How to use the eMAR in PointClickCare

This guide explains how to use the eMAR in PointClickCare to find residents, filter medications, document administration, record refusals, handle PRN medications, and document treatments. The eMAR is the Electronic Medication Administration Record, the digital version of the MAR. The MAR lists every medication a resident is supposed to receive, including dosage, timing, and records of administration.

Prerequisites

Before you start, make sure you have:

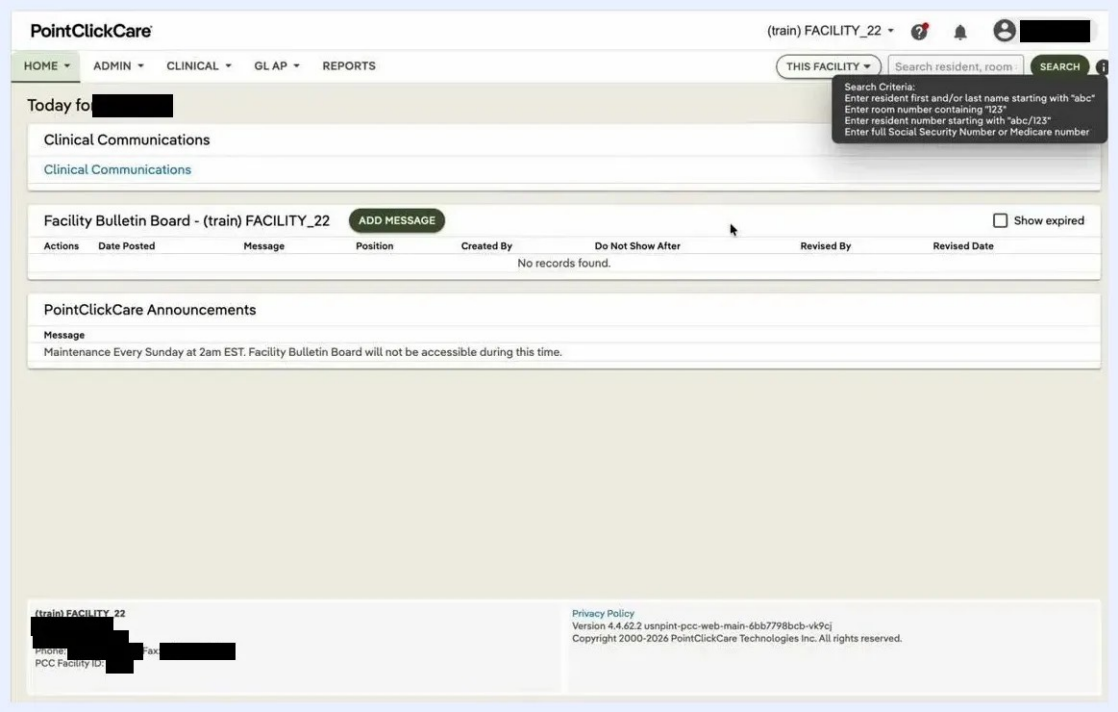
- A login for the PointClickCare platform.
- Your user credentials (username and password/PIN), which you need to sign progress notes electronically.
- An assignment (for example, Magnolia Way) with residents assigned to you for the selected shift.

Open the eMAR in PointClickCare

Step 1: Log in and find the home screen

Log in to the PointClickCare platform. The home screen displays sections such as **Clinical Communications**, **Facility Bulletin Board**, and **PointClickCare Announcements**.

To find a resident, use the search bar at the top right. You can search by name, room number, resident number, or Social Security/Medicare number.



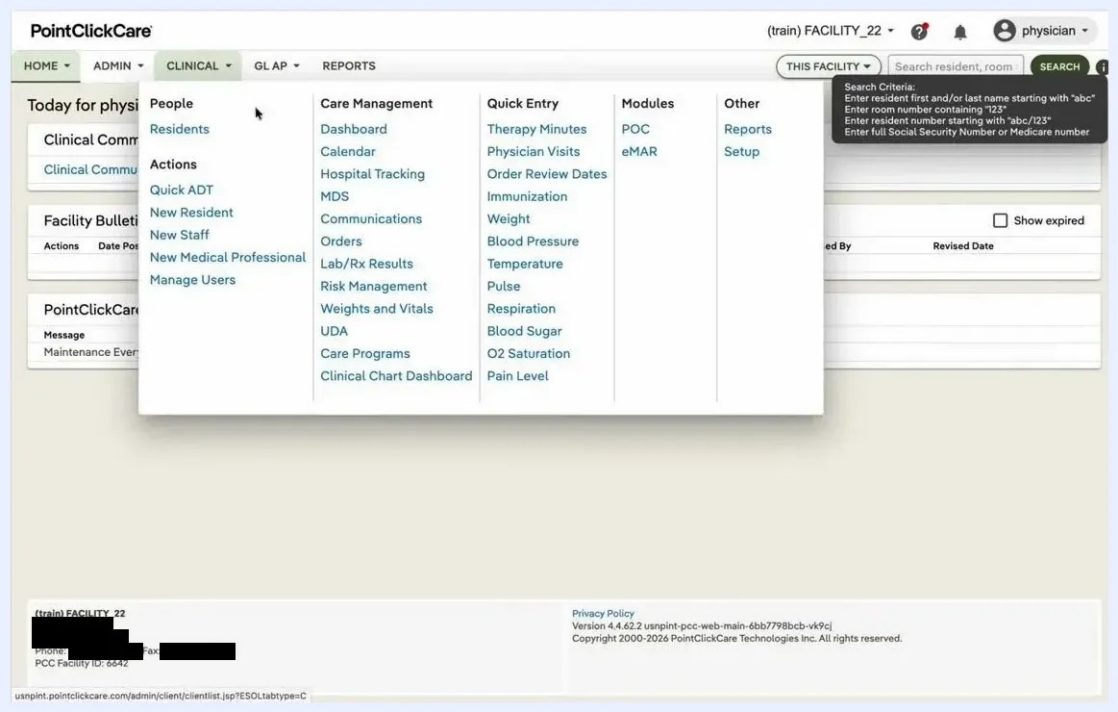
PointClickCare home screen with the navigation bar, search bar, and facility information

Step 2: Open the eMAR from the Clinical tab

Click the **CLINICAL** tab in the top navigation bar. A dropdown menu appears with these categories:

- **People:** Residents
- **Actions:** Quick ADT, New Resident, New Staff, New Medical Professional, Manage Users
- **Care Management:** Dashboard, Calendar, Hospital Tracking, MDS, Communications, Orders, Lab/Rx Results, Risk Management, Weights and Vitals, UDA, Care Programs, Clinical Chart Dashboard
- **Quick Entry:** Therapy Minutes, Physician Visits, Order Review Dates, Immunization, Weight, Blood Pressure, Temperature, Pulse, Respiration, Blood Sugar, O2 Saturation, Pain Level
- **Modules:** POC, eMAR
- **Other:** Reports, Setup

Select **eMAR** under **Modules** to open the electronic Medication Administration Record.



Clinical tab dropdown menu with the eMAR option under Modules

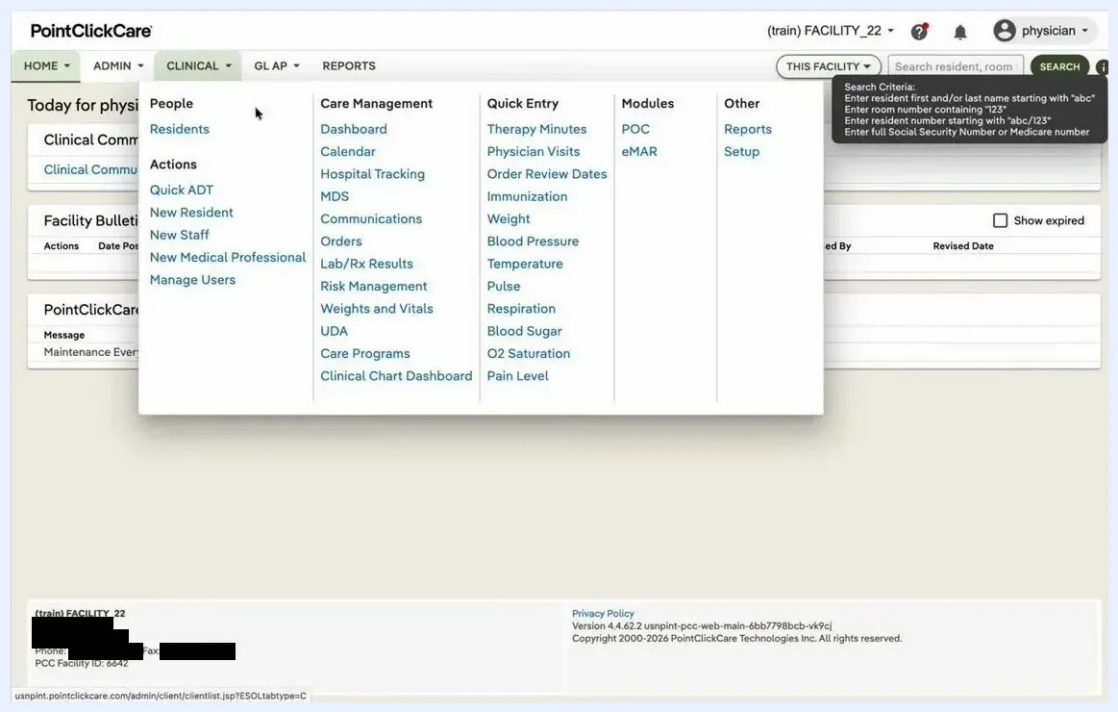
Step 3: Understand the main eMAR screen

The eMAR screen has two main tabs:

- **Meds** (Medication Administration Record) covers all medication-related administration.
- **TARs** (Treatment Administration Record) covers non-medication treatments such as wound dressing changes, skin creams, oxygen, catheter care, and glucose checks.

The screen lists the residents assigned to you for the selected shift and assignment (for example, Magnolia Way). Each resident appears as a colored card with their name, ID, and location. You can sort the list by Name or Location.

At the top, filters let you sort residents by Overdue, Now, Shift, PRN, Reminders, and Advanced options.



eMAR Meds screen with resident cards, filters, and the navigation sidebar

Step 4: Identify the key interface elements

The left sidebar gives you navigation to:

- Portal
- Meds (the current tab)
- TARs (Treatment Administration Records)
- Lab-Diag (Lab and Diagnostic results)
- Behaviors

The top right shows the current facility, your user role (physician), and your assignment (for example, Magnolia Way). The date, shift time, and assignment appear at the top of the Meds screen.

Step 5: Change your assignment if needed

To change the assignment you are viewing, look for the notepad icon with a pencil, usually near the assignment label. Click the icon to select a different assignment and view its resident list.

