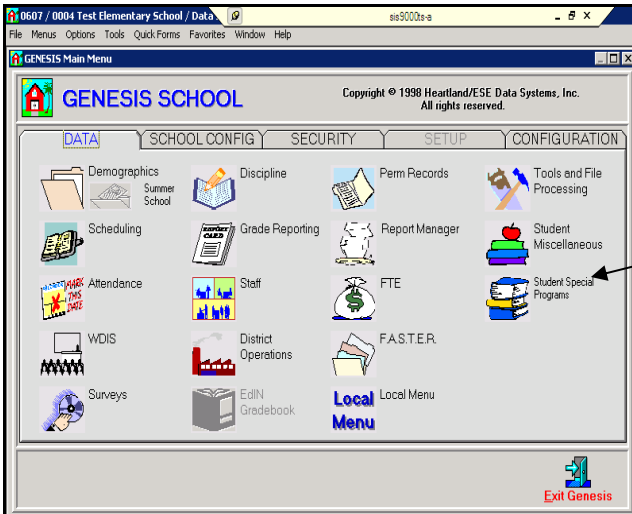
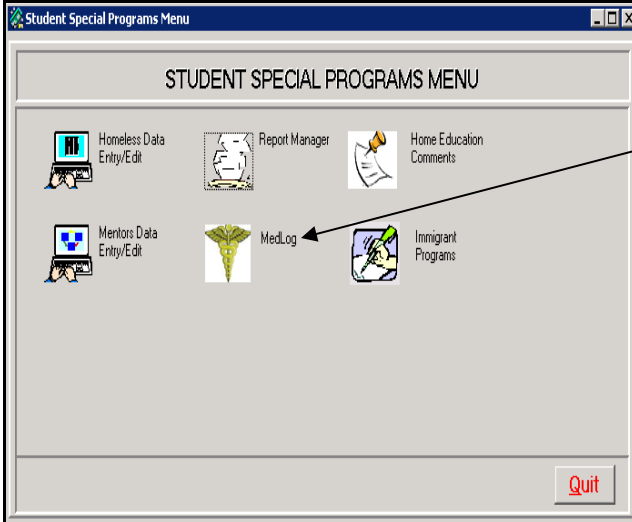
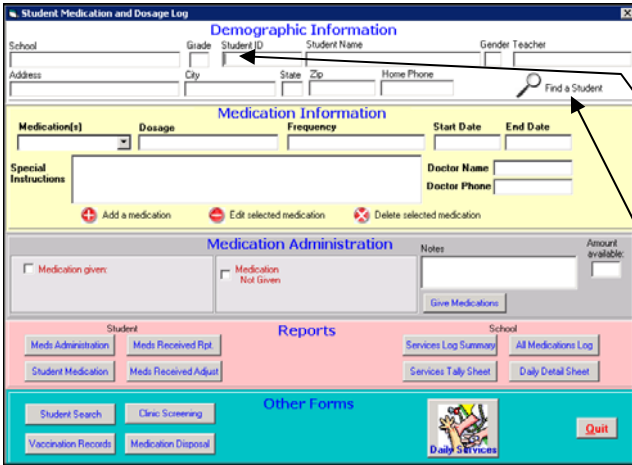
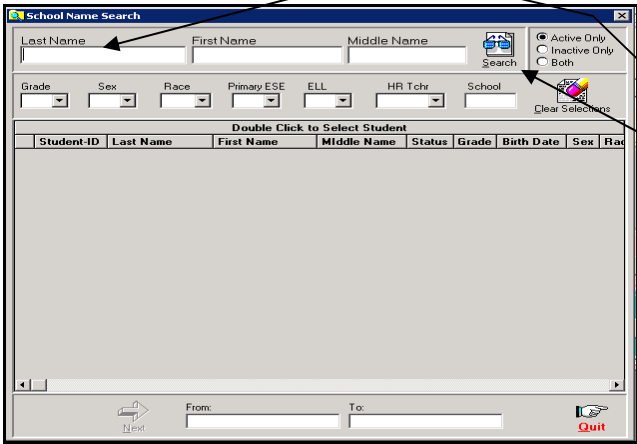
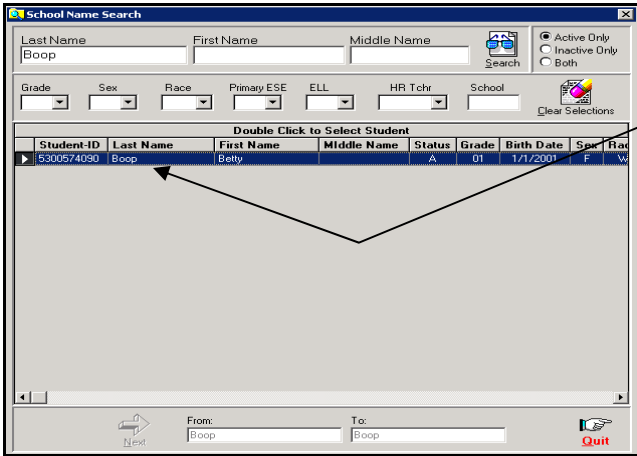
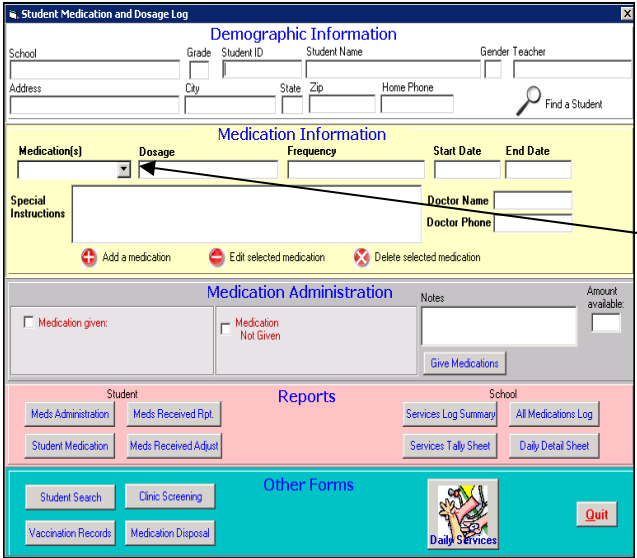


