



# Order Entry/eMAR Doctors Training Guide

Sacramento County Avatar Training and Support

## Purpose of this Training Guide:

This Training Guide is designed to give additional support on Order Entry and eMAR after attending Avatar NX training. The Training Guide may change as Avatar trainings are updated. If you have any additional questions please contact Avatar Support at 916-876-5806 or [Avatar@Saccounty.net](mailto:Avatar@Saccounty.net).

## Order Console:

The screenshot shows the Avatar NX Order Console interface. The top navigation bar includes 'myAvatar NX', 'myDay', 'CAREQUALITY', 'Client Admin', 'Client Clinical', 'Client Notes', 'Client Medical', 'Orders', and 'Crisis eMAR'. The main header displays client information for TEST.SCARLETT(788475546), including episode details, vital signs, and allergies. The 'Orders This Episode' section shows a table of three orders with columns for History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity. The 'New Order' section includes a search filter and a scratchpad for entering order details. The interface is annotated with red callouts: 1 points to the 'My Clients' list, 2 to the search bar, 3 to the episode drop-down, 4 to the client information widget, 5 to the orders table, 6 to the 'New Order' box, 7 to the scratchpad, and 8 to the four-dot menu icon.

**Note:** the MHTC Order Census widget is no longer available in the Orders Console. We are working with Netsmart to see if it is possible to re-instate this widget in Avatar NX.

1. **My Clients:** Select the client from your “My Clients” list.
2. **What can I help you find?:** If the client is not listed on your “My Clients” list, you can search for them on the “What can I help you find?” search bar. Once you select a client they will drop to “Recent Clients” (under the “My Clients” list).
3. **Episode Drop-Down:** Make sure the episode on the drop-down is showing the current episode that you are working in.
4. **Client Information:** This widget will populate with the client’s chart header information. You must have a client selected for this information to populate.
5. **Orders Screen:** This will show all orders for your client. You can sort the orders by Type and Status.
6. **New Order:** You can add new orders for your client by typing the order into the New Order box. This will allow you to enter the details of the order.
7. **Scratchpad:** Once you have entered all new orders for a client you can finalize them in the scratchpad.
8. **Four Dots:** If you hover your mouse over the four dots you are able to adjust the screen to make the Orders screen larger or smaller.

# Creating a New Order:

The screenshot shows the myAvatar NX interface. On the left, the 'My Clients' list includes TEST, SCARLETT (788475546). In the main area, the 'Orders This Episode' table lists three orders. A red '1' is placed next to the client's name in the left sidebar. A red '2' is placed over the 'New Order' button at the bottom of the order list. A red '3' is placed over the 'ZOLOFT (SERTRALINE HYDROCHLORIDE) 100 MG TABLET ORAL' option in the dropdown menu.

1. Highlight your client in the “Client’s Widget” and click on the line for “New Order”.
2. Type in your new order into the “New Order” box.
3. Double click on the dosage you want to select.

## New Order Window:

The screenshot shows the 'New Order' window. A red '1' points to the 'My Favorites' button. A red '2' points to the 'All' search filter. A red '3' points to a warning message: 'At least one warning has been found with this order code.' A red '4' points to the 'Dose' field. A red '5' points to the 'Free Text' button. A red '6' points to the frequency dropdown menu.

1. **Search Filter:** This will default to All, but you can narrow down the type of order by searching a filter.
2. **My Favorites:** You can add a medication to your favorites by clicking the “My Favorites” button. You can also click the My favorites button to access your favorites.
3. **Warning:** If there is an allergy interaction for the order you will receive a warning message. Click on the hyperlink to address the warning.
4. **Dose:** The dose can be entered by entering the amount and then entering the **Frequency**. You can also click on the **Free Text** button when entering the dose. This will grey out the dosing information and require you to enter instructions on the bottom of the page under the **Add Instructions** section. This option will still require a frequency be entered.
5. **Taper Titrate:** Click the Taper/Titrate button to open a separate window to either taper or titrate an order.

Taper/Titrate window



- Frequency:** Select the Frequency of the order. You are also able to customize the frequency by clicking on the **Custom** button next to Frequency.

Custom Frequency window



- Route:** Select the appropriate route of administration.
- Priority:** This will set and lock based on frequency.
- First Dose:** This will auto-populate based on the frequency. You are able to customize it by **Skip First Dose** or **Give Initial Dose Now**. If you choose to skip first dose or give initial dose now, a window will pop up where you can confirm the first, second, and third dosage schedule.
- Reason:** This may be required depending on the type of order. Choose the reason for the order being entered, or use the **Reason Text** to manually enter the reason.

Diagnosis **11**

Duration **12**

Start Date **13**     Start Time

Stop Date     Stop Time



Instructions **14**

Add Instructions

**15**

11. **Diagnosis:** This will only populate with diagnosis information if a diagnosis is on file for the client and if a diagnosis is required for the order being entered. A diagnosis can be added if there is none in the drop-down by searching it on the search bar next to the drop-down.
12. **Duration:** Used for some orders, if a duration is needed enter the amount of minutes/hours/days/ or doses that are needed.
13. **Start/Stop Date and Start/Stop Time:** This will vary based on the duration you indicated above.
14. **Instructions:** If there are any instructions listed in the drop-down you can include them, if not you can add instructions under **Add Instructions**.
15. **Add to Scratchpad:** Once you've completed the order click on the button "Add to Scratchpad". Multiple orders can be added to the scratchpad before finalizing.

