

6. Click the button to select Dot Group Two. The Select Dot Group window appears.



7. Click the **Dot Group** and click **OK**.
8. Click the button to select Dot Group Three. The Select Dot Group window appears.



9. Click the **Dot Group** and click **OK**.



Note: Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

10. Click on the **View Report** button located at the top of the screen. The following report will appear.

Example of a Medication Administration DOT Sheet

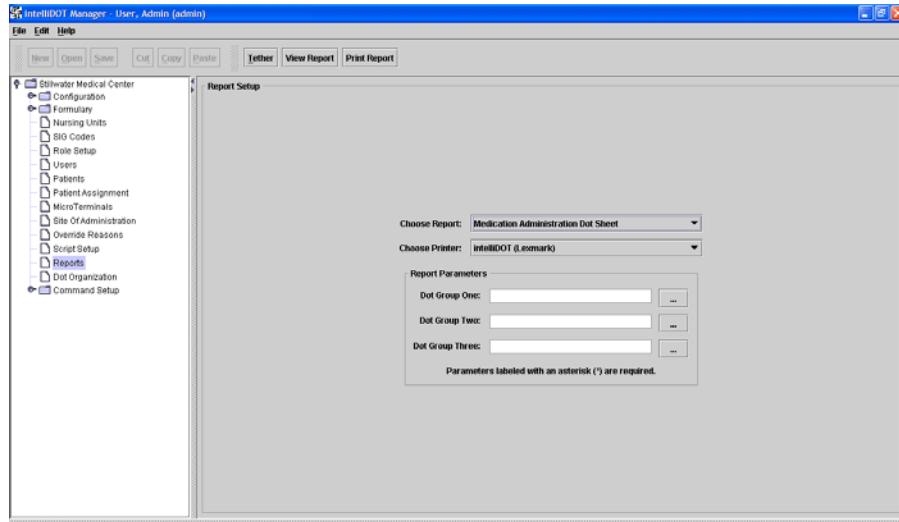
Medication Administration Dot Sheet

Sites				
L. UPPER ARM	R. LOWER ABD.	L. ANTERIOLATERAL THIGH	L. DELTOID MUSCLE	L. VENTRO-GLUTEAL MUSCLE
L. GLUTEAL-MEDIAL MUSCLE	R. ANTERIOLATERAL THIGH	R. UPPER ARM	L. LOWER ABD.	R. DELTOID MUSCLE
R. VENTRO-GLUTEAL MUSCLE	L. UPPER ABD.	R. GLUTEAL-MEDIAL MUSCLE	INTRAVENOUS	
Override Reasons				
Patient Preference	Pt. Declined	Pt. Sleeping	Pt. Off Unit	Pt. Transferred
Pt. Discharged	IV Discontinued	IV Infiltrated	IV Patency	C/O Pain
Increased Pain	C/O Nausea	Increased Nausea	Within Normal Limits	VS Warranted
Med. Missing	Tx. In Progress	Hold Medication	NPO	Per Protocol
New Order	New Schedule	New Route	Standing Order	Stat Order
RX Change	Discontinued	Abnormal Limits	Contraindicated	Incompatibility
Dialysis In Progress	Pending Lab	Specimen Collection Needed	S/W Bug	
keypad				
1	2	3	4	5
6	7	8	9	/
0	#	Cancel	decimal	back
Extra Dots				
Cancel All	Continue	Omit	Logout	New Order Prep
Cover Patients	Previous	Next	Enter Later	Extra Dose
Delay Dose				

Printing your Medication Administration DOT Sheet

To print your Medication Administration DOT sheet, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **Medication Administration DOT sheet**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select Dot Group One. The Select Dot Group window appears.



5. Click the **Dot Group** and click **OK**.
6. Click the button to select Dot Group Two. The Select Dot Group window appears.



7. Click the **Dot Group** and click **OK**.

8. Click the  button to select Dot Group Three. The Select Dot Group window appears.



9. Click the **Dot Group** and click **OK**.



Note: Refer to DOT Organization Setup on page 3-42. The MAR may be printed with or without DOT groups. DOT groups provides a way to create groups of DOTs for Override Reasons, Administration Sites, and Command DOTs. If for example, you need to print a new MAR, select a DOT group from the list. This will print on your MAR and you can use the iConnect Handheld to scan the iDOT.

10. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

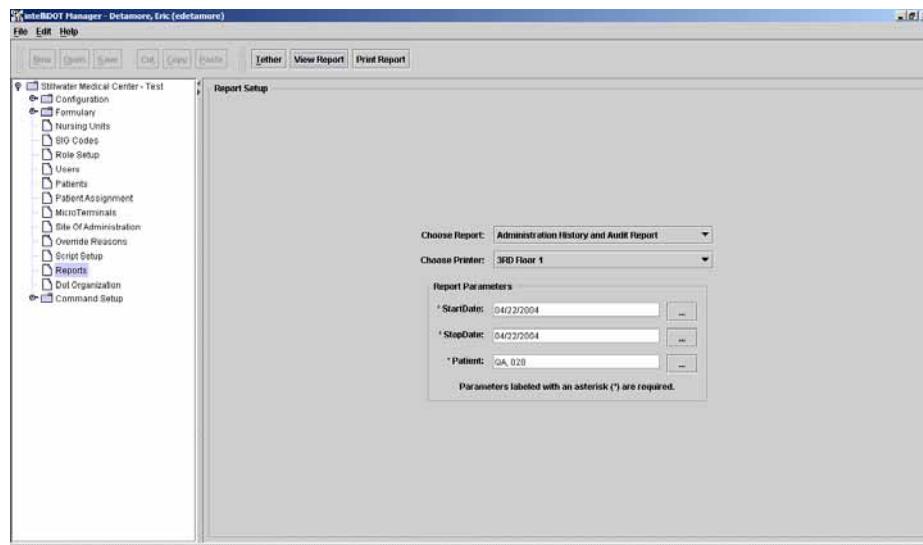
Administration History and Audit Report

This Administration History and Audit report provides a detailed record of all medication activity during the patient's stay. The administration history and audit report allows a detailed overview of med admin organized by med and time.

Viewing the Administration History and Audit Report

To view your Administration History and Audit Report, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear..



2. From the **Choose Report** drop down menu, select **Administration History and Audit Report**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select a StartDate. The Select StartDate window appears.

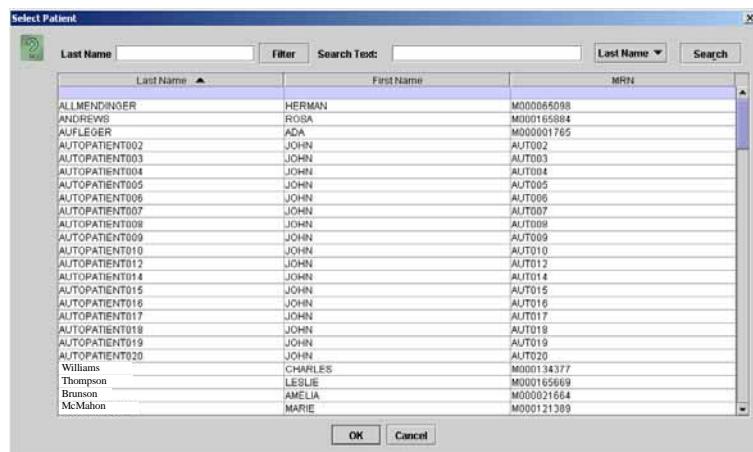


5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

6. Click the button to select a StopDate. The Select StopDate window appears.



7. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.
8. Click the button to select a **Patient**. The Select Patient window appears.



9. Select an applicable patient and click **OK**.
10. Click on the **View Report** button located at the top of the screen. The following report will appear.

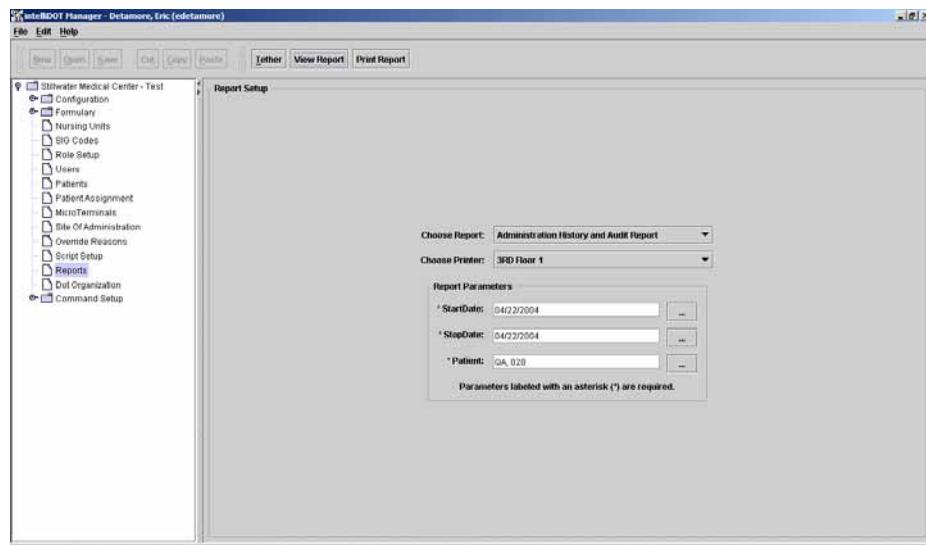
Example of a Administration History and Audit Report

Administration History and Audit Report					
4/22/04 - 4/22/04		NAME: QA, 028			
TIME PRINTED: 04/22/2004 15:05		Admit: 4/22/04			
DIAGNOSIS: Multi-Lateral tear on left antero thigh					
NOTES:					
ALLERGIES: CODEINE, LATEX, FISH					
DIPHENHYDRAMINE 12.5 MG/5 ML ELIX (30) (BENADRYL)					
IN: LIDOCAINE HCL 2% VISC SOLN 5 ML SOLN (20) (XYLOCAINE VISC.)					
4/22/04					
#0001354	New Order			Started at 04/22/2004 13:00	
	13:46 Prepared	Mistretta2, Michael2		DOSE: 5 ML PO FOUR TIMES DAILY	
	14:03 Prepared	Mistretta2, Michael2			
	14:04 Given	Mistretta2, Michael2			
	Edited: 14:09	Mistretta2, Michael2	Gave 10ML		
	14:14	Mistretta2, Michael2	Gave 0ML		
IN: SODIUM CL 0.9% INJ 1000 ML BAG (1000) (SODIUM CHLORIDE 0.9%)					
4/22/04					
#000355	New Order			Started at 04/22/2004 13:00	
	14:20 Prepared	Mistretta2, Michael2		DOSE: 1000 IV PRN	
	14:18 Given	Mistretta2, Michael2		Gave 0	
INSULIN HUMAN REGULAR 100 UNITS/100 UNITS INJ (1UNIT) (HUMAN INSULIN-R U-100)					
4/22/04					
#000360	New Order			Started at 04/22/2004 13:00	
	14:38	Mistretta2, Michael2		DOSE: 1 UNIT SC EVERY 6 HOURS	
SODIUM CL 0.9% INJ 1000 ML BAG (1000ML) (SODIUM CHLORIDE 0.9%)					
4/22/04					
	14:48 Prepared	Mistretta2, Michael2			
IN: SODIUM CL 0.9% INJ 1000 ML BAG (1000) (SODIUM CHLORIDE 0.9%)					
4/22/04					
#000355	New Order			Started at 04/22/2004 13:00	
	14:23 Given	Mistretta2, Michael2		DOSE: 1000 IV PRN	
	14:27 Prepared	Mistretta2, Michael2			
SODIUM CL 0.9% INJ 1000 ML BAG (1000ML) (SODIUM CHLORIDE 0.9%)					
4/22/04					
	14:46 Given	Mistretta2, Michael2	Gave 1000ML		

Printing the Administration and Audit Report

To print your Administration and Audit Report, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **Administration History and Audit Report**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select a StartDate. The Select StartDate window appears.