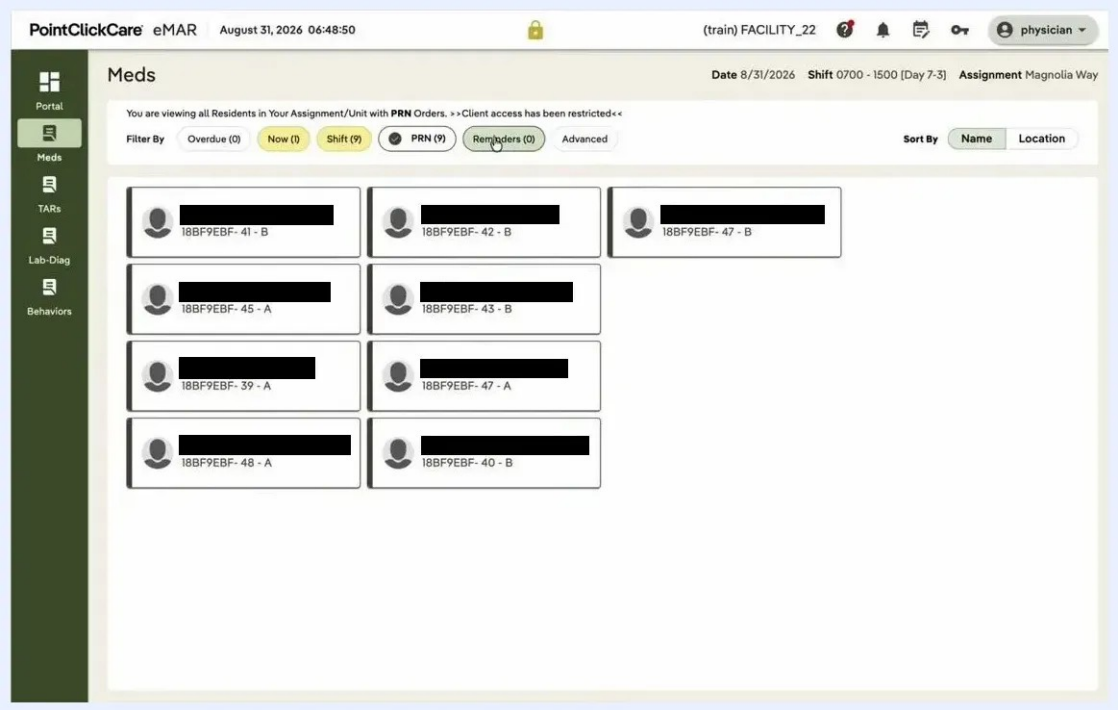
Filter the resident list

Step 6: Use the resident filters

Use the filter buttons at the top of the Meds screen to view residents by medication status:

- **Overdue:** Residents with overdue medications.
- **Now:** Residents with medications due now.
- **Shift:** Residents with medications due during the current shift.
- **PRN:** Residents with as-needed medications.
- **Reminders:** Residents with medications that have reminders attached.
- **Advanced:** Advanced filtering options for more specific needs.

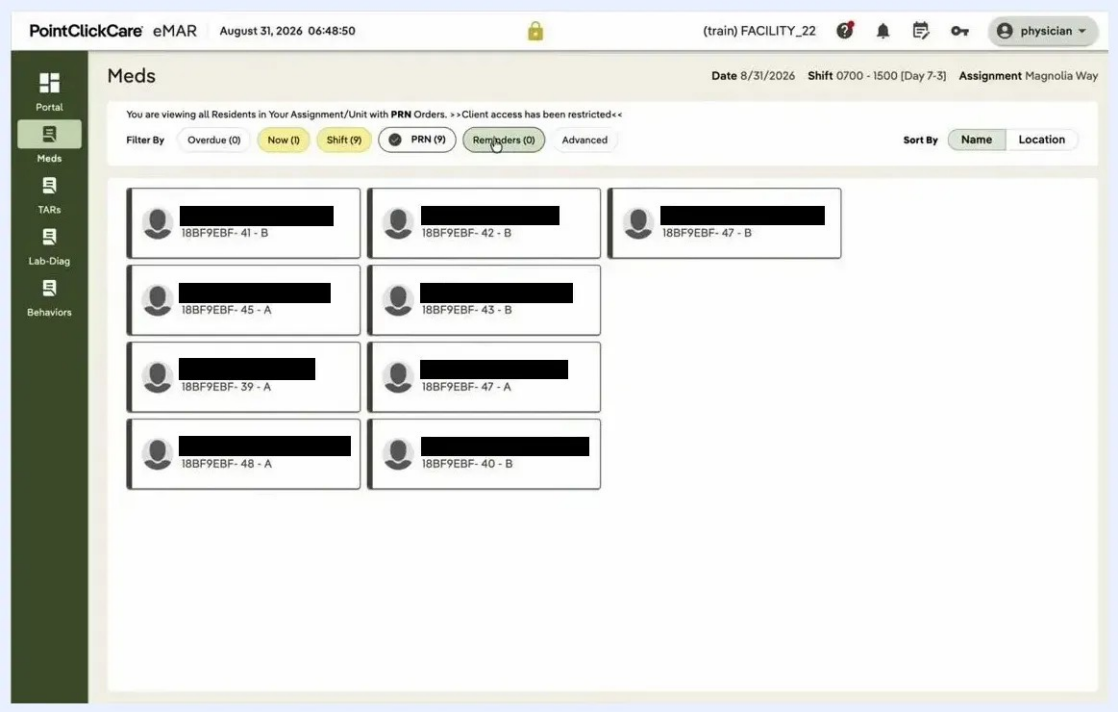
The number in parentheses shows how many residents or medications match each filter (for example, PRN (9)).



Meds screen with filter buttons and resident cards, showing a filter selection

Step 7: Apply the Reminders filter

Click the **Reminders** filter to see residents with medications that have reminders set. If no residents match, the message "There are no results matching the selected filter(s)" appears.



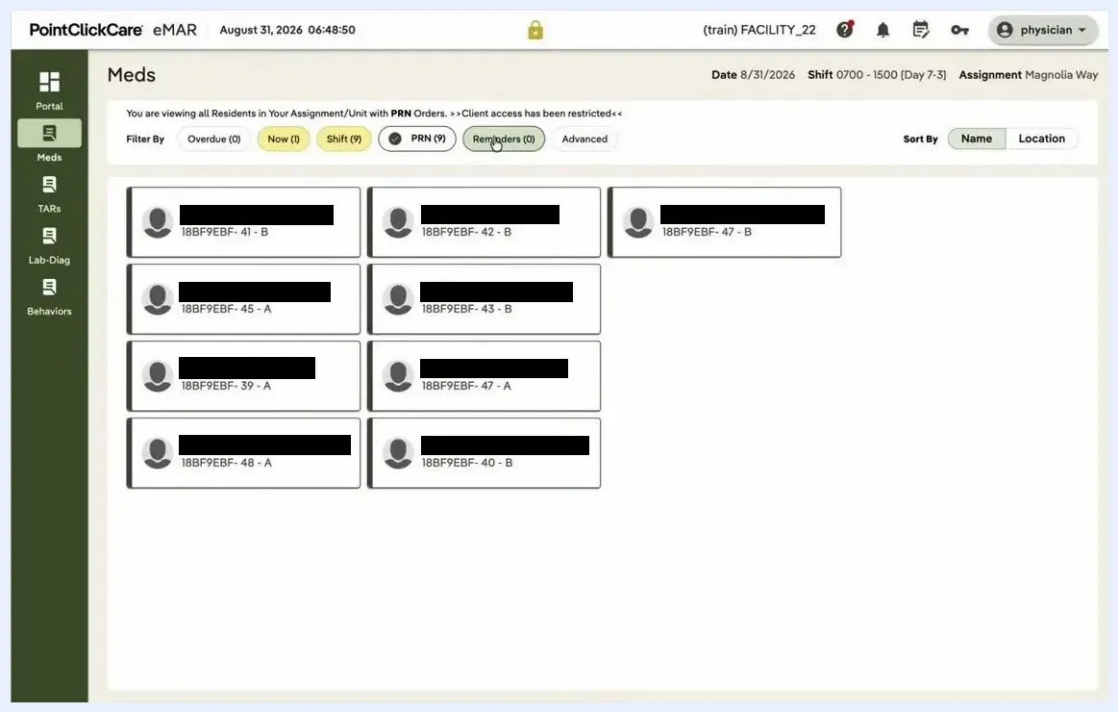
Reminders filter selected with a message that no results match the filter

Step 8: Use advanced filters for documentation needs

Click the **Advanced** filter to open the Advanced Filters dialog. You can filter medications by:

- **Hour of Administration:** PRN, 0700, and so on.
- **Weights & Vitals:** BP (Blood Pressure), Temp (Temperature), Pulse, Pain Level.
- **Standard Prompts:** Administrations that require standard prompts.
- **Type of Medication:** Controlled Drugs.
- **Category:** Pharmacy, Other.

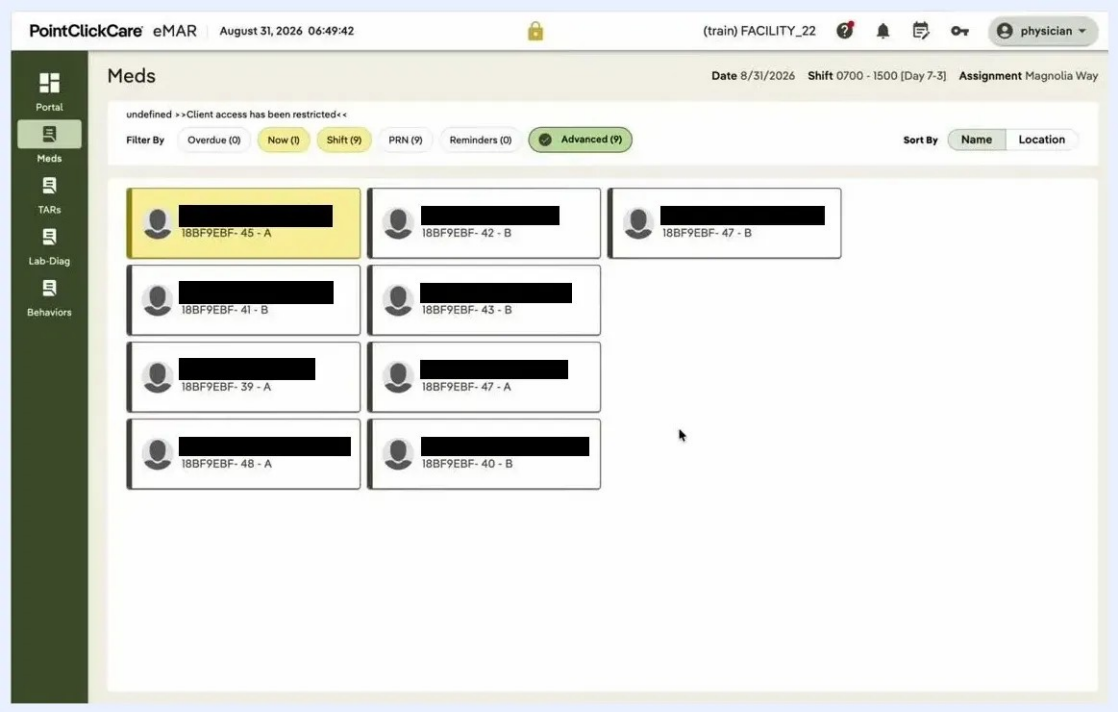
Select a filter, such as BP for blood pressure, to see all medications that require that documentation. Then click **APPLY** to filter the resident list.



Advanced Filters dialog with options for hour, vitals, type, and category

Step 9: Clear the advanced filters

To remove an advanced filter, click **CLEAR FILTERS** in the Advanced Filters dialog or deselect the filter button. You return to the full resident list for your assignment and shift.