## Scratchpad:

Action	Order Type	Order	Priority	Start Date	Stop Date
ADD  1	Pharmacy	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG "SUSPENSION, EXTENDED RELEASE" INTRAMUSCULAR 156 mg, Every 4 Weeks	Routine	04/15/2022	05/15/2022
ADD 	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG TABLET ORAL 1 tab(s), BID (6:30AM + 5PM)	Routine	04/15/2022	05/15/2022

**Remove from Scratchpad** 2

3 Episode: Episode # 16 Admit : 01/27/2022 Di...

4 Ordering Practitioner: FOUR TRAINER (010562)

5 Source: Verbal/Telephone

6 **Sign**

1. If there is a warning symbol next to the order you will need to click on it to address it. A box will pop up explaining the warning and you will choose an override reason as well as enter your comments in the note field. Once that is completed click the "Save Override and Exit" button.
2. If an order needs to be removed, click on it to select and then click the "Remove from Scratchpad" button. While an order is selected you are also able to make changes in the order screen. Make sure to click Update Order at the bottom of the order screen to save your updates.
3. Make sure the correct episode is listed in the drop-down.
4. Enter the name of the practitioner who requested the order.
5. Indicate whether the practitioner gave you verbal or written instructions to complete the order.
6. Click the "Sign" button to save the order. The doctor will still need to go in and validate the order after you have signed it.

## Validating an Order:

Orders that have been entered by a nurse on your behalf will need to be validated. On the “Orders this Episode” widget there is a “V” symbol, in parenthesis next to the symbol is the number of orders you need to validate. This number will be the total amount of orders that need to be validated, not the amount for the client you have selected.

**Total number of orders that need to be validated.**

History	Order Type	Order Details	Addl Instructions	Order Status	Priority	Start Date
<a href="#">View</a>	Pharmacy Order# 13618	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR *SUSPEN... 156 mg, Every 4 Weeks		Active	Routine	04/15/2022
<a href="#">View</a>	Pharmacy Order# 13617	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)--INACTIVE, BID (6:30AM + 5PM)		Active	Routine	04/15/2022

Click on the “V” symbol to view all orders that need to be validated. This will open a box that will show all validations. Select the client you want to validate and click the validate button. You can choose a different client than the one you have open, doing that will open their “Orders” profile.

**Validate**

Client ID	Client Name	Number to Validate
788475546	TEST, SCARLETT	35
788475570	TEST, AMELIA	9
788475581	TEST, DAISY	1
788475582	TEST, MARISOL	2
788475609	TEST, JACOB JON MR	12
788475612	TEST, MARY	20
788475613	TEST, MARK	14
788475615	TEST, PAIGE	8

[Validate](#) [Cancel](#)

When you click Validate it will change the status to “Validation Required”. If there are multiple orders listed you can select each order while hold down the “Ctrl” key to select all orders. Click on the “Validate” button below the orders.

The screenshot shows the 'Orders This Episode' interface. At the top, there are filters for 'Type' (All) and 'Status' (Validation Required). Below the filters, there are icons for refresh, a red circle with 'R' and '(0)', and a blue circle with 'V' and '(101)'. The main table lists 44 orders for TEST.SCARLETT(788475546). The table has columns for History, Order Type, Order Details, Add Instructions, Order Status, and Priority. The 'Validate' button at the bottom is highlighted with a red box.

History	Order Type	Order Details	Add Instructions	Order Status	Priority
<a href="#">View</a>	Pharmacy Order # 13475	HALDOL DECANOATE (HALOPERIDOL DECANOATE) 100 MG/ML INTRAMUSCULAR S... 0.05 mL, Every 4 Weeks, 08:00 AM (Starting Doses: 4)		Expired (Validation Still... (TEST,TEST - Create Ne...	Routine
<a href="#">View</a>	Pharmacy Order # 13431	PENICILLIN-VK 500 MG ORAL TABLET 1 tab(s), Three Times Daily Before Meals <i>Reason: TOOTHACHE PAIN</i>	for 7 days	Disch/Lv/Phrmcy DCI... (DC Upon Discharge)	Routine
<a href="#">View</a>	Pharmacy Order # 13430	PENICILLIN-VK 500 MG ORAL TABLET 1 tab(s), Three Times Daily Before Meals <i>Reason: TOOTHACHE PAIN</i> <i>Order was DC'd via a Modify and Order # 13431 was created.</i>		DC'd (While Validation ... (THOM,WAYNE - Disco...	Routine
<a href="#">View</a>	Pharmacy Order # 13424	CHLORPROMAZINE HCL 25 MG ORAL TABLET 1 tab(s), Every 6 Hours As Needed <i>Reason: PSYCHOSIS / AGITATION</i>		Disch/Lv/Phrmcy DCI... (DC Upon Discharge)	PRN
<a href="#">View</a>	Pharmacy Order # 13423	LACTULOSE 10 GM/15ML ORAL SOLUTION 30 mL, Three Times Daily <i>Reason: CONSTIPATION</i>		Disch/Lv/Phrmcy DCI... (DC Upon Discharge)	Routine
<a href="#">View</a>	Pharmacy Order # 13422	BENADRYL ALLERGY (DIPHENHYDRAMINE HYDROCHLORIDE) 12.5 MG/5ML ORAL S... 50 mg, At Bedtime PRN <i>Reason: INSOMNIA</i>		Disch/Lv/Phrmcy DCI... (DC Upon Discharge)	PRN
<a href="#">View</a>	Pharmacy Order # 13421	WHITE PETROLEUM 100 % TOPICAL APPLICATION GEL/JELLY 1 app, As Directed	Patient may keep small supply of petroleum jelly in roo...	Disch/Lv/Phrmcy DCI... (DC Upon Discharge)	Routine
	Pharmacy	XARELTO (RIVAROXABAN) 20 MG ORAL TABLET		Disch/Lv/Phrmcy DCI...	Routine