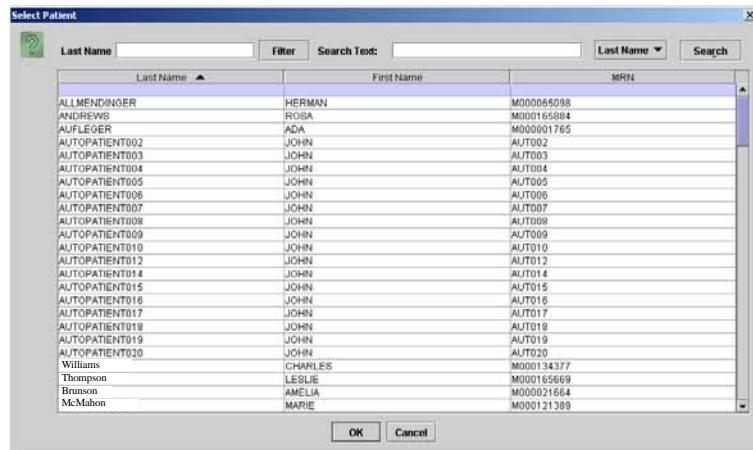


5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

6. Click the button to select a StopDate. The Select StopDate window appears.



7. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.
 8. Click the button to select a **Patient**. The Select Patient window appears.



9. Select an applicable patient and click **OK**.
 10. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

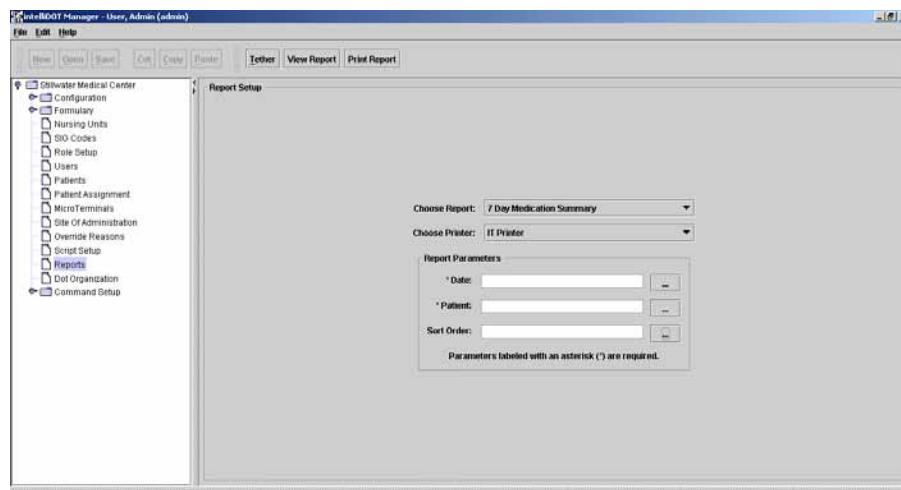
Seven (7) Day Medication Summary Report

The 7-Day Medication Summary is a convenient method to view med administrations over a longer period, and may be of use by physicians and others interested in a longer term view of med administration. If used as a routine tool, this report will often be generated for all patients on a unit at the same time. This report will not be used as a permanent chart document or as a means of auditing for med errors because it will not contain enough detail on medication activities.

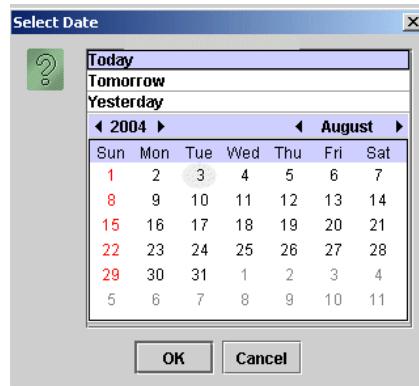
Viewing your 7 Day Medication Summary Report

To view your 7 Day Medication Summary Report, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

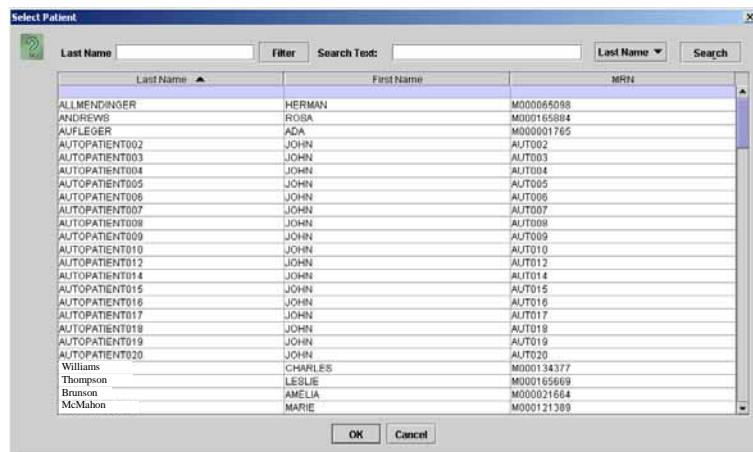


2. From the **Choose Report** drop down menu, select **7 Day Medication Summary**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select a Date. The Select Date window appears.

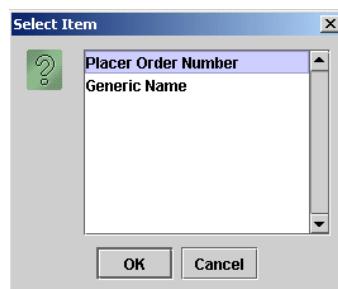


5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

6. Click the button to select a Patient. The Select StopDate window appears.



7. Select an applicable patient and click **OK**.
 8. Click the button to select a **Sort Order**. The Select Item window appears.



9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
 10. Click on the **View Report** button located at the top of the screen. The following report will appear.



Note: In the 7 Day Medication Summary Report, ordered meds are shown in the first (left) column like they are on the daily MAR. This report also provides allergy information. The next 7 columns have headers that show the full name of the day of the week with date in MM/DD/YY format below each. Unlike other reports, this report rounds times to the nearest hour to save space and to make it easy for you to see when the doses were given.

Example of a 7 Day Medication Summary

7 Day Medication Summary							
8/3/04	NAME: QA, 028						
TIME PRINTED: 08/09/2004 16:11	Admit: 7/29/04						
DIAGNOSIS: Multi-Lateral tear on left antero thigh							
NOTES:							
ALLERGIES: CODEINE, LATEX, FISH							
	8/3/04	8/4/04	8/5/04	8/6/04	8/7/04	8/8/04	8/9/04
000829: FERROUS SULFATE 324 MG TAB (324MG) (FEOSOL) DOSE: 324 MG PO TWICE A DAY	Start 07/29 Stop 14:00			14 OMITTED Reason Omitted : Within Normal Limits —			
000830: POTASSIUM CL 20 MEQ TABCR (20MEQ) (K-DUR) DOSE: 20 MEQ PO FOUR TIMES DAILY	Start 07/29 Stop 12:00			14 OMITTED Reason Omitted : Within Normal Limits —			
000831: LEVOFLOXACIN 500 MG TAB (500MG) (LEVAQUIN) DOSE: 500 MG PO EVERY MORNING	Start 07/29 Stop 14:00			14 OMITTED Reason Omitted : Within Normal Limits —			
000833: CALCIUM/VITAMIN D 250 MG TAB (500MG) (OS-CAL D) DOSE: 500 MG PO TWICE A DAY	Start 07/29 Stop 14:00			14 OMITTED Reason Omitted : Within Normal Limits —			
000835: PANTOPRAZOLE SOD 40 MG TABCR (40MG) (PROTONIX) DOSE: 40 MG PO TWICE A DAY	Start 07/29 Stop 14:00			14 OMITTED Reason Omitted : Within Normal Limits —			
000837: PROMETHAZINE HCL INJ 25 MG/1 ML INJ (25MG) (PROMETHAZINE) DOSE: 25 MG IV Q 3 HOURS	Start 07/29 Stop 14:00			14 OMITTED Reason Omitted : Within Normal Limits —			
000827: INSULIN HUMAN REGULAR 100 UNITS/100 UNITS INJ (1U) (HUMAN INSULIN-R U-100) DOSE: 1 U SC EVERY 6 HOURS	Start 07/28 Stop 09:00						
000828: SODIUM CL 0.9% INJ 1 ML INJ (30ML) (SODIUM CHLORIDE FLUSH) DOSE: 30 ML IV PRN	Start 07/29 Stop 14:00						
000832: DIPHENOXYLATE/ATROPINE 1 TAB TAB (2EA) (LOMOTIL) DOSE: 2 EA PO PRN	Start 07/29 Stop 14:00						

QA, 028 Gender: F DOB: 12/14/20 Acct: Room: 311 1	MRN: M90000028 Visit: V0000028 DR: SMALLEY, MY NAME IS TO LONG M.D.	Stillwater Medical Center 1323 West 6th Box 2408 Stillwater, OK 74074
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Printed By: User, Admin

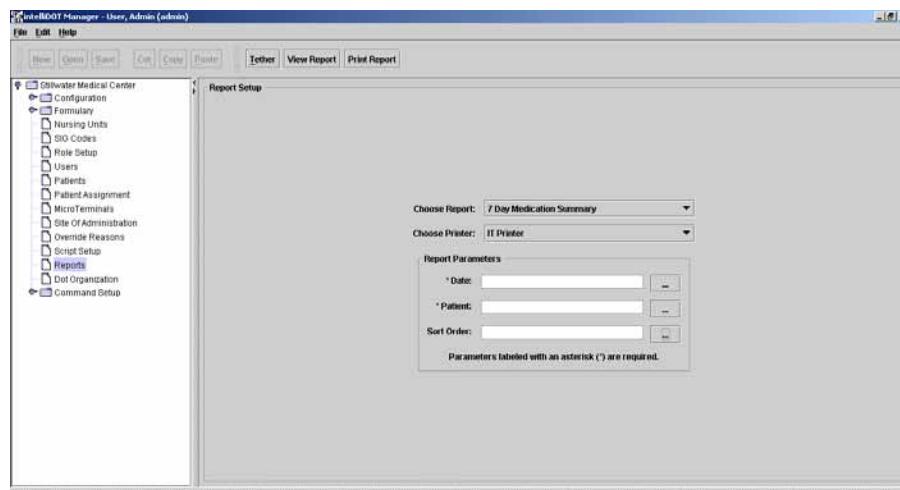
Page 1 of 1

Printed At: 08/09/2004 16:11

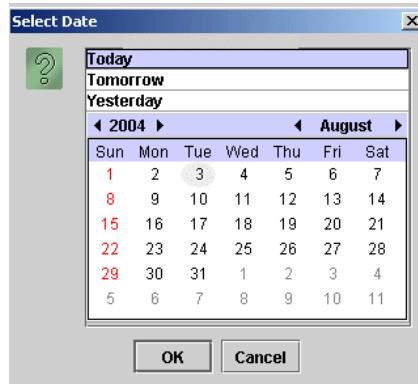
Printing your 7 Day Medication Summary Report

To print your 7 Day Medication Summary Report, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.

