

# Caremeds<sup>+</sup> eMAR

## Go-Live Preparation Guide

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1. Logging In to CareMeds Portal



2. Personalising your eMAR settings



3. Setting up user classes



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To log into the CareMeds portal, simply navigate to [cm2.CareMeds.co.uk](https://cm2.CareMeds.co.uk) from your Google Chrome browser application on your PC/Laptop.



So long as we have your Static IP address of your location, you should then be greeted with this login screen.

Log in

**Username**

**Password**

Remember me

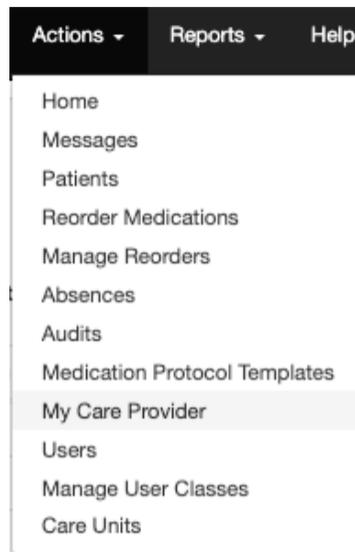
[Forgot your password?](#)

Now use the username beginning with cp- and password that our support team will have provided. This is now your permanent login details to the CareMeds System.

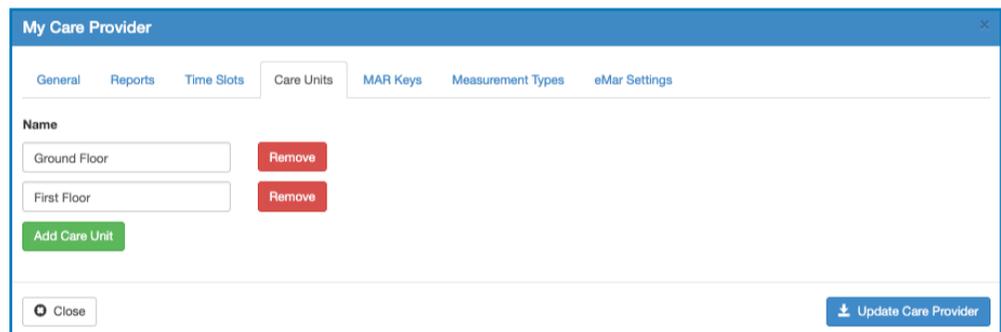
You can change your password at any time by navigating to the users section from within the **actions** menu on the portal. (Assuming you have access permissions) Otherwise, this can be done from within the Android App. (Instructions to follow)



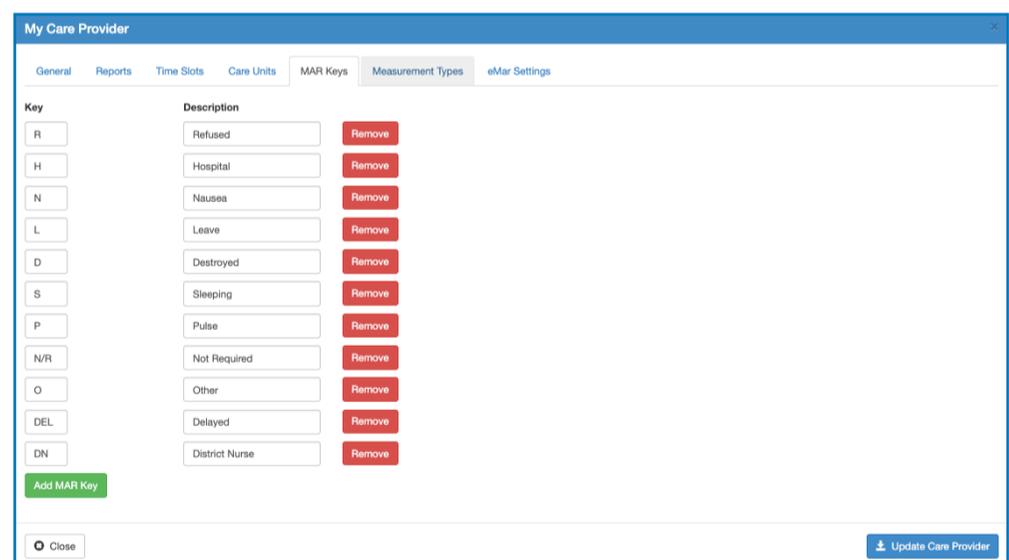
To begin personalising your eMAR settings, firstly go to **Actions > My Care Provider**



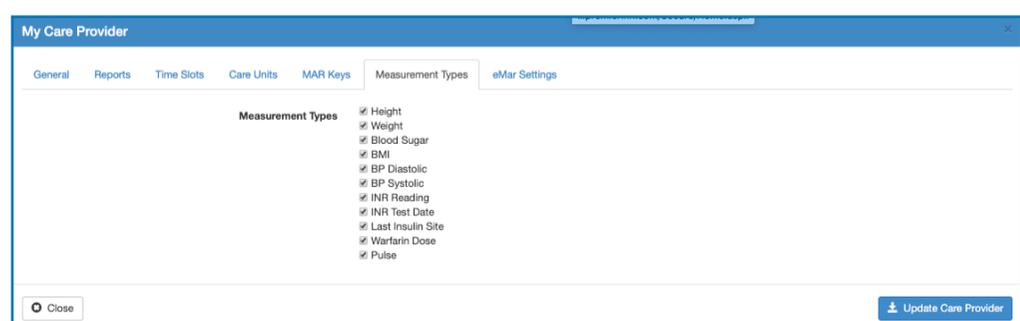
The first group of settings to consider are **Care Units**. If you'd like to split your residents into different floors, units, wings, units etc, Here is where you can add/amend and remove these.



