

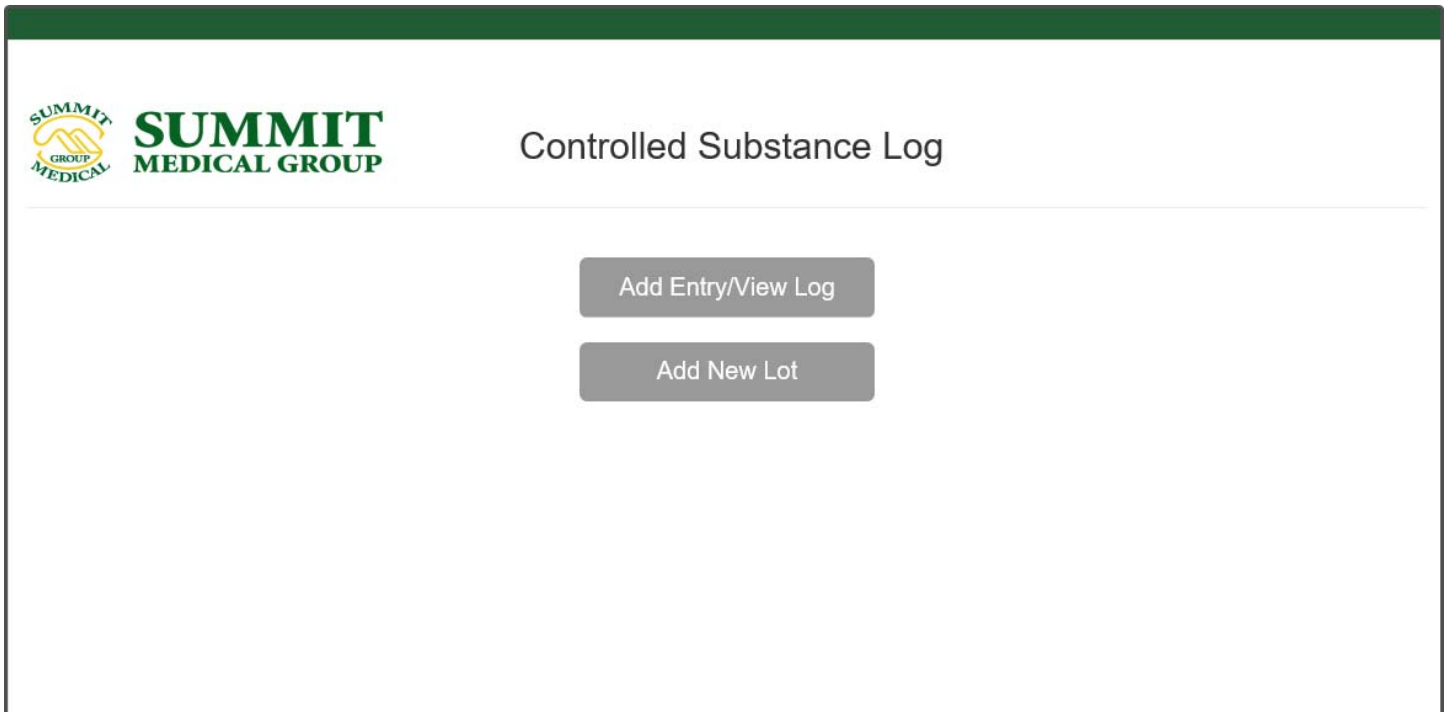


Controlled Substance Log

Usage Instructions

Getting Started

In a web browser, go to <http://csa.summithealthcare.com>. This link only works from inside the Summit network.




[Add Entry/View Log](#) – Click this button if you want to add a new entry or view the existing entries of a lot.

[Add New Lot](#) – Click this button if you want to add a lot that is not already in the system.

[Getting Help](#) – What to do if you experience problems.

Add Entry/View Log

**SUMMIT
MEDICAL GROUP**

Controlled Substance Log

To view the log for a drug lot, or add a new entry for a drug lot, enter the lot number and select your site below:

Lot Number:

Site:

1

testlot

x

2

7 - IMA


v

Go

3

- 1.) Enter the lot number for which you want to add an entry
- 2.) Choose your site from the drop down box.
- 3.) Click "Go".

