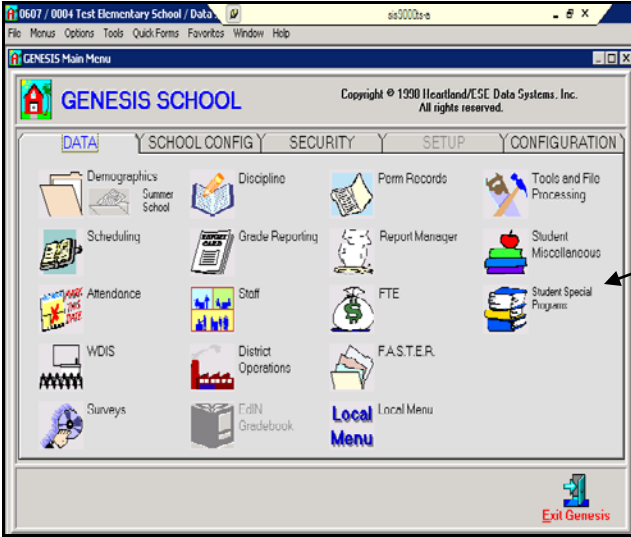
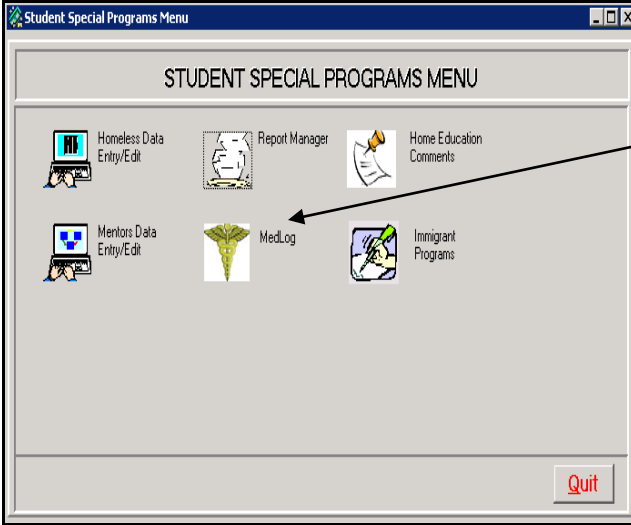
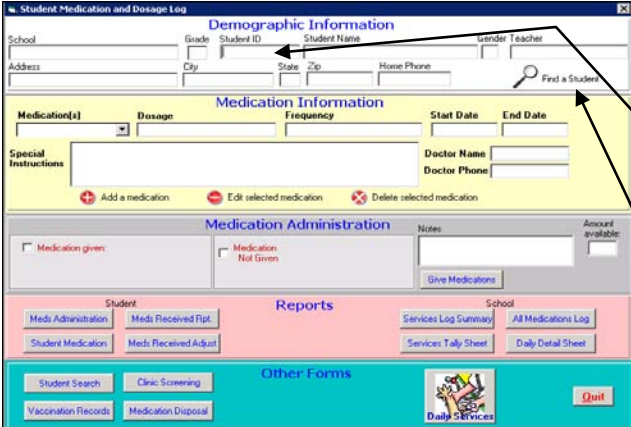
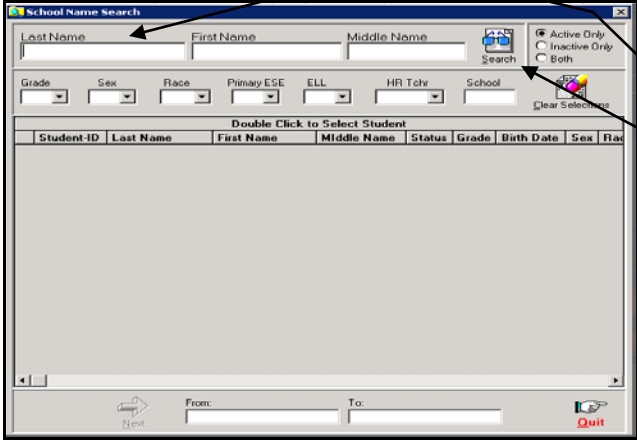
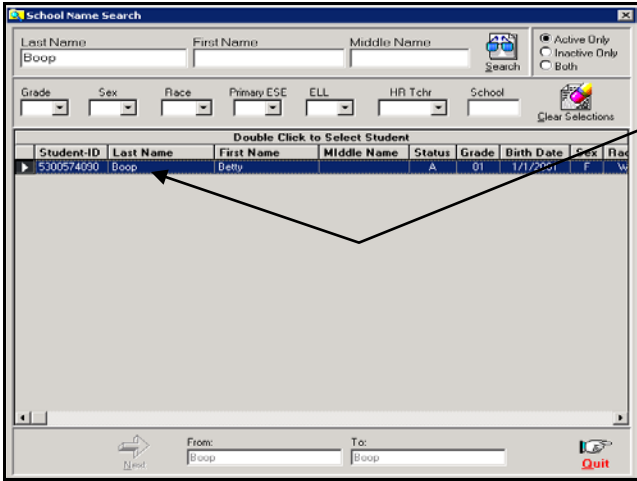
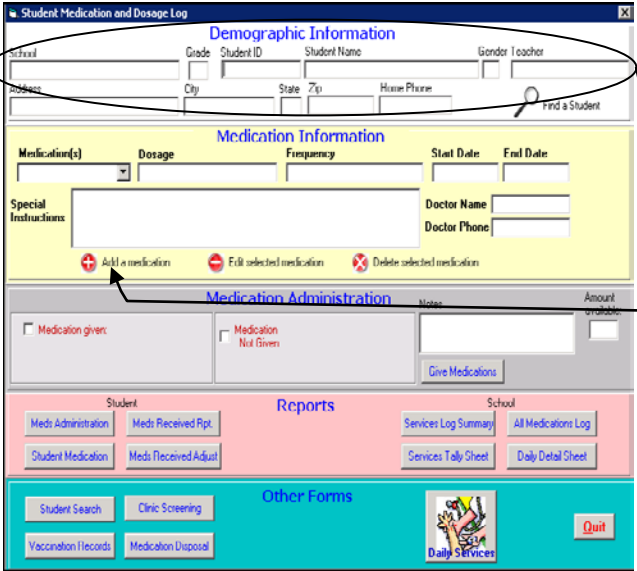