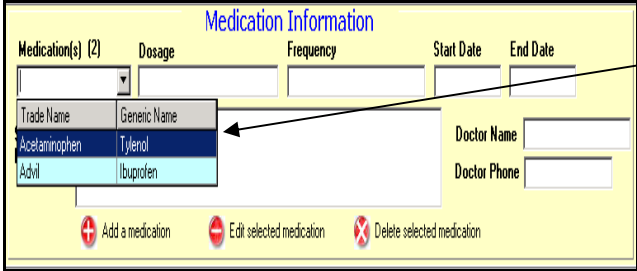
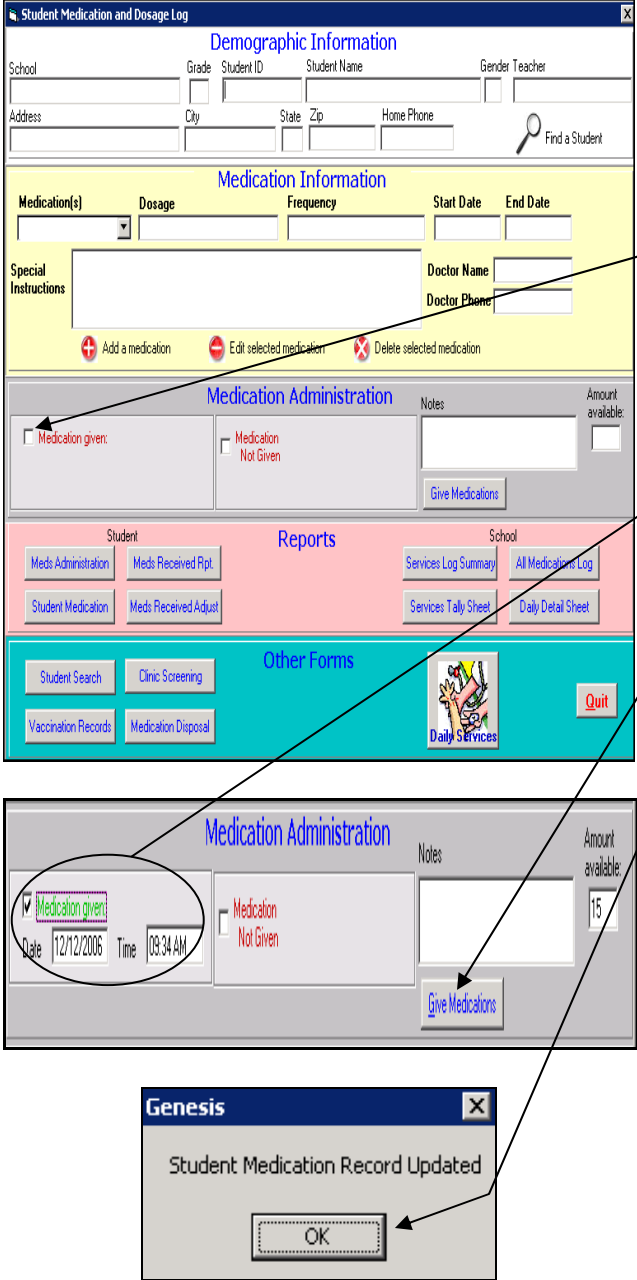
Genesis MedLog-Administer Medication

