

# MedKeeper User Manual

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# Introduction to MedKeeper Hub

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The MedKeeper Hub™ is a complete, integrated pharmacy information portal. It enables hospital pharmacists to quickly and effectively access and communicate important pharmacy information throughout their facilities.

## MedKeeper Hub™ Features

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### **Formulary Management**

The Formulary Search Tool allows a facility to create and maintain multiple formularies. If the facility wishes to create separate formularies for inpatient, outpatient and specialty clinics, it can be done with just a few clicks of the mouse!

### **Pharmacy Communication and Publications**

Hospital-specific guidelines, policies, or procedures may be added as documents. Or, add links to other pharmacy- or hospital-related web pages. Create Pharmacy News Letters, P & T Communications, Committee Information and Minutes. Organize and display them here!

### **RxInterventions/RxForms**

Use the MedKeeper RxInterventions, RxForms, or customize your own forms to collect and document information. Document on the web site or on the PDA. Generate professional, customized reports on all of your clinical activities.

### **Formulary Mobility**

MedKeeper Hub makes formulary information and forms available over the Internet and on handheld devices. Update and access the information from anywhere!

### **Clinical Pharmacology® Drug Information**

Integration of Clinical Pharmacology Direct Call and Clinical Pharmacology Full Access is available within the Pharmacy Hub.

### **OnFormulary**

Links to private health plans, Medicaid plans, and Medicare Part D plans are available within the Pharmacy Hub.

# Getting Started

## The Main Page

The Hub Main Page is divided into multiple sections (figure 1): (1) Formulary Management, (2) Clinical Documentation (RxInterventions, RxForms or Other Online Forms), (3) Drug Information, (4) ez797 Compounding, (5) Important Messages, and (6) Documents and Links. Your facility may utilize one, two, or multiple sections of the HUB.

Figure 1

The screenshot shows the Pharmacy Hub main page with several sections highlighted by numbered callouts:

- 1** Formulary Search: Includes fields for 'Enter Drug Name', 'Select Formulary' (set to 'Long Term Care'), and 'Select View' (radio buttons for 'View only formulary drugs' and 'View all drugs').
- 2a** RxInterventions: A table listing interventions like 'Interventions', 'Adverse Drug Reaction', 'Medication Area Inspection', and 'Medication Error Report' with 'New' and 'Search' links.
- 2b** RxForms: A table listing various forms such as 'Absence Report', 'Blood Products', 'Drug Information', 'Fall Incident Report', 'Non-Formulary Drug Request', 'PTO/Vacation Request', 'Refrigerator Inspection Log', 'Room Temperature Log', 'Samples Log', 'Schedule Shift Trade', 'Shift Change', 'Suggestions to the Pharmacy', and 'Vaccine Administration Log', each with 'New' and 'Search' links.
- 2c** Other Online Forms: A section with a link for '2007 Outdates' and an 'Edit' button.
- 3** Clinical Pharmacology® Drug Information: A search box for 'Enter a drug name' with a 'Search' button.
- 4** EZ 797: A button labeled 'Go To EZ 797'.
- 5** Important Messages: A section with a welcome message and a box for posting messages.
- 6** RxPublisher: A section with a 'Click to see all documents' button, a 'Keyword Search' field, and a list of alerts and guidelines.

## Formulary Search (1)

The formulary management system enables you to quickly and easily view formulary system information. This includes drugs, formulary status, notes, restrictions, therapeutic interchanges, drug links, and more.

## Clinical Documentation (2)

MedKeeper provides simple yet inclusive forms to document your clinical interventions and other documentation needs. Your subscription may include some or all of the forms displayed in figure 1.

## Drug Information (3)

Clinical Pharmacology Direct Call and Clinical Pharmacology Full Access may be available at your facility. Facilities with a subscription to the formulary and Clinical Pharmacology Full Access will see their facilities formulary status within the Clinical Pharmacology drug monograph.

## Important Messages (4)

The administrator for the MedKeeper HUB can post messages here. Messages may be important pharmacy information or new additions to the formulary.

## Ez797™ (5)

Link to state-of-the-art sterile preparation documentation, training, and reporting system.

