CareFusion

Pyxis® Anesthesia System 3500 v6.0

User Guide

September 2010

Part Number: 130316-01

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Changes in equipment, software, or procedures occur periodically; information describing these changes will be included in future editions of the manual.

The information in this document is subject to change and does not represent a commitment on the part of CareFusion to provide additional services or enhancements.

Documentation provided with this product might reference product not present in your facility or not yet available for sale in your area.

Information to User

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC Notice

This device complies with Part 18 of the FCC rules.

Canadian Notice (Avis Canadien)

This ISM device complies with Canadian ICES-001.

Cet appareil ISM est conforme à la norme NMB-001 du Canada.

Authorized European Representative EC REP

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Preface

Thank you for choosing the Pyxis® Anesthesia System 3500 v6.0.

The purpose of this User Guide is to help you gain experience and confidence using Pyxis® Anesthesia System 3500 v6.0. This guide focuses on the operation and minor maintenance of Pyxis® Anesthesia System 3500 v6.0.

For information about the product that is not covered in this document, call the Technical Support Center (TSC) for Pyxis® products at **800.727.6102**.

Defined Terms

The following table identifies the defined terms used throughout this document for certain products and product features:

Product/Feature	Defined Term
Pyxis® Anesthesia System 3500 v6.0 secure medication and inventory management system	Anesthesia System; station; console
Pyxis® MiniDrawer secure medication dispensing pockets	MiniDrawer
Pyxis® MedStation® 3500 v6.0 automated medication management system	MedStation

Product/Feature	Defined Term
Pyxis® BioID fingerprint identification system	BioID
Pyxis PARx® pharmacy auto-replenishment system	PARx
Pyxis® Procar	Procar

How This Guide Is Organized

This guide organizes information about the Anesthesia System into the following sections:

- *Chapter 1, Basics*—Describes how to log in to and log out of the Anesthesia System, and how to navigate through the system using screen features and controls.

- *Chapter 2, Patient Care Functions*—Describes how to use patient care functions, including My Items and Patient Cases.

- *Chapter 3, Med Management Functions*—Describes medication management functions, such as loading, unloading and refilling medications, taking inventory, and removing expired medications.

- *Chapter 4, Station Management Functions*—Describes station management functions, such as using kits, system categories and reports, user maintenance, and configuring the station.

- *Chapter 5, Troubleshooting the System*—Describes alerts, notices, and bulletins that appear on the console and troubleshooting techniques.

- *Appendix A, Maintenance*—Describes how to perform routine maintenance.

- *Appendix B, Console Setup*—Contains information about setting up the console to support features specific to the Anesthesia System.

- *Appendix C, New Console Report*—Contains information about the My Items Aging Report, which is a new feature of Anesthesia System.

- *Appendix D, Station Drawer Configurations*—Describes the Anesthesia System drawer configuration.

- *Glossary*—Contains the user guide glossary.

Conventions

This guide uses the following conventions:

Text

- Document titles, chapter titles, and new terms are formatted in *italics*.

- The names of buttons, menu commands, and icons are formatted in **bold**.

- User input is formatted in **`Courier bold`**.

- The names of keys on the keyboard are formatted in SMALL CAPS.

- Programming code is formatted in `Courier fixed width`.

Notices

NOTE: Notes are helpful hints or additional information about a step or feature.

CAUTION: Caution indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury. Caution is also used to alert against unsafe practices that could result in unpredictable results or data loss.

WARNING: Warning indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

Terminology

These terms are used throughout this guide to identify certain Anesthesia System components.

- **Station**—Identifies the Anesthesia System mobile unit, including the medication and supply storage cabinet and corresponding computer system and screen.

- **Console**—Refers to either the entire console subsystem or the specific console computer you use to enter and edit administrative information.

- **Drawer**—Identifies any of the available drawer configurations for your system, including MiniDrawers, half-height drawers, and matrix drawers.

- **Pocket**—Identifies the subdivisions in a drawer.

See the *Glossary* on page *181* for additional terminology definitions.

New or Enhanced Features

Feature	Description	Reference/Screen
Grab-n-Scan	Allows you to use a bar code scanner to scan medications being dispensed.	My Items • My Items Main • Dispense By Drawer • Dispense By Med Patient Case • Patient Case Info • Dispense By Drawer • Dispense By Med
Virtual Dispense By Drawer	Allows you to touch pocket layout images on the screen to document items being dispensed.	My Items—Dispense By Drawer Patient Case—Dispense By Drawer
Enhanced Kit Dispensing	Allows you to quickly select kits and their corresponding line items to help reduce the number of screen flows required for kit removal.	My Items—Select Med—System Kit Patient Case—Select Med—System Kit

Feature	Description	Reference/Screen
STAT Kit	New option for emergency kit dispensing.	STAT Kit Dispense
Secured Drawer Re-verification	Forces re-authentication (by re-entering password or Bio ID) before removing items stored in secure drawers after a preset inactivity time expires.	My Items—Dispense By Med Patient Case—Dispense By Med STAT Kit Dispense
Enhanced Patient Case Information	Filters patient case line items displayed by medications removed by controlled group.	Patient Case Info
Enhanced Waste and Return	Enhances access to waste and return on applicable screens. Supports waste values in concentration, default values for dosing in administration.	Patient Case Info My Items main screen
Enhanced My Items	Filters My Items list by medications removed by controlled group.	My Items main screen
Auto-populate My Patients List	Adds patient to My Patients list as soon as the patient is selected from the Master Patient list.	Patient Case
Merge Brand/Generic Pick List	Searches the medication pick list by entering either brand or generic name.	Patient Case—Dispense By Med My Items—Dispense By Med
Enhanced Medication Description	Supports medication description format in concentration and/or strength form.	All screens that display medication descriptions
Accessible Calculator	Simple calculator available at anytime by clicking the Cardinal Health icon.	N/A
My Kit	Allows you to set up your own unique kits.	Patient Case—Dispense By Kit My Items—Dispense By Kit
Network Printing	Prints reports from a networked printer.	N/A
Patient Case Transfer	Transfers items from one patient to another patient.	Patient Case
Take Entire Kit	Press one key to take multiple items defined as a "kit." You can change the quantity of medications in the kit before dispensing it. (See Enhanced Kit Dispensing).	Dispense By Med—System Kit, My Kit
Kit Creation	Filter medications by what is loaded in the station.	Station Management—Kits
Screen Navigation	**Next**, **Back**, and **Continue** buttons enhance movement among various screens.	N/A
Patient List	Displays all patients on the left of the screen. My Patients list appears on the right of the screen.	Patient Case—Patient Selection

Feature	Description	Reference/Screen
Terminology	*Remove* replaced by the term *Dispense*.	N/A
System Categories	Groups medications together based on therapeutic categories. Permits you to select a group of medications for dispensing.	Station Management—System Categories
My Items Aging Report	Tracks outstanding My Items yet to be reconciled.	Console—Reports—Inventory Reports

Disclaimer

Biometric fingerprint identification (BioID) for Anesthesia System is an option that is available per contractural agreement with individual customers. It is not a standard feature.

- Notes -

Chapter 1
Basics

This chapter describes how to log in to and log out of the Anesthesia System. It also describes how to navigate through the system using the screen features and controls. You must be authorized to access the Anesthesia System to perform these tasks.

Overview

The Anesthesia System is an advanced point-of-care system that automates distribution, management, and control of anesthesia medications and supplies. The system combines a network of secure mobile storage stations located throughout operating rooms and special procedure areas that are connected to, and managed by, the console. The console communicates with the hospital information system, updating patient census information and transferring medication and supply usage data.

The Anesthesia System provides convenience and accessibility to anesthesia staff, allowing more time for patient care, while providing medication management and regulatory accountability to the pharmacy. The system combines proven technology in medication and supply management in order to:

- eliminate time-consuming lock box and butler systems
- eliminate controlled substance tracking sheets
- facilitate compliance with regulatory agencies
- streamline inventory and reduce stock-outs
- optimize revenue capture and cost analysis
- facilitate protocol and product standardization
- provide tamper-proof accountability that helps promote patient safety and reduce medical errors

Anesthesia Care Environments

The following table identifies the appropriate anesthesia care environments for the use of the Anesthesia System.

Environment	Yes	No
Pre-operative consulting		x
Intra-operative management	x	
Post-anesthesia care unit monitoring	x	
Pain management	x	
Critical care		x
Cardiac procedures	x	
Labor and delivery	x	
Ambulatory surgery centers	x	
ED–trauma	x	

System Configuration

The Anesthesia System consists of the pharmacy console subsystem, which communicates with the MedStation and the stations. Each station is a mobile unit that includes the medication and supply storage cabinet and the corresponding computer system and screen. The configuration at your facility can also include the following options:

- **Biometric ID**—Biometric ID (BioID) allows you to access a station by scanning your fingerprint and comparing it to the fingerprint image registered with the system. Use this in conjunction with your user ID.

- **Positive ID**—CareFusion provides bar code labels, placed on your name badge or a dedicated ID card, that identifies you. Use this in conjunction with your assigned password.

Hardware

- 15" display monitor
- 1 GHz CPU motherboard
- Drawer position sensors for accessible matrix drawers
- Bar code scanner
- Surge protectors/uninterruptible power source (UPS)
- Headphone connection that accommodates any consumer brand, audio headphones with a 3.5 mm stereo plug

Headphone connection

Accessories

- Four- and five-compartment tilt bins

- Bracket for sharps container

- Clear acrylic box for backup emergency medications

- Return bin (choice of small or large)

- Side rail for hanging miscellaneous items

Getting Started

This section includes the following procedures:

- *Logging In*

- *Using BioID*

- *Registering BioID*

- *Logging In With BioID*

- *Logging In After A BioID Failure*

- *Witnessing After A BioID Failure*

- *Resetting Your BioID*

- *Logging Out*

- *Changing Your Password*

Logging In

Only authorized users may access the station. The system administrator can assign the mode of access to a station.

