Medication Monitoring

AWARDS INSTRUCTION SHEET

The Medication Monitoring feature in the AWARDS Medical module is used to generate and print consumer medication monitoring forms. These forms can then be used to monitor and record consumer medication intake.

Use of the Medication Monitoring feature requires the following permissions:

- *CHART ACCESS – You must have chart access permission for the program associated with the consumer(s) for whom you want to generate a medication monitoring form.*

- *DATA ENTRY / ACCESS – You must have the "Display Any Chart Records Buttons" and "Display Chart Records Medical Button" permissions to access the Medication Monitoring form feature from within the Medical module.*

ABOUT THIS DOCUMENT

This document is intended to guide you through the process of generating and printing medication monitoring forms. Specific topics covered are:

- Generating a Medication Monitoring Form – Generate and print a medication monitoring form.　　　Page **1**

- Frequently Asked Questions – Learn the answers to common medication monitoring questions.　　　Page **2**

IMPORTANT! Medication monitoring forms are highly configurable behind-the-scenes using preferences set by your Foothold Senior Project Manager (SPM). As a result, the contents of the form may vary from one type of program to another. If you are interested in learning more about configuring the form, please contact your SPM for assistance.

GENERATING A MEDICATION MONITORING FORM

To generate and print a medication monitoring form, complete the following steps:

1. From the *AWARDS Opening Menu* page, click **Medical**. The *Medical Chart Menu* page is displayed.

2. Click the **Program** drop-down arrow and select the program associated with the client for whom the medication monitoring form is to be generated.

3. Click **Medication Monitoring**. The *Medication Monitoring Consumer Selection* page is displayed. ⟶

4. Click the **Client** drop-down arrow and select the client for whom the medication monitoring form is to be generated.

5. Click the **Month** and **Year** drop-down arrows and make selections to specify which month the form is to be generated for.

   The default is the upcoming month.

Family Housing One Medication Monitoring Client Selection

Client	Month	Year
Amigo, Figo	September	2009

☐ New Medications This Month Only

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6. By default the medication monitoring form includes all medications the client is currently taking. If the form should instead be limited to only new medications for the selected month, click the **New Medications This Month Only** check box.

7. Click **CONTINUE**. The medication monitoring form is displayed. It may contain a combination of the following information in the header, middle, footer, and medications portions of the pages:

Program Name	Form Month/Year	Client Name
Client Gender	Client Date of Birth	Admission Date (for current program)
Primary Worker (for current program)	Client Primary Care Physician	Client Allergies
Statement of Diet Needs	Special Instructions	Key Codes
Persons Responsible for Monitoring	Current Medication Tracking Tables	Blank Medication Tracking Tables
Medication Dosage/Frequency	Prescribing Physician(s) Name and Ph.	Prescription Last Filled Date(s)
Projected Out of Stock Date(s)	Clock Times	Comments Area
Medication Start Date(s)	Self-Medicating Status	Diagnoses

The contents of the medication monitoring form are configurable by program type. As a result, you may not see the same version of the form for all programs. Typical configuration changes include adding/removing pieces of form header and footer detail, adding/removing spaces for additional medications, and adding rows to the tracking tables. For more information about configuring the form, please contact your SPM for assistance.

8. To print the form, use your browser's print option and follow the instructions shown on the screen to complete the printing process.

The process of generating a medication monitoring form is now complete.

FREQUENTLY ASKED QUESTIONS

The following frequently asked questions regarding the Medication Monitoring feature can be a useful reference when you have your own questions about the functionality.

WHY IS THE END DATE FOR A MEDICATION "X'D OUT" ON THE FORM?

The system assumes that the consumer is not taking the medication on the end date, and will cross that date out on the medication monitoring form as a result. It will also cross out all remaining days in the month as shown here. In this example the medication's end date was entered as the 15th of the month.

Hours	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
															X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
															X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
															X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
															X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

If the consumer will be taking the medication through a specific date and you wish to have that reflected on the medication monitoring form, the end date should be entered as the day after the date on which the consumer will last take the medication.