The orders will be removed from the “Validation Required” status.

The screenshot shows the 'Orders This Episode' interface. The 'Status' dropdown is highlighted with a red circle and set to 'Validation Required'. Below the filters, there are icons for refresh, a red circle with 'R' and '(0)', and a blue circle with 'V' and '(66)'. The main table shows 0 orders for TEST.SCARLETT(788475546). The table has columns for History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity.

To view the orders that have just been validated change the status to Active.

The screenshot shows the 'Orders This Episode' interface. The 'Status' dropdown is highlighted with a red circle and set to 'Active'. Below the filters, there are icons for refresh, a red circle with 'R' and '(0)', and a blue circle with 'V' and '(66)'. The main table shows 3 orders for TEST.SCARLETT(788475546). The table has columns for History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity.

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
<a href="#">View</a>	Pharmacy Order # 13622	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH EXTENDED R... 1 app, Noon (daily)		Active	Routine	05/05/2022	06/04/2022	TRAINER,FOUR	<a href="#">View</a>
<a href="#">View</a>	Pharmacy Order # 13621	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)--INACTIVE BID (6:30AM + 5PM)		Active	Routine	05/05/2022	06/04/2022	TRAINER,FOUR	<a href="#">View</a>
	Pharmacy	HALDOL DECANOATE (HALOPERIDOL DECANOATE) 100 MG/ML INTRAMUSCULAR S...		Expired	Routine	05/05/2022	06/04/2022	TRAINER,FOUR	



## Hold and Resume an Order:

To hold an order select the order that needs to be held and Click on the “Hold” button below.

The screenshot shows the 'Orders This Episode' interface. At the top, there are filters for Type (All) and Status (Active). Below that, it says 'Showing 3 orders for TEST,SCARLETT(788475546)'. The main table has columns: History, Order Type, Order Details, Add Instructions, Order Status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity. Three orders are listed: LIDOCAINE PATCH 5% TOPICAL APPLICATION PATCH, EXTENDED R... (Order# 13622), ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET (Order# 13621), and INVEGA SUSTENNA (PALIPERIDONE PALMEXATE) 156 MG INTRAMUSCULAR 'S... (Order# 13620). At the bottom, there is a toolbar with buttons: D/C, Copy, Modify, Hold (highlighted with a red box), Resume, Renew, Recorder, Validate, and Print.

The “New Order” section below will open with a Hold Date and Time. The date and time will auto populate to the current date and time, this can be changed if needed. Indicate a hold reason from the drop-down and click “Add to Scratchpad”.

The screenshot shows the 'New Order' form. The 'Hold Date' is 05/11/2022 and 'Hold Time' is 11:41 AM. The 'Hold Reason' dropdown is open, showing options: Awaiting lab results, NPO for procedure, Other, Sedation, Toxic, and Vital signs parameter. The 'Add to Scratchpad' button is at the bottom left. The 'Scratchpad' section on the right is empty.

The order to hold will be moved to the scratchpad. You can then sign the order. Once the order has been put on hold it will still show under “Active Orders” it will just indicate that it is on hold.

The screenshot shows the 'Orders This Episode' interface. The 'Order Status' for the LIDOCAINE PATCH and ZOLOFT orders is now 'Active (On Hold)', which is circled in red. The 'Hold Reason' dropdown is still open, showing the same options as in the previous screenshot.

To resume the order, you will select the order and click on the “Resume” button.



## Discontinue and Renew an Order:

To discontinue an order, select the order and click the “D/C” button below.

Orders This Episode

Type: All Status: Active

Showing 3 orders for TEST.SCARLETT(788475546).

History	Order Type	Order Details	Add Instructions	Order Status	Priority
<a href="#">View</a>	Pharmacy	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE 1 app, Noon (daily)		Active	Routine
<a href="#">View</a>	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)--INACTIVE, BID (6:30AM + 5PM)		Active	Routine
<a href="#">View</a>	Pharmacy	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR "S... 156 mg, Every 4 Weeks		Active	Routine

**D/C** Copy Modify Hold Resume Renew Recorder Validate Print

Below, in the “New Order” section a D/C Date and Time will populate. Indicate the D/C Reason on the drop-down and click “Add to Scratchpad”. Once the order is on the scratchpad, sign to complete.

