



Medications – Provider Job Aid

The *Medications* screen is used by Caseworkers and Providers to document both current and prior medications for clients. Information entered on the *Medications* screen will display in other screens including the *Client Behavioral/Physical Health* screen. The *Medications* screen will also display medications entered on the *Appointments* screen.

Client Medications screen

client Medications

* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Allergies

Medication Information

Medication	Start Date	End Date
▶		

View Active View All

Medication Details

Medication* _____ Start Date _____ End Date _____ Type* _____

Other Specify _____ Strength/Unit _____ Other Specify _____

Prescribed By _____ Dosage _____

Phone _____ Frequency _____

Purpose _____ Special Instructions _____

Audit
Last Updated Date _____
Updated By _____

Navigation

1. Navigate to the *My Services* Screen and bring the Referral/Service Episode into focus.
2. Navigate to the *Client List* screen.
 - a. **Case > Client > Client List**
3. Select the desired client and click .
4. Navigate to the *Medications* screen.
 - a. **Case > Clients > Health > Medications**

Medication Information

client Medications

* Denotes Required Fields ** Denotes Half-Mandatory Fields †Denotes AFCARS Fields

Allergies

Medication Information

Medication	Start Date	End Date

View Active View All

Medication Details

New Save Cancel

Tip: The Allergies section at the top of the **Client Medications** screen displays all active Allergies listed for the client on the **Health > Allergies/Dietary Needs** screen.

1. The *Medication Information* grid contains a list of all of the medications documented for this client. These include medications documented on the *Medical Appointments & Services* screen.
 - a. The *Medication Information* grid displays the *Medication*, *Start Date* and *End Date* of the appointment.
 - b. The *Medication Information* grid defaults to current (Active) medications. Active medications are medications that have not been end-dated. Select the *View All* radio button to view all medications including end-dated ones.
 - c. The **New** button becomes active after the first active medication has been documented and saved. Use the **New** button to document additional medications for the client. **Save** adds the information entered in the *Medication Details* section to the *Medication Information* grid.
 - d. **Cancel** navigates the user back to the **Client > Health** splash screen. Any information not already saved will be lost.

Medication Details

1. Documenting medications:

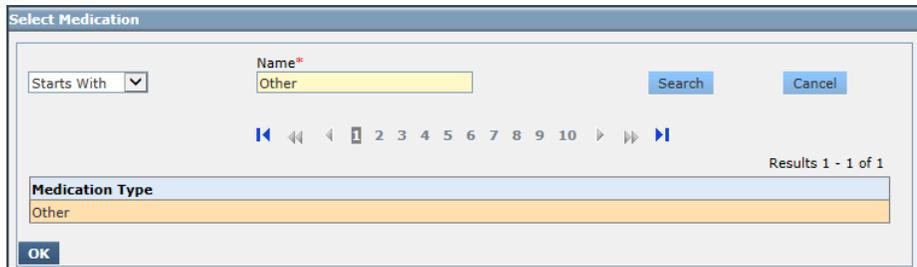
- a. Click the **Find...** button below the *Medication* field to locate the medication. The *Select Medication* pop-up will appear:

- i. Medications can be searched in several ways. The search drop-down defaults to *Starts With*. Other options include: *Sounds Like*, *Is*, and *Contains*. *Starts With* is recommended.
- ii. Type in the *Name* of the medication and click **Search**.
- iii. A list of possible medications will appear.

- iv. Review the list to locate the correct medication. Once the correct medication is located, click on the medication in the *Medication Type* grid and click **OK** to select that medication.



- v. If the medication cannot be located Type "Other" in the *Name* field, click on *Other* from the *Medication Type* grid, and click **OK**.



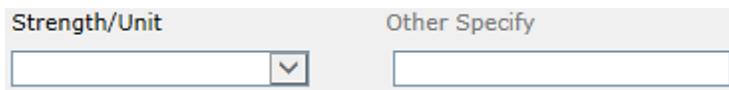
- vi. To close the Select Medication pop-up without choosing a medication click **Cancel**.

Tip: If "Other" is chosen the **Other Specify** field below **Medication** will become mandatory. This is where the medication's name should be entered.

