

DetainEMR User Guide

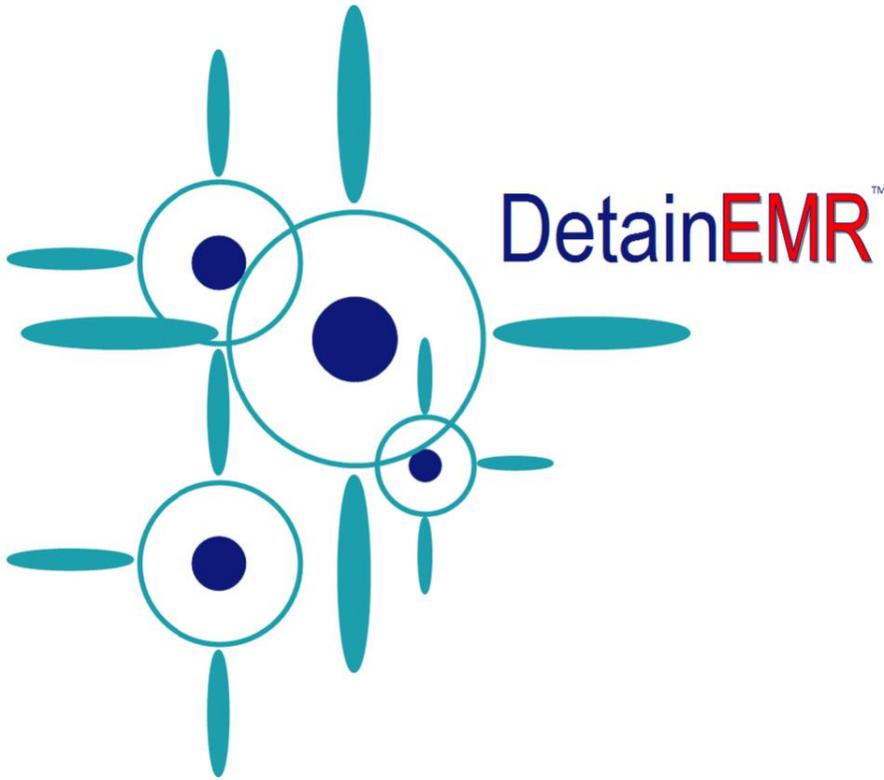


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A. EQUIPMENT OVERVIEW

1. LAPTOP COMPUTERS

Laptop Computers are used for offline documentation of med passes and flow sheet entries as well as online documentation with the EMR website. The laptops have software installed that is necessary to document medication administration.

2. DESKTOP COMPUTERS

Desktop computers are used to access the EMR website and typically connected to the scanner to scan paper medical records. Scanned documents will be assigned to a detainee (patient) chart online. The desktop computer is also used to fax and/or print electronic documents exported from the website.

3. INTERNET REQUIREMENTS

a) WIRELESS ACCESS

Wireless is preferred to sync the laptops with the website.

b) HARDWIRE

Hardwire is used for desktop (stationary) computers.

c) INTERNET ID AND PASSWORD

The name of the internet access point will be provided, and the password will be saved automatically. When using wireless internet, the laptops will reconnect automatically when in range. If needed, you can reconnect manually by selecting the name of the access point and entering the password when prompted.

4. ENCRYPTION

Encryption is a level of protection recommended for the laptop computers that house the data base for medication administration. In some cases, encryption will require a password in order to proceed to the operating system (Windows).

5. WINDOWS AND INTERNET EXPLORER

Windows is the operating system installed on the computers and Internet Explorer is the preferred internet browser which will be used to access the website.

a) **LOG IN INFORMATION**

When the laptop or desktop computer is turned on (and the encryption password is entered if applicable), Windows will prompt the user to select an account and require a password. Typically, the account will be one assigned to you by the facility or will *simply be named "EMR user" or "EMR1," "EMR2,"* etc. Select the account that is assigned to you and enter your provided password.

b) **DESKTOP ICONS**

Short cuts will be installed on the Windows desktop for easy access to the Offline MAR and the EMR website. It is recommended that the homepage for Internet Explorer be set to the EMR website. The website address will be similar to the following: <https://examplecountyst.inmateemr.com>. The "s" after http is required for the "secure" website. The website name is the county name followed by the word "county" and the state ID.

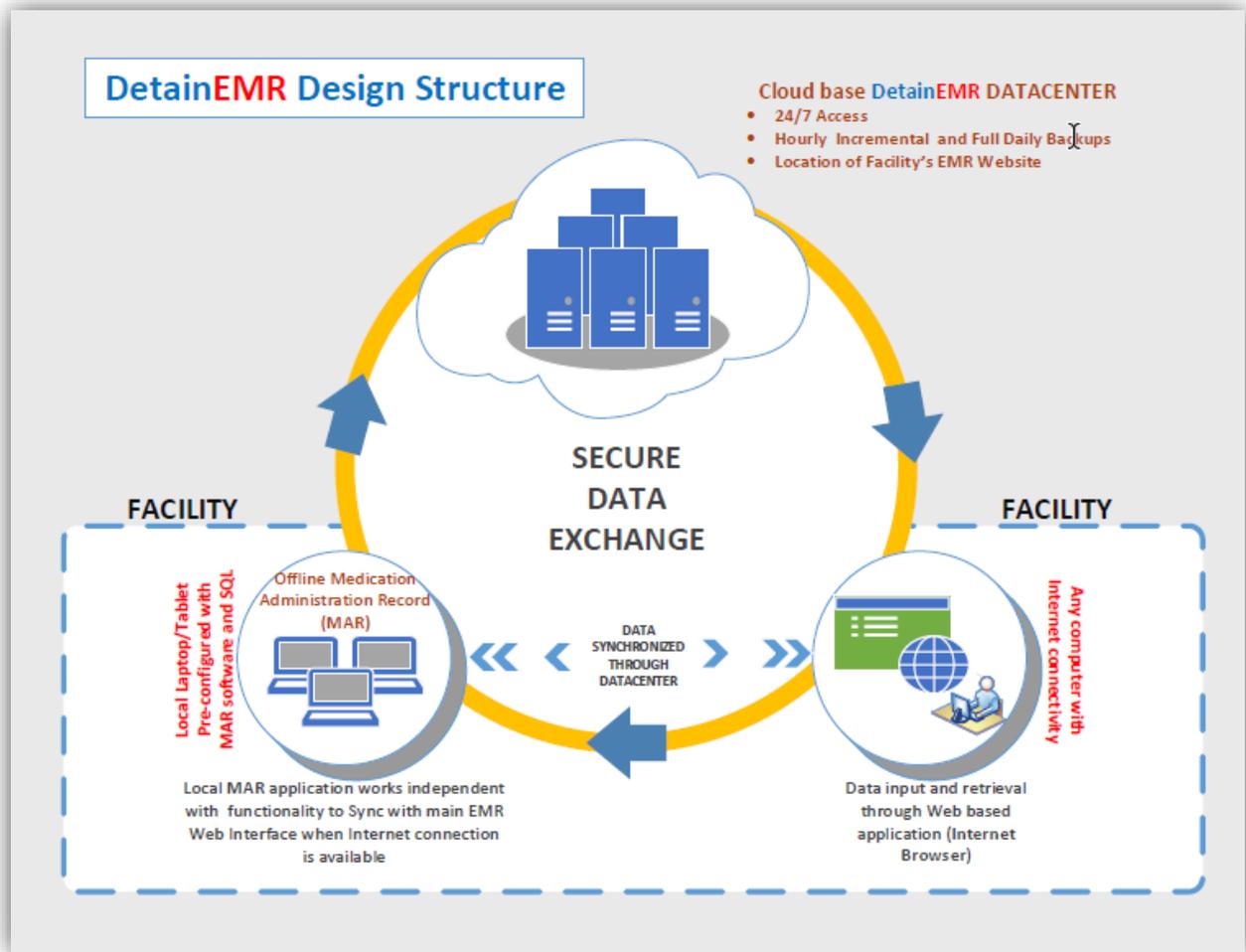
c) **REMOTE SESSION**

DetainEMR IT Support uses a remote support program to assist the user in fixing problems and providing upgrades. The remote support program icon will be made accessible by adding a short cut to the desktop of all computers used. You need to be prepared to supply the ID number and password, if requested. To view this information, click the short cut for the program.

d) **SNIPPING TOOL**

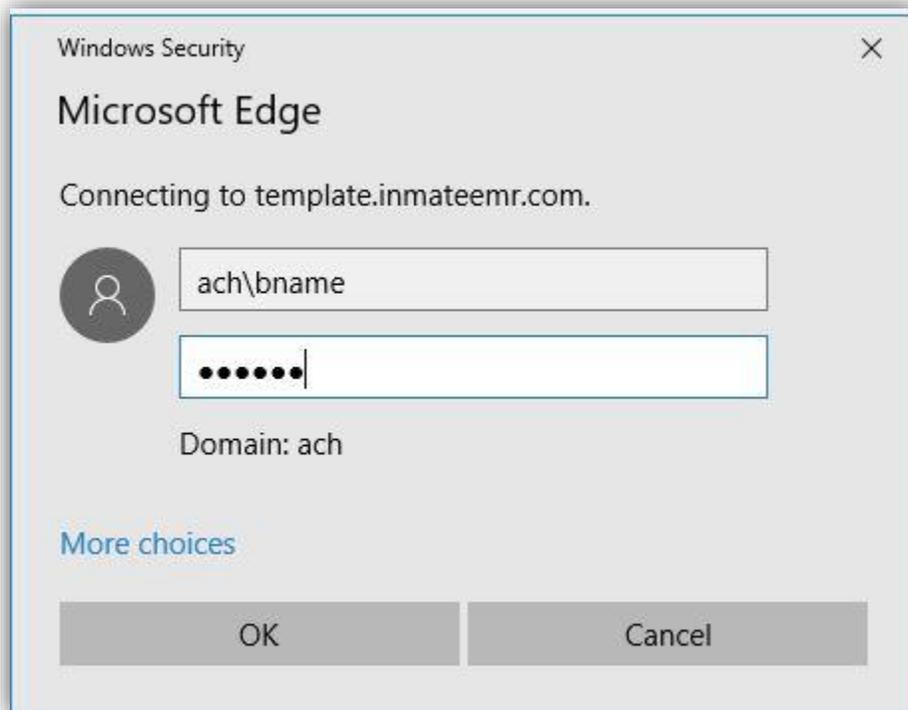
You can use Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image. This is useful when you encounter an unexpected error or other problem with the DetainEMR software or website. Simply use the Snipping Tool to capture an image of the error message to save and send to DetainEMR IT Support. You may also save the picture file to the computer to view during a remote session.

B. WEBSITE OVERVIEW



C. LOG IN INFORMATION

Each user will be assigned a username and password based on the role in the system. Users include doctors, nurses, mental health workers, dentists, psychiatrist, medical records personnel, jail officers, jail administration and others. One username and password will be valid for both the online portion (EMR website) and the offline portion (Offline MAR). However, when on the internet and entering the website, the user must enter “ach\” before their username. Example username: ach\bname. This is to change the domain to the appropriate location. The “ach\” is NOT necessary for the Offline MAR. Example username: bname.



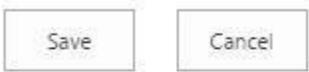
1. NAVIGATION

A series of buttons and icons will be used throughout the website to navigate to different areas and create items and documents.

a) BUTTONS AND OTHER ICONS

(1)  ADD NEW ITEM

(2)  FORWARD AND BACK BUTTONS

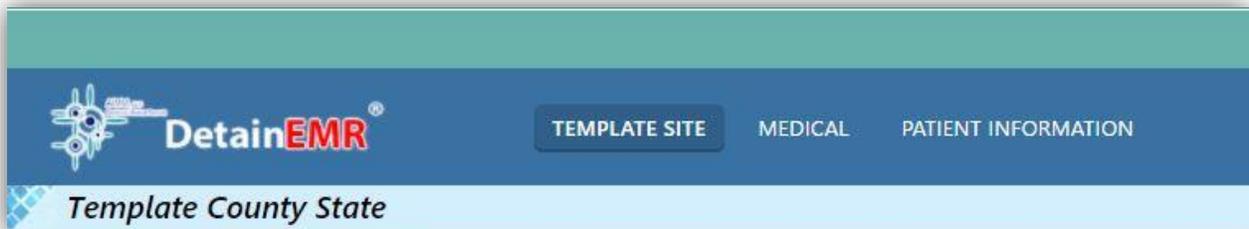
(3)  SAVE AND CANCEL

(4)  MAGNIFYING GLASS

(5)  PDF VIEWER

2. SITE CONTENT

The website has three main pages that will need to be accessed and navigated between. The titles of each page are located on a Tab near the top of each screen.





(1) FACILITY HOME

The facility home page is the first page you will see upon entry to the website. No medical tasks are created or stored here, but links are available. You will find facility address, contact information, training materials, notifications, and a calendar for staff use.

b) Quick Launch



The Quick Launch contains links to select lists and libraries of the website and contains links to pages that process and compile detainee chart information.

(1) DOCUMENTS

A document library is a location on the site where files are stored. Each item displays a list of files and key information, such as who was the person who created the file. These documents may be filtered by date, created by, etc. in order to pull data for reports.

(2) LISTS

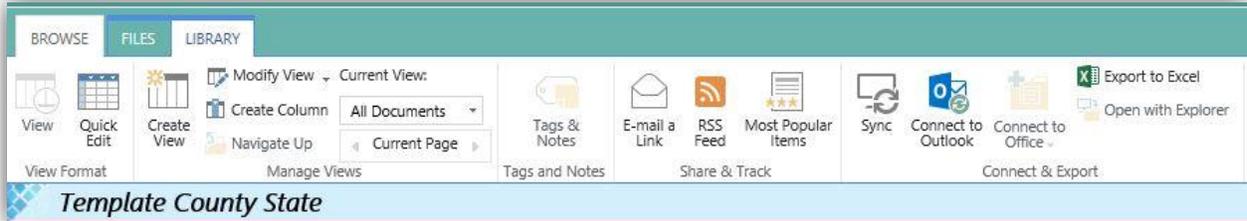
A library on the website that houses all documents and information entered in the detainee chart. These lists may be filtered by date, created by, etc. in order to pull data for reports. The MAR Distribution Grid is in the list.

(3) CONFIGURATION

This area is for site set-up and other actions such as importing detainee information manually, processing drug orders for the pharmacy, and compiling a detainee chart to print or fax to a requesting entity.

c) **RIBBON**

When certain list items are selected, the ribbon (toolbar) appears across the top of each page. It displays tools and controls to change list views and download filtered data to Excel for reporting purposes.



D. FACILITY HOME PAGE



1. MEDICAL SITE

Click here to access the Medical Tab to view Task Lists as well as Icons to choose to perform medical functions.

2. PATIENT INFORMATION

Click here to access the searchable list of active or inactive detainees, or both.

The screenshot shows the Template County State EMR interface. A search bar at the top right is highlighted with a red callout '1' and the text 'Type the first few letters of the patient's name here to shrink the list.' Below the search bar is a table of patient records. The first row is highlighted with a red callout '2' and the text 'You may search for patients who are Active, Inactive, or both.' The table columns include Inmate ID, First Name, Last Name, POD Location, Date of Birth, Gender, Status, Date of Confinement, Chn Clinic Date, and Medication Allergies. Below the table, a red callout '3' points to a 'View Chart' link with the text 'Click the Green + to maximize chart options.' Other quick links include 'Edit Inmate Record', 'Start Narrative Progress Note', 'Start Electronic Progress Note', and 'Order a Medication'. A sidebar on the left contains 'Documents' and 'Lists' sections.

3. REQUEST NEW USER

Click here to request a new user account, deactivate an account, and print and sign the New User Authorization.

The screenshot shows the 'User Account Service Request' form. It has two pages, with 'Page 1' selected. The form includes the following fields and options:

- County Web Address:** template.inmateemr.com
- Requester *** (Text input field)
- First Name and Last Name*
- Best Method of Contact ***
 - Phone
 - Email
- Would you like to add a Note**
 - Yes
 - No
- Next** (Blue button)

4. TRAINING AIDS

Click here to access training materials and quick reference guides.

5. TRAINING VIDEOS

Click here to access DetainEMR training tutorials.

6. SUPPORT

Click here to access 24/7 Support.

7. SSRS REPORTS

Click here to run reports for statistics such as number of patients on medications, sick calls, histories, and more.

Category : CQI Reports (8)

Medication Count Report	Patients on a medication count
Mental Health Report	Count of Seg Rounds, Clinical Contact, Screening Interviews and Observations
Average BP	Patient average BP by date range
Medical History County by Date Range	Count of Medical Histories by Date Range.
Mental Health Medication Count	Count of patients on a Mental Health Medication
Sick Call County by Date Range	Sick call count by date range. This count comes from checks on the Progress Note
Problem List Count	Count of problem list by date range
Medication Count by Name Report	Count and list of patients on a medication.

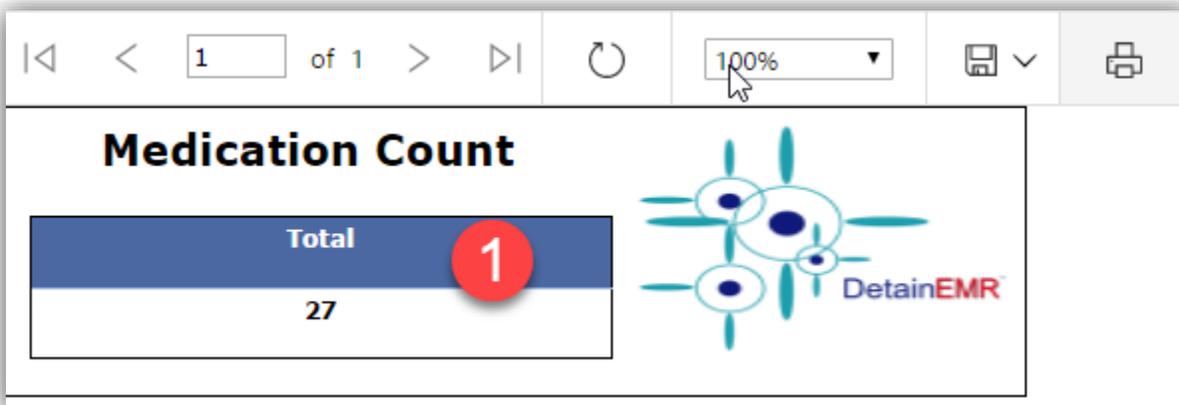
Enter To Date  **1**

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Today is Wednesday, June 21, 2017

2

3 View Report



E. MEDICAL

The screenshot displays the 'Medical Administration' section of the DetainEMR system. The interface includes a top navigation bar with the DetainEMR logo and tabs for 'TEMPLATE SITE', 'MEDICAL', and 'PATIENT INFORMATION'. Below the navigation, the user is logged in as 'Template County State'. The main area features a grid of 15 functional tiles, each with an icon and a label. To the right of the grid are two buttons: '+ Add New Item' and 'View All Items'.

Icon	Label
	Task Lists
	Patient Search
	Released Patient Search
	Export Medical Records
	Add To Medication List
	Process Drug Order
	MAR Distribution
	Progress Notes
	Lab/XRay Documents
	TB Results
	Mental Health
	Misc Documents
	Chronic Clinic Documents
	Drug Orders
	Unprocessed Scanned Documents

1. TASK LIST OVERVIEW



Nurses Task List

The Nurse's Task List generates reminders as a result of various actions completed in the system. Automated JMS integration or inmate file manual upload will signal those new detainees have been booked in and automatically create a reminder for the nurse to conduct a history and/or physical on the patient. History reminders can be set to any timeframe specified by the facility. Nurses may also fill out Progress Notes and group them together on the Task List in order to call the doctor for final orders. These items are only task reminders and may be clicked "complete" at any time. Other items that may be included in the Nurse's Task List are TB test reminders, referrals from mental health, and scanned documents awaiting assignment to patient charts.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: "NURSES TASKS" (with a green checkmark), "CHRONIC CLINIC TASKS", "PRACTITIONERS TASKS", "QMHP TASKS", and "PSYCHIATRISTS TASKS". Below the tabs is a header for "NURSES TASKS" with a sub-header "new task or edit this list". A table lists tasks with columns for ID, Title, Due Date, Document Link, Created, and Complete Task. A red arrow points to the "NURSES TASKS" tab with the text "Select the tab for the desired Task List". Another red arrow points to a "View Document" link in the table with the text "Click 'View Document' to access the document and complete the task."

ID	Title	Due Date	Document Link	Created	Complete Task
11075	A new Progress Note for Template Inmate	4/20/2017	View Document	April 20	
11104	Example test task for Template Patient	5/4/2017		April 27	Complete Task
11105	A new mental health document needs your review.	4/27/2017	View Document	April 27	Complete Task
11108	A new Narrative Progress Note for Template Inmate	4/27/2017	View Document	April 27	
11109	A new Progress Note for Template Inmate	4/27/2017	View Document	April 27	
11110	A Chronic Clinic Document for Template Inmate	4/27/2017	View Document	April 27	
11112	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2	
11115	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2	
11118	A new Dental Progress Note for Template Inmate	5/2/2017	View Document	May 2	
11123	A new Progress Note for Template Inmate	5/16/2017	View Document	May 16	

Practitioner Task List

The Practitioner's Task List consists of documents that need reviewed and signed. Items include Progress Notes, Medical History Documents and referred Mental Health Documents. A workflow is initiated by a nurse when he/she prepares a progress note for the doctor/practitioner to complete when the patient is seen in sick call. This also includes Chronic Clinic documentation. The Practitioner has access to each patient's chart during the review and sign process and can send new orders to the Nurse's Task List by completing a new Narrative Progress Note.

The screenshot shows a navigation bar with five tabs: NURSES TASKS, CHRONIC CLINIC TASKS, PRACTITIONERS TASKS (selected with a green checkmark), QMHP TASKS, and PSYCHIATRISTS TASKS. Below the tabs is a blue header for 'PRACTITIONERS TASKS'. Underneath, there is a link '+ new task or edit this list'. A table with two columns, 'Title' and 'Document Link', contains one row with the text 'Document to Sign' and a blue link 'View Documents'. A red callout box with a white border points to the 'View Documents' link, containing the text 'Click "View Documents" to open a new window'.

Title	Document Link
Document to Sign	View Documents

File Documents (5)

* Please remember to click the file documents button when you are done.

Progress Notes To Sign (70) Practitioner To See Patient (4) Practitioner To See Chronic Clinic Patient (7) Practitioner To Review Chart (0) Medical Histories To Sign (92)

Mental Health To Sign (28)

Show 10 entries

Name	Inmate ID	Inmate Name	Document Type	Recorded Date	Done	View Chart	Nurse Review
1497.pdf	0000000	Jeep Grand	Scanned	12/13/2018	Done	View Chart	Nurse Review
1499.pdf	00001111	Tupac Shakur	Scanned	12/13/2018	Sign	View Chart	Nurse Review
1503.pdf	A12345	kathy smith	Medical Progress Note	01/14/2019	Sign	View Chart	Nurse Review
1504.pdf	1234566666666666	Toyota 4Runner	Medical Progress Note	01/14/2019	Sign	View Chart	Nurse Review
1505.pdf	1152	Mickey Mendez	Medical Progress Note	01/14/2019	Sign	View Chart	Nurse Review
1506.pdf	a2333095	ted cruz	Medical Progress Note	01/14/2019	Sign	View Chart	Nurse Review
1507.pdf	a2333095	ted cruz	Medical Progress Note	01/14/2019	Sign	View Chart	Nurse Review

A: Click on PDF to view the note in PDF form.

B: Click sign to complete the note will show done when completed.

C: Click 'View Chart' to view the pt medical record.

D: Click 'Nurse Review' to create a narrative note to send back to the nurse.

File Documents (5)

* Please remember to click the file documents button when you are done.

Progress Notes To Sign (70) **Practitioner To See Patient (4)** Practitioner To See Chronic Clinic Patient (7) Practitioner To Review Chart (0) Medical Histories To Sign (92)

Mental Health To Sign (28)

Show 10 entries

Name	Inmate ID	Inmate Name	Document Type	Recorded Date	Complete Note	View Chart
1578.pdf	123456	Template Patient	Medical Progress Note	03/20/2019	Complete Note	View Chart
1629.pdf	12222	Bob Sharp	Medical Progress Note	09/4/2019	Complete Note	View Chart
1630.pdf	12222	Bob Sharp	Medical Progress Note	09/4/2019	Complete Note	View Chart
1644.pdf	123456	Template Patient	Medical Progress Note	09/19/2019	Complete Note	View Chart

Showing 1 to 4 of 4 entries

Previous 1 Next

Enter data to complete note.

Section 2

Subjective Complaint Type information here, then at the bottom of Section 2, Click "Complete and Continue" to enter the Assessment, Plan, and Follow-up information. Then, click "Complete and Send to Nurse Task List."

Duration	
Labs	X-rays
Eye	
Head, Ears, Nose, Throat	
Lungs/Chest	<div style="border: 2px solid green; border-radius: 15px; padding: 10px; display: inline-block;"> <p>Enter patient data in these areas.</p> </div>
Heart	
Abdomen	
Genito-Urinary	
Musculoskeletal	
Skin	

- The heading titled "Practitioner to See Chronic Clinic" works the same way as this section.
- The headings titled "Medical Histories to Sign" and "Mental Health" works the same way as signing Progress Notes.
- When all tasks are complete, click "File Documents" near the top right corner of the page.

File Documents

Psychiatrist Task List

The Psychiatrist Task List functions much like the Practitioner's Task List. This workflow consists of mental health forms and referrals from a QMHP or the medical department.

Progress Notes | Medical History Documents

Show 10 entries

Click on the PDF icon to view the document in the PDF View.

Click complete task when finished reviewing the document

Click view chart to access mental health section and complete a new Psychiatrist note if needed.