Meds screen with the Advanced filter applied, showing a filtered resident card

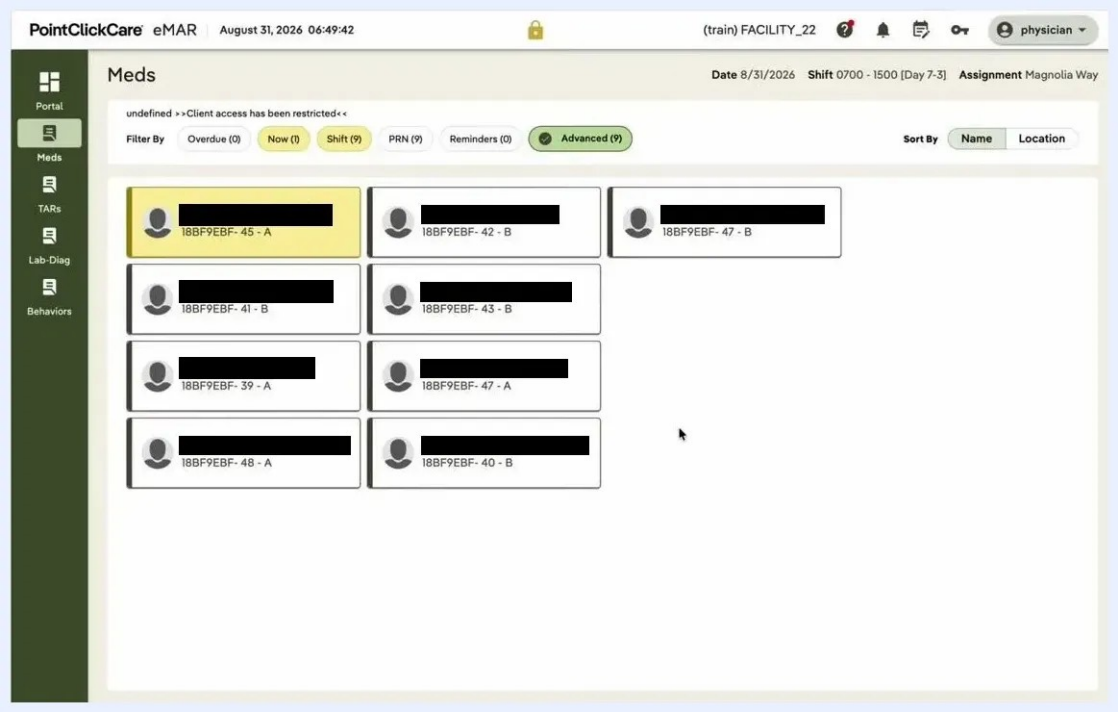
Open a resident's medication screen

Step 10: Read the color coding on resident cards

Resident cards use colors to show medication status:

- **Yellow:** Medications are due now for the resident.
- **Green:** Nothing is due, or all medications have been completed.
- **White:** Nothing is due now, such as PRN medications.

Select a resident card (for example, Akins, Irving) to view and administer that resident's medications.

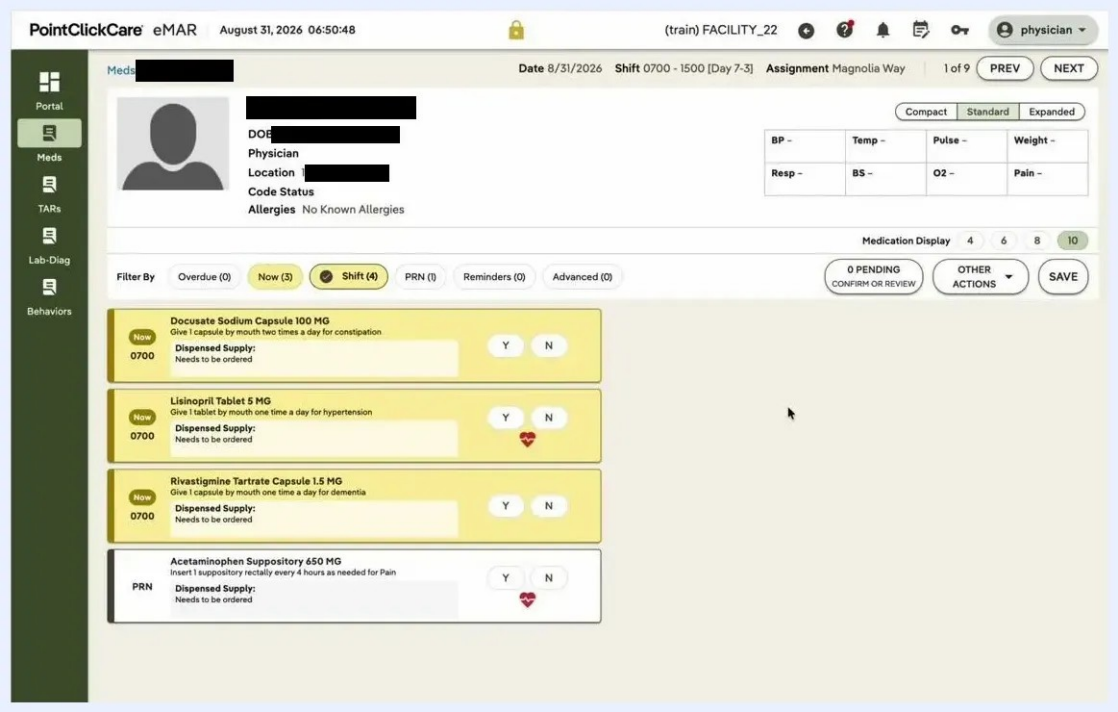


Resident cards with color coding, with one resident highlighted in yellow

Step 11: Open the resident medication screen

Click a resident card to open the medication administration screen. The resident's details appear at the top: name, DOB, physician, location, code status, and allergies.

The medication list appears below, with each medication in a colored box. Yellow means the medication is due now, and white means it is a PRN medication. The top of the screen includes filter buttons, medication display options, and **PREV**/**NEXT** navigation.



Resident medication screen with the medication list, filters, and resident details

Step 12: Page through the medication list

If a resident has more medications than fit on the screen, click **NEXT** at the top right to see more. Click **PREV** to return to the previous page. You can adjust the display to show 4, 6, 8, or 10 medications per page.

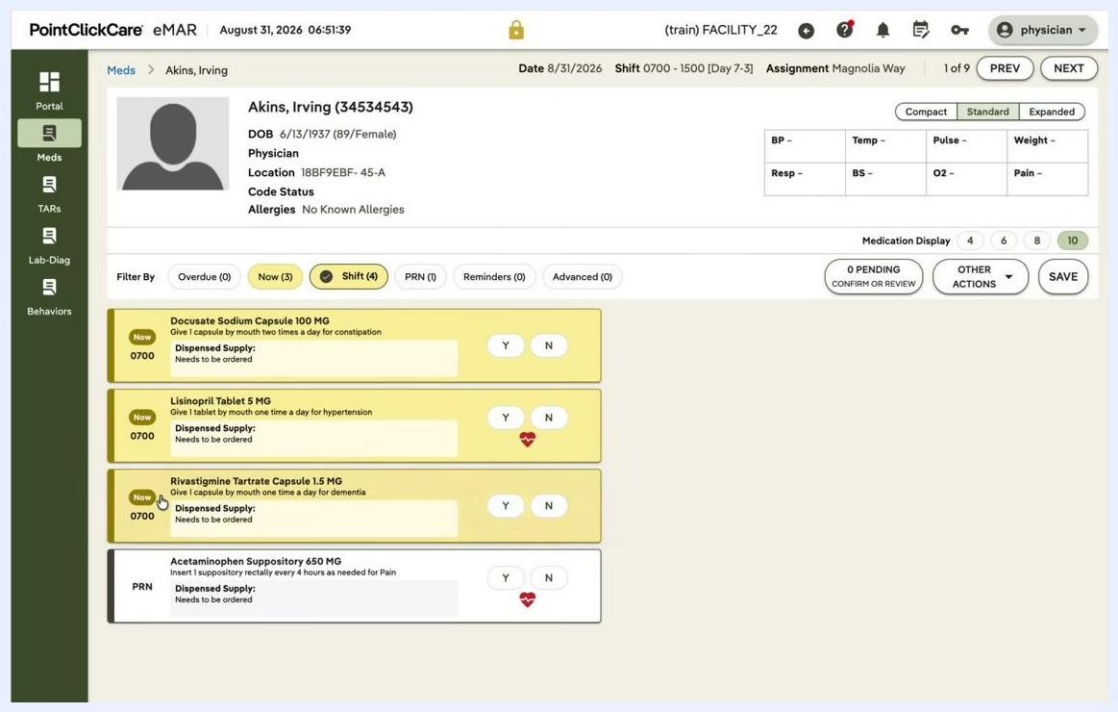
Administer medications in the eMAR

Step 13: Review medication details and due times

Each medication entry shows:

- The medication name and dosage (for example, Docusate Sodium Capsule 100 MG).
- Administration instructions (for example, "Give 1 capsule by mouth two times a day for constipation").
- The scheduled time (for example, 0700).
- The dispensed supply status (for example, "Needs to be ordered").

- **Y** (Yes) and **N** (No) buttons for documenting administration.
- Special icons, such as a heart for special attention.

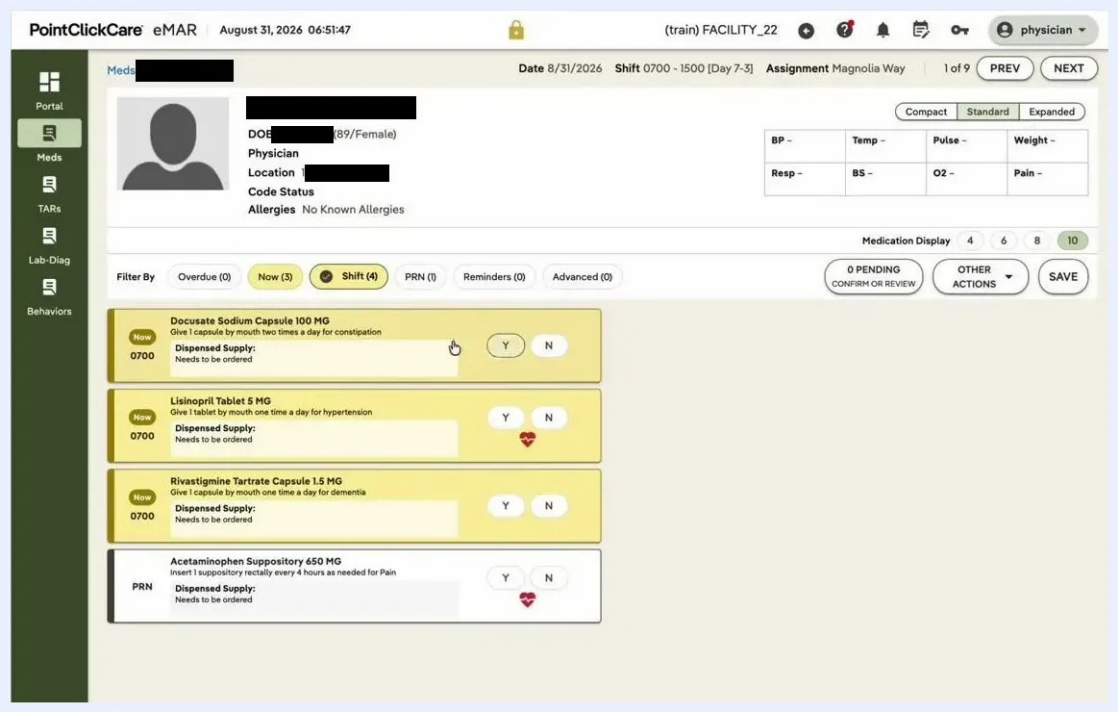


Resident medication screen with medication details, due times, and administration buttons

Step 14: Document administration with Y

When you are ready to administer a medication, review the due time and instructions. Then click **Y** to indicate the medication has been dispensed. Repeat for each medication you administer.