Genesis MedLog-Setup

Steps	Screen Displayed	Procedures
1		<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> <p>Click the Student Special Programs icon</p>
2		<p>The Student Special Programs Menu is displayed.</p> <p>Click the MedLog icon</p>
3		<p>The Demographic Information screen is displayed.</p> <p>To access a student's information:</p> <p>Type the Student's ID number in the Student ID field and Press Enter</p> <p>Click the Find a Student icon</p> <p style="text-align: right;">-OT-</p>

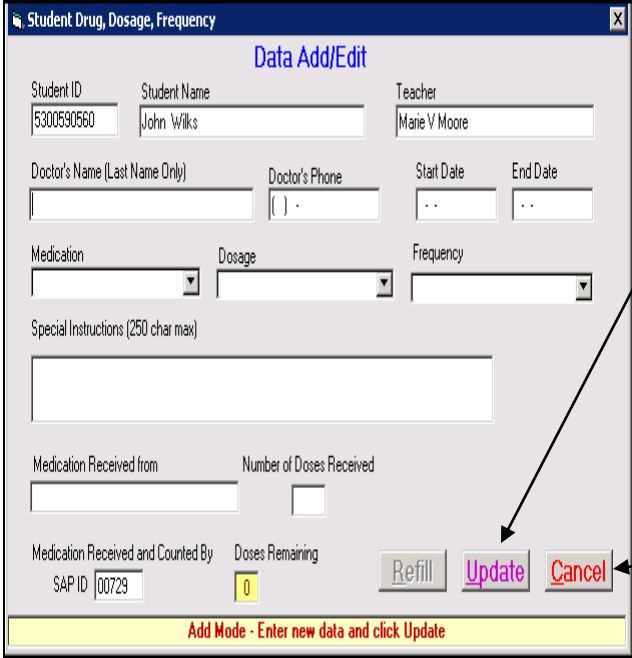

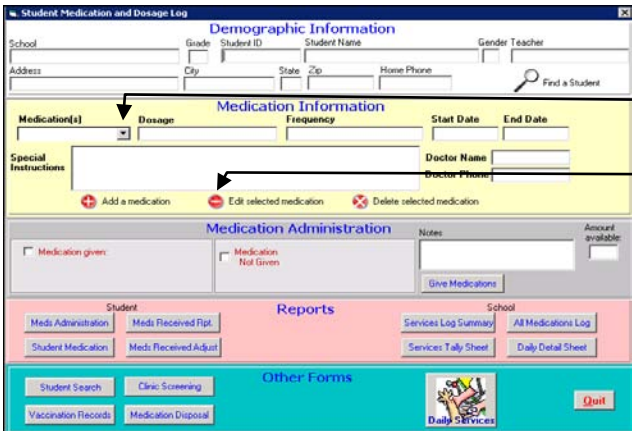
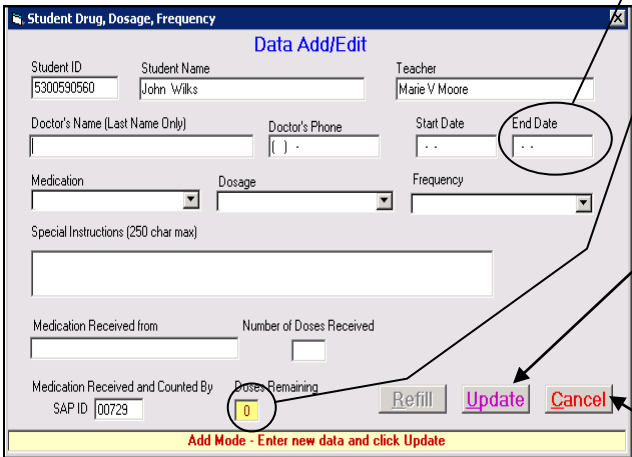
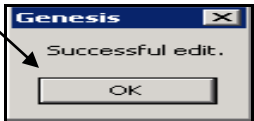
Genesis MedLog-Setup

