MerlinMAP
Quick
Reference Guide

BubblePAK

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MERLIN

1. MerlinMAP BubblePAK Module

The MerlinMAP BubblePAK module is designed:
- To print medication details on the backing foil used to seal the packed medication, in addition to printing the appropriate patient details on the blister heading label
- To print patient and medication details on cold seal labels

Supports various packing formats:
- Medicopak
- Webster Pak
-

Features include:
- Copying of medication histories (Prescribing, Dispensing, Drugs on Admission, Discharge Summary, BubblePAK) to a currently active BubblePAK record
- Supports weekly multidose PAK printing

2. Create a BubblePAK record

2.1. Login

Access to MerlinMAP is via a web browser. A MerlinMAP icon may be available on the computer desktop to enter the application. If the MerlinMAP icon is not available, open up an internet browser and enter the valid URL for MerlinMAP.

The initial page displayed is the login screen (shown below). The version number and build date are displayed in the right hand panel of the login screen.

Access to MerlinMAP is granted after the user has entered valid login credentials. MerlinMAP can be set up to validate via:
- Merlin login credentials i.e. same user and password as Merlin
- Active Directory credentials i.e. the user's health network login account

A user can only log into one MerlinMAP session. i.e. if a user has an active MerlinMAP session operational on workstation 1, then logs into workstation 2, workstation 1's session will be killed, and workstation 2's session starts up. The exception is administrators, who can have multiple MerlinMAP sessions running.

2.2.   Select Patient

The first screen is the 'Patient Selection/Ward Tasks' screen. Patients in Merlin can be found in MerlinMAP – both share the same database.

In the 'Patient Search' tab, A patient can be selected by either:
- UR number in the 'URno' field; or
- Surname/Given Name/Sex/DOB/Address

Then press ENTER or click the "Search" button.

If the UR number is entered, then the required patient will be displayed, if the name is entered a list of patients will be displayed.

To select the patient:
- Double-click on the required patient; OR
- Highlight the required patient and click the "Select" button.

UR No	Surname	First Names	Sex	Dob	Address
123456	MORRISON	SCOTT	M	09/15/1964	C/- Pharmhos Software 63-85 Turner Street PORT MEL...
#00038	MORRISON	SCOTT		09/15/1964	
10009	MORRISON	SCOTT	M	05/15/2006	just another one
10005	MORRISON	SCOTT		05/15/2006	4 Testing Street Port Melbourne
M123456	MORRISON	SCOTT	M	11/07/2005	THE M ADDRESS TESTVILLE
B123456	MORRISON	SCOTT	M	11/07/2005	THE B ADDRESS ADDR2 TESTVILLE

Alternatively, patients can be selected by entering in details in the 'Advanced Search' in the patient lookup screen. This is a particularly useful feature if a patient's UR number is not available.

After selecting the patient, a patient verification dialog appears. The dialog forces the user to confirm the patient's identity before proceeding further.

2.3. Allergies and Adverse Drug Reactions (ADRs) screen

When a patient is selected the "Adverse Drug Reactions" screen will always be displayed, regardless of whether any adverse drug reactions have ever been recorded for that patient.

The table in the "Adverse Drug Reactions" screen displays the patient ADR history. If no adverse drug reactions have been recorded for a patient then the empty allergy list will show the phrase: "No adverse drug reactions recorded". If a user has previously confirmed that there are no known allergies then the phrase displayed will be: "No known adverse drug reactions".

