

Medications in APD iConnect Chapter 10

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Introduction

- This presentation will show how to add medications to a consumer's record 2 different ways:
 - In the Medications Tab
 - Directly in the Person-Centered Support Plan Form
- *It will also describe temporary workarounds for known issues*

- Once the WSC has completed the person-centered planning process and is ready to create the support plan, the WSC will enter the plan into the iConnect system.
- Part of the Person-Centered Support Plan contains the medications the consumer is taking. The WSC is expected to enter this information into the plan using 1 of the 2 ways discussed in this presentation.



- Edits to existing medications must be completed in the medication record on the medication tab
- Edits from the Person-Centered Support Plan Form will **NOT** update the medication record on the medication tab

How to Add Medications to a Consumer's Record in the Medications Tab

The screenshot displays the iConnect web application interface. At the top, the user is identified as John Sheppard, with the last update by j buck at 9/21/2018 11:41:21 AM. The current page is the Medications tab, with a Sign Out button and a Role dropdown menu set to WSC/CDC. The main navigation bar includes File, Reports, Ticklers, and View Consumer Incidents. The File menu is expanded, showing options for Add Medication and Print. An arrow points to the Add Medication option. Below the navigation bar, there are search filters for Consumers and Last Name, with a GO button and an ADVANCED SEARCH link. The main content area shows the consumer record for Sheppard, John (10106). The Medications tab is selected, and a sub-menu is visible with options for Diagnosis, Eligibility, Medications, Auths, Provider Documentation, Contacts, and Consumer Module User. A Filters section is also visible, with an Order Date dropdown and Search/Reset buttons. The status at the bottom indicates 0 record(s) returned.

1. Open a consumer's record
2. Navigate to the **Medication tab** on the Consumer record.
3. From the File menu >Select **Add Medication**

How to Add Medications to a Consumer's Record in the Medications Tab

 Clayton Abarca | Medication
5/16/2019 10:19 AM

File

Please Note: After selecting a medication if an error message pops up, click OK and proceed. You can still complete filling the data and save the record. This is a temporary workaround. We apologize for the inconvenience.

Medication *

Dose	<input type="text"/>
Dose Units	<input type="text"/>
Strength	<input type="text"/>
Frequency	<input type="text"/>
Route	<input type="text"/>
Prescribed By	<input type="text"/>
Order Date *	05/16/2019 <input type="button" value="Calendar"/>
D/C Date	<input type="text"/>
As Prescribed	<input type="text"/>
Status *	Pending <input type="text"/>
PRN?	<input type="checkbox"/>
Instructions per Label *	<input type="text"/>
Reason for Medication	<input type="text"/>
Side Effects/Problems Experienced	<input type="text"/>
-	
Where Obtained	<input type="text"/>
Mail Order	<input type="text"/>
Packaging	<input type="text"/>
Type of Assistance	<input type="text"/>
Medication Assistance	<input type="text"/>
Dispense Time 1	<input type="text"/>
Dispense Time 2	<input type="text"/>
Dispense Time 3	<input type="text"/>
Dispense Time 4	<input type="text"/>

Note the temporary configuration changes that have been made:

- Informational banner added to the top of the page
- NDC code field is hidden

Note the configuration changes that have been made

- Dose/Amount = Dose
- Move “Parameters” to just after “PRN” field and display conditionally based on “PRN” check box. It is required.
- “Instructions” = “Instructions per Label”. It is required.
- Type of Assistance =
 - Self-Administers Without Assistance
 - Self-Administers with Assistance
 - Needs Medication Assistance

Please Note: After selecting a medication if an

Medication *	
Dose	←
Dose Units	
Strength	
Frequency	
Route	
Prescribed By	
Order Date *	
D/C Date	
As Prescribed	
Status *	
PRN?	
Parameters *	←
Instructions per Label *	←
Reason for Medication	
Side Effects/Problems Experienced	
—	
Where Obtained	
Mail Order	
Packaging	
Type of Assistance	←
Medication Assistance	
Dispense Time 1	

