

1

To use **QSMed**, you must first install **QSMobile**. To do this you need an internet connection. **To install on an iOS device** (iPhone, iPad, etc), follow the steps below:



a. Select the **App Store** application from the device.

2

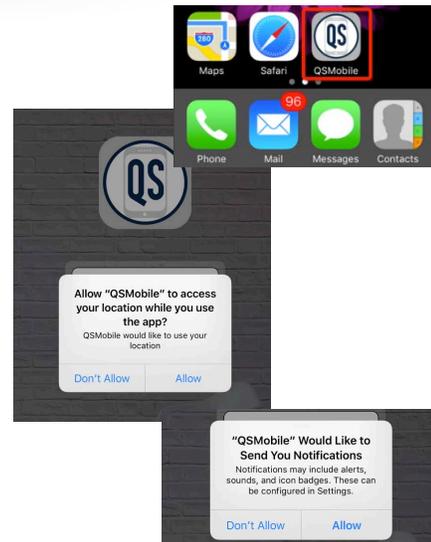
To Install on an **Android Device** follow these steps:



a. Select the **Play Store** application from the device.

3

Locate **QSMobile** on device and tap to open. It's recommended, when prompted, to "Allow" app to use location and send notifications



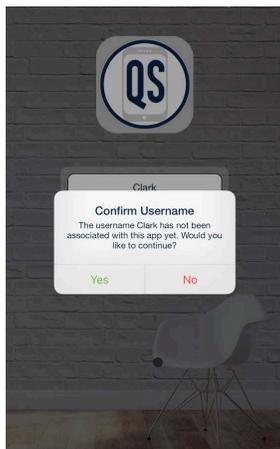
b. Select the Search bar, type in "qsp" or "qsmobile" or "quicksolveplus". Then select "Get" to install. **An Apple ID is required** to install applications from the App Store.



b. Select Search and type in "qsp" or "qsmobile" Then select "Install" to download. **A Google account is required** to install apps from the Play Store.

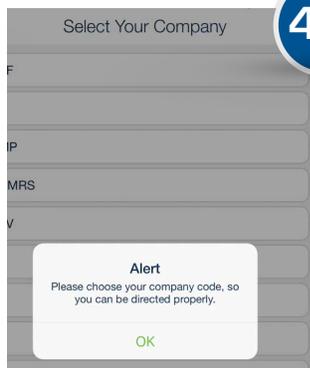
4

The first time logging in after installing, a **one-time configuration** is required. A prompt will ask you to confirm that your username is correct. Select "yes".



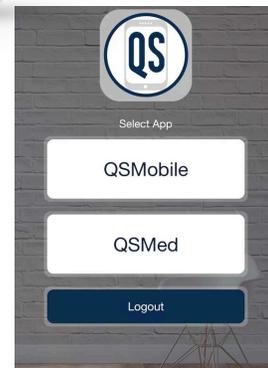
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Next, you will be asked to choose your company code from the list. See your manager for your agency-specific company code. Once selected, confirm choice, then you'll be signed in.



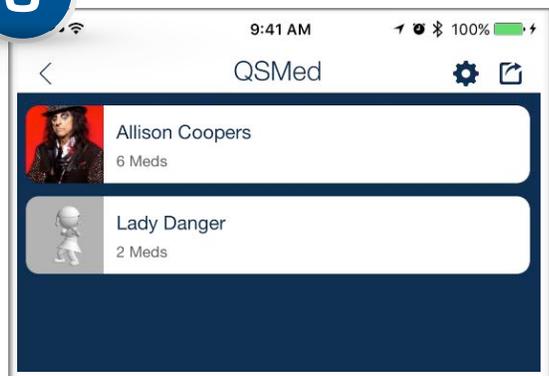
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You will see 2 apps to choose from. Choose **QSMed**



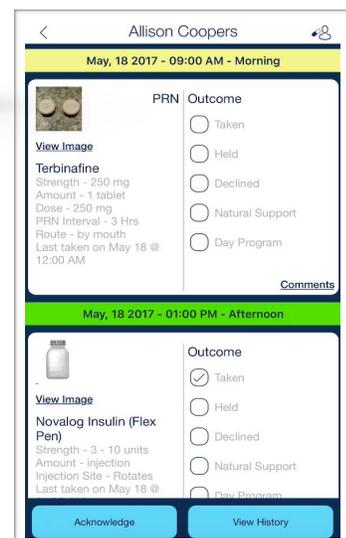
6

Once **QSMed** is selected, the first page will show a list of any **QSMed** clients that you are scheduled with "today". If you are not scheduled, no clients will display. Below the client's name is the number of distinct medications that are scheduled. For example, if a client only takes one medication which is scheduled 3 times a day, this would display as "1 Med".