Orders This Episode

Type: All Status: Active

Showing 3 orders for TEST.SCARLETT(788475546).

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
<a href="#">View</a>	Pharmacy	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE 1 app, Noon (daily)		Active	Routine	06/05/2022	06/04/2022	TRAINER, FOUR	<a href="#">View</a>
<a href="#">View</a>	Pharmacy	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)--INACTIVE, BID (6:30AM + 5PM)		Active	Routine	05/05/2022	06/04/2022	TRAINER, FOUR	<a href="#">View</a>
<a href="#">View</a>	Pharmacy	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR "S... 156 mg, Every 4 Weeks		Active	Routine	05/05/2022	06/04/2022	TRAINER, FOUR	<a href="#">View</a>

D/C Copy Modify Hold Resume Renew Recorder Validate Print

New Order

Discontinue Date: 06/11/2022 Discontinue Time: 3:30 PM

Discontinue Reason:

- Adverse reaction
- Individual refused
- Ineffective
- No longer needed
- Other
- Patient or family request
- Toxic

Add to Scratchpad

Scratchpad

Action	Order Type	Order	Priority	Start Date	Stop Date
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Episode: Episode # 1 Admit: 06/04/2021 Dis...

Ordering Practitioner: FOUR TRAINER (113562)

Source: Computer Entry

Sign

To renew an order, select the order and click the “Renew” button.

Orders This Episode

Type All Status Active

Showing 3 orders for TEST,SCARLETT(788475546).

History	Order Type	Order Details	Add Instructions	Order Status	Priority
<a href="#">View</a>	Pharmacy Order# 13622	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE 1 app, Noon (daily)		Active	Routine
<a href="#">View</a>	Pharmacy Order# 13621	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)--INACTIVE, BID (6:30AM + 5PM)		Active	Routine
<a href="#">View</a>	Pharmacy Order# 13620	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR TS 156 mg, Every 4 Weeks		Active	Routine

D/C Copy Modify Hold Renew Reorder Validate Print

Below, in the “New Order” section the “Renew Effective Date and Time” will populate with the current date and time, this can be changed if needed. Indicate if the order should be “Open Ended”, if you choose “no” a stop date and time will be required (the default will be 30 days, this can be changed), if you choose “yes” the stop date and time will be greyed out. Once completed click the “Add to Scratchpad” button. Once the order is on the scratchpad, sign to complete.

Orders This Episode

Type All Status Active

Showing 3 orders for TEST,SCARLETT(788475546).

History	Order Type	Order Details	Add Instructions	Order Status	Priority	Start Date	Stop Date	Ordering Physician	Last Activity
<a href="#">View</a>	Pharmacy Order# 13622	LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE 1 app, Noon (daily)		Active	Routine	05/05/2022	06/04/2022	TRAINER,FOUR	<a href="#">View</a>
<a href="#">View</a>	Pharmacy Order# 13621	ZOLOFT (SERTRALINE HYDROCHLORIDE) 25 MG ORAL TABLET 1 tab(s)--INACTIVE, BID (6:30AM + 5PM)		Active	Routine	05/05/2022	06/04/2022	TRAINER,FOUR	<a href="#">View</a>
<a href="#">View</a>	Pharmacy Order# 13620	INVEGA SUSTENNA (PALIPERIDONE PALMITATE) 156 MG INTRAMUSCULAR TS 156 mg, Every 4 Weeks		Active	Routine	05/05/2022	06/04/2022	TRAINER,FOUR	<a href="#">View</a>

D/C Copy Modify Hold Renew Reorder Validate Print

New Order: Search Filter All My Favorites

Effective Renew Date: 05/11/2022 Effective Renew Time: 01:52 PM Now

Open Ended: Yes No

Renew: 30 Minutes Hours Days

Current Stop Date: 06/04/2022 Current Stop Time: 01:34 PM Now

New Stop Date: 06/10/2022 New Stop Time: 01:51 PM Now

Renew Reason:

Renew Reason Text:

Add to Scratchpad

Scratchpad

Action	Order Type	Order	Priority	Start Date	Stop Date
Remove from Scratchpad					

Episode: Episode # 1 Admit: 06/24/2021 Dis...  
Ordering Practitioner: FOUR TRAINER(010562)  
Source: Computer Entry

Sign

## Caseload Renewal:

There is a new widget in the “MHTC Doctors” Console that will show “My Caseload Renewals”. If this widget does not appear on your screen you can click on the “Customize” button and add the widget.