Steps	Screen Displayed	Procedures
<p style="text-align: center;">1</p>		<p>After logging onto Genesis using the logon procedures, the system will come up to the Genesis School Menu screen.</p> <p>To access the MedLog icon:</p> <ul style="list-style-type: none"> Click the Student Special Programs icon
<p style="text-align: center;">2</p>		<p>The Student Special Programs Menu is displayed.</p> <ul style="list-style-type: none"> Click the MedLog icon
<p style="text-align: center;">3</p>		<p>The Student Medication and Dosage Log screen is displayed.</p> <p>To access a student's information:</p> <ul style="list-style-type: none"> Type the Student's ID number in the Student ID field and Press Enter. -OR- Click the Find a Student icon.

Genesis MedLog-Administer Medication

Steps	Screen Displayed	Procedures
4		<p>The School Name Search screen is displayed.</p> <ul style="list-style-type: none"> Type in the student's Last Name. Click the Search icon. <p>A list of students will be displayed</p>
5		<p>To select a student:</p> <ul style="list-style-type: none"> Double Click on the Student's Name.
6		<p>The Student Medication and Dosage Log screen is displayed for the selected student.</p> <p>To select the medication to be administered:</p> <ul style="list-style-type: none"> Click the pull down arrow at the end of the field to access a list of medications that have been entered. <p>NOTE: If you need to Edit, Refill and/or Delete a selected medication go to the <u>MedLog-Setup</u> documentation and see steps 9 and 11.</p>