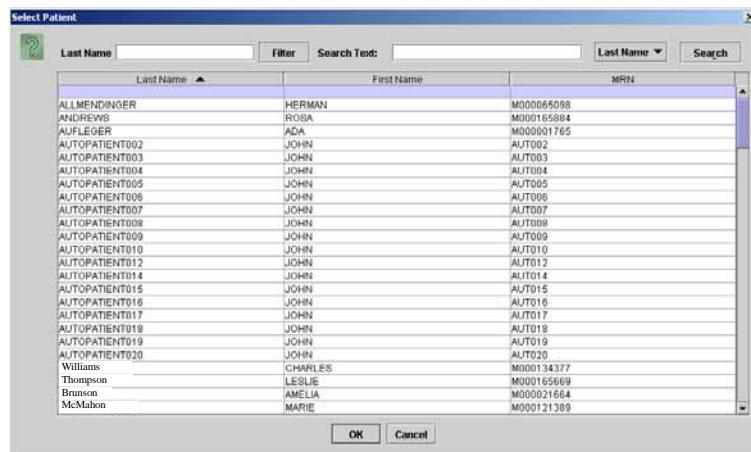


2. From the **Choose Report** drop down menu, select **7 day Medication Summary**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select a Date. The Select Date window appears.

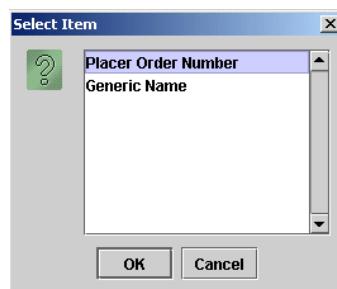


5. Select **Today**, **Tomorrow**, or **Yesterday**, **Year**, **Month**, **Day** and click **OK**.

6. Click the button to select a Patient. The Select StopDate window appears.



7. Select an applicable patient and click **OK**.
8. Click the button to select a **Sort Order**. The Select Item window appears.



9. Select **Placer Order Number** or **Generic Name** to sort by and click **OK**. The MAR will sort by either the order number or by generic name.
10. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

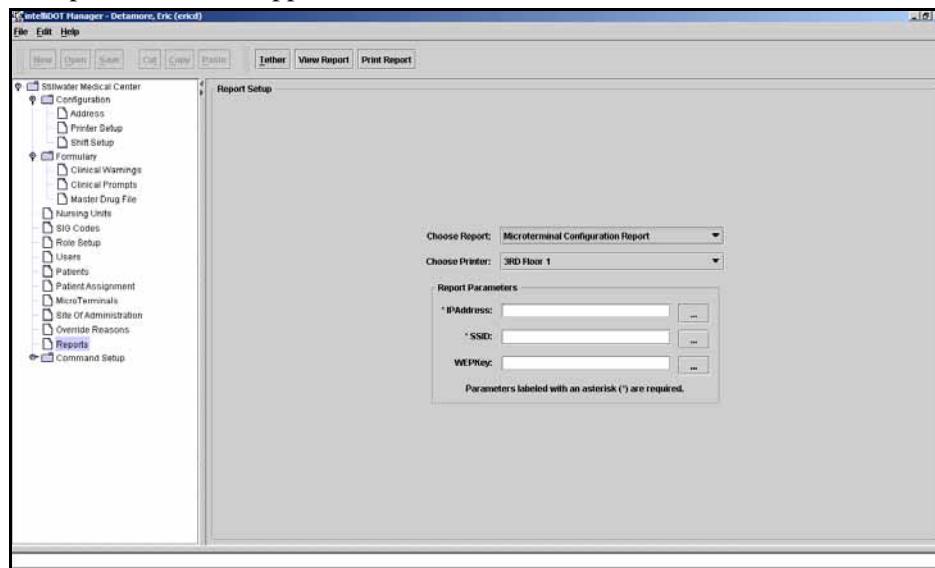
MicroTerminal Configuration Report

This document allows the iConnect Handheld to be configured by scanning iDOTs, and is primarily used by the IntelliDOT service technicians. This report provides a configuration allowing the iConnect Handheld to connect to the hospital wireless access point.

Viewing your MicroTerminal Configuration Report

To view your MicroTerminal Configuration Report, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Enter the **IP address**.
5. Enter the **Hospital SSID**.
6. Enter the **Wep Key**.
7. Click on the **View Report** button located at the top of the screen. The following report will appear.

Example of a MicroTerminal Configuration Report

Microterminal Configuration Report

This report will configure your MicroTerminal for the server at 172.167.55.13 using the wireless network 'General Hospital'.

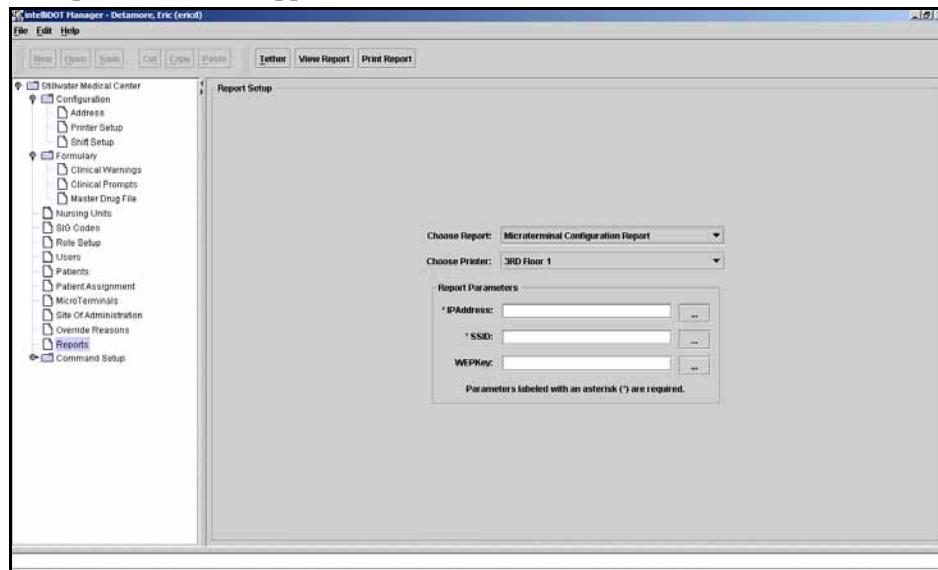
Scan this dot to begin 



Printing your MicroTerminal Configuration Report

To print your MicroTerminal Configuration Report, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Enter the **IP address**.
5. Enter the **Hospital SSID**.
6. Enter the **Wep Key**.
7. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

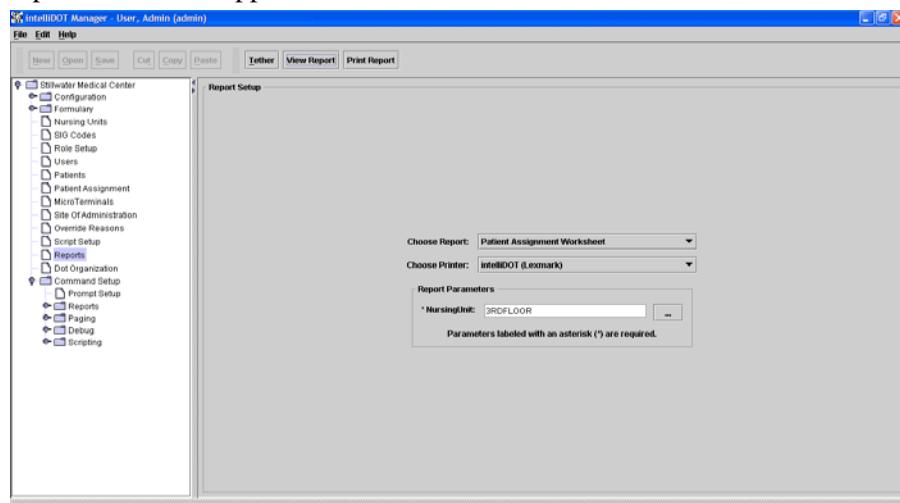
Patient Assignment Worksheet

For the IntelliDOT system to operate, nurses must tell the iConnect System which patients they are taking care of during their shift. To do this, a “Patient Assignment” worksheet can be printed. The patient assignment worksheet provides you with a quick and easy way to scan the patient iDOT’s and assign patients to the nurse.

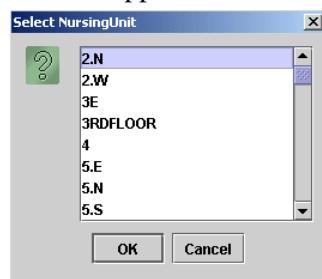
Viewing your Patient Assignment Worksheet

To view your Patient Assignment Worksheet, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select a Nursing Unit. The Select Nursing Unit window appears.



5. Select an applicable nursing unit and click **OK**.
6. Click on the **View Report** button located at the top of the screen. The following report will appear.

Example of a Patient Assignment Worksheet

Patient Assignment Worksheet

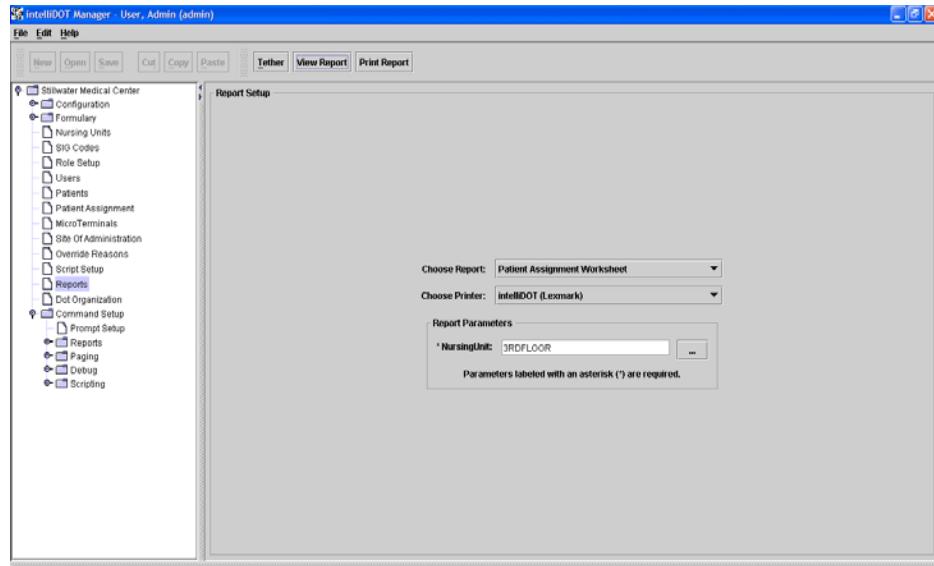
This assignment sheet was printed for the nursing unit 3RDFLOOR
Begin Patient Assignment Session  End Patient Assignment Session 

Rooms	
300 1 	320 1 
301 1 	321 1 
302 1 	322 1 
303 1 	323 1 
304 1 	324 1 
305 1 	325 1 
306 1 	326 1 
307 1 	327 1 
308 1 	328 1 
309 1 	329 1 
310 1 	330 1 
311 1 	331 1 
312 1 	332 1 
313 1 	333 2 
314 1 	334 1 
315 1 	335 1 
316 1 	336 1 
317 1 	337 1 
318 1 	338 1 
319 1 	339 1 

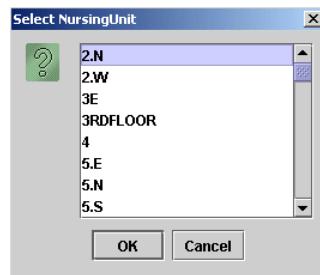
Printing your Patient Assignment Worksheet

To print your Patient Assignment Worksheet, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **MicroTerminal Configuration Report**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click the button to select a Nursing Unit. The Select Nursing Unit window appears.