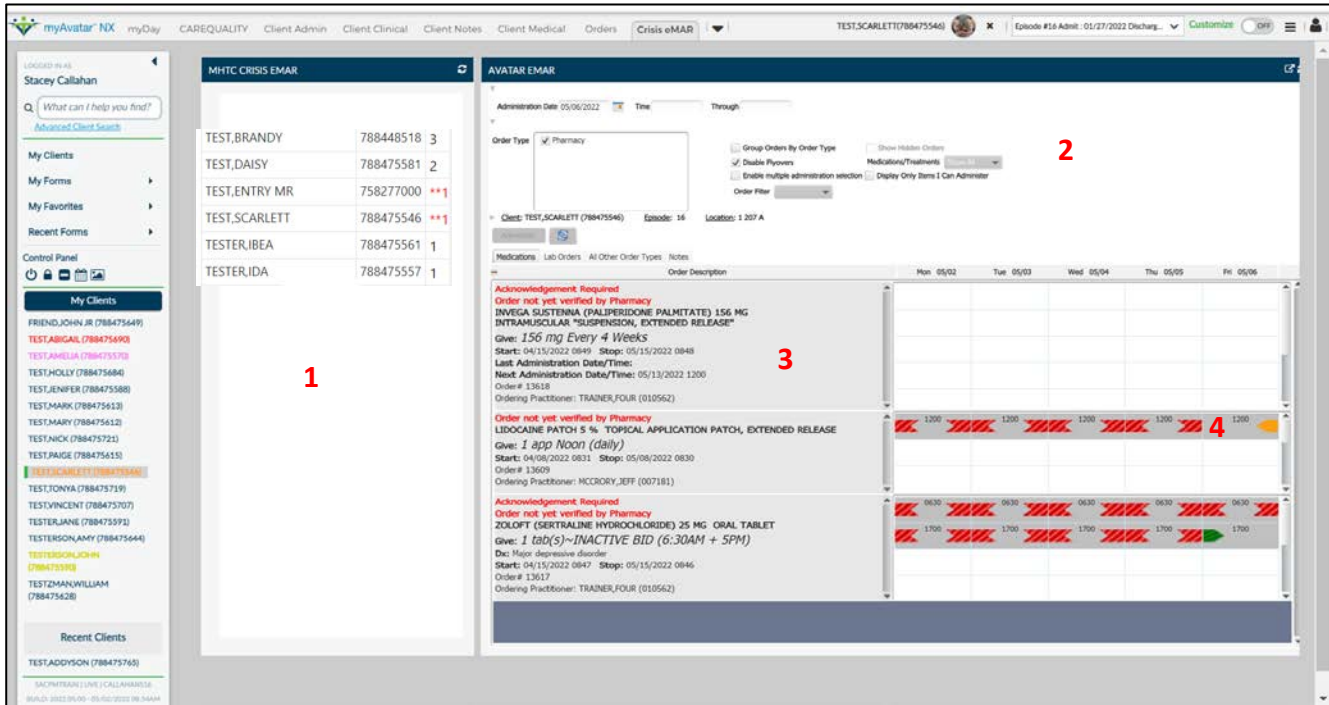
The screenshot shows the MHTC Doctors console interface. At the top, the navigation bar includes 'MHTC Doctors' which is highlighted with a red box. Below the navigation bar is a 'MHTC CENSUS ALL' table with columns for Name, Client ID, EP, Admit, LOS, Team, Attending, Guarantor, and Med/Class Allergies. A large black redaction box covers the 'Name' and 'Client ID' columns for several rows. The table contains the following data:

Name	Client ID	EP	Admit	LOS	Team	Attending	Guarantor	Med/Class Allergies
[Redacted]	[Redacted]	[Redacted]	2022-05-20	000	I-A	[Redacted]	UMDAP (CLIENT)(1)	
[Redacted]	[Redacted]	[Redacted]	2022-04-04	046	B-	Janice Mota	UMDAP (CLIENT)(1)	PCN (penicillin)
[Redacted]	[Redacted]	[Redacted]	2022-05-05	015	B-	Miriam Hernandez	DMH - SD/MC(3)	penicillin
[Redacted]	[Redacted]	[Redacted]	2022-05-11	009	B-	Janice Mota	MediCare Part A(4)	Haldo!,HALOPERIDOL
[Redacted]	[Redacted]	[Redacted]	2022-04-12	038	B-	Aloia Hogan	DMH - SD/MC(2)	MUSTARD (FUROCOUMARIN FOODS),V...
[Redacted]	[Redacted]	[Redacted]	2022-05-17	003	B-	Janice Mota	UMDAP (CLIENT)(1)	
[Redacted]	[Redacted]	[Redacted]	2021-01-06	499	B-	Miriam Hernandez	MediCare Part A(4)	HALDOL

Below the table are two summary widgets: 'MHTC MD SUMMARY' and 'MY CASELOAD RENEWALS'. The 'MHTC MD SUMMARY' widget displays metrics for 'Last IPA Any Episode', 'Current Legal Status', 'OrderConnect RX', 'OrderConnect Allergies', and 'Last MHTC Psychiatric Note Clip (1500)'. The 'MY CASELOAD RENEWALS' widget is currently empty. At the bottom left, there is a 'MHTC MOVEMENT HISTORY' section.

