VIVITECH Ltd.

MARS-IT

USER DOCUMENTATION

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1. Revision History

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2. Introduction

MARS-IT is an add-on module for Dispens-IT, allowing dispensers to generate Medication Administration Record Sheets and Dossette Reports for use with Nursing Homes and Surgeries. It can print sheets directly to A4 paper using a standard laser printer. Mars-IT works with Dispens-IT, this allows for mistakes to be reduced within the dispensary. It also enables the surgery to have greater control of the report layout and ensure reports can be updated with additional information if needed.

3. Using MARS-IT

3.1 Processing Mars-IT & Dossette Sheets

In order to generate a Medication Administration Record Sheet or Dossette sheet using MarsIT, the drugs for the patient must first be dispensed from the GP System in the usual way.

- To initiate Mars-IT mode, begin to type in the surname of the patient in the **Find Patient** box at the top of the screen. When the correct patient name appears in the list, click it (or press **Enter**). Dispens-IT will then filter the list so that only the chosen patient's items appear.
- When the list is filtered, click **ALL** (or press **A**) to select all the items in the list.
- Click in the **MARS** box below the list to put a tick in it
- Finally click **Process Items(s)** to begin the scanning process.
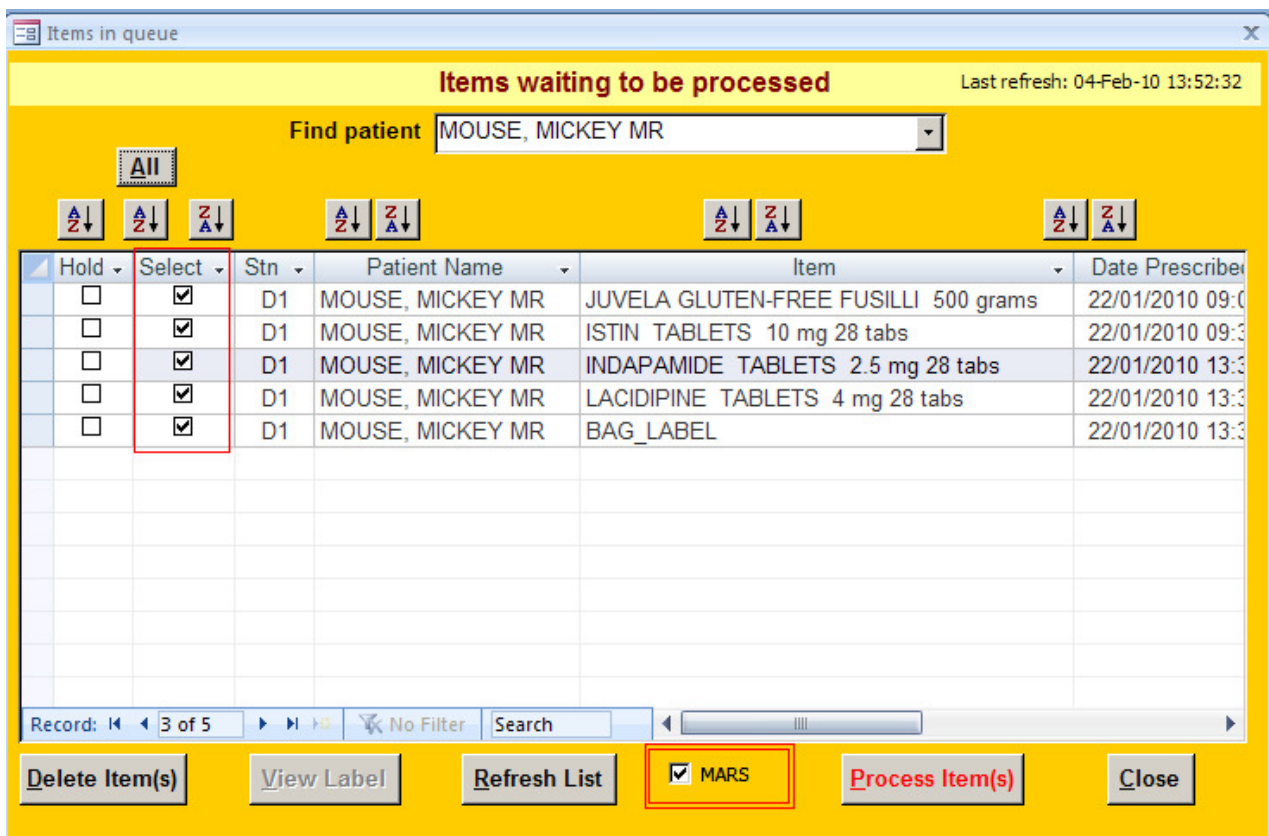
A prompt will appear to choose to print a set of labels *in addition* to the MAR sheet. Sometimes the labels are needed for another purpose, but click **No** if they are not required.
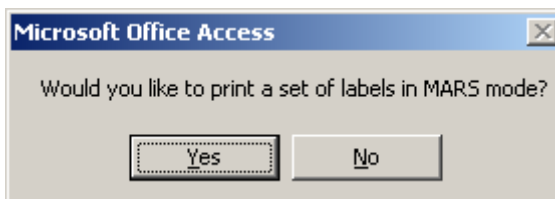
The familiar Dispens-IT "***Please Scan the Barcode***" screen will appear:
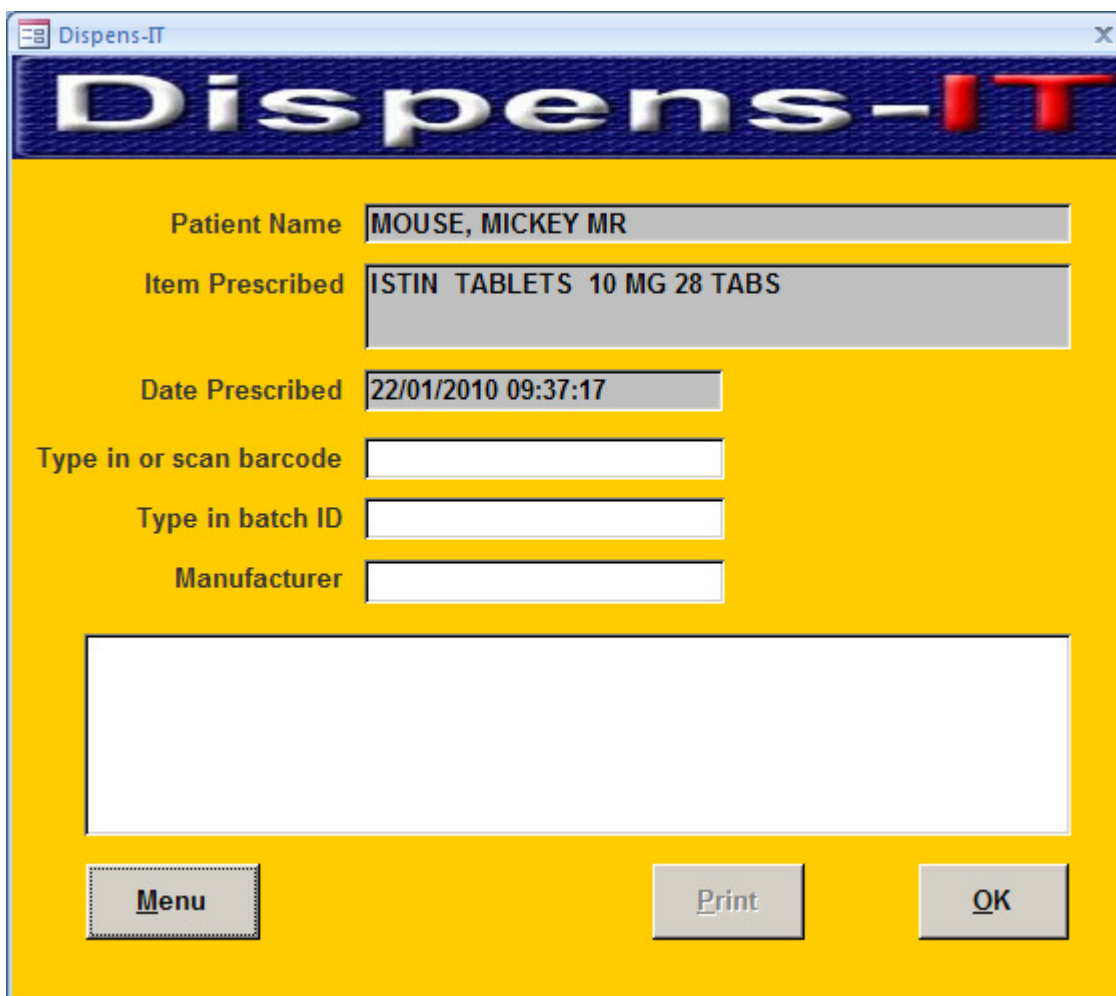
Once the drug is scanned correctly, the following screen will appear:

At this point, if Dossette/Nomad Style Sheets are required, check and complete the **Drug Data** area.

NOTE: The first time a barcode is scanned, the **colour, shape, type and code** for the drugs must be selected from the lists. This will be stored in the system so that it is filled it automatically next time that barcode is scanned.