5. Select an applicable nursing unit and click **OK**.
6. Press the **Print Report** button located at the top of the screen. The Report will be printed on the applicable printer you selected.

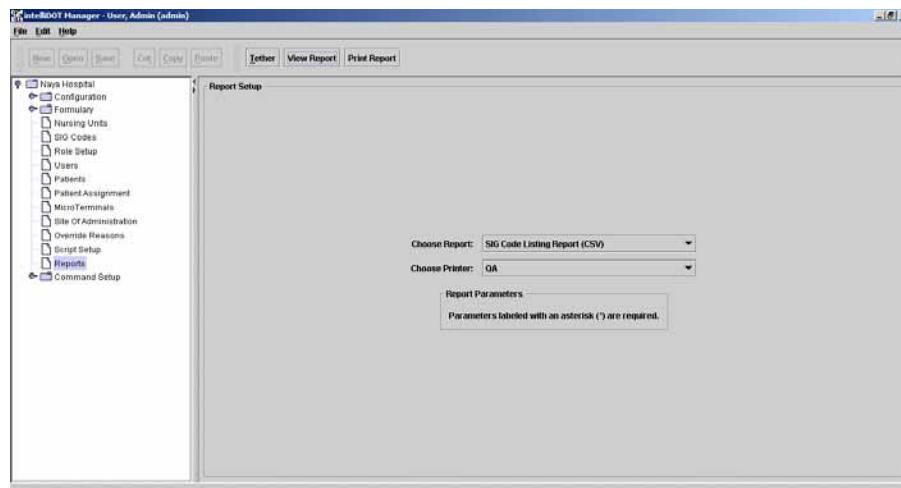
Sig Code Listing Report (CSV)

The sig code listing report provides a list of all sig codes used in the hospital formulary (master drug file). The Report will appear in a .CSV file which can be read through the Internet file or EXCEL.

Viewing your Sig Code Listing Report (CSV)

To view your Sig Code Listing Report (CSV), perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **SIG Code Listing Report (CSV)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click on the **View Report** button.

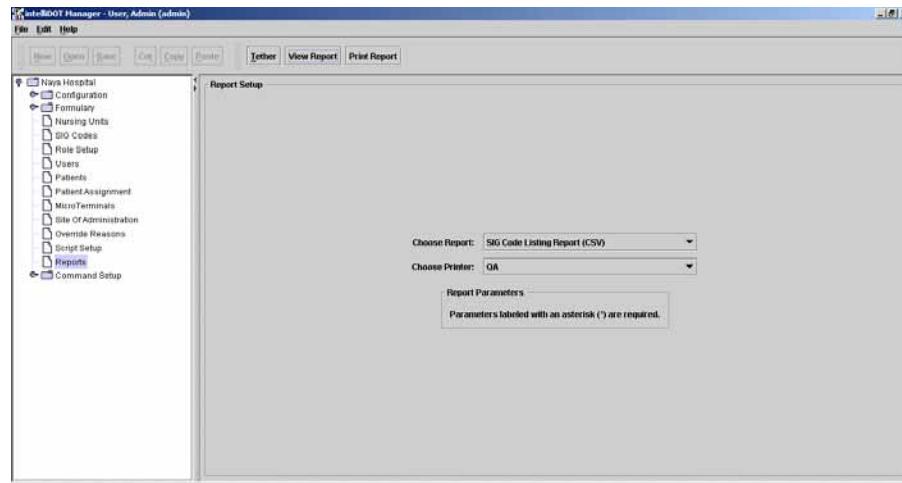
The Report will appear in a .CSV file which can be read through the Internet file or EXCEL. See the following illustration for an example.

intelliDOT iConnect System User Guide

Printing your Sig Code Listing Report (CSV)

To print your Sig Code Listing Report (CSV), perform the following:

1. Click **Reports** on your iConnect DOT Manager. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **SIG Code Listing Report (CSV)**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected. The Report prints from the Internet file or EXCEL. See the following illustration for an example.

	A	B	C	D	E	F	G	H	I	J	K	L
1	name	displaytext	onetime	prn	mayrepeat	dayinterval	dayinterval	timeinterval	timeinterval	daysjour	basetime	leadtime
2	QAM	EVERY M	FALSE	FALSE			Day			Discrete		1
3	SLIDE6	EVERY 6	FALSE	TRUE			Day		6 Hour		0:00	0
4	Q24H	Q24H	FALSE	FALSE			1 Day		24 Hour		0:00	1
5	Q12	GIVE EVE	FALSE	FALSE			Day		12 Hour		0:00	1
6	TID	THREE TID	FALSE	FALSE			1 Day			Discrete		1
7	BID	Twice a da	FALSE	FALSE			Day			Discrete		0
8	ONE	ONE TIME	TRUE	FALSE			Day			Hour		16:30
9	QD17	QD17	FALSE	FALSE			Day			Discrete		0
10	PRN	PRN	FALSE	TRUE			Day		8 Hour		0:00	0
11	Q8H0M	Q8H0M	FALSE	FALSE			Day			Discrete		0
12	M-F	Monday th	FALSE	FALSE			Jour			Discrete	Mon Tue Wed Thu Fri	0
13	MO	MONDAY	FALSE	FALSE			Jour			Discrete	Mon	0
14	MOWEDF	Mon-Wed-Fri	FALSE	FALSE			Jour			Discrete	Mon Wed Fri	0
15	2XW	2 times on	FALSE	FALSE			Jour			Discrete	Wed	0
16	FR	Friday	FALSE	FALSE			Jour			Discrete	Fri	0
17	MOWED	Monday ari	FALSE	FALSE			Jour			Discrete	Mon Wed	0
18	MOWEFR	Mon, Wed	FALSE	FALSE			Jour			Discrete	Mon Wed Fri Sat	0
19	SU	Sunday	FALSE	FALSE			Jour			Discrete	Sun	1
20	TH	Thursday	FALSE	FALSE			Jour			Discrete	Thu	0
21	TU	TUESDAY	FALSE	FALSE			Jour			Discrete	Tue	1

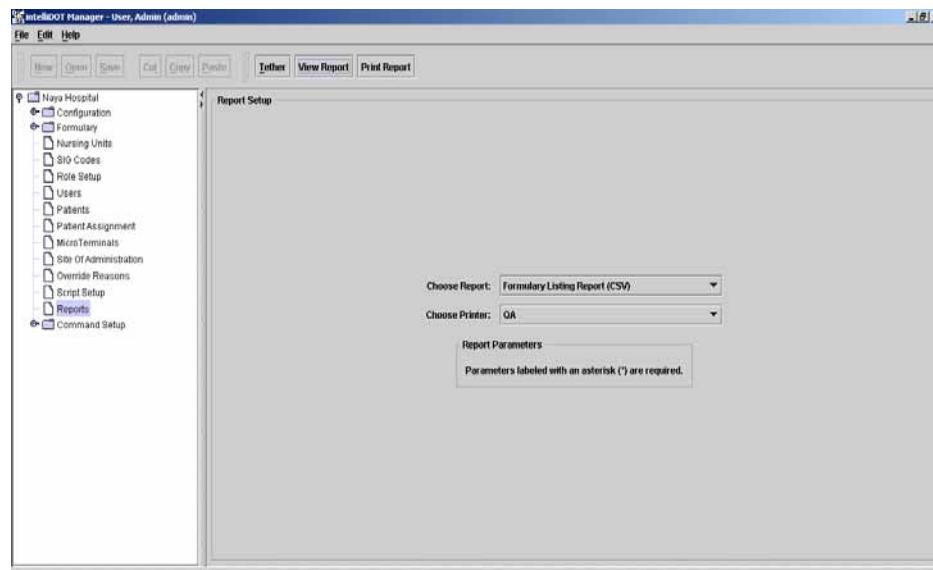
Formulary Listing Report (CSV)

The sig code listing report provides a list of the hospital formulary (master drug file). The Report will appear in a .CSV file which can be read through the Internet file or EXCEL.

Viewing your Formulary Listing Report (CSV)

To view your Formulary Listing Report (CSV), perform the following:

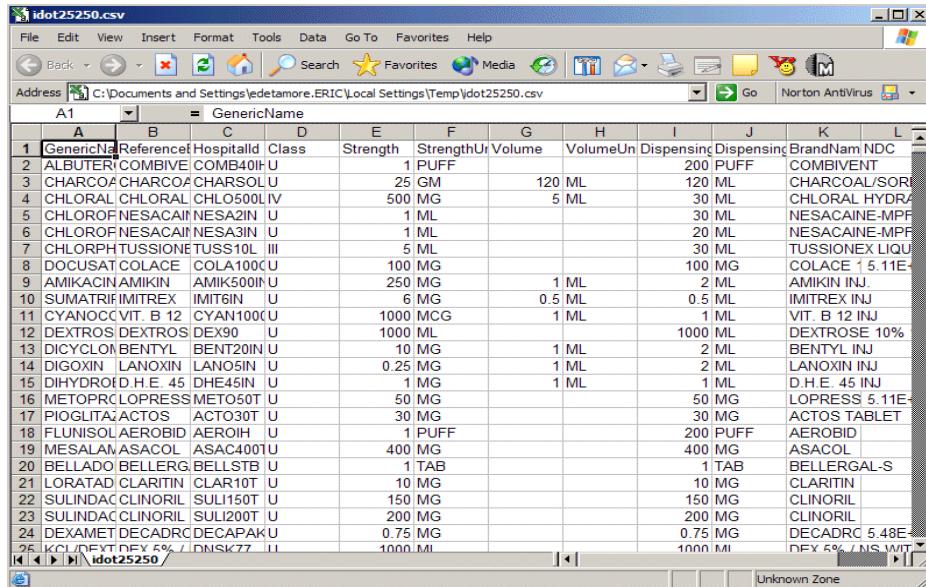
1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select the Formulary Listing Report (CSV) from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.

4. Click on the **View Report** button.

The Report will appear in a .CSV file which can be read through the Internet file or EXCEL. See the following illustration for an example.