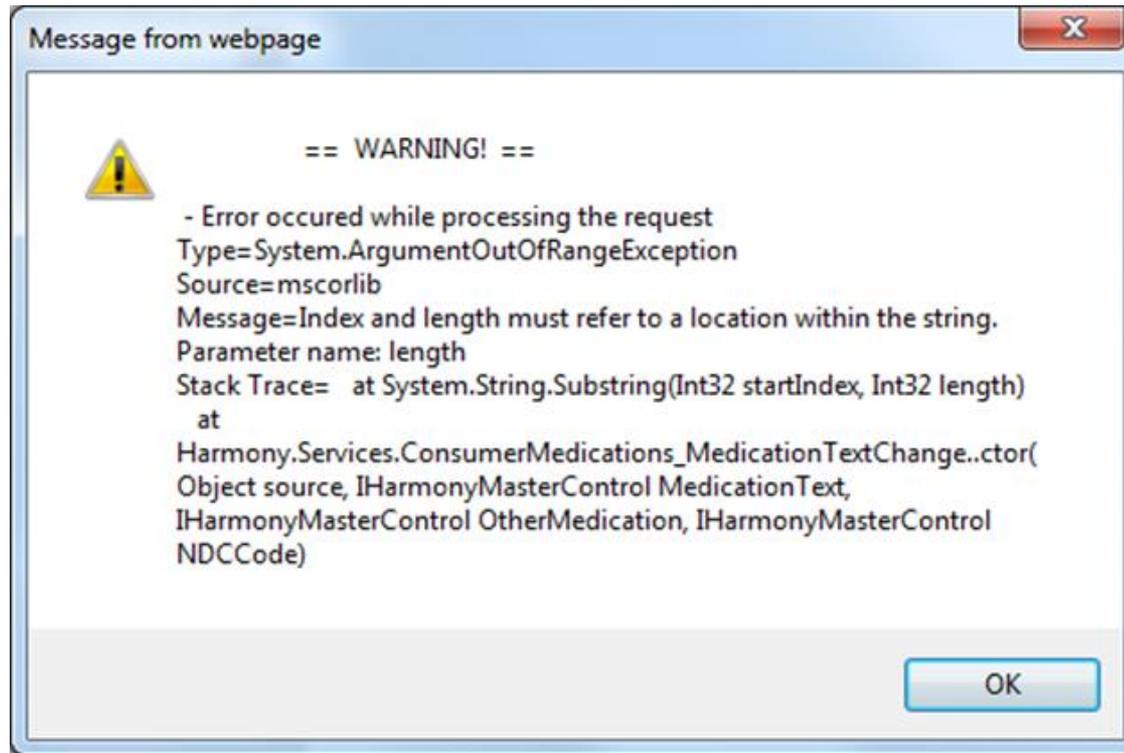
How to Add Medications to a Consumer's Record in the Medications Tab

Please Note: After selecting a medication if an error message pops up, click OK and proceed. You can still complete filling the data and save the record. This is a temporary workaround. We apologize for the inconvenience.

Medication *	ativan X	Clear
Dose/Amount	Ativan(lorazepam)(TABLET)ORAL]0.5/mg/1	
Dose Units	0187-0063	
Strength	Ativan(lorazepam)(TABLET)ORAL]1/mg/1	
Frequency	60084-403	
Route	Ativan(lorazepam)(TABLET)ORAL]2/mg/1	
Prescribed By	0187-0065	
Order Date *	10/09/2018	

Select the **ellipsis** next to the Medication field and enter the full or partial generic or brand name of the medication. Matching results are displayed.

How to Add Medications to a Consumer's Record in the Medications Tab



Select the **medication**. An error message will display. Select **OK**. This will be fixed at a later date.

