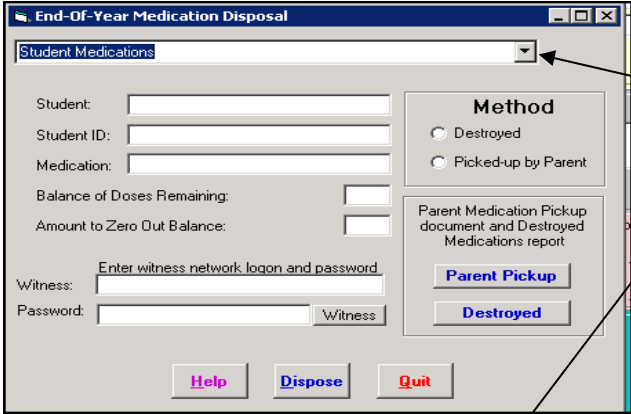
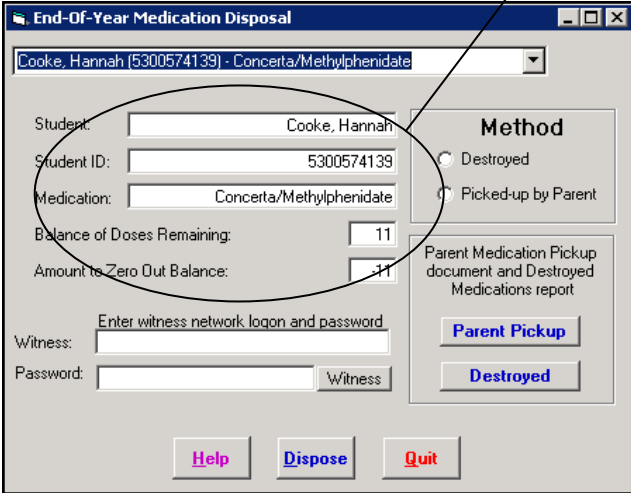
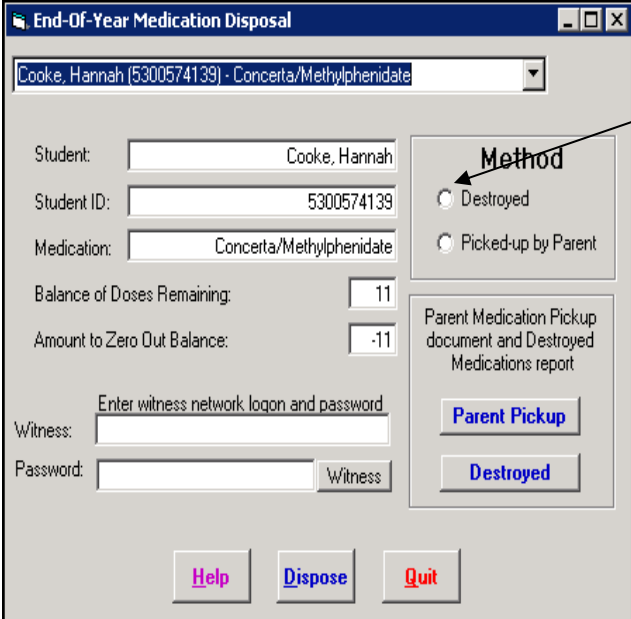


# Genesis Medication Disposal

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis using the logon procedures, the <b>Student Special Programs Menu</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Medication Disposal</b> button</li> </ul>
2		<p><b>IMPORTANT:</b> Use the <b>Help</b> button as a <u>quick reference</u> for any questions you may have regarding the disposal of a medication.</p> <ul style="list-style-type: none"> <li>Click the <b>Help</b> button</li> <li>Click the <b>OK</b> button</li> </ul>