- User ID and private password access

- User ID and BioID

- User ID, private password, and BioID

Logging in verifies your identity before you are allowed access to the system, and allows the system to track your transactions. To log in, enter your unique user ID and password. If your station is configured to use BioID, the system prompts you to scan your fingerprint before you can log in. You can configure the station to use the fingerprint scan in addition or instead of a password. When you log off or when the system has been inactive for a predetermined period of time, the standby screen appears until you log in. Log in to the system from the standby screen.

To log in

1. Press the standby screen or any key on the keyboard.

   The Login screen appears.
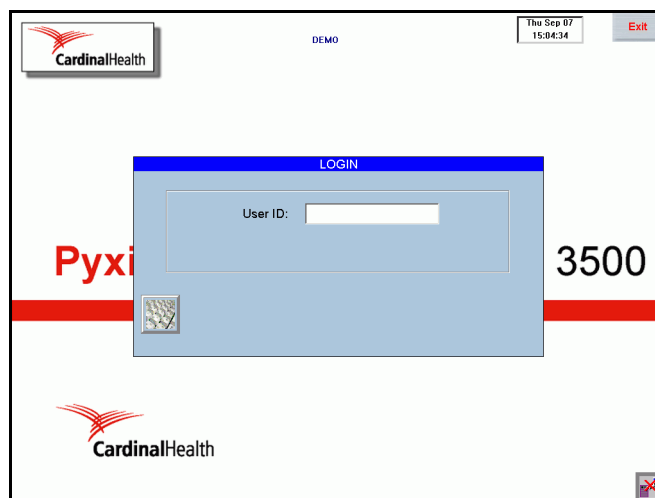
2. At the station keyboard on the touch screen, enter your user ID and press **Enter**.
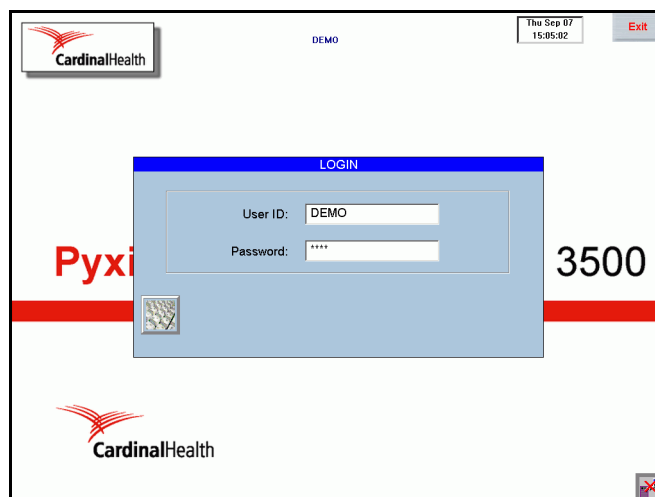
   The screen that appears depends on your security privileges and the preferences selected on the User Preferences screen. The default screen is the main menu. To change the default, modify your user preferences.

Using BioID

NOTE: Biometric fingerprint identification (BioID) for Anesthesia System is an option that is available per contractual agreement with individual customers. It is not a standard feature.

BioID is a means of positive identification. After the BioID feature is activated at the console for a specific station, the system requires you to complete the registration during your first login at that station. This one-time process enables

you to register your biometric information in the system. After successfully registering your biometrics with the system, you have BioID login rights at each station where you have existing access privileges.

Registering BioID

To register, you must provide four fingerprint images at the BioID scanner. There are a few guidelines that you must follow when you attempt this task.

- Cover the entire scanning lens with your fingertips.

- Consistently position your finger on the scanner.

- Apply firm, consistent pressure on the scanner.

- If your hands and fingers are cold, rub them together to warm them up before using the scanner.

To register your BioID

1. Enter your user ID.

2. Press **Yes** to continue the registration process.

3. Enter your password.

4. Press **Enter**.

   The BioID Registration Login Instructions screen appears.
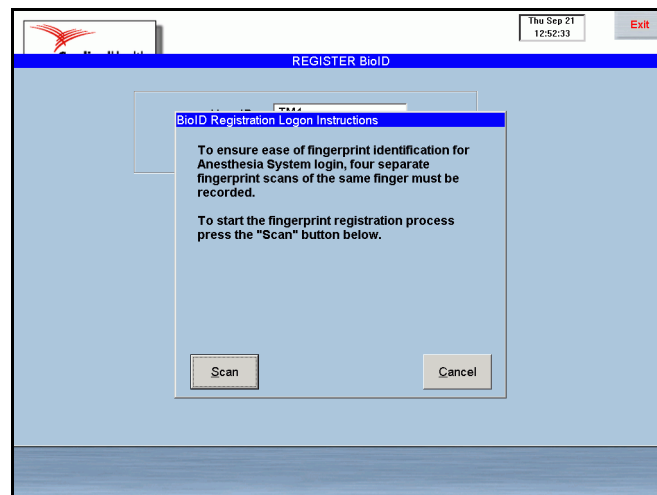
5. Press **Scan** to scan your fingerprint.

NOTE: Scan your fingerprint four times. Be sure to use the same finger for all scans.

The Register BioID screen appears. An animated sequence of fingerprints on the screen shows how to scan your fingerprints.
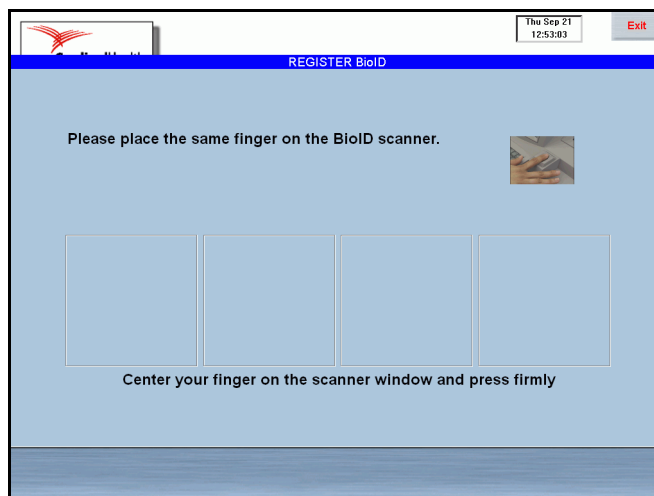
The system begins to process the scanned fingerprints. A confirmation screen appears to indicate that you have successfully registered your fingerprint identification.
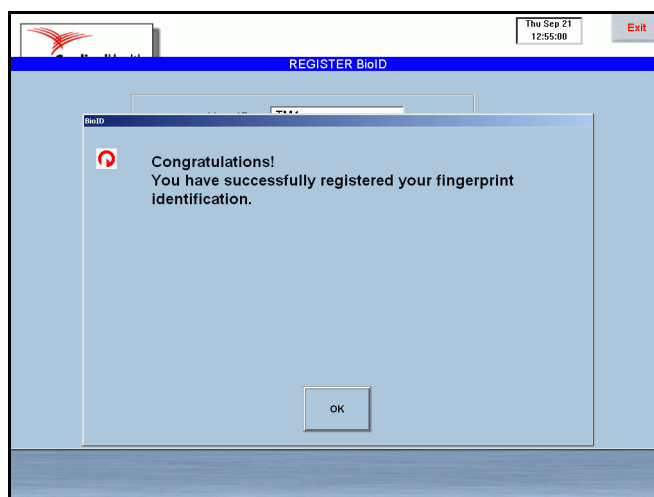
6. Press **OK**.

    The main menu appears.

    NOTE: If you fail to register your BioID on the first attempt, press **Yes** to repeat the process or press **No** to log in with your password. Depending on the console settings, a witness may be required to continue logging in with a password in the event of a failure. If a witness is required, press **Yes** to continue. The witness must have a valid user ID, password, or BioID. If you have difficulty with registration, try scanning with a different finger.

Logging In With BioID

This section contains instructions for logging in with your BioID.

To log in with BioID

1. Press **Enter**.

2. Enter your user ID.

   The User BioID Authorization screen appears.
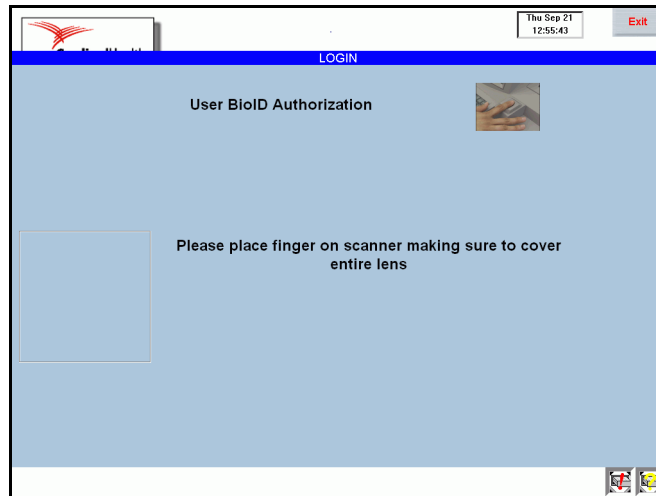
3. Place your finger squarely on the lens, covering it completely.

   The scanner flashes from bright to dim, indicating that the scan is complete.

NOTE: If the scanner does not flash, the system prompts you to lift your finger from the scanner then replace it on the lens for rescanning.

   The main menu appears.

4. Lift your finger from the scanner.

Logging In After A BioID Failure

If the station fails to verify your fingerprint scan, a message appears to inform you that the scanner was unable to verify your fingerprint identification. The system prompts you to retry, reminding you to cover the scanner lens completely and press down firmly.

After the third unsuccessful attempt, the system defaults to the password prompt. Depending on the system configuration, you may need a witness to gain access to the station. The system continues to request your BioID login on each login attempt until the system administrator changes your settings at the console.