If you administer several medications, such as Docusate Sodium Capsule and Lisinopril Tablet, click **Y** for each one.



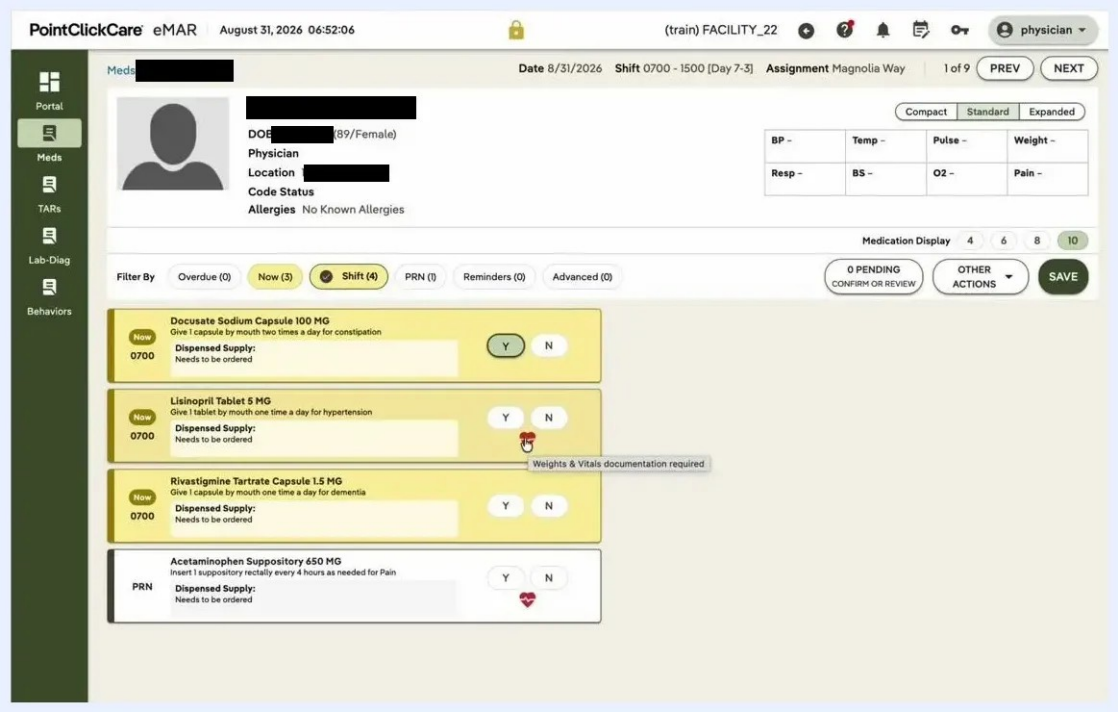
Medication administration screen with the Y button selected for a medication

Document weights and vitals

Step 15: Identify medications that require weights and vitals

Look for a small heart icon below the **Y** and **N** buttons on the medication card (for example, Lisinopril Tablet 5 MG). Hover over the icon to see the tooltip "Weights & Vitals documentation required."

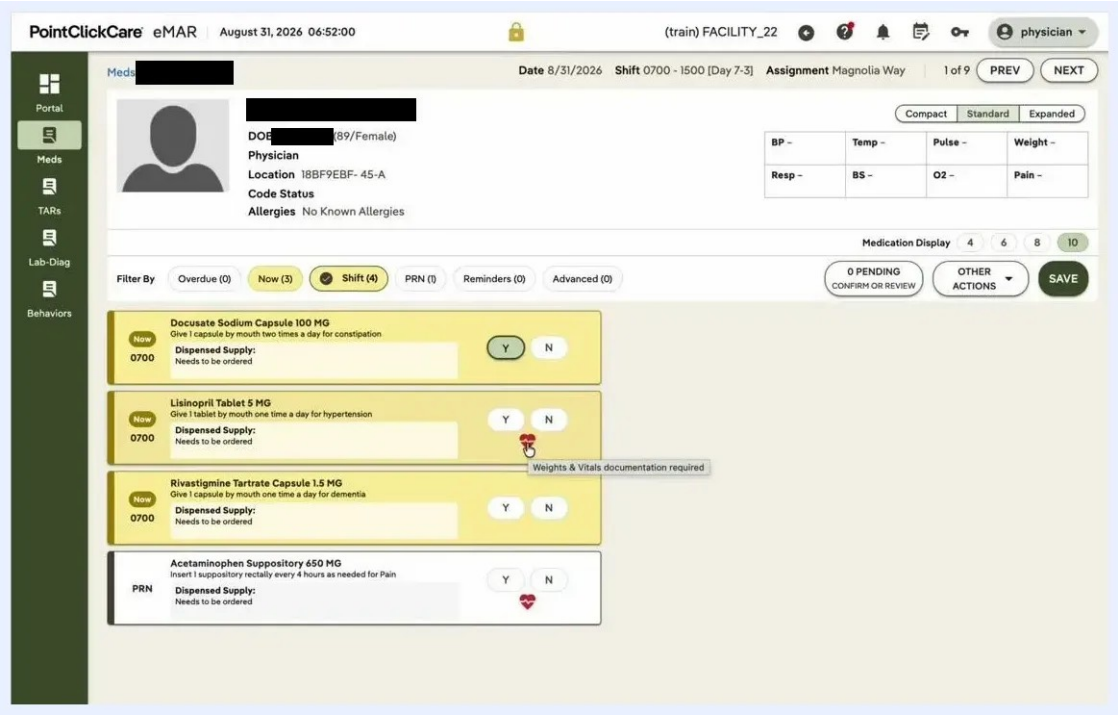
This means you must complete supplementary documentation (weights and vitals) before you complete administration.



Medication list with a heart icon indicating weights and vitals documentation is required

Step 16: Start supplementary documentation

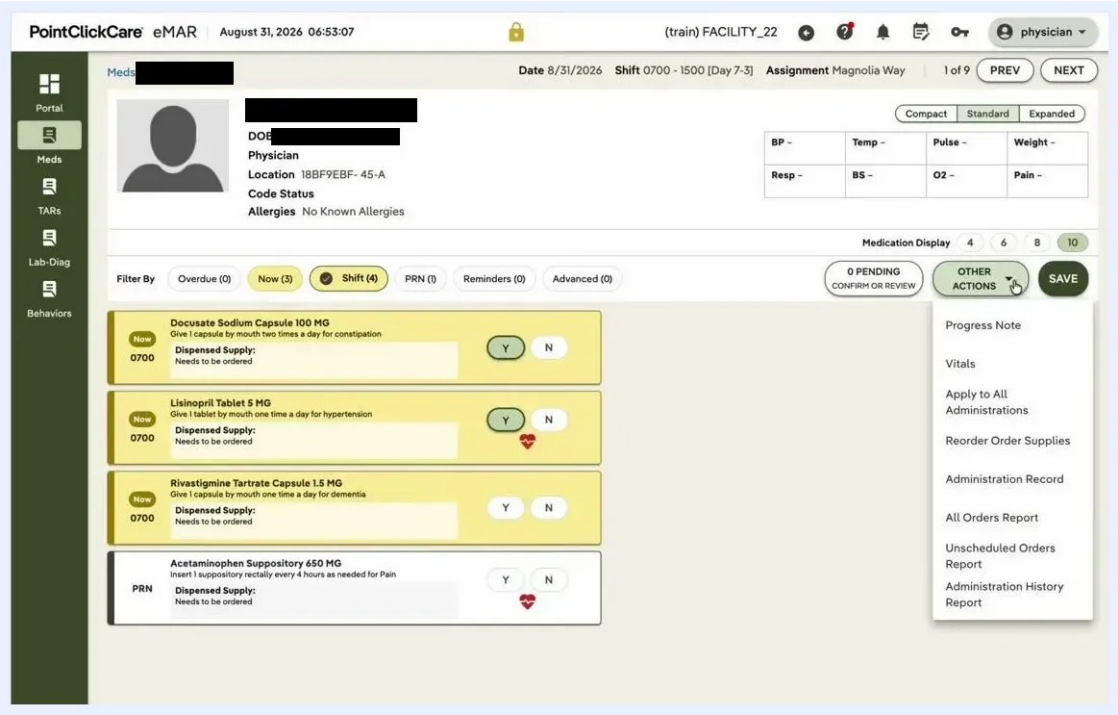
Click **Y** to begin documenting administration for a medication that requires weights and vitals. The **SUPPLEMENTARY DOCUMENTATION** dialog opens. It shows the order details, including directions (for example, "Give 1 tablet by mouth one time a day for hypertension").



Supplementary Documentation dialog for Lisinopril Tablet 5 MG with order details and vitals entry fields

Step 17: Enter blood pressure values

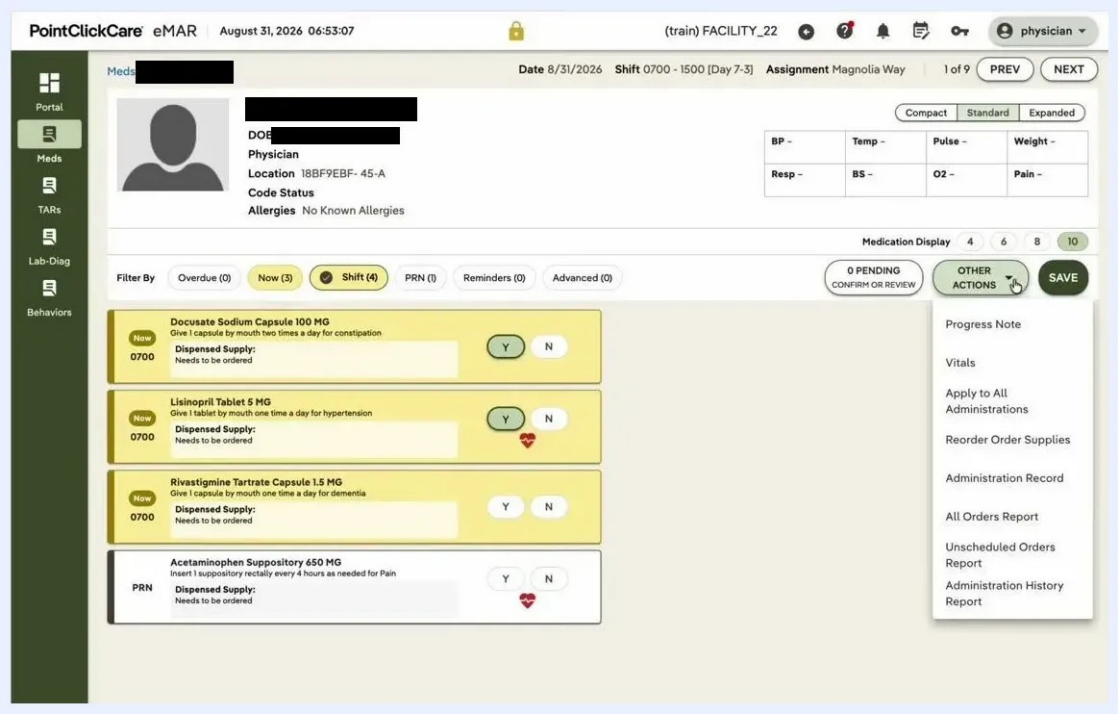
In the **Blood Pressure (mmHg)** section, click **Record New Entry**. Enter the systolic and diastolic values (for example, 120 / 35). Then select the position from which the blood pressure was taken (for example, "Sitting l/arm").