Name	Inmate ID	Inmate Name	Recorded Date	Complete Task	View Chart
2186.pdf	123456	Template Inmate	04/27/2017	Complete Task	View Chart
1052.pdf	123456	Template Inmate	07/14/2017	Complete Task	View Chart
1261.pdf	1122334455	Bugs Bunny	09/19/2018	Complete Task	View Chart
1413.pdf	201855555	Kelly Clarkson	10/5/2018	Complete Task	View Chart
1491.pdf	67456	Dudley Doright	12/7/2018	Complete Task	View Chart
1638.pdf	111133303049	Brook Reindollar	09/4/2019	Complete Task	View Chart
1639.pdf	111133303049	Brook Reindollar	09/4/2019	Complete Task	View Chart
1640.pdf	201870898	Avocado Toast	09/4/2019	Complete Task	View Chart
1641.pdf	12222	Bob Sharp	09/12/2019	Complete Task	View Chart
1642.pdf	111133303049	Brook Reindollar	09/12/2019	Complete Task	View Chart

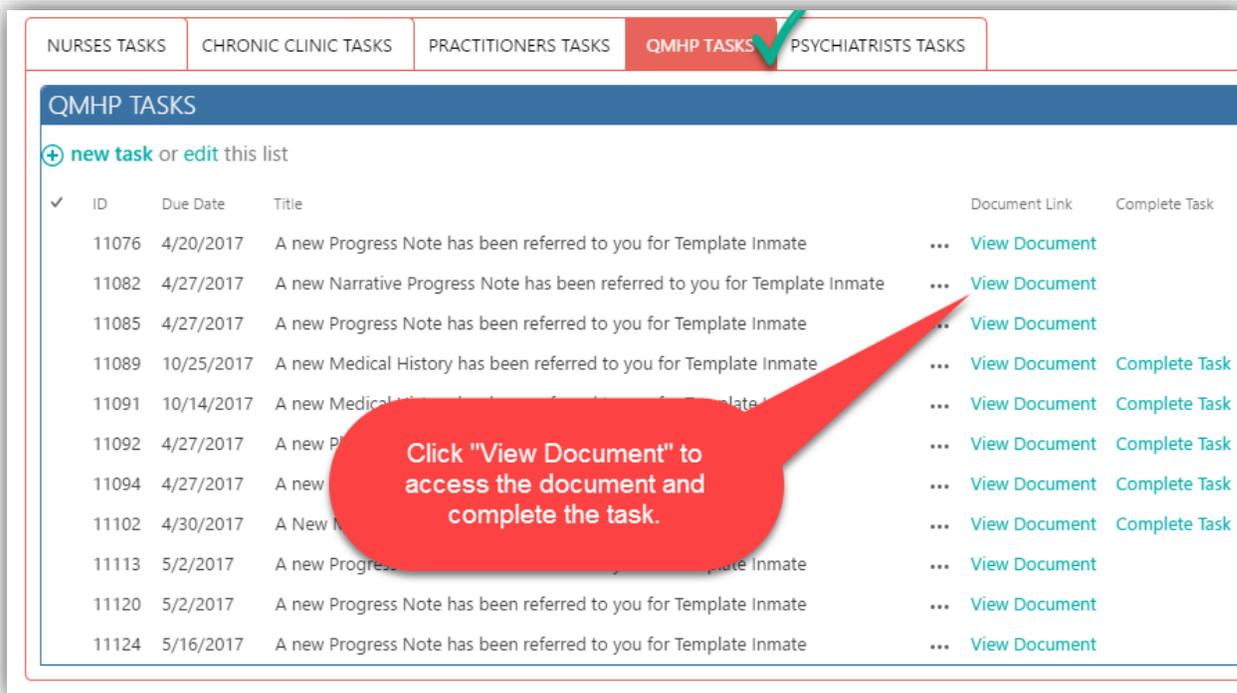
Showing 1 to 10 of 11 entries

Previous 1 2 Next

These documents are referred to the Psychiatrist by medical or mental health staff. They are meant to be reviewed. The Psychiatrist may take whatever measures necessary including creating a new note by clicking “view chart.”

QMHP Task List

The QMHP (Qualified Mental Health Professional) Task List contains progress notes referred to mental health by the nursing staff or practitioner. It also contains follow-up visit reminders for the QMHP. Each task link includes all mental health documentation that may need to be completed.



The screenshot shows a web interface with a navigation bar at the top containing five tabs: NURSES TASKS, CHRONIC CLINIC TASKS, PRACTITIONERS TASKS, QMHP TASKS (which is highlighted in red and has a green checkmark), and PSYCHIATRISTS TASKS. Below the navigation bar is a blue header for the 'QMHP TASKS' section. Underneath the header, there is a link '+ new task or edit this list'. The main content is a table with the following columns: ID, Due Date, Title, Document Link, and Complete Task. A red callout bubble with white text points to the 'View Document' link in the first row of the table.

ID	Due Date	Title	Document Link	Complete Task
11076	4/20/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	
11082	4/27/2017	A new Narrative Progress Note has been referred to you for Template Inmate	... View Document	
11085	4/27/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	
11089	10/25/2017	A new Medical History has been referred to you for Template Inmate	... View Document	Complete Task
11091	10/14/2017	A new Medical History has been referred to you for Template Inmate	... View Document	Complete Task
11092	4/27/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	Complete Task
11094	4/27/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	Complete Task
11102	4/30/2017	A New Progress Note has been referred to you for Template Inmate	... View Document	Complete Task
11113	5/2/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	
11120	5/2/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	
11124	5/16/2017	A new Progress Note has been referred to you for Template Inmate	... View Document	

Full Screen

98989898 - Carrie Reindollar Page 1 of 2

Section 1

() Telemedicine (X) New Visit () Follow-up
() MD () NP/PA (X) Nurse

Medical Progress Note

Date: 07/15/2019 Time: 14:33

Patient's Name: Carrie Reindollar DOB: 11/01/1974 Patients ID #: 98989898

Allergies: ASA, Codeine

Vitals: BP 100/80 Pulse: 88 Resp: 20 Temp: 98.2 Wt: 150 Ht: Blood Sugars:
Pre Peak Flow: Pre Peak Flow Time: Post Peak Flow: Post Peak Flow Time:
Blood Sugar Comments: O2 Saturation %: 99 Recorded Date: 7/15/2019 Recorded Time: 14:34

Are you having thoughts of self harm? denies

Nurse/Practitioner Signature: _____

Subjective Complaint: what the patient says

OBJECTIVE:

Eye

Head, Ears, Nose, Throat

Lungs/Chest

Heart

Abdomen

Genito-Urinary

Musculoskeletal

Skin

Neuro

Other

No other complaints by patient: X

Patient education: sick call process

Review the referred document and then select an option to complete a new mental health form. If no new documentation is necessary simply complete task.

Show 10 entries

Search:

Name

InmateID

InmateName

No matching records found

Showing 0 to 0 of 0 entries (filtered from 1 total entries)

Previous Next

These are the available Mental Health Forms that can be filled out. Click the link below and a blank form will open for you.

- [+ Detainee In Observation](#)
- [+ Non Contact Professional Activity](#)
- [+ Clinical Contact](#)
- [+ Screening Interview](#)
- [+ Clinical Contact Psychiatry](#)
- [+ Group Form](#)
- [+ Mental Health Round](#)

Actions

Available actions you can take on this form.

- [+ View Chart](#)
- [+ Complete Task](#)

You can view chart or complete task here.

Chronic Clinic Tasks

Chronic Clinic Tasks or reminders are generated by the referral option located on the progress notes and history documents. Once a due date is chosen, (preferably a consistent day for each month for ease of searching the list), a reminder will appear on the Chronic Clinic Task list. To begin the document and add information for the practitioner, click "View Document."

- Please note it is possible to create multiple chronic clinic tasks for a patient. If this happens, simply click "Complete Task" to remove the duplicate item. When the chronic clinic form is completed, the task(s) will be complete and removed automatically.

Navigation tabs: NURSES TASK LIST | QMHP TASK | **CHRONIC CLINIC TASKS** | PRACTITIONERS TASKS | PSYCHIATRISTS TASKS

CHRONIC CLINIC TASKS

+ new task or edit this list

✓	Title	Due Date	Document Link	Complete Task
	a new cc task	... 4/19/2017		Complete Task
	A new Chronic Clinic is due for 123456 - Template Inmate	... 8/31/2017	View Document	Complete Task
	A new Chronic Clinic is due for 123456 - Template Inmate	... 8/31/2017	View Document	Complete Task
	A new Chronic Clinic is due for 123456 - Template Inmate ✱	... 10/25/2017	View Document	Complete Task

You may then schedule the next chronic clinic visit when reviewing the form from Nurses Task List once the Practitioner has seen the patient and indicated the period for the next visit.

Navigation tabs: **NURSES TASK LIST** | QMHP TASK | CHRONIC CLINIC TASKS | PRACTITIONERS TASKS | PSYCHIATRISTS TASKS

NURSES TASK LIST

+ new task or edit this list

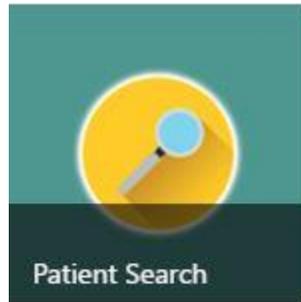
✓	ID	Title	Due Date	Document Link	Created	InmateID
	11108	A new Narrative Progress Note for Template Inmate	... 4/27/2017	View Document	April 27	123456
✓	11110	A Chronic Clinic Document for Template Inmate	... 4/27/2017	View Document	April 27	123456
	11115	A new Progress Note for Template Inmate	... 5/2/2017	View Document	May 2	123456

Narrative Note

Schedule Chronic Clinic Chronic Clinic



2. PATIENT SEARCH



Click here to view a list of patients' charts to search.

You may search for patients who are Active, Inactive, or both.

Click the Green + to maximize chart options.

1

2

3

Type the first few letters of the patient's name here to shrink the list.

You may simply view the chart by selecting "Click Here" or select one of the other quick links.

Template County State

June 20, 2017

Carrie Reindollar - AIMM Or

Documents

- Progress Notes
- Lab Documents
- Medical History Documents
- Misc Documents
- Chronic Clinic Documents
- Drug Orders
- Unprocessed Scanned Documents
- Exported Medical Records

Lists

- Flowsheets

Searching for inmate types: Active Inactive Both

Show 10 entries

Inmate ID	First Name	Last Name	POD Location	Date of Birth	Gender	Status	Date of Confinement	Chronic Clinic Date	Medication Allergies
123456	Template	Inmate	Test-POD	4/12/2010	Male	Active	4/12/2017	8/16/2017	NKDA

View Chart [Click Here](#)

Edit Inmate Record: [Click here](#)

Start Narrative Progress Note: [Click here](#)

Start Electronic Progress Note: [Click here](#)

Order a Medication: [Click here](#)

Photo: 

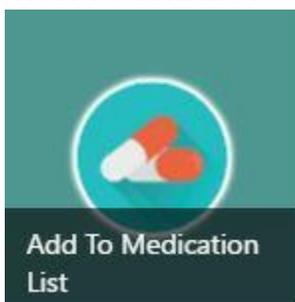
3. EXPORT MEDICAL RECORDS



Choose patient records to compile in a PDF file.

The screenshot shows the "INMATE HISTORY COMPILER" interface. On the left, there is a list of medical record categories with checkboxes, and a "Compile History" button at the bottom. A red callout with the number "3" points to this list. In the center, there is an "Inmate Lookup" dialog box. It has a search field, a "Search" button (callout "2"), and radio buttons for "Active", "Inactive", and "Both" (callout "Choose Active, Inactive, or Both"). Below the dialog is a table with one entry: "123456" under "Inmate ID", "Template" under "First Name", and "Inmate" under "Last Name". A "Compile History" button (callout "4") is also visible at the bottom left of the main interface.

4. ADD MEDICATION TO THE LIST



Click here to add a medication to the list as an option on the New Drug Order screen.

1

2

3

Simply type the name of the new medication into the Drug Name field. Blurred areas are not required fields.

5. PROCESS DRUG ORDERS



Compile new medications orders onto a PDF order sheet to send to the pharmacy.

2

1

1. Process orders
2. Go to the saved PDF

Template County State

DAILY DRUG ORDER FORM

Date: 5/18/2017 Page 1 of 1 Filled By: [User Name]

CUTOFF TIMES:
 Records: 5:00 PM CT (8:00 PM ET)
 THE PREVIOUS BUSINESS DAY
 New Orders: 1:00 PM CT (2:00 PM ET)

Template Inmate: [Name] DOB: 04/12/2010 ICS: 62 [Address]

County: [County] Profile: [Profile] Assigner: [Assigner] Position: [Position] Security: [Security] [Other Fields]

Check Box to Bill Insurance: [] [Other Fields]

3. Click the PDF button to review the document in the PDF review screen.

4. Click the Printer button to Print or Fax to the Pharmacy.

Full Screen

Download and Save

4

6. MAR DISTRIBUTION GRIDS



View and print Medication Administration Records (MARs).

MAR Distribution

Medication Distribution GridView

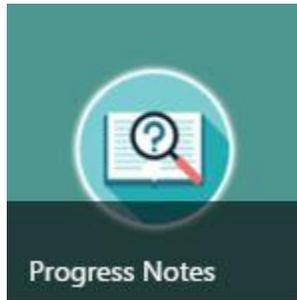
1. Choose the month
 2. Choose the patient's name *you may include active or inactive patients
 3. To print, R click or Ctrl+P to select the computer's printer software.

June 2017 Prev Next Inmate Status: Active

Effective Dates	Drug and Directions	Session	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
4/16/2017 - 7/16/2017	Medical Observation 1 Seg rounds, Medical round for patient in seg	1130	JO	JO	KR	KR	JO	JO	JO	JO	TK	TK	JO	JO	JO	JO	JO	KR	KR	JO	JO											

2. Choose Name Prev Next

7. PROGRESS NOTES



Sort and view progress notes entered on the website.

BROWSE FILES LIBRARY SHARE FOLLOW

ID	Name	InmateID	InmateLastName	InmateFirstName	Document Type	Recorded Date	Created By	Created	FollowUp	MD	NewVisit	NPPA	Nurse	ScannedNote
1495	1018	123456	Inmate	Template	Medical Progress Note	5/16/2017	Carrie Reindollar - AIMM Operations Manager	Ascending			Yes	No	Yes	
1491	1014	123456	Inmate	Template	Medical	5/2/2017	Daler Savfiddinov - AIMM IT Manager	Descending			No	No	No	
								Clear Filters from MD			No	No	No	
								No			No	No	No	
								Yes			Yes	No	Yes	
											Yes	No	Yes	

This is a listing of all progress notes created in the system. As seen here, you may filter each column. For instance, you may want to see only Progress Notes completed by the MD. Hover over the column title, then select options. Click Close. The list will filter for only the choices specified.

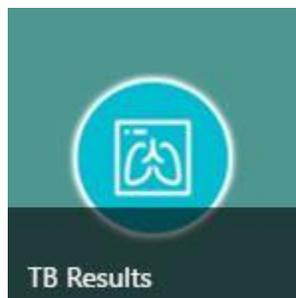
Other examples include:
 Filtering by "Created by" in order to do Peer Reviews for each nurse
 Filtering by "Nurse" and "New Visit" to count the number of new nurse sick calls

8. LABS/X-RAYS



Sort and view labs/x-rays scanned into the website.

9. TB RESULTS



Sort, view, and print TB test list and enter results.

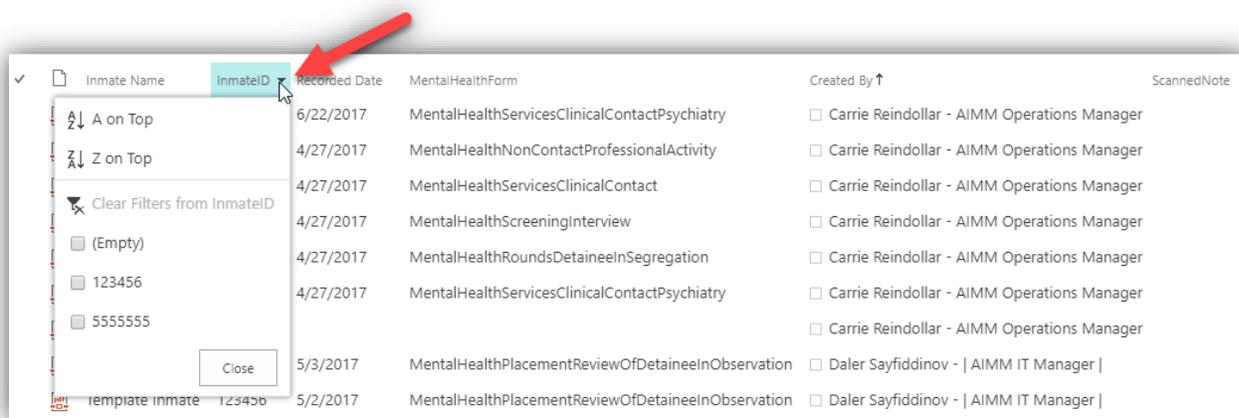
The screenshot shows the "MedicalHistoryTB - 123456" interface. On the left, a table lists TB tests with columns for "Inmate ID", "Inmate Name", "Date Administered", and "Site Administered". A red callout bubble points to the "Edit" icon in the first row, stating: "You may filter by 'Date Administered' to print a list of TB test that are due to be read." Another red callout bubble points to the "Save" button in the edit form, stating: "When finished entering 'Date Read' and 'Results' click 'Save'". A green callout bubble points to the "Date Read" field, stating: "To enter TB test results for each patient, click the 'Edit' icon." The edit form includes fields for "InmateID *", "Positive", "Date Read", "Date Administered", and "Results". A calendar for June 2017 is visible, with the 21st highlighted.

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

10. MENTAL HEALTH

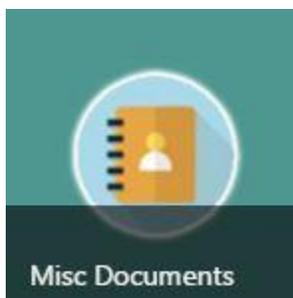


Sort and view mental health forms entered into the website.



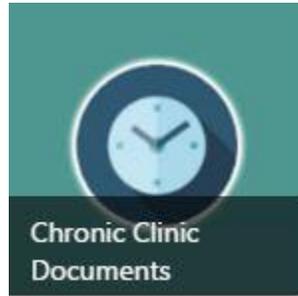
Inmate Name	InmateID	Recorded Date	MentalHealthForm	Created By	ScannedNote
		6/22/2017	MentalHealthServicesClinicalContactPsychiatry	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager	
		4/27/2017	MentalHealthNonContactProfessionalActivity	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager	
		4/27/2017	MentalHealthServicesClinicalContact	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager	
		4/27/2017	MentalHealthScreeningInterview	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager	
		4/27/2017	MentalHealthRoundsDetaineeInSegregation	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager	
		4/27/2017	MentalHealthServicesClinicalContactPsychiatry	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager	
		5/3/2017	MentalHealthPlacementReviewOfDetaineeInObservation	<input type="checkbox"/> Daler Sayfidinov - AIMM IT Manager	
		5/2/2017	MentalHealthPlacementReviewOfDetaineeInObservation	<input type="checkbox"/> Daler Sayfidinov - AIMM IT Manager	

11. MISC DOCUMENTS



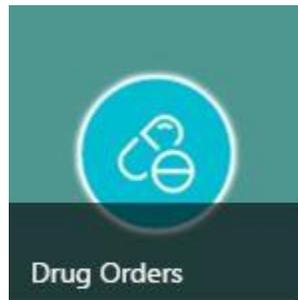
Sort and view miscellaneous documents scanned into the website.

12. CHRONIC CLINIC DOCUMENTS



Sort and view chronic clinic documents entered into the website.

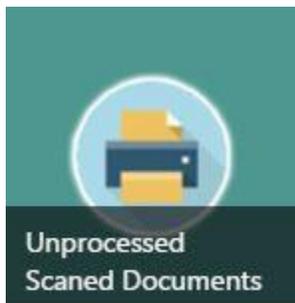
13. COMPILED DRUG ORDERS FOR PHARMACY



View and print PDF medication orders to send to pharmacy.

The screenshot shows the "Template County State" web application interface. On the left is a sidebar menu with categories like "Documents", "Progress Notes", "Lab Documents", "Medical History Documents", "Mental Health", "Misc Documents", "Chronic Clinic Documents", "Drug Orders", "Unprocessed Scanned Documents", and "Exported Medical Records". The main area displays a list of documents under "All Documents". A red arrow points to the first document entry, which has a PDF icon and the ID "20170516123848316". To the right, a "DAILY DRUG ORDER FORM" is open, showing a form with various fields and a "CUTOFF TIMES" section. A red arrow points to the print icon in the bottom right corner of the form window.

14. UNPROCESSED SCANNED DOCUMENTS

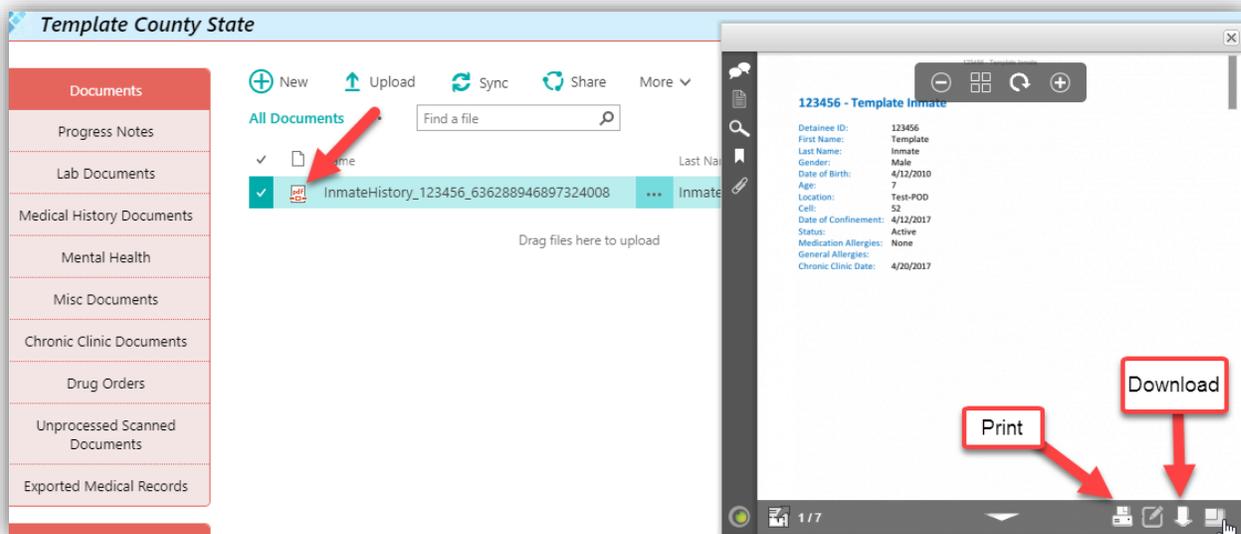


View list of all scanned documents.

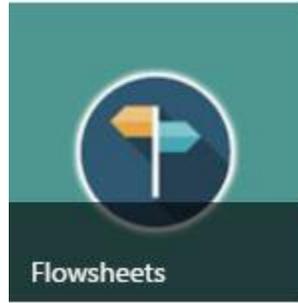
15. EXPORTED MEDICAL RECORDS



View a list of compiled PDF medical records to save, print, fax, or email.



16. FLOWSHEETS



Sort and view flowsheets (such as vital signs and blood sugars) entered into the website.

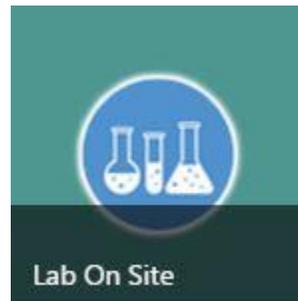
✓	Inmate ID	Flow Sheet Type	Recorded Date	Systolic BP	Diastolic BP	Pulse	Blood Sugars	Blood Sugar	Comments	Comments	Where Acquired	No Complaints	Responsive
	123456	Blood Sugars	4/27/2017				100			Comments			
	123456	Seg Flowsheet	4/27/2017						Alert and oriented; no distress			Yes	Yes

Sort by column

- A on Top
- Z on Top
- Clear Filters from Blood Sugars
- (Empty)
- 100

Close

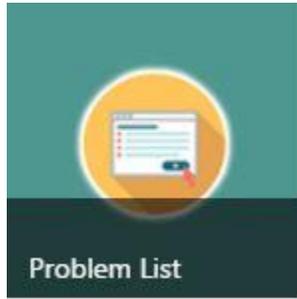
17. LABS ON SITE



View list of urine dipstick results and pregnancy tests entered into the website.

InmateID	Recorded Date	Leukocytes	Nitrite	Urobilinogen	Protein	PH	Blood	Sp. Gravity	Ketone	Bilirubin	Glucose	Urine Pregnancy Test	Pregnancy Test Results
123456	4/27/2017	-	-	-	-	6	-	1.010	-	-	-	Negative	No

18. PROBLEM LIST



View list of patient problems entered into the website.

Inmate ID	Medical Condition	Pre-Existing	Date of Onset	Date Resolved	Created	Created By
123456	Infectious Process	No	4/28/2017	5/31/2017	April 28	<input type="checkbox"/> Carrie Reindollar - AIMM Operations
123456	Hypertension	Yes			April 27	<input type="checkbox"/> Carrie Reindollar - AIMM Operations

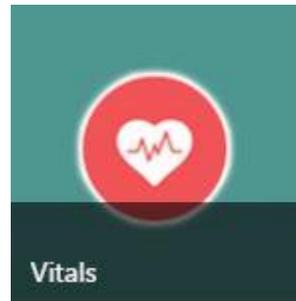
19. MEDICAL HISTORY DOCUMENTS



Sort and view medical history documents entered into the website.

Name	Last Name	First Name	Recorded Date	History Type	Created By	ScannedNote
1019	...	Inmate	Template	5/16/2017	Medical History	<input type="checkbox"/> Daler Sayfiddinov - AIMM IT Manager
1014	...	Inmate	Template	5/2/2017	Physical	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager
1012	...	Inmate	Template	4/28/2017	Medical History	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager
1006	...	Inmate	Template	4/27/2017	Medical History	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager
1007	...	Inmate	Template	4/27/2017	Extended Medical History	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager
1008	...	Inmate	Template	4/27/2017	Intake	<input type="checkbox"/> Carrie Reindollar - AIMM Operations Manager

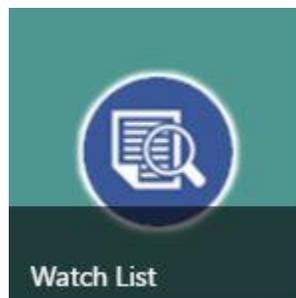
20. VITALS



View list of vital signs entered into the website.