A new ADR record is entered by pressing the "ADD new Allergy / ADR" button. This brings up an ADR/Medication selection list containing both individual medications and combination medications from the Merlin drug database (based on AMT MS (Medicinal Substances) Codes).
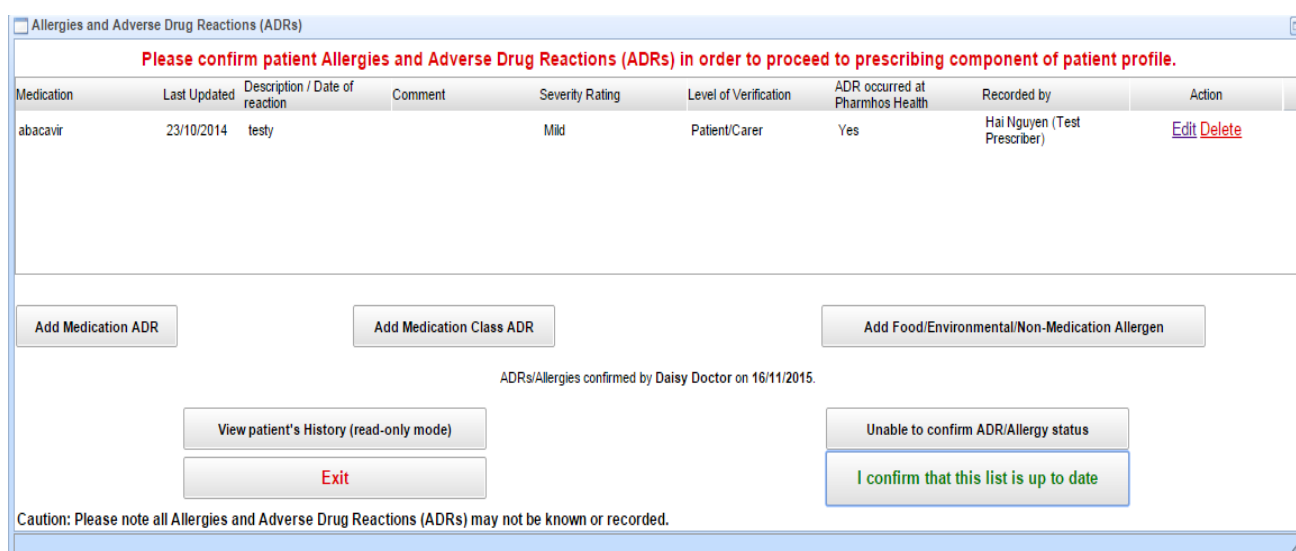
A description of the allergy and the approximate date that the reaction occurred e.g. skin rash, 2008 must be recorded in the 'Remark' field. If the detail of the reaction is not known, record "Unknown" in the 'Remark' field. Click on the 'Add allergy/ADR to list' button to save the entry and return back to the ADR screen. The ADR screen will display the selected medication listed next to the Allergy/ADR description.

If the Patient Allergies history is up to date, select the "I confirm that the list is up to date" to enter the prescribing main screen. If a prescriber cancels or closes the Allergy / ADR screen without confirming that the list is up to date, then the prescriber will enter the prescribing main screen in 'read only mode', meaning he/she cannot prescribe.

*To edit an existing ADR, double-click on the Remark column corresponding to the ADR requiring editing, and edit the remark. Click on 'I confirm that this list is up to date' button to update the change(s).

* Click on the red 'delete' button, and click 'Yes' in the popup screen to remove the Allergy/ADR.

Users are not required to confirm that the allergy list is correct in order to proceed beyond this point.

2.4.   Homepage

After login, the Homepage appears. The main MerlinMAP screen is made up of 3 main sections.
- Menu/Info Bars
- Patient Panel
- Workspace

The Menu/Info bars are located at the top of the browser window. The information bar displays the workstation ID (centre) and the user's name (right). The menu bar contains the available modules (defined by the user group) and a logout button (right).

The Patient Panel is located on the left side of the browser window. The panel is made up of 3 sections:
- Patient search & general Information
- Patient's medical and medication history buttons - clicking the button will open up the history tab located below the workspace area.
- Patient Allergies and ADR information

The Patient Panel can be expanded or shrunken.

The rest of the screen is occupied by the workspace.