If you have entered the information correctly, you will be brought to the log screen for the lot:

**SUMMIT
MEDICAL GROUP**

Controlled Substance Log

Drug Name: Demerol 100 MG/ML Injection Solution
Lot Number: testlot
Site: 7 - IMA

Add an entry

MRN	Provider	Amt. Given	Amt. Wasted	Admin By	Witness
<input type="text"/>	<input type="text" value="Adams, Andy MD"/>	<input type="text" value="0"/> mg/cc	<input type="text" value="0"/> mg/cc	<input type="text"/>	<input type="text"/>

Save

Entries

Date	MRN	Name	Provider	Amt. Given	Amt. Wasted	Admin By	Witness	Error
2/17/2016 9:37:01 AM	855297	TEST, BRANDON	Austin, Maynard MD	2	1.25	Karen Test	Blake Test	<input type="checkbox"/>
2/17/2016 9:36:30 AM	899677	TEST, BERTHA	Austin, Joseph W. MD	1	0.25	Blake Test	Karen Test	<input type="checkbox"/>

Showing 1 - 2 of 2

1

[Print](#)

[\[Home\]](#) [\[View/Administer\]](#) [\[Add Lot\]](#)

Adding a new entry

To add a new entry for the lot, fill in the following information:

MRN	1	Provider	2	Amt. Given	3	Amt. Wasted	4	Admin By	5	Witness	6
<input type="text"/>		Adams, Andy MD		0 mg/cc		0 mg/cc		<input type="text"/>		<input type="text"/>	
<input type="button" value="Save"/> 7											

1.) Patient MRN (from Athena). Once you input the MRN, the system will automatically display the Patients' Name and Date of Birth to help you verify the patient.

Drug Name: Demerol 100 MG/ML Injection Solution
Lot Number: testlot
Site: 7 - IMA

Add an entry

MRN	Provider	Amt. Given
899677	Adams, Andy MD	0 mg/cc

Pt. Name: TEST, BERTHA | DOB: 01-Jul-1930

2.) Select the ordering provider from the drop down list.

3.) Amount of medication administered.

4.) Amount of medication wasted (if applicable)

5.) Name of the individual administering the medication.

6.) Name of the individual witnessing the administration.

7.) Click "Save". The page will refresh and your entry will be at the top of the list of entries below:

Drug Name: Demerol 100 MG/ML Injection Solution
Lot Number: testlot
Site: 7 - IMA

Add an entry

MRN	Provider	Amt. Given	Amt. Wasted	Admin By	Witness
<input type="text"/>	Adams, Andy MD	0 mg/cc	0 mg/cc	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>					

Entries

Date	MRN	Name	Provider	Amt. Given	Amt. Wasted	Admin By	Witness	Error
2/17/2016 10:09:05 AM	899677	TEST, BERTHA	Adams, Andy MD	1	0.25	Blake Test	Karen Test	<input type="checkbox"/>
2/17/2016 9:37:01 AM	855297	TEST, BRANDON	Austin, Maynard MD	2	1.25	Karen Test	Blake Test	<input type="checkbox"/>
2/17/2016 9:36:30 AM	899677	TEST, BERTHA	Austin, Joseph W. MD	1	0.25	Blake Test	Karen Test	<input type="checkbox"/>

Showing 1 - 3 of 3

1

Marking As Error

Should you erroneously enter an injection by mistake, you will need to mark that entry as having been entered in error. To this, simply find the erroneous entry, and mark the box labelled “Error”:

Entries								
Date	MRN	Name	Provider	Amt. Given	Amt. Wasted	Admin By	Witness	Error
2/17/2016 10:09:05 AM	899677	TEST, BERTHA	Adams, Andy MD	1	0.25	Blake Test	Karen Test	<input checked="" type="checkbox"/>
2/17/2016 9:37:01 AM	855297	TEST, BRANDON	Austin, Maynard MD	2	1.25	Karen Test	Blake Test	<input type="checkbox"/>
2/17/2016 9:36:30 AM	899677	TEST, BERTHA	Austin, Joseph W. MD	1	0.25	Blake Test	Karen Test	<input type="checkbox"/>
Showing 1 - 3 of 3								<input type="button" value="Update"/>

The Update button will appear once you have checked the “Error” box. Click this button to save the entry.

NOTE: Please use caution when marking entries as erroneous. This action cannot be undone.