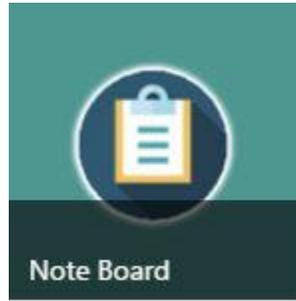
Inmate ID	Inmate ID:Last Name	Inmate ID:First Name	Recorded Date	Systolic BP	Diastolic BP	CreatedByChronicClinic	Created By
123456	Inmate			120	80	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	5/2/2017	120	80	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	4/28/2017	120	80	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	4/28/2017	120	80	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	4/27/2017	120	88	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	4/27/2017	129	99	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	4/27/2017	128	88	No	<input type="checkbox"/> Carrie Re
123456	Inmate	Template	4/27/2017	125	74	No	<input type="checkbox"/> Carrie Re

21. WATCH LIST



Enter and edit names of patients for chart review, medical watch, or other.

22. NOTE BOARD



Enter notes to communicate to medical staff.

The screenshot shows the Note Board interface. On the left is a list of items with columns for Urgency Level, Title, and Note. A red arrow labeled '1' points to the '+ new item or edit this list' button. On the right is the 'Note Board - New Item' dialog box. A red arrow labeled '2' points to the 'Title' text box containing 'Please order Medical Supplies'. A red arrow labeled '3' points to the 'Urgency Level' dropdown menu, which is open and shows 'High', 'Medium', and 'Low' options. A red arrow labeled '4' points to the 'Save' button at the bottom right of the dialog box.

F. PATIENT CHART

DetainEMR TEMPLATE SITE **MEDICAL** PATIENT INFORMATION

Template County State

DETAINEE INFORMATION PROBLEM LIST PROGRESS NOTES MEDICATION ADMINISTRATION MEDICAL HISTORY CHRONIC CLINIC LABS/X-RAY VITALS FLOWSHEETS MISC DOCUMENTS MENTAL HEALTH

 **123456 | TEMPLATE INMATE**

Inmate ID:	123456
First name:	Template
Last name:	Inmate
Gender:	Male
Age:	7
Cell:	52

[Edit Inmate Record](#)

1. **DETAINEE INFORMATION**

With JMS integration, DetainEMR can generate a patient chart with the current patient demographic information that is updated with each incarceration. Items include:

- Last Name, First Name
- Gender
- Date of Birth
- Age
- Location
- Cell
- Date of Confinement
- Status
- Inmate type, such as County, DOC, ICE, Out of County, Huber, Tribal, USM, Work Release, Weekender, Pre-Trial and Straight Time
- Inmate Photo
- Race
- Social Security Number

An area is available for manual input of:

- Medication Allergies
- General
- Chronic Clinic Due Date
-

2. PROBLEM LIST

123456 - Template Inmate

[+ Create Problem List Item](#)

PROBLEM LIST				
Edit	Medical Condition	Date of Onset	Date Resolved	Pre-Existing
	Infectious Process	4/28/2017	5/31/2017	No
	Hypertension			Yes

The system provides an active problem list for each detainee. The list may include current diagnosis or preexisting conditions. The user may select a Date of Onset as well as the date the issue resolved. To create a new problem list, click the link next to the symbol.

3. PROGRESS NOTES

123546 - Template Patient

Please Select Form To Create [+ Create](#)

Progress Notes	Other Forms								
Name	Document Type	Recorded Date	ScannedNote	MD	NPPA	Nurse	Created By	Status	
	1676.pdf	Medical Progress Note	6/15/2020		No	No	Yes	Training1 Training Training	Physician Signature Required
	1671.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete
	1670.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete

The DetainEMR website contains (3) types of medical progress notes to document each patient encounter. The system, through JMS integration, automatically populates the detainee's name, date of birth, and ID number. The system also auto-populates the date and time. **To create a new progress note, click on the drop-down and pick electronic progress note.**

Section 2

Subjective Complaint	Enter data here	
Duration		
Labs	X-rays	
Eye		
Head, Ears, Nose, Throat		
Lungs/Chest		
Heart	Enter data in these areas	
Abdomen		
Genito-Urinary		
Musculoskeletal		
Skin		

Enter patient data in Section 2

Refer to Mental Health

Psychiatrist
 QMHP
 Chronic Clinic

Due Date:

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

At the bottom of Section 2, if you have spoken to the Practitioner and know the diagnosis and plan (e.g. medication orders) select "Complete and Continue."

If you do not know the diagnosis and plan, and need to save the note to add the information later (e.g. after calling the practitioner or after seeing all patients), select "Complete and Send to Nurse Task List."

Referrals

The ability exists to click the button named "Refer to Psychiatry" to route the progress note to the Psychiatrist Task List for further review and evaluation.

The ability exists to click a button named "Refer to QMHP" to route the document to mental health staff on the QMHP Task List for further review and evaluation.

The ability exists to click the button "Chronic Clinic" to create a task with a due date on the Chronic Clinic Task List.

NURSES TASKS		CHRONIC CLINIC TASKS	PRACTITIONERS TASKS	QMHP TASKS	PSYCHIATRISTS TASKS
NURSES TASKS					
+ new task or edit this list					
✓	ID	Title	Due Date	Document Link	Created
	11075	A new Progress Note for Template Inmate	4/20/2017	View Document	April 20
	11104	Example test task for Template Patient	5/4/2017		April 27
	11105	A new mental health document needs your review.	4/27/2017	View Document	April 27
	11108	A new Narrative Progress Note for Template Inmate	4/27/2017	View Document	April 27
	11109	A new Progress Note for Template Inmate	4/27/2017	View Document	April 27
	11110	A Chronic Clinic Document for Template Inmate	4/27/2017	View Document	April 27
	11112	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2
	11115	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2
	11118	A new Dental Progress Note for Template Inmate	5/2/2017	View Document	May 2
	11123	A new Progress Note for Template Inmate	5/16/2017	View Document	May 16
✓	11126	A new Progress Note for Template Inmate ✱	6/29/2017	View Document	A few sec

To finish the progress note after calling the practitioner, go to the “Tasks” icon under the “Medical” tab as described earlier in this manual. Find your Progress Note and click “View Document.” Section 3 will display:

Section 3

Practitioner Assessment

Enter data for assessment (what the practitioner tells you) as well as the follow-up instructions. If medications are ordered, enter them in the Drug Order screen below. Please see "Medication Administration, New Drug Order" for more information. The data entered in the Drug Order screen will populate under the "Plan" section. It will also be placed on the OfflineMAR and Pharmacy Order Form when "Process Drug Orders" icon is selected under "Medical" tab. When finished, click "Complete and Send to Practitioner Task List." This will place the note on the task list for the Practitioner to sign.

Plan

Follow Up

Inmate ID

Type Medication FlowSheet

Drug Indication

Problem Information Date of Onset

Drug Order Screen

ELECTRONIC NARRATIVE PROGRESS NOTE

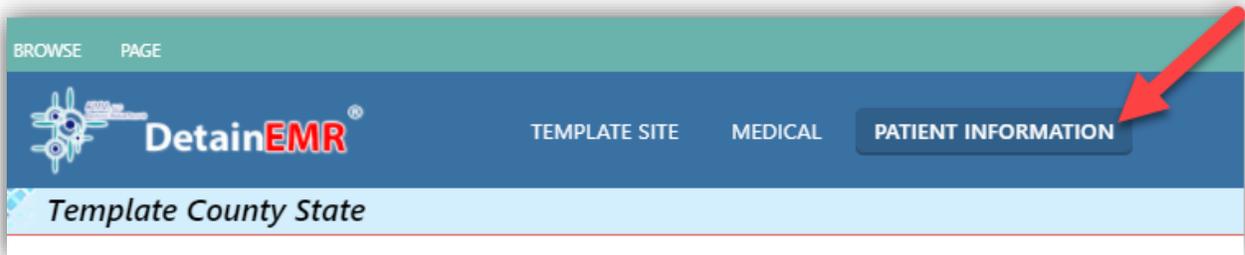
This form was designed for Subjective, Objective, Assessment, and Plan information and is auto populated with the same information as the Electronic Medical progress note. However, this narrative note is free-form and has no workflow assigned to it. It is commonly used for follow-up documentation and other notes. The note is automatically routed for practitioner signature/timestamp when completed. The Referral Options are the same as on the Electronic Progress Note.

4. MEDICATION ADMINISTRATION

This area the main area to enter new medication orders and new flowsheet orders that will sync to the Offline MAR in order to conduct med pass.

ENTER NEW DRUG ORDERS FOR MEDICATION ADMINISTRATION WITH OPTION FOR FLOWSHEETS

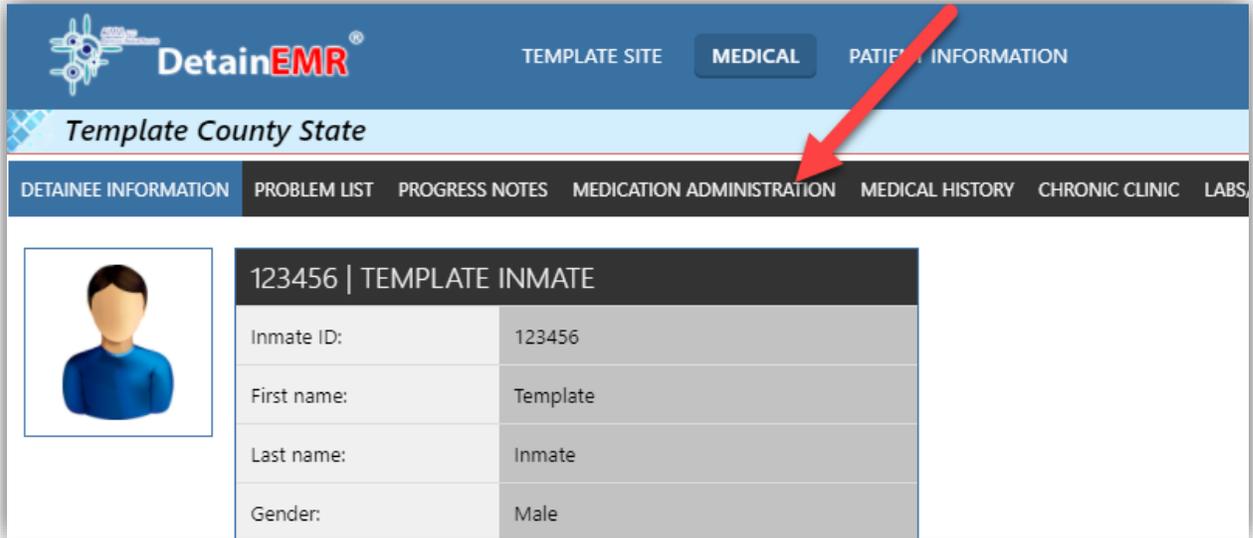
Log in to the EMR website. On the homepage, click “Patient Information.”



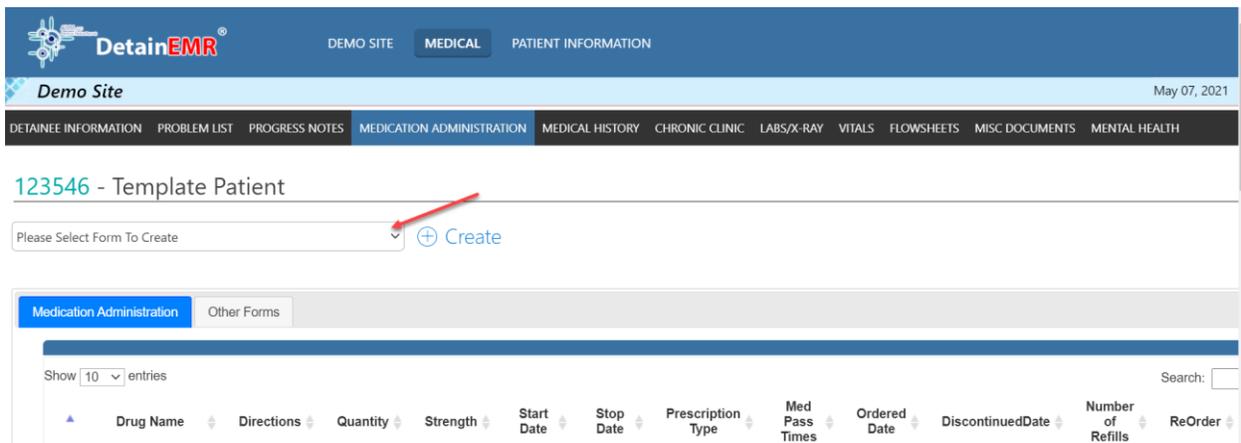
A list of current and active detainees will display. Search for a detainee by entering the first few letters of the first or last name of the detainee in the Search box. Then, click the GREEN plus sign to open the chart.



Once inside the chart, click on the tab “Medication Administration.”



This area of the chart contains medication information for the detainee. To enter a medication in the chart to sync to the Offline MAR, click the drop-down box and click on ‘new drug order’ then click create.



Number of Refills

Prescription Type

Start Date **Enter the start date and first dose session time. Next enter the last dose date, last dose session time.**

Med Pass Start Session **Enter the start date and first dose session time. Next enter the last dose date, last dose session time.**

Stop Date **Enter the start date and first dose session time. Next enter the last dose date, last dose session time.**

Med Pass Stop Session **Enter the start date and first dose session time. Next enter the last dose date, last dose session time.**

Ordered Date

Med Pass Times

0001	<input type="button" value="Add >"/>	<input type="text"/>
0600		
0700		
0800	<input type="button" value="< Remove"/>	<input type="text"/>

Select the med pass time and click add to the list. Do this for each time drug should be administered.

Chronic Clinic Task **If applicable, check one or all of the boxes to add to the administration type to the drug order. As needed means prn, not routine means special order (every other day, twice weekly, weekly, monthly). You can also add to chronic clinic from here.**

Sliding Scale

As Needed **If applicable, check one or all of the boxes to add to the administration type to the drug order. As needed means prn, not routine means special order (every other day, twice weekly, weekly, monthly). You can also add to chronic clinic from here.**

HomeMeds

Not Routine **If applicable, check one or all of the boxes to add to the administration type to the drug order. As needed means prn, not routine means special order (every other day, twice weekly, weekly, monthly). You can also add to chronic clinic from here.**

Choosing "As Needed" will allow the medication to be initiated only when needed and will not result in a red box if not clicked.

Choosing "Not Routine" opens multiple choices for unusual circumstances. You may also choose "As Needed" AND "Not Routine" if the medication/flowsheet only needs to be done when needed AND on certain days/weeks/months.

For example, you may choose Daily – on Monday, Wednesday, and Fridays only.

Sliding Scale	<input type="checkbox"/>
As Needed	<input type="checkbox"/>
HomeMeds	<input type="checkbox"/>
Not Routine	<input checked="" type="checkbox"/>

Daily Weekly Monthly

Daily: Please specify a pattern for your selection

<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Every Other Day

Another example, you may choose Weekly – every 1 week on a specific day.

Sliding Scale	<input type="checkbox"/>
As Needed	<input type="checkbox"/>
HomeMeds	<input type="checkbox"/>
Not Routine	<input checked="" type="checkbox"/>

Daily Weekly Monthly

Weekly: Please specify a pattern for your selection

Recur every week(s) on:

<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
<input type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Every Other Day

Also, you may choose Monthly – on a certain date, such as the 15th of each month, or a day.

Sliding Scale

As Needed

HomeMeds

Not Routine

Daily Weekly Monthly

Monthly: Please specify a pattern for your selection

Day 15 of every 1 month(s)

The First Sunday of every month(s)

Submit Submit And Clear Cancel

The drug order is then added to the detainee information and also to the drug order listing to be sent to the pharmacy.

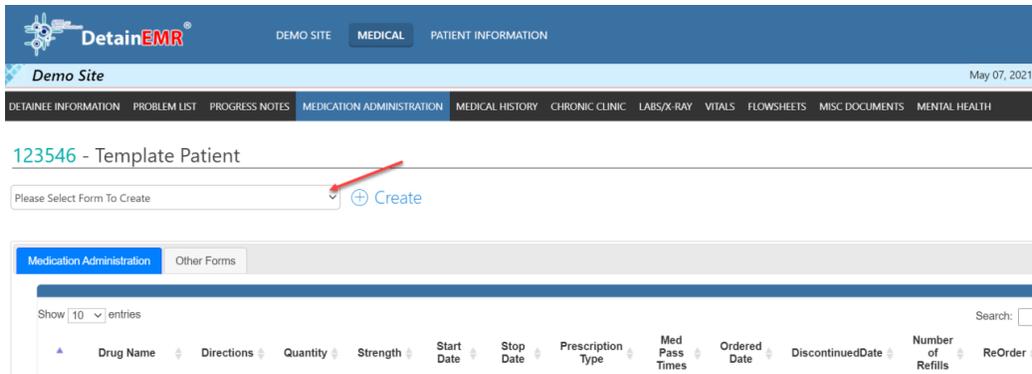
When finished, click “Submit.” If entering multiple medications, you may click “Submit and Clear” to enter the medication and start the next one.

NOTE **Prescription Type** identifies the type of prescription that will be placed on the order to the pharmacy.

- **New** – selecting New denotes that this is a new prescription for the detainee, and it needs to be sent by the pharmacy.
- **Refill** – selecting Refill denotes that the order is a refill to an existing medication order. You may also order a refill through the MAR application when passing meds.
- **Profile** – selecting Profile places the drug order on the MAR but does not place a drug order with the pharmacy. This option is used when medications are already on-hand.

OPTION FOR FLOWSHEETS

To schedule a flowsheet, navigate to the ‘Medication Administration’ tab in the patient’s chart. Click on the drop-down box and pick ‘New Drug Order’ then click create.



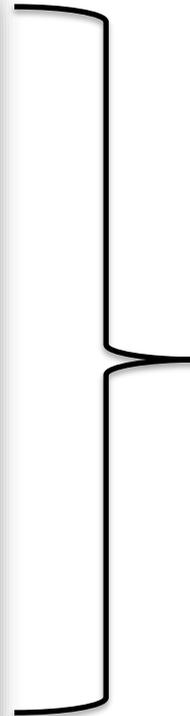
The following screen will display:

The screenshot shows the 'Create New Record for Patient: 1234' form. The 'Allergies' field contains 'Amoxicillin'. The 'Inmate ID' field contains '1234567899'. The 'Type' field has two radio buttons: 'Medication' (selected) and 'FlowSheet'. A red arrow points to the 'FlowSheet' radio button. Other fields include 'Drug Indication', 'Problem Information', 'Date of Onset', 'Pre-Existing?', 'Drug Name', 'Strength', 'Directions', 'Quantity to be Given', 'Quantity', 'Route', 'Form', 'Prescriber', 'Number of Refills', 'Prescription Type', and 'Start Date'. Each field has a corresponding input box or dropdown menu.

Select the Flowsheet option by clicking on the button next to the word Flowsheet.

The screen content will change:

Inmate ID	1234567899		
Type	<input type="radio"/> Medication <input checked="" type="radio"/> FlowSheet		
Directions			
Prescriber	▼		
Type	▼		
Start Date		📅	
Start Session	▼		
Stop Date		📅	
Stop Session	▼		
Ordered Date		📅	
Pass Times	0430 ▲ 0600 ▲▼ 0700 ▼ 0800 ▼	Add > < Remove	▲ ▼
As Needed	<input type="checkbox"/>		
Not Routine	<input type="checkbox"/>		
<input type="button" value="Submit"/> <input type="button" value="Submit And Clear"/> <input type="button" value="Cancel"/>			



In the directions box, using your keyboard, indicate the TYPE of flowsheet that needs to be completed. For example:

Inmate ID	1234567899		
Type	<input type="radio"/> Medication <input checked="" type="radio"/> FlowSheet		
Directions	BLOOD SUGAR		
Prescriber	▼		
Type	▼		

Continue choosing options for the required fields.

You may choose “as needed” or “not routine” or both to indicate special circumstances:

Sliding Scale

As Needed

HomeMeds

Not Routine

Daily Weekly Monthly

Daily: Please specify a pattern for your selection

Sunday Monday Tuesday Wednesday

Thursday Friday Saturday Every Other Day

Submit Submit And Clear Cancel

1. Click ‘Submit’ to schedule the Flowsheet on the Offline MAR.
2. Once in the Offline MAR, in addition to initialing that the Flowsheet was done as ordered, remember to record the actual results of the Flowsheet (vital signs, blood sugar readings, etc.) by selecting the “Flowsheets” button and entering the numbers.

UPDATE A DRUG ORDER (DISCONTINUE)

Once a medication is entered, it may not be altered. Three options exist to update a New Drug Order.

If you have made an error in your entry, you will need to “Discontinue” the drug and re-enter the information. (Much like you would draw a line through your mistake and re-enter the information on a paper MAR.)

BROWSE PAGE SHARE FOLLOW

Add New Drug Order Create

Medication Administration Other Forms

Show 10 entries Search:

Drug Name	Directions	Quantity	Strength	Start Date	Stop Date	Prescription Type	Med Pass Times	Ordered Date	DiscontinuedDate	Number of Refills	ReOrder	Edit	View	Copy
Scheduled Flowsheet	check skin daily	0	0	1/19/2021	1/28/2021	Discontinued	1100	1/19/2021	1/27/2021	0	No	Edit	View	Copy
HCTZ (Hydrochlorothiazide)	give one	30	25mg	1/19/2021	5/19/2021	New	0800	1/19/2021		1	No	Edit	View	Copy

The listing of drug orders contains the most recent at the top. You may manage individual orders by selecting to the right of the order.

Edit – The only modification that can be made once a drug order is saved is to **Discontinue** the order. When you select 'Edit' the screen below will display.

Copy- Allows you to copy unchanged medications orders and enter new dates to refill a prescription. *You must enter a new order if the medication, dosage, or directions have changed.

View – Allows you to view the details of the drug order.

The screenshot shows a form for editing a drug order. The form fields are as follows:

Drug Type:	Allergy/Cold
Drug Name:	Benadryl
Strength:	25mg
Directions:	one
Quantity to be Given:	1
Route:	Oral
Form:	Capsule
Prescriber:	Mark Ruiz
Number of Refills:	-1
Prescription Type:	Discontinued
Start Date:	
Med Pass Start Session:	
Stop Date:	
Med Pass Stop Session:	
Ordered Date:	7/23/2012
Med Pass Times:	2100
Re Order:	No
Sliding Scale:	No
Amount Distributed:	
Home Meds:	No
Discontinued Date:	

At the bottom of the form are two buttons: 'Save' and 'Cancel'. A callout box points to the 'Discontinued' dropdown menu, and another callout box points to the 'Save' button.

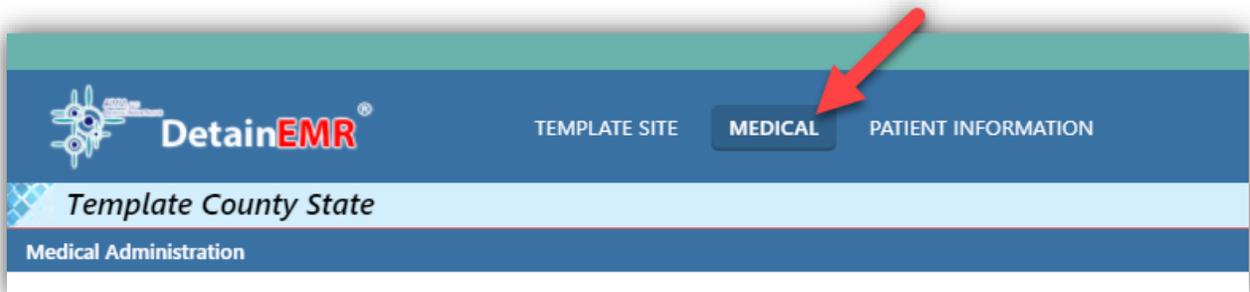
Select Discontinued from the drop down box.

Click 'Save' to save the change or 'Cancel' to return to the main screen.

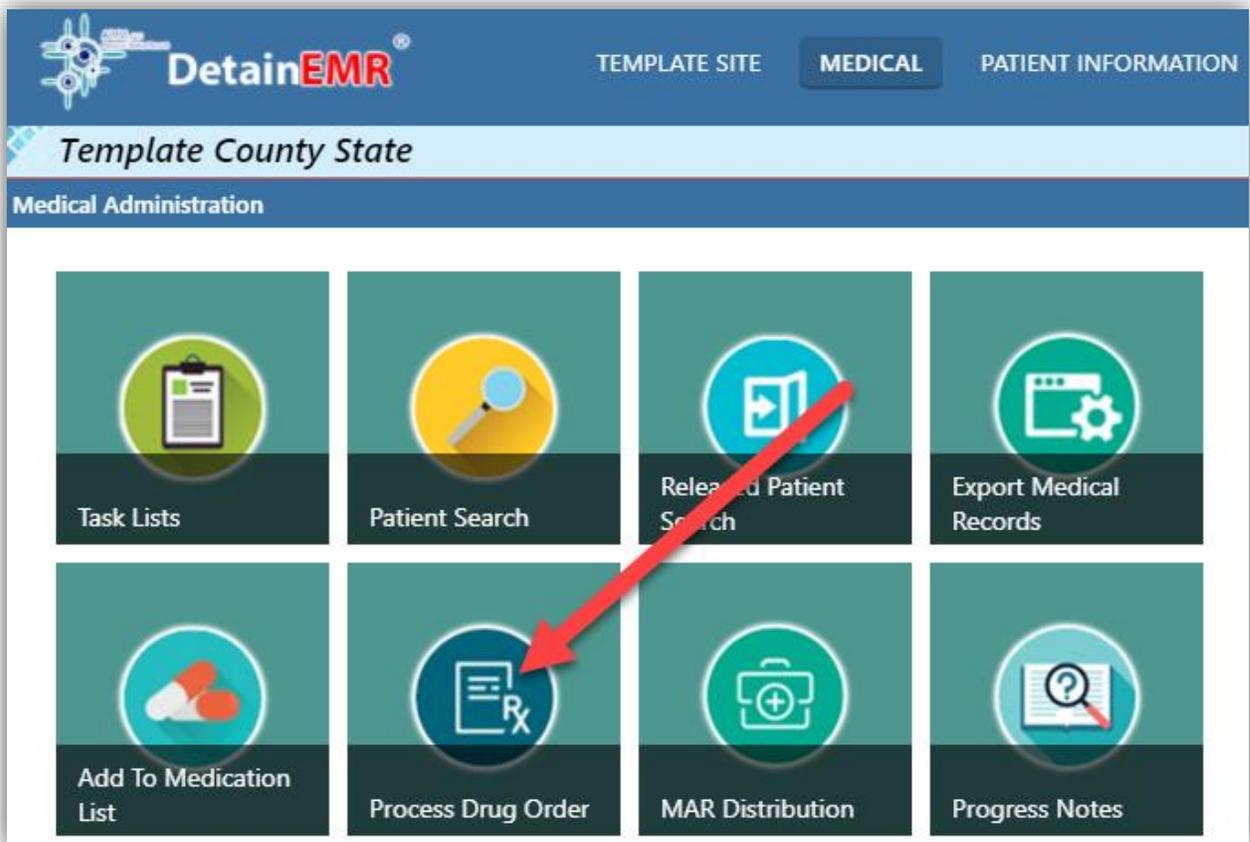
PROCESS DRUG ORDERS AND SEND TO PHARMACY

Once you are finished entering all New Drug Orders, the medications are ready to be synced to the Offline MAR for administration and may be "Processed" to send to the pharmacy.