Check your **MAR keys** are correct. MAR keys refer to refusal codes. So think about the reason as to why your residents might refuse meds. You will see the standard codes from our default settings.



**Measurement Types.** Simply tick the measurement type that you would like the system to be able to record. Certain measurement types may not be applicable to your care setting, or you may already have a care plan system that takes these recordings.



Lastly, You need to personalise the eMAR settings tab. This will determine how some of the notifications and dashboard will work.

My Care Provider

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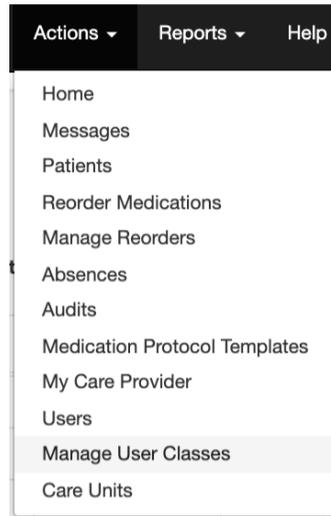
General
Reports
Time Slots
Care Units
MAR Keys
Measurement Types
eMar Settings

<b>Overdue admin delay</b>	<input type="text" value="120"/>	mins	How many minutes AFTER the round starts would you like to be notified of a late/missed medication
<b>Checkin witness</b>	<input type="checkbox"/>		Would you like the system to force a witness signature when checking in medication
<b>Admin witness</b>	<input type="checkbox"/>		Would you like the system to force a witness. Signature when administering ALL medication
<b>Time allowance warning delay</b>	<input type="text" value="30"/>	mins	How many minutes BEFORE the round starts would you allow the nurse to begin the round, without a warning.
<b>Low stock warning</b>	<input type="text" value="20"/>	%	At what percentage of stock remaining would you like to receive a warning?
<b>Checkin days warning</b>	<input type="text" value="7"/>	days	How many days before the cycle start would you like the system to prompt check-in of the new cycle meds?
<b>Session timeout</b>	<input type="text" value="30"/>	mins	After How many minutes of none-activity would you like the system to time-out?
<b>Allow offline mode</b>	<input checked="" type="checkbox"/>		Would you like the system to allow activity when there is no wifi access (recommended)
<b>Force Digoxin reading</b>	<input type="checkbox"/>		If your staff administer Digoxin, would you like the system to force a pulse reading as part of the administration?

Once you have changed and amended your setting as desired - make sure you save your settings by pressing **Update Care Provider**