Printing

If you need to print off a report of all entries for the lot, simply click the link labelled “Print” at the bottom:

Add an entry

MRN	Provider	Amt. Given	Amt. Wasted	Admin By	Witness
<input type="text"/>	<input type="text" value="Adams, Andy MD"/>	<input type="text" value="0"/> mg/cc	<input type="text" value="0"/> mg/cc	<input type="text"/>	<input type="text"/>

Entries

Date	MRN	Name	Provider	Amt. Given	Amt. Wasted	Admin By	Witness	Error
2/17/2016 10:09:05 AM	899677	TEST, BERTHA	Adams, Andy MD	1	0.25	Blake Test	Karen Test	<input checked="" type="checkbox"/>
2/17/2016 9:37:01 AM	855297	TEST, BRANDON	Austin, Maynard MD	2	1.25	Karen Test	Blake Test	<input type="checkbox"/>
2/17/2016 9:36:30 AM	899677	TEST, BERTHA	Austin, Joseph W. MD	1	0.25	Blake Test	Karen Test	<input type="checkbox"/>

Showing 1 - 3 of 3

1

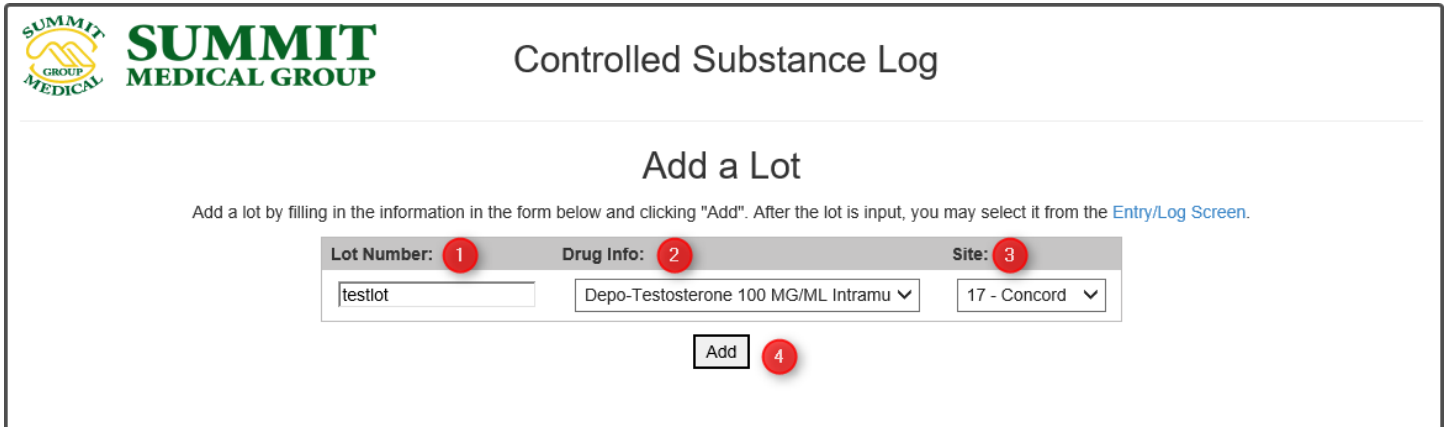
[Print](#)

Clicking on this link will automatically generate a .PDF report of all entries for the lot. Depending on how your computer is set up, the report might open in a new browser tab, or you may be prompted to download the file to your computer.

Should you have problems opening the report, please put in a help desk ticket at the service desk <https://summitmed.service-now.com>

Add New Lot

Clicking on the “Add New Lot” button on the main screen will bring you to the “Add a Lot” interface



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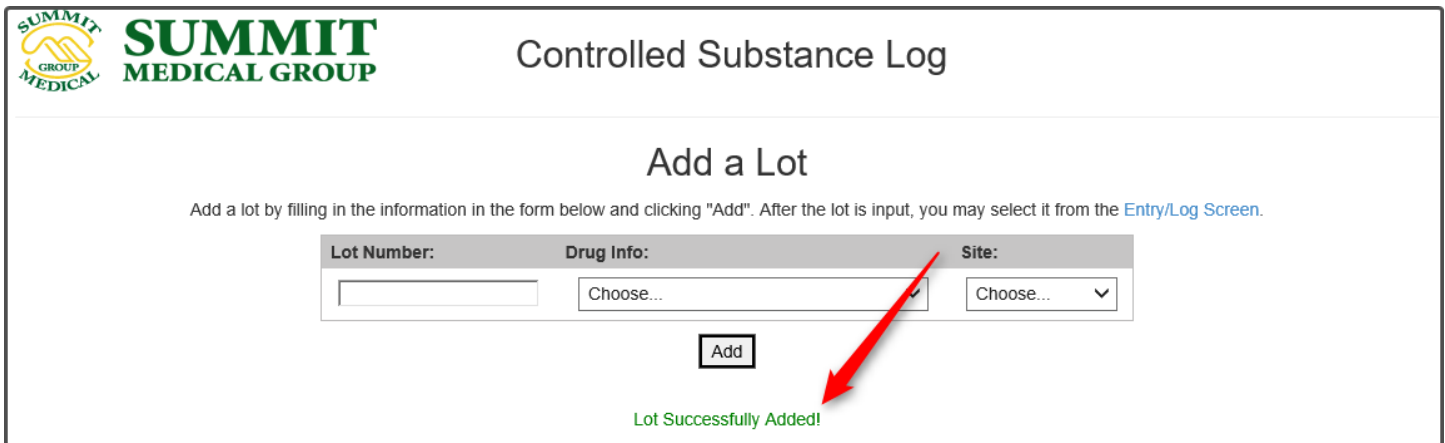
Add a Lot