## Pharmacy Documents and Links (6)

Your MedKeeper Hub administrator can post important pharmacy guidelines, policies, and procedures; create pharmacy newsletters; and provide links to recommended web sites. They are displayed in an orderly fashion in the folder system provided here.

# Navigating the MedKeeper HUB™

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The navigation bar appears on each page (Figure 2). Below is a brief description of items found under each tab.

Figure 2



**Main:** Returns the user to the default MedKeeper Hub™ home page.

**Documents:** Allows user to view all documents and folders with expanded and collapsed views.

**Downloads:** Installs clinical forms and formulary onto the PDA.

**Help:** Provides link to user manuals and contact information.

**Logout:** Exits the program.

## Documents

Clicking on the **Documents** tab opens a selection of folders with documents inside.

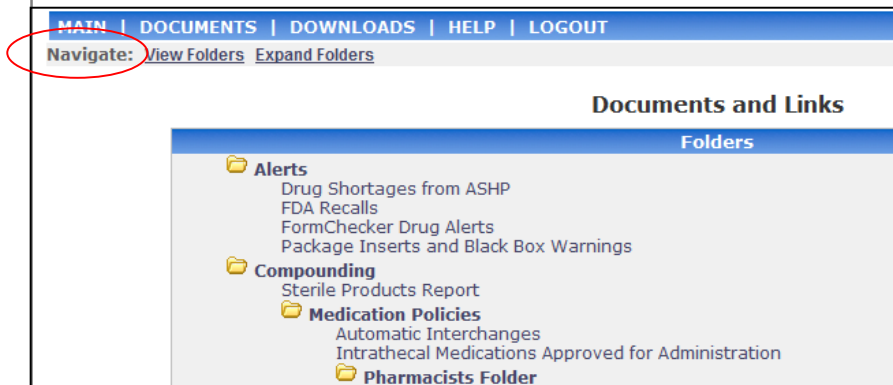
**Navigate:** Use the **Navigate** function to see items in an expanded or collapsed view (Figure 3). Click on any of the documents to view the document

**View Folders:** Shows only main folders and sub-folders.

**View Documents:** Shows all of the documents in all folders.

**Expand Folders:** Shows all folders and sub-folders with corresponding documents.

Figure 3



**Standard Documents:** The **Alerts** folder contains standard links that are maintained by MedKeeper.

**FDA Recalls:** Link to the FDA list of products being recalled.

**Drug Shortages from ASHP:** Link to drugs that are categorized as shortages by the FDA with the expected resolution date.

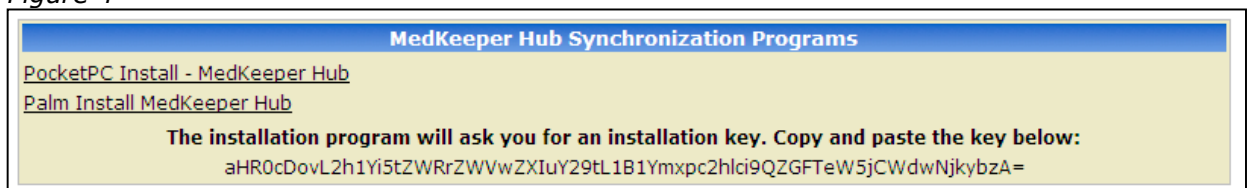
**Package Inserts:** Listed in alphabetical order are the medication package inserts available from the DailyMed web site. Those with a Black Box Warning are noted with a **B** symbol.

**FormChecker Drug Alerts:** Alerts that are specific to your facility are shown in chronological order.

## Downloads

**Palm or Pocket PC:** A user can download the facility's clinical documentation forms directly to their handheld device, either Palm or Pocket PC. Length of the download will depend on the Operating System (OS) and version the user is running.