If the drop-down lists do not contain the desired colour, shape, type or code, it can be manually typed and the text will be added to the drop-down list for use with future drugs.

If the text on the right is highlighted red, it can be edited and formatted if required. Click **Done** when the changes have been made.

The **Drug Label** panel on the right shows the label that is being issued. If the text is shown in red, it may be freely edited, so any patient information can be added or removed.

Repeat this process for every drug that is scanned for the patient. Once all the items for the selected patient have been scanned, the following screen will appear:

Type the *'Patient No.'* if required.

For the *'DOB'*, the year must be typed in, then select the day and month, using the drop down list and use the arrows until you have found the date.

For the start date, use the drop down also, and select the month and day. By default it is today.

On the left, the Address of the patient will be automatically entered if a bag label was printed by the clinical system along with the drugs; if there is no bag label then the address will have to be entered manually.

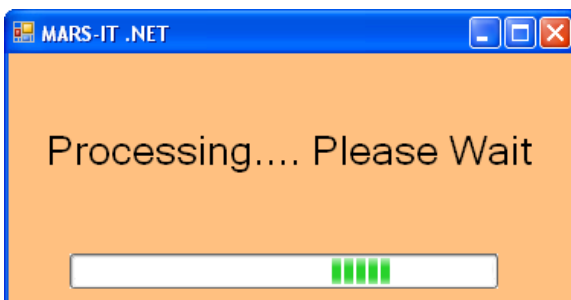The Doctors name must be selected from the list also.

Double-check that all the information entered is correct… and then click **Print.**

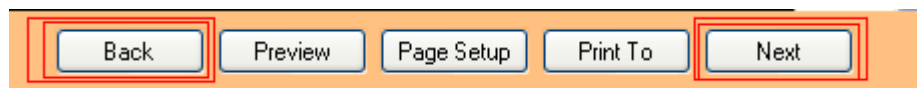A progress bar will appear whilst it loads:

When the pages have been processed, the **Report Editor** will be displayed. The Report Editor can be used to preview the sheets before they are printed. It also enables amendments to be made on sheets even after it has been processed.

If there is a formatting error or if further instructions need to be added for a patient, click on the blank area of the drug label and type any amendments as required.
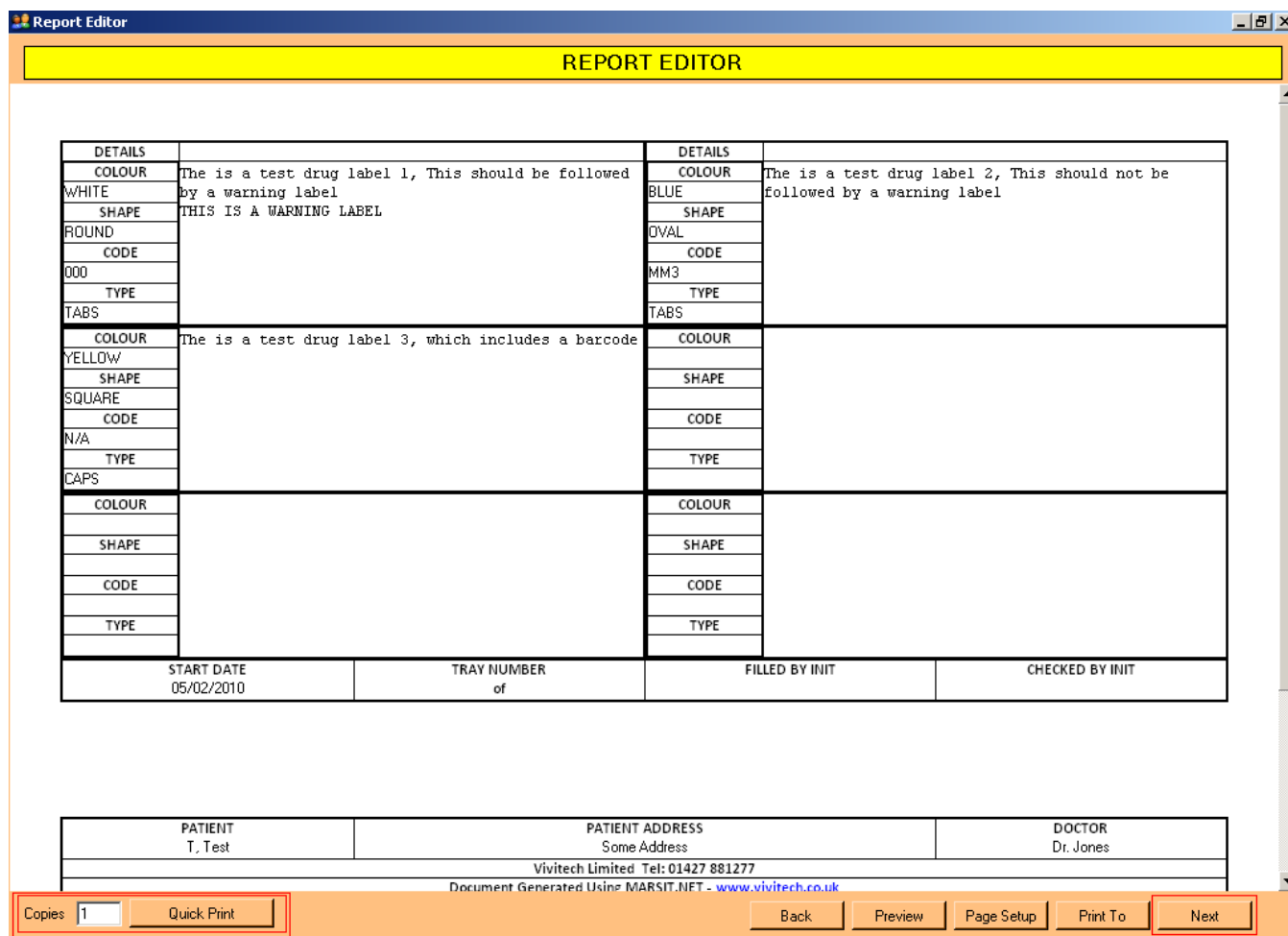
On the bottom left hand side, specify the Copies required, and simply click *Quick Print.*

