Process a HOME Patient					
D-ATM		Clinical System			
		Step 1: If paradmit patien system reco	tient is new to clinic, t & establish clinical rd*		
Step 2: Enroll patient in D	-ATM**				
		Step 3: Enter clinical syste	er D-ATM Patient ID in em record**		
		Step 4: Crea order in clini	ate patient's medicine cal system*		
		Step 5: Rec events in clin	ord patient's dosing nical system*		
Step 6: Automatic transfer of medicine order & recent dosing events from clinical system to D- ATM***					
* Existing Clinic Process ** D-ATM		I Process	*** Automatic Process		

	to Medication	DTP Name: DTP Code: Login Name: Address:	Pre Pilot 0TP1 NY60001N Jane Doe 524 East 20th Street. New York City, NY 100	01	Main Menu	Reports & D	ata Manage	ement	
D-ATM Patien	tReport	Home OTP Name: Pre Address: 524	Pilot OTP1 East 20th Street.		OTP ID:	NY60001M	•		
Patient ID: 442-43	17-0236	New York City, NY			OTP Phone: Contact Person:	(301) 318-9539 Sherry Zucker	F	PRINT REPORT	
Most Recent 7	Scheduled D	osing Ever	Its For Current MO Ef	fective Date:					
Scheduled Dasing Date	A Medicine	Clinic or TH	Dasage Statu	a # TH Approve	d TH Dasage	Disp. OTP Name	Disp. OTP ID	Message	
4/10/2007	Methadone	Take Home	11.00 Unack	nowledged	0 0.0	Pre Pilot OT P1	NY60001 M		
4/10/2007	Methadone	Take Home	11.00 Unad	11.00 Unacknowledged		Pre Pilot OT P1	NY60001M	Y60001 M	
4/11/2007	Methadone	Cínic	11.00 Unad	nowledged	0 0.0	Pre Pilot OT P1	NY60001M		
4/11/2007	Methadone	Cínic	11.00 Unade	nowledged	0.0	Pre Pilot OTP1	NYEO001M		
4/12/2007	Methadone	Cinic	11.DO Unack	nowledged	0 0.0	Pre Pilot OTP1	NY60001 M		
4/12/2007	Methadone	Cinic	11.00 Unade	nowledged	0 0.01	Pre Pilot OTP1	NYEODOT M		
Recent Enrollm	ents	NY ANA MIN'ANA MIN'NA MIN'ANA MIN'ANA AMA			Click row to vi	ew medicine ordera	1	VIEW DDCUMENT	
Date of Enrollment	Hom	e or Guest Enrolm	ent Enrolime	ant OTP Name	Errolment OTP ID)	Enrollment C	ammenta	
2/5/2007	Gues	t	Albert Ei	nstein Callege of Medicine M.h	4 NY10223M				
179172007	Hemi		Pre ⊃io	OTF1	NY6001 M				
Recent Medicine C)rders				Click row to vie	w dosing events	N	VIEW DDCUMENT	
Eflective Date	Expiration D	ate	Next Appt. Date	Dosage	Rea	ason for Dase	OTPI	ID/Name	
4/9/2007	5/31/2007		4/9/2007	4/9/2007			NY60	001M/Pre Pilat DTP1	
1/01/2007	3/28/2007		1.'31.'2007		30.00		NT50	CONVPERINT 31PT	
Recent Doses Dis	pensed For	NO Effective Date	: 1/31/2007					VIEW DOCUMENT	
Dosing Date	Nedicine	Clinic or TH	Dosage	Status	No. of TH Pr	ovided Comme	anto	Dispensing OTP ID/N	
2/1/2007	Methadone	Clinic		90.00 Dispensed		0		NY60001M/Pre Piol 0	
1/31/2007	Methadone	Clinic		80.00 Dispensed		0		NY60001M/Pre Pilol 0	