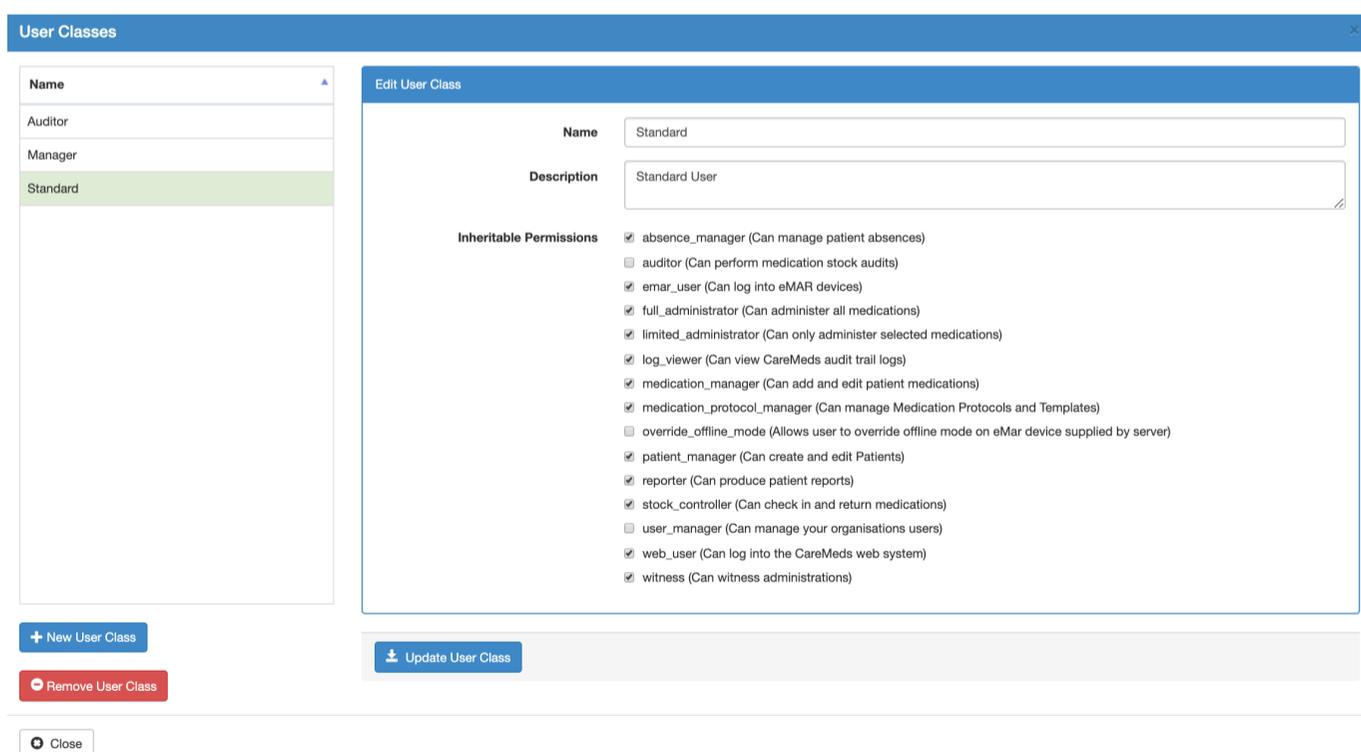


When you've logged into the CareMeds Portal. Navigate to the Actions option on the top menu bar, then click Manage User Classes.



You will have 3 user classes already set for you, its now up to you to decide what your staff group have access to. Here you can create, amend and delete certain user classes.

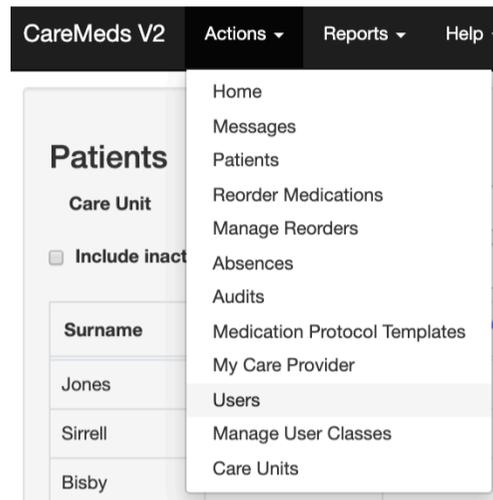
To check and amend an existing user class, simply click on the User Class name, and you can then amend access rights from the screen on the right.



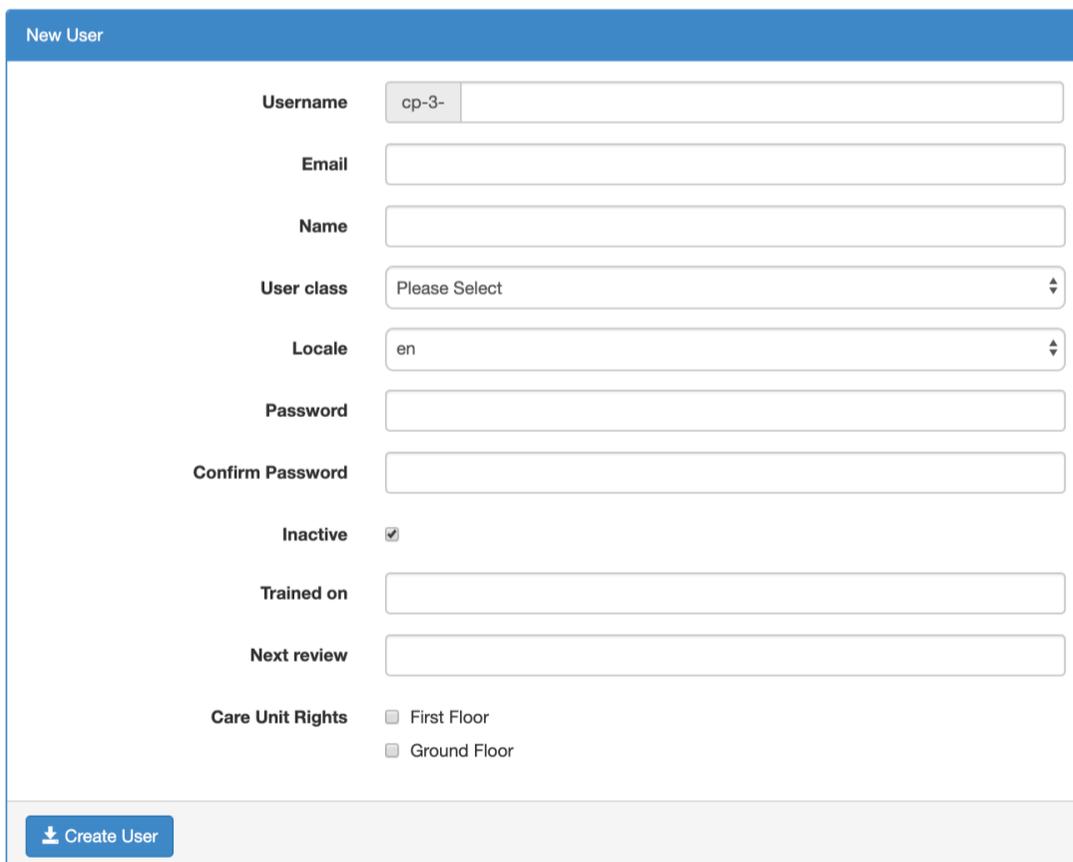
To add a new user class, simply click New User class, Give it a name, a description if necessary and give it the access you decide on.