To log in after a failed BioID

1. At the BioID failure message, press **Yes**.

   The Login screen appears. If a message appears indicating that a witness is required, refer to *Witnessing After A BioID Failure* on page *11*.

2. Enter your user ID and password.

3. Press **OK**.

Witnessing After A BioID Failure

If a witness is required when you log in after a BioID failure, the witness must confirm your identity.

To witness a login after a BioID failure

1. Press **Yes**.

   The Witness screen appears.
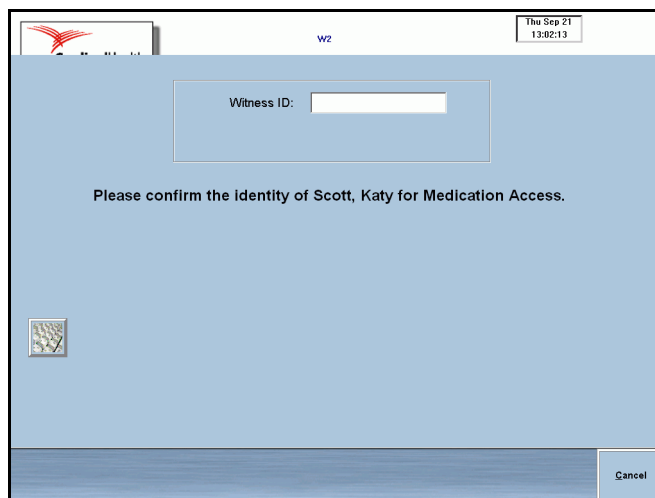
2. Enter your (witness) user ID and password.

   The Login screen appears.
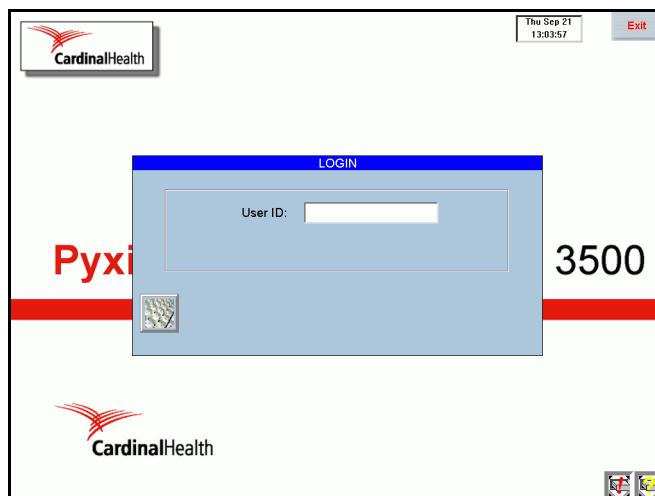
The initial user may now enter his user ID and password.

Resetting Your BioID

On occasion, you may need to reset your BioID. For example, if you cut your finger you might need to reset your BioID with another finger.

To reset your BioID

1. On the main menu, press **User Menu**.

   The User Maintenance Menu screen appears.
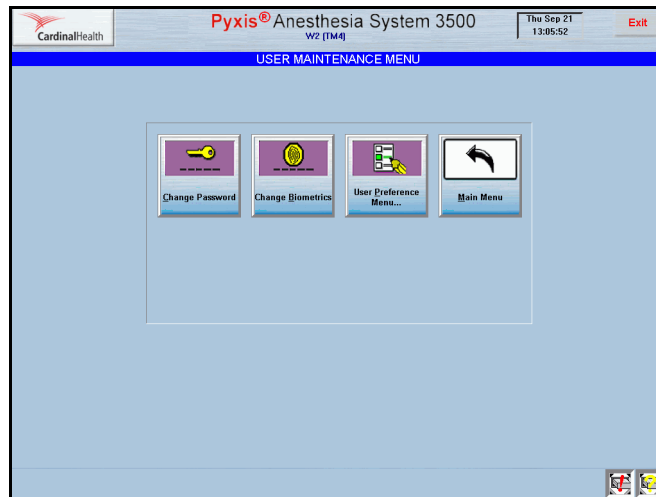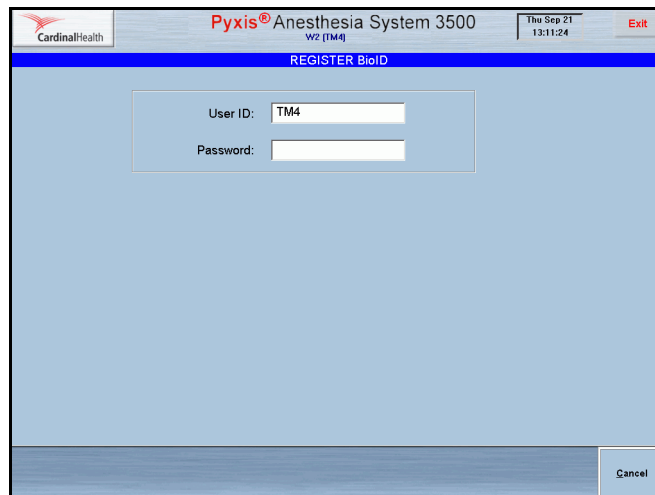
2. Press **Change Biometrics**.

   A message appears indicating that you need a witness to proceed.
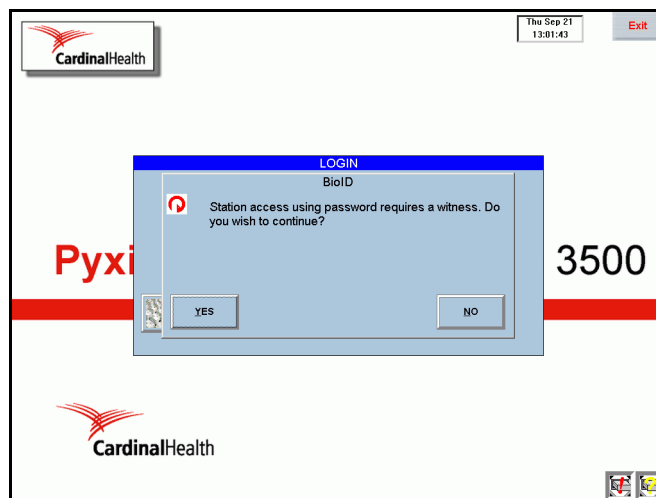
3. Press **Yes**.

   The Register BioID screen appears.
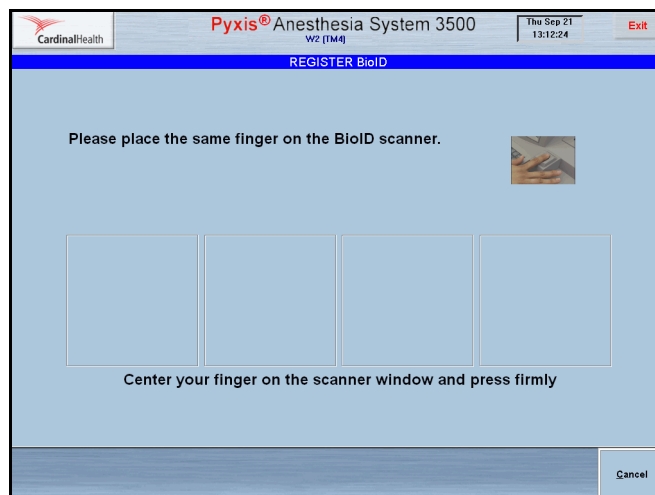
4. Enter your user ID and password.

   The BioID Registration Login Instruction screen appears.

5. Press **Scan**.

   The Register BioID screen appears.

6. Place your finger firmly on the scanner lens.

7. Follow the instructions on the screen to remove and reposition your finger on the scanner lens. Be sure to use the same finger for all four scans.

   The system processes the scanned fingerprints. A confirmation screen appears to indicate that you have successfully registered your scanned fingerprints.
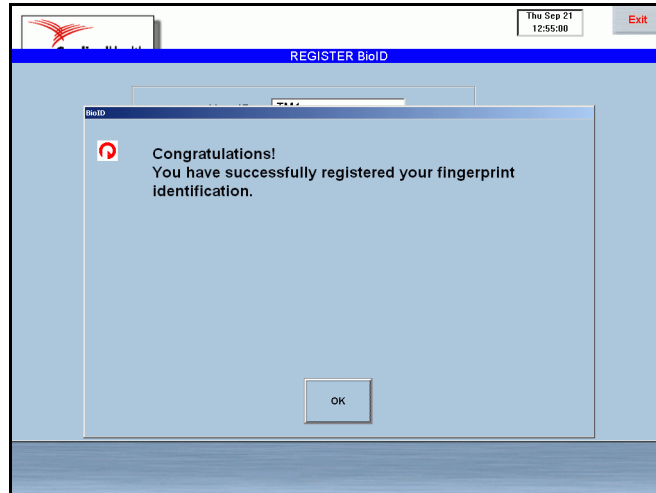
8. Press **OK**.

   The User Maintenance Menu screen appears.

9. Press **Main Menu** to return to the main menu.

Logging Out

Log out of the station when you are finished using it. Never leave the station without logging out. Failure to log out could allow someone else to remove medications using your user ID and password. To safeguard against the unauthorized use of your user ID after you log in to the station, the system logs you out after the time-out period expires. The time-out period is defined at the console.

To log out of a station

• On the upper right corner of any screen, press **Exit**.

The following restrictions apply when you log out of the station.

- You cannot log out when you have initiated an activity that requires a response, such as closing a drawer. The screen directs you to close the door before logging out.

- If you log out when there are items on your My Items list, a warning displays on the screen for approximately five seconds. To proceed, follow these instructions:

  a. Press **Yes** on the warning dialog screen.

     This brings you back to the My Items screen where you can return, resolve, waste, or transfer the outstanding items.

  b. Press **Exit** again.

     This immediately logs you out of the system.

  c. Wait five seconds.

     The system automatically logs you out of the system.

