

Medication Entry Cheat Sheet

(1) **Program History: Disease Management Module (DMM) Enrollment.** Only one **Active** enrollment. Do not enter anything within a DMM module with a Discharged status.

(2) **DMM Tab**

- ✓ School Nurse – update assigned school nurse’s name as necessary
- ✓ IEP Forms – lists student’s Active IEP. LVN access to verify if student has active IEP
- ✓ Attachments: upload scanned copy of protocol. Use **Brief Description**, yyyy mm dd name of medication

(3) **IHPs (Tx Plan)**

Treatment Plan Tab

- ✓ **Treatment Plan Name:** DO NOT change
- ✓ **Plan Status:** Pending (Only after the details have been entered and saved as Pending the Treatment Plan should be made Active)
- ✓ **Protocol (1..5):** DO NOT SELECT for a medication Tx Plan
- ✓ **Start Date:** DO NOT COMPLETE for a Tx Plan for Medication
- ✓ **Frequency:** DO NOT COMPLETE for a Tx Plan for Medication
- ✓ **PRN:** DO NOT COMPLETE for a Tx Plan for Medication
- ✓ **Implementation Date:** same as the Begin Date in the Medication Tab (Details)
- ✓ **Effective Until:** same as Authorization Expiration Date (Medication Tab (Authorizations))
- ✓ **Prepared By:** prepopulated with the staff name signed in to Welligent
- ✓ **Date Prepared:** default to system date, do not change
- ✓ **Reviewed By:** name of school nurse reviewing the treatment plan set up
- ✓ **Date Reviewed:** date that the school nurse above is reviewing the treatment plan set up.
- ✓ **Protocol Provider:** prefills with School Nurse’s name in the DMM tab, Admission Information. This field **MUST** have the school nurse’s name (RN), not the Licensed Vocational Nurse nor the Health Care Assistant
- ✓ **E-Signature:** signed by the school nurse updating the Plan Status to Active

Diagnosis Tab

- ✓ Nursing Diagnoses – prepopulated with each Treatment Plan templates. Maybe modified based on the student’s assessment
- ✓ Assessment – school nurse’s (RN) to complete based on nursing assessment. LVNs are only trained to enter “RN to Complete” when they put together the Treatment Plan for Medication
- ✓ Medical Diagnoses – use ICD 10 code sets

Authorizations Tab (SKIP for Medications)

Protocol Details (SKIP for Medications)

LVN: Proceed to the **Medications Tab**

School Nurses:

- ✓ Complete the **Assessment** text box. Please take note that LVNs only enter “School Nurse to complete nursing assessment.”
- ✓ **Review the Tx Plan** if it was initially set up by an LVN (or a School Nurse from another school)
- ✓ Enter name on the field **Reviewed By**
- ✓ Update **Status** of the Treatment Plan to **Active**
- ✓ Proceed to the **Medications Tab**. Review the Medication entry if it was entered by a Licensed Vocational Nurse (LVN) or another School Nurse

(4) **MEDICATIONS TAB**

- ✓ Click New

DETAILS TAB

- ✓ **Medication Name:** Search the name of the medication. If the medication is not in the database, it must be added by ITD.
- ✓ **Status:** Current
- ✓ **Drug Protocol:** Skip
- ✓ **Begin Date:** First day that the student is anticipated to be in school to take the medication
- ✓ **Date Discontinued:** Same as Medication Authorization Expiration Date (one calendar year from the healthcare provider’s (HCP) date unless it’s ordered on a specific number of days less than one calendar year
- ✓ **Reason Discontinued:** Skip when setting up a new medication.
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- ✓ **Special Instructions:** Refer to the HCP order. Transcribe the Special Instructions verbatim from the HCP order. If no special instructions, enter "None"
- ✓ **Potential Side Effects:** Refer to the hcp order
- ✓ **Strength:** Prepopulated from the medication search. Maybe updated based on the hcp order (click inside the text box and click OK)
- ✓ **Drug Code:** prepopulated from the hcp order
- ✓ **Dosage:** specify, based on the strength the # of tab/cap or mL
- ✓ **Type:** Select the appropriate type of medication
- ✓ **Controlled Substance:** click on the check box as appropriate
- ✓ **Prescription or OTC:** Always select Prescription
- ✓ **Application:** Select appropriate value
- ✓ **Unit Cost to Storage Bin:** Skip
- ✓ **Provider:** Prepopulates with the School Nurse's name entered in the DMM Tab (not currently working in PROD)
- ✓ **Prepared by:** Prepopulates with the School Nurse's name signed in to Welligent
- ✓ **Reviewed by:** Name of the School Nurse reviewing the Medication entry
- ✓ **Show on caseload:** Skip
- ✓ **Confidential:** Defaults to Highly Confidential.
- ✓ **Treatment Plan:** Select the Treatment Plan that was set up prior to the Medication entry
- ✓ **Formulary Status:** On Formulary (read-only)
- ✓ **Included in IEP:** verify and click appropriate option
- ✓ **Included in 504 plan:** verify and click appropriate option
- ✓ **Quantity (For Prescription) to Picture Description:** Currently not in use

AUTHORIZATIONS TAB

- ✓ **Licensed Health Care Provider (HCP):** click inside the box and search for the licensed health care provider name
- ✓ **Authorization Type:** Written
- ✓ **Date:** Prescription/order date
- ✓ **Parent/Guardian:** Select from the drop-down menu
- ✓ **Authorization Type:** Written
- ✓ **Date:** prescription/order date
- ✓ **Authorization Expiration Date:** leave blank; prepopulates with one calendar year from the HCP order date
- ✓ **Diagnosis:** click inside the box to search. Select Code Sets: ICD-10. Enter the diagnosis Description. Select by clicking on the check mark to the left of the description
- ✓ **Medication Order Date:** Leave blank
- ✓ **Authorization Notes:** Leave blank

EVENTS/REFERRALS/NOTES TAB (for scheduled medications only)

- ✓ Click **Recurrence**
- ✓ Enter the **Start Time**
- ✓ **Session Length:** defaults to 5 minutes
- ✓ **Recurrence Pattern:** Defaults to Weekly. Click on **Daily**.
- ✓ Click **Save**