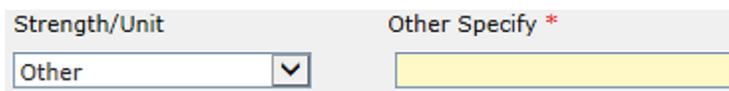
- b. Enter the *Start Date* and *End Date* (if applicable) for the medication. Select the medication *Type* (*Prescription* or *Over-the-Counter*).



- c. Select the *Strength/Unit*. The options available in this drop-down are determined by the medication entered and the FDA recommended strengths/units for that medication.



If the medication entered is "Other" then the *Strength/Unit* will default to *Other* and *Other Specify* will become mandatory. Enter the strength and unit in *Other Specify*.





- d. Enter the name of the medical professional who prescribed the medication and their phone number in *Prescribed By* and *Phone*. Detail the reason for the medication in *Purpose*.

Prescribed By

Phone

Purpose

- e. Enter the *Dosage*, *Frequency* and *Special Instructions* (if applicable).

Dosage

Frequency

Special Instructions

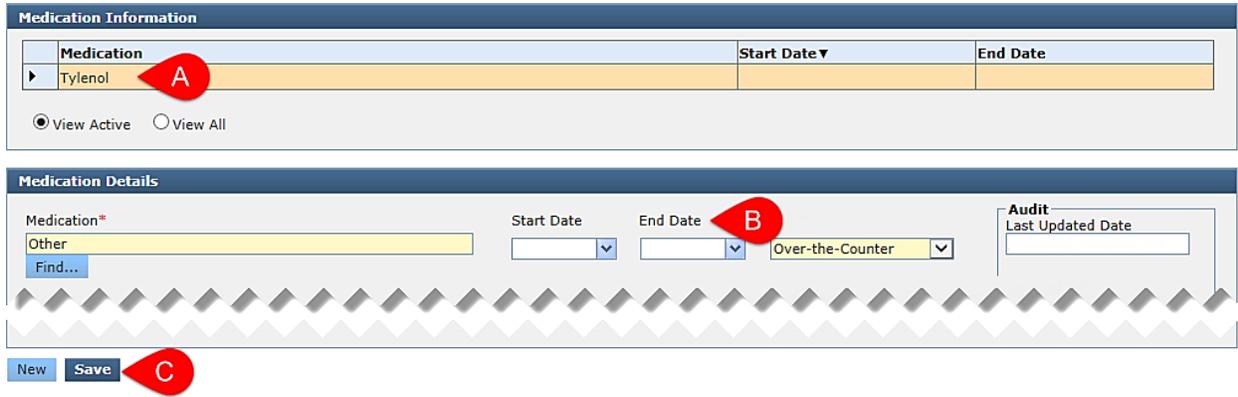
2. Once the *Medication Details* have been completed click **Save** at the bottom of the screen.
- a. When **Save** is clicked the *Audit* section will display the date and time of the last update to this screen as well as the name of the KIDS user who completed the update.

Audit
Last Updated Date

Updated By

3. To enter more medications click **New** at the bottom of the screen.

End-Dating a medication



Medication Information

Medication	Start Date ▼	End Date
Tylenol		

View Active View All

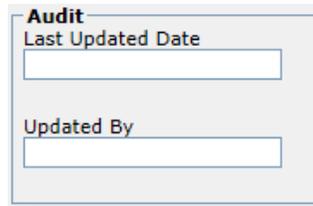
Medication Details

Medication* Start Date End Date **Audit**

C

1. To end-date a medication:

- a. Click on the medication that is to be end-dated in the *Medication Information* grid.
- b. Enter the *End Date* in the *Medication Details* section.
- a. Click . The *Audit* section will update with the date, time and name of the KIDS user who end-dated the medication.



Audit

Last Updated Date

Updated By

Note: If the medication was originally documented in an Appointment end-dating it on the **Medications** screen will also remove it from the list of active medications in the **Medical Appointment & Services** screen.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access the Self Service Tool go to <http://servicedesk.alleghenycounty.us>