Changing Your Password

The first time you log in to a station, use the password assigned to you by the system administrator. If your user ID on the console is set to Expire Initial Password, the system prompts you to change your password the first time you log in. You can also change your password at any time as a safety measure or when you are notified that your password is about to expire.
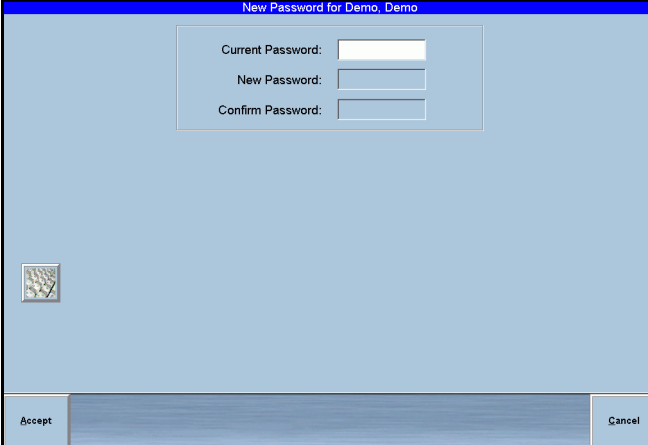
To change your password

1. On the Main Menu screen, press **User Menu**.
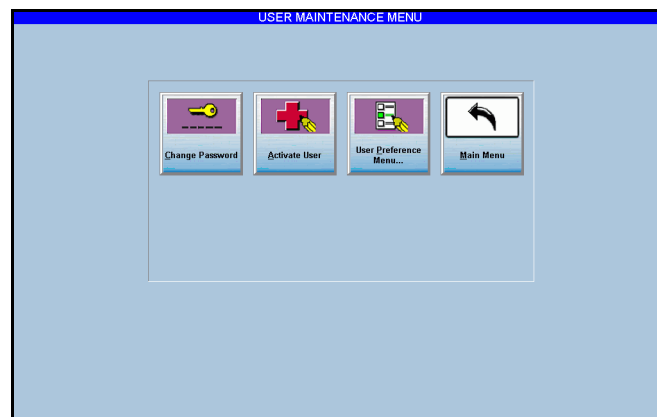
   The User Maintenance Menu screen appears.

2. Press **Change Password**.

    The New Password for [user name] screen appears.

3. Enter your current password and press ENTER.

    The New Password and Confirm Password fields become available.

4. Enter your new password and press ENTER.

    The cursor moves to the Confirm Password field.

5. Enter your password again to confirm the change and press **Accept**.

Accessing Features and Functions

This section describes the common elements that you will see on the screen and the tools you can use to navigate through the system. You can access all system functions using either the touch screen or computer keyboard.

This section includes information on the following:

- *Using the Touch Screen*
- *Using the Physical Keyboard*
- *Quick Keys*
- *Screen Elements*
- *Pick List*
- *Scroll Bar*
- *Sort Buttons*
- *Quick Search*
- *Confirmation Screen*
- *Text Fields*

Using the Touch Screen

The keys on the screen are touch sensitive—a gentle touch is adequate. These touch keys can substitute for the computer keyboard, or you can use a combination of both the touch screen keyboard and the computer keyboard.

On the station screen, you can make selections, press action buttons, or place the cursor into the data entry fields by touching the selection, button, or field on the screen. Functions that require you to enter numbers, such as entering a count when removing a medication, also provide a touch-sensitive number bar on the screen where you can touch the number on the screen to enter it, rather than using the pull-out keyboard.

If you need to change or delete text already entered in a field, highlight the text by double-touching the field or sliding your finger across the text. Then re-enter the correct data or press DELETE on your keyboard.

To display the touch keyboard

- Touch the keyboard icon in the lower left of the Login screen to display the touch keyboard.

Using the Physical Keyboard

Use the keyboard to access any function on the screen. Use the Up and Down arrows to scroll through lists.

Key	Function
ALT + underlined letter	Selects an item or button
ENTER	Takes you to the next field. Accepts entries and clears open dialog boxes
UP ARROW	Scrolls up a line in a list
DOWN ARROW	Scrolls down a line in a list
PG UP	Scrolls up a page in a list
PG DOWN	Scrolls down a page in a list
BACKSPACE	Deletes previous character in a field
DELETE	Deletes one character forward in a field
HOME	Takes you to the top item in a list
END	Takes you to the bottom item in a list
SPACE BAR	Selects a button or highlighted item in a list

Quick Keys

You can use key combinations to accomplish certain patient-related tasks.

Keys	Action
Alt + N	Sort patients by name
Alt + I	Sort patients by ID
Alt + A	Add a new patient

Screen Elements

Alert Icons

Alert icons appear at the bottom right of the main menu to notify you of a situation that may need attention. When an icon appears, press the icon on the screen to display a description of the alert.

Icon	Description
	Brain Transplant—Signals that files are being sent from the console to the station.
	Discrepancy—Signals an undocumented discrepancy.
	Failed Drawers—Signals a failed drawer that needs user attention.
	Rx Check—Signals that medications have been loaded or refilled, but which have not been checked by the pharmacist.
	Communication Status—Signals that the station and console are not communicating.
	Maintenance—Signals that maintenance is in process.

Prompt Bars

Occasionally a yellow prompt bar appears at the bottom of the screen displaying information about the task you are performing. For example, when you attempt to dispense a medication that is not available at the station the following prompt appears.
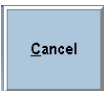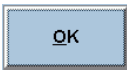
Bulletins

The splash screen can display alerts or important messages. Before you log in to the system, check the bottom of the screen for bulletins. Each hospital can set up bulletins unique for each station.

Command Buttons

Command buttons allow you to accept or cancel changes, and execute a selected option. The buttons in the table perform specific functions.

Icon	Button	Function
Accept	**Accept**	Press this button to accept entries, save changes, and complete an activity. On some screens, this button also closes the screen. On other screens, you must press **Cancel** to close the window after pressing **Accept** to save your entries or changes.
Cancel	**Cancel**	On some screens, you can press this button to cancel entries and the current operation. On other screens, you can press **Cancel** to return to the previous screen after pressing **Accept** to complete the activity.
Close	**Close**	Press this button to close the screen.
Continue	**Continue**	Press this button to return to where you left off in the procedure.
OK	**OK**	Press this button to accept entries and settings.
Skip	**Skip**	Press this button to bypass an item and proceed to the next item.

Pick List

Pick lists are lists of items that you can select. A pick list appears when selecting information from a database, such as the formulary or patient list.

```
                    MY PATIENTS

ABRAMS, STEVEN MICHAEL
  ID: 31158 71 0949
  DOB: 07/23/1960   SEX: M   ROOM-BED: ???
BROWN, PATRICIA D
  ID: 31363 72 3452
  DOB: 07/08/1974   SEX: F   ROOM-BED: 5B015-B
COOPER, BEVERLY S
  ID: 31748 31 9711
  DOB: 04/02/1986   SEX: M   ROOM-BED: 738-B
```
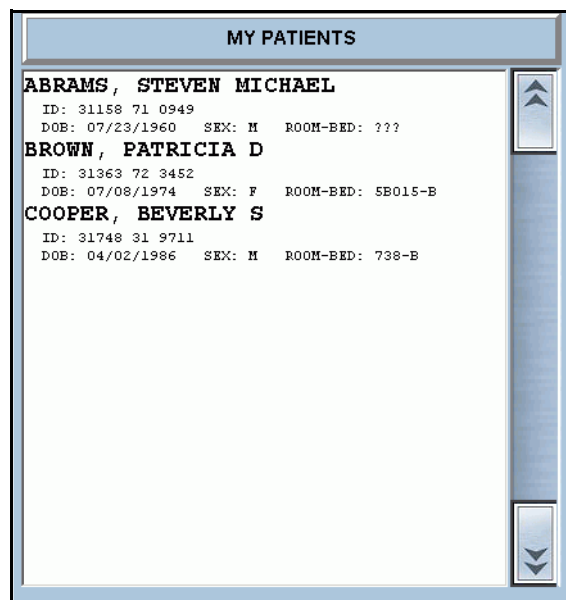
Scroll Bar

Use the arrows in the scroll bar to move through lists. You can move through these lists in a variety of ways.

- Press the **Up** and **Down** arrows on the scroll bar.

- Use the **Up** and **Down** arrows on the keyboard to scroll through the list one item at a time.

- Press **Page Up** or **Page Down** to scroll through the list one page at a time.

Sort Buttons

Radio buttons sort information in a pick list according to a category. To change the order of a displayed list, press the sort button. The selected button is dark blue and text is highlighted to indicate your selection and list if sorted accordingly. Selecting one of the buttons turns off the others.

To use a sort button

1. Do one of the following:
   - Touch the button.
   - Press **Alt +** the underlined letter.

NOTE: You can define a default sort preference to display list items, including brand and generic names.

Quick Search

Begin typing the first few letters in the name of the item to display the Quick Search text box. The Quick Search text box appears on the screen and the list scrolls to display the items that match the text you have entered.

- Select **Yes** to verify the action or **No** to cancel the action.

Confirmation Screen

A confirmation screen may appear when you select an option. The example shows a confirmation screen that requests verification before completing an action.
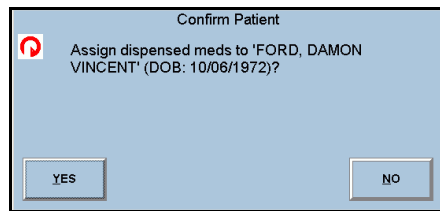
Text Fields

Follow these instructions for entering, deleting, or replacing text in the text field.

To enter text in a field

1. Touch the field to place the cursor in the field.

   The cursor blinks in the field.

2. Enter the text.

To delete or replace all text in a field

1. To highlight the text, slide your finger across the text or touch the text twice.

2. Do one of the following:

   • Press DELETE.

   • Enter the correct text.