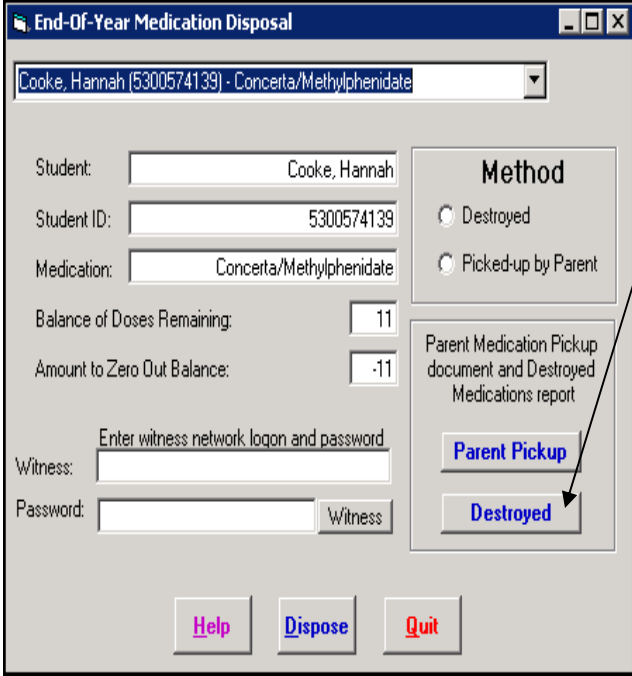

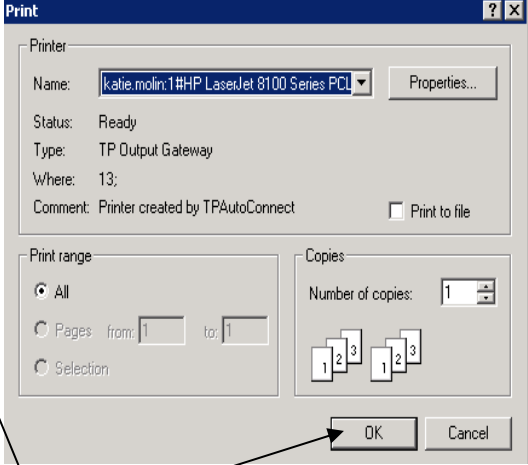
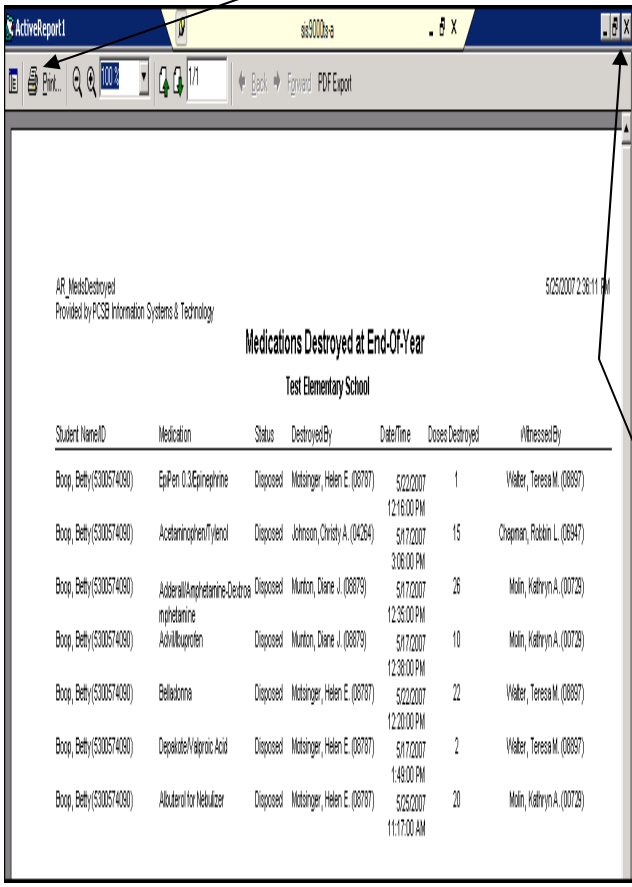
## Genesis Medication Disposal

Steps	Screen Displayed	Procedures
3	 	<p><b><u>To Dispose a Medication:</u></b></p> <ul style="list-style-type: none"> <li>Select the <b>Student's Name</b> and <b>Medication</b> from the <b>pull down arrow</b></li> </ul> <p><b><u>NOTE:</u></b> The <u>Student Name</u>, <u>Student ID</u>, <u>Medication</u>, and <u>Doses Remaining</u> will automatically appear once you have chosen the correct <b>Student Name</b> and <b>Medication</b> from the pull down arrow.</p>
4		<p><b><u>To Select the Destroyed Method:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>radio button</b> in front of the <b>Destroyed</b> option</li> </ul> <p><b><u>NOTE:</u></b> You will only <i>select</i> this option if at the end of the school year the parents <b>DO NOT</b> pick up the medication</p> <p><b><u>IMPORTANT PLEASE READ:</u></b> <b><u>If you mark a medication for destruction, you must have a witness.</u></b></p>

