

Maintain Medications and Treatments Panel

Last Modified on 04/03/2023 11:56 am EDT

Path: Main Menu > Treatment Planning Menu > eMAR

About

Electronic Medication Administration Record (eMAR) is the tool in NextStep Solutions that is used to manage residential clients' medications/treatments and their schedules. When you open eMAR, you will be able to search and display available clients within a building from the **Maintain Medications and Treatments** panel on the left side of the window. See the [eMAR QRG](#) for instructions on how to use eMAR.



Maintain Medications and Treatments Panel

Number	Section	Description
1	Building	This is a required field. The Building section allows you to select a building from the drop-down. The Maintain Medications and Treatments section will then show the names of all clients in that building. You must select a building from the drop-down for the clients to show below.
2	Maintain Medications and Treatments	The Maintain Medications and Treatments section shows a list of clients that are located in the building selected above. The list defaults to sorting alphabetically by Last Name. Select a client from the list, and continue from here with your eMAR workflow.
3	Name/Room Toggle	Toggle to display the list of clients alphabetically by last name (Name) or by room name, then last name (Room).
4	Client Search	Start typing here to search by client. This is a responsive search field, so as soon as you start typing one letter, the grid displays accordingly.

5	Client Grid	The list of clients will display here. The order depends on what is selected using the toggle and/or the search field. The client lists defaults to sorting alphabetically by last Name, and displays as LastName, FirstName M - Room [Room Name]. Hover over each client to see the full text of the field.
---	-------------	--