If other types of sheets are required, e.g. MARS sheets, or different styles of sheets, click on the **Next** Button on the bottom right hand corner of the Report Editor. Navigation between sheets is also available using the **Back** button.

Once the sheets have printed and correct, click **Close** on the bottom right hand corner. The close button appears at the end of the Report Editor (click **Next**, until it changes to **Close**.)

NOTE: It is important to close MARS-IT before proceeding to the next patient in the DispensIT queue.
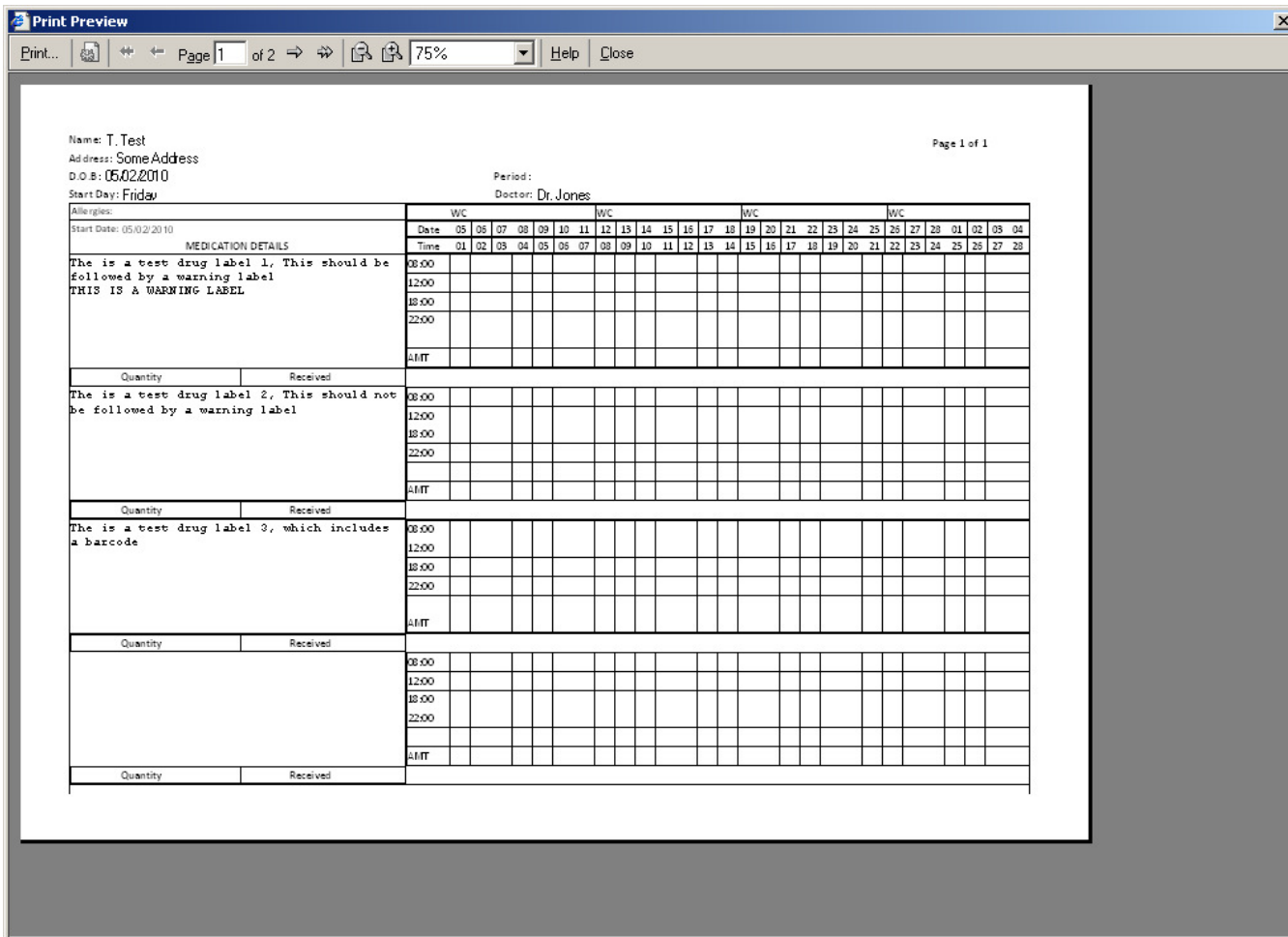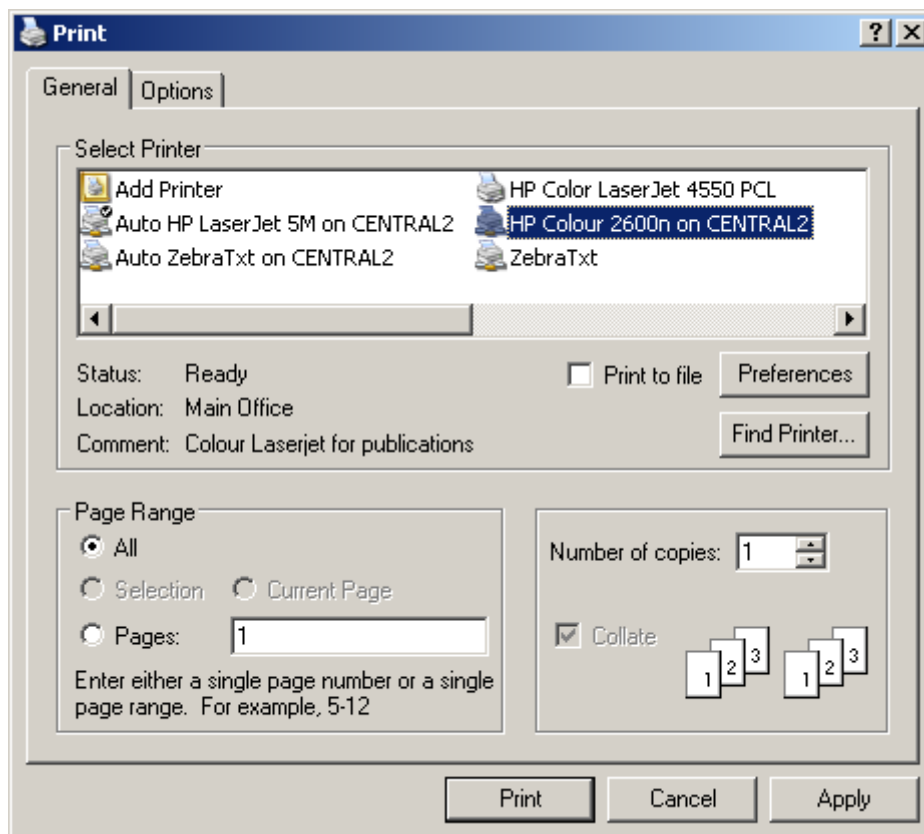
3.2 Additional Functionality

Page Preview

Sometimes it may be beneficial to Preview the page before printing to see if it will appear correctly (and to save paper)… to do this click on **Preview**, in the Report Editor.

The preview of the generated sheet shows how it will actually look on the printed page; if this is satisfactory, printing can be initiated directly from this screen by clicking on the **Print** button at the top left corner.