gital Access to Medication	OTP Name: OTP Code: Login Name: Address:	Pre Pilot 0TP1 NY60001M Jana Doe 524 East 20th Street. New York City, NY 10001		Main	Menu	Reports & I	Data Managemei
Retrieve Patient Dosi	ng Inforn	nation					
Requesting OTP:							
Pre Pilot UT P1							
Retrieve Patient Information B	γ:	Enter Patient's D-ATM (D:		1			
SCAN FINGER	OR		CLEAR				
OR Retrieve Patient Information L Enter Patient's PIN:	sing Patient's	PIN and Home OTP:					
OR Retrieve Patient Information L Enter Patient's PIN:	sing Patient's	PIN and Home OTP:					
OR Retrieve Patient Information L Enter Patient's PIN: Select Patient's Home OTP:	sing Patient's	PIN and Home OTP: Find OTP Name:		CLEAR			
OR Retrieve Patient Information L Enter Patient's PIN: Select Patient's Home OTP: [W1030201] A.R.E.B.A.Cent [W1030201] A.R.E.B.A.Cent [W103000] Addiction Rese [W103091] Addiction Rese [W103091] Addiction Rese [W103771] Addiction Rese [W103771] Addiction Rese [W103771] Addiescent Dev [W103771] Addiescent Dev [W103771] Abdre Einstein	al Institute roh and Treat roh and Treat roh and Treat roh and Treat roh and Treat roh and Treat slopment Pro College of Mec	PIN and Home OTP: Find OTP Name: ment Corporation ment Corporation ment Corporation ment Corporation Fort Grean ment Corporation Third Horiz gram of the New York Presby diche	e Clinic ton Clinic terian Hospital, V	CLEAR	Medical Co	linge	
OR Retrieve Patient Information L Enter Patient's PIN: Select Patient's Home OTP: [WY10302H] A.R.E.B.A. Centh (WY10303M) Addiction Rese: [WY10149M] Addiction Rese: [WY10149M] Addiction Rese: [WY10149M] Addiction Rese: [WY10314M] Addiction Rese: [WY1032M] Addiction Rese: [WY1032	al Institute ral Institute Irah and Treat Irah and Treat Irah and Treat Irah and Treat Irah and Treat elopment Pro College of Med	PIN and Home OTP: Find OTP Name: Find OTP Name: Thent Corporation ment Corporation ment Corporation ment Corporation Fort Grean ment Corporation Fort Grean ment Corporation Fort Grean ment Corporation Fort Grean Ment Submit QUERY	e Clinic on Clinic terrian Hospital, V	CLEAR	Medical Cc	sliege	
OR Retrieve Patient Information L Enter Patient's PIN: Select Patient's Home OTP: [WY10302H] A.R.E.B.A. Centh (WY10303H) Addiction Rese (WY10305H) Addiction Rese (WY10314H) Addiction Rese (WY10314H) Addiction Rese (WY10314H) Addiction Rese (WY10334H) Addiction Rese (WY10334H) Addiction Rese (WY10334H) Addiction Rese	sing Patient's 'al Institute Irch and Treat Irch and Irch and Irch a	PIN and Home OTP: Find OTP Name: Find OTP Name: ment Corporation ment Corporation ment Corporation ment Corporation Fort Grean ment Corporation Fort Grean ment Corporation Fort Grean Methods SUBMIT QUERY aful Links for locating pati	e Clinic con Clinic trian Hospital, V	CLEAR Vail-Cornell I CANCEL P:	Medical Cc	stage	



To Query for the Patient's Medicine Order & Dosing History

1. Choose one of the following 3 ways to identify the patient:

- a. Scan patient's finger, or
- b. Enter patient's D-ATM ID if known, or
- c. Enter patient's PIN and select patient's home clinic

2. Click <Submit Query>.

<u>Hint for Finding Home Clinic Name</u>: Start typing clinic name into [Find OTP Name] field. The list of clinic names will be reduced; then click on name.

To View the Patient's Medicine Order & Dosing History

- 1. To view enrollment details, select enrollment row, and then click <View Document>.
- 2. To view medicine orders, select the enrollment row and the medicine orders appear.
- **3.** To view medicine order details, select the medicine order row, and then click <**View Document**>.
- 4. To view dosing events, select medicine order row, and dosing events appear.
- 5. To view dosing event details, select dosing event row, and then click <View Document>.

D-ATM Quick Sheet – Software Interface Version



Finger Scanning Instructions for Enrollment

- When the Scan Finger screen (above) appears, the [Sensor State] should be *Ready*. If the [Sensor State] is *Not Ready*, click <Reset Sensor>. If the [Sensor State] is still *Not Ready*, make sure that the scanner is properly connected to your computer.
- 2. When the [Sensor State] is Ready, patient centers right index finger on sensor. If [Image Quality] is Not Acceptable, rescan finger. If patient needs to scan a different finger, see the [Order of preferred fingers] list in the above illustration, and select the finger to be scanned in the hands diagram.
- 3. When [Image Quality] is Good or Medium, click <Capture>.
- 4. Ask patient to remove finger, and then click <Begin Verify>.
- 5. Patient places same finger on sensor for a second scan.
- 6. When [Image Quality] is Good or Medium, click <Capture>.
- 7. Ask patient to remove finger, and then click <Continue>.

Finger Scanning Instructions for Retrieval

- **1.** Ask patient which finger was scanned when enrolled (usually right index finger).
- 2. When <Sensor State> is *Ready*, patient centers finger on sensor.
- 3. Click <Capture>.
- 4. Ask patient to remove finger, and then click <Continue>.

Process a GUEST Patient					
D-ATM at Guest Clinic	Guest Clinical System	Home Clinic			
Step 1: Retrieve guest's home clinic medicine order & recent dosing events from D- ATM** email to home clinic					
		Step 2: Automatic update of home clinic's D-ATM Queue ***			
		Step 3: Automatic update of guest retrieval to home clinical system***			
	Step 4: Admit guest to clinic, establish clinical system record*				
<u>Step 5</u> : Enroll guest in D- ATM**					
	Step 6: Enter D-ATM Patient ID in clinical system record**				
	Step 7: Create guest medicine order in clinical system*				
	Step 8: Record guest dosing events in clinical system*				
Step 9 : Automatic transfer of medicine order & recent dosing events from clinical system to D-ATM***		Step 10: Automatic update of home clinic's D-ATM Queue with guest dosing events***			
email to home clinic		Step 11: Automatic posting of guest doses to home clinical system***			
* Existing Clinic Process	** D-ATM Process	*** Automatic Process			

For support, call the D-ATM Support Desk at 866-755-DATM (3286)