Once our user classes are set. We then need to give our staff accounts to allow them to access the relevant parts of the CareMeds System. Navigate again to the actions section on your menu, and choose **Users**



At this point you will be able to add, amend and deactivate user accounts. To add a new user account, simply click **+New User** and complete the options on the right hand side of the screen.

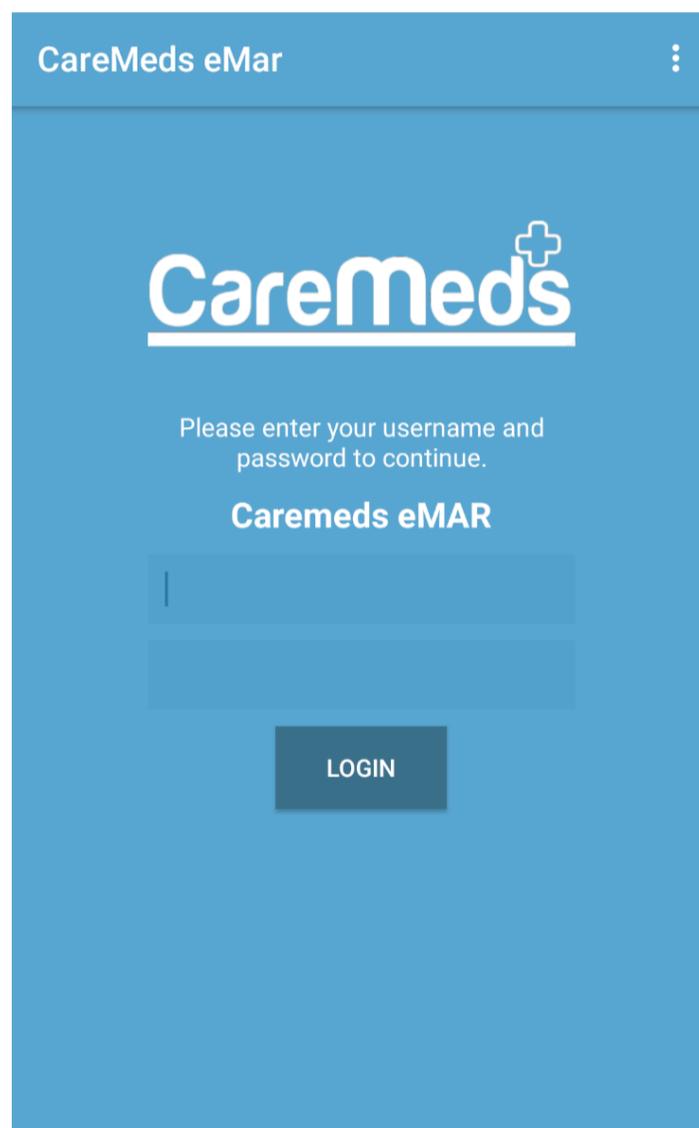


- The start of the username will be already set as cp-(number) and will be the same for everybody in that location. Then simply add the first name in the text box
- Every user on CareMeds must have an individual email address. This can either be a work, or personal email address and is used for password resets, and messaging system alerts.
- Enter the staff member's full name (Firstname/ Surname)
- Choose their user class from the dropdown menu
- Leave the locale as "en"
- Enter and confirm the staff members password.
- This must be at least 8 characters, including an upper case letter and number.
- If you have enabled Care Unit partitioning, give them access to these in the tick boxes at the bottom
- Click **+Create User**

To add a new user class, simply click New User class, Give it a name, a description if necessary and give it the access you decide on.



On your Android device, if it hasn't been downloaded already, navigate to the Google Play Store and download the CareMeds eMAR Application.