## Crisis eMAR Console:

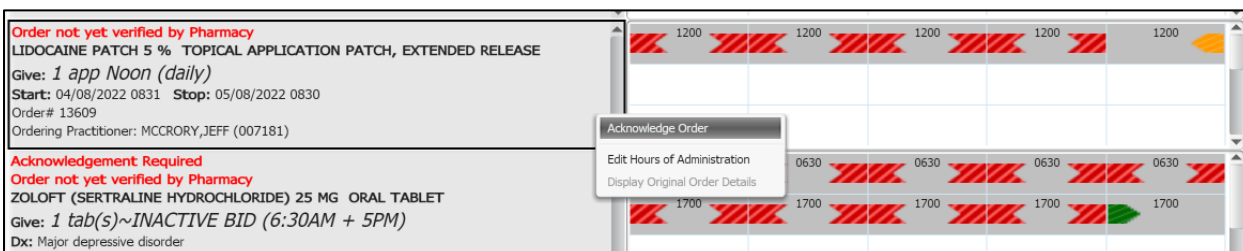
Orders entered for the crisis unit are viewable on the “Crisis eMAR Console”.



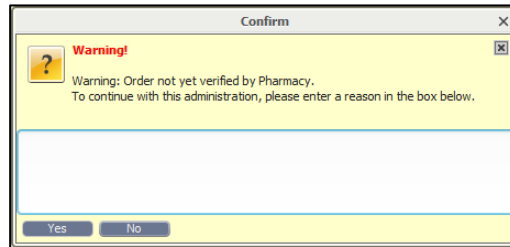
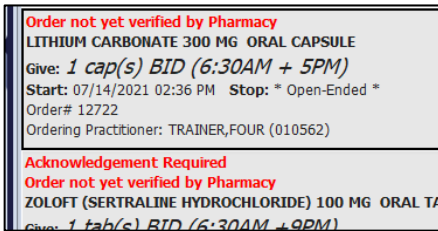
1. **MHTC Crisis eMAR:** This widget will list all clients who are currently admitted into the Crisis unit. Highlight the client you are working on to view their orders.
2. **Top Filters:** The top piece of the MAR has various filters to narrow down the types of orders that are shown.
3. **Orders Description:** This will give the details of each order for the client you have selected.
4. **MAR:** This will show previous and current orders for the client. If the order is green on the left hand side it is an upcoming administration. If the order is red on both sides it was missed and outside the window to administer. If the order is orange on the right hand side it is awaiting administration.

## Administering an Order in the Crisis MAR:

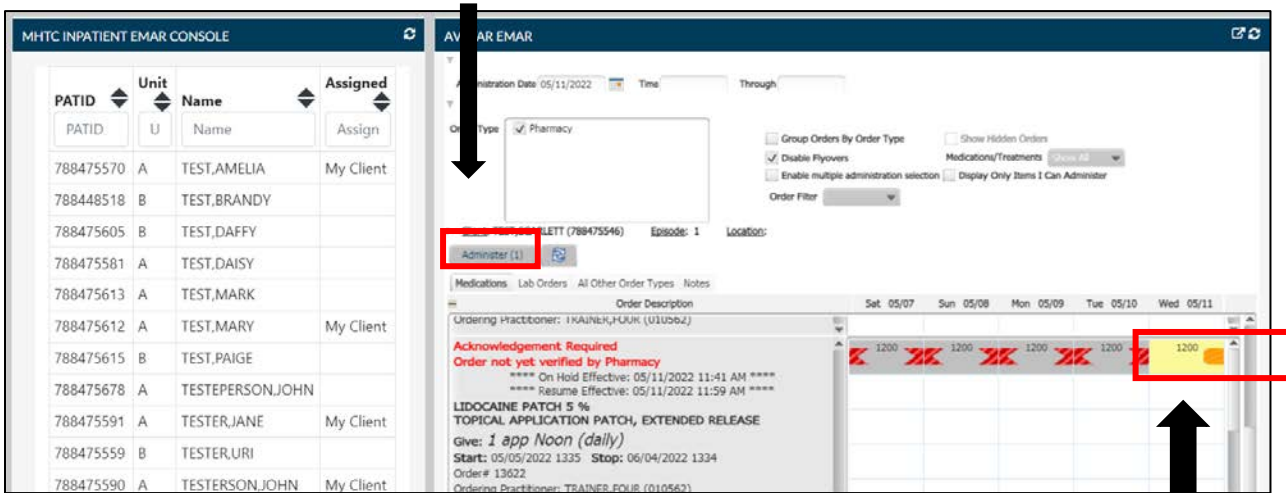
1. Each medication has an Acknowledgement Requirement that will show in red on each of the orders. To acknowledge each order individually, right click on the order and click “Acknowledge Order”.



- Before an order can be administered it will need to be verified by the pharmacy. If the pharmacy has not verified it it will indicate that in red on top of the order, you will also receive a warning when trying to administer the order. To continue with the order you can enter your reason for override and click Yes.



- Click on the order to administer, then click the “Administer” button above.



- An “Administrative Event Details” box will pop up. The top portion of the box will give the order details. You are able to obtain a client signature if needed, indicate a witness if needed, indicate the Administration Event, and Site. If there is a warning you will need to view the warning and give an override reason. Once the details have been confirmed click the box for “Accept Administration Information Entered” and click Ok. Since the window was opened through the eMAR, it will only be visible if hovering above the eMAR. If you try to move it to a separate screen or move it over on your screen it will disappear once out of the eMAR section.