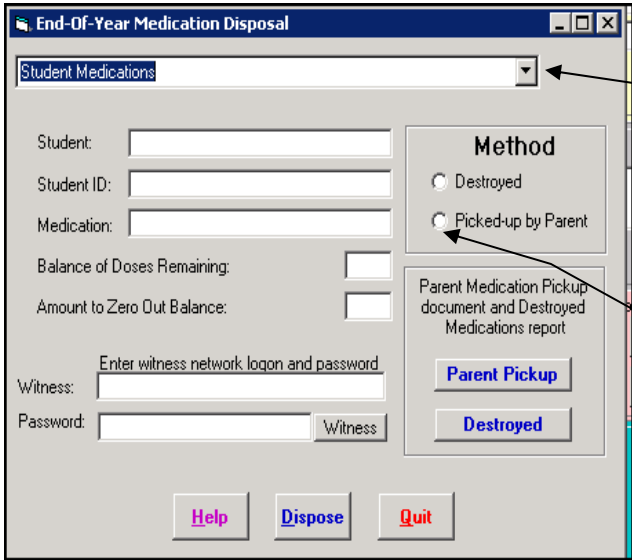
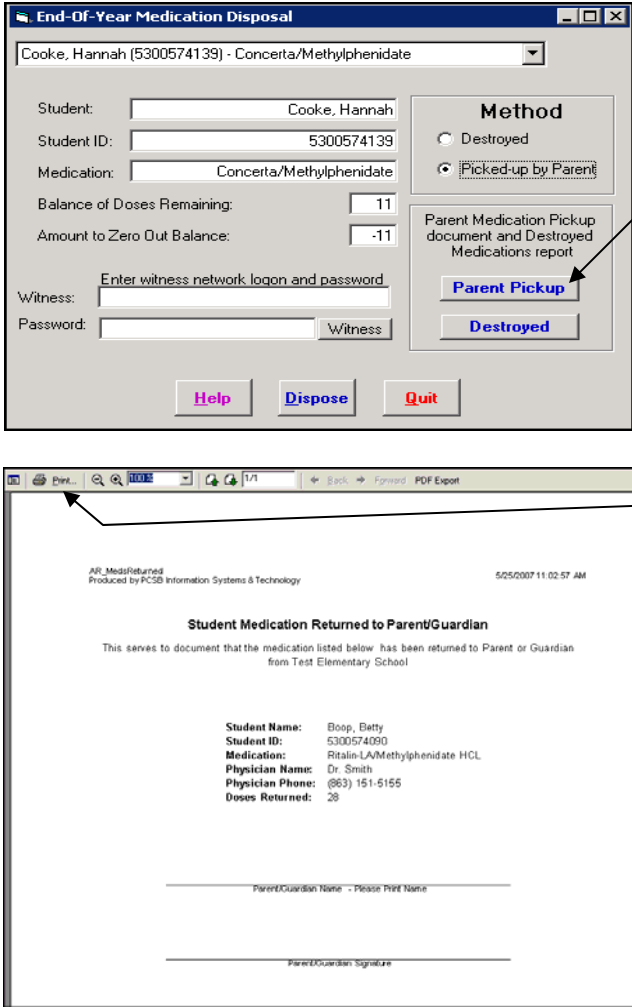
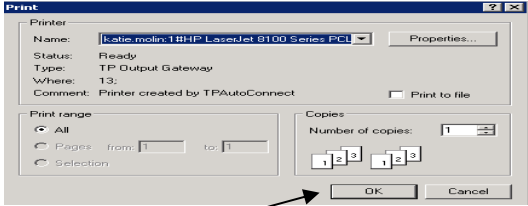
## Genesis Medication Disposal

Steps	Screen Displayed	Procedures
5	  	<p><b><u>To Enter a Witnesses Network Logon and Password:</u></b></p> <p><b>(The Witness MUST be the one to input this information)</b></p> <ul style="list-style-type: none"> <li>Type your <b>User Name</b> in the space provided (<u>first name. last name</u>)</li> <li>Type your <b>Password</b> in the space provided (same password used for Outlook)</li> <li>Click the <b>Witness</b> button</li> </ul> <p><b><u>NOTE:</u></b> The word Validated will appear</p> <p><b><u>To Finalize the Disposal process:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Dispose</b> button</li> </ul> <p><b><u>NOTE:</u></b> A <b>Confirm Action</b> box will appear (this is to make sure you want to <u>“zero out”</u> the medication)</p> <ul style="list-style-type: none"> <li>Click the <b>Yes</b> button</li> <li>Click the <b>OK</b> button</li> </ul>