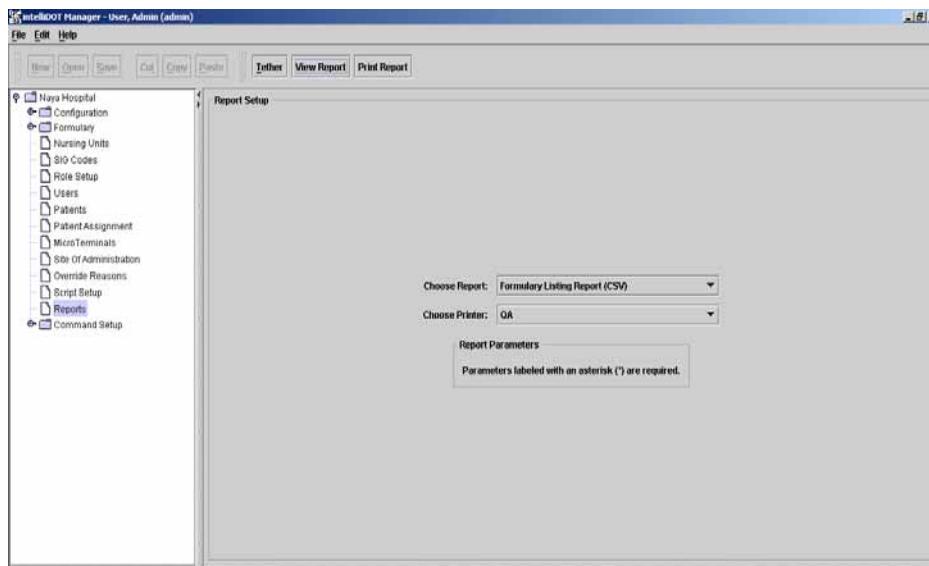


	A	B	C	D	E	F	G	H	I	J	K	L
1	GenericName	Reference	HospitalId	Class	Strength	StrengthUnit	Volume	VolumeUnit	DispensingUnit	DispensingUnit	BrandName	NDC
2	ALBUTEROL/COMBIVE	COMB40IU			1 PUFF				200 PUFF		COMBIVENT	
3	CHARCOAL/CHARCOAL/CHARSOL	U			25 GM		120 ML		120 ML		CHARCOAL/SORI	
4	CHLORAL CHLORAL CHLO500L	IV			500 MG		5 ML		30 ML		CHLORAL HYDRA	
5	CHLOROPHENESACAIN	NESA2IN	U		1 ML				30 ML		NESACAIN-MPF	
6	CHLOROPHENESACAIN	NESA3IN	U		1 ML				20 ML		NESACAIN-MPF	
7	CHLORPHANTHUS	TUSS10L	III		5 ML				30 ML		TUSSIONEX LIQU	
8	DOCUSTAT COLACE	COLA100C	U		100 MG				100 MG		COLACE 15.11E-	
9	AMIKACIN AMIKIN	AMIK500IN	U		250 MG		1 ML		2 ML		AMIKIN INJ.	
10	SUMATRIFLUNITREX	IMIT6IN	U		6 MG		0.5 ML		0.5 ML		IMITREX INJ	
11	CYANOCYC VIT. B 12	CYAN100C	U		1000 MCG		1 ML		1 ML		VIT. B 12 INJ	
12	DEXTROS DEXTROS	DEX90	U		1000 ML				1000 ML		DEXTROSE 10%	
13	DICYCLON BENTYL	BENT20IN	U		10 MG		1 ML		2 ML		BENTYL INJ	
14	DIGOXIN LANOXIN	LANO5IN	U		0.25 MG		1 ML		2 ML		LANOXIN INJ	
15	DIHYDRO D.H.E. 45	DHE45IN	U		1 MG		1 ML		1 ML		D.H.E. 45 INJ	
16	METOPRCLOPRESS	METO50T	U		50 MG				50 MG		LOPRESS 5.11E-	
17	PIOGLITAZACTOS	ACTO30T	U		30 MG				30 MG		ACTOS TABLET	
18	FLUNISOL AEROBID	AEROH	U		1 PUFF				200 PUFF		AEROBID	
19	MESALAM ASACOL	ASAC400T	U		400 MG				400 MG		ASACOL	
20	BELLAD BELLERG BELLSTB	U			1 TAB				1 TAB		BELLERGAL-S	
21	LORATAD CLARITIN	CLAR10T	U		10 MG				10 MG		CLARITIN	
22	SULINDAC CLINORIL	SULI150T	U		150 MG				150 MG		CLINORIL	
23	SULINDAC CLINORIL	SULI200T	U		200 MG				200 MG		CLINORIL	
24	DEXAMET DECADRC DECAPAK	U			0.75 MG				0.75 MG		DECADRC 5.48E-	
25	KLODINEX DEX 5% / DNSK77	U			1000 MI				1000 MI		DEX 5% / NS WIT	

Printing your Formulary Listing Report (CSV)

To print your Formulary Listing Report (CSV), perform the following:

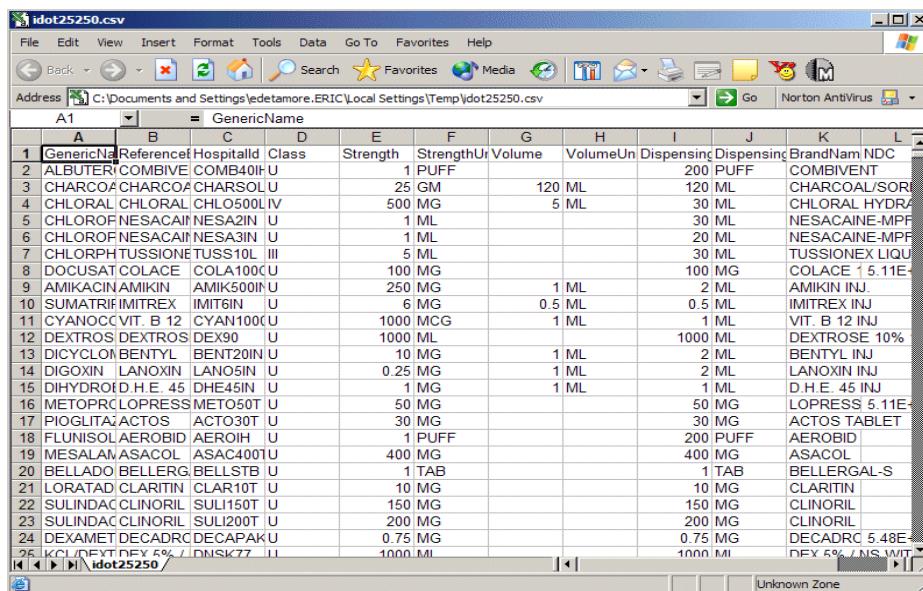
1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select the Formulary Listing Report (CSV) from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.

4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected. The Report prints from the Internet file or EXCEL. See the following illustration for an example.



1	GenericName	Reference	HospitalId	Class	Strength	StrengthUnit	Volume	VolumeUnit	Dispensing	DispensingUnit	BrandName	NDC
2	ALBUTEROL/COMBIVE	COMB40IU	U		1 PUFF				200 PUFF		COMBIVENT	
3	CHARCOAL/CHARCOAL	CHARSOL	U		25 GM		120 ML		120 ML		CHARCOAL/SOR	
4	CHLORAL CHLORAL	CHLO500LIV			500 MG		5 ML		30 ML		CHLORAL HYDRA	
5	CHLOROPHENESACAIN	NESA2IN	U		1 ML				30 ML		NESACAIN-MPF	
6	CHLOROPHENESACAIN	NESA3IN	U		1 ML				20 ML		NESACAIN-MPF	
7	CHLOROPHTUSSIONE	TUSS10L	III		5 ML				30 ML		TUSSIONEX LIQU	
8	DOCUSAT COLACE	COLA100U			100 MG				100 MG		COLACE 1.5.11E-1	
9	AMIKACIN AMIKIN	AMIK500IN	U		250 MG		1 ML		2 ML		AMIKIN INJ.	
10	SUMATRIFIMITREX	IMIT6IN	U		6 MG		0.5 ML		0.5 ML		IMITREX INJ	
11	CYANOC VIT. B 12	CYAN100C	U		1000 MCG		1 ML		1 ML		VIT. B 12 INJ	
12	DEXTROS DEXTROS	DEX90	U		1000 ML				1000 ML		DEXTOSE 10%	
13	DICYCLON BENTYL	BENT20IN	U		10 MG		1 ML		2 ML		BENTYL INJ	
14	DIGOXIN LANOXIN	LANO5IN	U		0.25 MG		1 ML		2 ML		LANOXIN INJ	
15	DIHYDRO E. 45	DHE45IN	U		1 MG		1 ML		1 ML		D.H.E. 45 INJ	
16	METOPRCLOPRESS	METO50T	U		50 MG				50 MG		LOPRESS 5.11E-1	
17	PIOGLITAZACTOS	ACT30T	U		30 MG				30 MG		ACTOS TABLET	
18	FLUNISOLAEROBID	AEROIH	U		1 PUFF				200 PUFF		AEROBID	
19	MESALAN ASACOL	ASAC400T	U		400 MG				400 MG		ASACOL	
20	BELLADOG BELLERG	BELLSTB	U		1 TAB				1 TAB		BELLERGAL-S	
21	LORATAD CLARITIN	CLAR10T	U		10 MG				10 MG		CLARITIN	
22	SULINDAC CLINORIL	SUL150T	U		150 MG				150 MG		CLINORIL	
23	SULINDAC CLINORIL	SUL200T	U		200 MG				200 MG		CLINORIL	
24	DEXAMET DECADRC DECAPAK	U			0.75 MG				0.75 MG		DECADRC 5.48E-1	
25	KCL/DEXT DEX 5% / DNSK77		II		1000 MI				1000 MI		DEX 5% / NS. WIT	

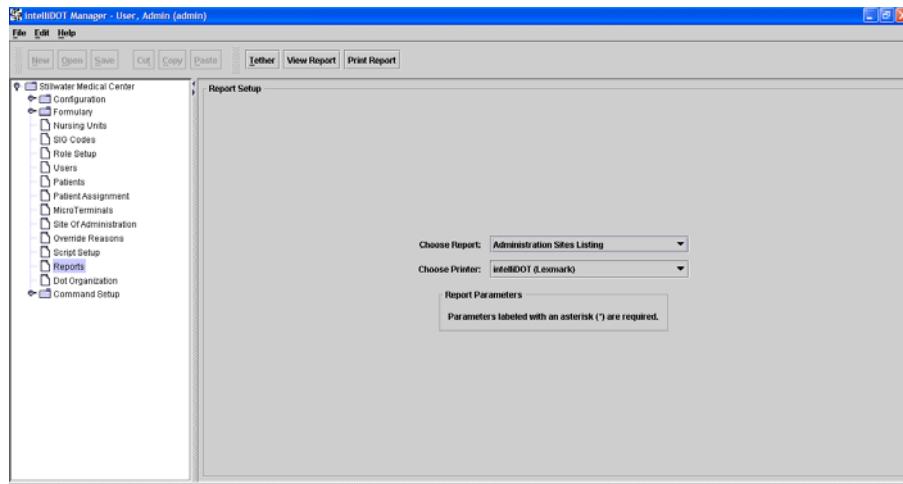
Administration Sites Listing

The Administration Sites Listing provides a list of sites of administration when administering the medications to a patient.