How to Add Medications to a Consumer's Record in the Medications Tab

The screenshot displays the 'Medication' form in the iConnect system. The form is titled 'File' and includes a 'Please Note' message at the top. The medication being added is 'Ativan(lorazepam)(TABLET)(ORAL)(1)mg?'. The form fields are as follows:

Field	Value
Medication *	Ativan(lorazepam)(TABLET)(ORAL)(1)mg? Clear
Dose/Amount	25
Dose Units	mg (Miligram)
Strength	regular
Frequency	BID (2 times daily)
Route	Oral
Prescribed By	MD
Order Date *	10/09/2018
D/C Date	
As Prescribed	Yes
Status *	Active
PRN?	<input type="checkbox"/>
Instructions	twice a day
Reason for Medication	reason
Side Effects/Problems Experienced	none noted
Where Obtained	Prescription
Mail Order	No
Packaging	Individual Bottle
Type of Assistance	Independent
Parameters	
Dispense Time 1	▼ ▼ ▼
Dispense Time 2	▼ ▼ ▼
Dispense Time 3	▼ ▼ ▼
Dispense Time 4	▼ ▼ ▼
Dispense Time 5	▼ ▼ ▼
Dispense Time 6	▼ ▼ ▼

See the next 4 slides for descriptions of the fields in the Medications Tab.

Medications Field Descriptions

- Dose – The total number of dose units of medication the consumer is taking with each dose
– EX: 200
- Dose Units – The units the medication is measured in
– EX: mg (Milligram), Drop, mcg (Micrograms)
- Strength – How much of the dose unit is in a **named measure** of the dosage form (**per** tablet, **10cc** elixir, **10ml** suspension, **per** spray, **per** patch), and the number of the dosage form that is taken
– EX: 100/tablet, take 2 tablets, or 5(mg)/10(ml), take 30ml

Medications Field Descriptions

- Frequency – How often the consumer takes the medication
 - EX: Every 6 hours (Q6H), Daily, 2 Times Daily (BID)
- Route – How the consumer takes the medication
 - EX: Nasal/Inhaled, Oral
- Prescribed By – The name of the prescribing doctor
- Order date – The date the medication is ordered

Medications Field Descriptions

- D/C Date - The date the medication is discontinued
- As Prescribed – Choose Yes or No – Does the consumer take the medication as the doctor prescribed?
- Status – Active= Consumer is currently taking, Discontinued= Consumer is no longer taking, Pending= default setting when adding a new medication

Medications Field Descriptions

- PRN - A Latin acronym which means as needed; Check this box if the consumer only takes this medication as needed
 - NOTE – The Parameters box will open below once the box is checked
 - Parameters are required for PRN medications



Medications Field Descriptions

- Parameters – the reason the medication is ordered, the maximum number of days that the medication should be given, the maximum number of doses per day, and conditions under which the health care practitioner should be notified
 - EX: Dulcolax 5mg tabs, give 3 tablets by mouth at bedtime PRN if no bowel movement in 3 days. Give no more than 3 tabs per day, call prescriber (or healthcare practitioner) if no bowel movement after 24 hours

Medications Field Descriptions

- Instructions Per Label – Describe how the consumer will take the medication
 - EX: Take after a meal with a glass of water
 - NOTE – For some PRN medication there may be nothing else to say
 - If so type “No further instructions”
- Reason for Medications – Why does the consumer take the medication? – EX: Anxiety, Depression

Medications Field Descriptions

- Side Effects/Problems Experienced – List experienced side effects for this specific consumer
 - If the consumer does not experience side effects you will say “N/A” or “None Experienced”
- Where Obtained – Did the consumer get the medication through a prescription or over the counter?
- Mail Order – Choose Yes or No

Medications Field Descriptions

- Packaging – Choose between: Individual Bottle, Blister Pack, Unit Dose, or Other
- Type of Assistance – Does the consumer need help taking the medication?