Figure 4



**Steps:**

1. Make sure any previous version of the MedKeeper Hub™ is deleted from the handheld device
2. Select the appropriate platform: Palm or Pocket PC (Figure 4)
3. Select **Run** when asked, "Do you want to run or save this file?"
4. Select **Run** when asked, "The publisher could not be verified. Are you sure you want to run this software?" (This message appears for all products)
5. Select **I Agree** to the license agreement.
6. Select the components to install including:
  - MedKeeper Hub for [Palm or Pocket PC]
  - MedKeeper Hub Synchronization
7. Install parameters by copying and pasting the download installation key from the original screen (figure 4)
8. Select the destination folder for the installation
9. Follow the remaining directions on your PDA
10. Once all the steps have been completed. Check the **Done** button on your screen.
11. This completes the downloading of the application. Now sync the PDA to receive the data.
12. **Sync the PDA from your desktop.** This is an important step to receive the data.
  - a. To sync the PocketPC, open the active sync on your desktop and select **Options**. Select the MedKeeper Hub for synchronization.
  - b. To sync the Palm click on the sync button on your desktop.

**System requirements:**

Operates on all Pocket PC operating systems  
Operates on Palm OS – version 3.5 or higher.  
Requires 2 MB of installable area available.

## Formulary

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### The Formulary Navigation

The navigation bar appears on each formulary page (Figure 5). Below is a brief description of each tab.

*Note: This is not the same navigation bar as on the Main Hub page.*

Figure 5



**Main:** Returns the user to the default MedKeeper Hub™ home page.

**Print:** Allows the user to print the formulary in various formats.

**PDA:** Installs the formulary and drug information.

**Help:** Links to user manuals and contact information.

**Logout:** Exits the program.



## Print

Download a printed version of the formulary of choice. Select a formulary to download and then select the format. Print by Drug Class or Generic Name. Reports may also be created for the look and sound alike on your formulary.

## PDA

**Palm or Pocket PC:** A user can download the facility's formularies, directly to their handheld device, either PDA or Pocket PC. Length of the download will depend on the Operating System (OS) and version the user is running.

### Steps:

1. If the user is running an earlier version of their formulary, MedKeeper recommends an un-install before downloading the new files
2. Make sure the formulary is deleted from the handheld device
3. Select the appropriate platform (Palm or Pocket PC)
4. Select the download
5. Execute the download with your sync

### System requirements:

Operates on all Pocket PC operating systems  
Operates on Palm OS – version 3.5 or higher.  
Requires 2 MB of installable area available.

## Help

**Contact Us:** Provides e-mails and phone numbers for contacts at MedKeeper.

**User Manual:** Current manual for users of the formulary search program

**PDA Users Manual:** Instructions for downloading and using the PDA.

## Logout

Exit the Hub by clicking on the logout.

## Searching the Formulary

The user may search for drugs and medications by the following two methods: from the **Main Page** or through the **Quick Search** (appears on all secondary pages in the formulary program).

### Search from the Main Page

When searching from the Main Page the user has the option to search any of the formularies by **drug name** or **class** (see Search by Drug Category in figure 6).

Depending upon your subscription, a link may appear to **View Health Plan Formularies**. Click on this link to view National, Medicaid, and Private Health Plans available through the OnFormulary program.

Figure 6

**Formulary Search**

Enter Drug Name:

Select Formulary:

Select View:  View only formulary drugs  
 View all drugs

[Search by Drug Category](#)

[View Health Plan Formularies](#)

### Search by Drug Name

Enter either a brand or generic name in the search box (figure 6). Search results will be listed by generic name followed by the corresponding trade names (figure 8).

### Search by Formulary

Many facilities have more than one formulary. The user should select a particular formulary before searching (figure 6). Select a formulary from the **Select Formulary** drop down box.

### Select View

This allows the user to either **View only formulary drugs** from the formulary selected or to **View all drugs** regardless of formulary status (Figure 6).

### Search by Drug Category

This option allows the user to view all drugs by pharmacological classes (Figure 6). This option is found on the bottom right section of the search box. Once the initial results appear, the user can click on the class to further divide it into subclasses. Drug classes appear in black; drugs are listed in blue.

### View Health Plan Formularies

Click here to enter the OnFormulary Program (Figure 6). OnFormulary is a drug look up program for current health plan formulary information including private health plans, State Medicaid plans, and Medicare Part D formularies.

### Quick Search

The Quick search box appears on all secondary pages in the upper right hand corner. This option allows the user to quickly search for specific drug information from any page on the site (figure 7).

