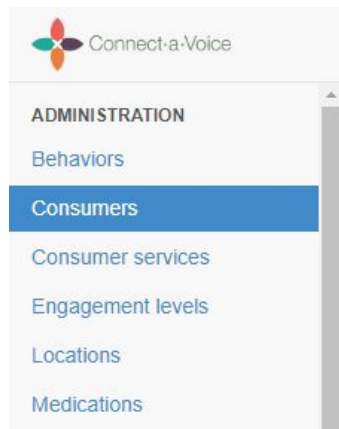# How to Create and Edit Medications

Connect a Voice

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How to Create a New Medication

To create a new Medication for a Consumer, navigate to the "Consumers" section in the left-hand panel.

This section is where you can find and view all of your consumers and their associated information.

Find the Consumer whose Medication you would like to add, and click on the Edit icon .

Click on the + Add a new Medication (not the arrow) to access the Medication entry fields. If you are editing an existing medication, click the arrow instead.

Below is a list of information you will need to fill out when adding a new Medication:

- **Name** - this is the name of the Medication.
- **Dosage -** this is the amount of the drug to be administered. Note: if a medication has different dosage amounts - i.e. 5 mg in the morning, 10 mg in the evening - this should be entered as two different medications.
- **Start Date -** the first date the medication should be administered.
- **End Date** (optional) - this is the last date the medication should be administered. Once an End Date has passed the medication will no longer be visible to the DSP on the Connect a Voice mobile application.
- **Instruction** - this is the instructions to how/when the medication should be administered.
- **As Needed Flag** - this flag should be checked for medications that are taken on demand. Leave blank if the medication is administered routinely.
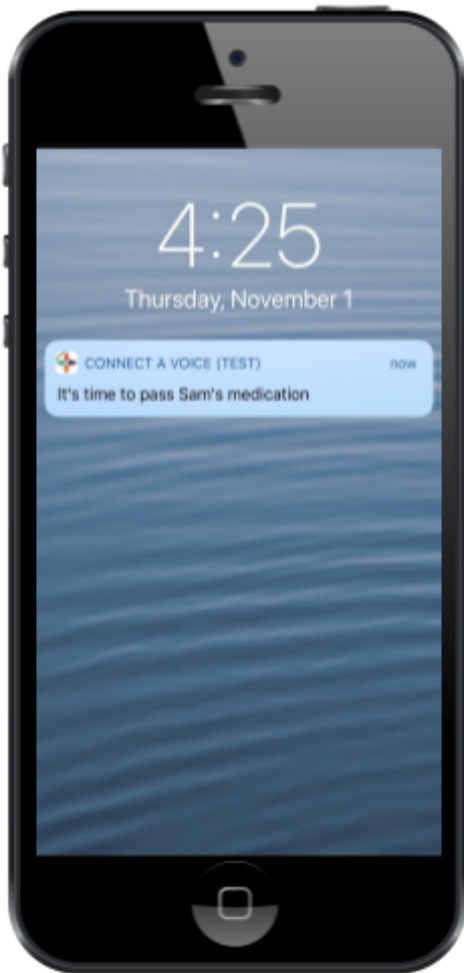
- **Diagnosis** (optional) - this is the Consumer's diagnosis.
- **Prescribing Doctor** (optional) - the physician who prescribed the medication.

Below is a sample of a completed Medication record.

Name	Prilosec (Omeprazole)
	Required.

Dosage	20 mg
	Required.

Start date	September 10, 2018
	Required.

End date	
	Optional.

Instruction	Take one capsule at bedtime
	Required.

As needed	☐

Diagnosis	Autism
	Optional.

Prescribing doctor	Dr. Smith
	Optional.

Adding Medications Reminders

Reminders can be setup for Medications that are routinely administered to a Consumer. Entered reminders will trigger the Connect a Voice system to send an alert to the DSP working with the Consumer at that time reminding them it is time to pass a medication.

The picture on the left shows a sample alert message.

To add a reminder for a medication simply click the Add Medication Reminder button which is located below the Medication entry fields.

Medication reminders

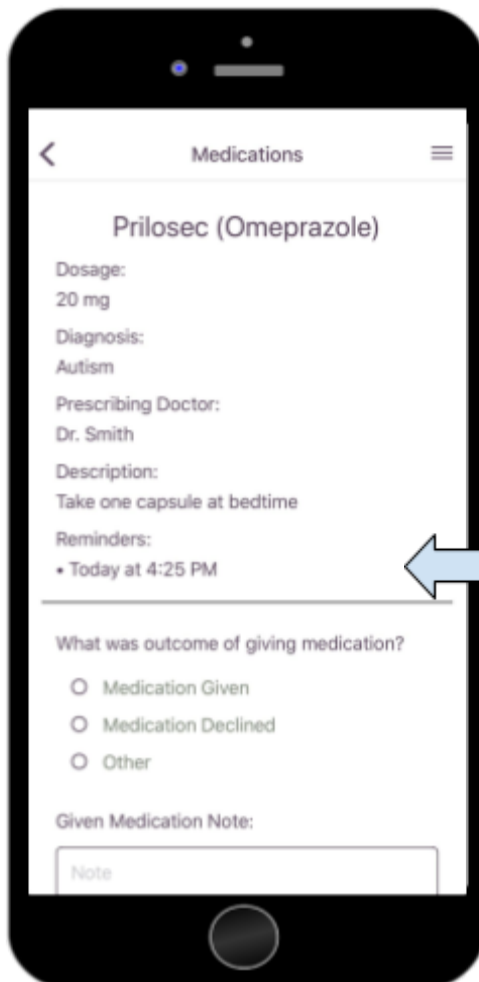> **+ Add a new Medication reminder**

Optional.

