

September 30, 2024

**VIA EMAIL ONLY**

Jen Winkelman  
Commissioner  
Alaska Department of Corrections  
550 West 7<sup>th</sup> Ave., Suite 1800  
Anchorage, AK 99501

Justin Barkley  
Chief Legal Officer  
NaphCare  
2090 Columbiana Rd. Ste 4000  
Birmingham, AL 35216

**Re: Notification of Data Breach, 45 C.F.R. § 160.102**

Dear Commissioner Winkelman and Mr. Barkley,

We write to notify you of a serious and ongoing health records privacy violation taking place on at least one NaphCare / TechCare website operated on behalf of the Alaska Department of Corrections (DOC) that is publicly accessible.<sup>1</sup> The website unlawfully divulges the personal health information (PHI) of at least 70 people currently or formerly incarcerated by DOC, in violation of the federal Health Insurance Portability and Accountability Act (HIPAA). The site must be taken down or made private immediately.

HIPAA requires covered entities (including correctional healthcare providers) who transmit health information in electronic form, and business associates that support these providers, to take certain measures to protect patient PHI.<sup>2</sup> These protective measures include: ensure the confidentiality, integrity, and availability of all electronic protected health information; protect against any reasonably anticipated threats or hazards to the security or integrity of PHI; and protect against any reasonably anticipated uses or

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<sup>1</sup> [https://www.techcareehr.com/?posthttps://www.techcareehr.com/?post\\_type=alaska](https://www.techcareehr.com/?posthttps://www.techcareehr.com/?post_type=alaska). TechCare is the electronic health records system created by NaphCare. See <https://www.techcareehr.com/>. A PDF of this website, printed on September 20, 2024 is attached to this letter with the names and ID numbers of incarcerated people redacted.

<sup>2</sup> See 45 C.F.R. § 160.102 (2013); 45 C.F.R. § 160.103 (2024); see also 45 C.F.R. § 164.512(k)(5)(ii) (2024) (outlining that a “covered entity that is a correctional institution” is subject to the same requirements regarding disclosure of protected health information).

disclosures of such information that are not permitted or required under the Act.<sup>3</sup> NaphCare and DOC have failed to abide by these mandates.

The website at issue provides instructions for Alaska DOC employees on how to use the TechCare Electronic Health Records system for patients. Screenshots visible on the website that accompany these instructions identify at least 70 people incarcerated by DOC, at multiple facilities, including their PHI. These screenshots and instructions are available to the public — as evidenced by our organization’s ability to access them. While a few patient entries are dummy test entries, many are people whose DOC identification numbers are listed and we were able to confirm that some of them currently are, or were, incarcerated in DOC custody. That unprotected PHI is for actual people in DOC custody.

The posted PHI includes diagnoses; prescription medications and their dosages; and whether and when a patient began substance use treatment, among other information.

DOC and NaphCare must take this website down immediately. It appears these instructions have been available on the Internet since at least November 2023, if not longer.<sup>4</sup> This is an appalling violation of the privacy rights of people in the custody of DOC.

Because of the gravity of this breach of confidential PHI, we are simultaneously filing a complaint with the Secretary of U.S. Department of Health and Human Services.<sup>5</sup> The Secretary may then conduct an investigation and may impose substantial fines.<sup>6</sup>

Pursuant to HIPAA, within 60 days of learning about this breach of unsecured PHI, you must also notify each and every patient whose information has been disclosed or was threatened as a result of the breach.<sup>7</sup> If there are other websites that divulge patient PHI, and/or this breach affects more than 500 residents of Alaska, federal law requires you to also notify prominent media outlets in Alaska.<sup>8</sup>

The ACLU has discovered a similar NaphCare confidentiality breach in at least one other state DOC system (Arizona Department of Corrections, Rehabilitation and Reentry),

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<sup>3</sup> 45 C.F.R. § 164.306(a) (2013).

<sup>4</sup> The dates on the PHI indicate the latest date the screenshots were created was November 2023. *See* [TechCare website screenshot 13 - indicating individual had been in treatment for 74 days following August 2023 start date].

<sup>5</sup> 45 C.F.R. § 160.306 (2013).

<sup>6</sup> 45 C.F.R. § 160.404(b)(2) (2013).

<sup>7</sup> 45 C.F.R. § 164.404 (2013).

<sup>8</sup> 45 C.F.R. § 164.406 (2013). *See, e.g.,* <https://www.cdcr.ca.gov/news/2022/08/22/cdcr-announces-potential-data-breach-impacting-incarcerated-population-external-stakeholders/> (California Department of Corrections and Rehabilitation, *Potential Data Breach Impacting Population, Stakeholders*, Aug. 22, 2022).

and the ACLU has notified relevant NaphCare and corrections department counsel separately about that breach. We strongly urge NaphCare to ensure that similar breaches have not occurred in other jurisdictions in which the company provides correctional health care services or electronic health records systems.

We look forward to written confirmation within one week that you have taken down this website or made it private, as well as setting forth any other remedial steps DOC and NaphCare will take to remedy this serious violation of federal law and the privacy rights of those identified on the website. You may reach me at [rbotstein@acluak.org](mailto:rbotstein@acluak.org).

Sincerely,



Ruth Botstein  
Legal Director, ACLU of Alaska

Corene Kendrick  
Deputy Director, ACLU National Prison Project

Enclosure: Alaska TechCare Manual, printed 9/20/2024 (redacted)

cc: Office of Civil Rights, U.S. Department of Health and Human Services

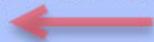
# TechCare Manual - Alaska Customizations

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## Comprehensive Detox Screen

Added "Other" checkbox.

Please choose the screening option of the substance or substances the patient states use of:

<input type="checkbox"/> Alcohol Screening	<input type="checkbox"/> Opiate Screening	<input type="checkbox"/> Benzodiazepine Screening
<input type="checkbox"/> Other (e.g. meth, cocaine, hallucinogens)		

Changed the wording to Fewer and greater.

ALCOHOL WITHDRAWAL SCREENING

1. How many days a week do you drink?

<input type="radio"/> Fewer than 5		<input type="radio"/> 5 or more	
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Removed the statement below the checkboxes.

TechCare® will make a recommendation based on above information.

Original Version

6. Do you have any of the following:

<input type="checkbox"/> A. Liver Disease
<input type="checkbox"/> B. Lung Disease
<input type="checkbox"/> C. Heart Disease
<input type="checkbox"/> D. Kidney Disease
<input type="checkbox"/> E. Diabetes
<input type="checkbox"/> F. Seizure Disorder
<input type="checkbox"/> G. None of the above

Techcare will make a recommendation based on above information

Created an additional column for Alprazolam (Xanax) mg/day.

	Clonazepam(Klonopin) mg/day	Alprazolam(Xanax) mg/day	Lorazepam(Ativan) mg/day	Diazepam(Valium) mg/day
▶ <input checked="" type="checkbox"/>	<=2	<=2	<=4	<=40
<input type="checkbox"/>	3-4	3-4	5-9	40-80
<input type="checkbox"/>	5-6	5-6	10-12	80-120
<input type="checkbox"/>	>=7	>=7	>=12	>=120

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# Dashboards

[Cosigning Queue](#)

[MISA Queue](#)

[Medical Supplies Queue](#)

[MH Clinician Queue](#)

[SUD Dashboard](#)

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# Cosigning Queue

Patient ID	Patient Name	Name	Type	Stamp	Completed By	Cosigner 1	Cosign Date 1	Cosigner 2	Cosign
		PROVIDER NOTE	PROVIDER NOTE	4/18/2022 10:18...	Jenn Frederick IT				
		SEIZURE-ERO	SEIZURE-ERO	4/12/2022 3:23...	Chris Allen I.T.				
9774211560741...	TEST, NEW	HEADACHE	HEADACHE	4/12/2022 4:17...	TechCare Suppo...				
		SEIZURE-ERO	SEIZURE-ERO	4/13/2022 1:57...	Chris Allen I.T.				
		URINARY COMP...	URINARY COMP...	4/14/2022 1:45...	Erneet Rouse Sof...				
		SEIZURE-ERO	SEIZURE-ERO	4/13/2022 1:40...	Chris Allen I.T.				
		DENTAL PAIN O...	DENTAL PAIN O...	4/15/2022 1:44...	Jenn Frederick IT				

There are two available tabs: **Notes & Records**.

Patients appear in the Notes or Records tab when a user with a role that requires a cosigner completes a form that requires signoff.

Each tab can be filtered by:

1. Timeframe
2. Note type
3. Status
4. Completed by
5. Cosigner
6. In Custody
7. Refresh

Role Requiring Cosign:

1. LPN: **Documentation Requiring Cosign**All Nursing Protocols

Role Authorized to Cosign: RN

2. Student-Nurse:**Documentation Requiring Cosign**All Records/Notes

Role Authorized to Cosign: RN

3. Student-MHC: **Documentation Requiring Cosign**All Records/Notes

Role Authorized to Cosign: MHC III

#### 4. SUD Counselor: Documentation Requiring Cosign:

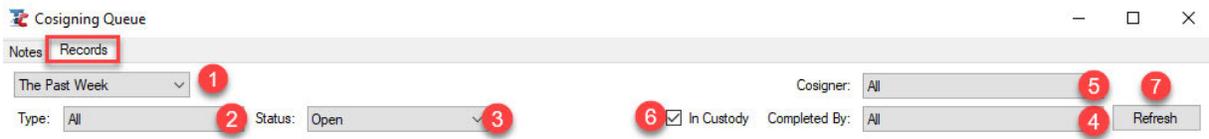
Role Authorized to Cosign: SUD Supervisor

#### 5. Student-Provider: Documentation Requiring Cosign:

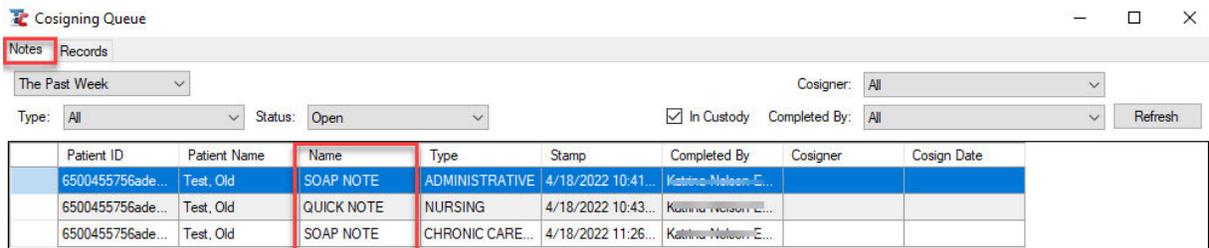
Role Authorized to Cosign: Provider

Items requiring more than one sign-off:

- Form-Involuntary med hearing committee findings – need 2 co-signers (3 total including original author)
- Treatment team notes – need 2 co-signers (3 total including original author)

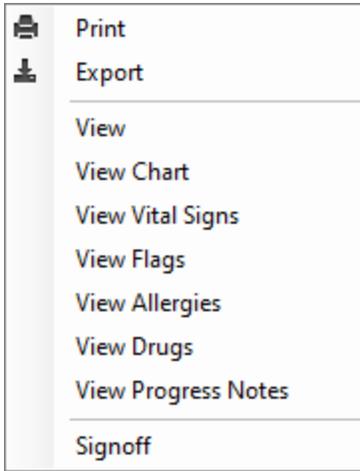


## Notes Tab



Possible Statuses are: **Open and Close**

The user can select a patient and right click, where they will have the option to **view** the Note, Chart, Vital Signs, Flags, Allergies, Drugs or Progress Notes and Sign-off.