Add a lot by filling in the information in the form below and clicking "Add". After the lot is input, you may select it from the [Entry/Log Screen](#).

Lot Number:	Drug Info:	Site:
<input type="text" value="testlot"/>	<input type="text" value="Depo-Testosterone 100 MG/ML Intramu"/>	<input type="text" value="17 - Concord"/>

- 1.) Enter the lot number.
- 2.) Select the Drug from the drop down list.
- 3.) Select your site.
- 4.) Click “Add”

If the Lot Number/Drug/Site combination is not currently in the system, you will receive a message that the addition of the lot was successful:



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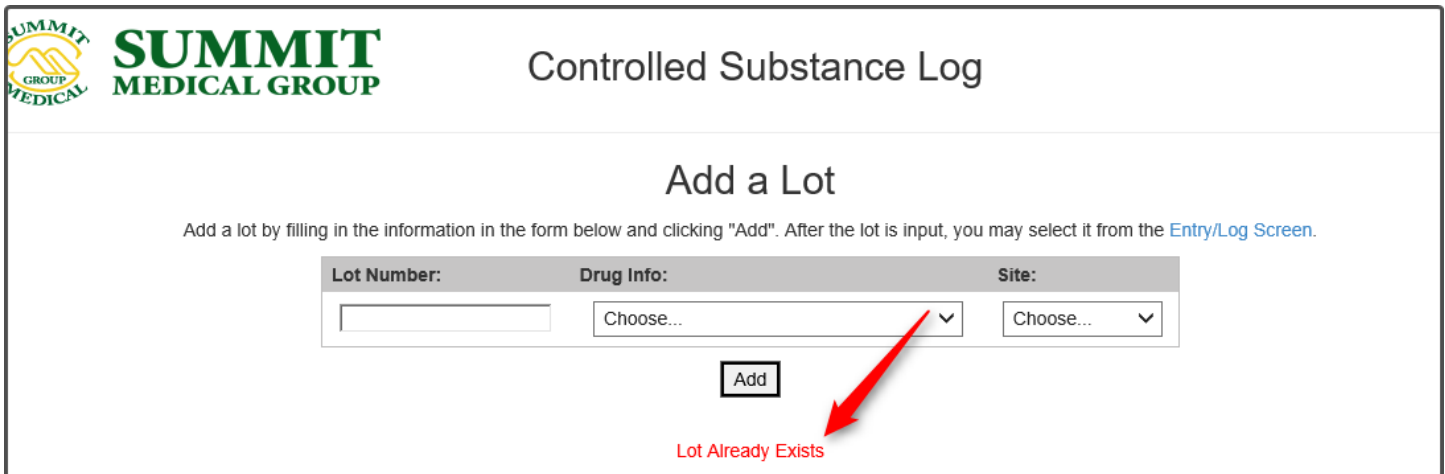
Add a Lot

Add a lot by filling in the information in the form below and clicking "Add". After the lot is input, you may select it from the [Entry/Log Screen](#).

Lot Number:	Drug Info:	Site:
<input type="text"/>	<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>

Lot Successfully Added!

If the lot has already been input for your site, you will receive a message that the lot already exists:



SUMMIT MEDICAL GROUP Controlled Substance Log

Add a Lot

Add a lot by filling in the information in the form below and clicking "Add". After the lot is input, you may select it from the [Entry/Log Screen](#).

Lot Number:	Drug Info:	Site:
<input type="text"/>	<input type="text" value="Choose..."/>	<input type="text" value="Choose..."/>

Lot Already Exists

If this is the case, you will need to go ahead and [add entries](#) for the existing lot.

Getting Help

Should you encounter issues or errors while using the application, please contact the IT Help Desk either by calling (865) 212-4148 or enter a service ticket at <https://summitmed.service-now.com>