Blood Pressure entry fields with values and position selection

Step 18: Enter the pulse value

In the **Pulse (bpm)** section, click **Record New Entry**. Enter the pulse value (for example, 68). If required, select the method.



Pulse entry field with a value entered

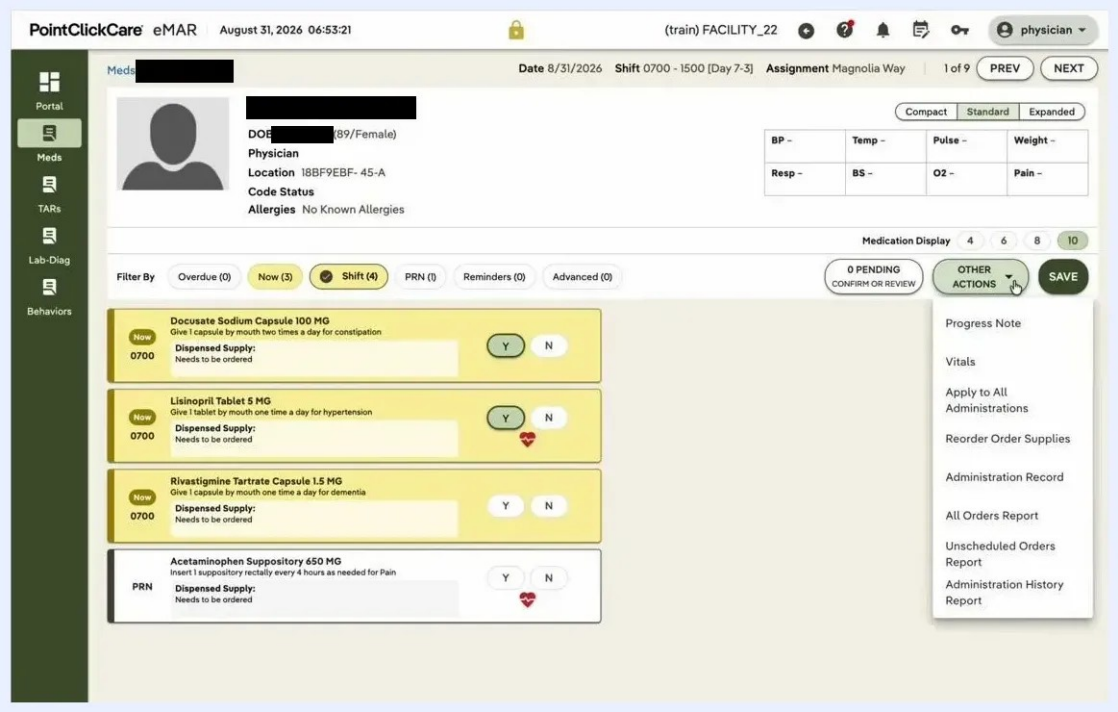
Step 19: Save the supplementary documentation

After you enter all required vitals, click **RECORD** or **RECORD AND NEXT** at the bottom of the dialog. This saves the documentation and lets you complete the medication administration.

Step 20: Add vitals for multiple orders at once

To add weights and vitals for several orders at once, use the **Vitals** option from the main resident medication screen. Click **OTHER ACTIONS** on the right side of the screen, then select **Vitals** from the dropdown menu.

A dialog opens where you can enter vitals for the resident and apply them to multiple orders.



Resident medication screen with the OTHER ACTIONS menu open and the Vitals option highlighted

Record a refused medication and add a progress note

Step 21: Document a reason when you cannot administer a medication

If you cannot administer a medication, for example because the resident refuses it, you must document the reason with a chart code. Open the **ADMINISTRATION DETAILS** tab for the medication (for example, Rivastigmine Tartrate Capsule 1.5 MG) and find the **Chart Code** section.

Common chart codes include:

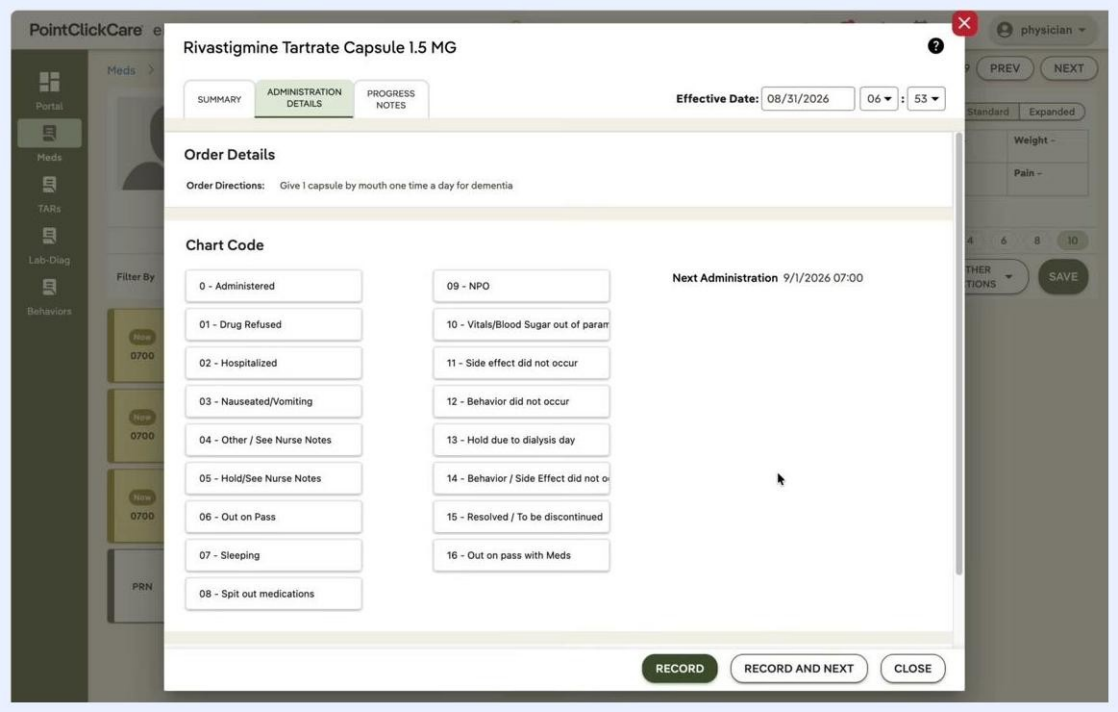
- 01 – Drug Refused (use if the resident refused the medication)
- 02 – Hospitalized
- 03 – Nauseated/Vomiting
- 04 – Other / See Nurse Notes
- 05 – Hold/See Nurse Notes
- 08 – Spit out medications

- 09 – NPO (nothing by mouth)
- 10 – Vitals/Blood Sugar out of parameter
- 13 – Hold due to dialysis day
- 15 – Resolved / To be discontinued
- 16 – Out on pass with Meds

Select the chart code that matches the situation. For a refusal, click **01 – Drug Refused**.

The **Order Details** section at the top shows the medication name, directions, and effective date for reference. The **Next Administration** date and time appear on the right (for example, 9/1/2026 07:00).

After you select the chart code, click **RECORD** or **RECORD AND NEXT** at the bottom of the dialog to save your entry. To exit without saving, click **CLOSE**.



Administration Details screen for Rivastigmine Tartrate Capsule 1.5 MG with chart code options and order details

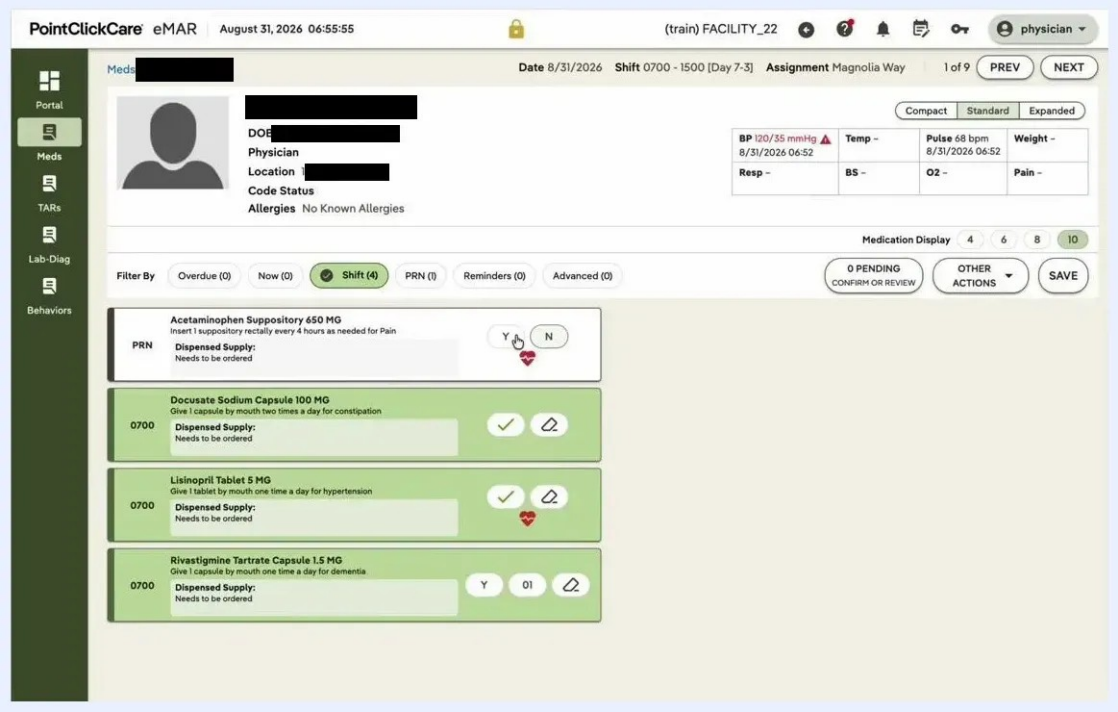
Documenting every non-administered medication with the correct chart code keeps records accurate and supports regulatory compliance.

Step 22: Add a progress note

Click the **PROGRESS NOTES** tab at the top of the medication window. Enter a detailed note that explains the refusal (for example, "Resident refused medication at 0700. Reason: did not want to take capsule."). Make sure the note is clear and complete for compliance and communication.

Step 23: Sign the progress note electronically

When prompted, enter your user credentials (username and password/PIN) in the **Electronic Signature - Sign Progress Note** dialog. Click **SIGN** to authenticate and finalize the documentation.