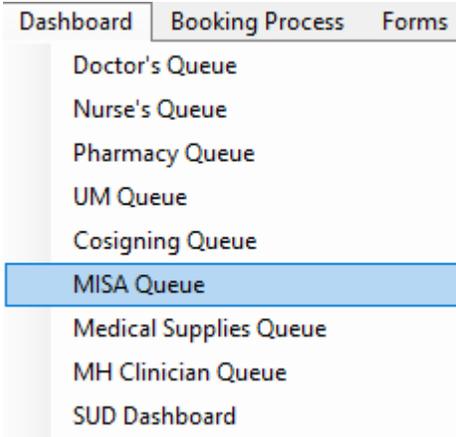


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# MISA Queue

From the Main Dashboard Dropdown access the **MISA Queue**.

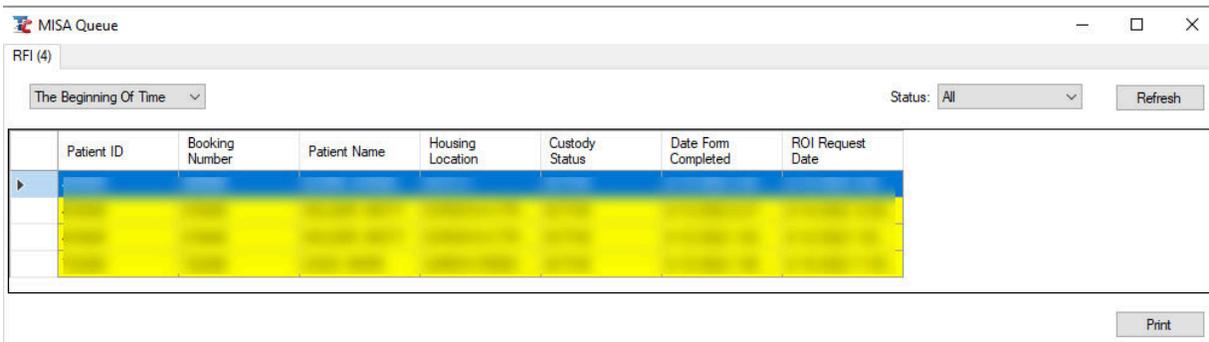


## RFI Tab

Scanned documents with a type of **RFI – Medical Records** would feed into this tab.

Queue will have a **Refresh** button.

And **Status** filter (Open = not signed off | Closed = signed off).



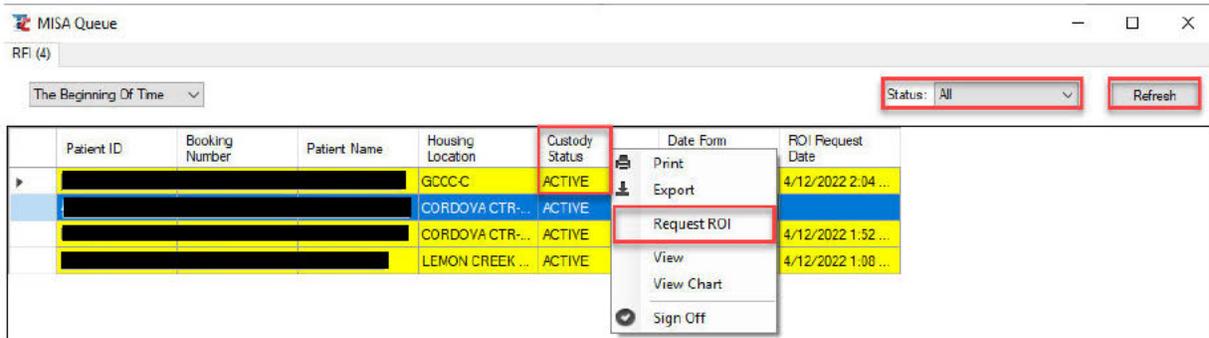
Once filters are selected Scanned documents with a type of RFI will display.

- Status filter:
  - All: Displays all records for the selected period
  - Open: Displays all records that have not been signed-off

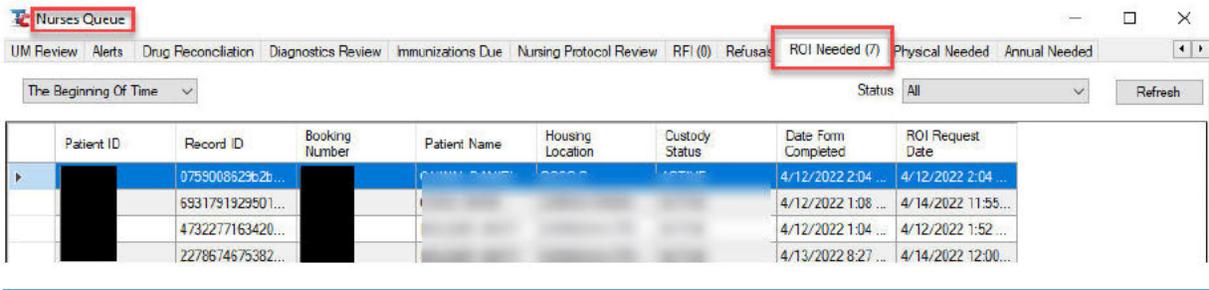
- Closed: Displays all records that have been signed-off

Contextual Menu (Right click).

- Contains the contextual menu options listed
  - **Request ROI** will send the request to the **ROI Needed** tab in the Nurses Queue.
  - Request ROI highlights the Patient
  - This queue will also have a **Refreshand Status Filter**.

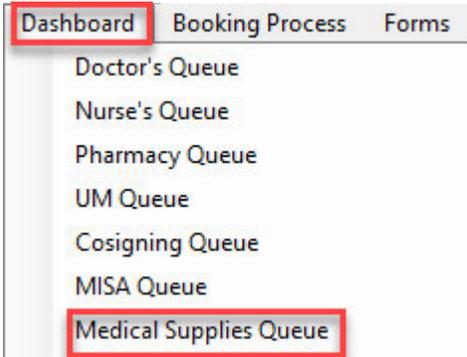


Right-click menu will have an option to **Request ROI**; this will send the item to the **ROI Needed** tab in the Nurse’s Queue.



# Medical Supplies Queue

“Medical Supplies” Queue displays on the main screen “Dashboard Menu” Will be very similar to the UM Queue.



Patients are added to this queue whenever a “Medical Supply Request” form is completed.

1. Select the Status or All and the pertinent patients will display.
2. Statuses are Requested, Need more info., Approved, Ordered, Shipped to the Facility and Delivered to the patient.

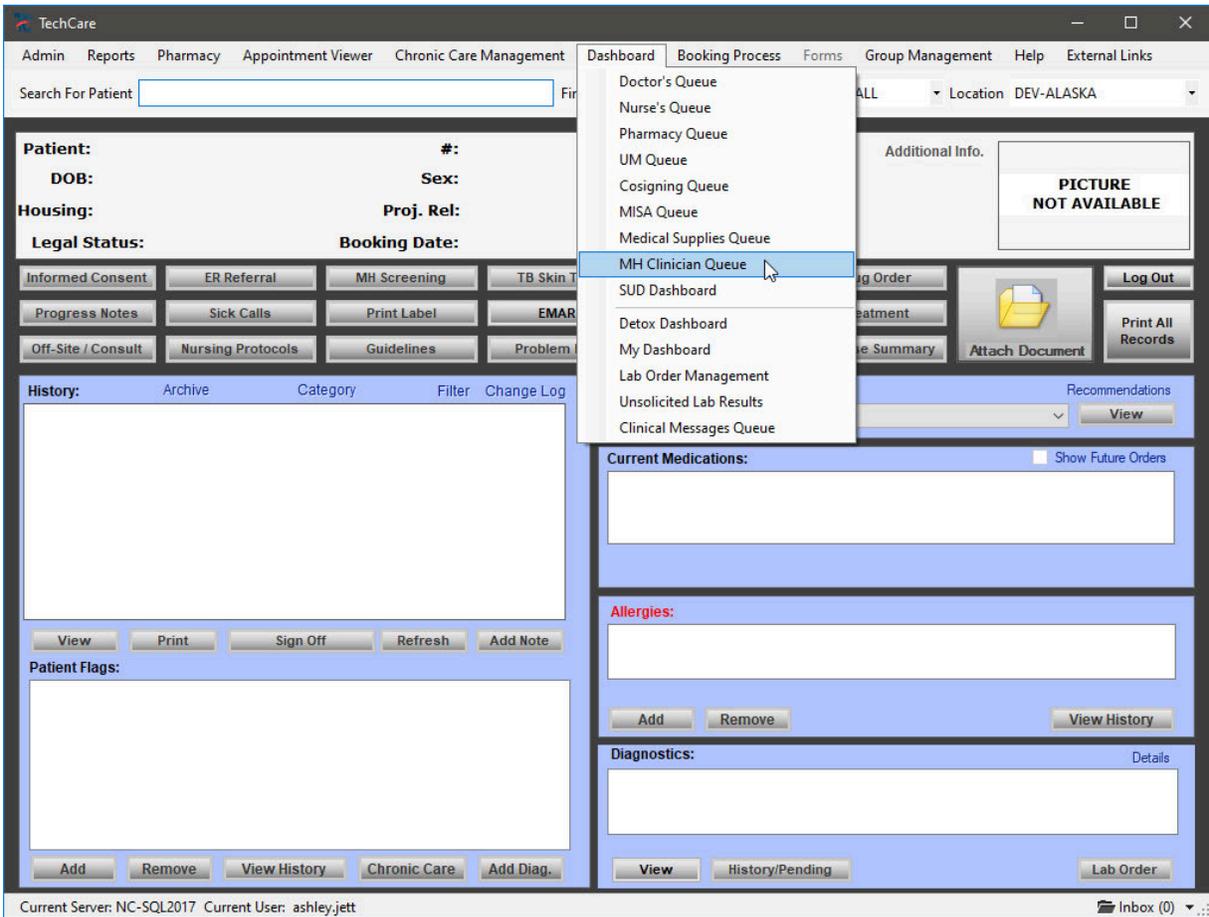
The screenshot shows the 'Medical Supplies Queue' interface. At the top, there's a header 'Medical Supplies Queue' and a sub-header 'Medical Supplies'. Below this, there are filters for 'Status' (with checkboxes for Requested, Need More Information, Approved, Ordered, Shipped To Facility, and Delivered To Patient) and 'Date Range' (set to 'The Last Month'). A 'Patient Search' field is also present. Below the filters is a table with columns: Acoms #, Patient Name, Request Date, and Status. The first row is highlighted in blue and shows: 6500455756ade..., Test, Old, 4/14/2022 10. A context menu is open over the first row, with options: Print, Export, View, Update Status (selected), and Remove From Queue. A secondary menu is open over 'Update Status', listing the available status options: Requested, Need More Information, Approved, Ordered, Shipped to Facility, and Delivered to Patient (highlighted).

1. **Print and Export**-Standard
  2. **View**- Displays Form
  3. **Update**- Updates Status to selected entry.
  4. **Remove from queue** - In order to remove a patient a Quick Note will be required. If cancels and Quick note is not completed the patient will not be removed from the queue.
  5. **Delivered to Patient**- triggers the following actions:
    - Opens the "Health and Rehabilitation Services Charge Voucher" for completion.
    - Sets the corresponding flag(s) for the items requested in the "Medical Supply Request" Form (ex. Crutches, Cone, Walker, etc.)
-

# MH Clinician Queue

All patients that have an active order for a medication with the “Psych” checkbox selected display in this queue. **Note:** Patients who are housed in an ACCW-M or HMCC-S-W location will not appear in this queue.

You can access the MH Clinician Queue via the **Dashboard** menu from the Main Screen of *TechCare*®.



Select the option and the MH Clinician Queue appears.



screen.