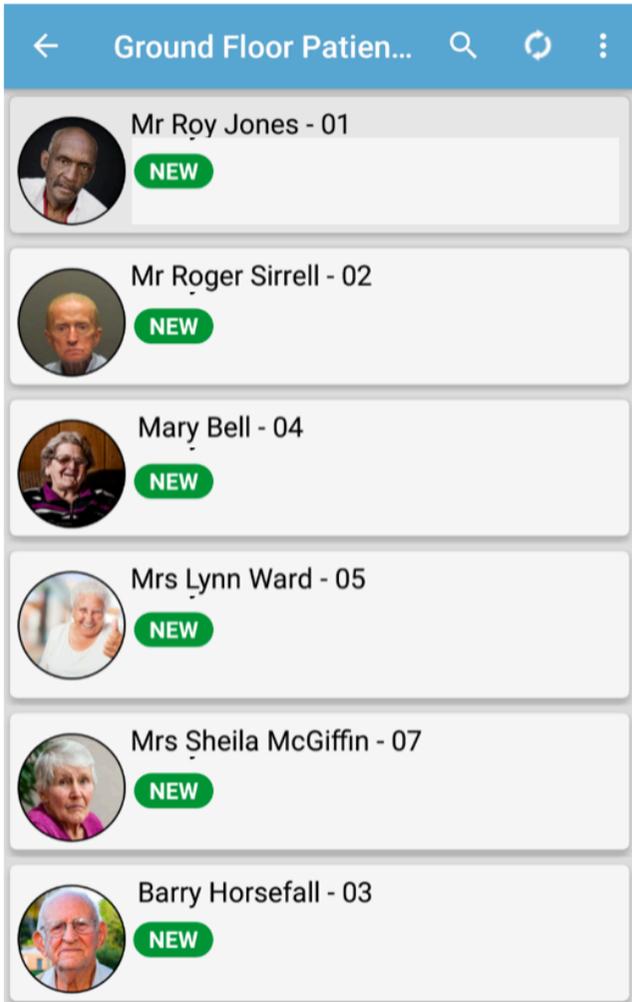


Ensuring your device is connected to your wifi, use the same username and password as the CareMeds Portal.

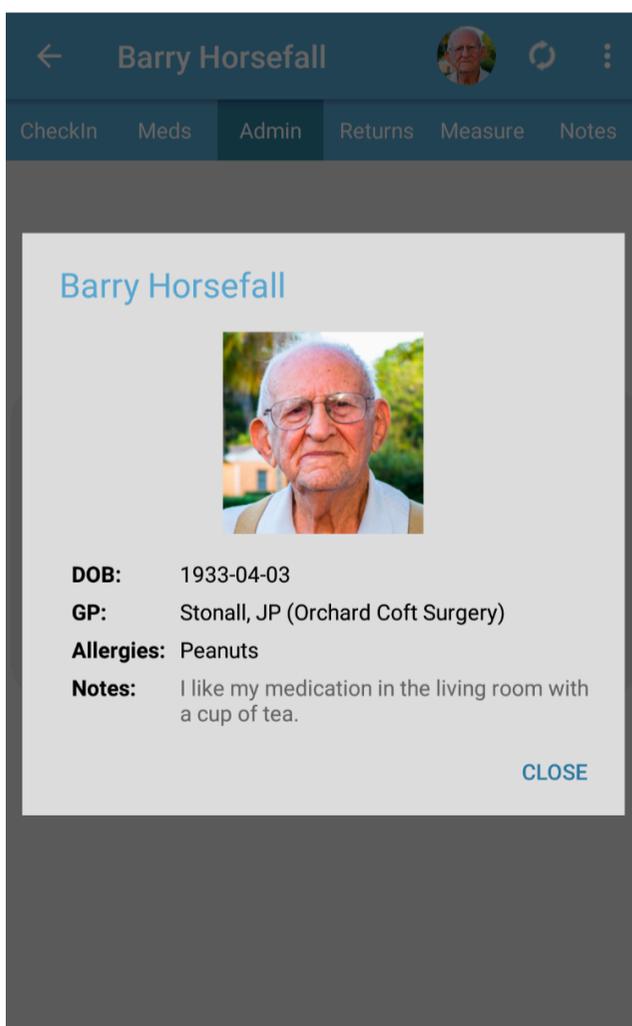
Click **LOGIN**



Once you've successfully logged in, your device will start to download all the data from the live Pharmacy system, and should start to look something like the below image.

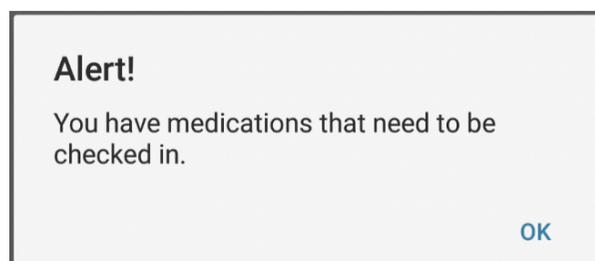


The **NEW** marker against each resident signifies that a prescription has been added to the medication profile, (either by the pharmacy or Care Home) and therefore needs to be checked in.



Select a resident, then confirm that its the correct resident by clicking **CLOSE**.

You will instantly be given an alert to remind you that medication needs to be checked in. Click **OK**



Select the Checkin tab (far left) and you will be presented with the medication that needs checking in for your new cycle.

CheckIn	Meds	Admin	Returns	Measure	Notes	
	Alendronic acid 70mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 4	CHKIN: 0	STOCK: 0	✓
	Amitriptyline 25mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 84	CHKIN: 0	STOCK: 0	✓
	Donepezil 10mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 28	CHKIN: 0	STOCK: 0	✓
	Ferrous sulfate 200mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 84	CHKIN: 0	STOCK: 0	✓
	Metformin 500mg modified-release tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 112	CHKIN: 0	STOCK: 0	✓

Select the tick icon against the first medication.