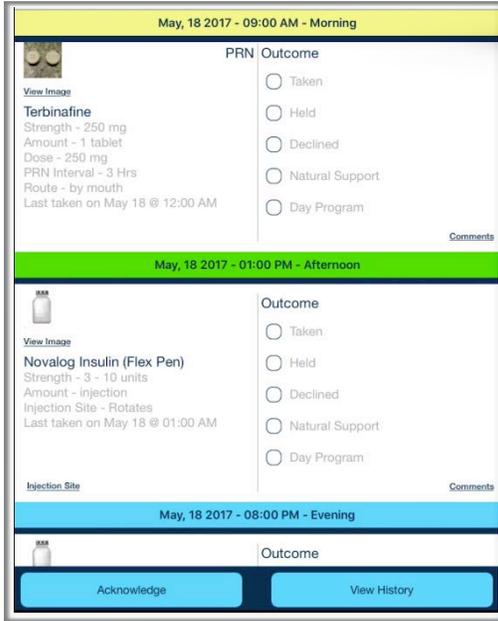


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Once the proper client is selected, a list of all their scheduled medications for the day that have yet to be acknowledged will display.



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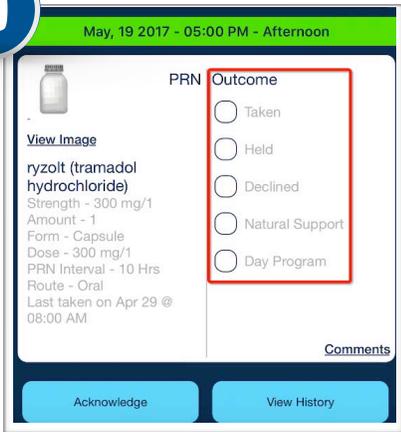
The specific time each medication is scheduled to be taken is displayed within a colored banner. For example, if 2 medications are due at 9:00 AM, then those 2 meds will be listed underneath the 9:00 AM yellow banner.

Note: Depending what time of day medications are scheduled, the banner color will adjust according to this key:

- If the med is scheduled between 3:00 AM – 11:59 PM – yellow
- If the med is scheduled between 12:00 PM – 5:59 PM – green
- If the med is scheduled between 6:00 PM – 8:59 PM – blue
- If the med is scheduled between 9:00 PM – 2:59 AM – purple
- If the med is "past due" – red

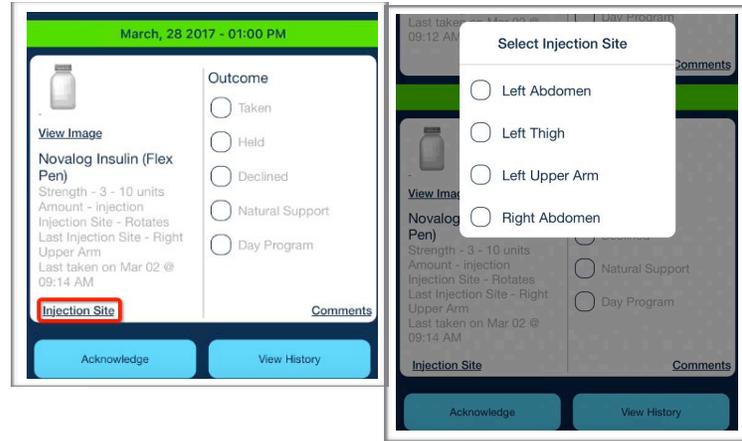
9

To acknowledge medications, first select the "Outcome" for each one. The choices are: Taken, Held, Declined, Natural Support and Day Program. A "Comment" can be added to any medication Outcome.