To delete or replace partial text in a field

1. Place the cursor to the right of the text to be deleted.

2. Press BACKSPACE to remove the text one letter at a time.

Using the System

Access all station activities from the main menu. The main menu is the default screen that appears after you log in to the system. You can change your default screen by selecting User Preferences under the User menu in the Station Management section of the main menu.

The main menu consists of three sections. The options in each section may vary, depending on your user privileges and available functions.

Patient Care Options

Station Management Options

Med Management Options
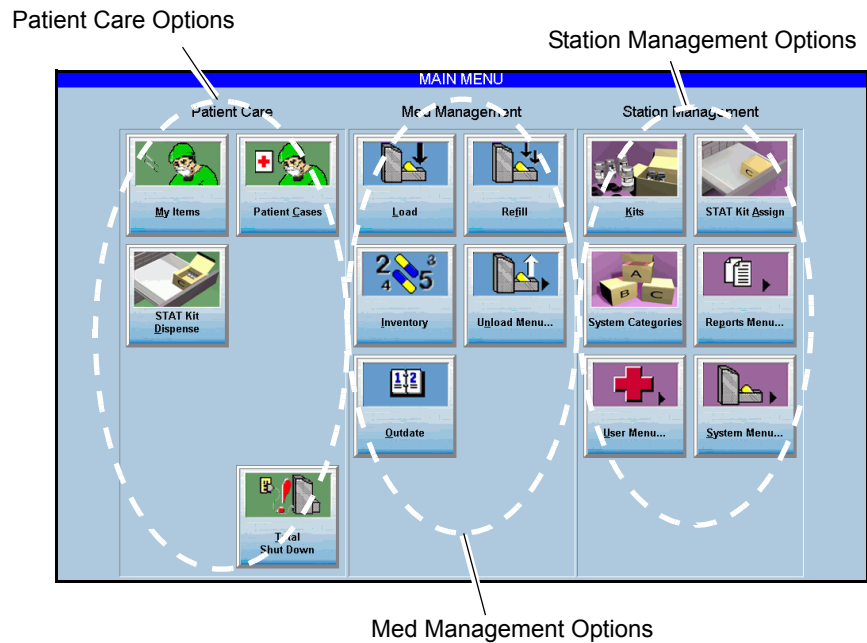
- **Patient Care**—Provides access to Patient Cases, My Items, and STAT Kit Dispense functions (See *Chapter 2*, *Patient Care Functions*).

- **Med Management**—Provides access to the Load, Refill, Inventory, Unload Menu, Rx Check (optional), and Outdate (optional) functions (See *Chapter 3*, *Med Management Functions*).

- **Station Management**—Provides access to the Kits, STAT Kit Assign, System Categories, Reports Menu, User Menu, System Menu, Document Discrepancy, and Recover Drawer functions (See *Chapter 4*, *Station Management Functions*).
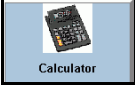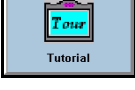
Using Additional Tools

The table shows tools that are available from the login and menu screens by pressing the CareFusion logo in the upper left-hand corner of the screen.

The **Tutorial** and **CD Player** buttons do not appear at the same time.

Button	Description
Comm Status	**Comm Status**—Press this button to check the communication status between the station and the console. See *Communications Alerts* on page *154*.
Print Screen	**Print Screen**—Press this button to print the information that appears on the screen.
Suspend	**Suspend**—Press this button to put the station in sleep mode, which suspends normal keyboard and touch screen input and dims the screen. Put the station in sleep mode to clean the system or during OR procedures that require minimal light. To restore a suspended system to normal operations, press CTRL+ALT+F10.
Lexi-Comp	**Lexi-Comp**—Press this button to access the Lexi-Comp Anesthesia and Critical Care Drug database.
CD Player	**CD Player**—Press this button to access the CD controls, which appear only when a user with the CD-ROM access privilege logs on to the system. This button does not appear if the **Tutorial** button appears.
Help Contents	**Help Contents**—Press this button to access the Anesthesia System online help.

Button	Description
About	**About**—Press this button to display the version number of the Anesthesia System software.
Calculator	**Calculator**—Press this button to display the calculator.
Tutorial	**Tutorial**—Press this button to access the online tutorial. This button does not appear if the **CD Player** button appears.

Using Common Procedures

The system records each activity you perform at the station as a transaction. A transaction record includes information about the user who performs the transaction, the patient associated with the transaction, and the item and amount involved. The station sends the transaction information to the console, where it is stored in a database. You can generate reports from this data, which the system also uses to track inventory levels and to generate refill requests and restock reports to maintain the inventory of medications and supplies.

This section describes some basic procedures common to various transactions described in this user guide.

- *Secured Drawer Re-verification*

- *Anchor Page*

- *Witnessing Transactions*

- *Verifying the Medication Count*

Secured Drawer Re-verification

This feature lets you reconfirm your identity before accessing configured items loaded in a MiniDrawer. This occurs when the system determines that the amount of time configured in the formulary has elapsed and requires you to log in again. The system prompts you to use your password or BioID.

1. Enter your password in the Secured Drawer Timeout screen.
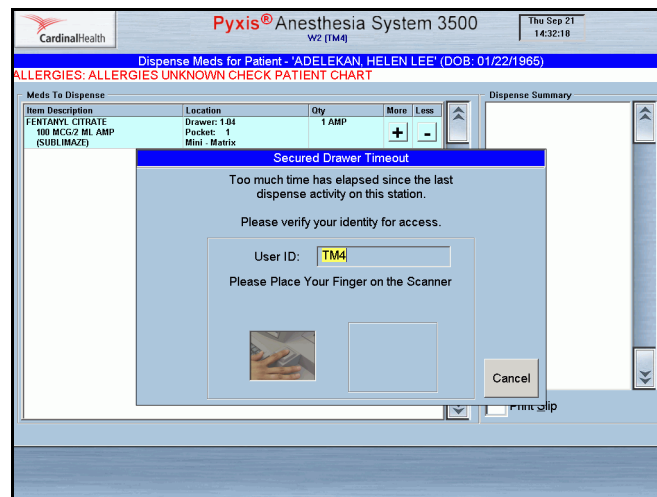
2. Press **Accept** or place your finger on the scanner (if you have the BioID option).

3. Resume dispense transactions.

Anchor Page

This feature prevents the Anesthesia System from logging out unexpectedly during surgery and reduces the risks in emergency cases. This is helpful in the OR environment where you access items for a single patient over an extended period of time. Anchoring on a specific page saves you from having to constantly reselect the patient. Your system administrator can set up Anchor Page at the console for either meds or patients under device setting.

The Anchor Page is available from any screen in My Items or Patient Cases after menu timeout.

NOTE: This feature does not apply to the STAT Kit Dispense screen.

My Items

The following screens are available in My Items:

- Dispense

- Issue to Patient

- Waste/Discard

- Return

- Transfer to User

Patient Case

The following screens are available in Patient Cases:

- Dispense

- Waste/Discard (Credit)

- Return

- Return to My Items

When the Anchor Page warning appears during an operation, press **Continue** to resume operations. The warning indicates that the page will timeout in 60 seconds.

Witnessing Transactions

Some transactions at the station require a witness. If you have the station Login/Witness privilege, you can enter your user ID and password or BioID to certify the transaction. Such transactions are usually assigned to a security group. The table lists the types of transactions that require a witness. Witness requirements are based on your facility's policies.

Transaction	Witness Requirements
Waste	A witness is required when one or more of the medications selected to be wasted has a security level that requires a witness. No witness is required if you have the *No Witness Required* privilege.
Document Discrepancy	A witness is required for each discrepancy that requires documentation. A witness is not required if you have the *Independent Discrepancy Resolution* privilege.
Empty Return Bin	A witness is required when the Empty Return Bin Requires Witness option is enabled for the station from the console. A witness is not required when the *No Witness Required* privilege is enabled.
Inventory	A witness is required when at least one medication that you are counting in the drawer has a security level requiring a witness. A witness is not required if you have the *Independent Inventory Count* privilege.
Recover Drawer	A witness is required when one or more of the medications in the drawer has a security level requiring a witness. A witness is not required if you have the *Independent Inventory Count* privilege.
Return to Bin	A witness is required when at least one of the medications selected to be returned has a security level that requires a witness. No witness is required if you have the *No Witness Required* privilege.
Dispense	A witness is required when one or more of the medications in the drawer has a security level requiring a witness to dispense. (Optional)

Acting as a Witness

As a witness, you acknowledge and verify a transaction. When a transaction requires a witness, a Witness screen appears automatically.
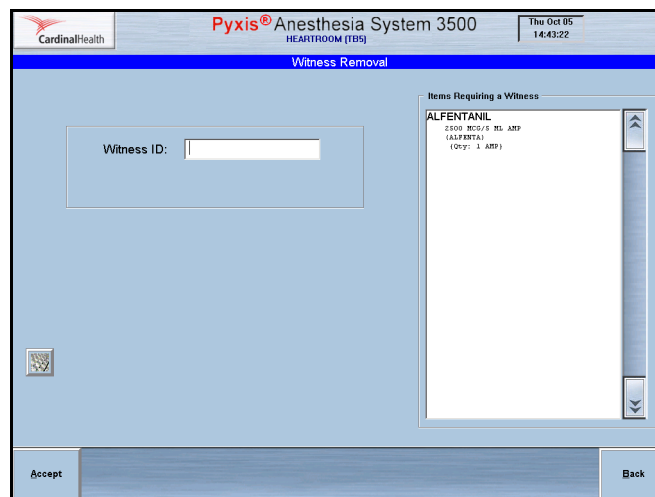
To act as a witness

1. Verify that the medications listed on the screen are correct.
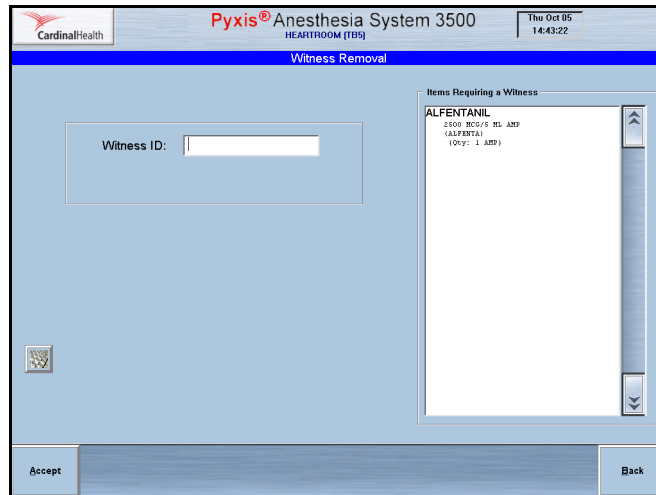
2. Press **List Medications** to view the complete list of medications that require a witness.