ACOMS #	Patient Name	Housing Location	Last MH Clinician Sick Call Completed	Last MH Clinician Sick Call Completed By	Next MH Sick Call Due	Last Psychiatric Sick Call Completed	Last Psychiatric Sick Call Completed By	Next Psychiatric Sick Call Due	Involuntary Med?	Adverse/ Future Dated Psychotropic Meds w/ Last Renewal Date	Active Mental Health Tags	MHI/Flags	Assigned Clinician	Active Mental Health Diagnoses	Subacute	Subacute Admission Completed	Level
12544	Jail, sex								No		Lock down: Rehab, Lock down: Rehab, Gravely disabled...				No	<input type="checkbox"/>	
172953334612	Patent, Test	ACC-E			MHC sat, 09/22..				No						No	<input type="checkbox"/>	
	ACCC-PH ID								No						No	<input type="checkbox"/>	
	ACCE-A-DTB								No						No	<input type="checkbox"/>	
	WILLOWOOD PHB							Psychiatric visit...	No						No	<input type="checkbox"/>	
	SPRING CREEK								No						No	<input type="checkbox"/>	
	D/CHG OUT OF								No						No	<input type="checkbox"/>	
	RCC-A-128								No						No	<input type="checkbox"/>	
	D/CHG OUT OF							Psychiatric visit...	No						No	<input type="checkbox"/>	
	INLAND MTN C							Psychiatric visit...	No						No	<input type="checkbox"/>	
	D/CHG OUT OF								No						No	<input type="checkbox"/>	
151025	Component, Medic...								No	Typical/None Pa., Hemodial, Neuro...			Dr. J. J. MD	Rehabil 1 Disorder...	No	<input type="checkbox"/>	A
	INLAND MTN C								No						No	<input type="checkbox"/>	
1588	Test, Rehab								No						No	<input type="checkbox"/>	
	INCC-E-DTB								No					Disorganized acti...	No	<input type="checkbox"/>	
	ANCHORAGE E								No						No	<input type="checkbox"/>	

Other fields displayed on the **Case Load** tab include:

**ACOMS #** – This field displays the patient’s Alaska Corrections Offender Management System ID.

**Patient Name**– This field displays the name of the patient in Last name, First name format.

**Housing Location**– This field displays the patient’s current housing location.

**Last MH Clinician Sick Call Completed**- This field displays the last type of mental health appointment for the patient and the date of the appointment. **Note**Type of appointment begins with MHC.

**Last MH Clinician Sick Call Completed By**- This field displays the user who completed the last mental health appointment.

**Next MH Sick Call Due**– This field displays the type and date of the next scheduled mental health appointment for the patient.

**Last Psychiatric Sick Call Completed**- This field displays the last type of psychiatric appointment for the patient and the date and time of the appointment. **Note**Type of appointment begins with Psychiatric.

**Last Psychiatric Sick Call Completed By**- This field displays the user who completed the last psychiatric appointment.

**Next Psychiatric Sick Call Due** – Displays the next type of the next psychiatric appointment for the patient and the date and time of the appointment. **Note**Type of appointment begins with Psychiatric.

**Involuntary Med?** – Displays “Yes” if the patient has an active or future medication order where the “Involuntary Medication” check box is selected, or “No” if it is not an involuntary medication.

**Active or Future Dated Psychotropic Meds (w/ Last Renewal Date)** – Displays the name(s) and last renewal date(s) of all of the active or future medications that are listed in the Psychiatric All drug category.

**Active Mental Health Flags** – Displays the checkboxes selected for the patient from the “Flags” section of the Mental Health Evaluation. Includes all flags in the “Mental Health”, “Alerts” and “Legal” categories.

**MHU Flags** – If the patient has a mental health flag on their chart, the system displays it here. Mental Health flags include Refocus, Lock Down, and Time Out.

**Assigned Clinician** – Use this dropdown menu to select the appropriate mental health clinician for the patient.

**Active Mental Health Diagnoses** – Displays the patient’s active mental health diagnoses.

**Subacute** – Indicates whether or not the patient is housed in a Subacute Wing/Mod. If the patient is housed in one of the following locations, the system displays Yes in this field:

HMCC – Hope

GCCC – Charlie

SCCC – Echo

ACC-W – Lima

PCC-Mod 1

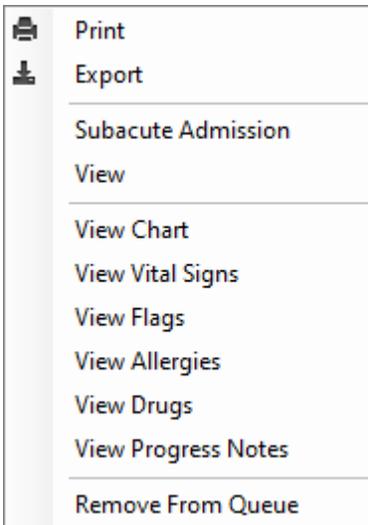
**Subacute Admission Completed** – A check mark indicates the Sub-Acute Unit Admission/Discharge form has been completed for the patient.

**Level** – Use this dropdown menu to select the level of mental health monitoring/care that the patient needs.

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## Case Load Menu options

When you right-click on a patient in the queue, a list of options displays:



**Print** – Select this option if you want to print a list of patients in the MH Clinician Queue. You can filter your list and print.

**Export** – Select this option to export the list of patients in the queue to an Excel file. You can filter your list and export.

**Subacute Admission** – Select this option to open a new Sub-Acute Unit Admission/Discharge form. Complete the form to admit the patient or discharge the patient from the Sub-Acute Wing/Mod.

**View** – Select this option to open an existing Sub-Acute Admission/Discharge form for the patient.

**View Chart** – Select this option if you want to open the selected patient’s chart on the *TechCare*<sup>®</sup> Main Dashboard.

**View Vital Signs** – Select this option to view the last vital signs taken of the patient. You can also add, graph, and print vitals from this screen.

**View Flags** – Select this option to view all the flags for the patient from their chart.

**View Allergies** – Select this option to view the allergy history of the patient.

**View Drugs** – Select this option to view the **Medication Administration Record** of the patient.

**View Progress Notes** – Select this option to view all progress notes for the patient.

**Remove from Queue** – Select this option to remove the patient from the **Case Load** tab. Enter a note in the **Note** window and click the **Add Note** button to add your note and remove

the patient from the queue.

## Re-entry tab

From the Re-entry tab, you can view a list of patients that are participating in treatment programs to help them address and manage their mental illness and substance use disorders. These programs assist patients in their transition back into the community by providing treatment and support.

MH Clinician Queue

Case Load (92) **Re-entry (29)** Alerts Refusals

**Add Patient**

ACOMS #	Patient Name	Facility	Housing Location	Release/Projected Release	Active Mental Health Diagnoses	Involuntary Med?	Active or Future Dated Psychotropic Meds	Active Mental Health Flags	Assigned Release Program
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No		Advance directive	IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			APIC
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			APIC
123789456	Patient, A	[REDACTED]	[REDACTED]			No		Suicide Watch	IDP+
123789456	Patient, A	[REDACTED]	[REDACTED]			No		Suicide Watch	APIC
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			IDP+
[REDACTED]	[REDACTED]	[REDACTED]	D/CHG OUT OF ...			No			APIC
0570615509883...	INVOLUNTARY...	[REDACTED]	[REDACTED]			No		Involuntary medic...	APIC
[REDACTED]	[REDACTED]	[REDACTED]	HILAND MTN C...			No			APIC
867530	Anderson, test	[REDACTED]	[REDACTED]	6/21/2022 5:00 ...	Adjustment Disor...	Yes	Escitalopram Oxa...	CIWA, History of ...	N/A
3256974916of79...	bailey, test	[REDACTED]	[REDACTED]			No		Case managemen...	N/A

You can manually add a patient to the **Re-entry** tab by clicking the **Add Patient** button. You can type in part of the patient's name, then click **Find** pull up the patient. Click the **Admit** button to add the patient to the **Re-entry** tab.

Find

<b>Patient:</b> Turnipseed, Michelle Anne	#: 853256 (853256)	Lang: <a href="#">Additional Info.</a>
DOB: 6/21/1965 (Age=58)	Sex: Female	Race:
Housing:	Proj. Rel:	CODE STATUS: NO
Legal Status:	Booking Date: 8/21/2023 12:35:58 PM	

Admit Cancel

You can also refresh the contents of the page by clicking the **Refresh** button.

MH Clinician Queue
Case Load (52) Re-entry (29) Alerts (16) Refusals

Add Patient

ACOMS #	Patient Name	Facility	Housing Location	Release/Projected Release	Active Mental Health Diagnoses	Involuntary Med?	Active or Future Dated Psychotropic Meds	Active Mental Health Flags	Assigned Release Program
██████████	██████████		D/CHG OUT OF ...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No			APIC
██████████	██████████		HILAND MTN C...			No			IDP+
██████████	██████████		HILAND MTN C...			No			APIC
██████████	██████████		D/CHG OUT OF ...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No			APIC
██████████	██████████		HILAND MTN C...			No			IDP+
██████████	██████████		HILAND MTN C...			No			APIC
██████████	██████████		HILAND MTN C...			No			IDP+
██████████	██████████		HILAND MTN C...			No			APIC
██████████	██████████		HILAND MTN C...			No			IDP+
██████████	██████████		HILAND MTN C...			No			APIC
██████████	██████████		HILAND MTN C...			No			IDP+
██████████	██████████		HILAND MTN C...			No			APIC
██████████	██████████		HILAND MTN C...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No		Advance directive	IDP+
██████████	██████████		D/CHG OUT OF ...			No			APIC
██████████	██████████		D/CHG OUT OF ...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No			APIC
██████████	██████████		D/CHG OUT OF ...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No			APIC
123789456	Patient, A					No		Suicide Watch	IDP+
123789456	Patient, A					No		Suicide Watch	APIC
██████████	██████████		D/CHG OUT OF ...			No			IDP+
██████████	██████████		D/CHG OUT OF ...			No			APIC
0570615509883...	INVOLUNTARY...					No		Involuntary medic...	APIC
██████████	██████████		HILAND MTN C...			No			APIC
867530	Anderson, test			6/21/2022 5:00 ...	Adjustment Discr...	Yes	Escitalopram Oxa...	CIWA, History of ...	N/A
3256974916bf79...	bailey, test					No		Case managemen...	N/A

Other fields displayed on the **Re-entry** tab include:

**ACOMS #** - Displays the patient's Alaska Corrections Offender Management System ID.

**Patient Name** - Displays the name of the patient in Last name, First name format.

**Facility** - Displays the abbreviation of the current facility where the patient is located.

**Housing Location** – Displays the patient’s current housing location.

**Release/Projected Release** – Displays the patient’s release date or projected release date from the facility.

**Active Mental Health Diagnoses** – Displays the patient’s active mental health diagnoses.

**Involuntary Med?** – Displays “Yes” if the patient has an active or future medication order where the “Involuntary Medication” check box is selected, or “No” if it is not an involuntary medication.

**Active or Future Dated Psychotropic Meds** – Displays the name(s) and last renewal date(s) of all of the active or future medications that are listed in the Psychiatric All drug category.

**Active Mental Health Flags** – Displays the checkboxes selected for the patient from the “Flags” section of the Mental Health Evaluation. Includes all flags in the “Mental Health”, “Alerts” and “Legal” categories.

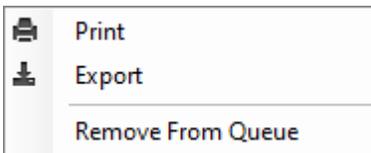
**Assigned Release Program** – Use this dropdown list to select the release program to which the patient is assigned. Options include:

- N/A – not applicable
- APIC – Assess, Plan, Identify, Coordinate program which assists the patient with mental illness transition back from prison life into the community.
- IDP+ – Institutional Discharge Project Plus intervention program that aims to help the patient with mental illness transition back from prison life into the community.

---

## Re-entry Menu options

When you right click the mouse anywhere on this screen, a list of options displays:



**Print** – Select this option if you want to print a list of patients in the MH Clinician Queue. You can filter your list and print.

**Export** – Select this option to export the list of patients in the queue to an Excel file. You can filter your list and export.

**Remove from Queue**– Select this option to remove the patient from the **Re-entry** tab. Enter a note in the **Notewindow** and click the **Add Note** button to add your note and remove the patient from the queue.

