
L	Polio (0)					
	Rotavirus (0)					
	Td/DT (0)					
	Varicella (1)	18-Jan	-2019			
	Zoster (0)					
L	4					

Save and Close ACI

- Entered Immunization will appear pink.
- Click Commit

Print Pt.Ed	Continue	Save and continue	Save	Delete Unsaved

• Click Save and continue

Clinical Desktop Task	List Appointments
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Select Patient 🕶 🧵	🖬 🙆 🛛 DOE
Clinical Staff View.	• 'S 🐘 🖽 🏥
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Made Med Elowsheet	Immunizations Orda
Immunizations Series × A	dministered/Re
Show Age	
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DTP/DTaP (0)	1
Hepatitis A (0)	
Hepatitis B (0)	
HIB (0)	
HPV (0)	
Influenza (0)	
Meningococcal (0)	
MMR (0)	
PCV (0)	
PPSV (0)	
Polio (0)	
Rotavirus (0)	
Td/DT (0)	
Varicella (1)	18-Jan-2019
< III	

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



- Click Status
- Change Status to: Temporary/Permanent Deferral
- <u>о</u>к Click • _ 🗆 🗙 RGTEST, Ajbtwo Train 01-Feb-1937 (79y) F - Order Entry Record Administration Record w/o Ordering - 0 [1] Well child check ¥ IPV For: ★ Sig Status... Hold For; Administration Change Status × sig RGTEST, Ajbtwo Train 01-Feb-1937 (79y) F Change Status To: Hold For Hold For As Of: Entered in Error Defer For: -ল Δdminis DAW To B * A DUF OK Cancel <u>o</u>ĸ Cancel

Change Status	X
SRSTEST, Paper 04-Apr-1994 (24 years)	F Appointment: 17-Jan-2019
Change Status To: Temporary Deferral Clear All As Of: 18Jan2019 Required Reasons (choose at least one): Clear All As Of: 18Jan2019 Required Reasons (choose at least one): Prefuses	Defer For: 0 Days Days Days Modeling Modeli
Additional Reasons:	
Pt requests deferral Ur Patient reports item recently done Medical Deferral	nable to reach Patient
Text (50 Chars)	
	OK Cancel

- Select required reason
- Click

Consent Dialo	g 🗾 🗾
	Patient consent to transmit to registry?
	Denied Granted Cancel

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

Chart	Clinical Desktop Task List Appointments Worklist Note HIE OnBase HCN Outside							
Patient Schedule Charges	Image: Participation of the sector definition of the sector definitity of the sector definition of the sector definition of							
Chart	Clinical Staff View. 🔻 😘 📴 🖽							
Tasks Patient Lists								
User Options	MedSup WtMgmt Controlled Rx Contract							
References								
Lexicomp	FlowSheets VS/GrthChart HMP							
PAT by Category	Meds Med Flowsheet Immunizations Orders Allergies Problem Encounter Chart Viewer Pt Worl							
Reports	Hold For Admin 🔹 RGTEST, AJBTWO TRAIN 🔹 🕻 🔪 🖏 🖳 🕎 🏹 🗐							
Sites	61 Items : 20 Active Patient Tasks							
	E Hold For - Administration							
	IPV; INJECT 0.5 ML Intramuscular; To Be Done: 16Jul2008; Status: Hold For - Administration;							
CURES Stimulus	Constant For: Well child check; Ordered By:User, Allscripts; Effective Date:16Jul2008; Last Updated By: WΔΙΙΔCF ΔΙΙDREY: 4/12/2016 7:44-07 ΔΜ							

Viewing/annotating on previously documented medications or immunizations

Medications

SRSTEST, PAPER Select Patient	EnMRN: 4816081 Sex: F DOB: 04-Apr-19	SHO H P 94 Age	C: 107-877-761 hone: (123)456-7890 e: 24 Years
Clinical Staff View. 🔽 😘 👺 🖽 🏥			
😬 • 🗷 🖪 😌 • P • R • 📥 • 🗳 🖻	🝷 🛃 Commit Pa	at Loc	✓ Status
Meds Med Flowsheet Immunizations Orde Medication Flowsheet Past Meds Past Meds Current Meds Data Includes: All Current Meds 	rs 🔟 💭 🗐		
All Meds Medication MedAdmin Only		18 Jan 2019 4:34 PM	
₀, 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			- O X
SRSDT, Homer 13-Sep-1980 (37y) M			Appointment: 28-Sep-2017
Order Entry Record Administration		Record w/o Orderi	ng
Tetanus	• 0	For: [0]	¥
			-
• Education Details			
Administration History			
* Annotations			
Existing Annotations.	New Annotation:	/28/17 prior to admin	
	*	*	
		Clear	
DUR Alerts: Drug-Drug (0) PAR (0)	Disease (0) Dup T	herapy (0) Dose (0)	
Allergic To: Pericilins			•
Agdit			