Print... Page 1 of 2 75% Help Close

Name: T. Test
Address: Some Address
D.O.B: 05/02/2010
Start Day: Friday

Period:
Doctor: Dr. Jones

Page 1 of 1

Allergies:
Start Date: 05/02/2010
MEDICATION DETAILS

The is a test drug label 1, This should be followed by a warning label
THIS IS A WARNING LABEL

Quantity   Received

The is a test drug label 2, This should not be followed by a warning label

Quantity   Received

The is a test drug label 3, which includes a barcode

Quantity   Received

Quantity   Received

And clicking print will show the familiar Windows printing dialog:

Print

General | Options

Select Printer
- Add Printer
- Auto HP LaserJet 5M on CENTRAL2
- Auto ZebraTxt on CENTRAL2
- HP Color LaserJet 4550 PCL
- HP Colour 2600n on CENTRAL2
- ZebraTxt

Status: Ready
Location: Main Office
Comment: Colour Laserjet for publications

☐ Print to file   Preferences
Find Printer...

Page Range
◉ All
○ Selection   ○ Current Page
○ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☑ Collate

Print   Cancel   Apply

4. Configuring Mars-IT

4.1 Page Setup (Changing Page Orientation)

The dimensions of the Printer may need to be changed or the layout to Portrait/Landscape. Once again, in order to do this, click **Page Setup** in the Report Editor.
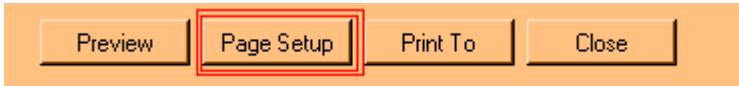
To change the current **Layout/Orientation**, select **Portrait** or **Landscape**, whichever suits the selected sheet. Typically MARS sheets are in Landscape and Dosette sheets are in Portrait.
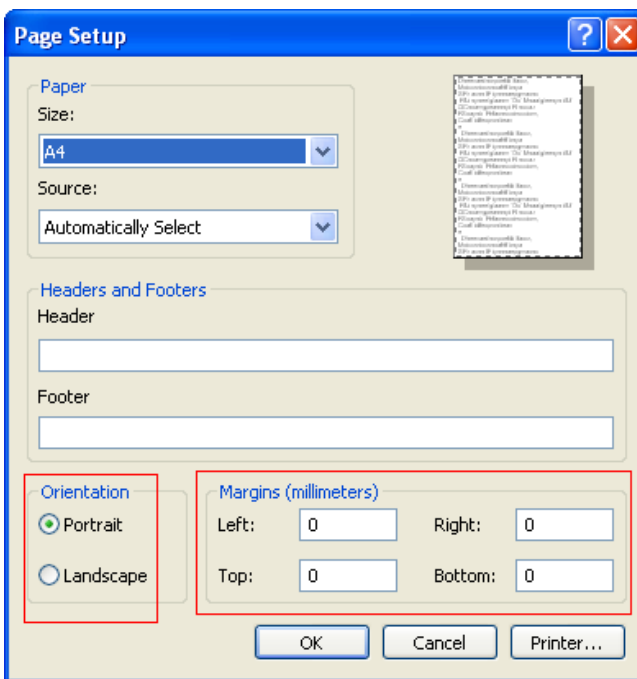
NOTE: the margins must all be set to '**0**'

LEFT: 0
RIGHT: 0
TOP: 0
BOTTOM: 0

If other margins are shown (as in this screenshot), change them!

When the margins have been correctly set to '**0**' and the Orientation has been selected, click **OK.**

4.2 Change Default Report Printer

Sometimes it may be preferable to print reports to a different printer, in order to do this, click on **Print To** in the Report Editor.
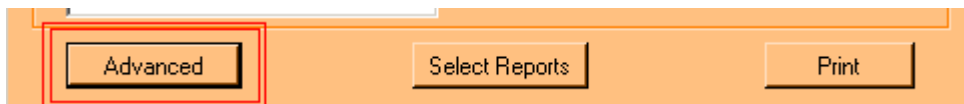