## Alerts tab

The **Alerts** tab displays a list of all patients with alerts sent to the MH Clinician Queue. You can narrow your search by selecting an option from the **Type** field (defaults to **All**), changing the **Status** field, or specifying a timeframe. Once you narrow your selection, click the **Refresh** button at the top right of the screen to refresh the contents of the page.

Patient #	Status	Type	Reference Date	Patient Name	Booking Number	Housing Location	Provider	Sender	Recipient	Subject	Message	Last Update	Read	Reply
5-10-2022 12:36 PM	SIC	Medical Detail										5-10-2022 12:36 PM	<input type="checkbox"/>	<input type="checkbox"/>
5-10-2022 12:36 PM	SIC	Medical Detail										5-10-2022 12:36 PM	<input type="checkbox"/>	<input type="checkbox"/>
5-10-2022 12:36 PM	SIC	Medical Detail										5-10-2022 12:36 PM	<input type="checkbox"/>	<input type="checkbox"/>
5-10-2022 12:36 PM	SIC	Medical Detail										5-10-2022 12:36 PM	<input type="checkbox"/>	<input type="checkbox"/>
5-10-2022 12:36 PM	SIC	Medical Detail										5-10-2022 12:36 PM	<input type="checkbox"/>	<input type="checkbox"/>
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5-														



**Reference Type** – This field displays the screen where the alert was added. For example, if you enter an alert from the Drug Order screen, the Reference Type displays “Drug Order”.

**Patient Name** – This field displays the name of the patient in Last name, First name format.

**Booking Number** – This field displays the patient’s Alaska Corrections Offender Management System ID.

**Housing Location** – This field displays the patient’s current housing location.

**Provider** – This field displays the name of the provider to whom the alert is assigned.

**Sender** – This field displays the name of the person who sent the alert.

**Recipient** – This field displays the recipient/queue to which the alert was sent.

**Subject** – This field displays the subject of the alert.

**Message** – This field displays the message that was entered for the alert.

**Last Update User ID** – This field displays the name of the person who last updated the alert.

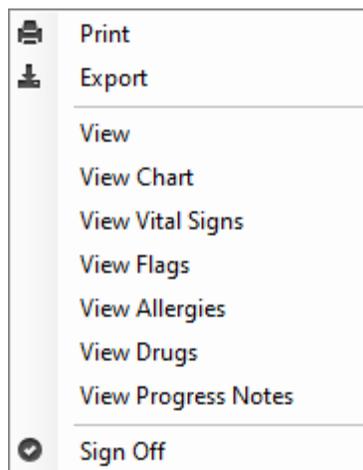
**Last Update Date Time** – This field displays the date and time the alert was last updated.

**Read by Recipient** – This field displays a check mark if the alert has been read by the recipient.

---

## Alerts Menu options

When you right click the mouse anywhere on this screen, a list of options displays:



**Print** – Select this option if you want to print a list of patients with alerts in the MH Clinician Queue. You can filter your list and print.

**Export** – Select this option to export the list of patients with alerts in the queue to an Excel file. You can filter your list and export.

**View** – Select this option to open an existing Sub-Acute Admission/Discharge form for the patient.

**View Chart** – Select this option if you want to open the selected patient’s chart on the *TechCare*® Main Dashboard.

**View Vital Signs** – Select this option to view the last vital signs taken of the patient. You can also add, graph, and print vitals from this screen.

**View Flags** – Select this option to view all the flags for the patient from their chart.

**View Allergies** – Select this option to view the allergy history of the patient.

**View Drugs** – Select this option to view the **Medication Administration Record** of the patient.

**View Progress Notes** – Select this option to view all progress notes for the patient.

**Sign Off** – Select this option if you want to sign off on an alert and remove the patient from the **Alerts** tab.

---

## Refusals Tab

The **Refusals** tab displays a list of all patients who have refused 3 consecutive medications, or 5 non-consecutive medications within a thirty-day period. You can narrow your search by selecting a particular timeframe (defaults to **The Past Week**), or changing the **Status** field. The system defaults to displaying patients who are **In Custody**. You can click the **Refresh** button at the top right of the screen to refresh the contents of the page. You can also select a patient and click the **View** button at the bottom of the screen to view the refusal for the patient. In addition, you can sign off on the refusal by selecting the patient, then clicking the **Sign Off Selected** button. You must enter a comment in the **Approve** box and click okay. The

system removes the patient from the **Refusals** tab.

Off Name	Housing Location	Booking Number	Custody Status	Ordered Date	Drug	Start	Stop	Complete Sig	Placed By	Provider	Reason
jones, michelle		853256	ACTIVE	8/21/2023 1:15 PM	Isa20Done HQ Oral	8/21/2023 12:00 PM	8/15/2024 6:59 PM	Take 50 mg by mouth once in p.m. for 30 days(1) Dispense 30 tablet; 0 Refills(1) Psych Involuntary Medication Profile Only	Ashley Jett IT	Doctor, Jenn	3 Consecutive Refusals
jones, michelle		853256	ACTIVE	8/21/2023 12:49 PM	Hydroxyzine Pamstate Oral	8/21/2023 12:00 PM	8/17/2024 6:59 PM	Take 50 mg by mouth once in p.m. for 30 days(1) Dispense 30 capsule; 6 Refills(1) Psych Profile Only	Ashley Jett IT	Doctor, Jenn	3 Consecutive Refusals
jones, michelle		853256	ACTIVE	8/21/2023 1:15 PM	Isa20Done HQ Oral	8/21/2023 12:00 PM	8/15/2024 6:59 PM	Take 50 mg by mouth once in p.m. for 30 days(1) Dispense 30 tablet; 0 Refills(1) Psych Involuntary Medication Profile Only	Ashley Jett IT	Doctor, Jenn	Involuntary Medication Refused
jones, michelle		853256	ACTIVE	8/21/2023 1:15 PM	Isa20Done HQ Oral	8/21/2023 12:00 PM	8/15/2024 6:59 PM	Take 50 mg by mouth once in p.m. for 30 days(1) Dispense 30 tablet; 0 Refills(1) Psych Involuntary Medication Profile Only	Ashley Jett IT	Doctor, Jenn	Involuntary Medication Refused
jones, michelle		853256	ACTIVE	8/21/2023 1:15 PM	Isa20Done HQ Oral	8/21/2023 12:00 PM	8/15/2024 6:59 PM	Take 50 mg by mouth once in p.m. for 30 days(1) Dispense 30 tablet; 0 Refills(1) Psych Involuntary Medication Profile Only	Ashley Jett IT	Doctor, Jenn	Involuntary Medication Refused

This tab also displays the following fields:

**Patient ID** – This field displays the patient’s Alaska Corrections Offender Management System ID.

**Patient Name** – This field displays the name of the patient in Last name, First name format.

**Housing Location** – This field displays the patient’s current housing location.

**Booking Number** – This field displays the patient’s Alaska Corrections Offender Management System ID.

**Custody Status** – This field displays **ACTIVE** if the patient is currently in custody, and **INACTIVE** if they have been released.

**Ordered Date** – This field displays the date and time the medication was ordered for the patient.

**Drug** – This field displays the name of the drug that was ordered for the patient.

**Start** – This field displays the date and time the patient should begin the medication.

**Stop** – This field displays the date and time the patient should stop taking the medication.

**Complete Sig** – This field displays strength of the medication ordered, the Sig time, number of days, route, and number of refills.

**Placed By** – This field displays the name of the professional who placed the medication order.

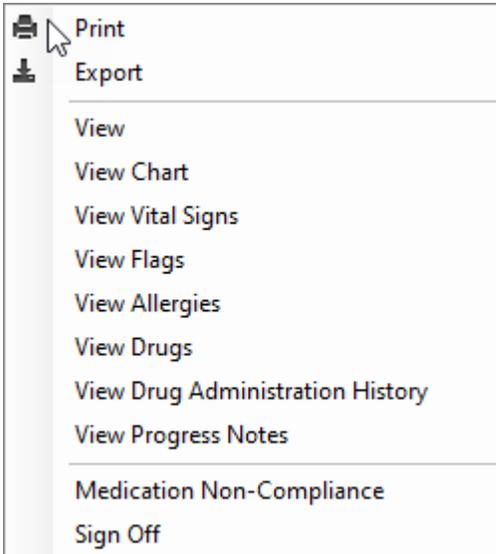
**Provider** – This field displays the name of the ordering physician.

**Reason** – This field displays the reason why the patient is on the refusals tab. Values include Involuntary medication Refused, 3 Consecutive Refusals or 5 Refusals for Month.

---

## Refusals Menu options

When you right click the mouse anywhere on this screen, a list of options displays:



**Print** – Select this option if you want to print a list of patients with medication refusals. You can filter your list and print.

**Export** – Select this option to export the list of patients with medication refusals to an Excel file. You can filter your list and export.

**View** – Select this option to open the drug order for the patient. You can enter new sig times for this drug.

**View Chart** –Select this option if you want to open the selected patient’s chart on the *TechCare*® Main Dashboard.

**View Vital Signs** – Select this option to view the last vital signs of the patient. You can also add, graph, and print vitals from this screen.

**View Flags** – Select this option to view all the flags for the patient from their chart.

**View Allergies** – Select this option to view the allergy history of the patient.

**View Drugs** – Select this option to open the **Medication Administration Record** of the patient.

**View Drug Administration History** – Select this option to view the Drug Administration History for the selected medication. The default is the last 30 days of administration activity. You can enter more or less days and click Refresh to see more or less history.

**View Progress Notes** – Select this option to view all progress notes for the patient.

**Medication Non-Compliance** – Select this option to open the Medication Non-Compliance form. Use this form to counsel the patient on the number of doses they have missed, why they need the medication, and any action that will be taken. You must have the patient sign the form, or have a witness sign with you, should the patient refuse to sign.

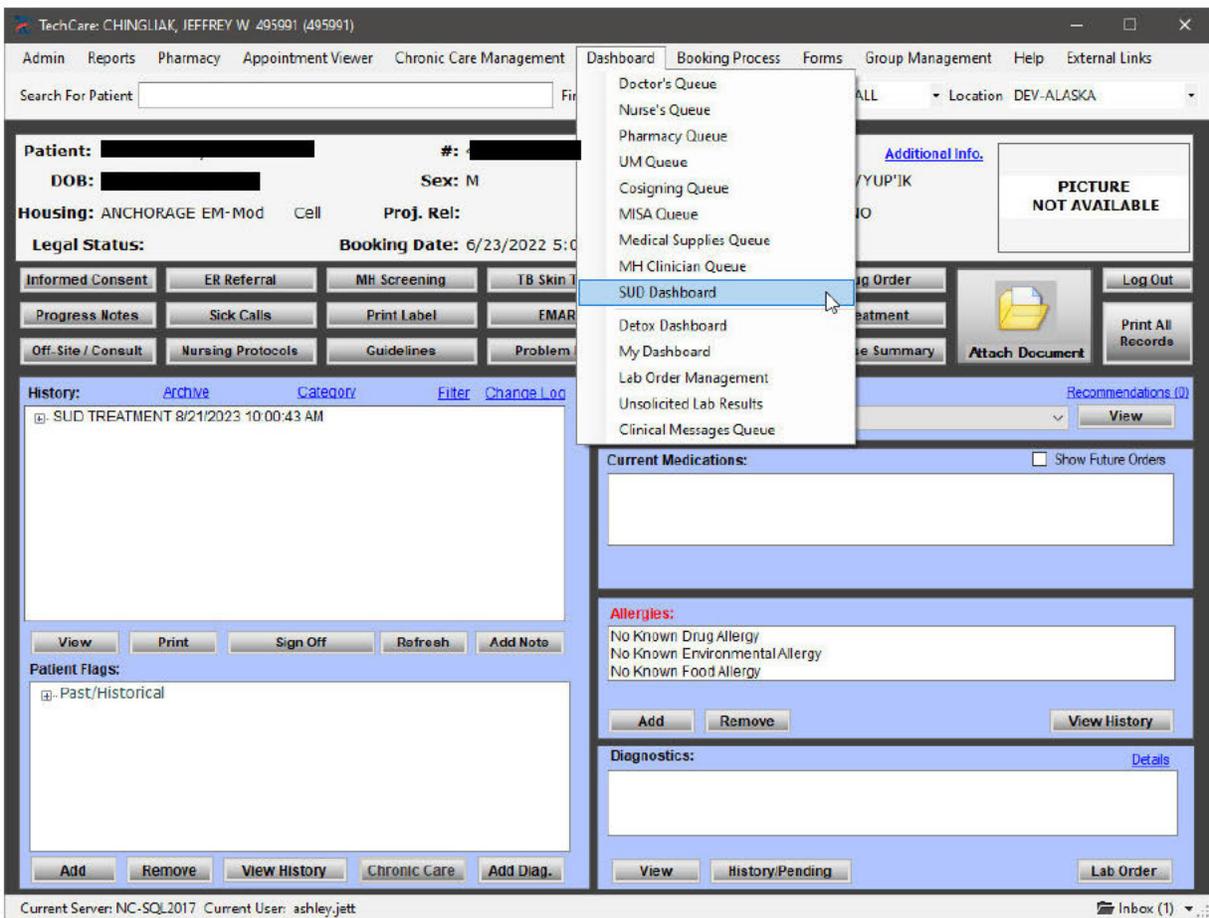
**Sign Off** – Select this option if you want to sign off on the refusal. You must enter a comment in the **Approve** box and click okay. The system removes the patient from the **Refusals** tab. If you need to view the note/comment entered for the medication refusal, change the status to **Closed** and use the scrollbar to view the information in the **Comment** field.