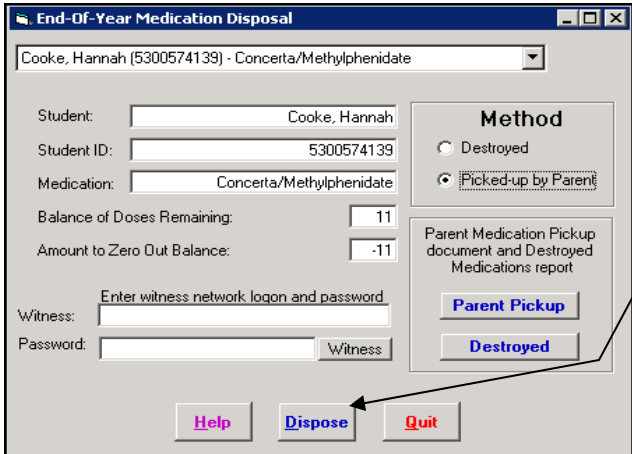
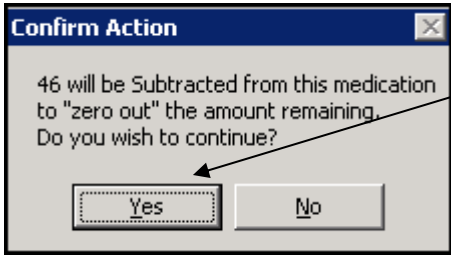