Below is a list of information you will need to fill out when adding a new Medication reminder:

- **Start Date** - this is the date the reminder will start.
- **Time -** the time the reminder should be sent. Note: time is entered in military time (i.e. 7 pm = 19:00)
- **Every [_] days -** this field relates to how often the medication should be administered. 1 = everyday, 2 = every other day, 7 = once a week
- **End Date** (optional) - the last date the reminder will be sent. Leaving this field blank causes the reminder to be sent on an ongoing basis.

Saving Your New Medication/Reminder

To save the information you entered about the medication, simply click the Save button at the bottom of the page.
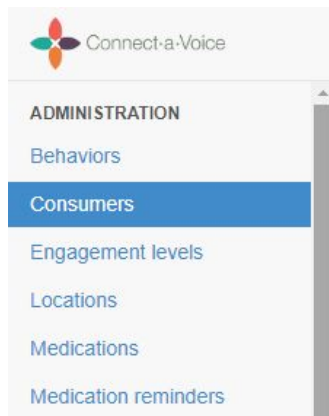

The image on the left shows how medication information is presented to a DSP on the Connect a Voice mobile application.

Note: this medication is scheduled for 4:25 pm.

Entering Medications that Do Not Follow a Set Sequence

In some cases, medications do not follow a set sequence - i.e. everyday or every other day. For instance some medications are administered on a Tuesday, Thursday, Saturday, Sunday schedule. To schedule this type medication administration sequence, simply Navigate to the Consumers section of the Connect a Voice Admin Portal.

Find the Consumer whose Medication you would like to update, and click on the Edit icon

When you are in Edit mode, scroll down to where you see "Medications."

Click on the arrow (not "Add a new Medication") to see a list of all the Medications assigned to the Consumer. Select the Medication you wish to schedule.

The following example shows the medication Fluxvoxamine Mal (Luvox) being scheduled for every Tuesday, Thursday, Saturday and Sunday evening.

Name	Fluxvoxamine Mal (Luvox)

Required.

Dosage	100mg

Required.

Start date	August 12, 2018	📅

Required.

End date		📅

Optional.

Instruction	Take 1 tablet by mouth at bedtime every Tuesday, Thursday, Saturday and Sunday

Required.

The Medication details - Name, Dosage, Start Date, Instruction - are entered once, however, four separate Medication Reminders are needed to alert staff when the medication should be passed.

To create a new Medication Reminder, select the Add a new Medication reminder button (the one with the "+" sign). This will display the Add Medication Reminder fields so information can be entered.

Medication reminders 〉 **+ Add a new Medication reminder**
Optional.

Enter in the Start Date, Time the medication should be administered, and the Number of days between medication administration. In this case, a reminder is being created for each day the med is required, therefore the Number field is entered as '7' - every seven days for that reminder.

It is important to also make sure the Start Date coincides with the day of week the Reminder is for. The first Reminder is for a Tuesday, therefore the Start Date selected (Aug. 14, 2018) must also be a Tuesday.

Medication reminders

[▾] [+ Add a new Medication reminder]

Optional.

Medication reminder (new)

Id -

Optional.

Start date August 14, 2018 [📅]   ⬅ Date selected must equal day of week
Reminder is for - Aug. 14 is a Tuesday

Required.

Time 20:30 [📅]

Required.

Every [_] days 7   ⬅ Every _ days must be set to "7". Every
Tuesday.

Required.
Enter *1* for every day, enter *2* for every two days, etc.

The image below shows how the reminders look once completely entered.

Medication reminders   [∨] [+ Add a new Medication reminder]

Optional.

| Every 7 days at 08:30 pm | Every 7 days at 08:30 pm | Every 7 days at 08:30 pm | Every 7 days at 08:30 pm |

Id   41

Optional.

Start date   August 16, 2018   📅

Required.

Time   20:30   📅

Required.

Every [] days   7

Required.
Enter *1* for every day, enter *2* for every two days, etc.

End date   📅

Optional. The reminder will not occur on this date and all the dates after.

Unique Med Reminder for each day of the week - Tuesday, Thursday, Saturday and Sunday

This is what the DSP will see on the Connect a Voice mobile application for this medication.

< Medications ≡

Fluxvoxamine Mal (Luvox)

Dosage:
100mg

Diagnosis:
-

Prescribing Doctor:
Dr. Smith

Description:
Take 1 tablet by mouth at bedtime every Tuesday, Thursday, Saturday and Sunday

Reminders:
• Tomorrow at 8:30 PM
• Saturday at 8:30 PM
• Sunday at 8:30 PM
• Tuesday at 8:30 PM

What was outcome of giving medication?

○ Medication Given
○ Medication Declined
○ Other