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# SUD Dashboard

All patients that have a SUD Assessment Referral Form completed in *TechCare* display in this dashboard. In addition, any patient that has a document that has been scanned into their patient chart with a type of SUD Referral is also added to this dashboard.

You can access the **SUD Dashboard** via the **Dashboard** menu from the **Main Screen** of *TechCare*.



Select the option and the system displays the SUD Dashboard.

NCOWS Number	Patient Name	Referral	Informed Consent	Screening	Assessment Score	Assessment	Assessment Score	Referred To Treatment	Repeat Will Patient	Wants To Treatment	Individual Program Start Date	Treatment Plan Due In	Treatment Status	Treatment Due In	Days Between Treatment	Time In Treatment	WAT Progress	Discharge Planning Due In	Discharged
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
55999632015	Jeffrey W. Chingliak	Booking Fee	[REDACTED]	[REDACTED]	20	[REDACTED]	20	1.1 OPAT	[REDACTED]	[REDACTED]	-138 days - 14h	-124 days - 19h	Active	-138 days - 14h	03/15/2023	160 days 14 hr	[REDACTED]	-30 days - 16 hr	[REDACTED]
0276162885	JEFFREY W. CHINGLIAK	[REDACTED]	[REDACTED]	[REDACTED]	20	[REDACTED]	20	Not Assessed	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	None	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	20	[REDACTED]	20	2.1 OPAT	[REDACTED]	[REDACTED]	137 days - 19h	[REDACTED]	Active	-127 days - 15h	03/15/2023	167 days 15 hr	[REDACTED]	[REDACTED]	[REDACTED]

You can use the **Patient Search** field to filter and search for a specific patient. You can type in part of the patient's name, then click **Refresh** to pull up the patient.

You can also manually add a patient to the **SUD Dashboard** by clicking the **Admit** button. In the **Admit Patient** window, you can type in part of the patient's name, then click **Find** to pull up the patient. Click the **Admit** button to add the patient to the **SUD Dashboard**.

You can also use the **Status** field to filter patients by status. Options include:

- **All** – this default value displays all patients on the dashboard.
- **Active** – Select this option to display all active patients on the dashboard.
- **Awaiting Informed Consent** – Select this option to view all patients who do not have a completed Informed Consent form.
- **Awaiting Screening** – Select this option to view all patients who are awaiting Screening.
- **Assessed – Awaiting Referral** – Select this option to view all patients who have been assessed but are waiting on a referral.
- **Discharged** – Select this option to filter the dashboard and show patients who have been discharged from the queue.

You can use the **Level of Care** field to filter patients by the treatment to which they were referred. Options include:

- **Not Assessed** – Select this option to view patients on the dashboard that have not been assessed.
- **Not Referred** – Select this option to view patients who have not been referred for treatment.
- **2.1 IOPSAT** – Select this option to view all patients who have been referred to the Institutional Intensive Outpatient Substance Use Treatment program.
- **2.1 COD IOPSAT** – Select this option to view all patients who have been referred to the Co-Occurring Disorders Intensive Outpatient Services Treatment program.

- **3.5 RSAT** – Select this option to view all patients who have been referred to Residential Substance Use Disorder Treatment program.
- **.5 Psychoeducational** – Select this option to view patients who have been referred to the Psychoeducational Substance Use Treatment program.
- **1.0 OP** – Select this option to view all patients who have been referred to Outpatient Treatment.

You also have the option to filter patients by **Treatment Status**. Options include:

- **Active** – Select this option to display a list of patients who have a treatment status of active.
- **Inactive** – Select this option to display a list of patients who have a treatment status of inactive.
- **Suspended/Other** – Select this option to display a list of patients who have a treatment status of suspended or other.
- **Waitlist** – Select this option to display a list of patients who have a treatment status of waitlist.
- **None** – Select this option to display a list of patients who have a no treatment status assigned.

Other fields displayed on the dashboard include:

ACOMS Number	Patient Name	Referral	Informed Consent	Screening	Screening Score	Assessment	Assessment Score	Referred To Treatment	Reason Not Referred	Waiting For Treatment	Individual Program Note Due In	Treatment Plan Due In	Treatment Status	Treatment Due In	Date Entered Treatment	Time In Treatment	MAT Program	Discharge Planning Due In	Discharged
5990526215	Isakson, Teal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	20	2   OP/SAT			-130 days/ 14h.	-124 days/ 16h.	Active	130 days/ 14h.	03/15/2023	165 days/ 14h.	<input type="checkbox"/>	-70 days/ 14h.	
027061009883	INDOLINARI, [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	20	2   OP/SAT			-137 days/ 19h.		Active	137 days/ 19h.	03/15/2023	167 days/ 19h.	<input type="checkbox"/>		

**ACOMS Number** – This field displays the patient’s Alaska Corrections Offender Management System ID.

**Patient Name**– This field displays the name of the patient.

**Referral** – This field displays a checkmark if the SUD Assessment Referral has been completed or scanned in for the patient. Click here to view the form.

**Informed Consent** – This field displays a checkmark when you complete a SUD Program Contract form for the patient.

**Screening** – This field displays a checkmark when you complete the ASAM Continuum for the patient.

**Screening Score** – This field displays the patient’s screening score calculated from the ASAM Continuum interface. Until the interface is up and running, you can manually enter a screening score to move forward with treatment planning for the patient.

**Assessment** – This field displays a checkmark when you complete the ASAM Continuum assessment for the patient.

**Assessment Score** – This field displays the patient’s screening assessment score calculated from the ASAM Continuum interface. Until the interface is up and running, you can manually enter an assessment score to move forward with treatment planning for the patient.

**Referred To Treatment** – Use this drop-down to select the treatment program/option to which you want to refer the patient based on their assessment scores.

- **Not Assessed** – This field defaults to this value; patient has not yet been assessed for treatment.
- **Not Referred** – Select this option if the patient has not been referred for treatment. If you select this option, enter a reason in the **Reason Not Referred**
- **2.1 IOPSAT** – Select this option if the patient has been referred to the Institutional Intensive Outpatient Substance Use Treatment program.
- **2.1 COD IOPSAT** – Select this option to view all patients who have been referred to the Co-Occurring Disorders Intensive Outpatient Services Treatment program.
- **3.5 RSAT** – Select this option if the patient has been referred to Residential Substance Use Disorder Treatment program.
- **.5 Psychoeducational** – Select this option if the patient has been referred to the Psychoeducational Substance Use Treatment program.
- **1.0 OP** – Select this option if the patient has been referred to Outpatient Treatment.

**Reason Not Referred** – This field only opens if you select **Not Referred** from the **Referred To Treatment** field.

**Waiting for Treatment** – When you select a treatment option (2.1 IOPSAT, 2.1 COD IOPSAT, 3.5 RSAT, .5 Psychoeducational, or 1.0 OP) from the **Referred to Treatment** field and click **Refresh**, the system starts a timer counting up until you change the value in the **Treatment Status** field to **Active**. The format is in days, hours (i.e. 2 days 7 hours).

**Individual Progress Note Due In** – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field and the **Treatment Plan Due In** field.

**Treatment Plan Due In** – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field. The default value for all treatment options is **1 day** to enter the treatment plan for the patient.

**Treatment Status** – The default value in this field is **None**. When you change the value in the **Referred to Treatment** field, the system changes this field to **Waitlist**, and starts the **Waiting for Treatment** timer.

- **Active** – When you change this field to **Active** and click **Refresh**, the waiting for treatment timer clears and the system begins a timer in the **Individual Progress Note Due In** and **Treatment Plan Due In**
  - 1 IOPSAT – individual progress note is due in 30 days
  - 1 COD IOPSAT – individual progress note is due in 30 days
  - 5 RSAT – individual progress note is due in 21 days
  - .5 Psychoeducational – no individual progress note needed
  - 0 OP – individual progress note is due in 30 days
- **Inactive** – When you select **Inactive** or **None** and click **Refresh**, the system displays a message warning you that changing the treatment status will clear the treatment timer. If you click **OK** and then click **Refresh**, the timers are cleared, indicating there is no treatment status selected for the patient.
- **Suspend/Other** – Select this option and click **Refresh** if you want to suspend the patient from treatment. The system removes all of the timers associated with treatment for the patient. You can select **Active** again to resume the timer for treatment for the patient.
- **Waitlist** – When you select a treatment option in the **Referred To Treatment** field and click **Refresh**, the system changes this field to **Waitlist**.

**Treatment Due In** – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field. These values are the same as indicated in the **Individual Progress Note Due In** field.

**Date Entered Treatment** – When you change the **Treatment Status** field to **Active** and click **Refresh**, this field displays the date that you changed the status. Even if you change the status to Suspend/Other and change it back to Active, the system displays the date that you first changed the status to **Active**.

**Time in Treatment** – This field displays the number of days and hours the patient has been active in treatment.

**MAT Program** – This field displays a checkmark if the patient is actively enrolled in the MAT program from the **Admissions Management Queue**.

**Discharge Planning Due In** – Depending on the value in the **Referred to Treatment** and when the **Treatment Status** field is set to **Active**, when you click **Refresh**, the waiting for treatment timer clears and the system enters days and hours in this field.

- 2.1 IOPSAT – discharge planning is due in 98 days
- 2.1 COD IOPSAT – discharge planning is due in 133 days
- 3.5 RSAT – discharge planning is due in 150 days
- .5 Psychoeducational – no discharge planning needed
- 1.0 OP – individual progress note is due in 63 days

**Discharged** – When you right-click and select the **Discharge Patient** option, the patient is removed from the SUD dashboard and the system displays a checkmark in this field. To undo the discharge, right-click and select the **Reverse Patient Discharge** from the menu.