3. Press **Accept** to complete the witness process.

Verifying the Medication Count

Depending on console settings, the Verify Medication Count screen may appear when you dispense, inventory, or refill medications. This option is usually associated with narcotics. It requires you to count the medications loaded in the pocket and confirm their inventory levels.

To verify the medication count

1. Confirm that the medication name and count that appear on the Verify Medication Count screen matches the medications in the pocket.
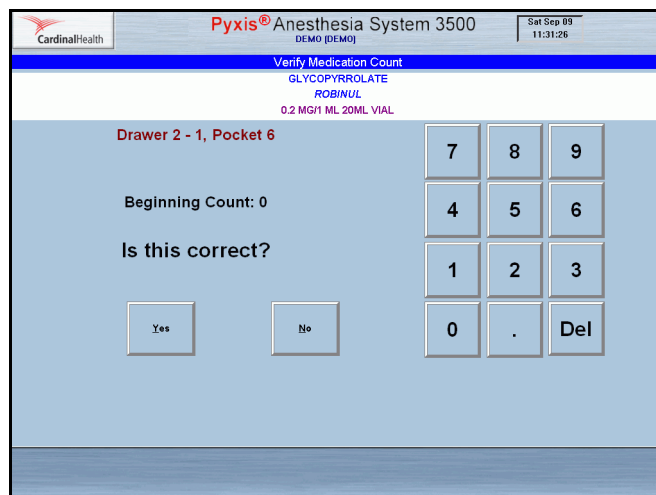
2. Do one of the following:
   - If the count matches, press **Yes**.
   - If the count does not match, press **No** and enter the correct amount in the screen that appears.

     The system records the discrepancy.

3. Press **Accept**.

Blind Count

The Blind Count option is configured for the Verify Medication Count screen. This option requires you to enter the correct beginning count of a medication before removing it, but the system does not display the expected beginning count.

To perform a blind count

1. If the screen does not display a count (blind count), count the medications in the drawer.

2. Enter the correct beginning count and press **Accept**.

NOTE: If you enter an incorrect quantity on the first attempt, a warning appears to prompt you to re-count. You have one more chance to enter the correct quantity. If your second attempt fails, a discrepancy is created as the transaction is completed. When you complete all transactions, the station prints a discrepancy slip for the medication and the removal.

3. Remove the medication and close the drawer.

Chapter 2
Patient Care Functions

This chapter describes how to use the Patient Care functions in the Anesthesia System. Patient Care functions include:

NOTE: You can access these functions on the Main Menu screen. The specific functions available at your station depend on your facility's policies and procedures. For example, if the policy at your site does not enable the My Items privilege, the **My Items** button does not appear on the Main Menu screen.
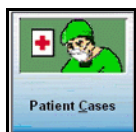
Using Patient Cases

The Patient Cases list is used to track all items, medications, and supplies associated with a patient. The Patient Cases list shows all medications and items dispensed for the patient.

When you select a patient, the issued or dispensed items for that patient appear on the screen. You can add items to the Patient Case list by pressing Dispense Items, selecting the items or kits to remove and physically removing them.

Patient Cases displays a list of the items you removed along with their removed quantity. Once an item is in your Patient Cases list, the item can be wasted, returned to stock, or returned to My Items by pressing the appropriate button on the screen. You can credit a patient if you waste the full dosage if you have a Credit Patient privilege.

This section includes information on the following:

- *Patient Case—Select a Patient*
- *Adding a Temporary Patient*
- *Viewing Patient Information*
- *Patient Case—Select Med to Dispense*
- *Dispensing Options*
- *Returning Medications*
- *Wasting/Discarding Medications*
- *Transferring to Patient*
- *Returning Medications to My Items*
- *Patient Case Information*

Patient Case—Select a Patient

This screen lets you perform two functions: select a patient for medication dispensing or medication usage documentation, and manage your patient list. You can select from either of two lists: All Patients and My Patients. The All Patients list contains the complete list of admitted patients assigned to the station and may include patients at all sites. The My Patients list feature lets you filter the comprehensive patient list so that you include only those patients that are assigned to you.

This section contains information about:

- *Screen Features*
- *Modifying My Patients List*
- *Patient Allergy*
- *Patient Second ID*
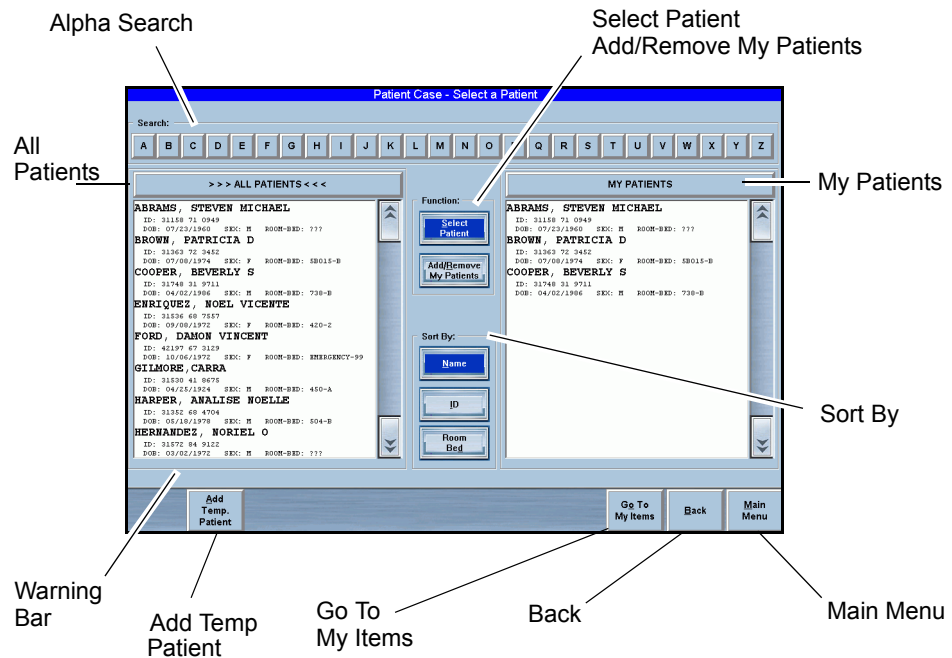
Screen Features

- **Alpha-search**—Touch the alpha characters across the top of the screen to conduct a quick search for a patient. When you touch one of the characters, the Quick Search Entry screen appears.

- **All Patients**—Displays all of the patients currently assigned to the device.

- **My Patients**—Displays the patients assigned to you.

- **Select Patient**—Default selection. Use this button to select a patient from either All Patients or My Patients list.

- **Add/Remove My Patients**—Use this button to add or remove a patient from your My Patients list.

- **Warning Bar**—Alert messages or warnings appear at this location.

- **Add Temp Patient**—Lets you add a temporary patient when new patient electronic information has not yet arrived into the system from the hospital Admission, Discharge, and Transfer (ADT) system. This option is visible only if you have the Add Patient privilege.

- **Go To My Items**—Opens the My Items main screen and is visible only if you have the My Items privilege.

- **Back**—Returns you to the previous screen.

- **Main Menu**—Returns you to the Main Menu screen.

Modifying My Patients List

Follow these instructions to add patients to or remove patients from the My Patients list.

To auto-populate the My Patients list

1. Press **Select Patient**.

2. Select a patient from the All Patients list

   The patient is automatically added to the My Patients list.

To add patients to the My Patients list

1. Press **Add/Remove My Patients**.

2. Touch the patient name in the All Patients list

   The patient names appear in the My Patients list.

To remove patients from the My Patients list

1. Press **Add/Remove My Patients**.

2. Touch the patient name in the My Patients list.

   The patient names disappear from the My Patients list.

Patient Allergy

When you select a patient, allergy data appears on the patient screen in white text on a red bar.

Patient Second ID

To ensure you have selected the correct patient, the Patient Second ID feature lets you double-check another identifier for a patient when dispensing medications. The system administrator can configure the Patient Second ID at the console to display patient DOB, patient ID, or alternate patient ID.

Adding a Temporary Patient

Anesthesia System includes a database of all patients currently admitted to the facility. The database displays the patient list during a transaction at the station.

Patient information is usually entered into the system through the interface with the facility's ADT system. You can add a temporary patient at the station during the Remove, Return, Waste/Discard, and Transfer to Patient procedures for a patient that has not been entered into the system.

NOTE: You must have Temporary Patient Add privileges to add a temporary patient.