Click the Medical Tab to go back to the MEDICAL area of the website.



Click the icon "Process Drug Orders."



Progress Notes
Lab Documents
Medical History Documents
Mental Health
Misc Documents
Chronic Clinic Documents
Drug Orders 2

PROCESS DRUG ORDERS

Click the "Process" button to process all open drug orders.

Process

1

There are no orders to process

1. Process orders
2. Go to the saved PDF

Once the orders have processed, Windows will prompt you to save the file to the computer. You do not need to save the form to the computer, as the website keeps all pharmacy orders under the link "Drug Orders" on the Quick Launch Task Bar:

Template County State

Documents

- Progress Notes
- Lab Documents
- Medical History Documents
- Mental Health
- Misc Documents
- Chronic Clinic Documents
- Drug Orders
- Unprocessed Scanned Documents
- Exported Medical Records

DAILY DRUG ORDER FORM

Date: 5 / 16 / 2017 Page 1 of 1 Faxed By: [User]

Pat Name: Template Inmate	Date of Birth: 04/12/2010	DOB: 03488	SSN: 82	Addressing Clinic: HCHZ	Just One Bill Only
Insurance: County	Profile: None	Insurance ID #: NDA	Physician: Matthew Johnson	Quantity: 30	Units: 3
Check Box to Bill Insurance: <input type="checkbox"/>	Pat ID: []	Pat Type: []	Location: []	Medication Name & Strength: []	Directions: []

3. Click the PDF button to review the document in the PDF review screen.
4. Click the Printer button to Print or Fax to the Pharmacy.

Download and Save

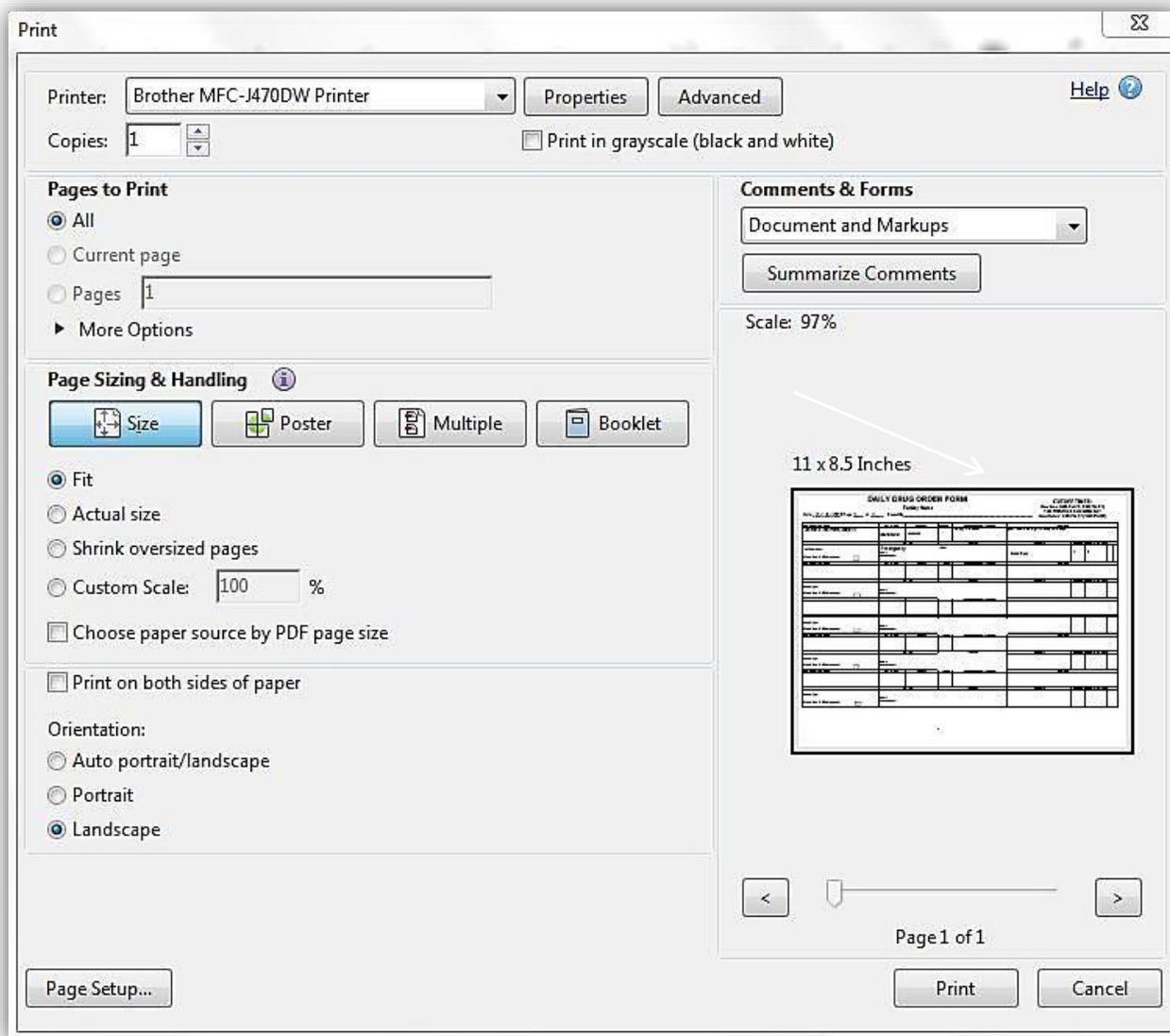
Full Screen

To Print or Fax the document, hover your mouse near the right lower corner of the screen to display the Printer icon.

Click the Printer Icon to display the Print/Fax Options. When prompted to “Open” or “Save” by Windows, select “Open.”



The following screen (or similar) will display:



Choose “Landscape” if necessary to fit the print area. Each facility will differ in the type of printers and fax machines used. Online Fax capability is only available if the fax machine is on the network at the facility. If available, you may enter fax information from this screen and send directly to your pharmacy. Otherwise, the pages may be printed and faxed manually.

5. MEDICAL HISTORY

Each detainee chart contains an area to document medical histories. History documents, Physical Exam, Intake Screening, and TB test may all be linked to a workflow with reminders automatically generated on the Nurse's Task List. The system, through JMS integration, automatically populates the detainee's name, date of birth, and ID number. The system also auto-populates the date and time.

DETAINEE INFORMATION PROBLEM LIST PROGRESS NOTES MEDICATION ADMINISTRATION **MEDICAL HISTORY** CHRONIC CLINIC LABS/X-RAY VITALS FLOWSHEETS MISC DOCUMENTS MENTAL HEALTH

123546 - Template Patient

Please Select Form To Create

Medical History Documents TB Test Results Other Forms

Show 10 entries

	Name	Created	Recorded Date	History Type	Title	ScannedNote	Created By
	1663.pdf	1/14/2020	1/14/2020	Patient Summary			Carrie Reindollar - AIMM Operations Manager
	1661.pdf	1/14/2020	1/14/2020	Patient Summary			Carrie Reindollar - AIMM Operations Manager
	1659.pdf	1/14/2020	1/14/2020	Extended Medical History			Carrie Reindollar - AIMM Operations Manager

MEDICAL HISTORY DOCUMENTS

Show 10 entries

To view previous medical history documents click on the pdf to view.

	Name	Created	Recorded Date	History Type	Title	ScannedNote	Created By
	1663.pdf	1/14/2020	1/14/2020	Patient Summary			Carrie Reindollar - AIMM Operations Manager
	1661.pdf	1/14/2020	1/14/2020	Patient Summary			Carrie Reindollar - AIMM Operations Manager
	1659.pdf	1/14/2020	1/14/2020	Extended Medical History			Carrie Reindollar - AIMM Operations Manager
	1656.pdf	1/9/2020	1/9/2020	Patient Summary			Carrie Reindollar - AIMM Operations Manager
	1654.pdf	1/9/2020	1/9/2020	Extended Medical History			Carrie Reindollar - AIMM Operations Manager
	1652.pdf	1/3/2020	1/3/2020	Patient Summary			Carrie Reindollar - AIMM Operations Manager
	1647.pdf	11/25/2019	11/25/2019	Extended Medical History	Reviewed by Nurse Carrie		Carrie Reindollar - AIMM Operations Manager
	1646.pdf	11/25/2019	11/25/2019	Medical History			Carrie Reindollar - AIMM Operations Manager
	1426.pdf	10/5/2018	10/5/2018	Intake			Carrie Reindollar - AIMM Operations Manager
	1421.pdf	10/5/2018	10/5/2018	Patient Summary			Carrie Reindollar - AIMM Operations Manager

Showing 1 to 10 of 39 entries Previous Next

EXTENDED MEDICAL HISTORY DOCUMENT

This is an extended version of the Medical History Document with additional areas for physical assessment, mental health status, and education. Click “Create” at the bottom of the page to create the document and send to the Practitioner’s Task List for signature. You may also refer to Mental Health or Chronic Clinic, just with the Electronic Progress Note. For Mental Health, a link to the document will appear on the QMHP task list. For Chronic Clinic, a reminder and date will appear on the Chronic Clinic Task List.

EXTENDED MEDICAL HISTORY		
DATE 7/6/2017 TIME 12:30 PM		
INMATE NAME Template Inmate ID NUMBER 123456 FACILITY Template DOB 04/12/2010 Sex Male Race Allergies NKDA Height Weight		
Vital Signs		
Systolic BP: <input type="text"/>	Diastolic BP: <input type="text"/>	Pulse: <input type="text"/>
Resp: <input type="text"/>	Temp: <input type="text"/>	Blood Glucose: <input type="text"/>
O2 Saturation %: <input type="text"/>		
Subjective Data Collection		
Are you currently under the care of a practitioner for any reason? <input type="radio"/> Yes <input checked="" type="radio"/> No		
If yes, explain: <input type="text"/>		
Surgeries/Year <input type="text"/>		
Objective Cognitive Assessment (Check all that apply - may be multiple responses to each question)		

Thoughts of harming others? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Have you ever been a victim of physical or sexual abuse? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you feel that you are currently in danger of being physically or sexually assaulted? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Have you ever physically or sexually assaulted anyone? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Additional Comments	

STD (recent past or present) <input type="radio"/> Yes <input checked="" type="radio"/> No		Visible lesions, discharge	
Hepatitis <input type="radio"/> Yes <input checked="" type="radio"/> No	Type: []	Current/Past Treatment	
Bleeding or other blood disorders <input type="radio"/> Yes <input checked="" type="radio"/> No	Diagnosis Date: []	Current/Past Treatment	
HIV positive <input type="radio"/> Yes <input checked="" type="radio"/> No	Diagnosis Date: []	Current/Past Treatment	

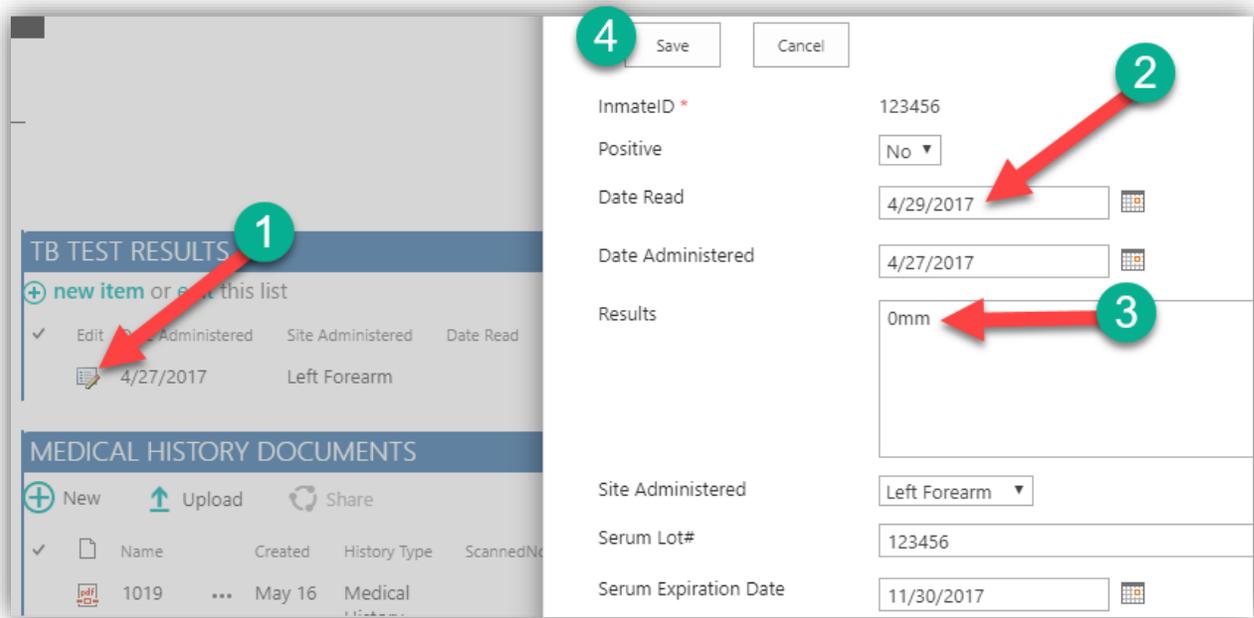
Pregnant <input type="radio"/> Yes <input checked="" type="radio"/> No	Gravida/Para: [] / []	UPG results (If indicated)
Last Menstrual Period Normal <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: []	If Pregnant, Date Due
Unexplained Weight Loss <input type="radio"/> Yes <input checked="" type="radio"/> No	[]	
Loss of Appetite <input type="radio"/> Yes <input checked="" type="radio"/> No	[]	
Night Sweats <input type="radio"/> Yes <input checked="" type="radio"/> No	[]	
Fever > 100 <input type="radio"/> Yes <input checked="" type="radio"/> No	[]	
Fatigue (unexplained) <input type="radio"/> Yes <input checked="" type="radio"/> No	[]	
Cough Longer than 3 Weeks <input type="radio"/> Yes <input checked="" type="radio"/> No	[]	

TB TEST/RESULTS

An area is available to document the placement of a TB test and later enter the results.

Add TB Test Item

Inmate ID	123456
Positive	No ▼
Date Read	<input type="text"/>
Results	<input type="text"/>
Date Administered	<input type="text"/>
Site Administered	<input type="text"/>
Serum Lot#	<input type="text"/>
Serum Expiration Date	<input type="text"/>



PHYSICAL EXAM

This document is a form with physical exam, history, and education. Click “Create” at the bottom of the page to create the document and send to the Practitioner’s Task List for signature. You may also refer to Mental Health or Chronic Clinic, just with the Electronic Progress Note. For Mental Health, a link to the document will appear on the QMHP task list. For Chronic Clinic, a reminder and date will appear on the Chronic Clinic Task List.

PHYSICAL EXAMINATION

Facility: Template
Date: 07/06/2017
Time: 12:57

Detainee Name: Template Inmate
Date of Incarceration: 04/12/2017
Date of Birth: 04/12/2010
Age: 7
Sex: Male
Race:
Allergies: NKDA

Patient was identified by (check 2 sources):

Arm Band

Picture

Verbally

Other

Reviewed intake screening? Yes

Findings:

INTAKE SCREENING

This document is a form with ability to document screening of medical, oral, and mental health. There is also a place to document learning, culture, substance abuse, and more. Click “Create” at the bottom of the page to create the document and send to the Practitioner’s Task List for signature. You may also refer to Mental Health or Chronic Clinic, just with the Electronic Progress Note. For Mental Health, a link to the document will appear on the QMHP task list. For Chronic Clinic, a reminder and date will appear on the Chronic Clinic Task List.

INTAKE SCREENING	
Facility: Template Date: 07/06/2017 Time: 12:59	
Patient Name: Template Inmate Date of Incarceration: 04/12/2017 Date of Birth: 04/12/2010 Age: 7 Sex: Male Race: Allergies: NKDA	
Patient was identified by (check 2 sources): <input type="checkbox"/> Arm Band <input type="checkbox"/> Picture <input type="checkbox"/> Verbally <input type="checkbox"/> Other	
If detainee was transferred from another facility, did a medical transfer summary accompany the detainee? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> N/A	
Time of arrival in camp: <input type="text"/>	
Time of initial screening: <input type="text"/>	
What language do you speak?: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other	
Interpreter # or Name: <input type="text"/>	
Medical Screening	

These check boxes will put a note on the document.

Referral to: Mental Health Dentist Medical Wound Care

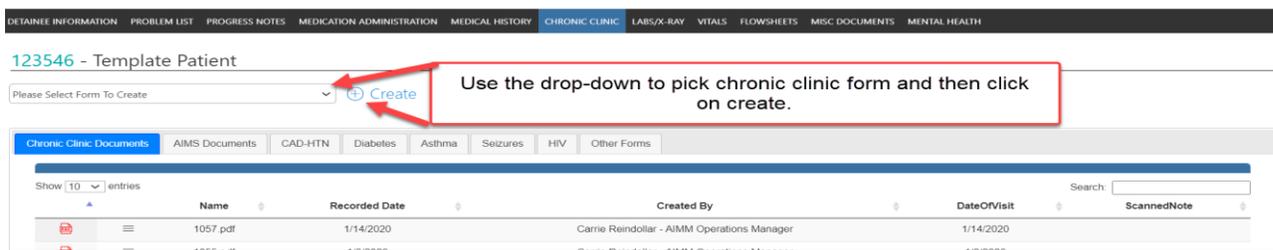
Referral: QMHP Psychiatrist

Upon clicking referral to QMHP, Psychiatrist, and/or Chronic Clinic a task will be generated for the appropriate person with links to the Mental Health forms.

Chronic Clinic

6. CHRONIC CLINIC

Each chart contains documentation for detainees that need to be seen in Chronic Clinic. The system, through JMS integration, automatically populates the detainee's name, date of birth, and ID number. The system also auto-populates the date and time.



123546 - Template Patient

Please Select Form To Create

Use the drop-down to pick chronic clinic form and then click on create.

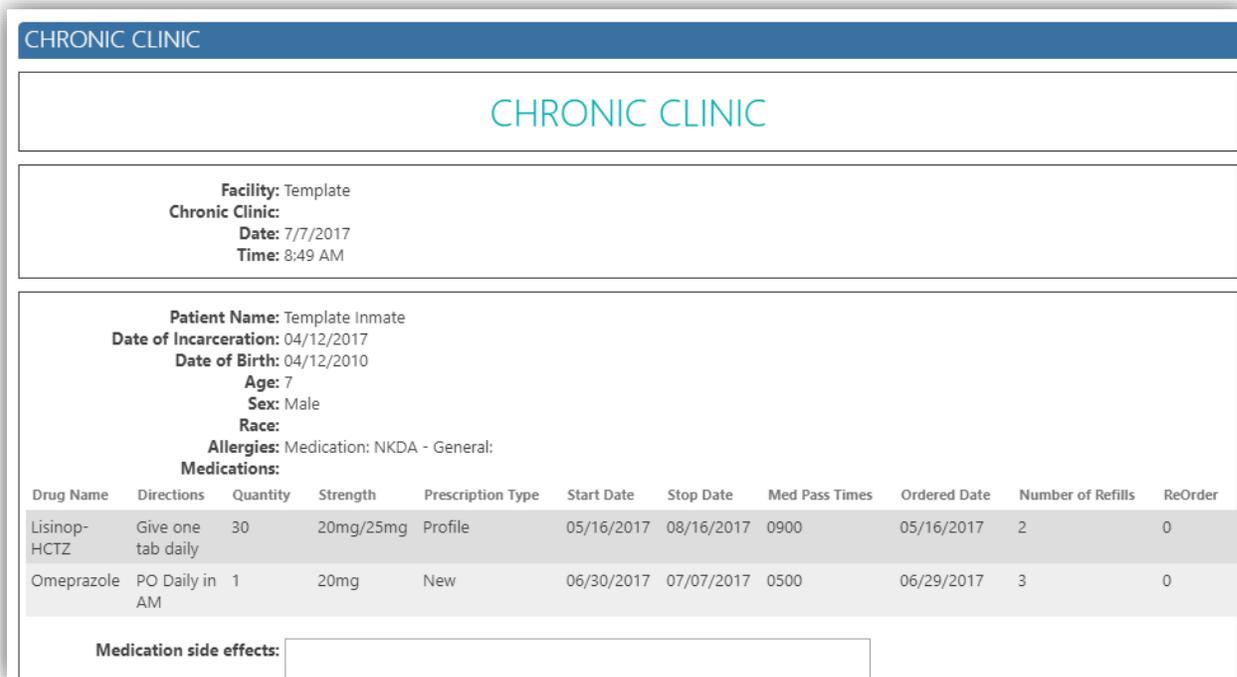
Chronic Clinic Documents | AIMS Documents | CAD-HTN | Diabetes | Asthma | Seizures | HIV | Other Forms

Show 10 entries

Name	Recorded Date	Created By	DateOfVisit	ScannedNote
1057.pdf	1/14/2020	Carrie Reindollar - AIMM Operations Manager	1/14/2020	
1066.pdf	1/2/2020	Carrie Reindollar - AIMM Operations Manager	1/2/2020	

CHRONIC CLINIC FORM

The Chronic Clinic form has a workflow associated with its creation. When a nurse begins a new Chronic Clinic form by entering vital signs and other pertinent information, it will then be routed to the Practitioner's Task List to be completed during the patient encounter.



CHRONIC CLINIC

CHRONIC CLINIC

Facility: Template
Chronic Clinic:
Date: 7/7/2017
Time: 8:49 AM

Patient Name: Template Inmate
Date of Incarceration: 04/12/2017
Date of Birth: 04/12/2010
Age: 7
Sex: Male
Race:
Allergies: Medication: NKDA - General:

Medications:

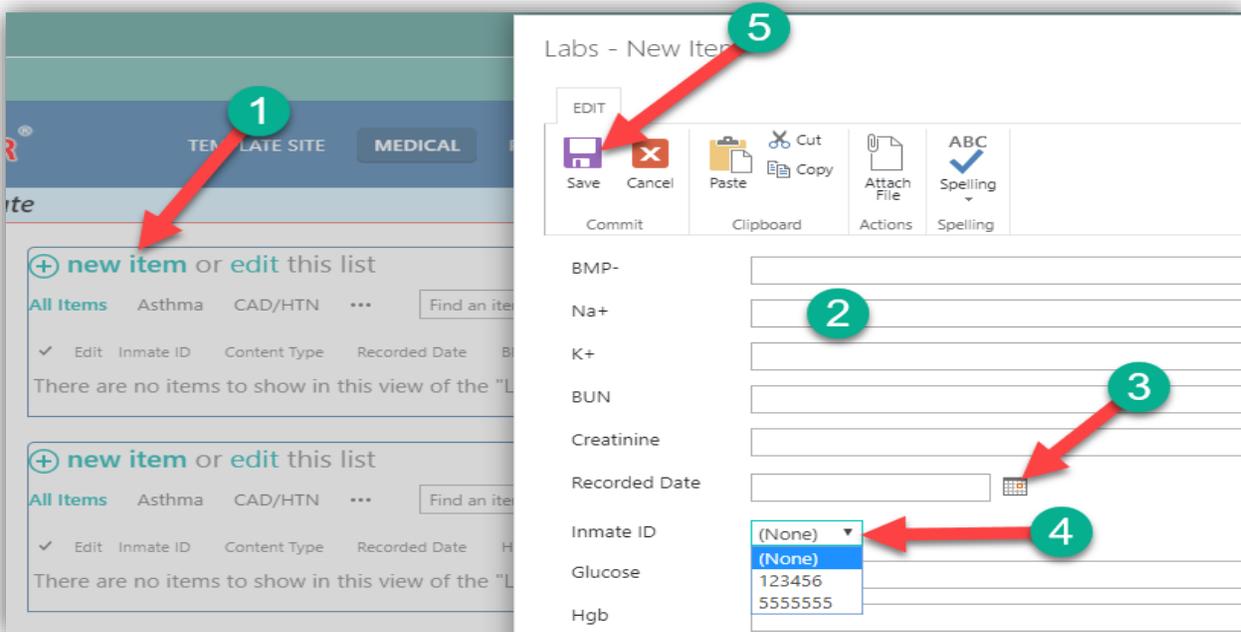
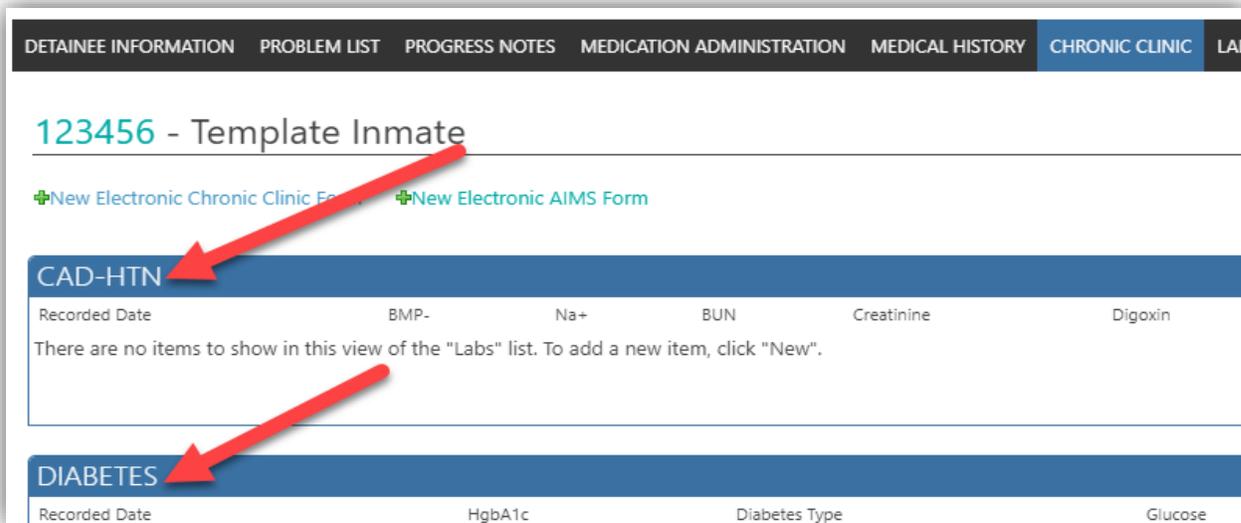
Drug Name	Directions	Quantity	Strength	Prescription Type	Start Date	Stop Date	Med Pass Times	Ordered Date	Number of Refills	ReOrder
Lisinop-HCTZ	Give one tab daily	30	20mg/25mg	Profile	05/16/2017	08/16/2017	0900	05/16/2017	2	0
Omeprazole	PO Daily in AM	1	20mg	New	06/30/2017	07/07/2017	0500	06/29/2017	3	0

Medication side effects:

Complete & Send to Practitioner Task List

CHRONIC CLINIC LABWORK

Included is an area to document lab results pertaining to the detainee's specific problem or diagnosis.