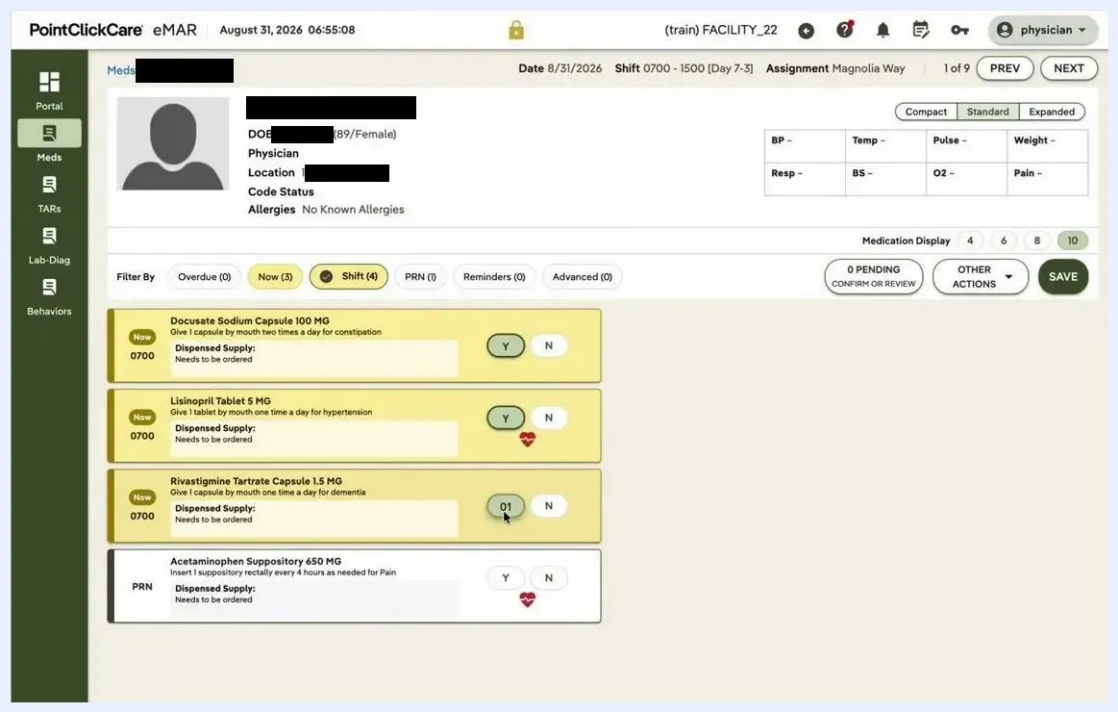


Electronic Signature dialog for signing a progress note, with the user name and password fields filled in and the SIGN and CANCEL buttons visible

Step 24: Verify the status of all medications

Return to the main MAR screen. Confirm that the medication entry now shows **01** in the status indicator, which means "Drug Refused." The indicator should not show "Y," which confirms the medication was not administered.

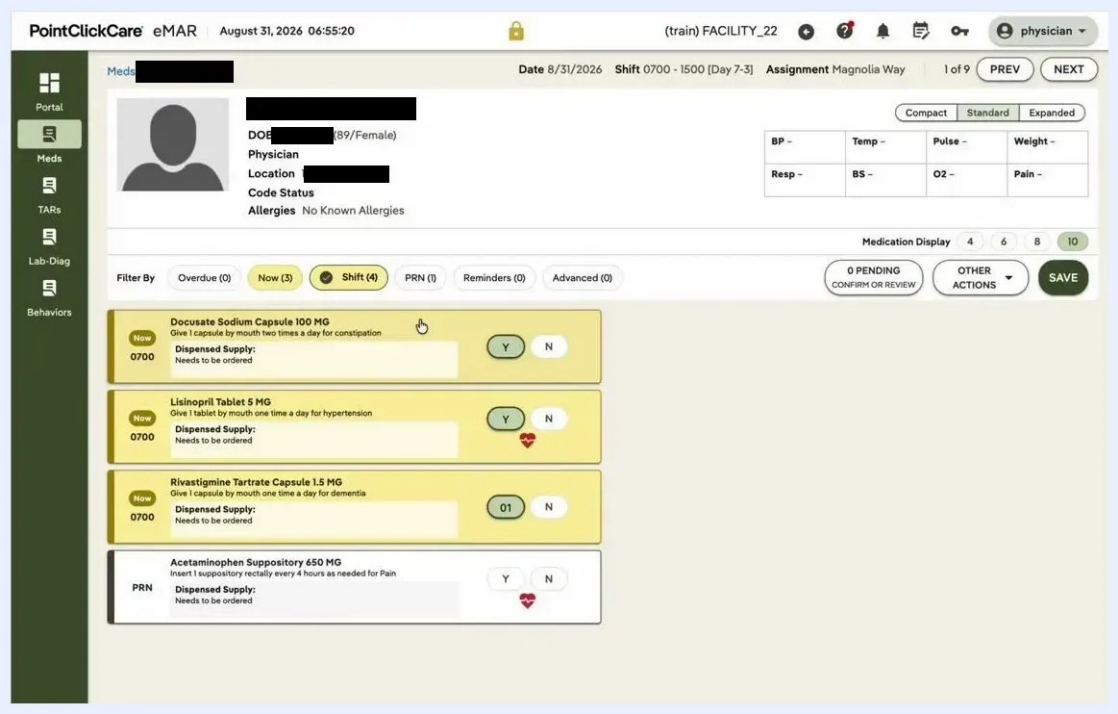
Administered medications show a checkmark and "Y," and refused medications show "01." Make sure all entries are accurate before you finalize.



MAR screen showing Rivastigmine Tartrate Capsule 1.5 MG with the 01 indicator confirming the refusal, with other medications and their statuses visible

Step 25: Save all changes

After you document all scheduled medications, click **SAVE** on the main MAR screen to make sure all entries are stored.

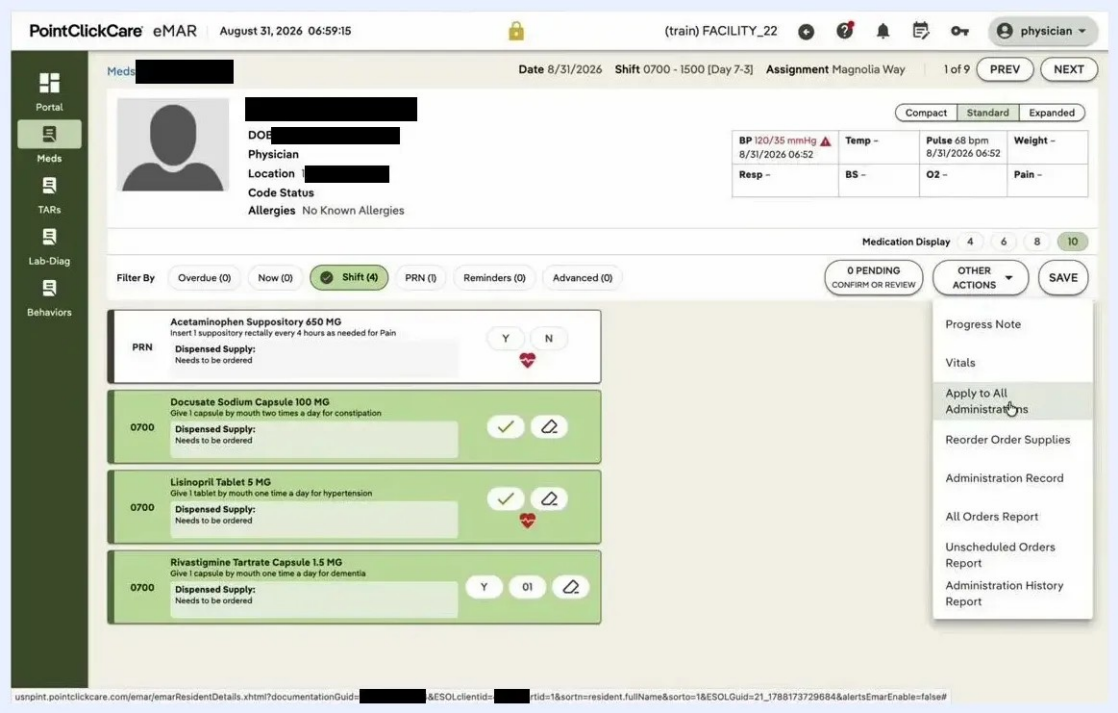


MAR screen with multiple medications listed and the SAVE button highlighted on the right

Apply a chart code to all administrations

Step 26: Open the Other Actions menu

Click **OTHER ACTIONS** on the right side of the MAR screen. A dropdown menu appears with several options, including **Progress Note**, **Vitals**, and **Apply to All Administrations**.



MAR screen with the OTHER ACTIONS dropdown open and the Apply to All Administrations option highlighted

Step 27: Apply a chart code to all administrations

Select **Apply to All Administrations** from the dropdown menu. The **Apply to All Administration(s)** dialog opens.

Choose the chart code to apply to all scheduled administrations in the current view. Options include:

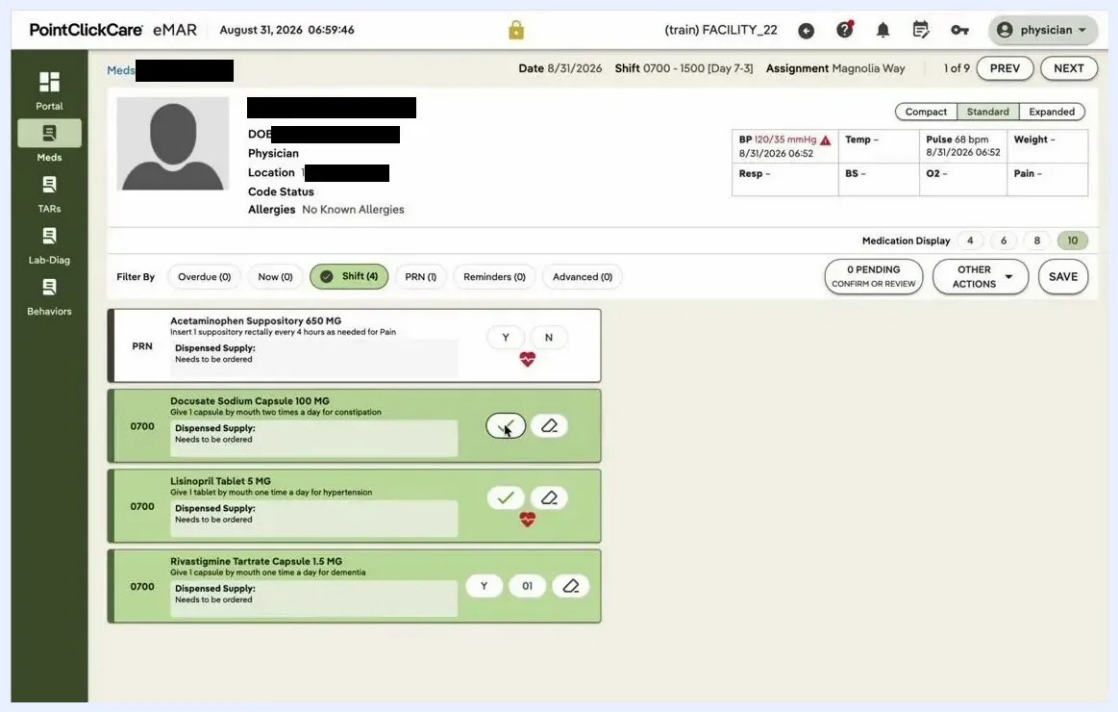
- 01 - Drug Refused
- 02 - Hospitalized
- 03 - Nauseated/Vomiting
- 08 - Spit out medications
- 11 - Side effect did not occur
- 12 - Behavior did not occur

- Other codes listed in the dialog

Set the **Effective Date** and time as needed. Then click **RECORD** to apply the chart code to all applicable medications.

Step 28: Update individual medication statuses

If you marked a medication as administered (Y) by mistake, click the indicator to change the status, for example to "01" for a refusal or another appropriate code. The MAR updates to show the new status.