To add a temporary patient to the station

1. From the Main Menu screen, press **Patient Cases**.

   The Patient Case—Select a Patient screen appears.
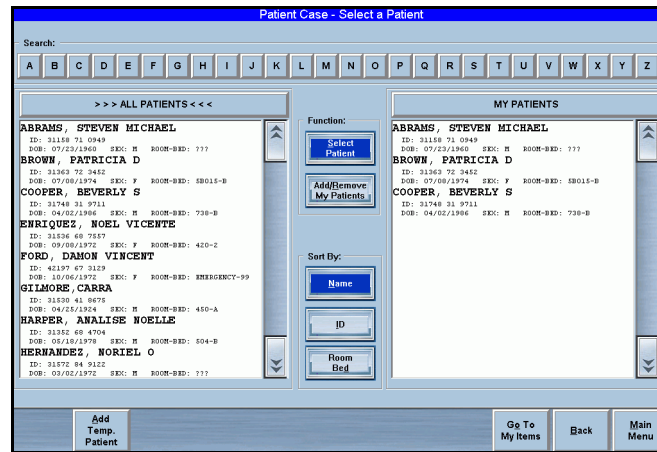
2. Press **Add Temp Patient**.

   The Add Temp Patient screen appears.
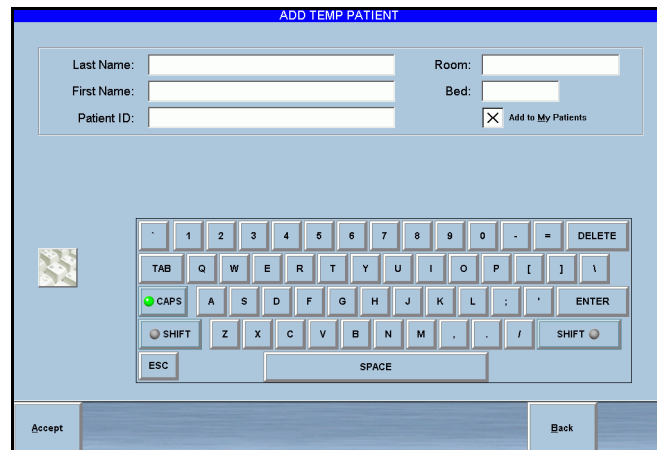
3. Enter the patient information.

   NOTE: If you do not know the patient ID, skip this field. The system assigns a random ID composed of the first three letters of the station name, the date, and the time.

   • Last name
   • First name
   • Patient ID
   • Room and bed numbers

4. Press **Accept**.

   The Patient Case—Select Patient screen appears. The new patient appears in the patient list.

Viewing Patient Information

The Patient Case Information screen enables you to view all transactions for a specific patient, including medications and information about allergies.

To view patient information

1. On the Main Menu screen, press **Patient Cases**.

   The Patient Case—Select a Patient screen appears.
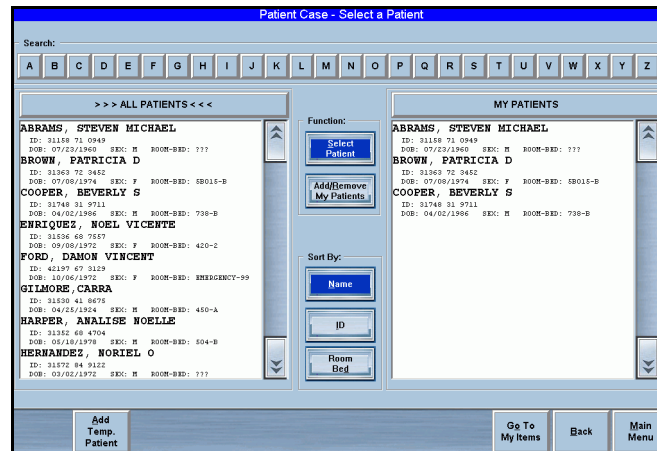
2. Select a patient.

   The Patient Case—Select Meds to Dispense for [patient name] screen appears.
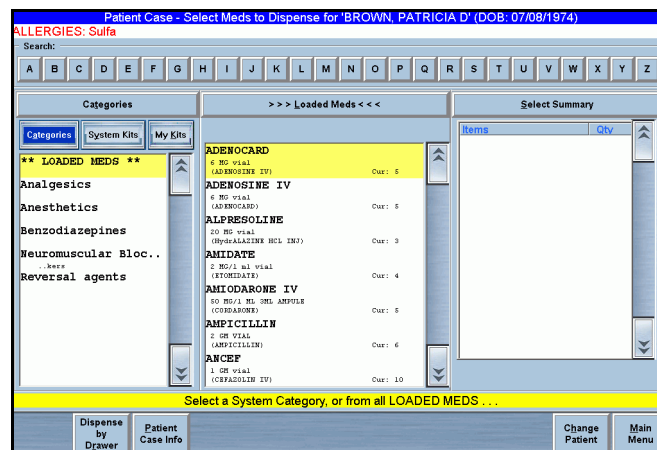
3. Press **Patient Case Info** at the bottom of the screen.

    The Patient Case Information—[patient name] screen for the selected patient appears. This screen shows individual transactions for the selected patient.

4. Press **Patient Info** to view general information about this patient.

    The Patient Case Information—Review Patient Info for [patient name] screen appears. The **General** tab is the default tab.

5. Press the **ADT** tab to review ADT information.

6. Press the **Clinical** tab to review Clinical information.

7. Press the **Allergies** tab to review allergies information.

8. Press **Continue** to exit the screen.

    The Patient Case Information—[patient name] screen appears.

Patient Case—Select Med to Dispense

This screen lets you specify the medications you wish to dispense, either from the accessible drawers or from the secured MiniDrawers.
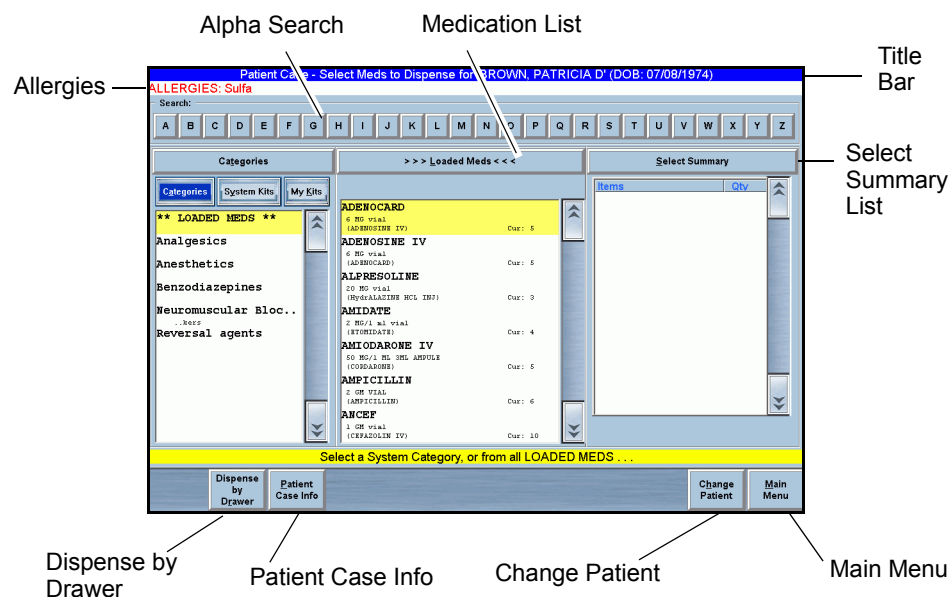
Screen Features

- **Title Bar**—Displays name of the selected patient and date of birth.

- **Alpha-search**—Touch the alpha characters across the top of the screen to conduct a quick search for a patient. When you touch one of the characters, the Quick Search Entry screen appears.

- **Allergies**—Displays the known allergies for the selected patient in white text on a red bar.

- **Left List Box**—Lists the categories and kit selections, controlling the line item content in the center list.

  ○ **Categories**—Filters the list to show only category type items, including the Loaded Meds category. When pressed, the list bar changes to Categories.

  ○ **My Kits**—Filters the list to show only kits created by the currently logged in user. When pressed, the list bar changes to My Kits.

  ○ **System Kits**—Filters the list to show kits designated as system kits rather than personal kits created by another user. When pressed, the list bar changes to System Kits.

- **Medication List**—Lists the mediations belonging to either a category or a kit. When you select medications from this list, they appear in the Select Summary list to the right. If you have already selected a particular medication, selecting it again increases the count for the medication in the Select Summary list.

- **Select Summary**—Lists the medications you have selected and permits you to adjust the quantity, if desired.

  - **Auto-increment**—Touch the medication in the Medication List (center list) as many times as desired to increase the count in the Select Summary list. The count corresponds to the number of times you touch the medication in the Medication List.

  - **Auto-decrement**—Touch the medication in the Select Summary list as many times desired to reduce the count in the list. The count corresponds to the number of times you touch the medication in the list.

  - **Clear All Meds**—Clears the items in the Selected Summary list.

- **Dispense**—Opens the Dispense Meds screen. This button is visible only when you have selected medications on Select Summary.

- **Patient Case Info**—Opens the Patient Case Info screen.

- **Dispense by Drawer**—Opens the Virtual Dispense By Drawer screen.

- **Change Patient**—Opens the Select Patient screen.

- **Back**—Returns you to the previous screen.

- **Main Menu**—Returns you to the Main Menu screen.

Dispensing Options

There are five options for dispensing medications from Patient Cases.

- *Enhanced Kits*

- *System Categories*

- *Loaded Medications (with merged brand/generic name list)*

- *Virtual Dispense By Drawer*

- *Grab-and-Scan*

NOTE: When dispensing secured items in MiniDrawers, the system may prompt you to confirm your identity by entering your ID and password (or BioID) before you can access the medications. This occurs when the system determines that the amount of time configured at the console for formulary and device settings has expired.

Enhanced Kits

Kits are a way to set up a group of medications and supplies that you can dispense to a patient with the minimum number of steps.

- **System Kits**—These kits are created at the console or station. System kits are available for all users with Medication Dispensing privileges. The system administrator creates these kits, which are usually procedure-specific.

•   **Take Entire Kit**—Allows you to select all items in a kit with a single touch.

•   **Kit is Short**—This message appears when one or more items in the kit is not loaded at the station.

•   **My Kits**—These kits are created by the logged in user. You can create your own kits, which will be available only to you under My Kits.