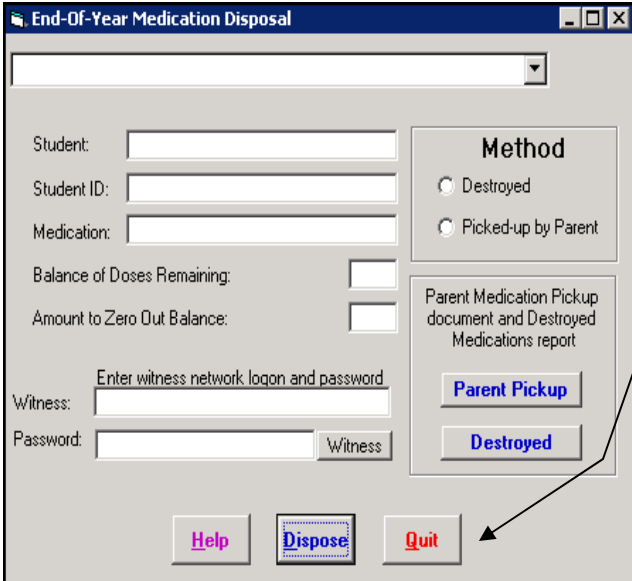
# Genesis Medication Disposal

Steps	Screen Displayed	Procedures																																																								
6		<p><b><u>To View a Report that Shows ALL Medications that Were Destroyed:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Destroyed</b> button</li> </ul> <p>The <b>Medications Destroyed at End-Of-Year</b> report will appear on your screen</p> <p><b>IMPORTANT:</b> Your report may have more than one page to view</p>  <ul style="list-style-type: none"> <li>Use the <b>arrows</b> to view additional pages</li> </ul> <p><b><u>To Print the Document:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Print</b> icon</li> </ul>  <ul style="list-style-type: none"> <li>Click the <b>OK</b> button</li> <li>Click the <b>"X"</b> button</li> </ul>																																																								
	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Student Name/ID</th> <th>Medication</th> <th>Status</th> <th>Destroyed By</th> <th>Date/Time</th> <th>Doses Destroyed</th> <th>Witnessed By</th> </tr> </thead> <tbody> <tr> <td>Boop, Betty (530874080)</td> <td>Epipen 0.3Epinephrine</td> <td>Disposed</td> <td>Motzinger, Helen E. (08787)</td> <td>5/22/2007 12:16:00 PM</td> <td>1</td> <td>Walter, Teresa M. (08897)</td> </tr> <tr> <td>Boop, Betty (530874080)</td> <td>Acetaminophen/Tylenol</td> <td>Disposed</td> <td>Johnson, Christy A. (04284)</td> <td>5/17/2007 3:08:00 PM</td> <td>15</td> <td>Chapman, Robin L. (08947)</td> </tr> <tr> <td>Boop, Betty (530874080)</td> <td>Adderall/Amphetamine-Dextroamphetamine</td> <td>Disposed</td> <td>Morton, Diane J. (08879)</td> <td>5/17/2007 12:35:00 PM</td> <td>26</td> <td>Molin, Kathryn A. (00729)</td> </tr> <tr> <td>Boop, Betty (530874080)</td> <td>Advil/Ketoprofen</td> <td>Disposed</td> <td>Morton, Diane J. (08879)</td> <td>5/17/2007 12:30:00 PM</td> <td>10</td> <td>Molin, Kathryn A. (00729)</td> </tr> <tr> <td>Boop, Betty (530874080)</td> <td>Belaidoma</td> <td>Disposed</td> <td>Motzinger, Helen E. (08787)</td> <td>5/22/2007 12:20:00 PM</td> <td>22</td> <td>Walter, Teresa M. (08897)</td> </tr> <tr> <td>Boop, Betty (530874080)</td> <td>Depakote/Valproic Acid</td> <td>Disposed</td> <td>Motzinger, Helen E. (08787)</td> <td>5/17/2007 1:49:00 PM</td> <td>2</td> <td>Walter, Teresa M. (08897)</td> </tr> <tr> <td>Boop, Betty (530874080)</td> <td>Abulderol for Nibulizer</td> <td>Disposed</td> <td>Motzinger, Helen E. (08787)</td> <td>5/25/2007 11:17:00 AM</td> <td>20</td> <td>Molin, Kathryn A. (00729)</td> </tr> </tbody> </table>	Student Name/ID	Medication	Status	Destroyed By	Date/Time	Doses Destroyed	Witnessed By	Boop, Betty (530874080)	Epipen 0.3Epinephrine	Disposed	Motzinger, Helen E. (08787)	5/22/2007 12:16:00 PM	1	Walter, Teresa M. (08897)	Boop, Betty (530874080)	Acetaminophen/Tylenol	Disposed	Johnson, Christy A. (04284)	5/17/2007 3:08:00 PM	15	Chapman, Robin L. (08947)	Boop, Betty (530874080)	Adderall/Amphetamine-Dextroamphetamine	Disposed	Morton, Diane J. (08879)	5/17/2007 12:35:00 PM	26	Molin, Kathryn A. (00729)	Boop, Betty (530874080)	Advil/Ketoprofen	Disposed	Morton, Diane J. (08879)	5/17/2007 12:30:00 PM	10	Molin, Kathryn A. (00729)	Boop, Betty (530874080)	Belaidoma	Disposed	Motzinger, Helen E. (08787)	5/22/2007 12:20:00 PM	22	Walter, Teresa M. (08897)	Boop, Betty (530874080)	Depakote/Valproic Acid	Disposed	Motzinger, Helen E. (08787)	5/17/2007 1:49:00 PM	2	Walter, Teresa M. (08897)	Boop, Betty (530874080)	Abulderol for Nibulizer	Disposed	Motzinger, Helen E. (08787)	5/25/2007 11:17:00 AM	20	Molin, Kathryn A. (00729)	
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# Genesis Medication Disposal

Steps	Screen Displayed	Procedures
7		<p><b><u>To Select Picked-up By Parent:</u></b></p> <ul style="list-style-type: none"> <li>Select the <b>Students Name</b> and <b>Medication</b> from the <b>pull down arrow</b> that you wish to dispose</li> </ul> <p><b><u>To Select the Picked-up by Parent Method:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>radio button</b> in front of the <b>Picked-up by Parent</b> option</li> </ul> <p><b>NOTE:</b> You will only <i>select</i> this option if the parents pick up <b>ALL</b> the remaining medication.</p>
8		<p><b><u>To Print the Picked-up by Parent letter:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Parent Pickup</b> button (this gives you the option to print a letter for the Parent to sign)</li> </ul> <p>The <b>Student Medication Returned to Parent/Guardian</b> letter will appear on your screen</p> <p><b><u>To Print the Document:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Print</b> icon</li> </ul>  <ul style="list-style-type: none"> <li>Click the <b>OK</b> button</li> </ul>

## Genesis Medication Disposal

Steps	Screen Displayed	Procedures
	  	<p><b><u>To Finalize the Picked-up by Parent process:</u></b></p> <ul style="list-style-type: none"> <li>● Click the <b>Dispose</b> button</li> </ul> <p><b><u>NOTE:</u></b> A <b>Confirm Action</b> box will appear (this is to make sure you want to “zero out” the medication)</p> <ul style="list-style-type: none"> <li>● Click the <b>Yes</b> button</li> <li>● Click the <b>OK</b> button</li> </ul>
8		<p><b><u>To Exit the End-Of-Year Medication Disposal Screen:</u></b></p> <ul style="list-style-type: none"> <li>● Click the <b>Quit</b> button</li> </ul>