AIMS TESTING

A screening tool known as AIMS (Assessment for Involuntary Movement Scale) is available to be completed for those detainees on psychotropic medications.

ABNORMAL INVOLUNTARY MOVEMENT SCALE (AIMS)	
<p>INSTRUCTIONS: Complete examination procedure before making ratings. While conducting the examination, have resident sit in a firm chair without arms. For all MOVEMENT ratings (sections A, B and C) rate highest severity observed. Select only one code for each evaluation</p> <p>SCORING CODES: 0 = None 1 = Minimal/Normal 2 = Mild 3 = Moderate 4 = Severe</p>	
<p>Facility: Template Name: Template Inmate Date of Incarceration: 04/12/2017 Date of Birth: 04/12/2010 Age: 7 Sex: Male Race: Allergies: NKDA</p>	
SECTION A. FACIAL AND ORAL MOVEMENTS	Assessment Date: <input type="text"/> 
1. MUSCLES OF FACIAL EXPRESSION e.g., movements of forehead, eyebrows, periorbital area, cheeks; include frowning, blinking, smiling, grimacing	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
2. LIPS AND PERIORAL AREA e.g., puckering, pouting, smacking	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
3. JAW	

7. LABS/X-RAY

Each detainee's chart contains an area for lab work and x-ray results. Most results are sent to a facility via fax or by other means not associated with an electronic document. Therefore, any lab and x-ray documents may be scanned and assigned to the Labs/X-Rays section of the chart.

ONSITE LAB DOCUMENT

A nurse may create a new On-site Lab Record that includes an area to document the results of a urine dipstick test and pregnancy test.

123546 - Template Patient

Please Select Form To Create

To create an on-site lab record for ua or pregnancy test click on the drop down box and then create.

Lab Documents On Site Labs Other Forms

Show 10 entries Search:

Name	ScannedNote	Recorded Date	Created By
1001.pdf	CBC	8/8/2018	Carrie Reindollar - AIMM Operations Manager

8. VITALS

The vital signs section in each detainee's chart contains a collection of vital signs taken on the patient as documented in other areas and forms in the system. Vital signs will be listed after syncing with the Offline MAR, creating progress notes, completing a chronic clinic, creating a history document, and from direct entries into the vital signs section.

123546 - Template Patient

Please Select Form To Create

Click on the drop-down box and create to add new vitals entry.

Vitals Other Forms

Date Range Search
From Date To Date

Show 10 entries

Recorded Date	Temp	Pulse	Respiratory	Systolic BP	Diastolic BP	Weight	Height	O2 Saturation	CreatedByChronicClinic	Blood Sugars	Blood Sugar Comments	Peak Flow Pre	Peak Flow Pre Time	Peak Flow Post Time
---------------	------	-------	-------------	-------------	--------------	--------	--------	---------------	------------------------	--------------	----------------------	---------------	--------------------	---------------------

Add Vitals Item

Inmate ID 123456

Temp

Pulse

Respiratory

Systolic BP

Diastolic BP

Height: (Ft' and In")

Weight: lbs.

O2 Saturation

Recorded Date

Enter data here, then click Save.



9. FLOWSHEETS

The flowsheet area of the patient's chart includes scheduled flowsheets entered on the Offline MAR through the New Drug Order Screen. These include blood sugars, detox vitals, wound care, and more. In addition to documenting flowsheets on the Offline MAR and syncing to this area of the website, you may also enter data directly into the flowsheets section.

DETAINEE INFORMATION PROBLEM LIST PROGRESS NOTES MEDICATION ADMINISTRATION MEDICAL HISTORY CHRONIC CLINIC LABS/X-RAY VITALS **FLOWSHEETS** MISC DOCUMENTS MENTAL HEALTH

123546 - Template Patient

Please Select Form To Create

Click on the drop-down box and select flow sheet or seg flow sheet and then click create.

Flowsheets Seg Flowsheets Other Forms

Show 10 entries

Flow Sheet Type	Comments	Recorded Date	Temp	Pulse	Respiratory	Systolic BP	Diastolic BP	Weight	O2 Saturation	Blood Sugars	Blood Sugar Comments	Additional Comments	Created By	OfflineUserID
Detox Vitals	checked skin	1/14/2020 1:16:16 PM	99	80	20	120	80		99				ACH Auth	chart

RANDOM FLOWSHEETS

Add Flowsheet Item

Inmate ID: 123546

Flow Sheet Type: **Chronic Care**

Comments: [Empty text area]

Where Acquired: [Dropdown menu]

Patient's Vitals

Recorded Date: 5/7/2021 Recorded Time: 16:24

Temperature: [Input] Pulse: [Input] Respirations: [Input]

Systolic: [Input] Diastolic: [Input] O2 Saturation (%): [Input]

Weight (lbs): [Input] Pre Peak: [Input] Time: [Input]

Flow Sheet List:

Flow Sheet Type	Comments	Recorded Date
Detox Vitals	checked skin	1/14/2020 4:10:16 PM
Detox Vitals		12/19/2019 4:11:45 PM

MEDICAL SEGREGATION ROUNDS

Add Seg Flowsheet Item

Inmate ID: 123546

Flow Sheet Type: Seg Flowsheet

Recorded Date: Date: 5/7/2021 Time: 16:26

Responsive:

Non-Responsive:

No Complaints:

Voiced Complaints:

Signs of Injury - Illness:

Medical Status Concerns:

Unusual, Sad, Bizarre Behavior:

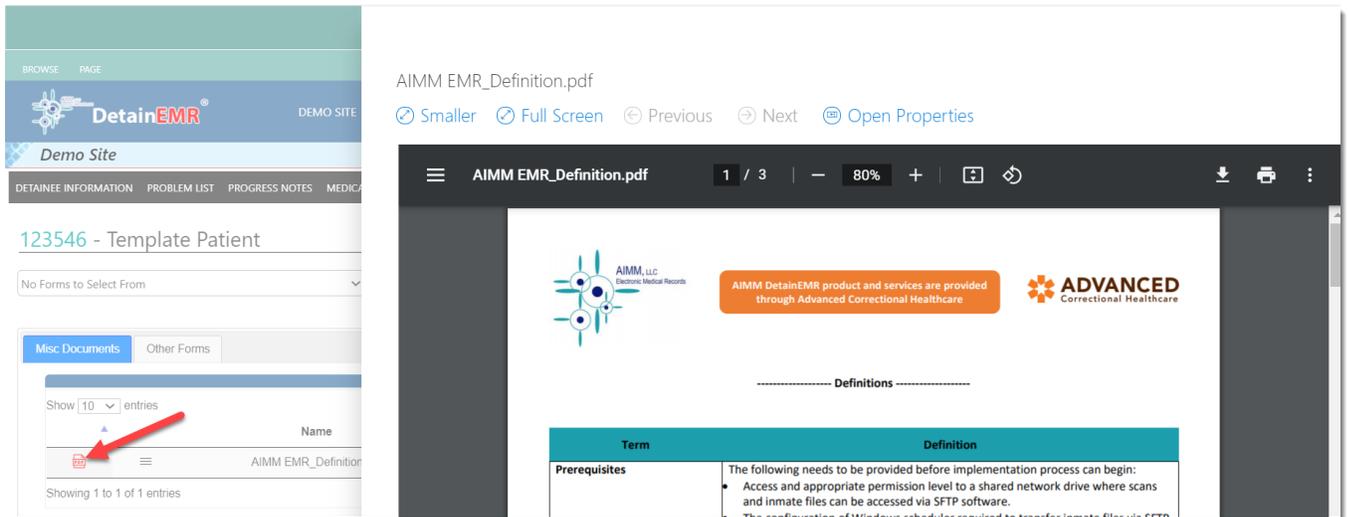
Ask Patient: Do you feel like you want to hurt yourself?

Ask Patient: Do you feel suicidal?

[Empty text area]

10. MISC DOCUMENTS

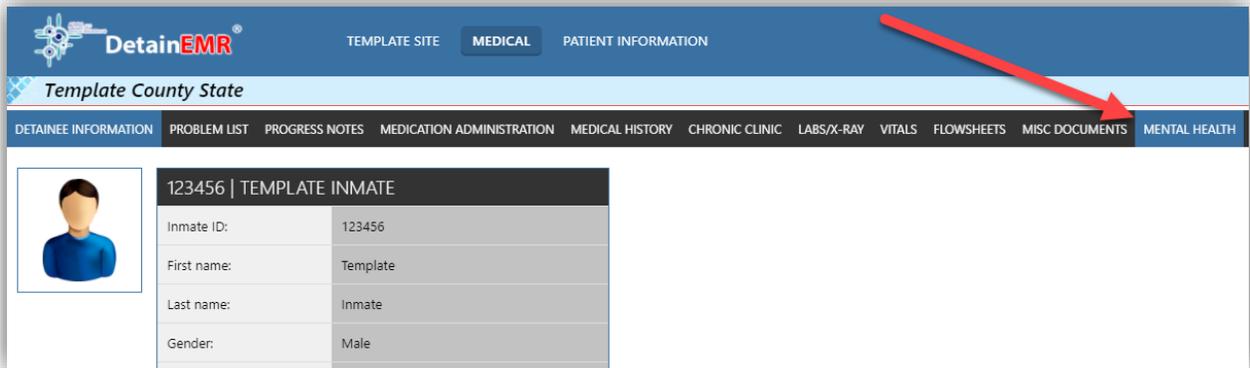
Under the Miscellaneous tab in each detainee's record, paper forms may be scanned and assigned with recorded date and notes. Anything that comes into the facility on paper or that is still generated on paper such as protocols completed by officers, medication verifications, ER visit notes, historical documentation from off-site providers, booking questionnaires, release of information forms, and paper MARs may go into the Miscellaneous section. To view click on the PDF and the document will appear to review.



11. MENTAL HEALTH

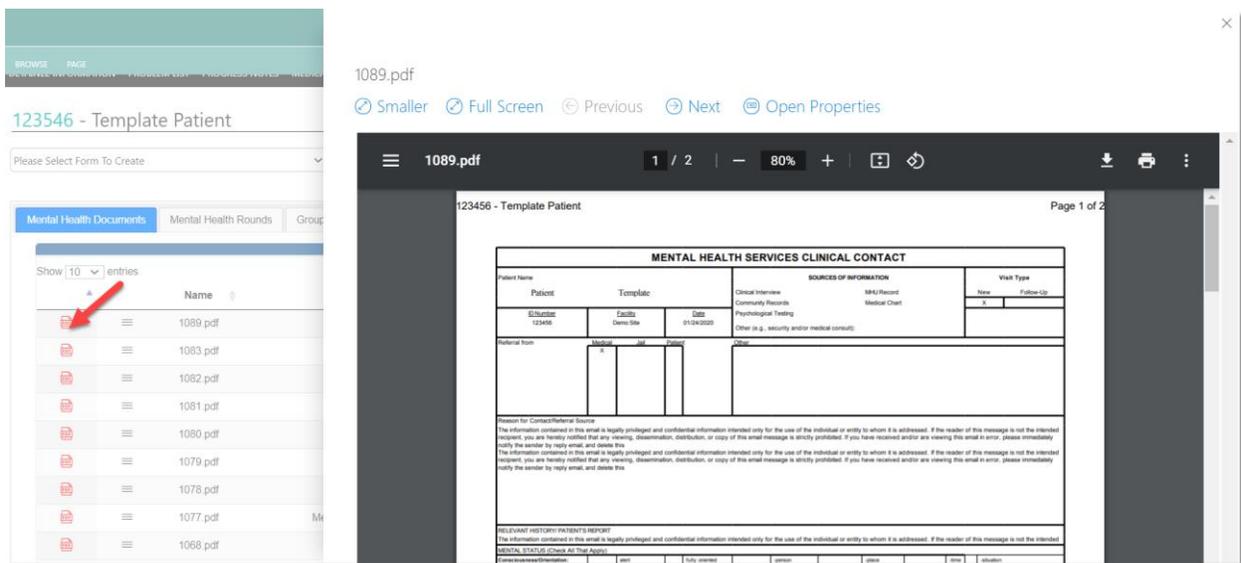
Mental Health records are available for the Qualified Mental Health Professional to complete as well as a psychiatrist.

The Mental Health area of the chart will be used when there are mental health services provided at the facility. Click on the 'Mental Health' heading of the chart.



VIEW EXISTING MENTAL HEALTH NOTES

To view existing mental health notes in the chart, click the PDF icon to open the form in the PDF Viewer on the left side of the screen as shown below.



To view the document in full screen mode, click full screen at the top of the screen. You may also print or download a copy.

CREATE A NEW MENTAL HEALTH FORM

Standard mental health forms will be available to the mental health professional in the evaluation and care of the detainee. To fill out a form, click on the drop-down box and then click on create.

123546 - Template Patient

Please Select Form To Create

Click on the drop down-box to find the form you wish to create. Then click 'Create'.

Name	MentalHealthForm	ScannedNote	Created	Created By
1089.pdf	MentalHealthServicesClinicalContact		1/24/2020	Adam Mohrfield MCPS
1083.pdf	MentalHealthServicesClinicalContactPsychiatry		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1082.pdf	MentalHealthScreeningInterview		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1081.pdf	MentalHealthServicesClinicalContact		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1080.pdf	MentalHealthServicesClinicalContact		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1079.pdf	MentalHealthNonContactProfessionalActivity		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1078.pdf	MentalHealthNonContactProfessionalActivity		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1077.pdf	MentalHealthPlacementReviewOfDetaineeInObservation		9/13/2019	Carrie Reindollar - AIMM Operations Manager
1068.pdf	MentalHealthServicesClinicalContactPsychiatry		3/22/2019	Carrie Reindollar - AIMM Operations Manager
1067.pdf	MentalHealthServicesClinicalContactPsychiatry		3/22/2019	Carrie Reindollar - AIMM Operations Manager

DETAINEE IN OBSERVATION

For suicide watches or other precautionary measures requiring monitoring by security

NON-CONTACT PROFESSIONAL ACTIVITY

Typically used for follow-up documentation after the screening interview.

CLINICAL CONTACT

For non-observation (e.g., suicide watch) clinical contacts. Typically used for follow-up documentation after the screening interview.

SCREENING INTERVIEW

First contact in which the person is able to answer questions.

DETAINEE IN SEGREGATION

For detainees in isolated settings that are not on an observation status.

CLINICAL CONTACT PSYCHIATRY

MENTALHEALTHSERVICECLINICALCONTACT

Mental Health Services Clinical Contact

Patient Name Template Inmate
ID Number 123456
Facility Template
Date of Screening 07/06/2017

SOURCES OF INFORMATION

- Clinical Interview
- Community Records
- Psychological Testing
- MHU Record
- Medical Chart
- Other (e.g., security and/or medical consult)

REASON FOR CONTACT/REFERRAL SOURCE

Refer Mental Health Form:

Refer To Medical ****Medical Referral will automatically set the due date to today's date**

Refer To/Follow Up With QMHP

Create

At the bottom of all the mental health forms, the user will have the ability to refer the detainee to “Medical” or “QMHP.” A task will be created for the appropriate person to complete.

Once all the fields have been filled in, click on the ‘Create’ button at the bottom of the form.

The note will then be added to the Mental Health document listing in the detainee chart.

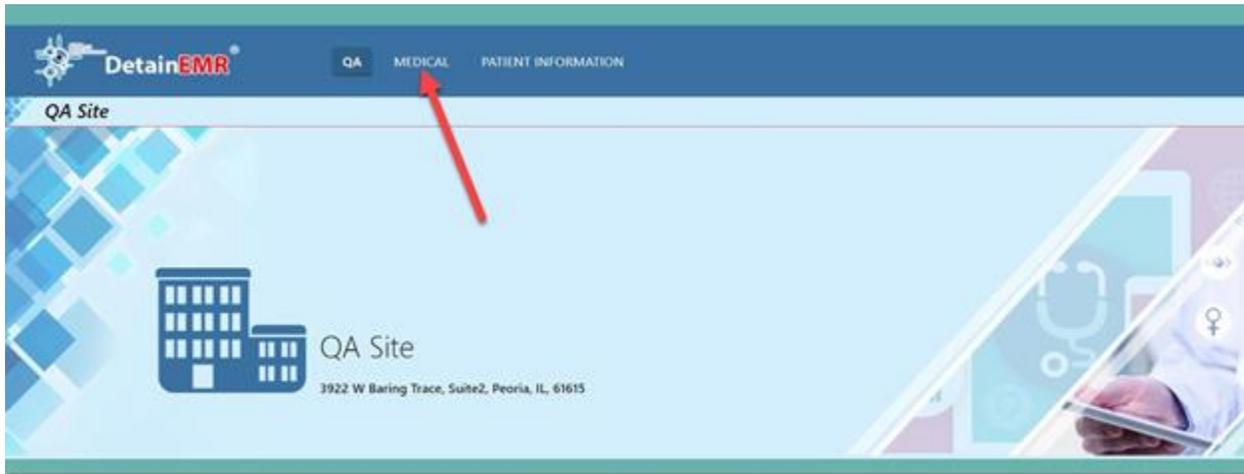
A link to the note will be added to the Practitioner’s Task List for review and signature.

The note will be dated and timestamped with the QMHP’s credentials.

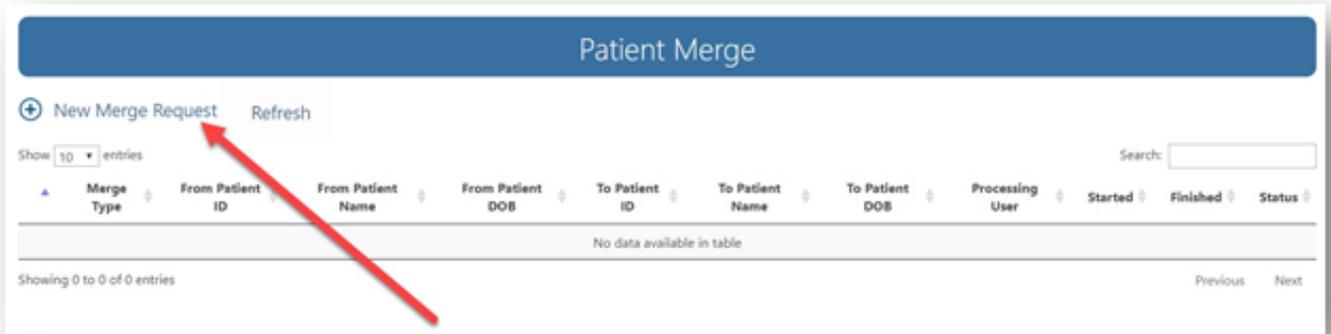
II. CHART MERGE

Merge duplicate charts. Merge incorrect Inmate ID chart contents to correct Inmate ID chart. (Same patient name, same date of birth) The chart merge will move existing documents, list items, and medications to the selected chart.

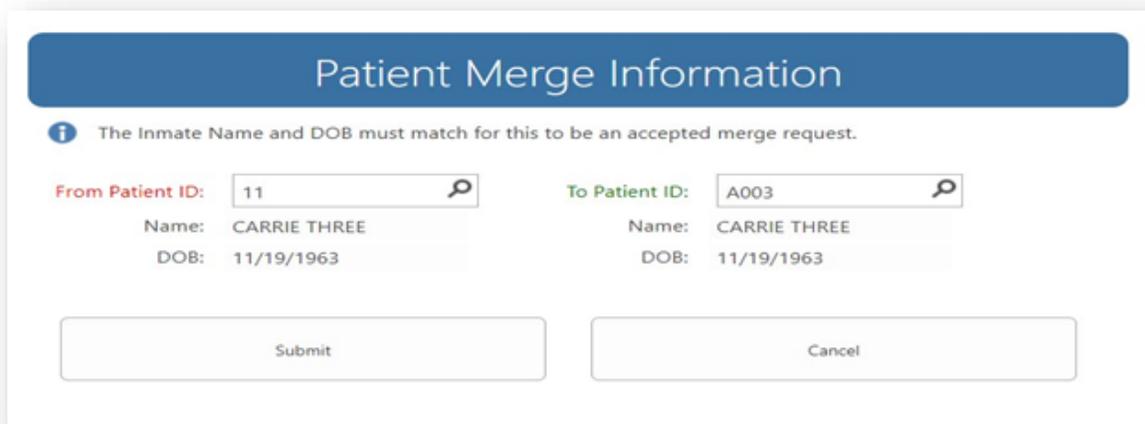
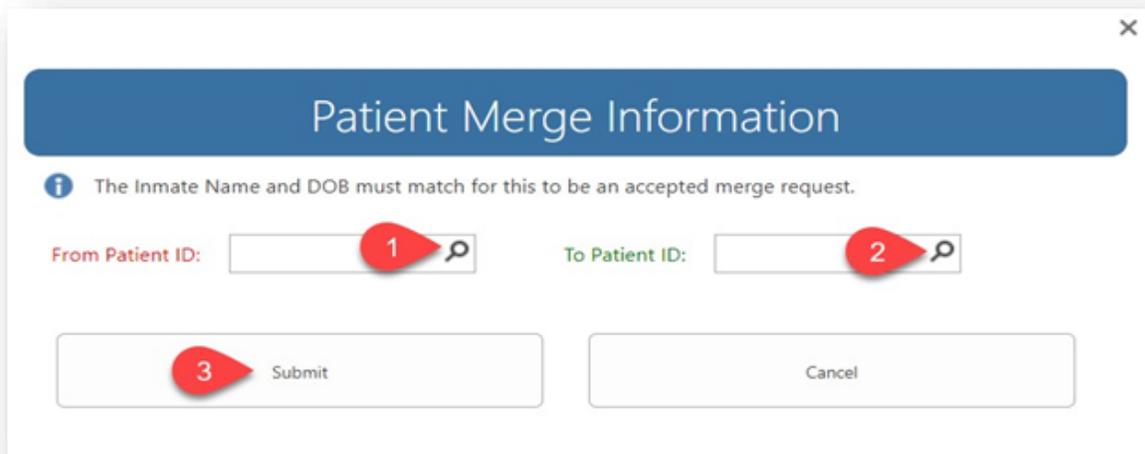
Click “Medical.”



A new section will display. Choose “New Merge Request.”



Click on the Magnifier and Search from the Patient Information list. First, you will choose the incorrect Patient/Detainee ID. Second, you will choose the correct Patient/Detainee ID. Third, you will click "Submit."



i The Inmate Name and DOB must match for this to be an accepted merge request. 

From Patient ID:  To Patient ID: 

Name: CARRIE THREE Name: CARRIE THREE
 DOB: 11/19/1963 DOB: 11/19/1963

This merge is valid:

This will merge **11 - CARRIE THREE** to **A003 - CARRIE THREE**

All records will be moved from the Incorrect Patient ID to the Correct Patient ID. However, the Old Patient ID will still show on the PDF documents for historical reasons and a note will be placed on the Patient Record documenting that this patient was merged.

Records from these sections will be merged: Progress Notes, Lab Documents, Medical Histories, Mental Health Documents, Misc Documents, Chronic Clinic Documents, Patient Summary Documents, Flowsheets, Labs, Lab Documents, Medical Administrations, Problems, Tasks, TB Results, Vitals, AIMS and Medication Distributions.

If you understand and accept, please accept and confirm to continue.

I have read and accept the terms of this action 



The merge process details will populate in the Patient Merge list. After a few minutes, you may click “Refresh” to update the page. The status will change to “Complete.”

