

ED eMAR

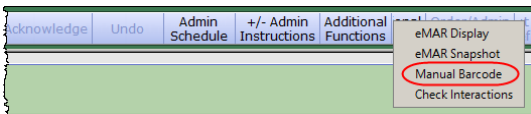
Manual Barcode Entry

- **Only** use manual barcode entry when a barcode won't scan.
- Manual barcode entry is tracked in the system.

Process:

A. **Verify the Patient:** Manually enter the patient Armband Information

1. From the eMAR, click the **Additional Functions** footer button.
2. Select **Manual Barcode**.



3. Type in the first two letters of the patient account number (e.g. "SV") and the numbers that follow without the zeros.
4. Click **OK**. Result: A message indicating that the patient is verified appears.

B. **Verify the Medication:** Manually enter the Medication Information

1. Find the medication listed on the eMAR making sure it is within view.
2. Click on the **Additional Functions** footer button.
3. Select **Manual Barcode**.
4. Type in the NDC number from the medication if it is legible. If the NDC is not legible, enter the prescription number located above the medication. You can type in the leading letters (e.g. "U", "SM", etc.) in caps and the following numbers without the zeros.
 - Using the prescription number will display a warning message.
 - If med is not yet acknowledged, you will be prompted to do so.
5. Result: The administration is documented in purple text.

11/10/16 0900	Rx: U00011097 ✓ Abilify ARIPiprazole 2 mg Tab	2 MG < 1 Tablet >	UNV 11/11 0900 11/12 0900
Unverified		PO	
		DAILY	
Acknowledged - 11/12/16 at 1035			
Administered - 11/12/16 at 1035 (11/11/16 0900) 2 MG			

6. **Save.**