2.5. Select BubblePAK module

Click the BubblePAK button in the Menu bar to open up the BubblePAK screen in the active workspace. The BubblePAK screen is made up of 2 tabs: 'Pack Detail' and 'Medication List'.

2.6. Record a New BubblePAK record

If there is no Bubblepak history for the patient, then the following information must be filled in.

In the 'Pack Detail' panel:

- Select a 'Dispensing Location' from the drop-down list (mandatory field)
- Select a due date to start this 1st pack (mandatory field)
- Select the number of days between bubblePAK supply
- Click the 'Calculate' the button to calculate the 'Start Date' and 'Next' date values
- Select the output template style to be printed
- Enter the doctor by using the doctor search button
- Enter the operator who packed the trays
- Enter the operator who checked the tray

In the 'Medication List' panel:

- click the 'Add New Medication' button

- Enter Generic/Trade in the Medication Lookup Screen and select required medication

- Select an Abbreviated Directions from the drop-down list OR
- Enter directions in the Directions field. The maximum length of the drug direction to fit the bubble size is 20 characters.
- If an abbreviated direction is selected the following fields populate with data:
    - the directions
    - breakfast (the number of tablets/capsules for this time)
    - lunch (the number of tablets/capsules for this time)
    - dinner (the number of tablets/capsules for this time)
    - bedtime (the number of tablets/capsules for this time)
- Select one of the NIP options or LEAVE blank if not one of these options: <NIP>=Not in Pack (print on header), <PF>=Pack Full (prints medication on new bubblepak backing page), <PRN>=PRN dosing (prints each PRN medication on a separate bubblepak backing page)
- Select the frequency of administration per week (e.g. every day) from the drop-down list
- Enter the abbreviated colour, shape & markings if required
- Click the 'Save' button
- The medication will populate the medication list.

Item	Generic Name	Trade Name	Directions	BRK	LUN	DIN	BED	QTY	NIP	PerWk	Appearance	DISP ID	Command
METR12	Metronidazole 400mg	Flagyl	Due:FRI 27/06/14 [1][1][1][] Every Day	1	1	1		0	PF	D		25309/1/0	Edit Delete
AMOX15	Amoxycillin 500mg	Cilamox	Due:FRI 27/06/14 [1][1][1][] Every Day	1	1	1		0		D		25309/2/0	Edit Delete
CALC30	Calcium Carb 1500mg	Calci-tab 600	Due:FRI 27/06/14 [1][][][] Every Day	1				0		D		25309/3/0	Edit Delete
TRAM7	Tramadol 200mg	Zydol Sr 200	Due:FRI 27/06/14 [][][][] Alternate Days					0		AD		25309/4/0	Edit Delete
AMOX14	Amoxycillin 250mg	Amoxil	Due:FRI 27/06/14 [1][1][1][] Alternate Days	1	1	1		0		AD		25309/5/0	Edit Delete
ATOR5	Atorvastatin 40mg	Lipitor	Due:FRI 27/06/14 [][][][1] Alternate Days				1	0		AD		25309/6/0	Edit Delete
PARA42	Paracetamol 500mg		Due:FRI 27/06/14 [][][][] Alternate Days					0		AD		25309/7/0	Edit Delete
RAMI6	Ramipril 5mg	Tritace	Due:FRI 27/06/14 [0.5][][][] Alternate Days	0.5				0		AD		25309/8/0	Edit Delete
			Due:FRI 27/06/14 [1][1][]										

Bubble Pack — Pack Detail | Medication List

Add New Medication

Cancel Changes | Save | Sign Off | View Pack

- Repeat steps to add more medications.

You can copy a medication record from the Prescribe/Dispense/Drugs on Admission/Discharge medication history.

- From the Patient History panel, click on the 'Prescribe/Dispense/Drugs on Admission/Discharge medication history' tab.
- Click on the 'Copy' button corresponding to the medication record requiring copying.
- Click the 'Save' button to save the BubblePAK record. This will update:
  The 'Created' information display field in the 'Pack Detail' tab with the date the pack is saved.
  The 'Status' information display field in the 'Pack Detail' tab with 'Scheduled'.