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 student's 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 Demographic Information menu is displayed.</p> <p>NOTE: The Demographic Information will be displayed for the selected student.</p> <p>To add a medication:</p> <ul style="list-style-type: none"> Click the Add a medication icon

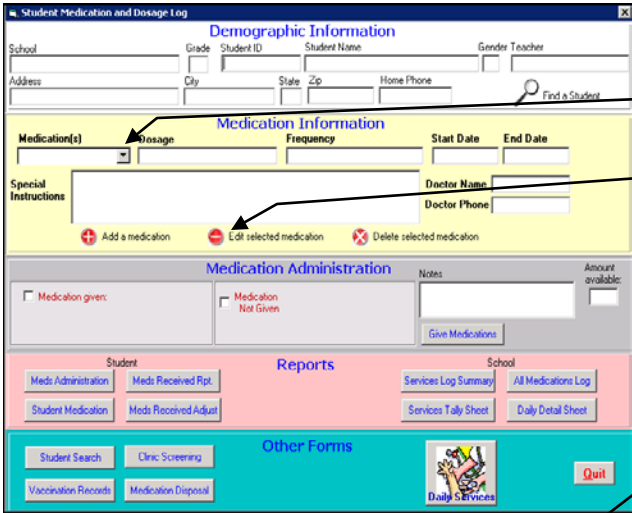
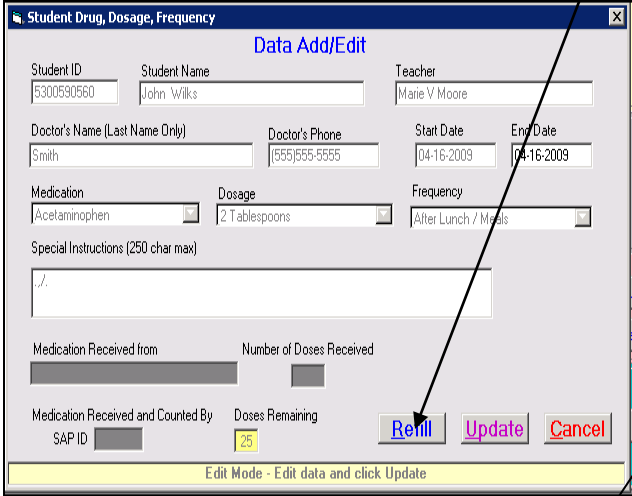
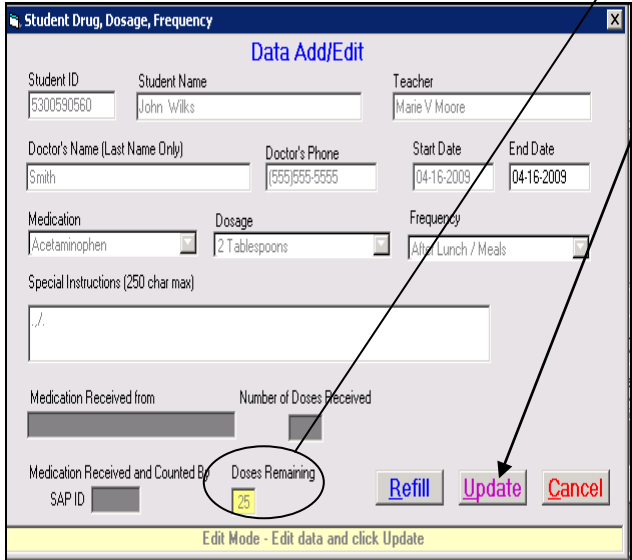
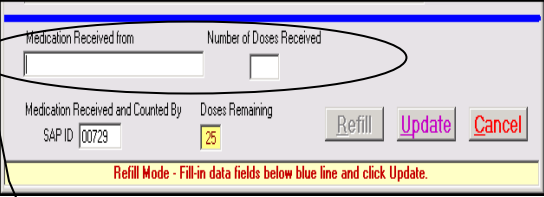
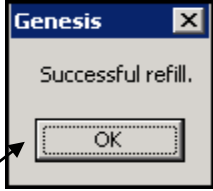
Genesis MedLog-Setup