---

## SUD Menu options

When you right-click the mouse anywhere on this screen, a list of options displays:

Print	9 day(s) 22 hours	08/31/2023	0 day(s) 1 hours	<input checked="" type="checkbox"/>	62 day(s) 22 hours
Export	39 day(s) -19 h...	03/15/2023	169 day(s) 19 ho...	<input type="checkbox"/>	-71 day(s) -19 ho...
Access ASAM Continuum	0 day(s) 18 hours	08/31/2023	0 day(s) 5 hours	<input type="checkbox"/>	149 day(s) 18 ho...
Register Patient in Continuum				<input type="checkbox"/>	
<b>Complete</b>	39 day(s) -1 ho...	03/15/2023	169 day(s) 1 hours	<input type="checkbox"/>	
View	Informed Consent - SUD TREATMENT SERVICES CONSENT				
Discharge Patient	Screening - Continuum Portal				
Reverse Patient Discharge	Assessment - Continuum Portal				
	Informed Consent - SUD PROGRAM CONTRACT				
	Treatment Planning - SUD TREATMENT PLAN				
	Treatment - SUD PROGRESS NOTE				
	Treatment - SUD TREATMENT CIOP PROGRESS NOTES				
	Treatment - INDIVIDUAL SIGNIFICANT EVENTS PROGRESS NOTE				
	Treatment - Group Progress Note				
	Discharge Planning - SUD EARLY PROGRAM COMPLETION/EXTENSION REQUEST				
	Discharge - SUD DISCHARGE SUMMARY				

**Print** – Select this option if you want to print a list of patients on the SUD Dashboard. You can filter your list and print.

**Export** – Select this option to export the list of patients on the SUD Dashboard to an Excel file. You can filter your list and export.

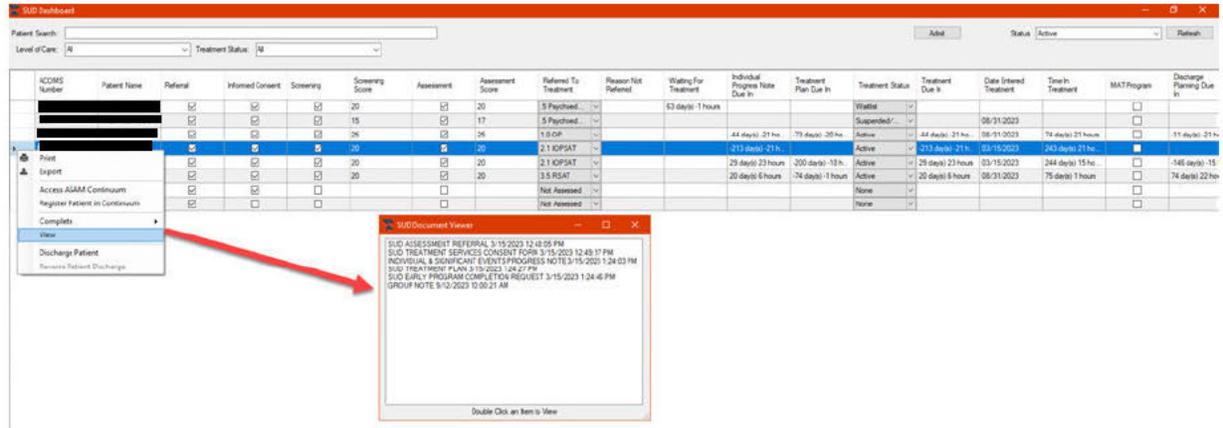
**Access ASAM Continuum** – This interface is not currently functional at this time.

**Register Patient in Continuum** – This interface is not currently functional at this time.

**Complete** – This option displays a list of forms that you can complete for the patient. If you have already completed a particular form for the patient, the system displays a checkmark in the appropriate field on the dashboard. Form options available are:

- Informed Consent – SUD TREATMENT SERVICES CONSENT
- Screening – Continuum Portal
- Assessment – Continuum Portal
- Informed Consent – SUD PROGRAM CONTRACT
- Treatment Planning – SUD TREATMENT PLAN
- Treatment – SUD PROGRESS NOTE
- Treatment – SUD TREATMENT CIOP PROGRESS NOTES
- Treatment – INDIVIDUAL SIGNIFICANT EVENTS PROGRESS NOTE
- Treatment – Group Progress Note
- Discharge Planning – SUD EARLY PROGRAM COMPLETION/EXTENSION REQUEST
- Discharge – SUD DISCHARGE SUMMARY

**View** – Select this option to view a list of the forms/actions that have been completed for the patient. The system displays the information in the SUD Document Viewer window. You can double-click on any of the forms to review or print the completed form for the patient.



**Discharge Patient** – You can discharge a patient from the SUD Dashboard by selecting this option. The patient will be removed from the Active list on the SUD Dashboard to the Discharged list. If you change the status to view all patients, the patient will display in the list with a checkmark in the **Discharged** field.

**Reverse Patient Discharge** – Select this option if you removed the patient in error, or you need to add the patient back to the Active list on the SUD Dashboard. The checkmark will be removed from the **Discharged** field.

## Group Progress Notes

You can utilize the **Group Notes** option in *TechCare*<sup>®</sup> to document one general note about all patients who participate in a group session and efficiently apply that note to multiple patients. From the **Main Screen**, select the **Group Management** menu option, then select **Group Notes**. You can also right-click on the SUD dashboard, select **Complete**, then select the **Treatment – Group Progress Note** option.

	-139 day(s) -20 h...	-125 day(s) -23 h...	Active	▼	-139 da
	20 day(s) 18 hours	0 day(s) 18 hours	Active	▼	20 dayt
			None	▼	
	-139 day(s) -2 ho...		Active	▼	-139 da

- Print
- Export
- Access ASAM Continuum
- Register Patient in Continuum
- Complete**
- View
- Discharge Patient
- Reverse Patient Discharge

- Informed Consent - SUD TREATMENT SERVICES CONSENT
- Screening - Continuum Portal
- Assessment - Continuum Portal
- Informed Consent - SUD PROGRAM CONTRACT
- Treatment Planning - SUD TREATMENT PLAN
- Treatment - SUD PROGRESS NOTE
- Treatment - SUD TREATMENT CIOP PROGRESS NOTES
- Treatment - INDIVIDUAL SIGNIFICANT EVENTS PROGRESS NOTE
- Treatment - Group Progress Note**
- Discharge Planning - SUD EARLY PROGRAM COMPLETION/EXTENSION REQUEST
- Discharge - SUD DISCHARGE SUMMARY

GroupNoteSUD

Date Of Group: 9/14/2017

Practitioner: \_\_\_\_\_

Group Type: \_\_\_\_\_

Attendance:

- INVOLUNTARYMED, TEST (4654098DF0AFA)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- booking, Test (Same)

Group Name: \_\_\_\_\_

Note: \_\_\_\_\_

Add Documentation Add Note Cancel

The system displays the **GroupNoteSUD** screen. All patients on the SUD Dashboard are displayed in the **Attendance** pane. You can filter the group type by selecting the Level of Care option from the **GroupType** dropdown menu. There are many treatment options available in the dropdown. Select the group type for which you want to enter notes. The system displays patients that are in the group in the **Attendance** field. To enter a note for the patient, select

the checkbox next to each patient's name, add the **Date of Group**, the **Practitioner** conducting the session, select the **Group Name**, and any enter informative notes about the session in the **Note** field.

Click **Add Note** to add the note to the patient charts. If a patient is absent from group and you do not want to attach the note to their chart, you can deselect the **Attendance** check box next to their name before you click the **Add Note** button.

You can click the **Add Documentation** button from the **GroupNoteSUD** screen to add various forms or other documentation for an individual patient. Options include:

- SUD Treatment Services Consent Form
- SUD Program Contract
- SUD Treatment Plan
- SUD Progress Note
- SUD Treatment CIOP Progress Notes
- SUD Individual and Significant Events Progress Note
- SUD Early Program Completion/Extension Request
- SUD Discharge Summary

# Detox Processes

## Comprehensive Detoxification Screen

A Screening tool that acts to recommend possible detox processes including CIWA. This form is usually triggered from the Receiving Screening as a part of the intake process, if the patient reports use of alcohol, prescription drugs that may cause detox symptoms or illegal drugs. The form can also trigger from the form's menu.

### Citation

The algorithm is derived from multiple correctional medical and mental health providers employed by NaphCare, Inc. Their resources include several publicly available tools and guidelines, but ultimately this algorithm is proprietary to NaphCare. This algorithm is for information purposes only and does not replace the judgement of a medical professional in the course of providing care.

### General Form Logic

1. Actions in this form only prompt CIWA, COWS no medications
2. All questions disabled until Alcohol, Benzo, Opiate is selected (appropriate questions are then enabled)
3. Notify user if patient already on any detox
4. If CIWA or COWS prompted, add corresponding flag and add to corresponding dashboard

### Alcohol Section – Business Logic

- a. If 1A and (2B or 2C) are selected: Prompt CIWA
- b. If 1B and 2A are selected: Prompt CIWA
- c. If 1B and (2B or 2C) are selected: Prompt
- d. If 2 or more responses to Question 3 and/or Question 4: Prompt
- e. If Yes to Question 5: Prompt

### Opiate Business Logic

- a. If 1a is selected – prompt COWS protocol
- b. If 2a is selected – prompt COWS protocol
- c. If 2b and 3a are selected – do NOT prompt COWS protocol
- d. If 2b and 3b or c are selected – prompt COWS protocol

- e. Do not display Pregnancy question on
- f. If pregnancy flag already set select Yes on question 4
- g. If yes is checked on question 4 set pregnancy flag

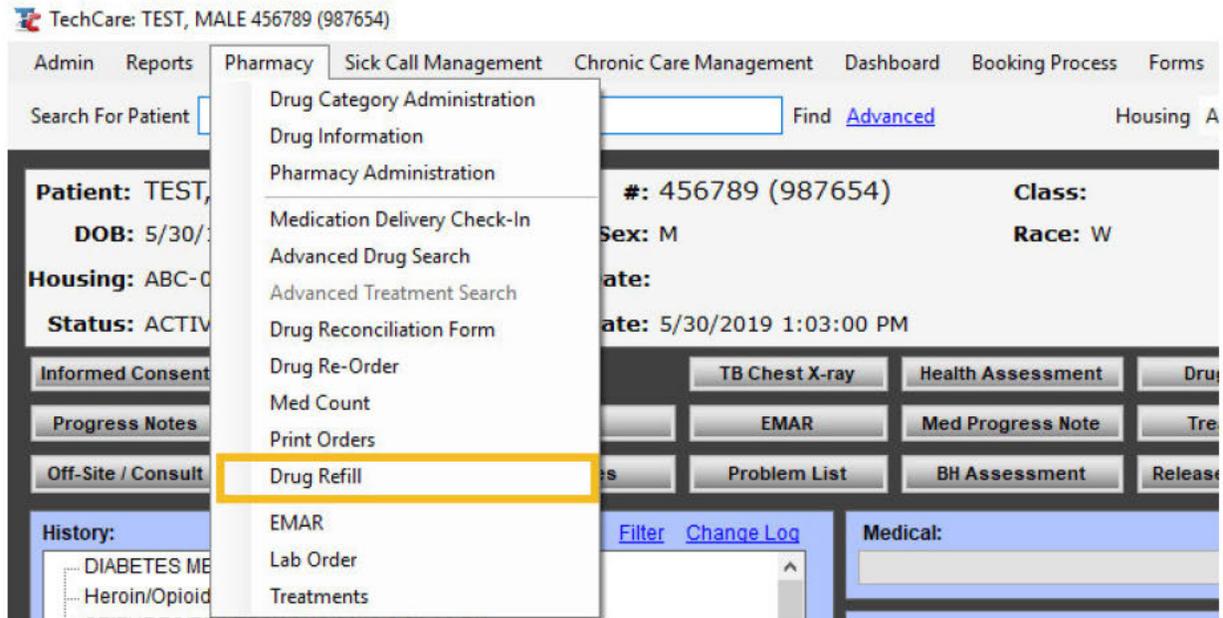
## Benzo Logic

- a. If 1b is selected = CIWA is prompted
  - b. If 1a and 2a are selected – CIWA is NOT prompted
  - c. If 1a and any of 2b, c, d is selected = CIWA is prompted
- 

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# Drug Refill Queue

The Drug Refill Queue is accessible from the Pharmacy Tab on the main screen of TechCare®.



