

# E-Mar Cheat Sheet

## Avoiding Early Timestamps

How to avoid the following entry:

Schedule	Administered	Timestamp
7:00 am	7:00 am	Susie Que , Host Home Provider on 11/18/2013 6:37 am

State Regulations require meds to always be administered first, documented second. Look at the above example. Do you see the error? Entries like the above should be avoided. Here's how:

- **DETAIL MODE:** Find the words "Switch to Detail Mode" on the same line as the medication name  
(Although you see it on each med, you only have to click "Switch to Detail Mode once. You remain in Detail Mode throughout your session).
- You only have to do the following three things to make your entry:
  - Choose "**ADMINISTERED**"
  - Change the **HOUR & MINUTES** to the time of actual administer
  - Click on "**SAVE**"
- Click "**SAVE**" at the bottom of the Therap page

That's it! Simple once you know how to do it. All timestamps should be no later than one hour after schedule time.

## AVOIDING TIMESTAMP GER'S

Please be sure to always carry a paper MAR with you when you are in the community. If you cannot sign out meds on your mobile device, PLEASE SIGN THEM OUT ON THE PAPER MAR. When you return home, make your Therap E-mar entry for anything done on paper by doing the following in **DETAIL MODE**:

Go to the appropriate initial box on the E-Mar

- Choose "**ON HOLD**" (instead of administered)
- Change the **HOUR & MINUTES** to the time of actual administer
- In the "**COMMENTS**" section type in "***Please see PAPER MAR. Administered on time in the community***"
- Click on "**SAVE**"