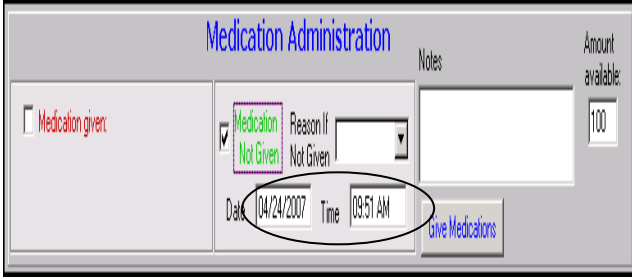
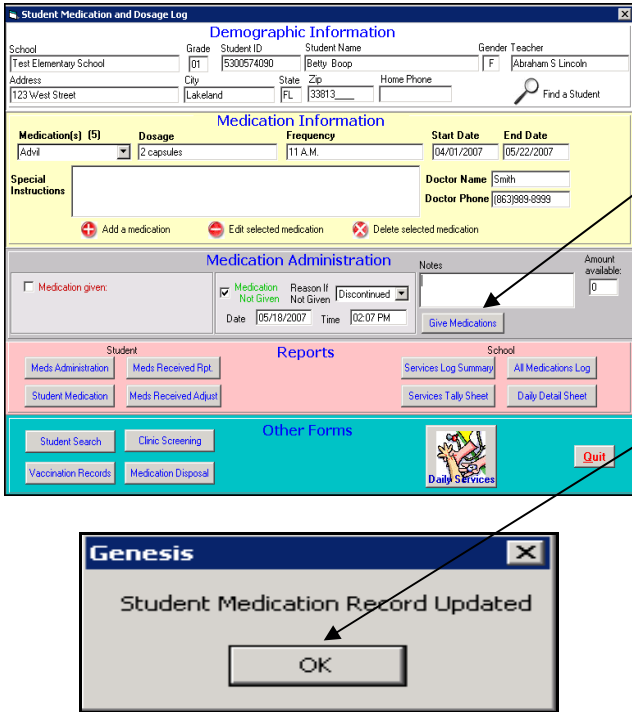
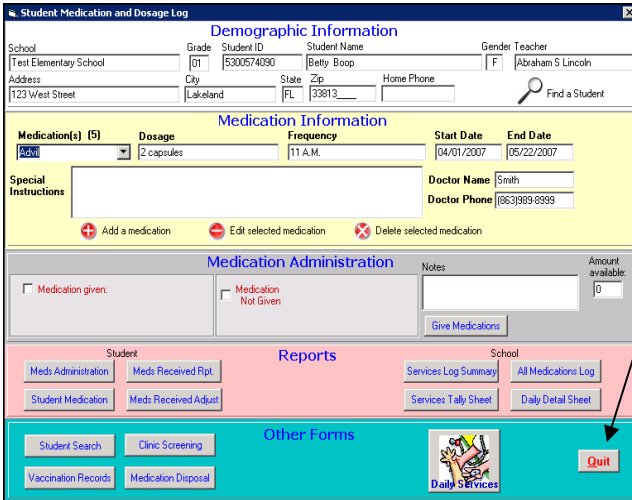
Genesis MedLog-Administer Medication

Steps	Screen Displayed	Procedures
7		<ul style="list-style-type: none"> • Double Click on the medication you want to administer
8		<p>NOTE: The Medication Information will automatically appear</p> <p><u>To record the administration of a medication:</u></p> <ul style="list-style-type: none"> • Click the box in front of Medication given • NOTE: The Date and Time will automatically appear • To change the Date and/or Time highlight the field and enter the correct information, <i>press tab</i> key • Click the Give Medications button • Click the OK button

Genesis MedLog-Administer Medication

Steps	Screen Displayed	Procedures
9		<p>To record a medication not given:</p> <ul style="list-style-type: none"> Select the medication you want to administer Click the box in front of Medication Not Given Click the pull down arrow to display a list of reasons medication was not given. <p>NOTE: You must select a reason why the medication was not given to the student. Further explanation is required for some of the options as listed below:</p> <ul style="list-style-type: none"> Absent: Notes are optional. Discontinued: Notes are optional. Field Trip: If selected then it is optional to enter notes. However, you MUST also select the Medication Given box and write notes for this. (For example, you could write "Teacher-Ms. Smith gave medicine on field trip at 1:55 pm). Medication Returned to Parent: If selected you MUST write notes. Only use this option if during the school year, a parent decides to pick-up some of the medication but NOT the entire container Not Given: Notes are required. Out of Medication: Notes are optional. Refused: Notes are required. Wasted: If selected then you MUST write notes. NOTE: It will automatically subtract one of your doses remaining. Should you have more than one dose that needs to be subtracted then contact the Mark Wilcox Center.

Genesis MedLog-Administer Medication

Steps	Screen Displayed	Procedures
10		<p>NOTE: The Date and Time will automatically appear</p> <p>To <i>change</i> the Date and/or Time highlight the field and <i>enter</i> the correct information, <i>press tab</i> key</p>
11		<p><u>After you have Entered all the required information:</u></p> <ul style="list-style-type: none"> Click the Give Medications button <p><u>When the Student Medication Record Updated box appears:</u></p> <ul style="list-style-type: none"> Click the OK button <p>NOTE: This will Update all the information you have inputted</p>
12		<p><u>If You Are Finished:</u></p> <ul style="list-style-type: none"> Click the Quit icon

