EMR Quick Start List

1. Turn on the laptop and log in to Windows with the password "_____".
2. Using the internet browser, go to https://_____.inmateemr.com
3. Login with your ach\username and password.
4. Review the facility dashboard. Look for announcements. Check the calendar.
5. Click the "Medical" tab to navigate to your task list. (items assigned to the "nursesgroup")
6. Review tasks that need to be reviewed and completed. (such as progress notes, medical histories, chronic clinics)
7. Med Pass and Blood Sugars/Insulin- Using the laptop, click on the "OfflineMAR" icon on the desktop. Log in with your username and password. Click "sync mar" to upload changes in orders that have been placed into the system. (from progress notes, MD orders, etc.) After meds are passed and you have returned to an area with internet connection, click "sync mar" to record the med pass onto the server. (as if you were initialing the MAR)
8. Order Medications- do not forget to "process drug orders" from the quick launch bar. This will populate all drug orders input into the system onto a medication order form. A PDF will be created and will need to be printed and/or electronically faxed to the pharmacy.
9. Vital signs, wound care- vital signs that are checked monthly, for detainees on med watch, for withdrawal protocol or per practitioner order or when providing wound care (once daily or per shift or without a specific time of day assigned) you will need input this into the system. Go to the Medical Tab, Select "Detainee Information", Search and Select Detainee, Select "flowsheets", Select "add a new flow sheet", and enter the information. Click Save.
10. Log out of the laptop at the end of each shift. Each laptop is assigned to a station and numbered 1-?. Plug in to charge when not in use and overnight. Clean screens with included lint-free cloths. DO NOT use any type of liquid or cleaner or other cloth to clean the device. DO NOT tangle/kink the charger cables. NO NOT lose the stylus (pen). DO NOT allow detainee to use the laptops. Only allow detainee to use the signature pen/pad when signing refusal forms with officer witness.
11. Questions for EMR- 1. Quick start reference guide. 2. Refer to the training manual. 3. Refer to the training manual link on the facility dashboard. 4. Frequently asked questions sheet. 5. EMR Call List. 6. http://DetainEMR.com/training

NOTES:

EMR Frequently Asked Questions

1. **I forgot my password or login ID** - Contact a Support Specialist from the EMR call list. (do not attempt to login if you forget your password. You will be locked-out of the system.)
2. **What happens after I "create" an electronic progress note?** – It will be assigned to the nurses task list to await further orders or sent to the practitioner's task list to be reviewed and signed.
3. **What happens after I take off orders and enter new medications from the electronic progress note?** – It will automatically be assigned to the practitioner's task list for review and signature. The medication orders will be held until you "process drug orders." These will be compiled to a PDF document for printing and faxing. The orders will also be held until you "sync mar" and then they will be added to the MAR.
4. **How do I enter someone into Chronic Clinic?** – Go to Detainee Information, Search and Select Detainee, Select the "edit" icon, enter the chronic clinic due date, click save. OR utilize the referral option through the progress notes and histories (Chronic Clinic Task List).
5. **Where is the wireless internet available?** In the medical department, but some sites will use a cable.
6. **What happens with faxes that come in from other facilities and providers?** – These will remain on paper until the practitioner reviews them. The nurse will then scan and assign these documents into the EMR.
7. **What happens if I am locked out of the website or the website crashes?** - Please use the EMR call sheet. Use paper forms. Update the system with paper documents/information after it is restored.
8. **What do I do if the MAR doesn't sync?** – Use the EMR call sheet.
9. **How do I look up released inmates?-** Under Detainee Information- 1. Click on "Released Detainee Information."