**Check In Stock**

Alendronic acid 70mg tablets

Take ONE weekly

Quantity

CANCEL CONFIRM

If the drug, strength, instructions and quantity are correct, select **CONFIRM**

CheckIn	Meds	Admin	Returns	Measure	Notes	
	Alendronic acid 70mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 4	CHKIN: 4	STOCK: 4	
	Amitriptyline 25mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 84	CHKIN: 84	STOCK: 84	
	Donepezil 10mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 28	CHKIN: 28	STOCK: 28	
	Ferrous sulfate 200mg tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 84	CHKIN: 84	STOCK: 84	
	Metformin 500mg modified-release tablets	FROM: 25 Nov 2019 TO: 22 Dec 2019	DISP: 112	CHKIN: 112	STOCK: 112	

CANCEL SAVE

Repeat this step for each medication until each item's DISP, CHKIN & STOCK quantity are the same.

Once you're happy that all of your medication has been checkin in correctly, select **SAVE**

Your Checkin screen should now be completely empty.





When going live on eMAR - There will, in many circumstances be stock already held in the CareHome that

CheckIn	Meds	Admin	Returns	Measure	Notes
	Alendronic acid 70mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 4 CHKIN: 0 STOCK: 0				✓
	Amitriptyline 25mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 84 CHKIN: 0 STOCK: 0				✓
	Donepezil 10mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 28 CHKIN: 0 STOCK: 0				✓
	Ferrous sulfate 200mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 84 CHKIN: 0 STOCK: 0				✓
	Metformin 500mg modified-release tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 112 CHKIN: 0 STOCK: 0				✓

Select the tick icon against the first medication.

### Check In Stock

Alendronic acid 70mg tablets

Take ONE weekly

Quantity

CANCEL
CONFIRM

If the drug, strength, instructions and quantity are correct, select **CONFIRM**

CheckIn	Meds	Admin	Returns	Measure	Notes
	Alendronic acid 70mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 4 <span style="color: green;">CHKIN: 4</span> <span style="color: green;">STOCK: 4</span>				
	Amitriptyline 25mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 84 <span style="color: green;">CHKIN: 84</span> <span style="color: green;">STOCK: 84</span>				
	Donepezil 10mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 28 <span style="color: green;">CHKIN: 28</span> <span style="color: green;">STOCK: 28</span>				
	Ferrous sulfate 200mg tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 84 <span style="color: green;">CHKIN: 84</span> <span style="color: green;">STOCK: 84</span>				
	Metformin 500mg modified-release tablets FROM: 25 Nov 2019 TO: 22 Dec 2019 DISP: 112 <span style="color: green;">CHKIN: 112</span> <span style="color: green;">STOCK: 112</span>				

CANCEL
SAVE

Repeat this step for each medication until each item's DISP, CHKIN & STOCK quantity are the same.

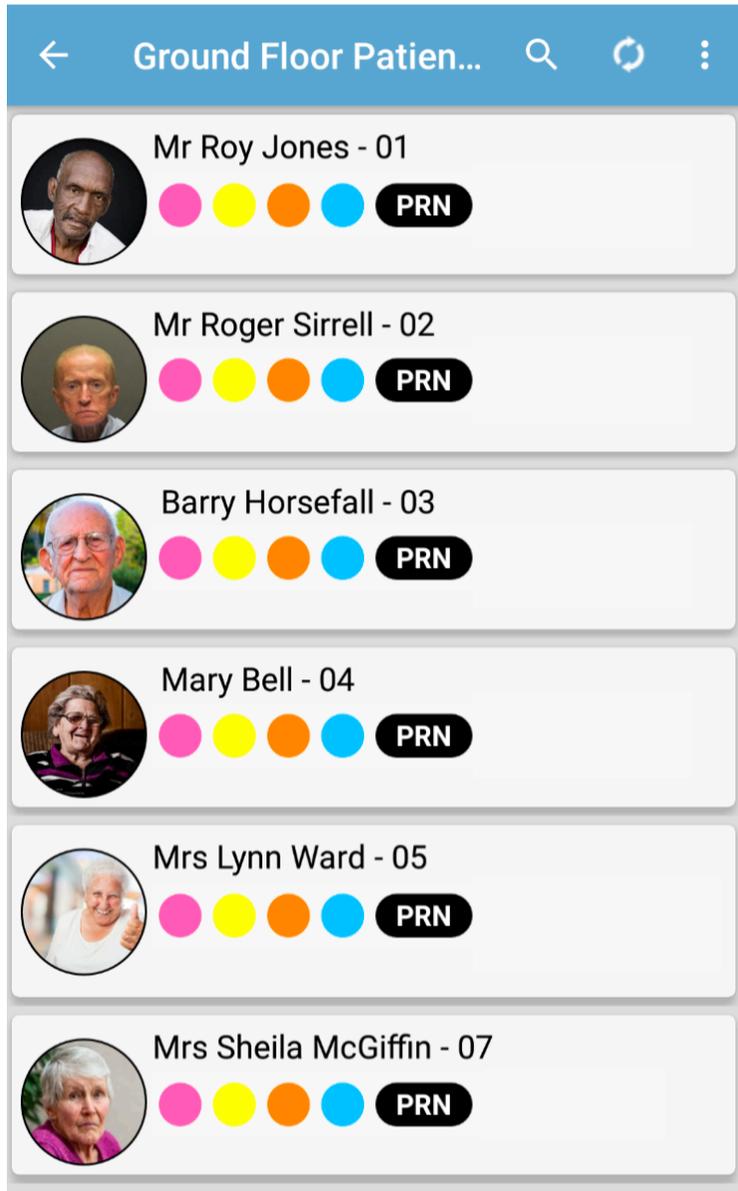
Once you're happy that all of your medication has been checkin in correctly, select **SAVE**

Your Checkin screen should now be completely empty.