Viewing your Administration Sites Listing

To view your Administration Sites Listing, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear..



2. From the **Choose Report** drop down menu, select **Administration Sites Listing**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click on the **View Report** button located at the top of the screen. The following report will appear.

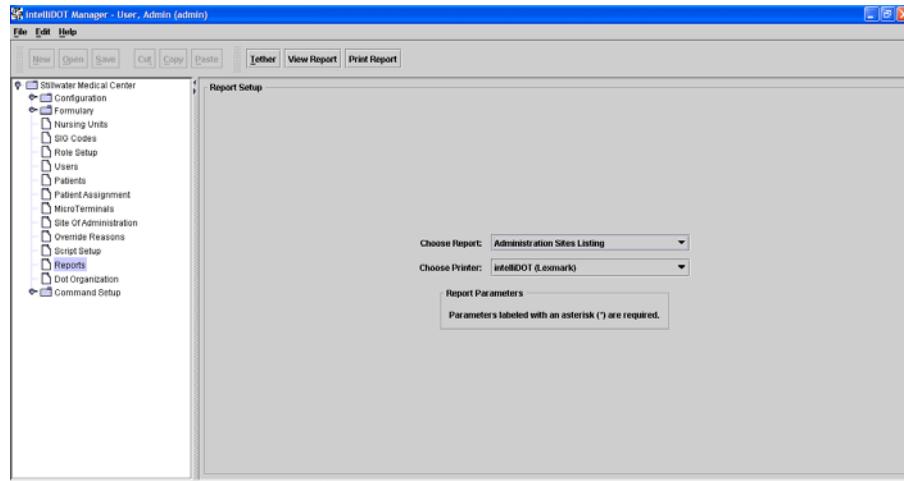
Example of a Administration Sites Listing

Administration Sites Listing				
Administration Sites Listing				
L. Anteriolateral Thigh 	L.Deltoid Muscle 	L.Gluteal-Medial Muscle 	L.Lower Abd. 	L. Upper Abd. 
L. Upper Arm 	L. Vento-Gluteal Muscle 	R. Deltoid Muscle 	R. Gluteal-Medial Muscle 	R. Lower Abd. 
R. Upper Abd. 	R. Upper Arm 	R. Vento-Gluteal Muscle 	L.Forearm 	R.Forearm 
L. Hip/Subcutaneous 	R.Hip/Subcutaneous 	R. Anteriolateral Thigh 		

Printing your Administration Sites Listing

To print your Administration Sites Listing, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. From the **Choose Report** drop down menu, select **Administration Sites Listing**.
3. From the **Choose Printer** drop down menu, select your applicable **Printer**.
4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected.

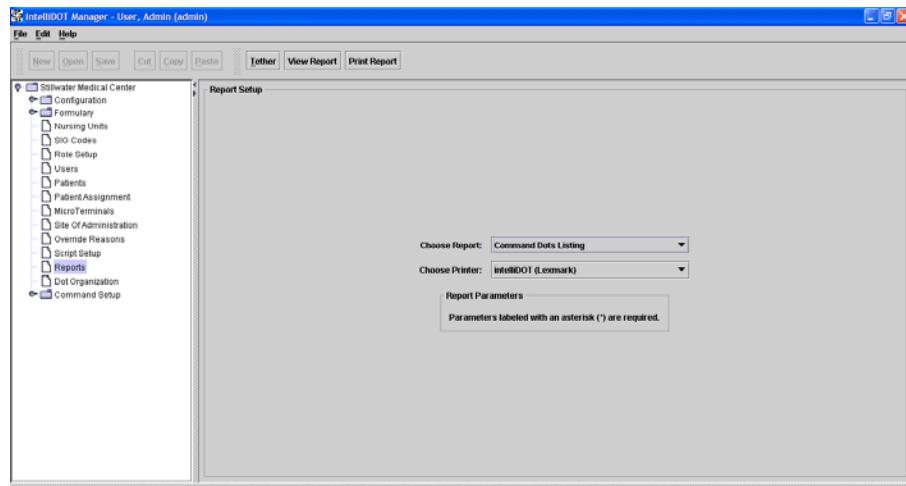
Command DOT Listing

The command iDOTs listing provides a way to create individual command iDOTs to perform a particular action. For example, if you create a iDOT to “Print a Current Mar”. This report provides you with a list of all command iDOTs printed on an individual report.

Viewing your Command DOT Listing

To view your Command DOTs Listing, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select Command DOTs Listing from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.
4. Click on the **View Report** button.

The Report will appear. See the following illustration.

Example of a Command DOTs Listing

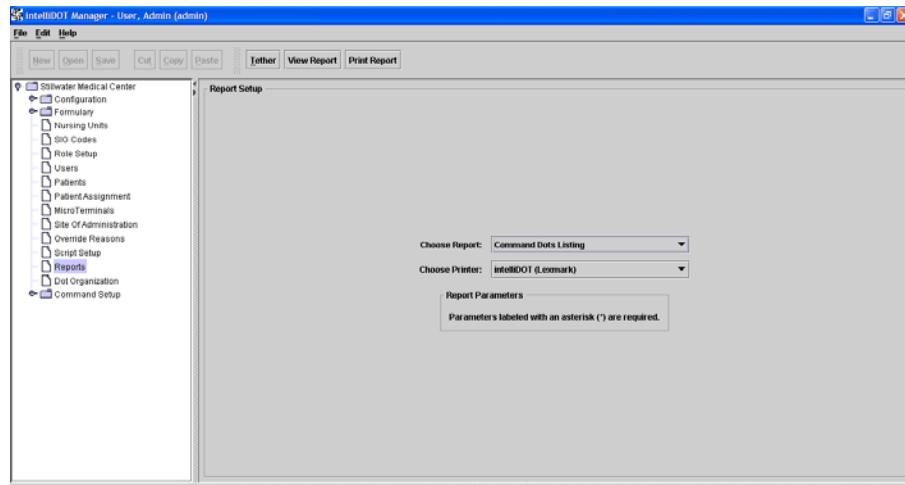
Override Reasons Listing

Override Reasons Listing				
Within Normal Limits	Pt. Cond. Warrants	Pt. Declined	Med. Missing	Pt. Sleeping
Tx. In Progress	Standing Order	Dialysis In Progress	Pt. Off Unit	Increased Pain
Stat Order	Pending Lab	Pt. Transferred	NPO	Pt. Discharged
Increased Nausea	D/C'd	Family/S.O. Refused	Pt. Expired	Pt. Preference
Blood Transfusion	Rx Change			

Printing your Command DOTs Listing

To print your Command DOTs Listing, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select Command DOTs Listing from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.
4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected.

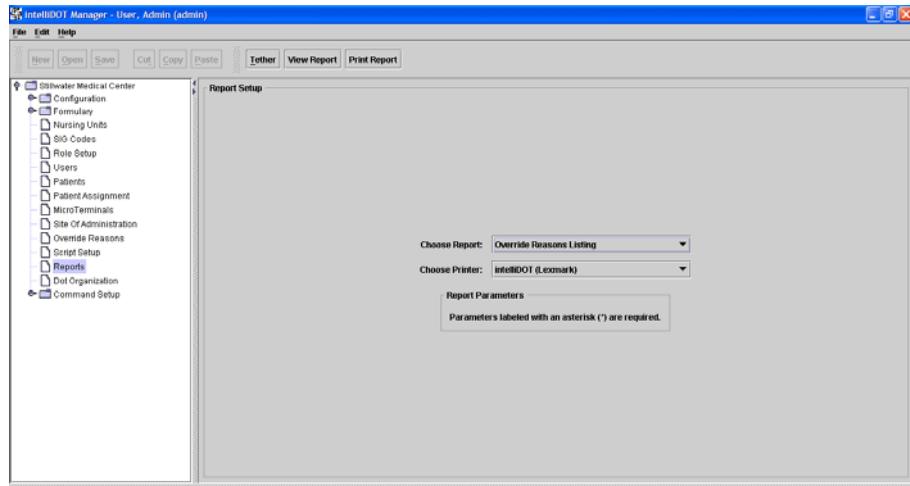
Override Reasons Listing

The override reasons listing provides DOTs used by the nurse during an administration of medications.

Viewing your Override Reasons Listing

To view your Override Reasons Listing, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select Override Reasons Listing from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.
4. Click on the **View Report** button.

The Report will appear. See the following illustration.

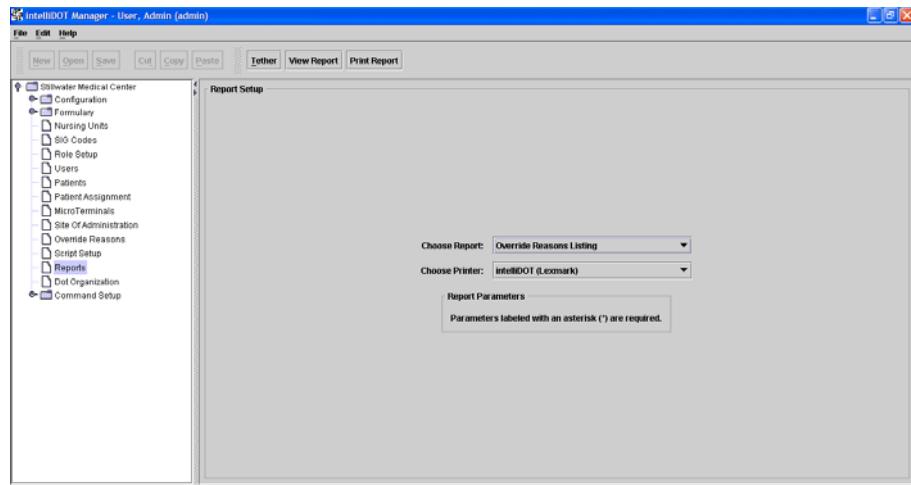
Example of Override Reasons Listing

Override Reasons Listing				
Override Reasons Listing				
Within Normal Limits	Pt. Cond. Warrants	Pt. Declined	Med. Missing	Pt. Sleeping
Tx. In Progress	Standing Order	Dialysis In Progress	Pt. Off Unit	Increased Pain
Stat Order	Pending Lab	Pt. Transferred	NPO	Pt. Discharged
Increased Nausea	D/C'd	Family/S.O. Refused	Pt. Expired	Pt. Preference
Blood Transfusion	Rx Change			

Printing your Override Reasons Listing

To print your Override Reasons Listing, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select Override Reasons Listing from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.
4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected.