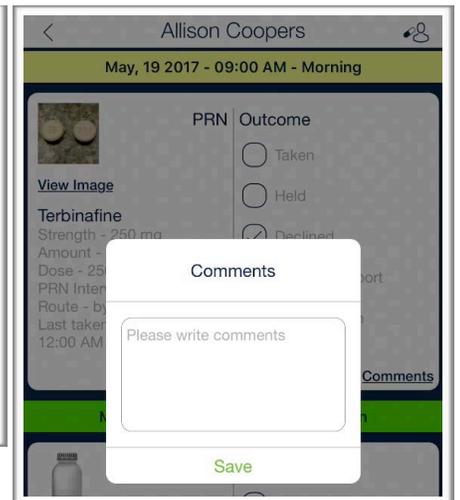
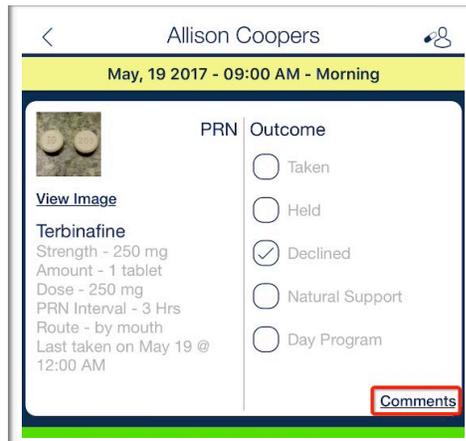
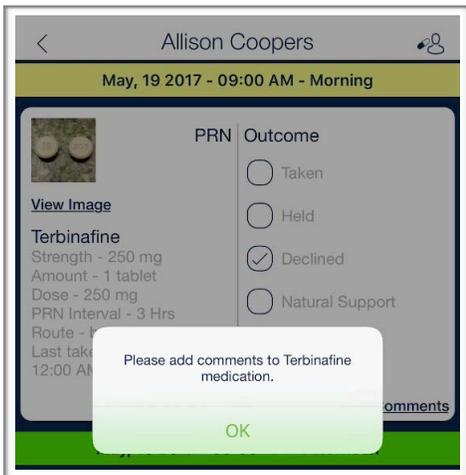


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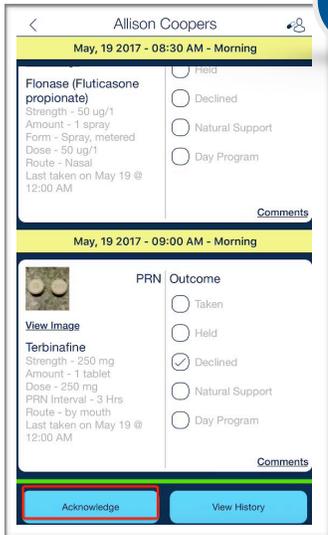
If a medication has an Injection Site that is listed as "Rotates", then selecting an Injection Site becomes required before signing off as Acknowledged. Select the "Injection Site" link, then choose an Injection Site option from the pop up.



a. If "Declined" is chosen for any medication, the Comment then becomes required before signing off as Acknowledged.

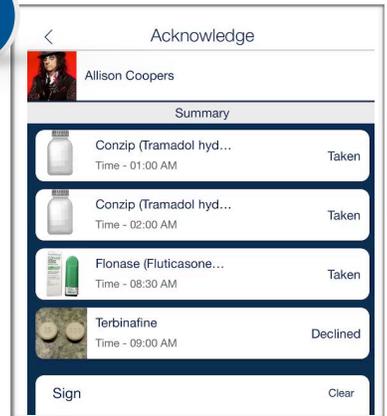


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Once the proper medications have been assigned an Outcome, select "Acknowledge" at the bottom of the screen.

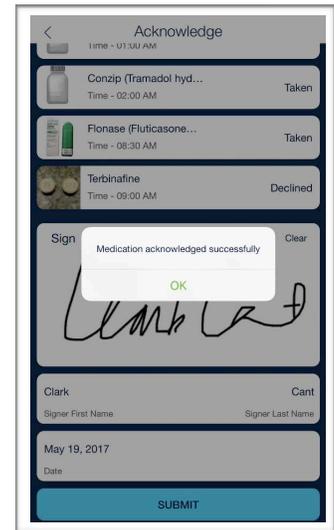
12



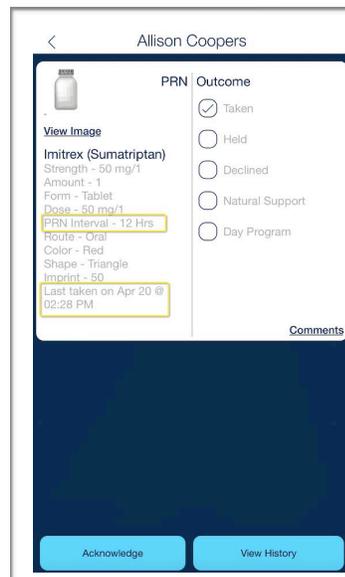
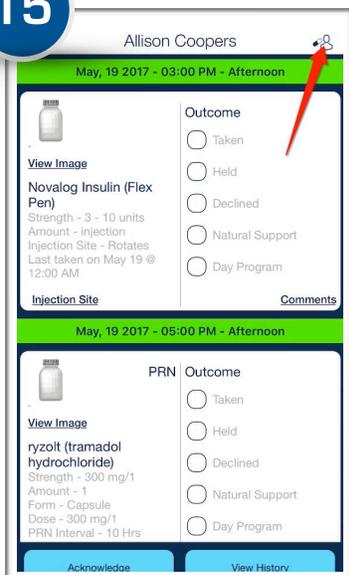
Next will be a summary of the medications just acknowledged and their outcome, as well as a Signature Field. Take a moment to review this med summary before signing off.