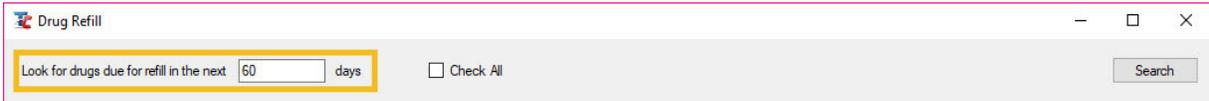
Drug Refill

Look for drugs due for refill in the next:  days  Check All

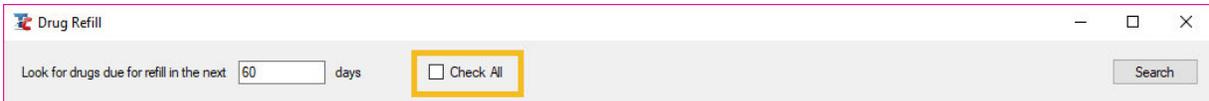
	Patient Name	Patient ID	Booking #	Housing Location	Drug	SIG	Start	Stop	Provider	Ordered By
▶				VDF-NF-2-17-T	Abacavir Sulfate ...	PM(AT BEDTIME)	4/19/2019	7/17/2019	Provider, Placeh...	Nathan Newman
				VDF-NF-2-17-T	Acyclovir Oral 40...	PM(AT BEDTIME)	4/19/2019	7/17/2019	Provider, Placeh...	Nathan Newman
				VDF-UW-3-36-B	Benophen Oral 2...	PM(AT BEDTIME)	4/17/2019	10/13/2019	Doctor, Jenn MD	Jenn Frederick IT
				GBDF-4-A-116-M	Allergy Relief Oral...	BID(TWICE DAIL	4/17/2019	7/15/2019	Doctor, Jenn MD	Jenn Frederick IT
				SDC-J-8-B-17-M	Allergy Relief Oral...	TID(THREE TIM...	4/12/2019	6/30/2019	Doctor, Jenn MD	Jenn Frederick IT
				LCDR-5-A-3-1	Abacavir Sulfate ...	DAILY(ONCE DA...	4/11/2019	7/9/2019	Provider, Placeh...	Nathan Newman
				VDF-UW-2-41-T	Calcium Acetate (...)	QID(FOUR TIME...	4/11/2019	7/9/2019	Doctor, Jenn MD	Waymon Goosby ...
				GBDF-1-A-101-3	Abacavir Sulfate ...	DAILY(ONCE DA...	4/8/2019	7/6/2019	Provider, Placeh...	Nathan Newman

8 Found

Users enter a value in **Due for Refill** to see medications that are authorized for refill, and have at least one refill remaining that is due within the specified number of days. The refill date will be calculated based on the order start date and the number of administered doses (example: a 15 day order with a start date of 1/1/19, a stop date of 1/30/19, one refill, 5 refusals, and 10 administrations will only appear in the refill queue on 1/16/19 if the value in the **Days** field is set to at least 5 – this is because there would be 5 doses left to administer on the 1/16/19 order). The number of refills remaining will be tracked in the *TechCare*<sup>®</sup> database, and will be used to determine when all authorized refills have been sent to the pharmacy.



Checking **Check All** checks the **Refill** checkbox on all medications in the queue, indicating that they should be submitted for refill when the **Refill** button that is located in the lower left-hand corner of the screen is clicked. Individual orders can be selected for refill by checking the corresponding box in the **Refill** column.



The quantity remaining for administration on the most recent (i.e., current) refill is displayed in the **Quantity Remaining** column.

The date that the most recent refill was submitted to the pharmacy is displayed in the **Date of Previous Refill** column.

The number of refills remaining on each order is listed in the **# of Refills Remaining** column.

Checking the box/boxes in the **Refill** column and clicking the Refill button submits the selected order(s) for refill.

Quantity Remaining	Date of Previous Refill	# of Refills Remaining	Refill
60	06/06/2019 12:2...	1	<input type="checkbox"/>
30		2	<input type="checkbox"/>
60		1	<input type="checkbox"/>
60		2	<input type="checkbox"/>
10		1	<input type="checkbox"/>
30		2	<input type="checkbox"/>
20	04/12/2019 09:4...	1	<input type="checkbox"/>
60	04/10/2019 01:5...	1	<input type="checkbox"/>

Drug Refill

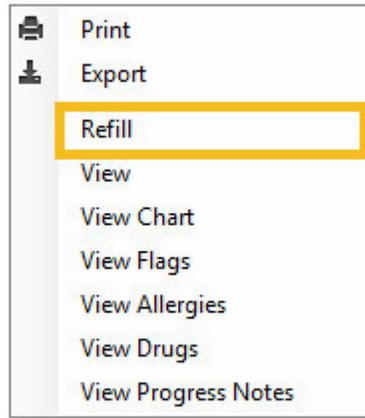
Look for drugs due for refill in the next  days  Check All

	Start	Stop	Provider	Ordered By	Category	Quantity Remaining	Date of Previous Refill	# of Refills Remaining	Refill
▶	4/19/2019	7/17/2019	Provider, Placeh...	Nathan Newman	HIV	60	06/06/2019 12:2...	1	<input checked="" type="checkbox"/>
▶	4/19/2019	7/17/2019	Provider, Placeh...	Nathan Newman	STOCK	30		2	<input type="checkbox"/>
▶	4/17/2019	10/13/2019	Doctor, Jenn MD	Jenn Frederick IT	OTC, PSYCHOT...	60		1	<input type="checkbox"/>
▶	4/17/2019	7/15/2019	Doctor, Jenn MD	Jenn Frederick IT	OTC, STOCK	60		2	<input type="checkbox"/>
...	4/12/2019	6/30/2019	Doctor, Jenn MD	Jenn Frederick IT	OTC, STOCK	10		1	<input type="checkbox"/>
...	4/11/2019	7/9/2019	Provider, Placeh...	Nathan Newman	HIV	30		2	<input type="checkbox"/>
...	4/11/2019	7/9/2019	Doctor, Jenn MD	Waymon Goosby...	STOCK	20	04/12/2019 09:4...	1	<input type="checkbox"/>
...	4/8/2019	7/6/2019	Provider, Placeh...	Nathan Newman	HIV	60	04/10/2019 01:5...	1	<input type="checkbox"/>

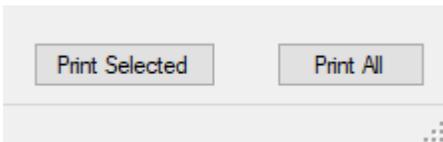
8 Found

The **Drug Refill** dashboard includes a contextual menu (right click) with standard options, including an option to trigger the refill.

man	HIV	30		2	
osby...	STOCK	20	04/12/2019 09:4...	1	
man	HIV	60	04/10/2019 01:5...	1	



The Drug Refill dashboard includes standard *TechCare*<sup>®</sup> dashboard printing functionality.



## Drug Order Entry

A **Refill** button has also been added to the **Drug Order Screen**. The button is only active if there are refills remaining on the order. If no refills remain, the button is grayed out.

Drug Order: Acyclovir Oral

Drug Category: All  Generic Preferred  Formulary Only

Drug Name: Acyclovir Oral

QTY	Strength	Start Date	Days
2	400 MG Tablet	06/19/2019	28
Route	Sig	Refills	Dispense
Oral	DIABETIC QID	3	56

Additional Information

Doctor: Provider, Placeholder

Profile Only  
 PRN  
 KOP  
 TORB  
 VORB  
 ATE  
 Backup Pharmacy

Sig Times:  0300  1030  1500  2100

MAR View: [Acyclovir Oral 400 MG Tablet](#)  
Take 800 mg by mouth DIABETIC QID for 28 day(s). Dispense 56 tablet. 3 Refill(s) Profile Only  
Provider, Placeholder MD  
6/19/2019 thru 7/16/2019

Buttons: Save, Discontinue, Re-Order, Refill, Cancel

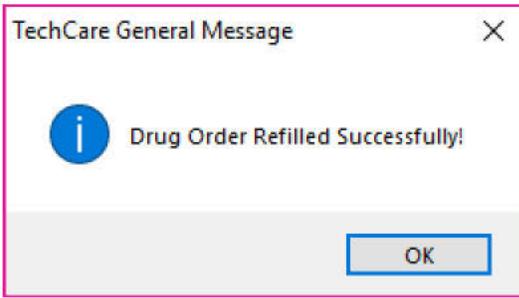
When a user clicks the Refill button, the following message is displayed:

Refill Current Drug Order

 Medication refill request will be submitted, do you want to continue?

Buttons: Yes, No

If Yes is selected, then the refill order is generated and sent to the pharmacy. If No is selected, then the message box closes, the refill order is not generated, and nothing is communicated to the pharmacy.

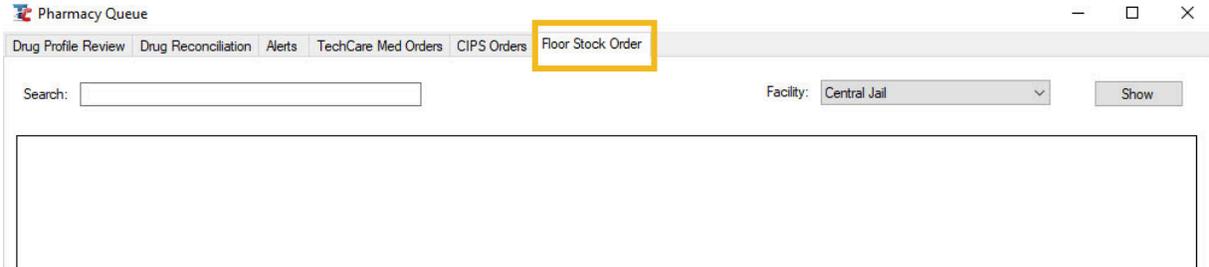


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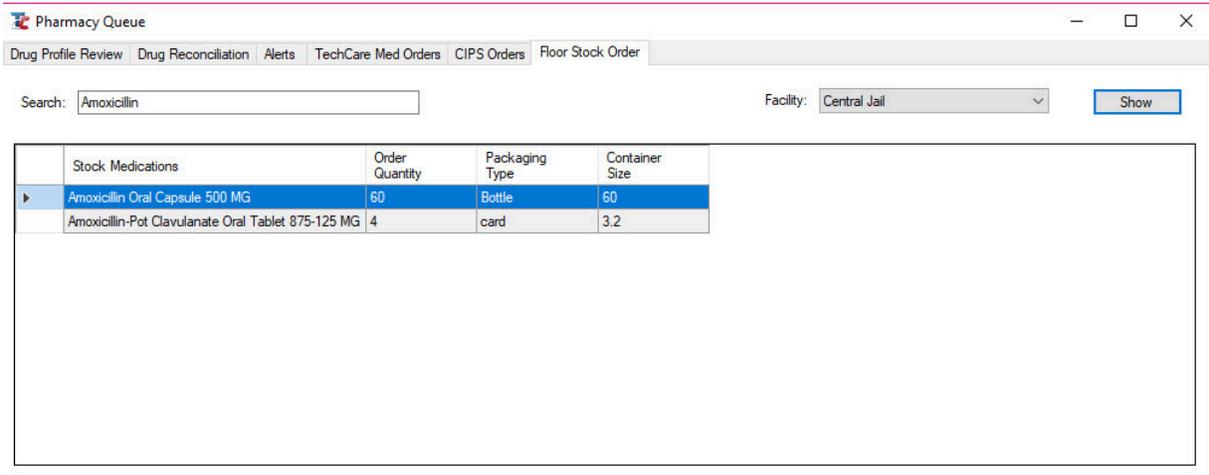
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# Floor Stock Order Queue

The Floor Stock Order tab is located in the Pharmacy Queue dashboard.