• 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

TW Clinical	🛃 Join L <u>i</u> nk	Hide <u>V</u> TB						<u>T</u> o
Chart	Clinical Desktop	Task List 🛛 🗛	ppointment	s Worklist	Note	HIE		
Patient Schedule Charges	SRSDT,HC Select Patient T		EnMRN: Sex: DOB:	4600540 M 12/23/1994	SHC: H Phone: Age:	107-118-082 (505)615-159 19 Years	Other: 3 PCP: M Pri Ins:	ORGAN, JAMES
Chart	Clinical Staff View.	- 6 💷	8 📰					
Call Process Tasks	🗄 🕶 🖉 🕶 🖻 🕶	8 • 2 • 91 P	1 - 🕲	Commit Pat Loc		▼ Status	•	Þ
Patient Lists	Meds Med Flowsheet	Immunizations	Orders	Allergies Problem	Encounter	Chart Viewer	Pt Worklist Flow	Sheets VS/GrthCh
References	Immunizations series 🔻	Administered/Re	▼ Ø Refres	h 🔳 🛄 🗟 🕙	New Task			
Lexicomp								
Reports		Select	1	2	3	4	5	6
Sites	DTP/DTaP							
	Hepatitis A							
	Hepatitis B							
	HIB							
All	Influenza		* 08Jul2014					
W Allscripts	Meningococcal							
	MMR							
	Pneumococcal							

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

• Right-click on the immunization that was verified.

Cinical Desktop Task	List Appointments	Workist Note	HIE OnBase	
SRSDT, HO	MER Sex BOB:	: 4751734 SHC: M H Phon 09/13/1980 Age:	107-750-396 (858)545-5555 37 Years	Other: 2523411 PCP: LIGHT, CYRIL Pri Ins: (HHN) HEALTH NET
Clinical Staff View.	• 'S 🐘 🖽 🛄			
	I•▲•ª ≈ <u>C•</u>	😥 Commit Pat Loc	• Sta	tus 💌
Meds Med Flowsheet	Immunizations Orde	ers Allergies Problem	Encounter Cha	nt Viewer Pt Worklist Flor
Immunizations Series · A	dministered/Re • G			
Show Age T Last Gi	ven			
	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)	New			
Rotavirus (0)	Cancel Entry			
Td/DT (0)	View			
Tetanus (1)	04-Aug Edit			
Varicella (0)	Annptate			
Zoster (0)	Record As Ad	dmin		
	Import Com	munity Item		

Click Annotate

Click into the free-text **New Annotation** field and type: "All doses verified XX/XX/XX [date] prior to admin" or .zzverify ٠

😹 Immunization Details	_ O X
SRSDT, Homer 13-Sep-1980 (37y) M	Appointment: 28-Sep-2017
Order Entry Record Administration	Record w/o Ordering
Tetanus	0 For [0] 4
X Education Datalik	<u> </u>
Administration History	
* Annotations	
Existing Annotations:	New Annotation:
×	All doses verified 09/28/17 prior to admin
×	
	Clear
DUR Alerts: Drug-Drug (0) PAR (0) Dise	ease (0) Dup Therapy (0) Dose (0)
Allergic To: Penicilins	•
Agdit	

Click Commit •

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Chart	Clinical Desktop	Fask List 🛛 🗛	ppointments	Worklist	Note	HIE				
Patient Schedule	SRSDT,HC	MER	EnMRN: 4 Sex: M	600540 1 2/22/1004	SHC: H Phone:	107-118-082 (505)615-1593	Other: PCP: MOR	GAN, JAMES	FYI: FY Security: No R	I_) estricted Data
Charges	Select Patient▼ 1	<u> </u>	DOD: 1	2/23/1994	Age:	19 fears	Ph Ins:			
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Patient Lists	Meds Med Flowsheet	Immunizations	Orders All	ergies Problem	Encounter	Chart Viewer Pt	Worklist FlowShe	ets VS/GrthChart		
References	Immunizations series 🔻	Administered/Re	🕶 🧭 Refresh	🔳 🖿 🖷 🖉	New Task					
Lexicomp										
Reports		Select	1	2	3	4	5	6		<u>^</u>
Sites	DTP/DTaP									
	Hepatitis A									-
	Hepatitis B									=
	HIB									
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	MMR									
	Pneumococcal									-
SHARP	New Print I	mmun Hx		1		1	· ·	1		
	User: MATW1 Site: Sh	arp Rees Stealy	r - Downt I	Enc Date: 11 J	un 2014 10	:40 AM Enc Typ	e: Appointment			