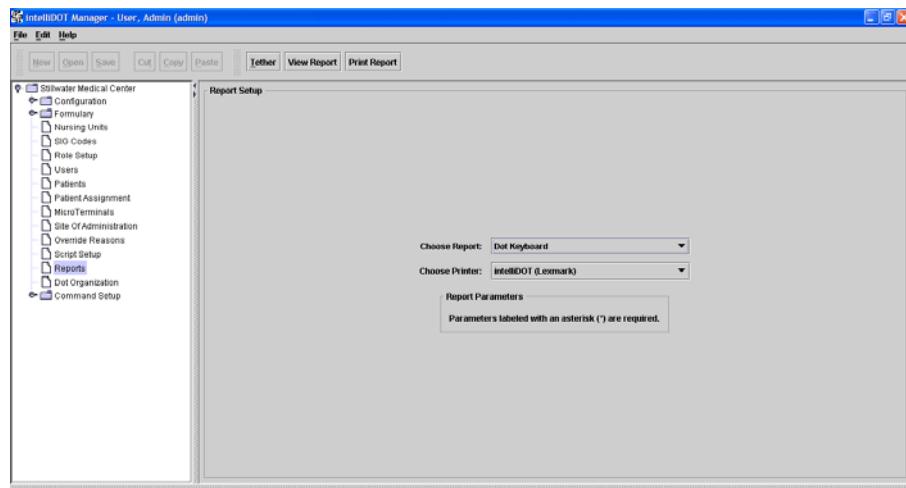
DOT Keyboard

The DOT keyboard provides a listing of alphanumeric characters, numeric characters, basic commands (cancel all, cancel, etc.), order information, and diagnostic information.

Viewing your DOTs Keyboard

To view your DOTs Keyboard, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select DOTs Keyboard from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.
4. Click on the **View Report** button.

The Report will appear. See the following illustration.

Example of a DOT Keyboard

Dot Keyboard

Keyboard				
A ↵	B ↵	C ↵	D ↵	E ↵
F ↵	G ↵	H ↵	I ↵	J ↵
K ↵	L ↵	M ↵	N ↵	O ↵
P ↵	Q ↵	R ↵	S ↵	T ↵
U ↵	V ↵	W ↵	X ↵	Y ↵
Z ↵				

Keypad				
0 ↵	1 ↵	2 ↵	3 ↵	4 ↵
5 ↵	6 ↵	7 ↵	8 ↵	9 ↵
.				

Basic Commands				
Cancel All ↵	Cancel Last ↵	Continue ↵	Logout ↵	Omit ↵
Verify Item ↵				

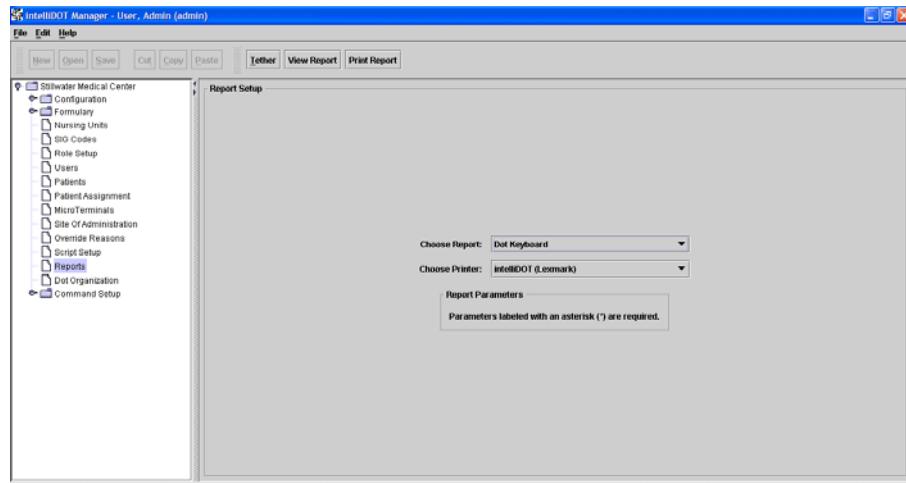
Order Information		
Show Order Info - Order Details ↵	Show Order Info - Patient Name ↵	Show Order Info - Medication ↵

Diagnostic Information				
Dump Patients and Orders ↵	Dump Users ↵	Dump Formulary ↵	Dump Commands ↵	Dump Dots ↵
Show MT Version ↵	Test RF ↵		Tether ↵	

Printing your DOT Keyboard

To print your DOTs Keyboard, perform the following:

1. After logging into the iConnect DOT Manager, select **Reports**. The default report screen will appear.



2. Select DOTs Keyboard from the **Choose Report** drop down menu.
3. Choose your applicable **Printer**.
4. Click on the **Print Report** button.

The Report will be printed on the applicable printer you selected.

- Notes -

Chapter 5

Creating Command iDOTs

Command iDOTs allow nurses to page someone, send an e-mail, print a document, and other tasks by simply scanning a iDOT.

In order to place command iDOTs on reports, they must first be created. This chapter reviews the process for creating command iDOTs.

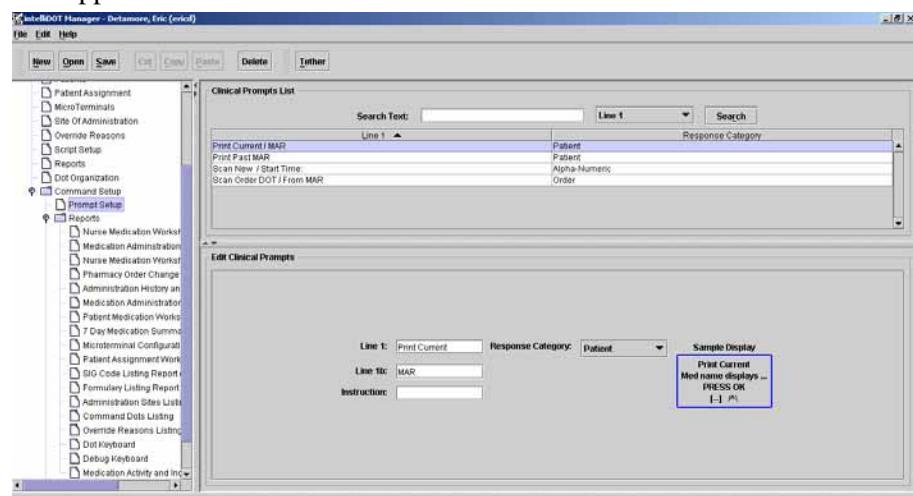
For reporting-printing commands, if you always want the report to print on a specific printer when the iDOT is scanned, set up the printer in the command (the Order Change request for example). Once you have the commands setup, you put them on the Worksheet by adding the commands to the Worksheet's Command parameter.

Command iDOT Prompt Setup

The prompt setup is used to enter information that appears on your iConnect Handheld. The information you enter in the fields appear to the left in the blue box. This box illustrates what will appear on your iConnect Handheld. The instruction field will tell the iConnect Handheld what to do. For example, Scan DOT or Press OK tells you to scan your command iDOT and press OK.

The reports allow you to create instructions appearing on your iConnect Handheld. To create a command iDOT prompt, perform the following:

1. Select **Command Setup, Prompt Setup**. For example, the following screen will appear.



2. Click **New** and new fields appear on the screen.
3. Enter the information to appear in Line 1 and Line 1b. This information displays in the blue box to the right. This box displays an example of what you will see on your iConnect Handheld.
4. Enter the instructions you want the user to perform. For example, if you want the user to press ok, enter "Press OK".
5. Select the Response Category from the drop down list. For example, select patient if you printing a MAR for a current patient.



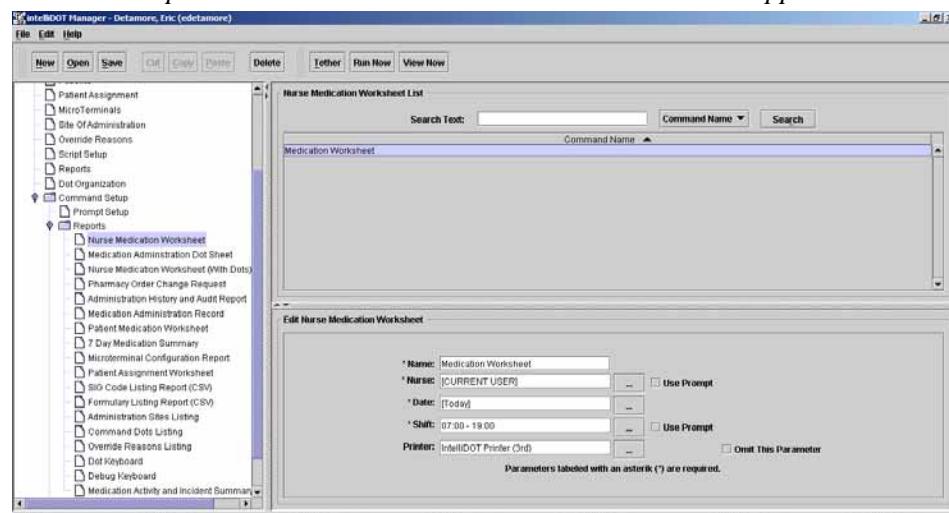
Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report.

Worksheet Reports

The reports allow you to create and save a iDOT to print a specific report. This iDOT can then be placed on the worksheet.

1. Select Command Setup, Reports and applicable report.

For example: The Nurse Medication Worksheet screen will appear.



2. Click New and new fields appear on the screen.
3. Enter the name of the report in the Name field.
4. Enter the Nurse (current user recommended), the date (today), the shift the nurse is working,

 Remember that leaving the Printer parameter blank will cause the report to be printed to the user's default printer when they scan the command iDOT for the report. Each report will be specific to the command needed. Be sure to enter all information in the required fields.

- Notes -

Chapter 6

Diagnostics, Troubleshooting, and Safety

This section is about diagnostics for your iConnect Handheld and troubleshooting any problems that arise, including the following:

- Tether the iConnect Handheld
- Testing RF
- Rebooting the iConnect Handheld
- Troubleshooting

Tethering the iConnect Handheld

Tethering is a way for the iConnect Handheld to directly interface with the iConnect System Manager. It is a fast efficient way of accurately entering bar code information into the iConnect System Manager without typing. Once tethered, you can scan a medication bar code and it appears in the formulary brand setup window of the Master Drug file. Tethering can be performed for the iConnect System Manager using the iConnect Handheld. To tether to the iConnect System Manager, perform the following:

1. Print out the latest DOT Keyboard.

This keyboard will have a Tether iDOT on the report.

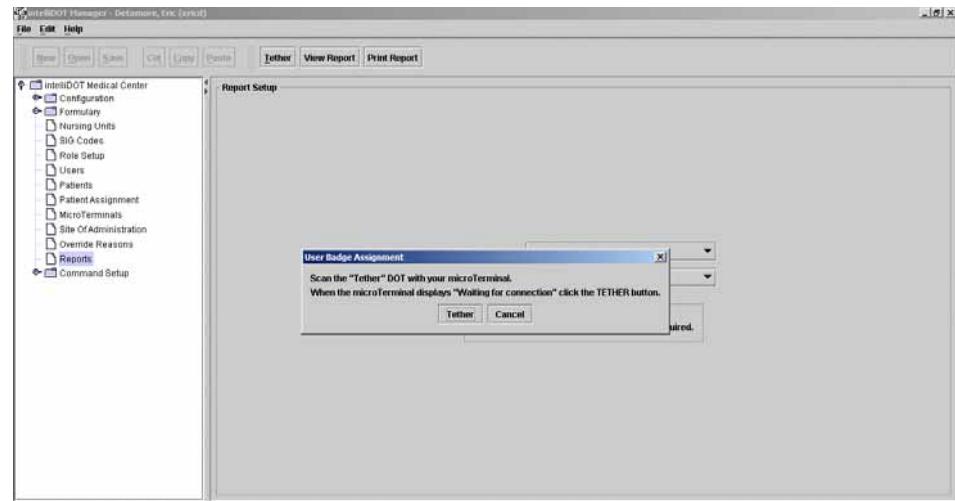
2. Login to the iConnect System Manager.
3. Logon the iConnect Handheld.



