# eMAR Setup

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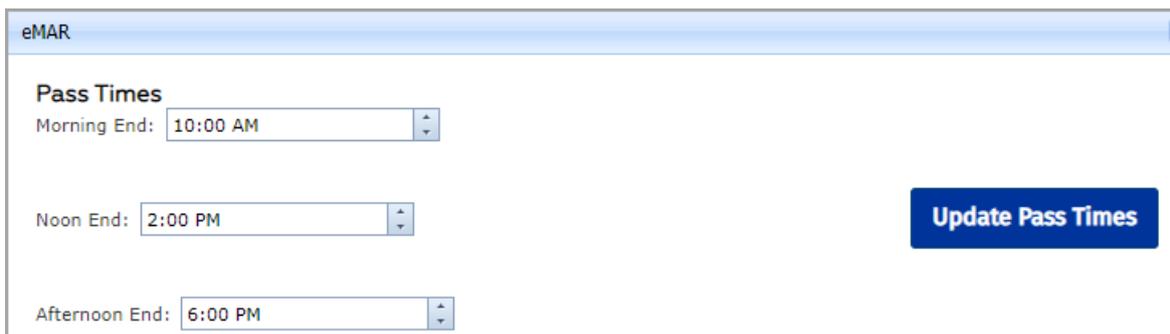**Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > eMAR tab**

## About

Electronic Medication Administration Record (eMAR) is the tool in NextStep Solutions that is used to manage residential clients' medications/treatments and their schedules. Users with access to System Setup (Supplemental) are able to manage their Agency's eMAR settings.

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## Set Up Pass Times and Pass Windows

1. Navigate to the eMAR tab by following the path above.
2. In the Pass Times section, enter a time for **Morning End**, **Noon End**, and **Afternoon End**. Morning always begins at 12 AM (Midnight) and night always ends at 11:59 PM. You are only prompted to enter End Times.
3. Click the **Update Pass Times** button.

**eMAR**

**Pass Times**
Morning End: 10:00 AM

Noon End: 2:00 PM                              **Update Pass Times**

Afternoon End: 6:00 PM

**Note**: The table below is an example of what the Pass Times look like with the End Times entered in the screenshot above.

| Pass Time Category | Start Time *(previous category's End Time)* | End Time Example | Resulting Passing Window |
|---|---|---|---|
| Morning | 12:00 AM (midnight) | 10:00 AM | 12:00 AM to 10:00 AM |
| Noon | 10:00 AM | 2:00 PM | 10:00 AM to 2:00 PM |
| Afternoon | 2:00 PM | 6:00 PM | 2:00 PM to 6:00 PM |
| Night | 6:00 PM | 11:59 PM (default) | 6:00 PM to 11:59 PM |

4. In the Pass Window section, enter a number into the **Hours** field. The Pass Window is the number of hours (+/-) that you can pass a medication. This allows you to control when medications can be passed.
5. Click the **Update Pass Window** button.

**Pass Window**
Hours: 1                              **Update Pass Window**

**Note**: In the screenshot above, 1 hour is used as a Pass Window example. A medication scheduled for 2 PM with a 1-hour Pass Window can be passed to the client anytime between 1-3 PM. **Important**: Any medication not passed within the Pass Window range is sent to the Late Passes section of eMAR.

## Add Treatments, Exceptions, PRN Follow-Ups, PRN Reasons, Med Disposal Methods, and Med Disposal Reasons

You can add entries under the following sections for eMAR:

- **Treatments**: Templates for common treatments or tasks that your Agency can select in eMAR.
- **Exceptions**: Reasons a medication or treatment was not passed. End users will **only** be able to select from the entries entered in this list.
- **PRN Follow Up**: 30 minutes after you have passed a PRN medication, you will give a follow-up report on how the PRN affected the client. You can enter your own PRN follow-up in addition to choosing a selection from the entries in this list.
- **PRN Reasons**: Reason why you are passing the PRN. You'll **only** be able to select from the entries entered in this list.
- **Med Disposal Methods**: If a med pass needs to be thrown away, you can designate a med disposal method. You'll **only** be able to select from the entries entered in this list.
- **Med Disposal Reasons**: Reason why a med pass must be discarded.

1. Navigate to the eMAR tab: **Admin Tools > System Setup (Supplemental) > eMAR tab**.
2. Identify a section above that you want to add a new option to and click the **New** button.
3. Fill in the following field depending on which section you are working with:

   - Treatments section = **Treatment** field
   - Exceptions section = **Exception** field
   - PRN Follow Up = **Status** field
   - PRN Reasons = **Reason** field
   - Med Disposal Methods = **Method** field
   - Med Disposal Reasons = **Reason** field

4. Select the **Enabled** checkbox to allow this entry to show as an option for users to select within eMAR.
5. Click **Update** to save your changes.

**Note**: To edit one of the entries, click the **Edit** button next to the name of the entry. To disable an entry as an option, deselect the **Enabled** checkbox.

## Sync eMAR Programs

Only clients in Programs that are synced to MAR are displayed in eMAR.

1. Navigate to the eMAR tab: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > eMAR tab**.
2. In the eMAR Programs section, click the **Edit** button next to a Program.
3. Select the **MAR Sync** checkbox to sync the Program to MAR. To disable the syncing of the Program to MAR, deselect the **MAR Sync** checkbox.

| eMAR Programs | |
|---|---|
| Program | MAR Sync |
| Crisis | ☑ |
| Program: Crisis | MAR Sync: ☑    Update Cancel |

4. Click **Update**.

## Set Up to Require Client Acknowledgement for Medication Passes

You can enable a signature to be required from a client when passing medication to them in eMAR as an acknowledgment that they have received the medication.

1. Navigate to the eMAR tab: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > eMAR tab**.
2. In the Require Client Acknowledgement section, click **Edit** next to a Building Name.

| Require Client Acknowledgment | | |
|---|---|---|
| | **Building Name** | **Enabled** |
| **Edit** | Wessex | ☐ |

3. Select the **Enabled** checkbox.
4. Click **Update**.

| Building Name: | Wessex | Enabled: ☑ |
|---|---|---|
| | | **Update** Cancel |

## Set Up to Require Pass Verification

You can enable a signature to be required from a staff member that is someone other than the logged-in user for verification that a treatment, medication, or controlled substance was passed to a client. When the **Pass Selected** button is clicked in eMAR, a window is displayed requiring the other staff member to sign.

1. Navigate to the eMAR tab: **Main Menu** > **Admin Tools Menu > System Setup (Supplemental) > eMAR tab**.
2. In the Require Pass Verification section, click **Edit** next to a building.
3. Select the **Verify Treatments**, **Verify Medications**, and/or **Verify Controlled Substances** checkbox(es) to enable functionality.
4. Click **Update**.