MAR screen with a status update in progress for Docusate Sodium Capsule 100 MG and the indicator being changed

Step 29: Monitor medication supply alerts

Review the "Dispensed Supply: Needs to be ordered" message on each medication. If supplies are low, open the **OTHER ACTIONS** menu, select **Reorder Order Supplies**, and follow the prompts to request more medication stock.

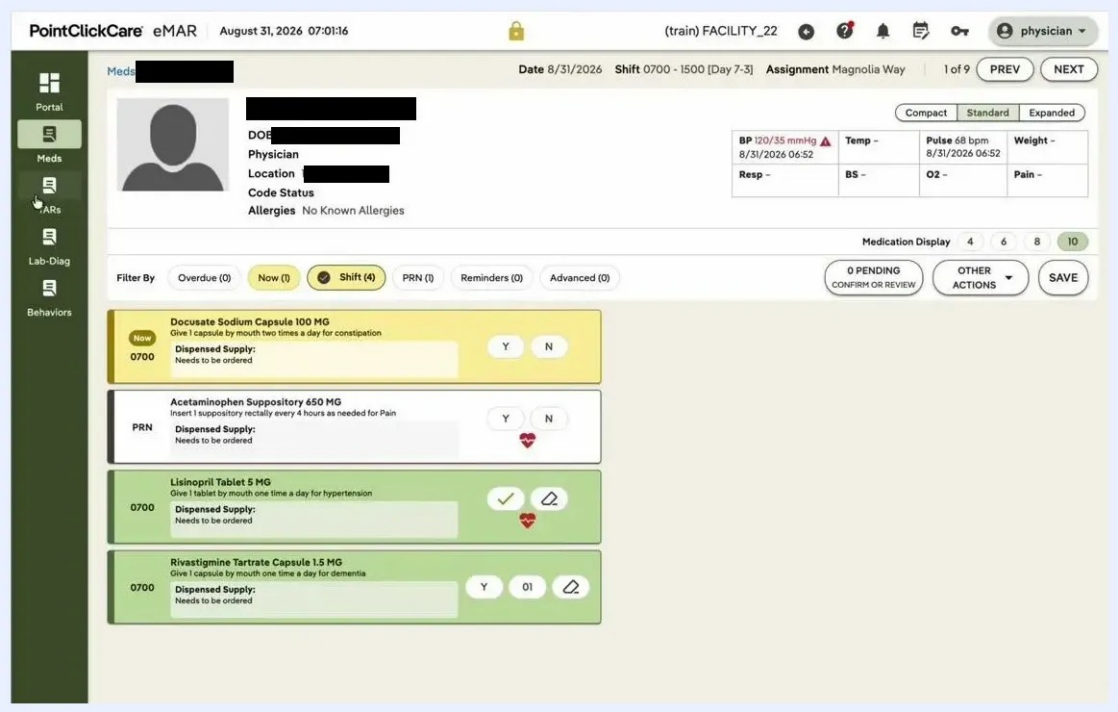
Document treatments on the TAR

Step 30: Switch to the Treatment Administration Record

Click the **TARs** tab on the left navigation menu to view treatments instead of medications. The TAR screen lists the treatments due for the resident (for

example, "Change administration set of midline catheter Q 72 hours primary continuous").

Treatments use the same color coding, with yellow for due now. Use the filter buttons to view treatments by status or timing.



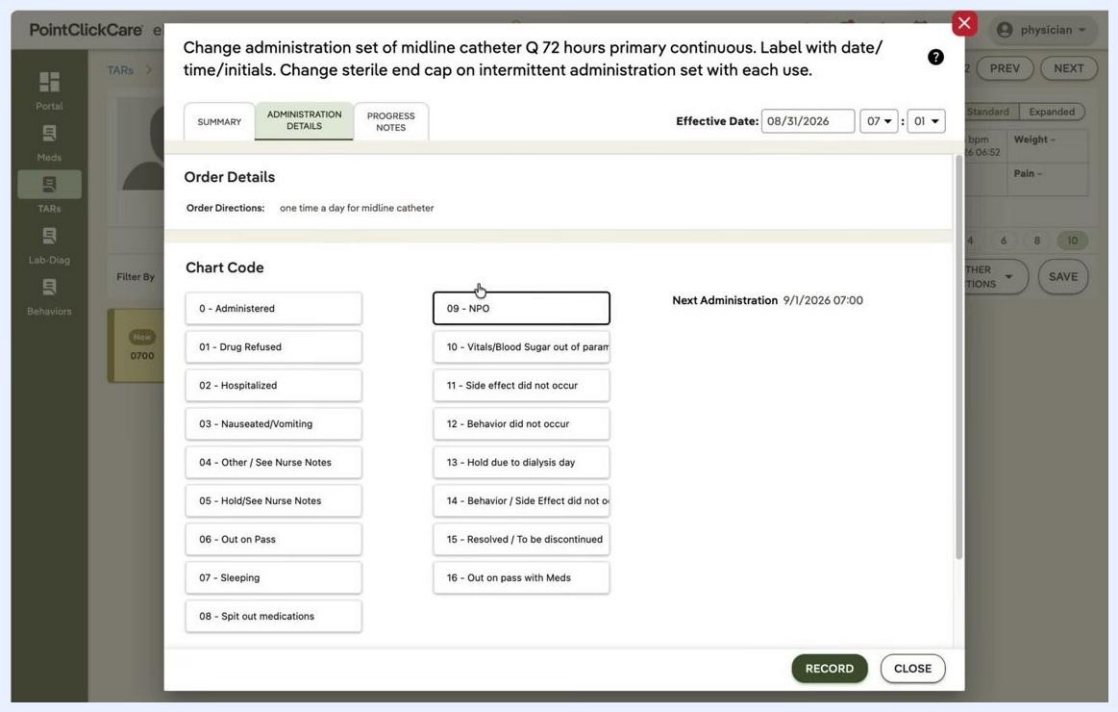
TAR screen showing a treatment due now, with filter buttons and resident details

Step 31: Document the treatment with a chart code

Click the treatment entry to open the documentation dialog. The dialog shows:

- Treatment details and directions (for example, "Change administration set of midline catheter Q 72 hours primary continuous. Label with date/time/initials. Change sterile end cap on intermittent administration set with each use.").
- Tabs for Summary, Administration Details, and Progress Notes.
- Effective Date and Time selectors.
- Chart Code options (for example, 0 - Administered, 01 - Drug Refused, 09 - NPO, 11 - Side effect did not occur).

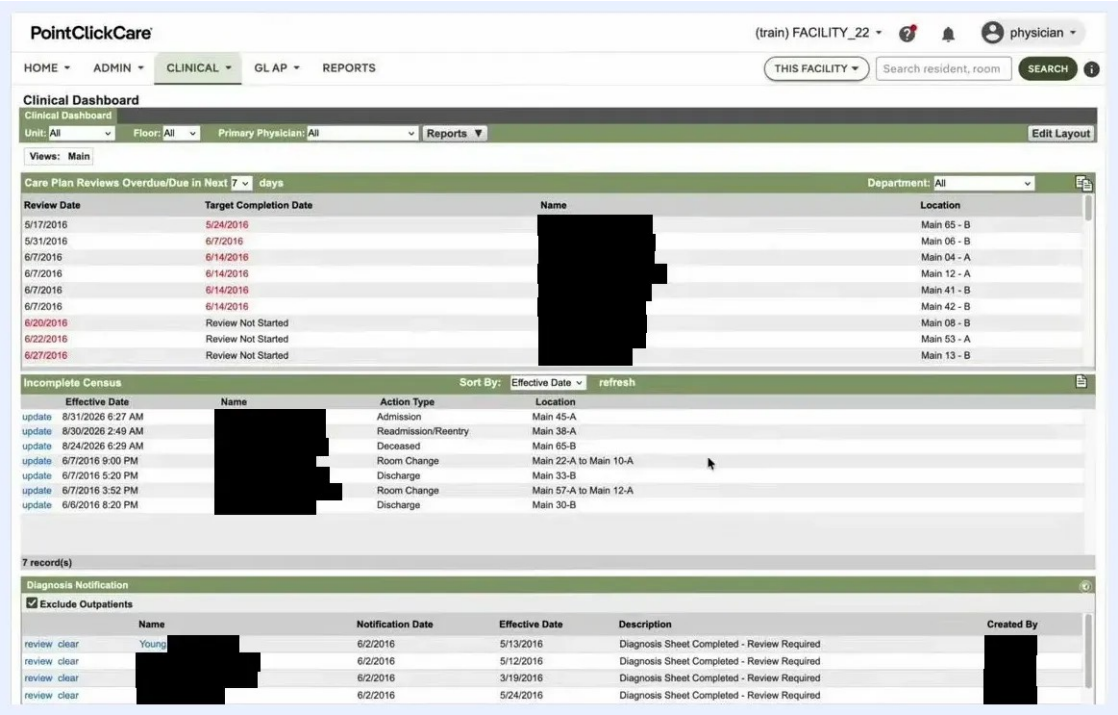
Select the appropriate chart code, such as **0 - Administered** if you provided the treatment. You can also add a progress note for additional documentation. Click **RECORD** to save the entry.



Treatment documentation dialog with chart code options, effective date and time, and the RECORD button

Step 32: Confirm the treatment documentation

After you save, the treatment entry on the TAR screen turns green to show successful documentation, and the status icon changes to a checkmark. Use the filter buttons to verify that the treatment is now marked as completed for the shift.



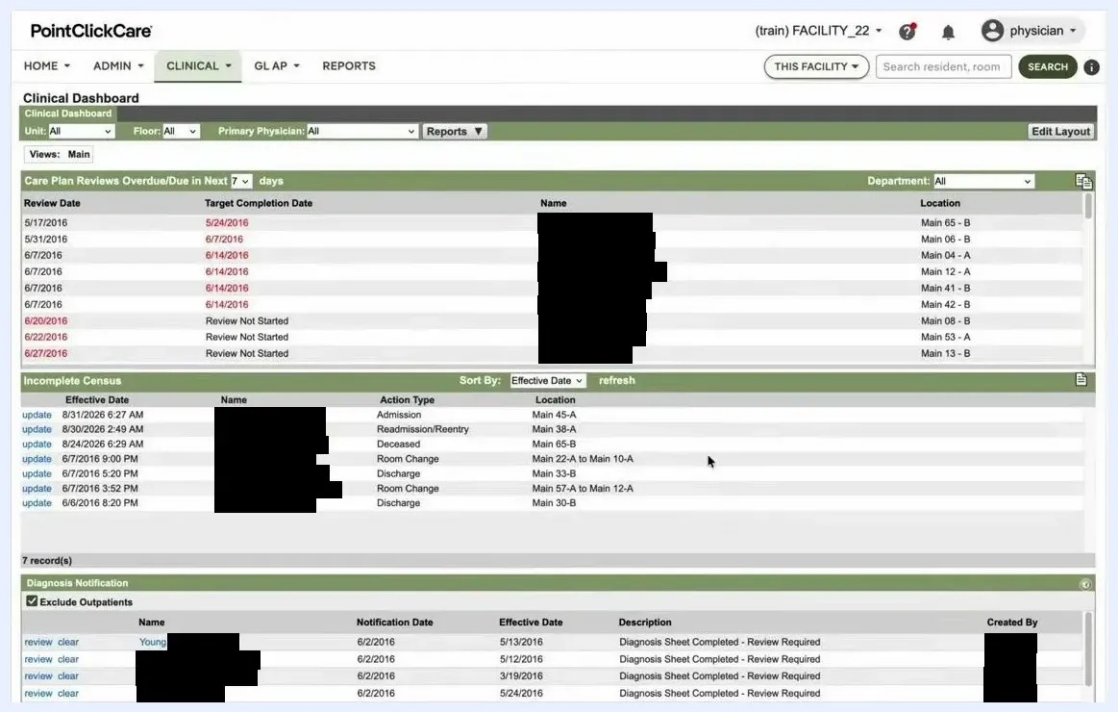
TAR screen showing a completed treatment entry highlighted in green with a checkmark

Review the Clinical Dashboard

Step 33: Open the Clinical Dashboard

From the main menu, select the **CLINICAL** dropdown. Under **Care Management**, select **Clinical Chart Dashboard**.