Click on the appropriate printer.
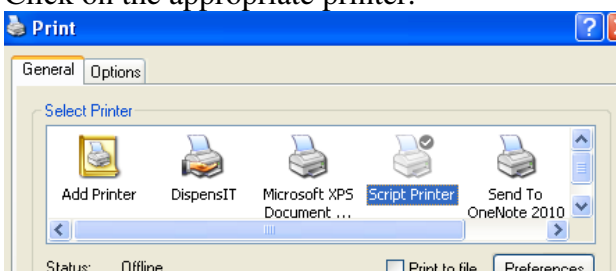
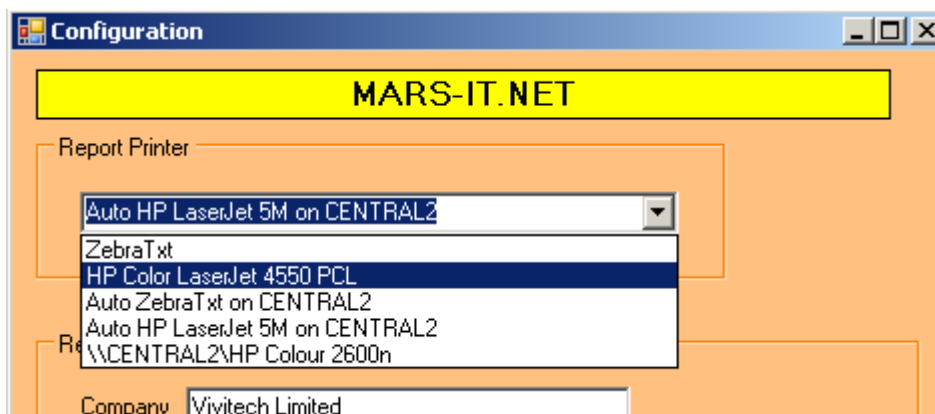Then right click on the printer icon and click **Set as Default Printer.**
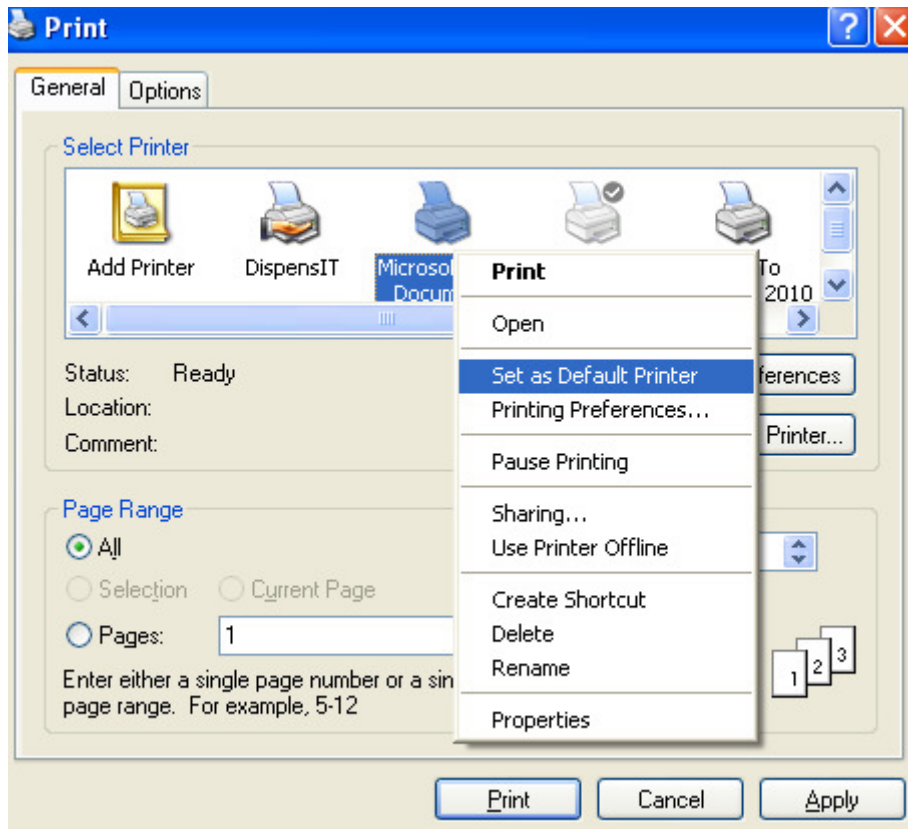
Then click **Apply** and **OK** and the printer will be set.

A different printer can be selected from the advanced options by clicking the **Advanced** button.

Then at the **Report Printer** drop down list, select the printer reports are printed to and click **Close** to save changes.

4.3 Changing Advanced Options

Within the Configuration, other details such as the company logo, name, address and phone number can be changed. Also the times for administering MARS sheets can be amended as appropriate.

To change any of the company details, type into the box and update it.

To add a new doctor, simply type the name of the Doctor and click **Add**.

To remove a Doctor that is no longer at the surgery, select the name from the list and click **Remove**.

4.4 Change MARS Drug Administration Times

To change any of the times the MARS sheets should be administered update the boxes with the required times.

The **Always Ask** tick box is ticked by default, this means it will display the drug description each time a drug that has previously been recorded is scanned again.

If Warning Labels are required **Attach Warning Labels** should remain ticked **(recommended)**.

4.5 Change Company Logo

To change the standard logo to one that the surgery is using, click **Browse** and locate the required image on the machine.