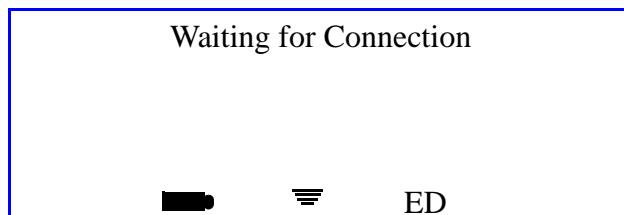
Be sure to use the same login ID and password for the iConnect System Manager and the iConnect Handheld. To tether they must be the same.

4. On the iConnect System Manager, select the tether button from anywhere on the screen.

The User Badge Assignment window appears asking you to scan the tether iDOT.

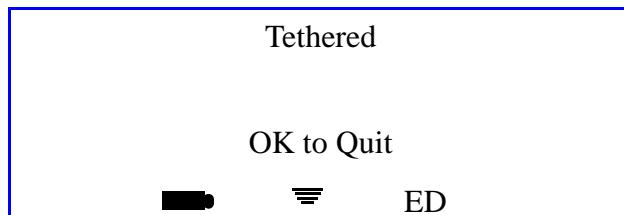


5. Scan the tether DOT. The following screen will appear.



iConnect Handheld screen

6. Click the **Tether** button on the iConnect System Manager.



iConnect Handheld screen



Refer to *Formulary Configuration* on page 3-10. The formulary configuration section provides the steps how to enter your information.

7. To untether, just press OK on the iConnect Handheld.

The “User, Scan Patient or Command iDOT reappears

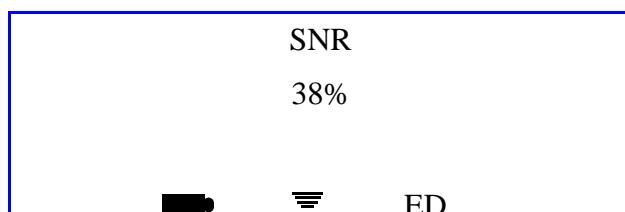
Testing RF with the iConnect Handheld

1. Scan the RF Test iDOT on your DOT Keyboard Report. *The following screen will appear.*



iConnect Handheld screen

2. Press OK and you will be in RF Test mode.



iConnect Handheld screen

This will be the signal to noise ratio for the wireless signal.

Rebooting the iConnect Handheld

Rebooting the device is needed when an iConnect Handheld does not connect to the server or may the device may need to be refreshed. To reboot the iConnect Handheld, perform the following:

1. Gently insert a paper clip into the small hole on the underside of the iConnect Handheld.
or
Place the iConnect Handheld in the charging cradle.



System Timeout and What to Do

System timeout occurs when the iConnect Handheld cannot connect to the IntelliDOT server. This can occur with different scenarios which include power outage, wireless connectivity interruption, or a server reboot.

- Press the **OK** button to return to the previous screen.

All data entered on the scanner before the system timeout remains in the system and does not need to be re-entered. The iConnect Handheld displays a screen informing you to Press OK.

If you press OK, the iConnect Handheld will reconnect to the server and bring you back to your last med needed to be given.



Do Not Reboot the iConnect Handheld *after a System Timeout. Contact your System Administrator.*

Safety and Maintenance

iConnect Handheld User Safety Information

IMPORTANT: READ this before operating your iConnect Handheld

For safe use of the iConnect Handheld always observe the following guidelines.

- This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
- There are no user serviceable parts of the iConnect Handheld. Do not attempt to open the housing as this may damage the unit. Any changes or modifications to the product not expressly approved by the party responsible for FCC compliance could void the user's authority to operate the equipment. Refer any unit needing maintenance or service to qualified service personnel.
- This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. The equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:
 - Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- This unit incorporates a Class II laser in its bar code scanner. Laser light will be emitted for up to several seconds after the button labeled "BAR CODE" or "III I II" is pressed. The laser light is emitted from the side of the unit opposite the LCD and function buttons. Never direct the laser emitting side of the unit toward your own or anyone else's eyes.



General Tips

- This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
- Although the iConnect Handheld is water and dust resistant, do not expose it to rain or moisture for an extended period of time. In general, treat the device as you would a pocket calculator or other small electronic instrument.
- The touch-sensitive screen of the iConnect Handheld contains glass. Although the device is rugged, be careful not to drop the device or subject it to repetitive strong impact.
- Protect the iConnect Handheld from temperature extremes. Keep it away from heaters and other heat sources.
- Do not store the iConnect Handheld in a dusty, damp, or wet location.

Cleaning the Device

Use a soft lens cloth to clean the iConnect Handheld. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with a diluted antibacterial soap solution.

Batteries

The iConnect Handheld uses one main battery. As long as the device is returned to the charger when not in use, the battery will stay operative and not need to be replaced. Contact IntelliDOT if you need a new battery.

Battery Charging

The iConnect Handheld contains a rechargeable Li-ion battery with a charging safety circuit. When you first unpack the unit, the battery will likely be fully discharged. Place the unit into the iConnect charging station plugged into standard 120VAC power. It takes approximately 4 hours to fully charge the battery of the iConnect Handheld. Depending on usage, the battery should provide full function for about 12 hours.

Wireless Networking

The iConnect Handheld operates using 802.11b wireless networking capability. Your nursing unit must be equipped with wireless access points which allow the iConnect Handheld to communicate with the IntelliDOT Server computer and other iConnect Handheld. If you leave your nursing unit, the iConnect Handheld may lose its connection to the network and the IntelliDOT Server. Don't be alarmed, but know that your iConnect Handheld is "off-line" in these circumstances.

iConnect Handheld Radiation Specifications

The iConnect Handheld contains a laser device to implement linear bar code scanning.

- Laser source: Diode
- Laser Class: FDA CDRH Class II
- Laser light wavelength: 650nm
- Laser power: 0.8mW nominal – Aim Mode
- 1.2mW nominal – Scanning Mode
- Scan rate: 39 (+/- 3) per second (bi-directional)

Troubleshooting

Unknown Patient

Description	Remedy
When scanning the patient bar code, a match can not be made in the patient database "Unknown Patient".	Add the patient at the iConnect System Manager or check the interface or wait for the interface.

Medication Can Not Be Found

Description	Remedy
When scanning the medication, the med ID is not found in the formulary database "Unknown Med".	Contact the pharmacy or the IntelliDOT System Administrator.

Time Error

Description	Remedy
If a time error is received and the user knows that the order time is correct, the system time on the device may not be correct.	Contact the IntelliDOT System Administrator.

Device Does Not Turn On

Description	Remedy
The login screen does not appear when the device is turned on.	Insert a paper clip into the small hole on the backside of the iConnect Handheld. If the iConnect Handheld still does not operate, report the problem to the IntelliDOT System Administrator.

Scanner Does Not Function

Description	Remedy
The iConnect Handheld does not scan a bar code when you press the Bar Code button.	Check to be sure the bar code is not defaced.
	Hold the scanner at a 30°-45° angle. Be sure the iConnect Handheld is within proper scanning range.
	If the iConnect Handheld stops emitting a laser beam while the Bar Code button is pressed, check the battery level. When the battery is low, the scanner shuts off before the low battery warning appears. Recharge the scanner and select another iConnect Handheld device.
	If the iConnect Handheld still does not operate and the battery is not low, report the problem to the IntelliDOT System Administrator.

Troubleshooting Quick Reference Chart

Problem	Remedy/How To:
DOT Reader Light Stays ON	<ol style="list-style-type: none"> 1. Reboot iConnect Handheld via paper clip. 2. Press OK to connect to server. Relogin. 3. If light does not go OFF, replace with new iConnect Handheld and contact IntelliDOT Customer Support for new iConnect Handheld and record iConnect Handheld ID.
Unknown Med	<ol style="list-style-type: none"> 1. User on wrong screen. 2. Med is incorrectly entered in iConnect System Manager Formulary. 3. Check with Pharmacy to ensure med is entered correctly.
Unknown Patient	<ol style="list-style-type: none"> 1. User on wrong screen. Scanned an unexpected bar code, expecting a patient. 2. Patient not in the system. Verify on iConnect System Manager that the patient is in the system.
Unknown User	<ol style="list-style-type: none"> 1. User is incorrectly entered into the iConnect System Manager. 2. Check iConnect System Manager for user. Verify Bar Code is in the system. 3. Rescan badge.
Wireless Signal Missing from iConnect Handheld (Icon Missing)	<ol style="list-style-type: none"> 1. Reboot iConnect Handheld by inserting into charging unit. (Do not use paper clip) 2. Check Access point is not working. Walk down nursing unit 3. Check with IS about access point not working.
Battery Symbol at Minimum	<ol style="list-style-type: none"> 1. Recharge iConnect Handheld. (Yellow LED flashes when in charger, Green LED flashes when fully charged) 2. Wait until iConnect Handheld is at 90% or better to use. Note: Battery is life is around 6 hours.(Can be less)
iConnect Handheld Displaying Not Able to Connect on Screen	<ol style="list-style-type: none"> 1. Server is being rebooted. (Not Likely) 2. Reboot iConnect Handheld. Use Paper Clip. 3. Ask Patti to reconfigure iConnect Handheld. Reconfigure iConnect Handheld using Configuration Report DOTs.
Meds showing up late on iConnect Handheld for previous days	<ol style="list-style-type: none"> 1. When were you assigned to Patient? 2. If assigned yesterday, remove assignment and reassign patient to nurse.
Unable to Login	<ol style="list-style-type: none"> 1. Wireless signal missing from iConnect Handheld. See above 2. Check RF symbol on iConnect Handheld. 3. Server maybe down. Login again

Problem	Remedy/How To:
iDOTs Not Scanning - Negative Tone	<ol style="list-style-type: none">1. Bad Printer. Reprint reports.2. Bad camera on iConnect Handheld. Have the nurse tether the iConnect Handheld to see a iDOT being read. Be sure to turn on image to view bad iDOTs.3. iConnect Handheld may need to be charged. If at 18% or below...charge iConnect Handheld and get new iConnect Handheld.
Time-out Warning on iConnect Handheld Press OK to Continue	<ol style="list-style-type: none">1. Server not communicating. Wait for 30 seconds and try to login again.2. Timeout goes back to login state.3. Connect to iConnect System Manager. If you cant connect, server is down.
Unable to Connect to iConnect System Manager	<ol style="list-style-type: none">1. Server not communicating. Wait for 30 seconds and try to login again.2. Connect to iConnect System Manager. If you cant connect, server is down.3. Reboot server. To Reboot Server.....Ask Mike, Phil, Eric.

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