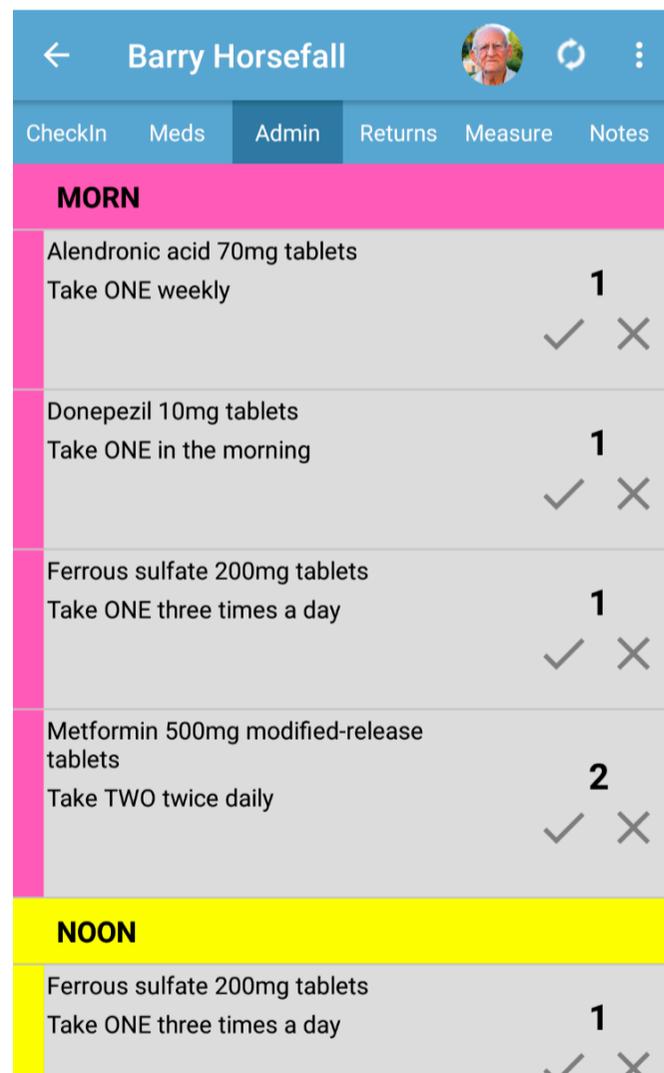
Once your cycle date arrives and you have completed all the previous steps, you'll be in a position to administer your first medication round on eMAR.

Your home screen should now look something like this:



Select the resident that you'd like to administer meds for, then confirm that you've chosen the right resident as before.

Your App should take you directly to the **ADMIN** Tab in the middle.



The information you now have is the MAR chart for that day. Feel free to scroll up and down to see the rounds applicable for that resident. All items will be presented as; Drug name, Strength, type and instructions.

The number on the right is the dosage you need to administer. This will reflect the number of tablets, Mls, Puffs., units etc of that drug.



To start administering medication. Simply tap the Tick icon on the right hand side

**Barry Horsefall**

**Alendronic acid 70mg tablets**

Route: Oral

Drug Round: 08:00

Dose Prescribed: 1

Dose Given: 1

**CANCEL CONFIRM**

When the “5 Rights” confirmation appears, simply enter the correct dose into the Dose Given box, and click **CONFIRM**

**Barry Horsefall**

CheckIn Meds Admin Returns Measure Notes

**MORN**

- Alendronic acid 70mg tablets  
Take ONE weekly ✓ 1
- Donepezil 10mg tablets  
Take ONE in the morning ✓ 1
- Ferrous sulfate 200mg tablets  
Take ONE three times a day ✓ 1
- Metformin 500mg modified-release tablets  
Take TWO twice daily ✓ 2

**NOON**

- Ferrous sulfate 200mg tablets

**CANCEL SAVE**

Repeat this step with all items until you have all Green Ticks. Then tap on the **SAVE** Button.

You should be now given Green Smile faces to advise you that the round is complete for that resident. You'll also

**Barry Horsefall**

CheckIn Meds Admin Returns Measure Notes

**MORN**

- Alendronic acid 70mg tablets  
Take ONE weekly ☺  
08:15 Kristian Bade DOSE:1 TAKEN:1
- Donepezil 10mg tablets  
Take ONE in the morning ☺  
08:15 Kristian Bade DOSE:1 TAKEN:1
- Ferrous sulfate 200mg tablets  
Take ONE three times a day ☺  
08:15 Kristian Bade DOSE:1 TAKEN:1
- Metformin 500mg modified-release tablets  
Take TWO twice daily ☺  
08:15 Kristian Bade DOSE:2 TAKEN:2

**NOON**

- Ferrous sulfate 200mg tablets  
Take ONE three times a day 1

FYI:

If you'd like to see more information about each item, you can click on the medication name and it will advise you of some other useful information.