Choose between:

- Self-Administers with Assistance
- Needs Medications Administered
- Self-Administers without Assistance

Medications Field Descriptions

- Medication Assistance – How does someone help the consumer take their medication? – EX: “I need someone to give me my medication”
- Dispense Times 1 – 6 – Enter the times that the consumer will take that medication. If the consumer takes the medication every 6 hours you will enter all of those times in. For example:

Dispense Time 1	08 ▾	00 ▾	AM ▾
Dispense Time 2	02 ▾	00 ▾	PM ▾
Dispense Time 3	08 ▾	00 ▾	PM ▾

Medication Field Examples

- Client Medication = Lithium Carbonate ER 300mg tablets, take 2 each morning by mouth

In iConnect:

- Medication = Lithium Carbide ER
- Dose= 600
- Dose units = mg (milligram)
- Strength = 300/tablet, take 2 tablets
- Frequency = daily
- Route = Oral
- Instructions per Label = Take immediately after a meal with a full glass of water
- Reason for Medication = bipolar disorder
- Side Effects/Problems Experienced = drowsiness and weight gain
- Dispense Time 1 = 7:00 AM

Medication Field Examples

- Client Medication = Ibuprofen 200 mg tab, give 2 tabs by mouth every 6hrs PRN pain in knee – give no more than 6 tabs per day. Call MD if needed for more than 3 consecutive days.
- **In iConnect:**
 - Medication = Ibuprofen
 - Dose = 400
 - Dose units = mg (milligram)
 - Strength = 200/tablet, take 2 tablets
 - Frequency = daily
 - Route = Oral
 - PRN? = Check Box
 - Instructions per Label = give 2 tabs by mouth every 6hrs PRN pain – give no more than 6 tabs per day. Call MD if needed for more than 3 consecutive days
 - Reason for Medication = knee pain
 - Side Effects/Problems Experienced = drowsiness and weight gain

Medication Field Examples

- Client Medication = Depakene (Valproic acid) elixir - 250mg/5ml, take 5ml by mouth at 8AM and 8PM

In iConnect:

- Medication = Depakene
- Dose = 250
- Dose units = mg
- Strength = 250/5ml, take 5ml
- Frequency = BID 2 times daily
- Route = Oral
- Instructions per Label = Take 5ml at 8AM and 5ml at 8PM
- Reason for Medication = Epilepsy
- Side Effects/Problems Experienced = N/A
- Dispense Time 1 = 8:00 AM
- Dispense Time 2 = 8:00 PM

Medication Field Examples

- Client Medication = Clonidine 0.1mg tablets, take 0.1mg (1 tablet) at 6AM, and 0.05mg (1/2 tablet) at 9PM by mouth
- When a medication is administered with different doses at different times or different doses on different days, EACH DOSE should be entered as a **separate** medication entry



Medication Field Examples

AM Medication in iConnect:

- Medication = Clonidine
- Dose = 0.1
- Dose units = mg (milligram)
- Strength = 0.1mg/tablet, take 1 tablet
- Route = Oral
- Frequency = daily
- Instructions per Label = take 1 tablet at 6AM with or without food
- Reason for Medication = high blood pressure
- Side Effects/Problems Experienced = headaches and agitation
- Dispense Time 1 = 6:00 AM



Medication Field Examples

PM Medication in iConnect:

- Medication = Clonidine
- Dose = 0.05
- Dose units = mg (milligram)
- Strength = 0.1mg/tablet, ½ tablet
- Route = Oral
- Frequency = Once daily
- Instructions per Label = take ½ tablet at 9PM with or without food
- Reason for Medication = high blood pressure
- Side Effects/Problems Experienced = headaches and agitation
- Dispense Time 1 = 9:00 PM

Medication Field Examples

- Client Medication: Vitamin D 2000 unit gelcaps, take 1 gelcap twice daily by mouth.
- When a supplement/medication cannot be found in iConnect, such as Vitamin D, the “**Other**” category can be chosen, manually adding the supplement/medication name.

Medication Field Examples

In iConnect:

- Other Medication = Vitamin D
- Dose = 2000
- Dose units = units
- Strength = 2000/gelcap, take 1 gelcap
- Frequency = BID 2 Times Daily
- Route = Oral
- Instructions per Label = Take 1 gelcap twice daily, in AM and PM
- Reason for Medication = Low Vitamin D levels
- Side Effects/Problems Experienced = N/A
- Dispense Time 1 = 8:00 AM
- Dispense Time 2 = 8:00 PM

Medication Field Examples



File

Please Note: After selecting a medication if an error message pops up, click OK and proceed. You can still complete

Medication *	Other	...	Clear
Other Medication *	Vitamin D		
Dose/Amount	2000 units		
Dose Units	Units		
Strength	00/ gelcap, take 1 gelcap		
Frequency	BID (2 times daily)		
Route	Oral		
Prescribed By	Dr.Hall		

- When you select “Other” an “Other Medication” box appears below
 - That is where you will type the name of the medication

Complete the remaining medication data fields on the page. Then, select **File > Save and Close Medication.**

WSCs will be able to pull this information to the Person-Centered Support Plan, so this information only needs to be entered once!

