ATS— Medication Set-Up, Usage

Medication Distribution Setup/Usage:

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Managing Medication:

ATS allows you the ability to track medication distribution, where that be an OTC, or medication your physician has prescribed. You can customize and pre-set the information that loads when the medication is selected. This help doc will walk you through setting up and refining the list of medications and filling in the pre-set information. As well as usage across the ATS Desktop, Staff Portal and Staff Phone.
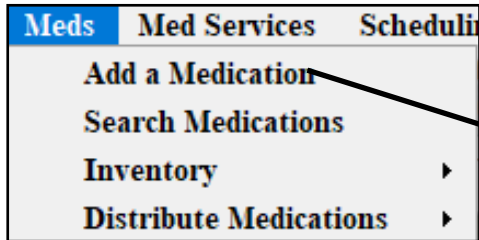
Customization, adding, removing medication is only able to be done through the ATS Desktop.

Description= Name of your medication. Trade name, generic, or other name.

Type= classification of the medication.

Prescribed By= Physician name, if you keep any prescription medication in your ATR, or if you are tracking medications as they are sent back from the physicians office with them.

In use from= Makes the medication active, inactive

Dosage Usage= how many and times per day.   1 T.I.D

Unit Dosage= amount of drug the medication is.

Quantity Type= Tabs, capsule, topical. You can also check it as an OTC

STD Distribution QTY= how many packs, pills, pumps any distribution is.

Restock Point= number to reorder supply at.

Quantity on Hand= how many packs, pills or measure you have remaining of the medication.

Distribution Instructions= instructions for staff to administer the drug with, to give reminders to athlete.

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Search Medications

Once you get your list of medications entered, or if you want to remove a medication. Use the Search Medications menu option. This shows you a list of all the medication in ATS. Choose the entry you would like to edit, it will open the screen above, with the medication information included.

Choose the Medication to edit

Choose the Medication...

	Search

Ambien
Bactrim DS
Bextra
Cataflam
Celebrex
Clarinex
Claritin-D 24 Hour
Darvocet-N
Daypro
Demerol
E-Mycin
Entex LA
Entex PSE
Flexeril
Guaifenesin/PSE
Ibuprofen
Ibuprofen OTC
Indocin SR
Keflex
Lomotil
Ornade
Pen VK
Prednisone Dose Pack Heavy
Prednisone Dose Pack Lite
Prevacid

OK	Cancel

Medication

Description: Ibuprofen   **In use from:** 7/28/2006 to / /

Type: ANTI-INFLAMMATORIES ⊕   **Dose Usage** 1T TID   **Unit Dose** 800 mg

Prescribed by: Joe Public   **Qty Type:** tablets   ☐ **OTC Medication**

Qty on Hand: 0 tablets   **Restock Point is** 42   (Tablets, mg, etc)   **Std Distribution Qty:** 21

Distribution Instructions (max 4000 characters):

Take 1 tablet by mouth 3 times daily with food.

Actions

Search	New	Copy	Save	Remove	Close

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Managing Medication Inventory:

You have the ability with the medication to track it as its own inventory item. The transactions for each lot would give you those moving transactions.
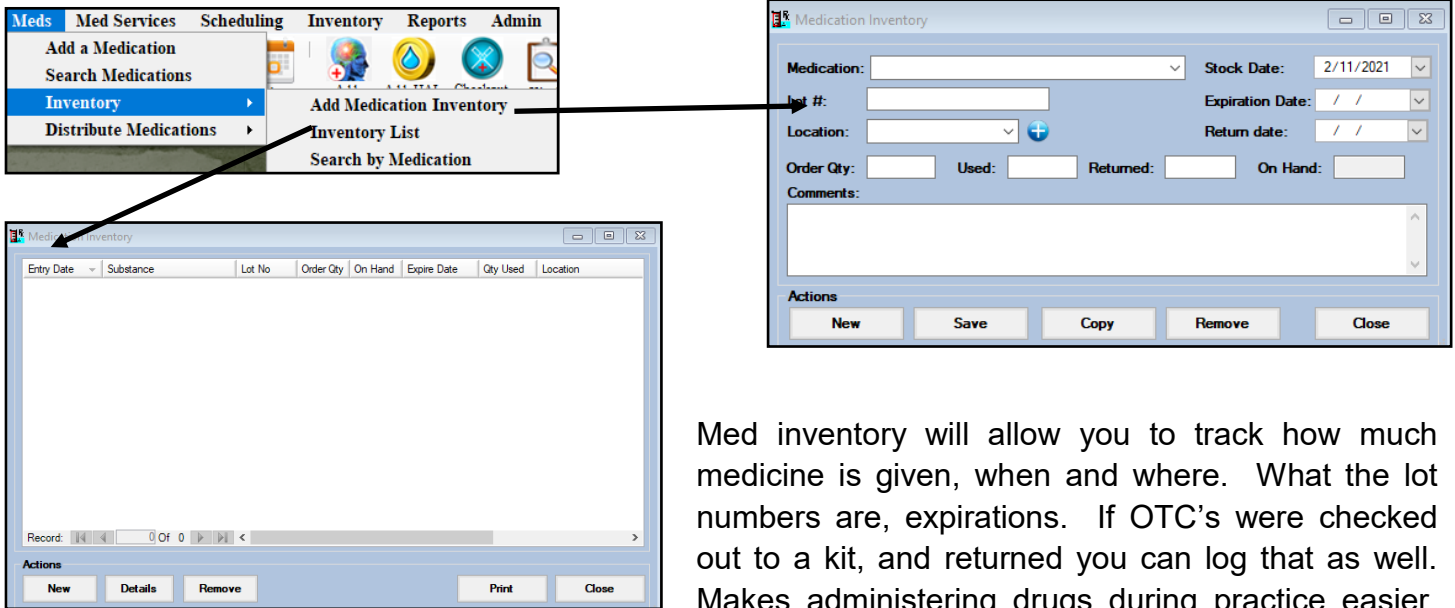
Med inventory will allow you to track how much medicine is given, when and where. What the lot numbers are, expirations. If OTC's were checked out to a kit, and returned you can log that as well. Makes administering drugs during practice easier, because it can be logged via the Staff Phone, allowing you to log the medicine given during practices or games, rather than writing it down later

Once medicine is entered in the inventory maintenance area, you will see the corresponding medication logged in the screen above.

Distributing Meds:
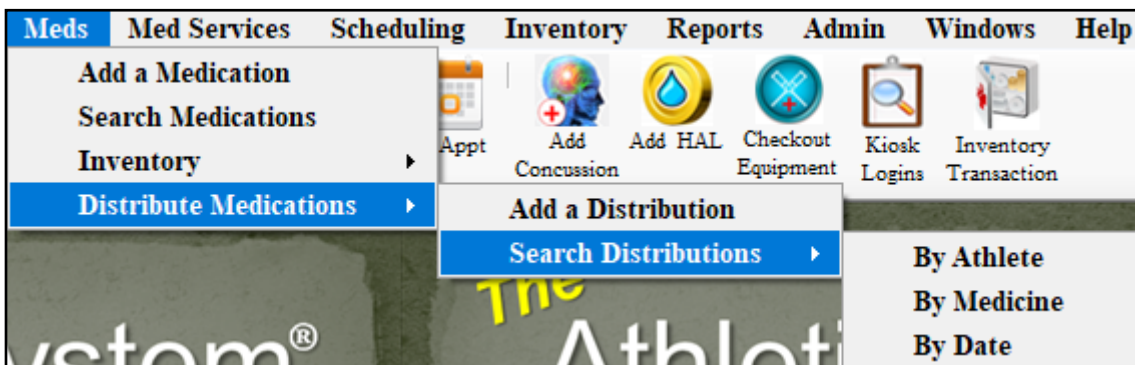
Distributions allows you to log the administration of the drug to your patients. Also, you can search any entry that was logged, to verify no other AT had given a dosage of medication.

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If you do not see the Medication tab, either the in the menu or athlete profile; speak with your system administrator to ensure you have proper privileges.