The dashboard gives you an overview of care plan reviews, incomplete census, diagnosis notifications, and medication/treatment pass status. Use the filters (Unit, Floor, Primary Physician, Department) and views (Main, Reports) to customize it.



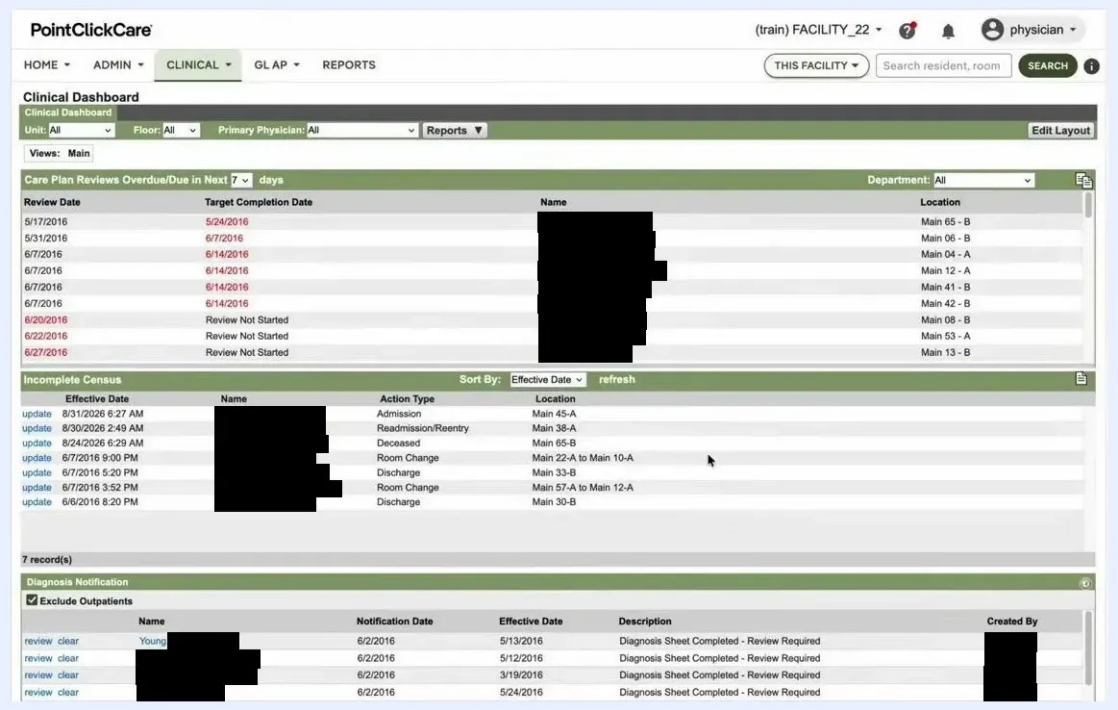
Main menu with the CLINICAL dropdown open, showing dashboard and care management options

Step 34: Monitor care plan reviews and incomplete tasks

On the Clinical Dashboard, review:

- Care Plan Reviews Overdue/Due in Next X Days, with review dates, target completion dates, and resident names.
- Incomplete Census, which covers admissions, discharges, and room changes.
- Diagnosis Notifications, with notification and effective dates, descriptions, and the creator.

Use the refresh button to update the dashboard data.



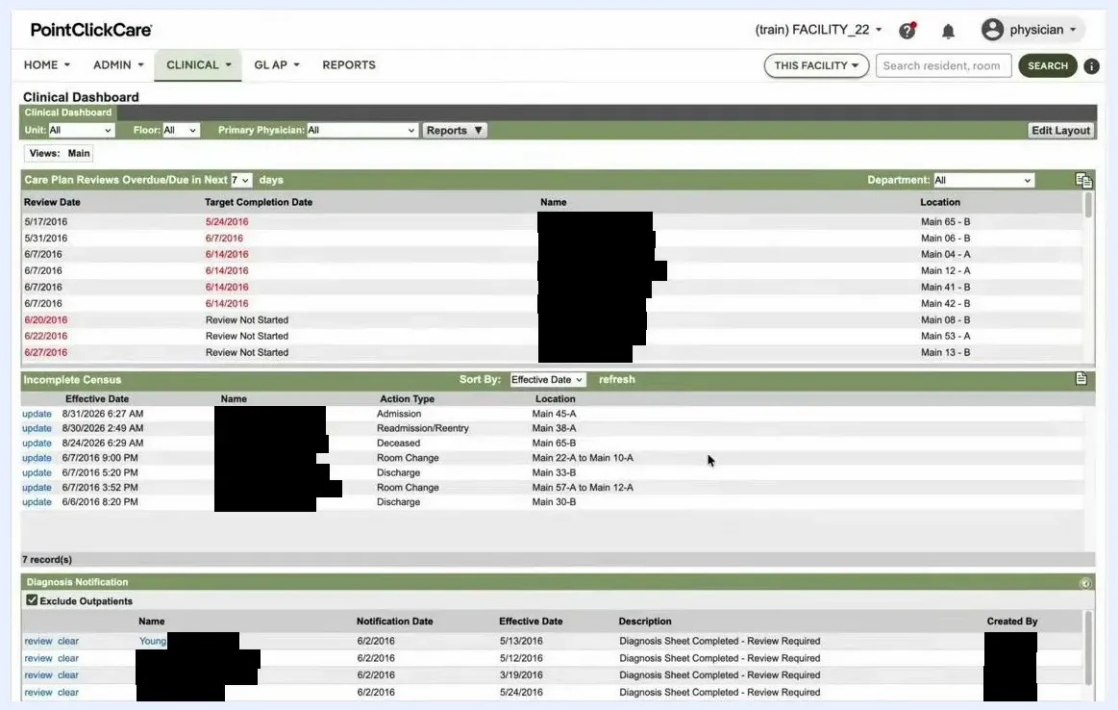
Clinical Dashboard showing care plan reviews, incomplete census, and diagnosis notifications

Step 35: Track medication and treatment passes

In the **Med Passes in the Last 24 hours** section, review:

- The record type (Meds, Behaviors, TARs, Lab-Diag).
- The shift and assignment group.
- The status indicators (red, yellow, and green dots).
- The task completion counts (for example, "0 of 1" or "0 of 2").

Click a task count to view details for each shift and assignment.



Clinical Dashboard section showing medication and treatment pass status, task counts, and status indicators

Administer PRN medications

Step 36: Administer and document a PRN medication

PRN medications are not given on a fixed schedule. To administer one, follow these steps:

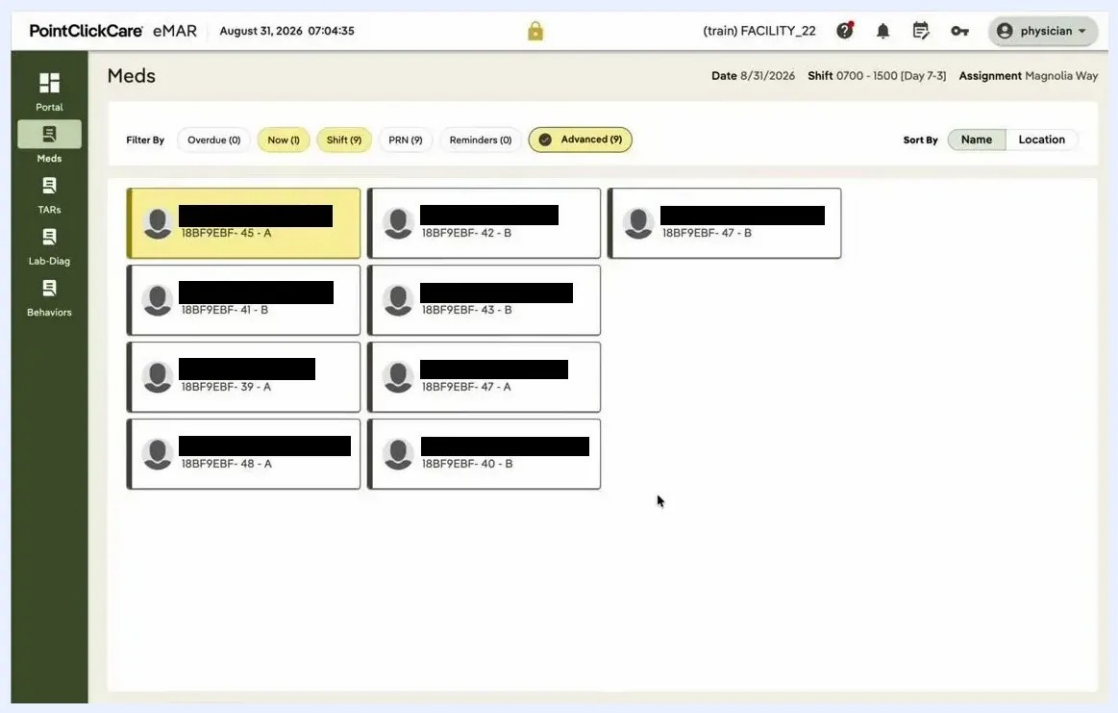
1. Identify the PRN medication entry.
2. Enter a progress note that describes the reason (for example, "Note: they had a headache").
3. Continue to **Supplementary Documentation** when prompted.
4. Record any required additional information, such as pain level (for example, "Pain level: 6").
5. Sign the note when the system prompts you, because you entered a progress note.

The system then updates the status to show that the PRN medication has been administered.

Step 37: Return to the resident list

After you document all scheduled and PRN medications, return to the main resident list to continue with other residents or tasks. The list shows all residents assigned to you for the shift, with filters for Overdue, Now, Shift, PRN, Reminders, and Advanced. Each resident is listed with name, location, and assignment details.

Select another resident to continue medication or treatment documentation.



Resident list screen showing all assigned residents for medication administration, with filters and assignment details

Tips

- Always use the correct chart code for refusals and document the reason in a progress note.
- For PRN medications, complete both a progress note and any supplementary documentation, such as pain level.
- The system prompts for signatures when required, especially after you enter progress notes.
- Use the resident list and filters to manage medication administration efficiently for your shift.

Summary

You can now use the eMAR in PointClickCare to filter residents and medications, read the color coding, and document administered, refused, and PRN medications. You can also record weights and vitals, document treatments on the TAR, and check pass status on the Clinical Dashboard.

What's next

- Practice filtering the resident list with **Overdue**, **Now**, **Shift**, **PRN**, **Reminders**, and **Advanced** to plan your shift.
- Review the Clinical Dashboard regularly to check care plan reviews and pass status.
- Select the next resident from your list to continue medication or treatment documentation.