- The Pak record will appear in the PACK history tab.

2.7. Edit an Existing PAK record

- Click the 'Edit' button corresponding to PAK record requiring editing.

- The PAK details will appear in the PAK panel.
  NOTE: the 'Status' information display field in the 'Pack Detail' tab may be 'Overdue' if today's date is equal or greater than the 'Next' date.
- Make changes accordingly.
- Click the "SAVE" button.

2.8. Print BubblePAK record

- Click the Sign Off button to print this Pak record.
- A confirmation dialogue will pop up. Click the Confirm button to print this Pak record.
- This will:
  o Generate and save the PAK backing printout in a directory on the Merlin server
  o Update the 'Status' information display field in the 'Pack Detail' tab with 'Printed'
  o Generate the next PAK record for the next due date.
- To view the PAK backing printout, click the 'View Pack' button which will download the file to the local computer.
- Open up the downloaded file in Microsoft Word, and click Print to print PAK backing.

3. Reporting

3.1. Bubble Pack Schedule Report

The Bubble Pack Schedule screen provides a viewable list of scheduled packs for a date range.

```
Pharmhos Software Pty Ltd            Port:termite/11      16:33:28 23 Jul 2014

    1:Site Id..:PH01        PHARMACY - MAIN STORE        -- Due Date Range --
    2.Pack Type:MEDICO      Medico 1pk/wk              3.Start:01/01/2014
                                                       4.End..:04/07/2014
       Due Date Cat Patient Name        UR No        Pack Type      Status
     1 21/02/14     NGUYEN, HAI         10095          1 MEDICO      Printed
     2 28/02/14     FAKE, TEST          10037          1 MEDICO      Printed
     3 28/02/14     NGUYEN, HAI         10095          2 MEDICO      Overdue
     4 04/03/14     FAKE, TEST          10037          3 MEDICO      Printed
     5 05/03/14     FAKE, TEST          10037          5 MEDICO      Printed
     6 07/03/14     FAKE, TEST          10037          2 MEDICO      Overdue
     7 11/03/14     FAKE, TEST          10037          4 MEDICO      Overdue
     8 19/03/14     FAKE, TEST          10037          6 MEDICO      Overdue
     9 28/05/14     MCINERNEY, RAY      10092          1 MEDICOCHS Printed
    10 03/06/14     SMITH, MARY JO      0352508        1 MEDICOCHS Printed
    11 04/06/14     MCINERNEY, RAY      10092          2 MEDICOCHS Printed
    12 10/06/14     SMITH, MARY JO      0352508        2 MEDICOCHS Printed

    11<New Patient>   12<Review & Print>

Enter OPTION, <F1>=help....:_____            (PHU.PAK.SCHED,M)
<P>=Print, <F>=file, <ESC>=exit, <#>=field no
```

3.1. Bubble Pack Workload Report

The Bubble Pack Workload screen provides a summary of scheduled & printed packs for a given date.

```
─────────────── Bubble Pack Workload (0) ───────────────

    1:Site Id..:PH01        PHARMACY - MAIN STORE
    2.Pack Type:MEDICOCHS   Medico CHS 1pk/wk
    3.Start....:29/12/2015

  Column:    A         B         C         D         E         F         G
  Mth/Yr:  Dec 15    Dec 15    Dec 15    Jan 16    Jan 16    Jan 16    Jan 16
     Day:    Tue       Wed       Thu       Fri       Sat       Sun       Mon
    Date:    29        30        31        01        02        03        04
           Today       >         >         >         >         >         >
   Total:     0         0         0         0         0         0         0
   Sched:     0         0         0         0         0         0         0
 Printed:     0         0         0         0         0         0         0

  Option.:_____
  <colm#>=schedule details, <LEFT>=prev day, <RIGHT>=next day, <#>=field no
```