Figure 7

Quick Search

LOGOUT

## Search Results Page

On the Search Results page, drugs are grouped by Best Matches (i.e., match by generic name) and by Other Matches (i.e., trade name). Also displayed are the Formulary Status (if assigned), Therapeutic Interchange, and Links to Drug Alerts (figure 8). By clicking the underlined **drug name** the user will view the product information page.

Figure 8

### Search Results

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**Search Results**

**Current Formulary:** Hospital  
**We found the search term 'prilo' in the following drug(s)**  
**Search results include drugs on formulary ONLY!**

**Best Matches:**

- Lidocaine/Prilocaine
  - **No Tradenames Matched**
  - **On Formulary** [See complete formulary information](#)

**Other Matches:**

- Omeprazole
  - **Tradenames found:** Prilosec - Prilosec OTC
  - **On Formulary / Preferred** [See complete formulary information](#)
  - **Therapeutic Interchange:**  
  
**Pantoprazole Sodium is the preferred PPI.**  
Omeprazole (Prilosec) 10 or 20 mg PO QD is therapeutically interchanged to Pantoprazole (Protonix) 40 mg PO QD.
  - **Alert:** [Shortage of 20 mg](#)

*Note: In the example (Figure 8), the search term entered, "prilo", results in a "Best Match" corresponding to Prilocaine (generic name match), and an "Other Match" of Prilosec (Brand Name Match).*

## Product Information Page

The Product Page (figure 9) includes the following information:

1. Links to Prescribing/Drug information (if available at your facility).
2. Links to package insert if available from the DailyMed Website.
3. Alerts (facility-specific).
4. Therapeutic Interchanges (facility-specific).
5. Links to drug class (click to view formulary status of other drugs available in this class).
6. Formulary information with formulary status (i.e., formulary, preferred, restricted).
7. Notes (facility-specific).
8. Cost information (facility-specific).
9. Additional links (facility-specific).
10. Sound and Look Alikes
11. Location (facility-specific).

Figure 9

<b>Ofloxacin</b>	
<b>Summary Information</b>	
<b>Black Box Warning <sup>B</sup></b> ( <a href="#">Search Package Inserts</a> )	
1.	<b>Prescribing/Drug Information:</b> <a href="#">Clinical Pharmacology@</a>
2.	<b>Package Insert(s):</b> <a href="#">Floxin (ofloxacin) tablets</a> <a href="#">Fluoroquinolone Black Box Warning</a>
<b>Alerts and Therapeutic Interchange</b>	
3.	<b>Alerts:</b> <a href="#">New Black Box Warning Regarding Tendinitis</a>
4.	Therapeutic Interchange: <a href="#">Generic Ocuflax will be substituted for Ciprofloxacin Eye Drops.</a>
<b>Hospital</b>	
5. <a href="#">Categories</a> / <a href="#">Ophthalmologicals</a> / <a href="#">Ophthalmological Anti-infectives</a>	
6.	<b>Ophthalmic</b> Ophthalmic drops, solution [On Formulary] Ofloxacin 0.3 % :: Generic, Ocuflax
5. <a href="#">Categories</a> / <a href="#">Systemic Antibiotics</a> / <a href="#">Fluoroquinolones</a>	
6.	<b>Oral</b> Oral tablet [On Formulary] Ofloxacin 200 mg :: Generic
<a href="#">View complete listings</a> <a href="#">Cross Formulary View</a>	
<b>Additional Information</b>	
7.	Notes: Tablets for outpatient use only.
8.	Relative Cost: \$
9.	Additional Links: <a href="#">Ocuflax Patient Information</a>
10.	Sound and Look Alikes: <a href="#">Floxin may be confused with Flexeril, Flexon</a> <a href="#">Ocuflax may be confused with Occlusal-HP, Ocuflax</a>

Click on [View complete listings](#) to view strengths and formulations not available at your facility (this option may be turned off by your administrator).

Click on [Cross Formulary View](#) to view availability of this drug on other facility formularies included in your account.