If you try to administer a HIGHER dose that that is prescribed, the system will not allow you to carry on and will give you an error message.



If Any medication is refused, for any reason, simply tap the cross icon..

When the Confirmation screen appears, tap on the Reason and select from the list.

You must then tell the system what you plan to do with that particular stock item (Retain, Waste/ Destroy)

Confirm the amount, if necessary

Then add a note to the refusal to give more information.

Now choose **CONFIRM** to save the refusal

Once you have refused or Administered your medication, Choose SAVE as per usual to Sign your MAR chart.

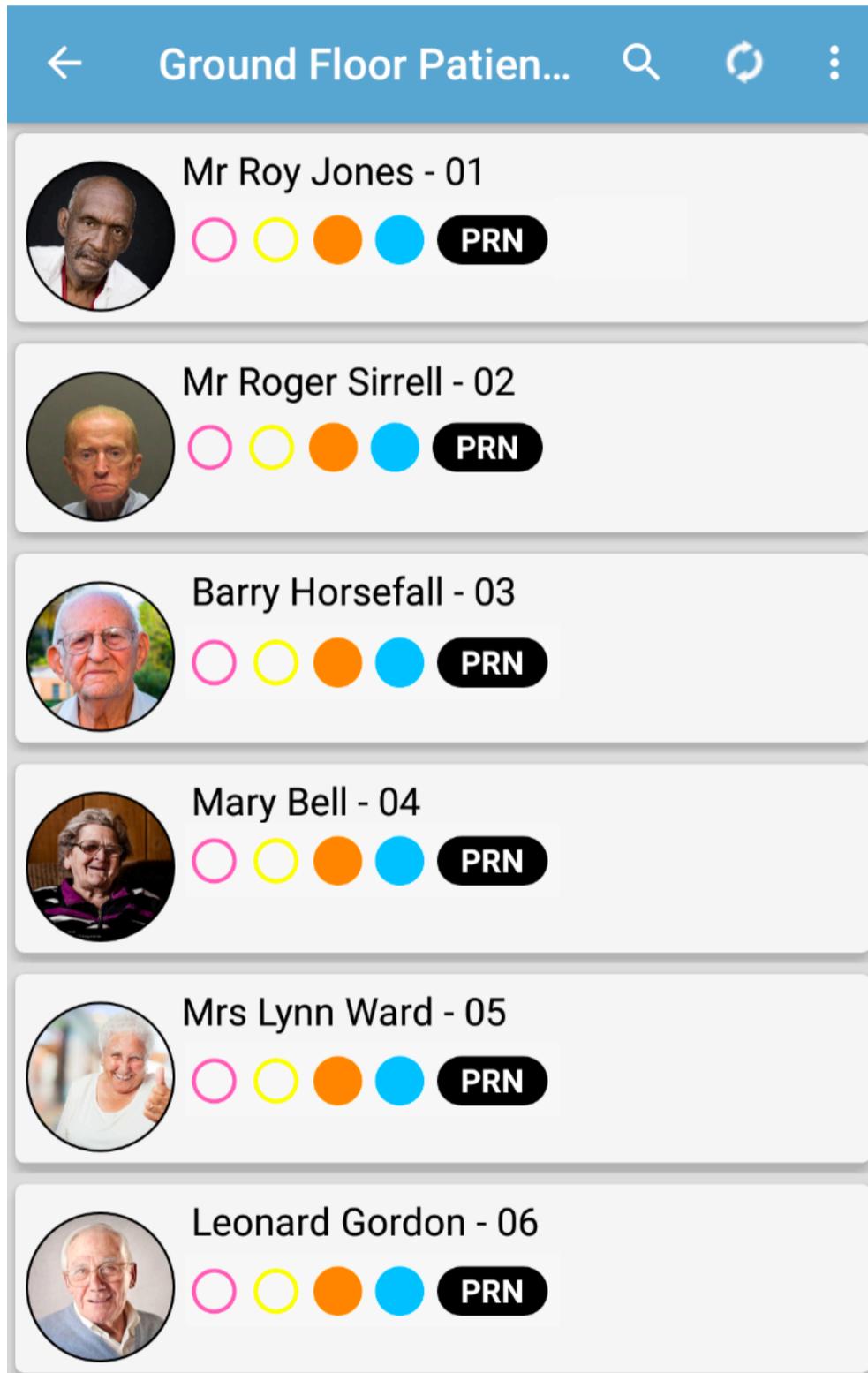
If you would like to refuse the Medication at that time, but still be able to offer it at a later time (for sleeping residents, or just to try again later. Use the "Delayed" reason from the dropdown menu.

This will report it as refused, but allow you to offer it again later.



Once you have finished your medication round(s) your home screen should start to look like this.

The rounds that have been completed with no further action required should now have a coloured outline to them. This signifies that the round, for that resident has been completed.



## Pre Go-Live Checklist

Logging In to CareMeds Portal

Setting up user classes

Setting up staff user accounts

Downloading and logging into the CareMeds eMAR app

Checking in your monthly Meds

Bringing forward other stock

Administering/refusing Medication

## Post Go - Live

PRN/Medication Protocols

Adding Residents

Adding Medication

Reordering Stock

Returning/Carry Forward Stock