Steps	Screen Displayed	Procedures
7		<p>The Student Drug, Dosage, Frequency screen is displayed.</p> <p><u>To Enter the information under the Data Add/Edit section:</u></p> <ul style="list-style-type: none"> • Click in the Doctor's Name field (last name only), <i>press</i> the tab key • Enter the Doctor's Phone Number, <i>press</i> the tab key • Enter the Start Date, <i>press</i> the tab key • Enter the End Date, <i>press</i> the tab key <p><u>NOTE:</u> You will be using the <u>pull down arrows</u> to access the Medication, Dosage, and Frequency.</p> <ul style="list-style-type: none"> • Select the Medication (from the pull down), <i>press</i> the tab key (<u>Important- Contact the Mark Wilcox Facility to add a medication to the list</u>) • Select the Dosage (from the pull down), <i>press</i> the tab key • Select the Frequency (from the pull down), <i>press</i> the tab key <p><u>IMPORTANT:</u> You must <i>enter</i> Special Instructions concerning the dosage amount. (Example: 10 mg)</p> <ul style="list-style-type: none"> • Enter who the Medication was Received from • Enter the Number of Doses (Example: one dose daily equals 15 doses) <p><u>NOTE:</u> If the <u>label instructions</u> are unclear or not specific, you must <i>Enter</i> your best estimate.</p>

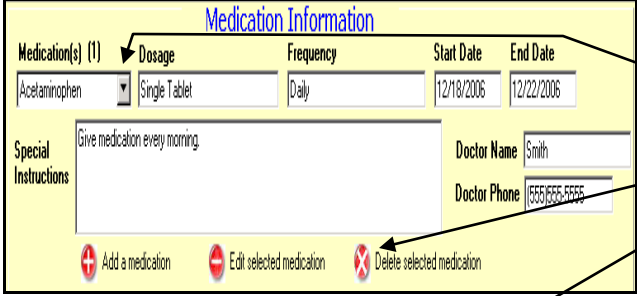
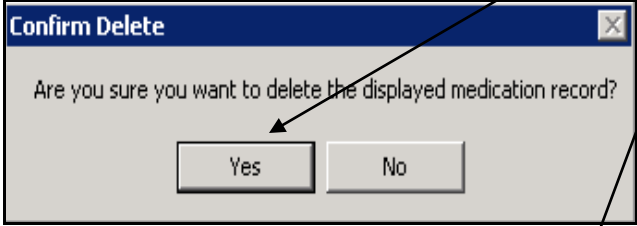
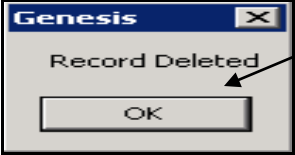
Genesis MedLog-Setup

Steps	Screen Displayed	Procedures
8		<p><u>After you have Entered all the required information:</u></p> <ul style="list-style-type: none"> ● Click the Update icon  <ul style="list-style-type: none"> ● Click the OK button <p><u>If You Are Finished:</u></p> <ul style="list-style-type: none"> ● Click the Cancel icon. <p><u>To Add Additional Medications:</u> Repeat Steps 6-8.</p>
9	 	<p><u>To Edit a Medication:</u></p> <ul style="list-style-type: none"> ● Select a medication from the pull down arrow ● Click the Edit Selected Medication icon <p>The Student Drug, Dosage, Frequency screen is displayed.</p> <p>You can ONLY edit the End Date</p> <p>*You <u>CAN NOT</u> edit ANYTHING ELSE</p> <p><u>When Finished Editing:</u></p> <ul style="list-style-type: none"> ● Click the Update button ● Click the OK button  <ul style="list-style-type: none"> ● Click the Cancel button

Genesis MedLog-Setup

Steps	Screen Displayed	Procedures
10	  	<p><u>To Refill a Medication:</u></p> <ul style="list-style-type: none"> • Select a medication from the pull down arrow • Click the Edit Selected Medication icon <p>The Student Drug, Dosage, Frequency screen is displayed.</p> <ul style="list-style-type: none"> • Click the Refill button  <ul style="list-style-type: none"> • Enter Medication Received from and Number of Doses in the spaces provided • Press the Tab key when finished (this will configure your Doses Remaining) • Click the Update button  <ul style="list-style-type: none"> • Click the OK button <p><u>IMPORTANT: YOU CAN NOT MANUALLY CHANGE THE DOSES REMAINING!!!!!!</u></p>

Genesis MedLog-Setup

Steps	Screen Displayed	Procedures
10	  	<p><u>To Delete a Medication:</u></p> <ul style="list-style-type: none"> • Select a medication from the pull down arrow • Click the Delete icon • Click the Yes button • Click the OK button