# Clinical Documentation

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Clinical Documentation allows the user to document, record and review information collected for customized forms (figure 10). Your facility may utilize one or more forms in the HUB. Depending on the form type, it may appear in the RxInterventions, RxForms, or Other OnLine Forms box.

The user may need to logout before beginning documentation. This ensures that the user receives credit for any information added.

Figure 10

RxInterventions			
Interventions	Pending	New	Search
Adverse Drug Reaction		New	Search
Medication Area Inspection		New	Search
Medication Error Report		New	Search
RxForms			
Absence Report		New	Search
Blood Products		New	Search
Drug Information		New	Search
Fall Incident Report		New	Search
Non-Formulary Drug Request		New	Search
PTO/Vacation Request		New	Search
Refrigerator Inspection Log		New	Search
Room Temperature Log		New	Search
Samples Log		New	Search
Schedule Shift Trade		New	Search
Shift Change		New	Search
Suggestions to the Pharmacy		New	Search
Vaccine Administration Log		New	Search
Other Online Forms			
2007 Outdates			Edit

**New** - Clicking on **New** after the selected form takes the user to a blank form. Once on the form page, the user may fill in each of the appropriate items and then click on the bottom of the form for the following functions:

**Save** - Saves the form with all of the information entered.

**New** - Clears the form for new information; does not save any information.

**Search** - Takes the user to the search page; does not save any information.

**Delete** - Deletes information from the current form even if previously saved. Gives user a blank form.

**Search** - Clicking on **Search** from the Main Page, takes the user to the Search Page (figure 11). Each form will have a customized search page for searching information from any of the entered fields or within a certain date range.

Figure 11

**Enter Search Criteria**

Start Date: 2008-01-01 [calendar icon] [yyyy-mm-dd]  
End Date: 2008-07-28 [calendar icon] [yyyy-mm-dd]

Date Range:

Status:  Find:

Location:  Find:

Assigned Pharmacist:  Find:

User:  Find:

Patient ID:

Patient:

Prescriber:  Find:

Intervention Category:  Find:

Intervention Drug:  Find:

## Drug Information

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### Drug Information Search

Enter a drug name or term to search your drug information database (figure 12). Databases available for searching including Clinical Pharmacology Direct Call (takes you directly to the drug monograph or Clinical Pharmacology (Full Access). Contact your administrator to learn which are available at your facility.

Figure 12

**Clinical Pharmacology@ Drug Information**

Enter a drug name

[Clinical Pharmacology - Full Access](#)

## ez797

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Please refer to the manual included with the ez797 program (figure 13).

Figure 13

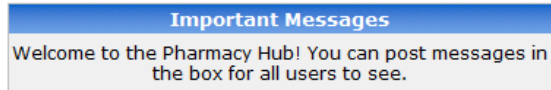
**EZ 797**  
Go To EZ 797

# Important Messages

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Your administrator may enter a new message here to disseminate important pharmacy information throughout the facility

Figure 14



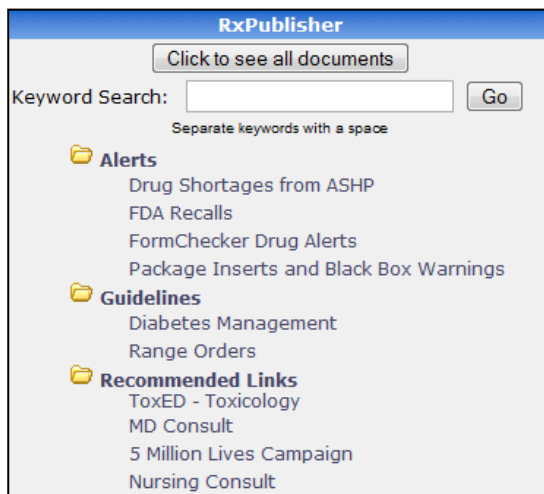
# Documents and Links

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## Folders and Documents

A sample of folders, documents, and links are shown on the front page. Click on **View All Folders** at the top to view all folders and documents contained in the program. Click on a specific document or link to view content.

Figure 15



# Contact Information

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## MedKeeper

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Suite 103  
Westminster, CO 80031  
Phone: 877-812-0100  
[info@medkeeper.com](mailto:info@medkeeper.com)