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Add your signature using your finger, or a touch screen tool. If you mess up, press "Clear" in the top right hand corner of the Signature Field and sign again. Once complete, select "Submit" and wait for the successful acknowledgment pop up. After pressing OK, the medication(s) that were acknowledged are removed from the day's list of scheduled medications.



15



To acknowledge an **unscheduled PRN** medication, select icon in the top right hand corner of the scheduled medication page. All unscheduled PRNs and their details will display just like a scheduled medication. Select the proper Outcome, then Acknowledge and Sign. Comments are required for PRNs. If a "PRN Interval" has been set, and a PRN is attempted to be acknowledged within the PRN interval (time frame), a restriction message will prevent acknowledgment.

16 Here are some tips on how to navigate and get the most out of QSMed:

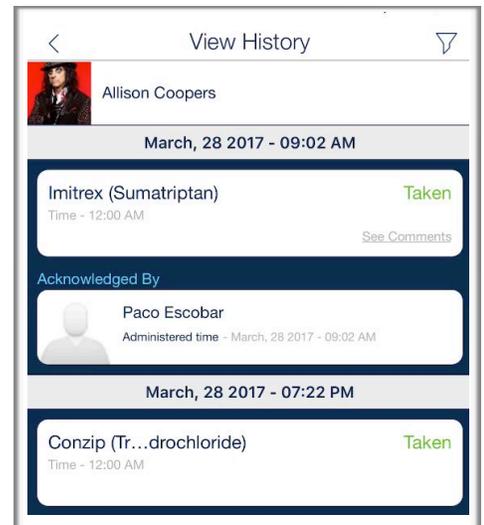
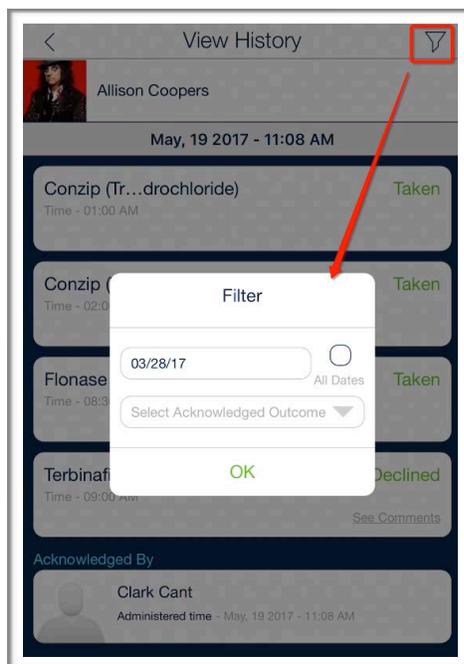
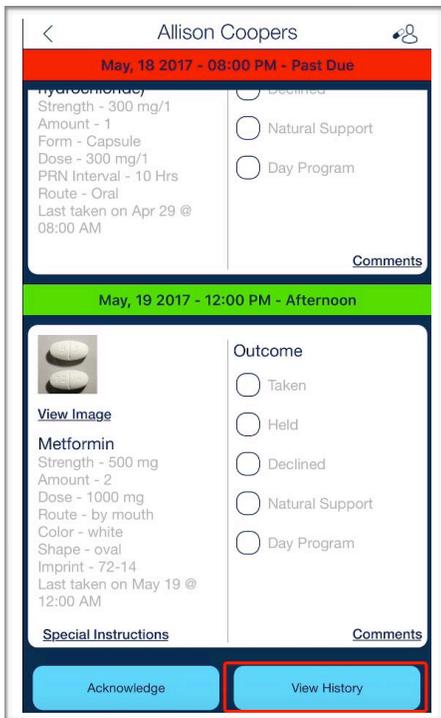


a. To enlarge the image of a medication, select the “View Image” link located below the med image. To dismiss the image, tap it or the area around it.

b. To see any additional medication and prescription details select the image of the medication. This can be done even if no image exists. To dismiss this pop up, tap it or in the area around it.



17 At the bottom of the Scheduled medication screen, next to the Acknowledge button is an option to “View History”. Selecting this will, by default, show any medications that have been acknowledged “today”. To see the history for a specific time and/or a specific Outcome, select the filter icon in the top right hand corner, and then set the filter parameters.



Push Notifications

If enabled, medication reminders will be sent to a device via an app push notification. The push notification will use the device's native settings that control how it behaves, such as the sound of the alert, its noise level, if it vibrates, how long it displays on the screen, etc. On iOS devices, swiping the push notification to the right will display an option to "Clear" it. This simply removes the push notification from view. If the push notification is selected, you'll be taken directly to QSMobile to log in and then into QSMed automatically. If your phone's lock screen has a passcode, that will need to be entered first.