Patient Merge

[New Merge Request](#) [Refresh](#)

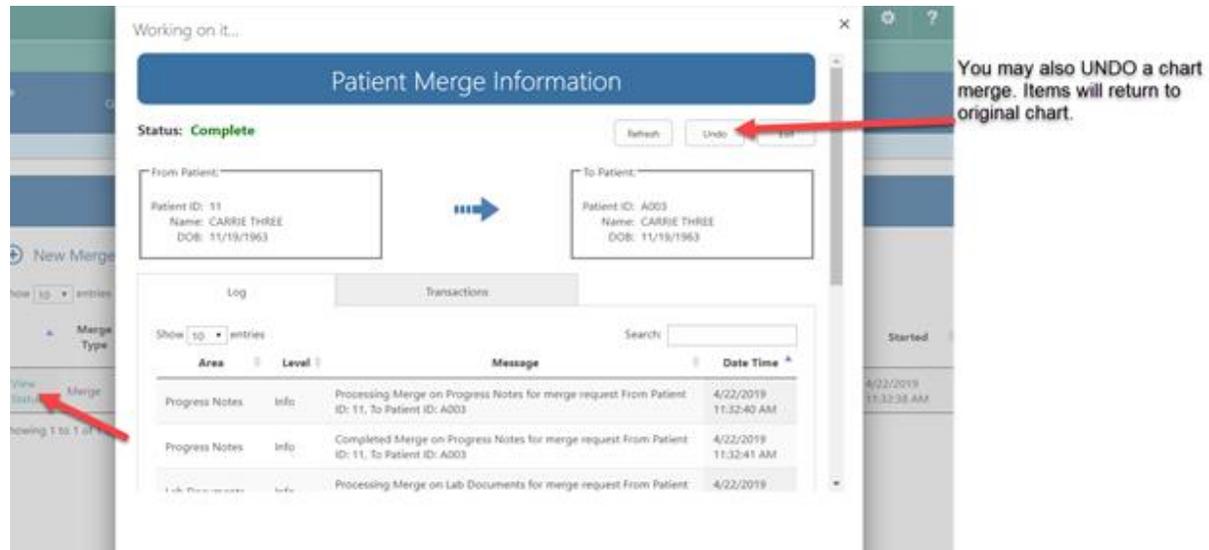
Show entries Search:

	Merge Type	From Patient ID	From Patient Name	From Patient DOB	To Patient ID	To Patient Name	To Patient DOB	Processing User	Start	Finished	Status
View Status	Merge	11	CARRIE THREE	11/19/1963	A003	CARRIE THREE	11/19/1963	Carrie Reindollar - AIMM Operations Manager	4/22/2019 11:32:38 AM		Processing - Progress Notes

Showing 1 to 1 of 1 entries Previous Next



In case the merge needs to be reverted to original status, you may click “View Status” and “Undo.” This will return chart documents and medication administration back to the original chart.



If you have mismatched patient names or differing dates of birth, please contact Support at (309)-6918100.

III. ERROR MARKING

To remove a note that has been placed in the chart in error, first login to the EMR website. Select the patient’s chart in which the note or form is that you wish to remove. If you are wanting to remove a progress note, then open the progress notes tab to display all the patient’s current progress notes.

123546 - Template Patient

Please Select Form To Create + Create

Progress Notes | Other Forms

Date Range Search
From Date To Date

Show 10 entries

Name	Document Type	Recorded Date	ScannedNote	MD	NPPA	Nurse	Created By	Status
1676.pdf	Medical Progress Note	6/15/2020		No	No	Yes	Training1 Training Training	Physician Signature Required
1671.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete
1670.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete

Find the note that you would like to have removed due to error. Use your mouse and place over the three lines. Left click on your mouse. A box will come up that states Mark as Error. Click Mark as Error.

BROWSE PAGE + Create SHARE FOLLOW

Please Select Form To Create + Create

Progress Notes | Other Forms

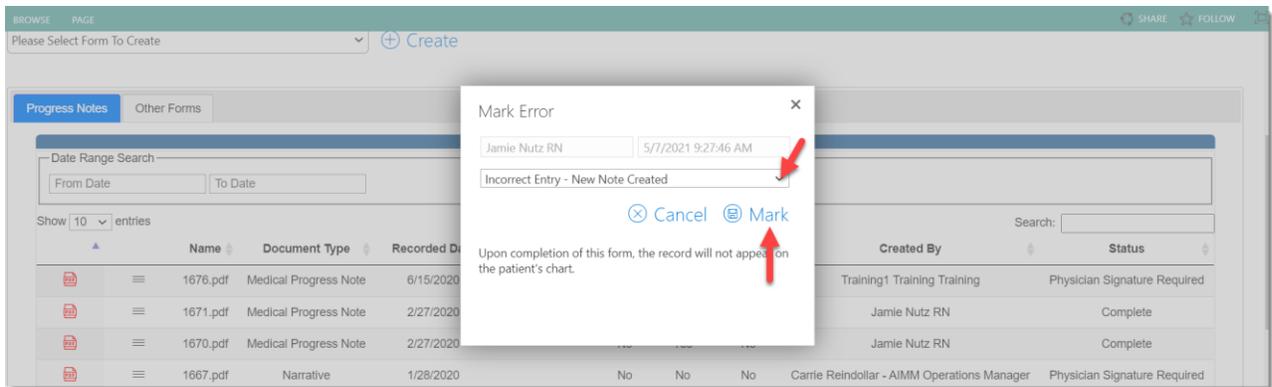
Date Range Search
From Date To Date

Show 10 entries

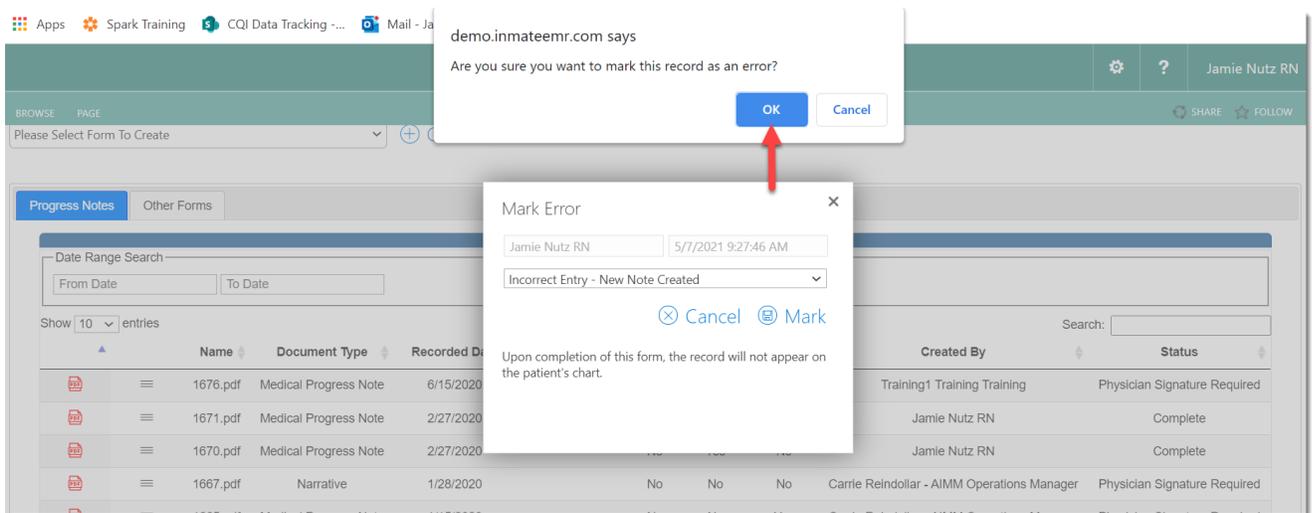
Name	Document Type	Recorded Date	ScannedNote	MD	NPPA	Nurse	Created By	Status
1676.pdf	Medical Progress Note	6/15/2020		No	No	Yes	Training1 Training Training	Physician Signature Required
1671.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete
1670.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete
1665.pdf	Narrative	1/28/2020		No	No	No	Carrie Reindollar - AIMM Operations Manager	Physician Signature Required
1665.pdf	Medical Progress Note	1/15/2020		No	No	Yes	Carrie Reindollar - AIMM Operations Manager	Physician Signature Required

Context menu for 1665.pdf (Narrative):
 Edit Properties
 Version History
 Mark As Error

Once this has been completed a new box will appear on your screen. A dropdown box will appear. You have the choice of Incorrect Patient or Incorrect Entry. One of these choices must be picked to continue. Then Click the Mark button.



A final box will ask if you are sure you want to mark this record in error? If you want the note removed, you will click ok.



You will notice that PDF 1676 is now removed from the chart.

ETAINEE INFORMATION PROBLEM LIST PROGRESS NOTES MEDICATION ADMINISTRATION MEDICAL HISTORY CHRONIC CLINIC LABS/X-RAY VITALS FLOWSHEETS MISC DOCUMENTS MENTAL HEALTH

123546 - Template Patient

Please Select Form To Create [+ Create](#)

Progress Notes Other Forms

Date Range Search
 From Date To Date

Show 10 entries Search:

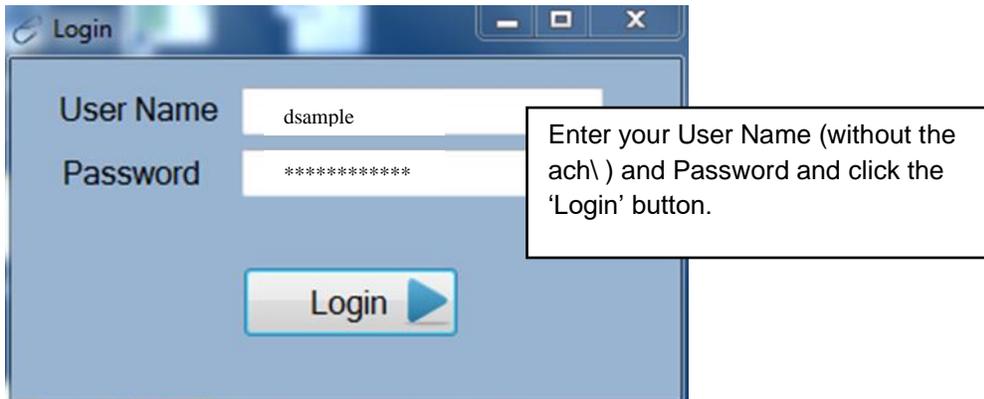
	Name	Document Type	Recorded Date	ScannedNote	MD	NPPA	Nurse	Created By	Status
	1671.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete
	1670.pdf	Medical Progress Note	2/27/2020		No	Yes	No	Jamie Nutz RN	Complete
	1667.pdf	Narrative	1/28/2020		No	No	No	Carrie Reindollar - AIMM Operations Manager	Physician Signature Required

The above steps can be completed to remove any note in the chart including scanned in notes, progress notes, narrative notes, and flow charts. If you have any questions or concerns about the process above, do not hesitate to contact the help desk.

****** Once you remove the note, this does not remove any medication orders entered, or any referrals done on this patient. You will have to remove or discontinue those items separately. *****

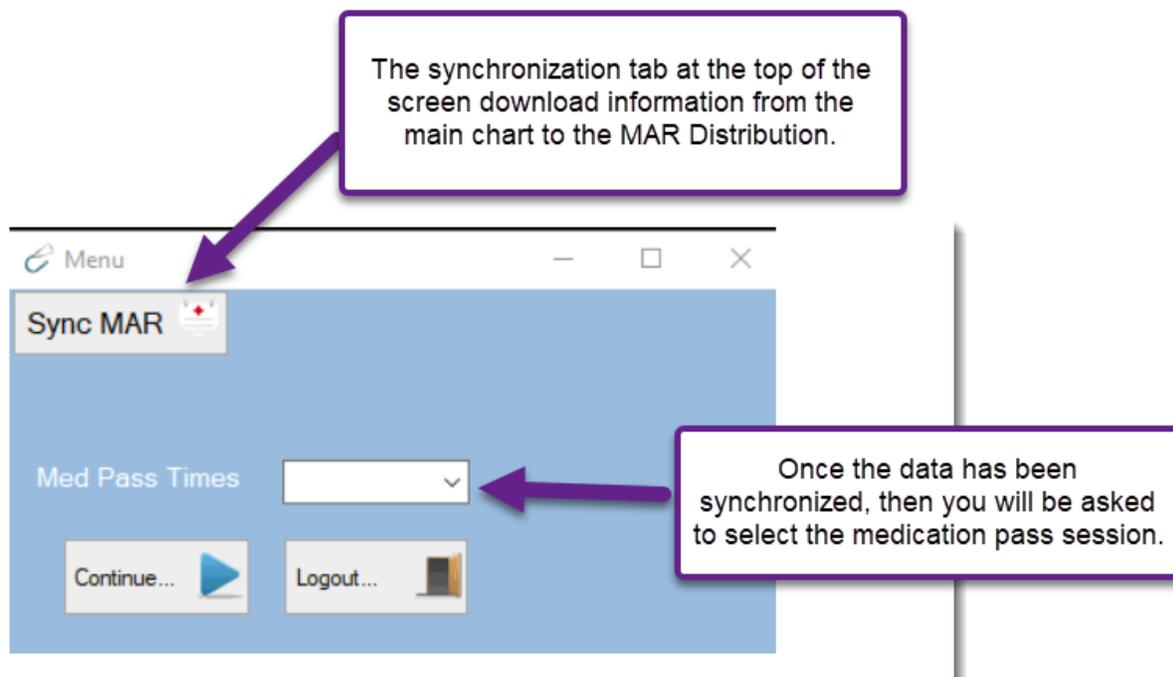
A. OFFLINE MAR

On the laptop, the Offline MAR is a database used to document medication administration without the use of the internet. Information on the Offline MAR is synced from the medication orders that are entered in the “Medication Administration” section of the detainee’s chart on the website. Permanent medication pass documentation from the Offline MAR is stored on the website in the MAR Distribution Grid after each sync. To administer medications, click on the Offline MAR icon on the desktop. The following Login screen will appear:



1. SYNC REQUIREMENTS

The laptop designated for medication passes must be connected to the internet before beginning the med pass. On the Offline MAR menu, the user will select “Sync MAR.” Once the Offline MAR syncs the data from the EMR website (medication orders, released detainees, location changes), it will indicate that the sync is complete. After the user has passed all medications and before logging out, the laptop must be connected to the internet to sync again. All documentation (initials, refusals, flow sheets) will populate in each detainee’s chart. All error messages and sync failures must be communicated to AIMM support. Refer to call list for further assistance.



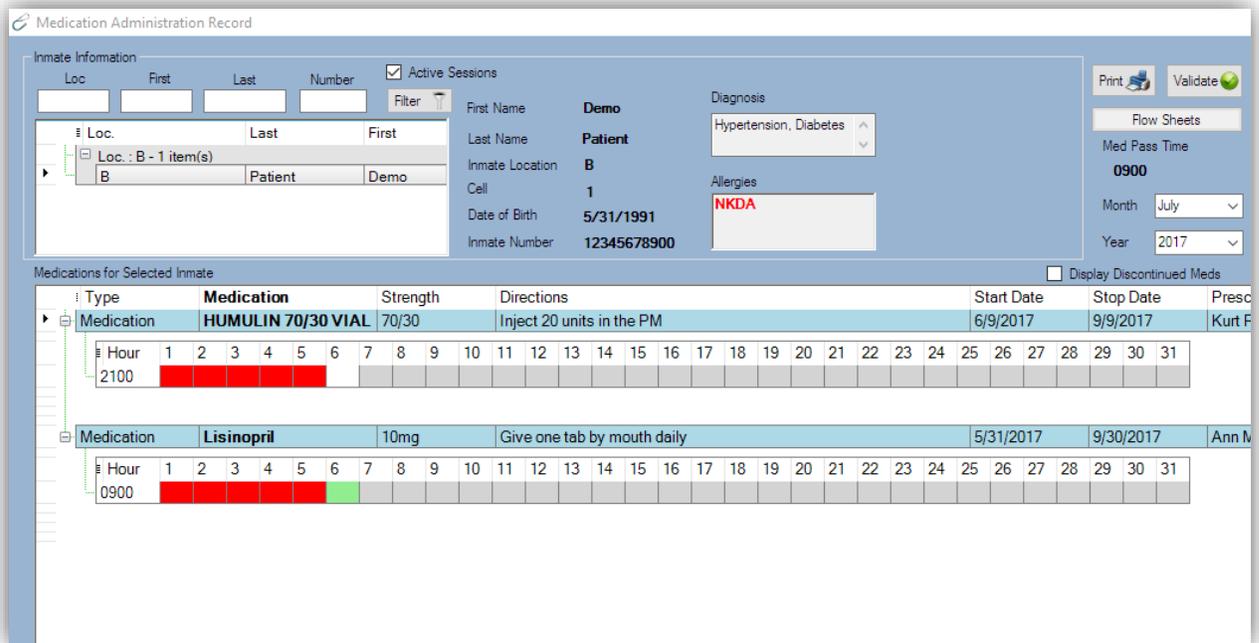
2. MED PASS SESSIONS

Med Pass Sessions are the times of day that medications are distributed. For example, a facility may choose times such as 0900 and 2100. Med pass times that are available will display when clicking the down arrow. Select the med pass time by clicking on the displayed time. Click "Continue" to open the Offline MAR for the chosen Med Pass Session.

The main window will then display and will allow you to select the detainee and view the MAR screen for distribution.

3. MEDICATION DISTRIBUTION GRID

Much like a paper medication administration record, the Medication Distribution Grid displays information necessary to pass medications.



4. ACTIVE/INACTIVE SESSION

The active box is selected to display the detainee names that have medications due at the chosen Med Pass Session. These include routine medications as well as “as needed” medications or orders that are not routine. To display all detainees in the facility, deselect the active box. All detainee names will be available to choose in order to review other Med Pass Session medication orders, enter flow sheets, etc. Detainee names in the list may be searched by location or by first or last name.

5. CELL LOCATIONS AND DETAINEE INFORMATION

This area includes demographic information as well as the location of the detainee in the facility. A photo will be displayed, if provided by the jail’s JMS. Also included is a box that lists medication allergies and a diagnosis box that lists the linked Problems from the drug order on the website.

6. MEDICATION START AND STOP DATES

The Medication Distribution Grid includes each medication name, strength/dose, instructions, Med Pass Session time, and duration.

7. DISPLAY DISCONTINUED MEDICATIONS

Medications that have reached their duration or have been discontinued will not display in the active Medication Distribution Grid. Deselect the box to display discontinued medications for

reference. The boxes beyond the end date or discontinue date will be displayed in the color black.

Color Codes:

Red Box – A Red box indicates that the medication pass was not completed when scheduled.

White Box – A White box may be a medication that is not due at the selected med pass session or may be initiated for any “as needed/not routine” orders that may exist. A White box containing initials denotes the med was passed and the initials of the person who passed the meds.

Green Box – A Green box indicates the medication needs to be distributed or the flowsheet needs to be completed for the selected med pass time.

Black Box – A Black box represents the discontinuation of the drug.

Gray Box – The Gray boxes fill the days prior to the drug order.

8. INITIALING MEDICATIONS PASSED

Choose the medication order that is due for administration. In addition to reading the medication orders, the box on the grid that corresponds to the day of the month and the med session time will be displayed in green. *For those meds that are entered as “as needed” or “non-routine” these boxes will be displayed in the color white and may be initialed, as necessary. Click the box to place initials. A new screen will appear that includes further details of the medication order.

The screenshot shows a window titled "MAR Distribution Edit" with the following fields:

- Distribution Date: 1/25/2011
- Drug Name: Aldactone
- Directions: Take when you feel like it.
- Quantity To Be Given: 0
- Strength: 200
- Start Date: 1/21/2011
- Stop Date: 1/28/2011
- Number of Refills Avail: 1
- Med Pass Time: 0700
- Route: Oral
- Form: Tablet
- Sliding Scale:

At the bottom of the window are three buttons: "Med Passed" (green), "Medication Not Passed" (red), and "Reorder" (blue).

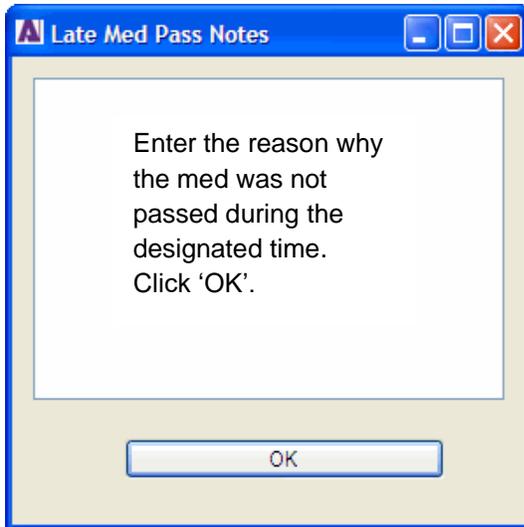
Annotations:

- The top section of the screen contains the directions for the distribution.
- If the drug is passed successfully, click 'Med Passed'.
- If the drug is refused or the detainee is not available, click 'Medication Not Passed'.
- If the medication has refills available; the Reorder button will be present. Click this button to place the medication order on the drug order form at the next sync.

9. MED PASSED- CLICK MED PASSED

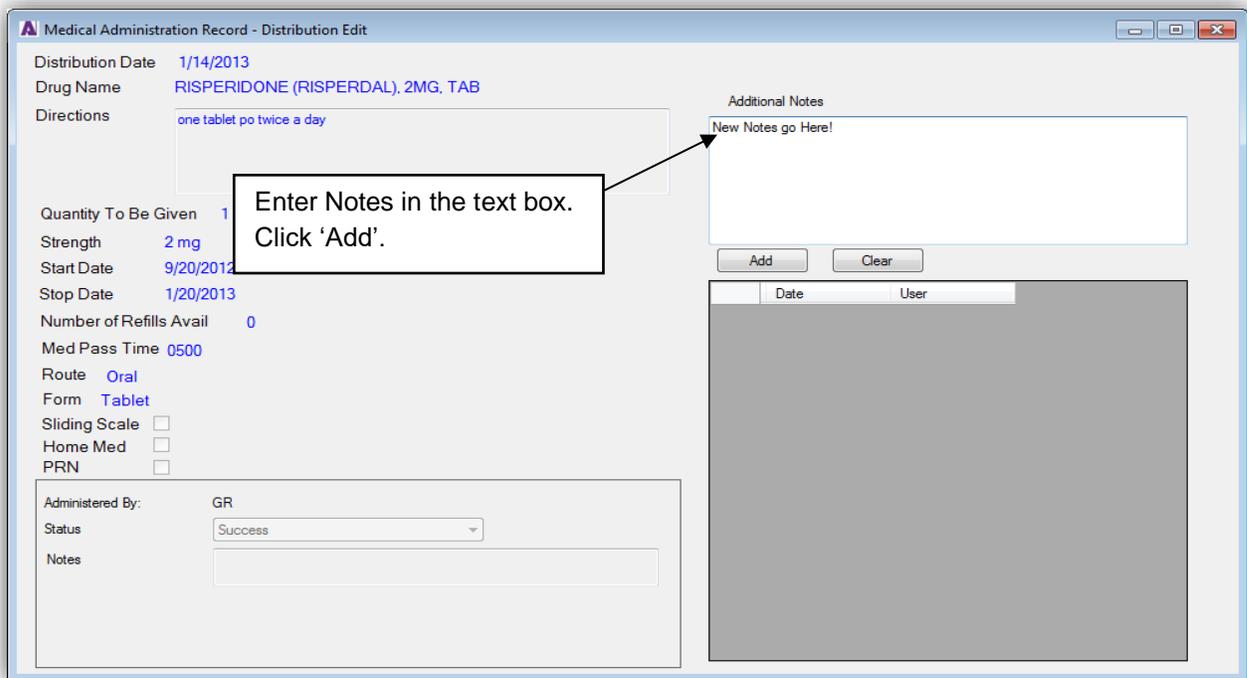
The screen will show the word “success” along with the username and initials. If the medication is marked sliding scale, a box is provided for units of insulin to be entered. Additional Notes may be entered in the box provided. Click Close. You may also select “Choose Additional Meds to Apply to this Pass.” This will allow you to select other medications passed at the same time. Additional medications selected will result with initials in the corresponding boxes.

If the medication is given two hours on either side of the designated pass time you will be required to enter a reason. Enter late med pass notes and click ‘OK.’



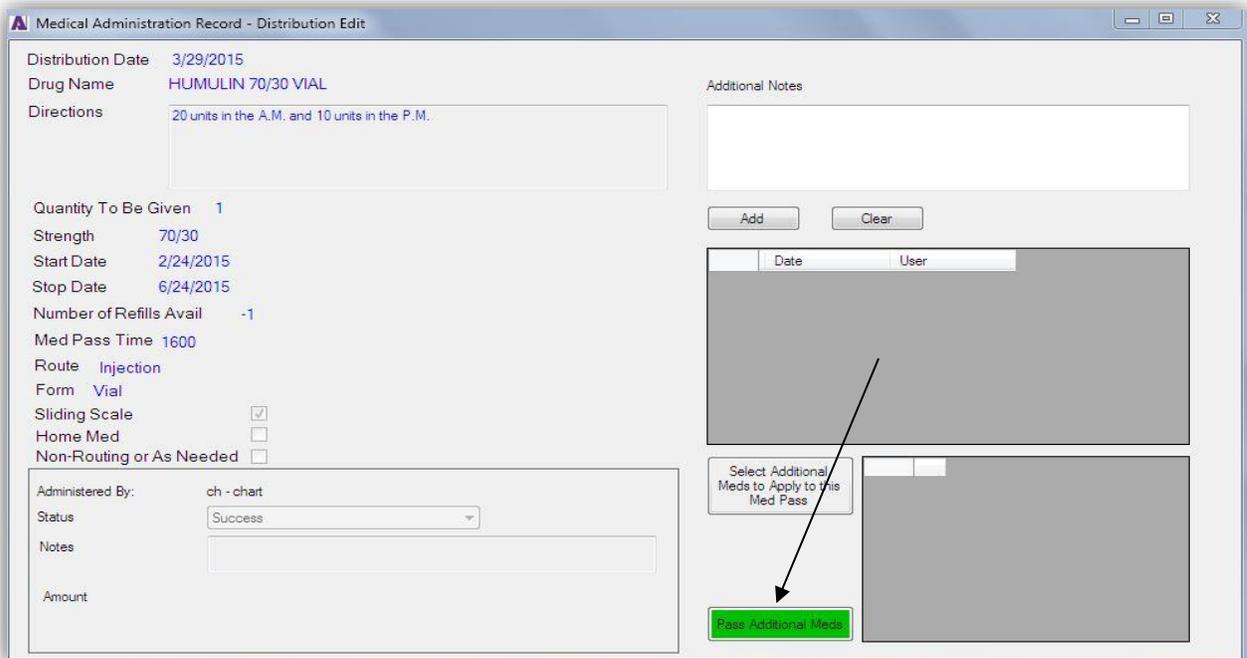
10. MED PASS MODIFICATION (NOTES)

If an adjustment needs to be made to a med pass after it is complete, you may edit the entry and add notes describing the modification. Select the distribution you would like to edit, and the following screen displays. Enter notes in the ‘Additional Notes’ box.