How to Add Medications to a Consumer's Record from a Form

- Note, this feature only works with specific forms designed to link the form to the Medication tab.
 - Person-Centered Support Plan
 - Implementation Plan
 - MCM Report

How to Add Medications to a Consumer's Record from a Form

- Open a consumer's record
- Go to the **Forms Tab**
- Open the existing form (Ex: Person-Centered Support Plan)
 - *or* create one

(Forms>File>Add Form>Person-Centered Support Plan)

Add New Demographics Search

Add Forms

Print

Quick Search

Consumers

Last Name

GO

ADVANCED SEARCH

Smith, June Elizabeth (10008)

Diagnosis Eligibility Medications Auths Provider Documentation Contacts Consumer Module User

Demographics Divisions Consumer Budgets Programs Provider Selections SANS Notes Forms Appointments Plans Waiting List Payers

Filters
Form

Please Select Type: Person-Centered Support Plan

Consumer Forms

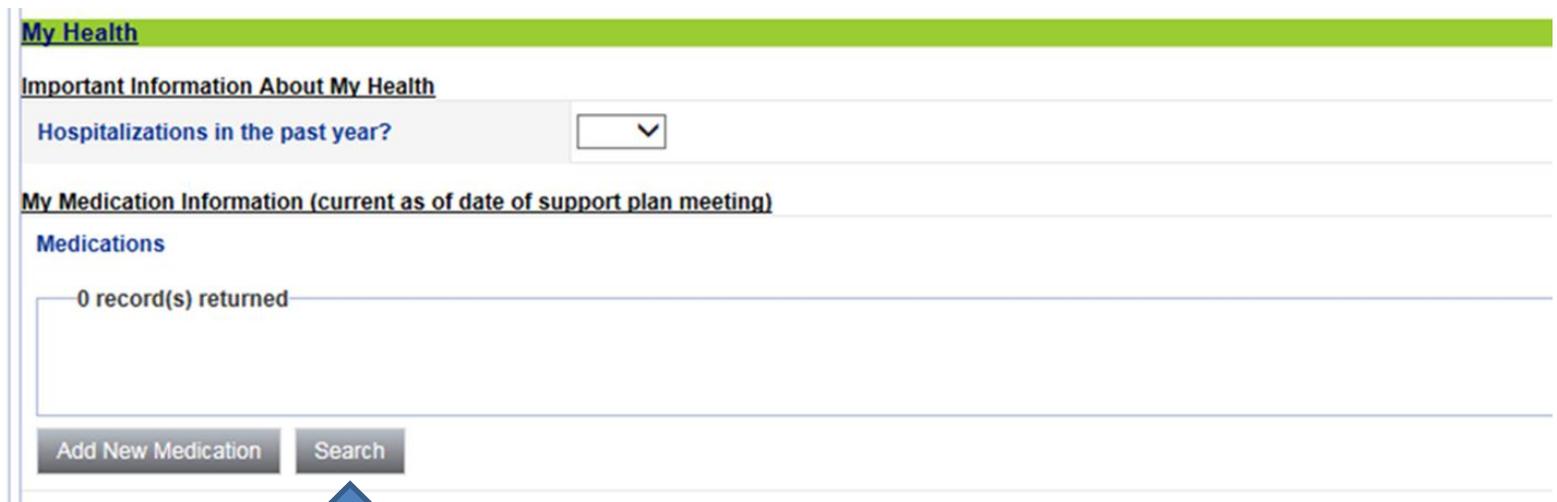
Review *	Initial	Worker *	Worker, Applicable
Review Date *	11/27/2018	Status *	Draft
Division *	APD	Provider/Program *	
Approved By		Approved Date	

PERSON-CENTERED SUPPORT PLAN

Support Plan Effective Date *	
Is the Consumer 18 or over? *	

Scroll to the **My Health** section of the Person-Centered Support Form.