Administration Record - Administration Event

Client: TEST, SCARLETT ID: 788475546 Chart# Loc: 1 207 A

**LIDOCAINE PATCH 5 % TOPICAL APPLICATION PATCH, EXTENDED RELEASE**

Administration Time(s)====> 1200  
 Give: 1 app Noon (daily)  
 Start Date: 04/08/2022 0831 Stop Date: 05/08/2022 0830  
 Order# 13609  
 Ordering Practitioner: MCCRORY,JEFF (007181)

Administration Event Details

Default Administration Event: [Dropdown]

Client Signature	Witnessed	Order	Scheduled Date	Scheduled Time	First Dose	Qty	Unit	SSI	Administration Event	Comment	Route	Site	Warning
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LIDOCAINE PATCH 5 %...	05/06/2022	1200	<input type="checkbox"/>	1	app	SSI	[Dropdown]	View	[Dropdown]	[Dropdown]	[Dropdown]

Administration Date/Time: 05/06/2022 1407

Administered By: Stacey Callahan

Witnessed By: [Witness name search] Password: [Field]

Entered By: Stacey Callahan Entered On: 05/06/2022 1407

Sign Signature [Button]  
 Clear Signature [Button]

Could Not Obtain Signature [Field]

Accept administration information entered [Ok] [Cancel]

- Top Portion:** This will be the details for the order you are administering.
- Client Signature:** If a signature is required for a medication, check this box. It will enable the **Sign Signature** button at the bottom of the form. You can click that button to have the client sign for the medication.
- Witnessed:** Check the box if a witness is required. This will enable the Witnessed By section on the bottom of the form. You are able to look up the witness from the drop-down. They will enter their Avatar password next to their name to verify they have witnessed.
- Administered Event:** Choose the appropriate event from the drop-down (meds were administered, held, refused, ect).
- Comment:** Comments can be added to this section by clicking the **View** button under Comment.
- Route:** This should default, but can be changed if needed.  
**Site:** Indicate the site administered if applicable.
- Warning:** If there is a warning listed you will need to click on the warning and give an override reason before administering.
- Accept administration information entered:** Click this checkbox and click OK to administer the order.



## Inpatient eMAR Console:

The Inpatient eMAR Console works the same way as the Crisis eMAR Console. Orders will need to be acknowledged, verified by the pharmacy, and you will click on the administration time to open the administration box (see pages 7-8 on how to administer medications from the MAR). The widget on the side will list all clients with an open Inpatient episode. You are able to filter clients by unit or that are assigned to you (filters are marked below).

The screenshot shows the MHTC Inpatient eMAR Console interface. On the left, a table lists clients with columns for PATID, Unit, Name, and Assigned. The 'Assigned' column is highlighted with a red box. On the right, the AVATAR EMAR interface displays a medication order for ATIVAN (LORAZEPAM) 2 mg/1ML INJECTION SOLUTION. The order details include the client name (TEST, AMELIA), episode number (3), location (1.204 A/E), and a calendar view showing the order date (05/06/2022). The order is marked as 'Order not yet verified by Pharmacy'.

PATID	Unit	Name	Assigned
788475570	A	TEST,AMELIA	My Client
788448518	B	TEST,BRANDY	
788475605	B	TEST,DAFFY	
788475581	A	TEST,DAISY	
788475613	A	TEST,MARK	
788475612	A	TEST,MARY	My Client
788475615	B	TEST,PAIGE	
788475678	A	TEST,PERSON,JOHN	
788475591	A	TESTER,JANE	My Client
788475559	B	TESTER,URI	
788475590	A	TESTERSON,JOHN	My Client
788475627	A	TEST,FRIEND,JAMES	
788475604	B	TESTING,WILLIAM	

To filter your caseload type in “My” onto the “Assigned” filter.

This screenshot shows the MHTC Inpatient eMAR Console with the 'Assigned' filter set to 'my'. The table displays a filtered list of clients.

PATID	Unit	Name	Assigned
788448518	B	TEST,BRANDY	My Client
788475605	B	TEST,DAFFY	My Client
788475581	A	TEST,DAISY	My Client
788475615	B	TEST,PAIGE	My Client
788475559	B	TESTER,URI	My Client
788475590	A	TESTERSON,JOHN	My Client

## Helpful Reports and Widgets

**Order Details Report:** This report will show the details of a particular order. The report can be accessed in the Orders console by highlighting the order you want to view and clicking the “Print” button.

The screenshot shows a table with columns: Order Type, Order Details, Add instructions, Order status, Priority, Start Date, Stop Date, Ordering Physician, and Last Activity. Two orders are listed. The 'Print' button is located at the bottom center of the interface.

A report will generate in a separate window with the details of the order you selected.

### Order Detail Report

---

Client Name: TEST,AMELIA	Client ID Number: 788475570
Date of Birth: 7/7/1994	Gender: Female
Attending Practitioner: STAFF_INTAKE	Unit, Room, Bed: A Unit, 204, A(E)
Admission Date: 7/13/2021	

---

**Order Description:** NIZORAL (KETOCONAZOLE) 2 % TOPICAL APPLICATION SHAMPOO

---

Order Type: Pharmacy	
Order Number: 12928	Order Status: Validation Required
Last Action Taken: Create New Order	Last Action Date/Time: 8/16/2021 04:05 PM
Last Action By: Justin Miller	
Start Date/Time: 8/16/2021 04:04 PM	Stop Date/Time: 9/15/2021 04:03 PM
Give: 1 app As Directed	
Additional Instructions: AM nurse will offer, if not PM nurse will offer	
Ordering Practitioner: TRAINER,SIX	
Order Date/Time: 8/16/2021 04:05 PM	

## Expiring Orders Report:

This report allows you to see orders that are expiring in 3 days of the date and time you are running the report. You can search for it on in the “What can I help you find?” search bar on your “myDay” view.