11. PLACING INITIALS FOR ADDITIONAL MEDICATIONS PASSED

When initialing one medication during a selected session, you may choose to add additional medications to initial at the same time. Click “Select Additional Meds to Apply to this Med Pass.”



The additional medication information will display:

Medical Administration Record - Distribution Edit

Distribution Date: 3/29/2015
 Drug Name: HUMULIN 70/30 VIAL
 Directions: 20 units in the A.M. and 10 units in the P.M.
 Additional Notes: [Empty text box]
 Add [] Clear []

Quantity To Be Given: 1
 Strength: 70/30
 Start Date: 2/24/2015
 Stop Date: 6/24/2015
 Number of Refills Avail: -1
 Med Pass Time: 1600
 Route: Injection
 Form: Vial
 Sliding Scale:
 Home Med:
 Non-Routing or As Needed:

Administered By: ch - chart
 Status: Success
 Notes: [Empty text box]
 Amount: [Empty text box]

Select Additional Meds to Apply to this Med Pass

Date	User

	DrugName	Amount
<input type="checkbox"/>	Accucheck	
<input type="checkbox"/>	HUMULIN 70/30...	
<input type="checkbox"/>	INSULIN - R	
<input type="checkbox"/>	Blood Sugar	

Pass Additional Meds

If you have a "Late Med Pass Notes" entry, the note will apply to all selected.

Additional Notes can still be entered for each medication separately by clicking on the appropriate initialed box.

If you have a "sliding scale" medication, enter the "Amount" administered in the appropriate box. See below:

Select Additional Meds to Apply to this Med Pass

	DrugName	Amount
<input checked="" type="checkbox"/>	Insulin - regular	5 units
<input checked="" type="checkbox"/>	HUMULIN 70/30...	
<input checked="" type="checkbox"/>	INSULIN - R	

Pass Additional Meds

12. MEDICATION NOT PASSED – CLICK MEDICATION NOT PASSED

If the medication is not passed, click Med Not Passed. A new screen will allow you to choose the reason the medication was not passed. Choices include Refused *See Documenting Refusals*, Not in Cell, etc. Refusals = R in the corresponding box. Omissions = O in the corresponding box. If additional meds are also refused relating to the same detainee and med pass, you may click the ‘Select Additional Meds to Apply this Non-Pass’ button. Additional Notes about the missed medication may be added in the provided box.

13. DOCUMENTING REFUSALS

After clicking the “Med Not Passed” button as mentioned above, the option exists to choose “Refusal” when a detainee refuses a dose of medication. Click the corresponding box to select Refusal. Click “Display Refusal Form” and read the content to the detainee. The detainee will acknowledge the refusal by signing his/her name with a signature pad.

REFUSAL FORM

When ‘Display Refusal Form’ is selected, a copy of the refusal form appears allowing the detainee to read the form and confirm they are refusing medication.

SIGNATURE PAD

The signature pad is a USB device that should remain attached to the laptop throughout the medication pass. When a detainee refuses medication, it is required that the detainee sign to acknowledge the refusal. On the Med Not Passed screen, click “start signature.” An indicator box will turn from the color red to green on the screen. As the detainee signs in the rectangular box on the pad, you will see the signature appear on the laptop screen in the white box provided. Click “Complete” when finished.

14. FLOWSHEET ENTRY – OFFLINEMAR

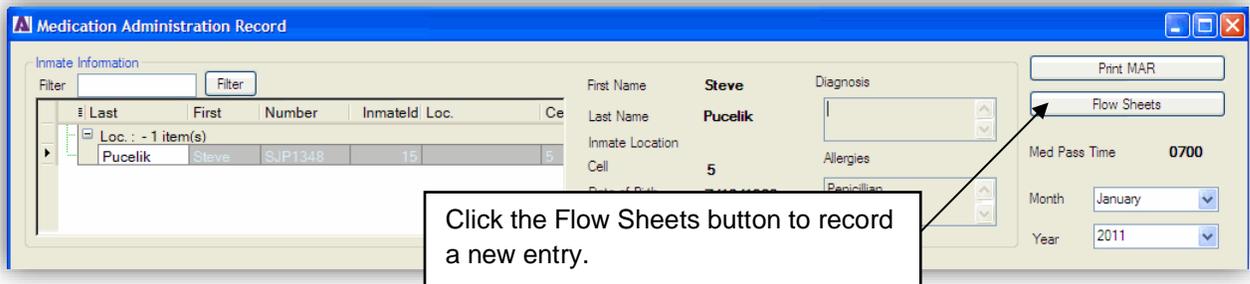
Flow sheets may be entered for any detainee in the facility regardless of whether they have scheduled medications. Flow sheets include an area to document vital signs, blood sugars, wound care, and segregation rounds. When the Offline MAR is synced after medication pass, flow sheet data will be populated in the detainee’s chart for permanent storage on the website.

SCHEDULED FLOW SHEETS

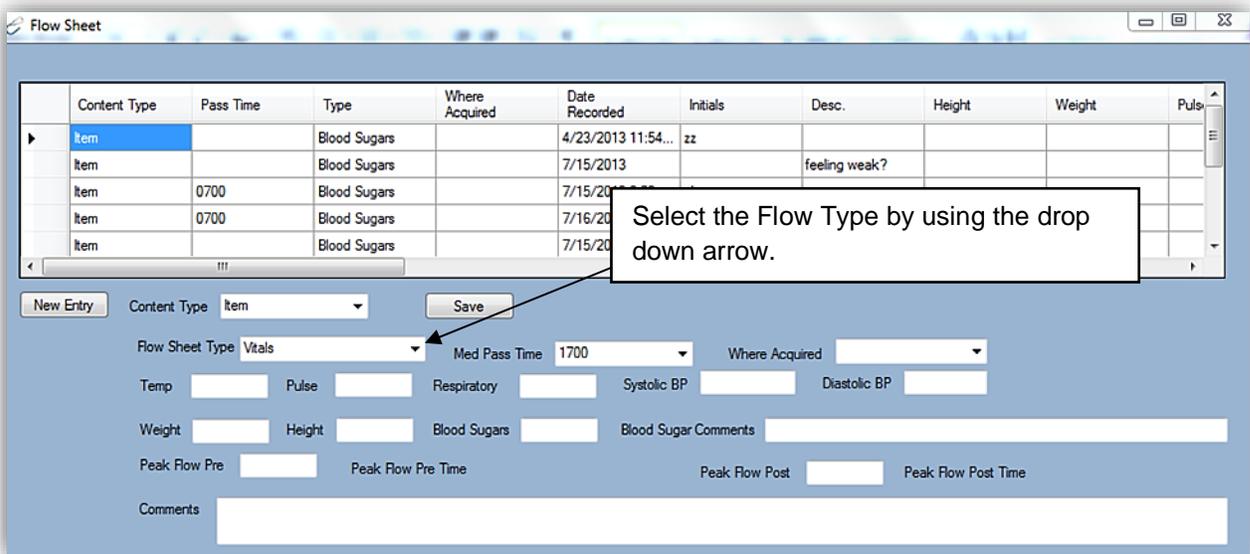
A flow sheet may be scheduled through the website by entering the order under the Medication Administration tab in the detainee’s chart. On the New Drug Order Screen, select the radio button “flow sheet.” Enter the type of flow sheet in the directions box. When the laptop is synced, you will initial that the flow sheet was complete just like you would a medication. Then, Click the Flow sheets button and enter the required readings such as blood sugars, vital signs, and segregation rounds.

RANDOM FLOW SHEETS

Flow sheet information may be entered at any time regardless of being scheduled, even for detainees not on medications. The MAR Distribution also allows for the recording of flowsheet observations. From the main screen, search for the detainee and select ‘Flow Sheets’ from the top of the screen.

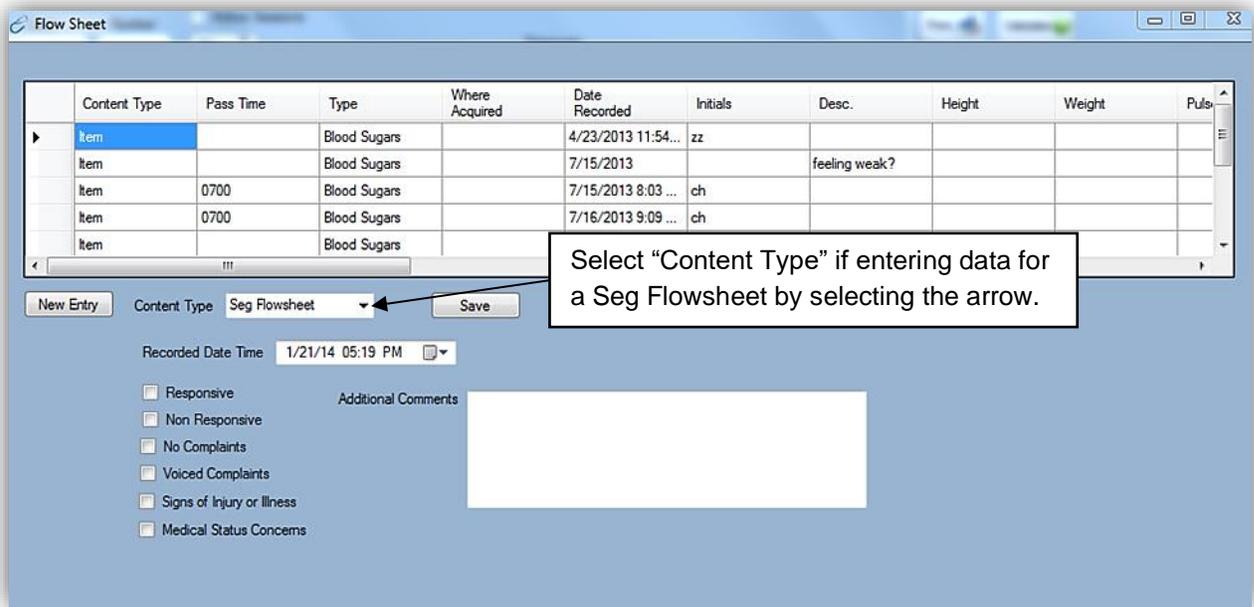


The following entry screen will display.



Select the flow sheet type and enter the information associated with the observation. When all data is entered, click 'Save.'

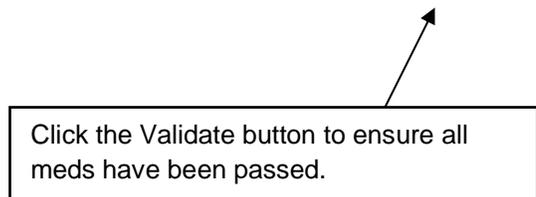
When creating a Seg Flowsheet Entry, select "Seg Flowsheet" for Content Type.



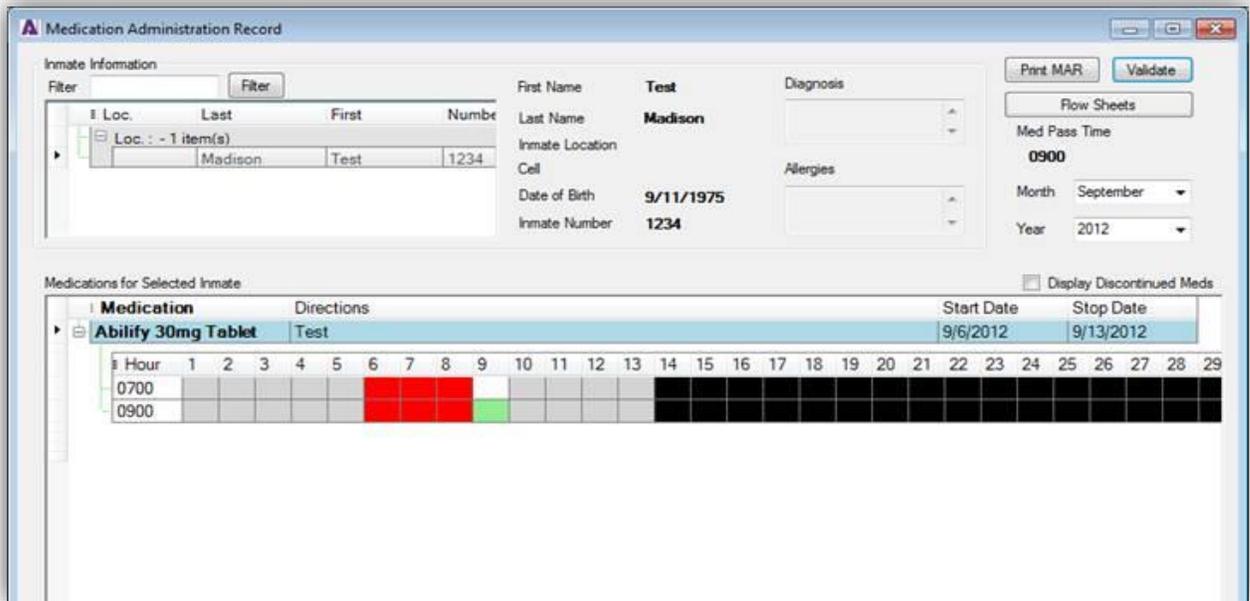
The entry will then be added to the flowsheet listing in the Detainee chart.

15. VALIDATING MAR DISTRIBUTION

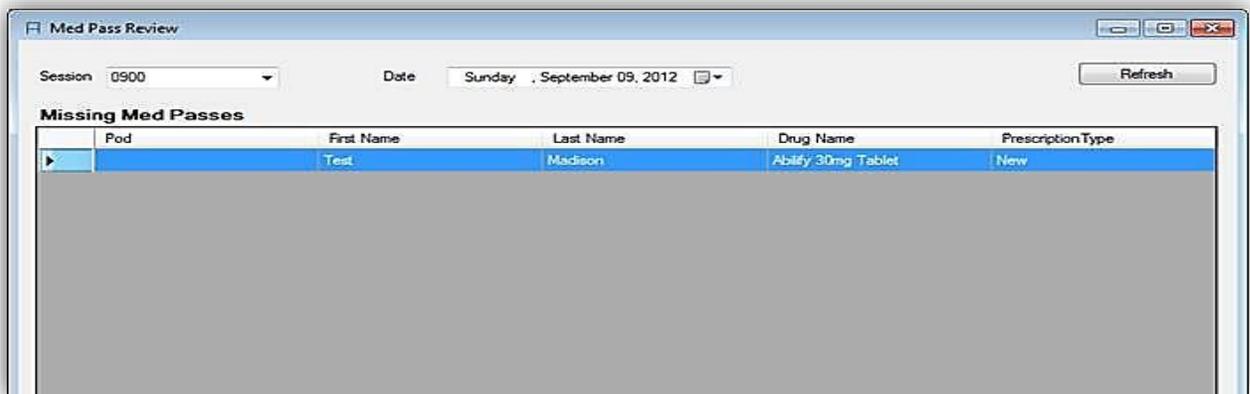
The Validate function is available to verify that all medications that are routine and due at the chosen Med Pass Session have been initialed. Click "Validate" and a screen will display a list of those that have been missed. The user will need to return to the Medication Distribution area to select the detainee whose medication need initialed. "As Needed" medications may show on the validation screen, as these orders only require initials if the medication or treatment was



administered.



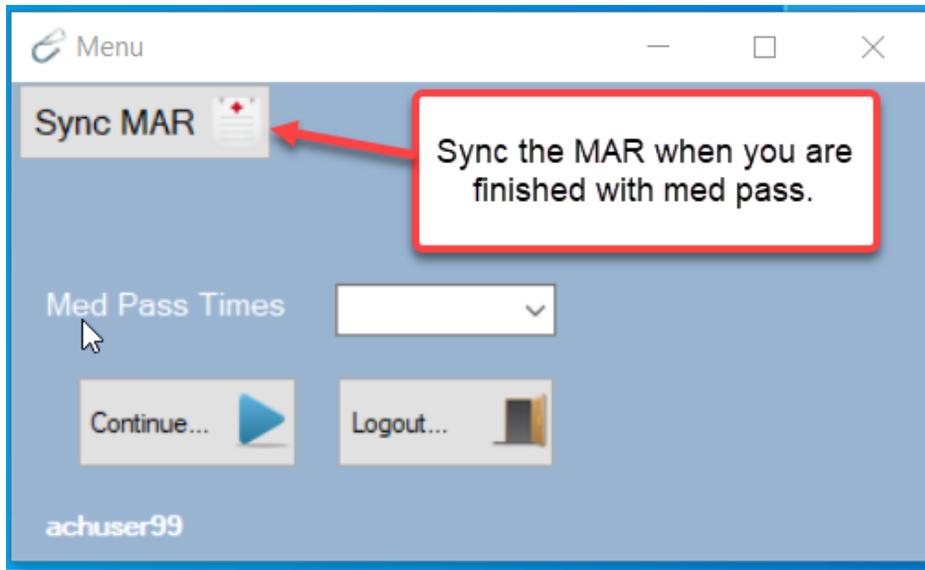
The following screen will display listing any passes that have been missed. Click on the entry to view the detainee information.



Once all medications have been passed and initialed, close the MAR by clicking the red "x" in the top right-hand corner of the screen.

16. RETURN TO THE MAIN MENU OF THE OFFLINE MAR

(This may have fallen to the bottom of the screen in the Windows task bar.)



Be sure the laptop is connected to the internet and click “Sync MAR” to transfer the med pass information and flowsheet entries back to the patient charts on the website.

Once the system displays “Sync Complete,” you may click “Logout” and exit the MAR.

*****NOTE*****If at any time you get an error message during the sync process, contact Technical Support at AIMM, LLC right away.

IV. APPENDIX

A. SCANNING PROCEDURES

Paper records may be scanned and assigned to the detainee chart. Paper records may include lab results, discharge summaries, paper MARs, progress notes, protocols, booking screening questionnaires, sick call request forms, history documents, mental health records, and various other miscellaneous items.

1. EQUIPMENT

A scanner with the capability to scan high speed, double-sided, and pick up light markings is required to use with the DetainEMR website. The scanner is most generally connected to a stationary desktop computer. Scanner software must be installed, and a folder created for scans to remain temporarily until the DetainEMR server can pick up the document and place it on the Nurses' Task List.

2. SORT

Prior to scanning, the paper record must be prepared. If scanning historical documents from paper chart, begin by sorting the pages. Remove staples, tape, paper clips and post-it notes. Half-sized pages will be acceptable. As desired, group the paper documents into groups of similar type. The facility may choose to scan recent items individually.

3. SCAN

Place the selected documents onto the feeder of the scanner. Please note the placement of the text as instructed on the machine. Press the SCAN button. The items automatically scan into the "scans" folder on the desktop. As a task runs in the background, the document will display on the Nurses' Task List.

4. SAVE

From the Nurses' Task List, click "View Document."

NURSES TASK LIST						
+ new task or edit this list						
✓ ID	Title	Due Date	Document Link	Created	InmateID	
11075	A new Progress Note for Template Inmate	4/20/2017	View Document	April 20	123456	
11105	A new unclassified document for review	4/27/2017	View Document	April 27		
11108	A new Narrative Progress Note for Template Inmate	4/27/2017	View Document	April 27	123456	
11109	A new Progress Note for Template Inmate	4/27/2017	View Document	April 27	123456	
11110	A Chronic Clinic Document for Template Inmate	4/27/2017	View Document	April 27	123456	
11112	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2	123456	
11115	A new Progress Note for Template Inmate	5/2/2017	View Document	May 2	123456	
11118	A new Dental Progress Note for Template Inmate	5/2/2017	View Document	May 2	123456	

The following page will display:

WIP

Type	Name
	27435

[+ Add document](#)

Document Review

Inmate ID: [Lookup](#)

Recorded Date:

Document Type:

Send To: Physician To See Inmate File

You must choose the name of the detainee to which the document will be assigned. Click “look-up” to see a listing of all released and active detainees.

Searching for inmate types:
 Active Inactive Both

Show entries

Search:

Inmate ID	First Name	Last Name	POD Location	Date of Birth	Gender	Status	Date of Confinement	Chronic Clinic Date	Medication Allergies
123456	Template	Inmate	Test-POD	4/12/2010	Male	Active	4/12/2017	6/29/2017	NKDA

TEST DOCUMENT LAB RESULTS

NAME OF PATIENT

DEMO DETAINEE

11/9/2016

1. Click the PDF icon to view the document in the PDF review screen on the left.

2. Click "Lookup" and search for the detainee. Click the ID number.

3. Choose the document type.

4. If applicable, you can send the PDF to the Practitioner's list to sign.

5. Enter a note of what the scan is, such as "Nurse Progress Note" or "ER Visit Summary."

6. Click Save.

1

Name

1000 ✖

Drag files here to upload

DOCUMENT REVIEW

Inmate ID: [Lookup](#)

Recorded Date:

Document Type:

Send To:

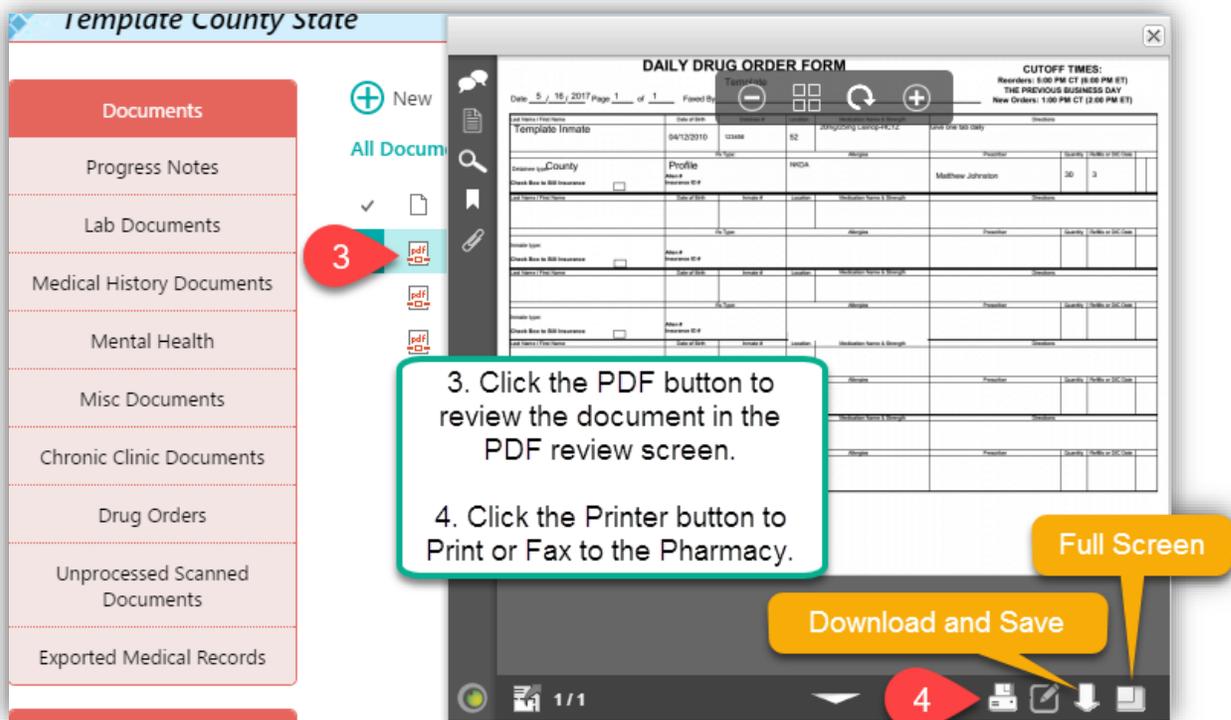
Inmate File

Physician To See

Notes:

Save

B. PRINTING AND FAXING

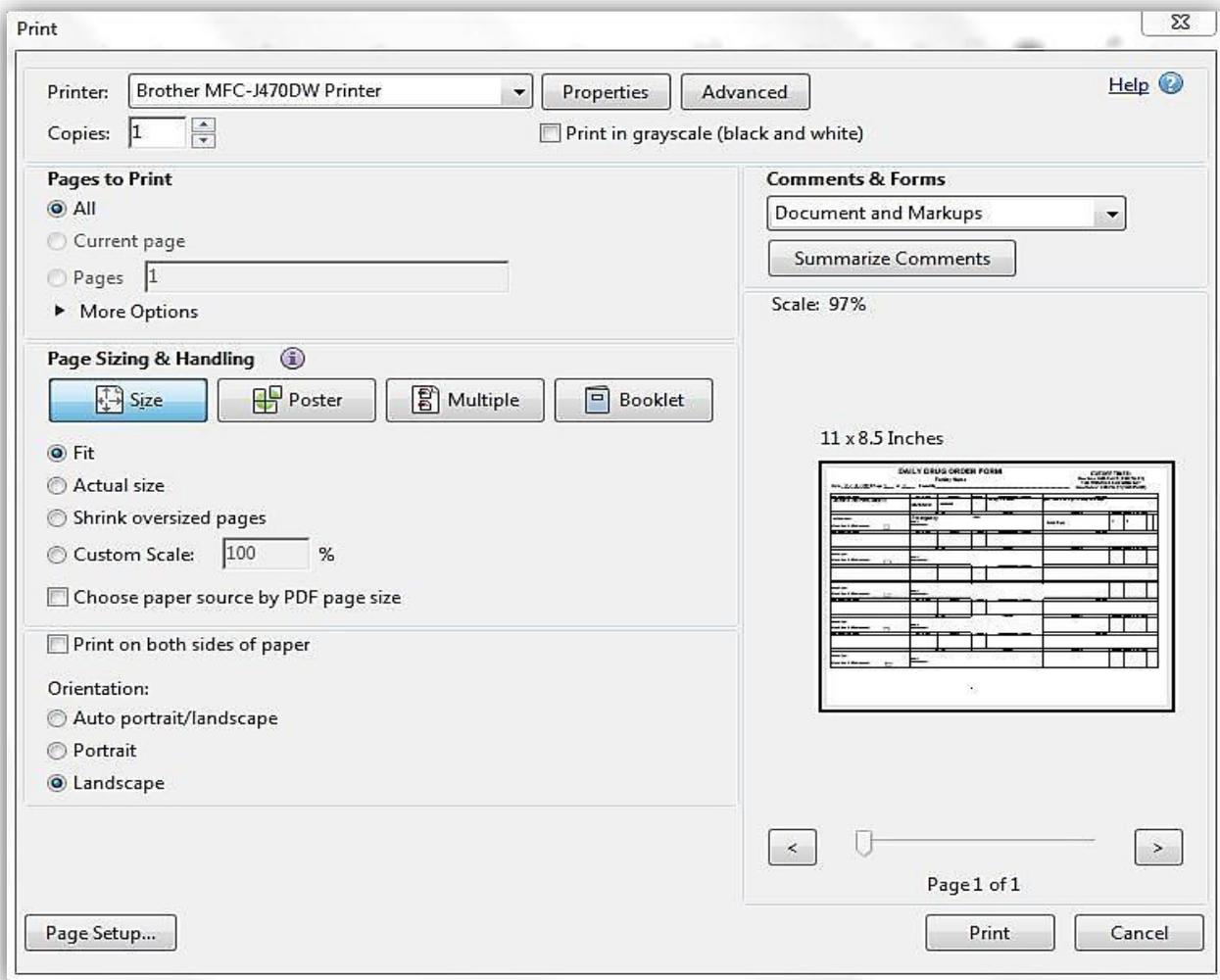


To Print or Fax the document, hover your mouse near the right lower corner of the screen to display the Printer icon.