From the athlete profile, in the desktop select the Medication tab.

Like any menu in ATS, utilize the right side menu items to add, copy, remove or see details of the medication entries.

Copy: allows you to copy the selected entry, and modify the date or other associated information, if you give the same medication a future day.

A new med entry= Allows you to select the medication give to the athlete. If a lot number is applicable, the quantity given, if it was prescribed, by whom. What purpose, if it was for an injury, where you were, the date, and the date given. The instruction entered previously will populate. You can add comments as you see fit.

Additional Info= pulls the list of Alerts, allergies, or current meds from the athlete profile.

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Medication Entry from the Daily Information Screen:

Utilizing the Daily Info Entry screen, allows you to quickly add your notes as needed, as well as if you have given any medication for that day, for an open injury. Selecting the athlete you have been working with, and select Med Dist. You are then able to enter the same information as going through the med distribution screen.

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Staff Portal:

Adding medication to patient/athletes in the Staff Portal is similar to the Desktop version. Fill in any appropriate fields, when you select the medication, if entered it will autofill. As always save when you have completed your entry.

Medication from the Medication Distribution tab:

Medication from Athlete Profile:

After using the athlete search, select the athlete. And then the Meds tab in their profile.

Click add, and then fill in the medication details.

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Medication Entry from the Staff Portal Daily Information Screen:

As in the Desktop, you have the ability to enter medication from the Daily Info Screen, on the Staff Portal as well. You can access the Daily Info Screen from either by going to Utilities—> Daily Information Entry, or using the Icon.

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Staff Phone:

Entering medication distribution from your phone on the practice or competition settings, the bus, or the AT facility, you can eliminate the need for a medication sign out sheet by logging meds as they are handed out to your athletes from your smart phone.

There are two options, the first is by going to the Menu and going to the General tab and selecting medication distribution. Or set the icon as one of your top 12 hot buttons.
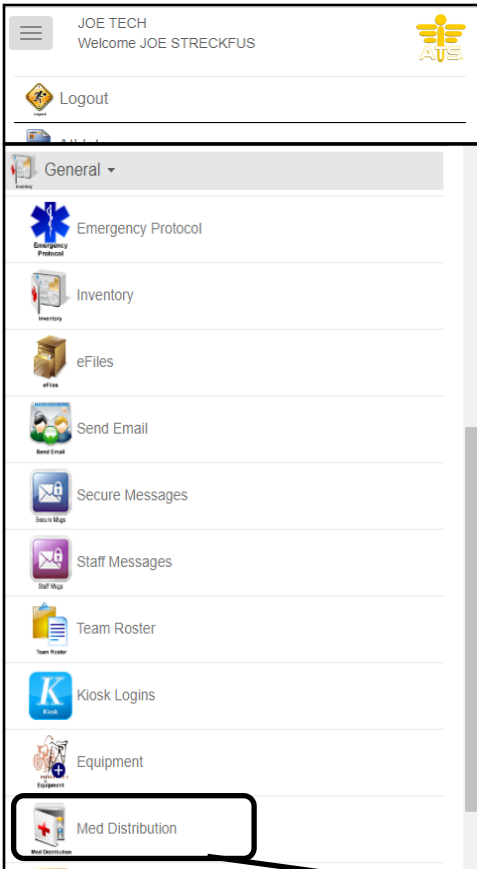
If you don't see the "quick" button, you can configure your hot buttons for it to be there. By going through the menu to General to My Info. Then select Smart Phone Icons

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Viewing entered information:

You are able to run a variety of different reports to see medication that has been distributed, when medication is expiring, and how much inventory you have remaining. This could be useful for end of the year tracking and reorder of medication.

Using the ATS Dashboard to review information:

Numbers of distributions are included within the ATS Dashboard. This serves to pull all of the data entered, currently, and previously, or historically. You can change the dates of info. The default dates come from you Site Info calendar. To access the dashboard, this is an Administrative task, ask your admin for access if you do not have it. Go through the Admin Tab—> Dashboard Statistics—> and then you can choose the dashboard or any of the associated reports.