To add an EXISTING medication from the Medication tab to the Person-Centered Support Plan, select **Search**, and a list of medications from the Medication Tab is displayed.



My Health

Important Information About My Health

Hospitalizations in the past year?

My Medication Information (current as of date of support plan meeting)

Medications

0 record(s) returned



Additional Notes/Comments/Considerations

My Health

Important Information About My Health

Hospitalizations in the past year?

My Medication Information (current as of date of sup

Medications

1 Medication record(s) returned - now viewing 1 thro

Medication	Dose/Amount	Dose Units	Frequency
Test1	200	mg (Milligram)	Daily

Add New Medication Search

Important Health History about My Family and Me:

My critical health follow up areas and preventative health

Medication list

Medication ReviewID	Medication	Dose/Amount	Dose Units	Frequency	Route	Prescribed By	Order Date	D/C Date	Status	Instructions	Reason for Medication	Where Obtained	Mail Order	Packaging	Type of Assistance	Parameters	Other Medication	Side Effects /Problems Experienced
11137	Test1	200	mg (Milligram)	Daily	Oral		09/03/2018		Active						Assistance			
11716	Ritalin	300	mg (Milligram)	Daily	Oral		09/25/2018		Active						Assistance			



Select the medication you want to add to the plan.

File Reports

My Health

Important Information About My Health

Hospitalizations in the past year?

My Medication Information (current as of date of support plan meeting)

Medications

2 Medication record(s) returned - now viewing 1 through 2

Medication	Dose/Amount	Dose Units	Frequency	Route	Prescribed By	Order Date	D/C Date	Status	Instructions	Reason for Medication	Where Obtained	Mail Order	Packaging	Type of Assistance	Parameters	Other Medication	Side Effects/Problems Experienced
Test1	200	mg (Milligram)	Daily	Oral		09/03/2018		Active						Assistance			
Ritalin	300	mg (Milligram)	Daily	Oral		09/25/2018		Active						Assistance			

Important Health History about My Family and Me:

My critical health follow up areas and preventative health plan:



Once complete, select **Save and Close**.
 The page will refresh with the medication information section completed.

My Health

Important Information About My Health

Hospitalizations in the past year?

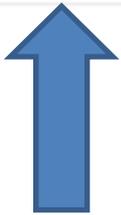
My Medication Information (current as of date of support plan meeting)

Medications

0 record(s) returned

Add New Medication

Search



To add a NEW medication from the Person-Centered Support Plan, click **Add New Medication**

The medication search window opens. Begin typing the name of the medication. Matching values are displayed. Select the medication and complete the remaining fields.

This information will be pulled to the Medications Tab as well, so *WSCs only have to enter this information once!*

NOTE: The Medication Management By field has been removed on the Medication tab. The associated forms will be updated. There is currently no data entry field on the forms.

The screenshot shows a web form titled "Add New Medication". The form includes the following fields:

- Medication * (text input with a "Clear" button)
- Order Date * (text input with a calendar icon)
- D/C Date (text input with a calendar icon)
- Status * (dropdown menu)
- Dose (text input)
- Dose Units (dropdown menu)
- Frequency (dropdown menu)
- Route (dropdown menu)
- Where Obtained (dropdown menu)
- Mail Order (dropdown menu)
- Packaging (dropdown menu)
- Type of Assistance (dropdown menu)
- Medication Assistance (dropdown menu)
- Medication Management By (text input, highlighted with a blue arrow)
- Prescribed By (text input)
- Instructions per Label * (text input)
- Reason for Medication (text input)
- Side Effects/Problems Experienced (text input)

Remember

The error message will be fixed at a later date and the informational banner will be taken off.



agency for persons with disabilities
State of Florida