Then select the company logo and click **Open**.
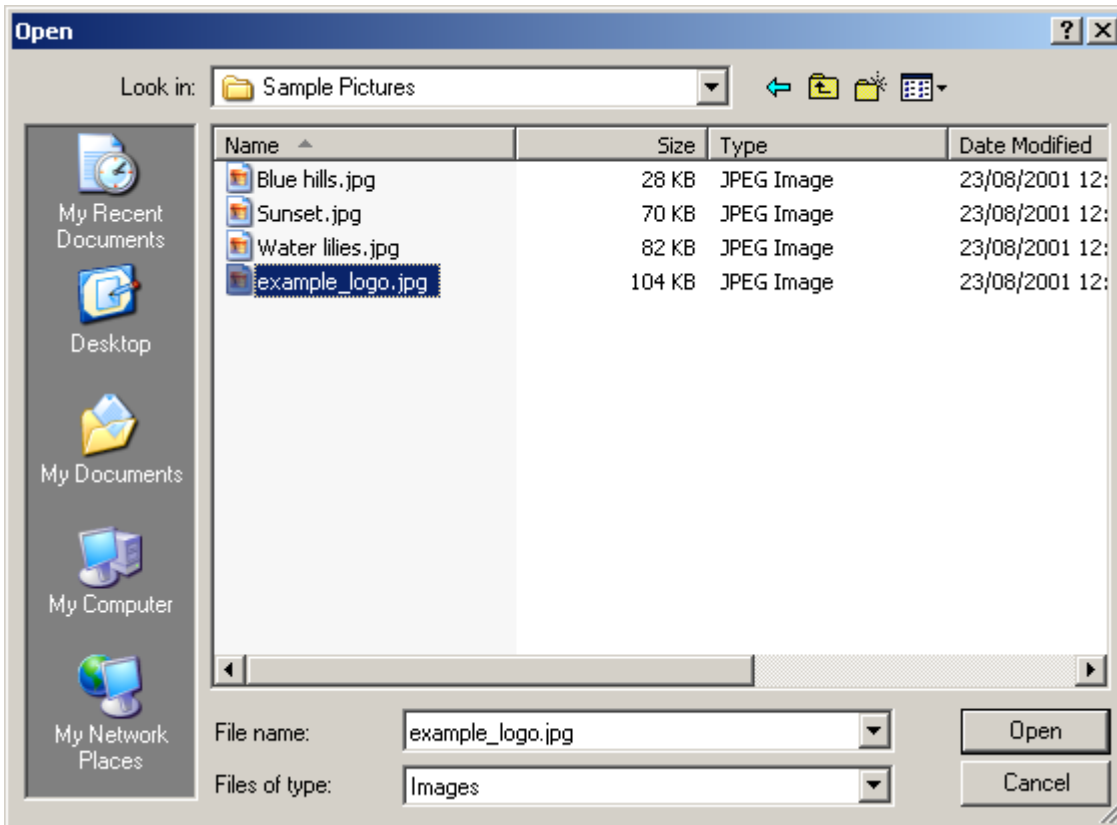
NOTE: The image will be resized to fit the sheet automatically, although it is recommended small images are used and they are in **.GIF** or **.JPG** format.

To save settings, click **Close**.

4.6 Select Reports

Mars-IT allows dispensers to choose different styles of sheets such as Dossette sheets and Mars sheets. There are many variations to choose from depending on which suit the surgery or care home the best.

The selection screen can be accessed from the Advanced Configuration or from the Report Information screen.
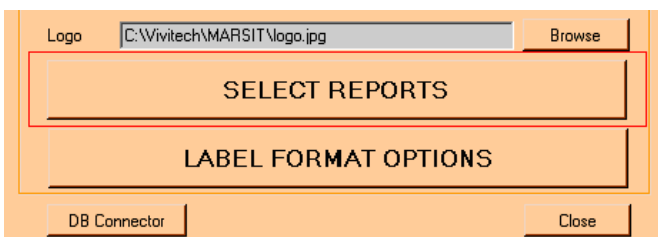
NOTE: The *Label Format Options* and *DB Connector* are for use by Vivitech Engineers only.
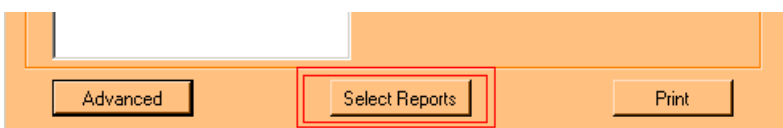
Click the **Select Reports** button to view the report selection screen.

To navigate between the sheets click the **Back** and **Next** buttons.

To use the report, click on the tick button where it says **Use this report**. To remove a report, un-tick the box and the border will change colour.

When the box is ticked, the border will change to Green, this means the report has been selected. When the reports have been selected, click **Close** to exit.

If further assistance is required with Mars-IT, contact Vivitech on 01427 881277. Thank you.