The screenshot shows a report titled 'Sacramento County DBHS Expiring Orders Report' with a sub-header 'Showing Active Orders Expiring within 3 days of 7/20/2021 2:23:08PM'. The table below lists the following data:

Name	ID	Room	Ordering Practitioner	Order	End Date/Time
SacCo.MHTC-Adult-C S-Stockton				ZYPREXA (OLANZAPINE)	7/21/2021 1:36:00PM
TESTERSON,JOHN	788475590		TRAINER,SIX	METAMUCIL (PSYLLIUM)	7/20/2021 5:00:00PM
				IBUPROFEN 200	7/20/2021 5:00:00PM
SacCo.MHTC-Infnt-Stockton				NICOTINE	7/21/2021 12:29:00PM
TEST.ENTRY MR	758277000	205	ARNETT,CYNTHIA	OLANZAPINE	7/21/2021 12:45:00PM

## Order Entry Forms Printing Report:

This is used to print out orders from Order Entry or pharmacy orders for all or a select group of clients. Choose the orders you want to print, how many days ahead you want to view and the unit/client(s) you want to view. If you want to see a list of clients from a selected unit, click the "Print Forms" button to show a list of the clients below. Check the box for each of the clients you want to view in the report. Click "Print Forms" again to generate the report.

Effective Date \*  
05/11/2022

Number Of Days To Look Ahead \*  
3

Form To Print \*  
All Current Orders (1)

Units To Include  
All | Clear  
 (1) A Unit - All Clients  
 (1) A Unit - Select Clients  
 (2) B Unit - All Clients  
 (2) B Unit - Select Clients  
 (3) C Unit - All Clients  
 (3) C Unit - Select Clients  
 (4) D Unit - All Clients

Proceed to the next page to select individual clients.

Sort Clients \*  
 By Unit or Program, then alphabetically by Client Name  
 By Unit or Program, then by Room/Bed (for Units) or alphabetically by Client Name (for Programs)  
 Alphabetically by Client Name (across Units/Programs)

Print A Blank Form For Clients With No Qualifying Orders \*  
 Yes  No

Outpatient / Partial Hospitalization Programs To Include  
 All | Clear  
 (0042NW) SacCo\_IPT\_Crestwood-SNF-Redding - All Clients  
 (0042NW) SacCo\_IPT\_Crestwood-SNF-Redding - Select Clients  
 (0075ND) SacCo\_IPT\_Crestwood-Vallejo - All Clients  
 (0075ND) SacCo\_IPT\_Crestwood-Vallejo - Select Clients  
 (1) zAccess Team - Adult - All Clients  
 (1) zAccess Team - Adult - Select Clients  
 (1) zAccess Team - Adult-IP-Folsom - All Clients

Print Forms

Select Clients  
 All | Clear  
 Unit: 1 (204 A(E)) TESTAMELIA (Client ID 788475570, Episode 3)  
 Unit: 1 (204 B) TESTEPERSON,JOHN (Client ID 788475678, Episode 2)

Once the report is processed it will list the clients that were selected on the left-hand-side. Click on each client to display their results on the right-hand side.

Unit: 1 Name: TEST,AMELIA II

Unit: 1 Name: TEST,MARK ID:

Unit: 1 Name: TEST,MARY ID:

Unit: 1 Name: TESTER,SCARLE

Run Date: 8/19/2021 Page 1 of 3

Sacramento  
Department of Behavioral Health Services

All Current Orders (As Of 8/19/2021)

Client Name: TEST,AMELIA Location: 1 204 A(E)  
 Client ID: 788475570 Episode#: 3 Program: SacCo-MHTC-Inpt-Stockton (345010)  
 Attending Practitioner: STAFF,INTAKE (000001) MR#:

Allergies & Medication Allergies:

Medical Conditions:

Denial of Rights - STAT Disposition / Notes  
 Order# 12926 Start: 8/16/2021 04:01 PM Current Stop: 8/16/2021 05:00 PM  
 4-Point restraint; 4 hrs max; line of sight; eval release q15 min  
 STAT  
 DOR order should be turned off for all pts whose legal status is voluntary.  
 Ordered By: TRAINER,SIX (013509)

Disposition - ROUTINE / SCHEDULED Disposition / Notes  
 Order# 12911 Start: 8/16/2021 03:30 PM Current Stop: \*\* Open-Ended \*\*  
 Adm 8 to Mental Health Treatment Center or Divert  
 One Time Only  
 Ordered By: TRAINER,SIX (013509)

Lab - ROUTINE / SCHEDULED Disposition / Notes  
 Order# 12914 Start: 8/19/2021 03:30 PM Current Stop: \*\* Open-Ended \*\*