Click the Printer Icon to display the Print/Fax Options. When prompted to “Open” or “Save” by Windows, select “Open.”



The following screen (or similar) will display:



Choose "Landscape" if necessary, to fit the print area. Each facility will differ in the type of printers and fax machines used. Online Fax capability is only available if the fax machine is on the network at the facility. If available, you may enter fax information from this screen and send directly to any fax number. Otherwise, the pages may be printed and faxed manually.

C. SAVING DOCUMENTS TO FILE (E-MAIL)

The screenshot displays a medical software interface. On the left, a sidebar shows a list of documents under 'All Documents'. Document ID 1539 is highlighted with a red circle containing the number '1'. The main window shows a 'Medical Progress Note' form for a patient named 'Template Inmate' with DOB 04/12/2010. The form includes fields for patient information, allergies, vitals, and a physical exam section. At the bottom right of the form window, a red circle with the number '2' highlights the save icon.

Medical Progress Note

Date: 08/01/2017 Time: 13:31

Patient's Name: Template Inmate DOB: 04/12/2010

Allergies: NKDA Patients ID #: 123456

Vitals: BP 120/80 Pulse: 88 Resp: 20 Temp: 98 Wt: 150 Ht: Blood Sugars: Pre Peak Flow: Pre Peak Flow Time: Post Peak Flow: Post Peak Flow Time: Blood Sugar Comments: O2 Saturation %: 99

Nurse/Practitioner Signature: Carrie Reindollar - AIMM Operations Manager 8/1/2017 1:35:11 PM

Section 2

Subjective Complaint: Duration: 9 years
what's going on today?

OBJECTIVE:	Labs	X-rays
Eye		
Head, Ears, Nose, Throat		
Lungs/Chest		
Heart	ok	
Abdomen	ok	
Genito-Urinary	{aldjtajst{aksd{f}	
Musculoskeletal		
Skin	p/w/d	
Neuro	alert and oriented	
Other	other other other	
No other complaints by patient:	X	
Patient education:	don't stick stuff in your ears	

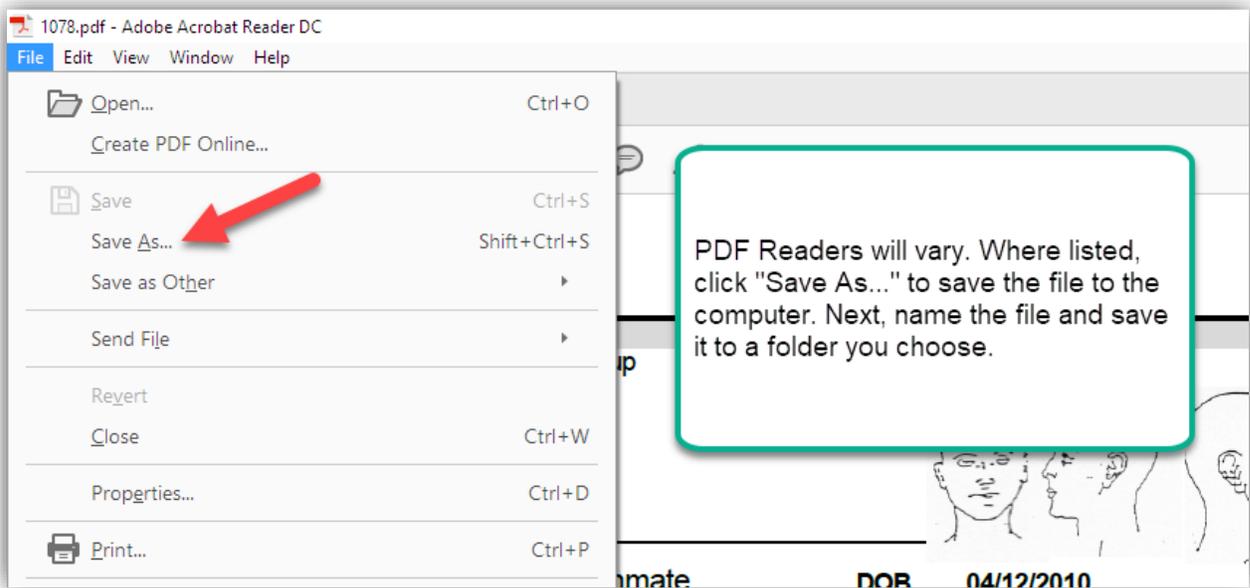
Carrie Reindollar - AIMM Operations Manager 8/1/2017 1:35:11 PM

Prepared By Signature

1/2

The screenshot displays an EMR interface. On the left, a sidebar titled "All Documents" lists document IDs from 1540 to 1536. Document ID 1539 is highlighted with a red circle containing the number "1". The main window shows a "Medical Progress Note" for a patient named "Template Inmate" with a date of 08/01/2017. The note includes a table for the "OBJECTIVE" section with columns for "Labs" and "X-rays". The table contains various medical categories such as Eye, Head, Ears, Nose, Throat, Lungs/Chest, Heart, Abdomen, Genito-Urinary, Musculoskeletal, Skin, Neuro, and Other. The "No other complaints by patient" row has an "X" in the "Labs" column. The "Patient education" row contains the text "don't stick stuff in your ears". At the bottom right of the document viewer, a red circle with the number "2" highlights the download icon in the toolbar.

Any document in the EMR, whether it is an electronically generated note, compiled record, or processed drug order, may be downloaded and saved to the hard drive of a computer. These files may then be emailed or saved to a USB or other device. Click the PDF icon to preview the document in the PDF review. Hover the mouse over the lower right-hand corner to display the toolbar. Click the down arrow. The following will display:



D. BACK UP PROCEDURES (WEBSITE DOWN)

BACK-UP PLAN AND PROCEDURE FOR SERVER GOING DOWN OR INTERNET OUTAGE:

MED PASS and NEW DRUG ORDERS

1. Maintain power supply and battery charge to tablets. The tablets are up to date up until the time of the last sync. You will be able to continue to document med pass as usual until the server is available. It will store the initials/data until the next sync.
2. New orders- Write new drug orders on paper MARs. Document on paper in addition to the laptops until the internet or server is back up. This will include discontinued medications as well. The nurse will need to check the paper MARs against the Offline MAR during medication passes.
3. When the EMR is available, enter the new drug orders in the detainee record online. Enter the start date and session start time as of the date and time that you are entering the information. List the original order date (the date the paper MAR was started) under "order date." This will document the original order date but will only show medication initials due from that point forward.
4. Scan the paper MAR as a MISC file and save to the MISC tab in the patient's electronic record. This MAR will show proof of administration for the time the internet/server was down and was unable to sync.

PROGRESS NOTES

1. If conducting chronic clinic, sick call, mental health visits, or documentation on narrative notes, use appropriate paper documents. Save these documents for the practitioner to sign, either by hand or by sending it to the list from the scan assignment screen. When the internet/server is available, scan into appropriate chart.

VITAL SIGNS, BLOOD SUGARS, SEGREGATION ROUNDS, WOUND CARE

1. You can enter flow sheets directly to the Offline MAR at any time whether it is scheduled. It will synchronize when website is available.
2. If you have a new patient not already listed in the Offline MAR- Document on paper MAR until website is available.
3. Scan paper document to MISC file and save to MISC tab in electronic record when available.

E. TROUBLESHOOTING

PROCEDURE FOR TROUBLESHOOTING ISSUES

REFER TO:

1. Quick Start Reference Guides
2. Training Vignettes
3. Training Link on the Website Homepage
4. Troubleshooting Guide
5. Back up Procedures
6. AIMM (Advanced Inmate Medical Management) Support

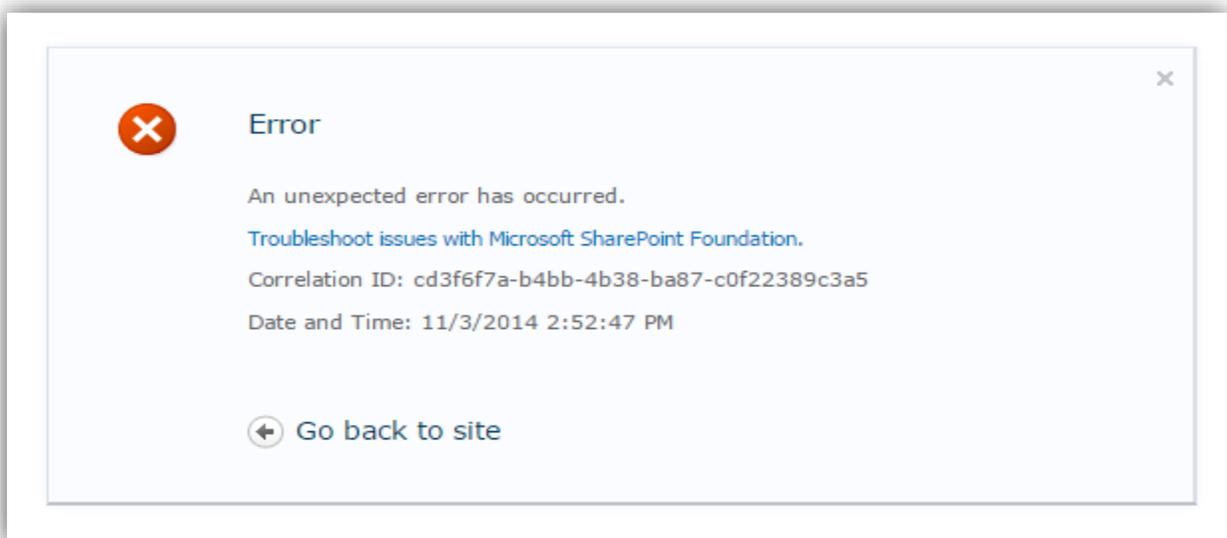
TROUBLESHOOTING GUIDE

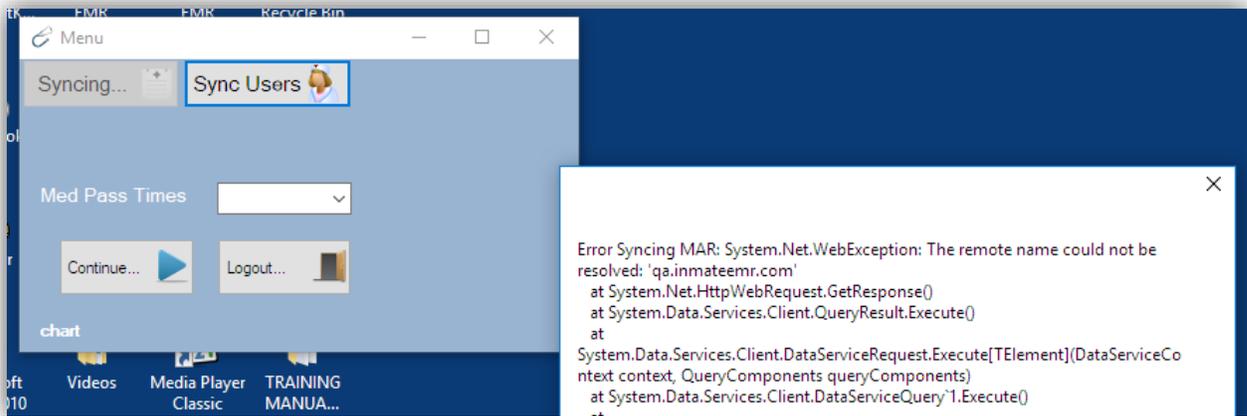
1. **I cannot log in to the laptop-** When Windows loads, choose EMR User. Recheck the facility's password and type it in when prompted when the laptop is first turned on.
2. **I forgot my EMR website and Offline MAR Password or Login ID** – Contact AIMM Support. (Do not attempt to log in if you forget your password. You will be locked out of the system.)
3. **I can't log-in to the EMR website (username)-** Check to be sure you typed “ach\” before you enter your username. Example ach\chart
4. **I can't log-in to the EMR website (password)-** Be sure you do not have the “caps lock” button activated when typing your password. It is case-sensitive and also includes numbers and special characters.
5. **I cannot find the EMR website-** On the desktop, there is a shortcut named “EMR” or refer to your facility's list. Example website:
<https://fakenamecountyin.inmateemr.com>
6. **I cannot find my progress note after I created it** – It can be assigned to the nurses' task list to be reviewed and completed or sent directly to the practitioner to sign. It also is available in patient's chart under the tab “progress notes.” Click the PDF icon to view the note in the viewer.
7. **I cannot find the medication order form**– The medication orders will be held until you click “Process Drug Orders” under the Medical Tab or by using the link on the quick launch task bar on the left-hand side of the patient search screen. These will be compiled to a PDF document for printing and faxing. The orders will also be held under the tab labeled “Drug Orders” in case you need to go back later and print/fax them.
8. **I cannot find where to enter the Chronic Clinic due date** – Go to Detainee Information, Search and Select Detainee, Select the “edit” icon, enter the chronic clinic due date, click save. OR- you may use the referral option for Chronic Clinic within progress notes and medical history documents.
9. **What is the procedure for faxes that come in from other facilities and providers?** – These will remain on paper until the Practitioner reviews them. Then, the nurse/medical records staff may then scan and assign these documents into the EMR.
10. **The system has crashed** – Please contact AIMM Support. **Also, see “Back-up Process.”*

11. **The Offline MAR does not sync or there is a sync error** – Please refer to the EMR call sheet right away and report the error that is displayed.
12. **I can't find a chart for a detainee who has been released-** Under Patient Information, the patient list includes radio boxes to select active, inactive, or both.
13. **The progress note will not save-** Note the error message if able. Utilize the EMR call sheet.
14. **The drug order will not fax-** after you click the “print” button (which also designates to the fax machine) check to be sure you have selected the appropriate printer's name. The same printer may have several names, for instance- Canon4500printer, Canon4500fax, Canon4500imagewriter etc. If you still have problems, you will need to check with the county's designated person to troubleshoot the fax machine.
15. **For any issue-** please note the error or issue, with details, and contact AIMM Support.
16. **Be familiar with the TeamViewer link-** you may need to allow DetainEMR Technical Support to share your screen from time to time to make updates to the laptop as well as view/fix problems.

F. ERROR REPORTING

For any error message, please be prepared to report to AIMM Support right away. Examples of errors include:





G. ELECTRONIC SIGNATURE POLICY

Definitions ...of digitized signature

An electronic image of an individual’s handwritten signature reproduced in its identical form using a pen tablet.

...of electronic signature

Usually contains date and time stamps and includes a printed statement (i.e., “Electronically Signed by”) followed by the practitioner’s name and preferably their applicable credentials. An example of an acceptable electronic signature: “Electronically Signed By: John Doe, M.D. 09/01/2012 @ 07:23 A.M.”

(a) Purpose

The purpose of this policy is to ensure the validity and legal effect of medical records which are signed electronically.

(a) Policy Statement

Individuals who order and/or provide healthcare services to patients in correctional facilities must be clearly identified in the patient medical records. The signature for each entry must be legible and should include the practitioner’s first and last name. For clarification purposes, it is recommended that the practitioner also include their applicable credentials (i.e., D.O., M.D., N.P., P.A.).

The purpose of an ordering and/or treating practitioner’s signature in patients’ medical records, orders, test findings, etc. is to demonstrate that services have been accurately and fully documented, reviewed and authenticated. Additionally, it confirms the provider has certified the medical necessity and reasonableness for the service(s).

Acceptable methods of electronically signing records, orders, and/or test findings include:

- Digitized signature
- Electronic signature

The following are examples of printed statements that should be readable and viewable as part of the electronic record, output, or printed report.

- Electronically Signed By
- Signed By
- Authenticated By
- Sealed By
- Data entered By
- Approved By
- Completed By
- Verified By
- Finalized By
- Validated By
- Generated By
- Confirmed By
- Reviewed By

In the event of an addendum to a record, the addendum should be added to the top or bottom of the report and a second electronic signature applied that includes the date and time the addendum was electronically signed. For example:

- Electronically Signed By: John Doe, M.D. 09/01/2012 @ 07:23 A.M.
- Electronically Signed By: John Doe, M.D. 09/02/2012 @ 04:17 P.M.

When more than one signature is required, such as in the case of a physician assistant dictating under the supervision of a physician, both signatures should appear on the bottom of the report like the sample format above.

If the system does not support dual signature functionality, an alternative is to have a statement on the bottom of the report that reads “Dictated By: Jane Doe, P.A., under the supervision of John Doe, M.D.” with the electronic signature affixed by the supervising physician.

If initials are displayed on a screen or printed view of a document, such as on a flowsheet, the full signature should be referenced on the document.

Unacceptable methods of electronically signing records, orders and/or test findings include:

- Indications that a document has been “signed but not read.”
- Entries made on behalf of another.
- Forgery

H. NEW USER/DEACTIVATE USER PROCEDURES

When there is a new member of the medical, mental health, or corrections staff, please use the link on the homepage titled “Request New User.” You will be able to report any changes in staff, including discontinuing user accounts, through this area. Also, you will be required to submit a signed User Agreement before a new account can be issued.

I. OTHER

1. AIMM SUPPORT

AIMM Support may be reached by clicking the link “Support” under the homepage screen, or by emailing support@detainemr.com or creating a ticket through <http://support.detainemr.com> .

For problems not resolved by referring to the training manual or quick reference guides:
(including password resets, locked accounts or the site is not available)

1. **IT SUPPORT** – Scanning issues, system questions, error messages (All EMR issues non-medical related)

Support Website: <http://support.detainemr.com>

Email: Support@DetainEMR.com

Normal office hours 8am-5pm Central Time:

(309) 691-9300

After hours:

(309) 256-6086

2. ANNUAL SURVEY

Along with other announcements from AIMM, LLC through our branded email, a link to the DetainEMR survey will be sent annually. The survey allows for users of all types to answer questions about the functionality and usability of the DetainEMR product. Areas are available for additional comments. AIMM, LLC reviews the survey, and when possible, creates a plan to develop new enhancements.

EMR Dictionary

A

Active vs Inactive - this is a selection (check box) on the Offline MAR that allows you to view only active session medications with the option to deselect and see all detainees in the facility to determine what medications are ordered or have been discontinued.

AIMM - Advanced Inmate Medical Management, LLC provides the services of DetainEMR.

AIMS Testing - this form is used to measure involuntary movements on a scale in document as a worksheet in conjunction with chronic clinic.

As Needed - or PRN means as the patient requests the medication (not routine)

B-C

Chronic Clinic - a document prepared for the practitioner to see the patient for chronic health condition.

Cloud-based - the solution for electronic medical records is based in the cloud and requires access to a website to create electronic records for the patient.

Copy - this function allows you to enter a refill or an updated practitioner's order to continue medication so long as the name of the medication, dosage, and directions have not changed.

D

Dental Progress Note - located online under the heading "Progress Notes" and is used when the complaint for sick call is dental related.

Detainee - patient, inmate

Discontinue - located in the patient chart online under the tab titled "Medication Administration" Select "Edit".

Distribution Grid - the MAR distribution grid is the permanent documentation of medication administration that is kept online on the EMR website under Medical-MAR Distribution

E

Edit - this is an option online in the patient's chart under the tab titled "Medication Administration" and is used to discontinue a medication.

Electronic Narrative Note - located online in the patient's chart under the tab titled "Progress Notes" is free-form and typically used as a follow up, or documentation of noncontact activity for the patient.

Electronic Progress Note - located online in the patient's chart under the tab titled "Progress Notes" and is used typically for a patient seen in sick call.

EMR Website - EMR stands for electronic medical record. The website is an online, cloud-based solution where electronic documentation is completed for patient encounters.

Encryption - a safety feature in case a laptop is lost or stolen; a second level of security. Windows 10 includes encryption, but other devices of a later age may require a secondary password to start Windows operating system.

Exported Record - a record that has been compiled from the Export Medical Record option under the Medical Tab on the EMR Website.

Extended Medical History - a history document that includes expanded questions and an area for objective assessment. Also included are transgender identification questions and more.

F

Flow Sheet - an option on the New Drug Order screen, located online in the patient's chart under the tab titled "Medication Administration." This allows for the entry of new orders for blood sugars, vital signs and more. It will appear on the Offline MAR for initials and the results will be added via the "flowsheets" button. Info is synchronized to the online chart.

G-H

Hardwire Internet - Internet that requires an Ethernet cable or wire to be connected, most used on a stationary desktop computer.

Home Meds - this is a check box on the New Drug Order screen to select when the patient supply is their own. It will appear marked on the Offline MAR in the expanded directions for medication.

I

IE - Internet Explorer; the preferred Internet browser for the cloud-based electronic medical records website

ID Number - also known as the booking number or master ID; this is the number that does not change with each incarceration of the detainee through the Jail Management Software

Intake Screening - a form located in the patient's chart online under the tab titled "Medical History" that is typically used in a larger facility that has a nurse stationed in the booking area.

J

JMS Integration -the integration built between the Jail Management System and the Electronic Medical Record's website. The EMR website accepts files pushed from the JMS to create patient records, download photographs, keep locations updated, and release patients from the system. This is an automated integration it is up to date approximately every five minutes.

JMS - stands for Jail Management Software

K-L

Labs On-Site - this is a specific form that is completed electronically under the tab in the patient's chart titled Labs/X-ray. It includes an area to document urine dipstick results as well as positive or negative pregnancy test.

M

MAR - stands for Medication Administration Record

Medical History Document - a one-page medical history questionnaire located online in the patient's chart under the tab titled "Medical History."

Miscellaneous or MISC - documents located in the patient's chart online under the tab titled "MISC." Includes an area where scanned documents are stored and may include offsite records, old records, and more.

N

New - a prescription type or status of medication that will allow the order to be processed onto a PDF document to be sent to the pharmacy for medication to be sent to the facility.

Not Routine - a status of medication to be administered under a set of special circumstances such as weekly, monthly, or certain days of the week.

O

Offline MAR - MAR stands for Medication Administration Record. The Medication Administration Record software is installed offline on the laptops. It uses a sync functionality to update information that is entered under New Drug Orders online on the EMR website.

Offline MAR desktop icon - where you click to enter a username and password to log in to the software program on the laptop. It allows you to document medication passes. This software is synchronized to the online EMR for permanent storage.

Offline User - this is chosen when a person only needs a username and password to pass medications.

Online EMR - this is the location of the website using an Internet browser where you enter your username and password to document sick call, enter medication orders, and more.

Online User - this is chosen when the person needs access to pass medications and log in online to the EMR website to document patient encounters and enter a new drug order. This account may also be specific to view only and printing permissions.

P

PDF - stands for portable digital format when referencing documents on the EMR website.

Physical - a form located online in the patient's chart under the tab titled "Medical History" used when a physical is documented for patient.

Practitioner - a doctor, nurse practitioner, physician's assistant, MD, DO, ARNP, PA

Problem list - this is an area in the patient's chart online on the EMR that allows for the entry of different diagnoses or problems that the patient may have or exhibit.

Profile - Prescription type - this choice is selected on the New Drug Order screen when you do not need the pharmacy to send you a medication. For instance, you may be using the patient's own supply, or emergency stock medication.

Q

QMHP - stands for qualified mental health professional.

R

Refer Options - an area on progress notes and medical history documents to refer a document to the mental health provider or to schedule for chronic clinic.

S

Signature/timestamp - this is the imprinted signature and credentials that is placed at the bottom of electronically generated documents. Typically, the nurse's signature and credential timestamp are on the lower left-hand corner and the practitioner's reviewed stamp will be on the bottom right-hand corner. This works similarly with the QMHP signature/timestamp.

Sliding Scale - an option to select on the New Drug Order Screen that will prompt the person passing medications to enter the number of units of sliding scale insulin administered at the time the blood sugar is checked.

Snipping Tool - in Windows under the program menu, the snipping tool is a program that allows you to take screenshots of the page you're working on. You are able to save the picture and use it to send to AIMM Support to assist in answering any questions or concerns.

SSRS Reports - a feature located on the homepage (after logging in to the EMR website) that allows for counting the number of sick calls, medical histories, patient on meds and more.

Sync - after logging in to the Offline MAR, with the laptop connected to the Internet, select "Sync MAR" to download information from the EMR website (online) to the laptop in order to update the medication administration records for medication pass.

T

Task List - collection of lists for different disciplines containing items or documents that need to be completed. Items may include documents to view such as progress notes. Also includes other documents and reminders to complete tasks such as Medical History or TB test.

TB Test/Results - an area located online in the patient's chart under the tab titled "Medical History" and is used to enter a date when a TB test is administered, the results, and date read. In the results box, you may enter free-form text.

U

Username - the name issued to a user to log in to access the EMR website (online) or Offline MAR (to pass meds)

V

Validation - on the Offline MAR, this is the final step in medication administration where you may click the button titled "Validate" to review any medication that was not initialed.

W-X-Y-Z

Watch List – located under Medical tab as a labeled icon. This is an area where you may track your sickest patients or anyone who needs to be on watch. This may replace a whiteboard or other means of tracking special case patients.

Windows - operating system for desktop computers and the laptops

Wireless Internet – Wi-Fi - router connected to a hardwire that sends a wireless signal to connect laptops and other mobile devices to the internet.

Wireless Internet Password - this is a shared key that is entered to access the Wi-Fi.