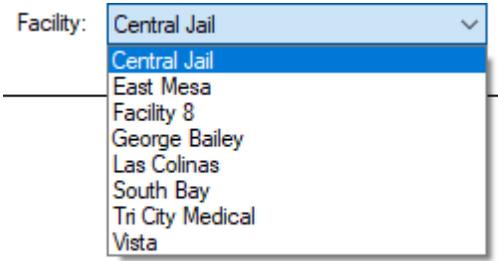


Selecting **Show** will update the top list to display Stock Medications filtered by **Facility**. The user can also use the **Search** bar to filter by Drug Name. Whether using Search, Facility, or Both, select "Show" to update results.



The Facility filter allows selection of each facility.

*Note – Orders will be placed by facility.*



All medications that are in the **Stock** drug category are displayed in this panel. The information displayed in this mockup will be displayed for all stock medications. The **Order Quantity**, **Packaging Type** and **Container Size** columns will display the corresponding values from the most recent stock order for each medication.

Pharmacy Queue

Drug Profile Review | Drug Reconciliation | Alerts | TechCare Med Orders | CIPS Orders | Floor Stock Order

Search:  Facility: Central Jail Show

Stock Medications	Order Quantity	Packaging Type	Container Size
Abilify Maintena Intramuscular Suspension Reconstituted ER 400 MG	30	Card	30
Acetaminophen Oral Tablet 500 MG	2	card	1
Acyclovir Oral Tablet 400 MG	5	can	med large
Acyclovir Oral Tablet 800 MG	30	Card	30
Adacel Intramuscular Suspension 5-2-15.5 LF-MCG/0.5	5	big	1.2
Albuterol Sulfate Inhalation Nebulization Solution (5 MG/ML) 0.5%	22	pink	2.11111
Allergy Relief Oral Tablet 10 MG	1000	Card	30
Amoxicillin Oral Capsule 500 MG	60	Bottle	60
Amoxicillin-Pot Clavulanate Oral Tablet 875-125 MG	4	card	3.2
Anti-Diarrheal Oral Tablet 2 MG	200	letter	17
Anu-Med Rectal Suppository 88.7-0.25 %	5	red	xtra small
Artificial Tears Ophthalmic Solution 1.4 %	55	small tube	05 ounce

Print  
Export  
Add To Order

By right-clicking on a medication in the top panel, users can open a contextual menu with the following options: **Print**, **Export**, and **Add to Order**. Selecting Add to Order will copy the item to the bottom panel, which acts as a shopping cart.

Stock Medications	Order Quantity	Packaging Type	Container Size	
Abilify Maintena Intramuscular Suspension Reconstituted ER 400 MG	30	Card	30	
Acetaminophen Oral Tablet 500 MG	2	card	1	
Acyclovir Oral Tablet 400 MG	5	can	med large	
Acyclovir Oral Tablet 800 MG	30	Card	30	
Adacel Intramuscular Suspension 5-2-15.5 LF-MCG/0.5	5	big	1.2	
Albuterol Sulfate Inhalation Nebulization Solution (5 MG/ML) 0.5%	22	pink	2.11111	
Allergy Relief Oral Tablet 10 MG	1000	Card	30	
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Amoxicillin-Pot Clavulanate Oral Tablet 875-125 MG	4	card	3.2	
Anti-Diarrheal Oral Tablet 2 MG	200	letter	17	
Anu-Med Rectal Suppository 88.7-0.25 %	5	red	xtra small	
Artificial Tears Ophthalmic Solution 1.4 %	55	small tube	0.5 ounce	

Stock Medications	Order Quantity	Packaging Type	Container Size	Facility
Abilify Maintena Intramuscular Suspension Reconstituted ER 400 MG	30	Card	30	Central Jail

Users can modify the quantity for each medication in the shopping cart by double-clicking on the medication’s **Order Quantity** field and updating it before placing the order.

The **Packaging Type** field will contain the corresponding value from the most recent stock order for each medication. Users can enter the desired packaging type in this field by double-clicking on it. This field will be used to specify card, small bottle, etc.

The **Container Size** field will contain the corresponding value from the most recent stock order for each medication. Users can enter the desired container type in this field by double-clicking on it. This field will be used to specify the container size for creams, etc. (ex. 2.5 oz. tube).

Stock Medications	Order Quantity	Packaging Type	Container Size	Facility
Abilify Maintena Intramuscular Suspension Reconstituted ER 400 MG	30	Card	30	Central Jail

By right-clicking on a medication in the shopping cart, users can open a contextual menu with the following options. **Print**, **Export**, and **Remove from Order**. Selecting Remove from

Order will remove the order from the shopping cart. This indicates that a card is in the preferred packaging.

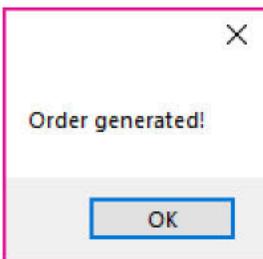
Stock Medications	Order Quantity	Packaging Type	Container Size	Facility
▶ Abilify Maintena Intramuscular Suspension Reconstituted ER 400 MG	30	Card	30	Central Jail

- Print
- Export
- Remove From Order

The **Generate** button will submit an order for all of the medications in the cart, display a confirmation message, and clear the cart's contents.

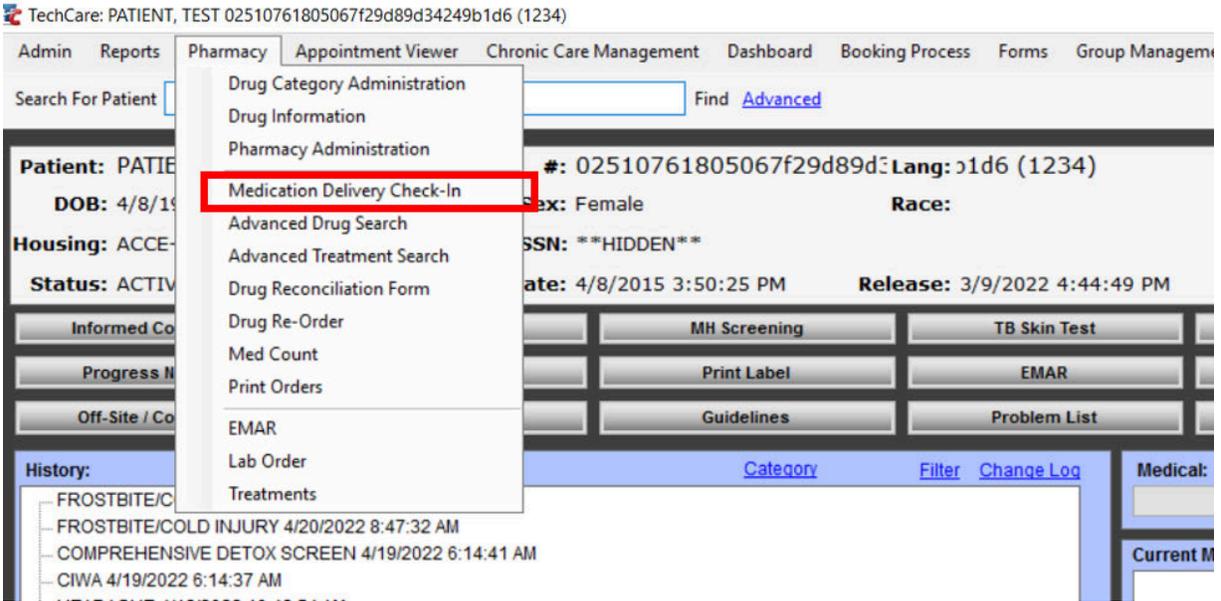
Stock Medications	Order Quantity	Packaging Type	Container Size	Facility
▶ Abilify Maintena Intramuscular Suspension Reconstituted ER 400 MG	30	Card	30	Central Jail

Generate



# Medication Check-In Queue

From the Pharmacy menu, click Medication Delivery Check-In.



Check in medication

- Queue will allow barcode scanning and
- Right-Click and Check-In

Medication Delivery Check-in

Pending Check-in (11) | Checked In

Search:    Active Patients Only

	Patient ID	Booking #	Patient Name	Sex	Housing Location	Drug Name	Drug Strength	Order Date	Directions	Doctor
>				M	SDCJ	Brimonidine Tatr...	0.2 %	1/12/2022 10:28...	Instil 1 drop to th...	Admin, SNF
				M	GBDF-4-B-120-B	Aptivus Oral	100 MG/ML	1/12/2022 10:07...	Take 100 mg/ml ...	Bobo, Jerry
				M	SDCJ-4-E-7-B	Acyclovir Oral	200 MG	1/12/2022 10:02...	Take 200 mg by ...	Admin, SNF
				M	GBDF-2-A-201-11T	Acyclovir Oral	200 MG	1/12/2022 9:57 ...	Take 200 mg by ...	Dela Cruz, J
				M	FACB-1-C-142-M	Acyclovir Oral	200 MG	1/12/2022 9:56 ...	Take 200 mg by ...	Admin, SNF
				M	EMRF-B-1-1-22	Abacavir Sulfate ...	300 MG	1/12/2022 9:31 ...	Take 300 mg by ...	Bobo, Jerry
				M	SDCJ-4-E-7-B	Abacavir Sulfate ...	300 MG	1/11/2022 4:19 ...	Take 300 mg by ...	Brockett, D
				M	SBDF-3-B-20-M	Abacavir Sulfate ...	300 MG	1/11/2022 4:15 ...	Take 300 mg by ...	Bobo, Jerry
				M	GBDF-2-B-104-34B	Abacavir Sulfate ...	300 MG	1/11/2022 4:10 ...	Take 300 mg by ...	Bobo, Jerry
				M	SDCJ-8-C-20-M	Prenatal Plus Oral	27-1 MG	1/11/2022 2:58 ...	Take 27-1 mg by ...	Beben, Tor
				M	SDCJ-8-C-20-M	NovoLIN 70/30 ...	(70-30) 100 UNIT...	1/11/2022 2:57 ...	Inject 1 unit(s) be...	Brockett, D

<  >

- Both original and re-fill orders will require/allow check-in
- Medications cannot be administered until they are checked in
- **Note:** Non-formulary medications should not be active in the eMAR until they are checked in **and** the non-formulary request is approved

# Vaccine/TB Lot Number Management

Search for your patient.

From the Patient Dashboard, click TB Skin Test.

The screenshot shows a patient dashboard for 'TEST, FOUR'. Patient information includes: # 303288661523f6d0f14fee4, Lang: 68 (KLJDOD), DOB: 1/10/1992 (Age=30), Sex: Female, Race: , SSN: \*\*HIDDEN\*\*, Status: ACTIVE, and Booking Date: 1/10/2022 10:28:23 AM. A grid of buttons is displayed below, with 'TB Skin Test' circled in red. Other buttons include Informed Consent, Receiving Screening, MH Screening, Physical Assessment, Drug Order, Progress Notes, Sick Calls, Print Label, EMAR, MH Evaluation, Treatment, Off-Site / Consult, Nursing Protocols, Guidelines, Problem List, Psychiatric Evaluation, Release Summary, Attach Document, Log Out, and Print All Records. A 'PICTURE NOT AVAILABLE' box is also present.

*Note-The TB Skin Test window will populate. This window will show any historical TB Skin Tests data.*

Click New TB Skin Test.

The screenshot shows the 'TB Skin Test' window. It contains the same patient information as the dashboard. A 'New TB Skin Test' button is circled in red. Below the patient information is a table with the following columns: Date Given, ResultType, Read Size, Read Date, TypeName, Read By, Given Notes, Location Given, and Given By. A 'Print All' button is located at the bottom right of the window.

Enter details for TB Screen. Be sure to fill in all required fields (denoted by red circle with white exclamation mark).

**Read Given**

Lot Number  Expiration Date

Location Given

Type

Date Given

Note

**Read Results**

TB Read Result

Read Date

Size (MM)

Read Note

Click OK.