System Categories

This selection allows users with system administrator privileges to create a set of category names under which medications can be grouped. These groups reflect usage types, therapeutic applications, or facility preferences.

Unlike the usual kit, in which all line items appear even if they are not loaded, the medications in a category only appear if they are loaded.

Categories ———

To select a medication

1. If the Category list is inactive, press **Categories**.

   The Category list appears.

2. Select a category.

   Category medications appear in the center list.

3. Select the medications in the center list that you wish to dispense.

   The selected medications appear in the Summary List.

To search for a medication name in a category or kit

1. Touch the header on the center list.

2. Select the first letter of the medication on the alpha bar at the top of the screen.

   The Quick Search screen appears. All medications that begin with the letter you selected on the alpha bar appear.

To search for a kit or category name

1. Touch the header on the left-hand list.

2. Select the first letter of the medication on the alpha bar at the top of the screen.

   The Quick Search screen appears. All kit or category names that begin with the letter you selected on the alpha bar appear.

Loaded Medications (with merged brand/generic name list)

Each medication with a generic or brand name appears twice in the list of loaded medications: once under *generic* and once under *brand name*. This permits you to search for either name without having to select one or other category.

To select from the list of medications loaded at the station

1. Select **Loaded Meds**.

   All loaded medications appear in the center list.

2. Select the medications from the center list that you wish to dispense.

   The selected medications appear in the Select Summary list.

Virtual Dispense By Drawer

Virtual Touch-to-Take is a screen that shows the pocket configuration of an open or exposed drawer. You can select medications to dispense by using the drawer image.

To dispense by virtual drawer

1. Press **Dispense by Drawer**.

    The Dispense to [patient name] screen appears. The numbered drawer buttons appear at the bottom of the screen.

2. Open the drawer.

3. Press the button that corresponds to the drawer you wish to open.

    The virtual drawer appears on the screen.

4. Press a medication in one of the pockets that appear on the screen.

    The medication appears in the Dispense Summary section of the screen. A number appears in the pocket to indicate the quantity to dispense.

5. Touch the pocket on the screen once for each time you remove an item.

6. If required, press another drawer number at the bottom of the screen to display its image on the screen then repeat steps 2 through 5 to remove additional medications.

7. Press **Accept**.

    The Patient Case Information—[patient name] screen appears. The transaction details appear on the screen (date and time, medication name, quantity dispensed and quantity remaining).

8. Close the drawer.

Grab-and-Scan

You can record dispensing by using the hand-held or built-in bar code scanner while in the Patient Case or My Items. This feature reduces the number of steps required to dispense medications.

NOTE: Grab-and-scan is available only for items in accessible matrix drawers.

To grab and scan

1. From the Select Med or Dispense By Drawer screen under Patient Case or My Items, scan the medication with the bar code scanner.

    The system deducts the scanned medication inventory quantity from the current count and adds the medication to the selected patient case with the current time stamp.

    The item appears in the Select Summary list.

2. Press **Dispense** to execute.

Returning Medications

This features lets you return medications dispensed back to the station pocket or external return bin.

To return medications

1. From the Main Menu screen, press **Patient Cases**.

   The Patient Case—Select A Patient screen appears.
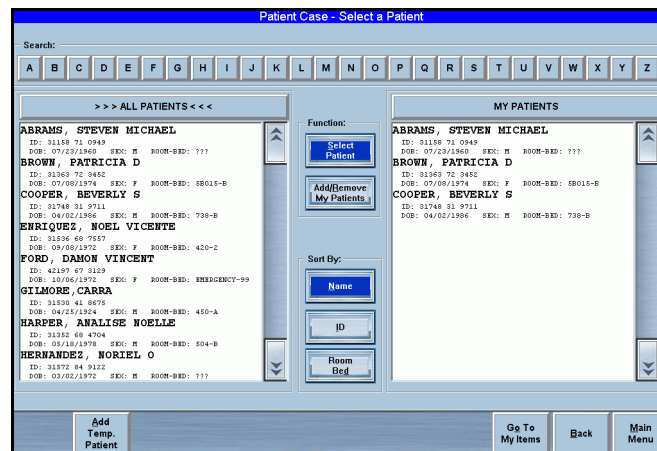
2. Select a patient from the list at the left of the screen.

   The Patient Case Information—[patient name] screen appears.
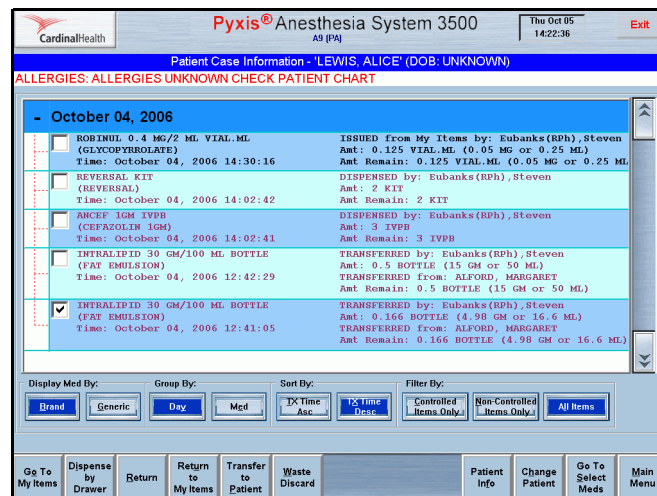
3. Select the medication.

   The **Return** button appears at the bottom of the screen.

   NOTE: The amount defaults to "1" rather than the remaining quantity of the medication.

4. Press **Return**.

   The Patient Case—Return Med for Patient [patient name] screen appears. The default quantity is a single dose (whole units). Use the number pad to change the values.

5. Accept the default value or use the number pad to enter a new value.

6. Press **Accept**.

   The Patient Case Information—[patient name] screen appears. The medication appears in the list as "returned." The details of the transaction appear on the screen (date and time, medication name, quantity dispensed, and quantity remaining.

NOTE: You can return the medications to an external bin or to stock, depending upon the location assigned through the system. You cannot return partial medication quantities.

Wasting/Discarding Medications

This procedure lets you waste or discard medications selected from the Patient Case Information screen.

1. From the Main Menu screen, press **Patient Cases**.

   The Patient Case—Select A Patient screen appears.

2. Select a patient from the list at the left of the screen.

   The Patient Case Information—[patient name] screen appears.
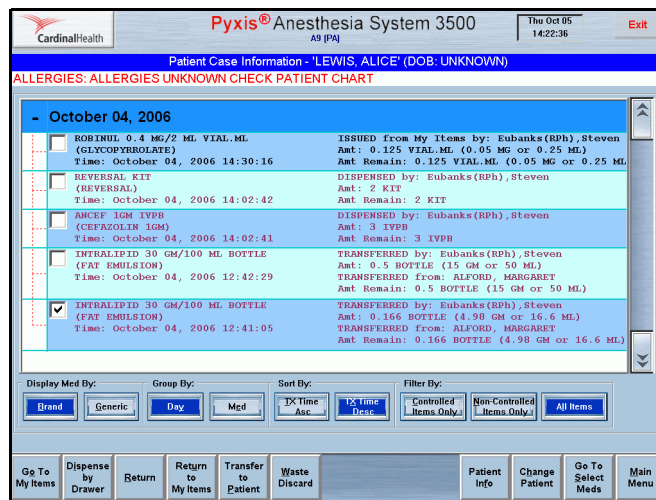
3. Select a medication.

   The **Waste/Discard** button appears at the bottom of the screen.

4. Press **Waste/Discard**.

   The Patient Case—Waste/Discard Med for Patient [patient name] screen appears.

NOTE: The Waste/Discard Witness screen may appear when you attempt to waste controlled substances. The witness must enter a valid user ID and password or BioID.

5. (Optional) Select **Credit Patient**. This check box is visible only if you have the Credit Patient privilege and are crediting a whole amount.

6. Accept the default value (the total number remaining) or use the number pad to enter a new value.

   You can change the amount and type for each medication selected.

7. Press **Accept**.

   The Patient Case Information—[patient name] screen appears. The transaction details appear on the screen (date and time, medication name, quantity wasted, and quantity remaining).

Transferring to Patient

The Transfer to Patient transaction lets you transfer items from one patient to another patient. As a result of this transaction, the patient donor should be credited for the medication charged when it was initially dispensed. The system charges the patient-recipient for the medication.

NOTE: This feature is available only if you have privileges to credit a patient. During this process, you can view patient demographic information by selecting Recipient Patient Info. This lets you check that you have selected the correct patient before you complete the process.

To transfer medications to a patient

1. From the Main Menu screen, press **Patient Cases**.

    The Patient Case—Select A Patient screen appears.

2. Select a patient from the list at the left of the screen.

    The Patient Case—Select Meds to Dispense for [patient name] screen appears.

3. Press **Patient Case Info**.

    The Patient Case Information—[patient name] screen appears.

4. Select the medication you wish to transfer.

    Additional buttons appear at the bottom of the screen.

5. Press **Transfer to Patient**.

    The Select Patient to Transfer screen appears.

6. Select the patient to whom you wish to transfer the medications.

    The Patient Case—Transfer from [patient name] to [patient name] screen appears.

7. Verify the medication and amount that appears in the screen.

8. Press **Accept**.

    The Patient Case Information—[patient name] screen for the original patient reappears.

Returning Medications to My Items

This feature lets you return medications to your My Items list.

To return medications to My Items

1. From the Main Menu screen, press **Patient Cases**.

    The Patient Case—Select A Patient screen appears.

2. Select a patient from the list at the left of the screen.

    The Patient Case—Select Meds to Dispense for [patient name] screen appears.

3. Press **Patient Case Info**.

    The Patient Case Information—[patient name] screen appears.

4. Select the medication.

5. Press **Return to My Items**.

    The Patient Case—Return Med from [patient name] to [user name] screen appears.

6. Press **Accept**.
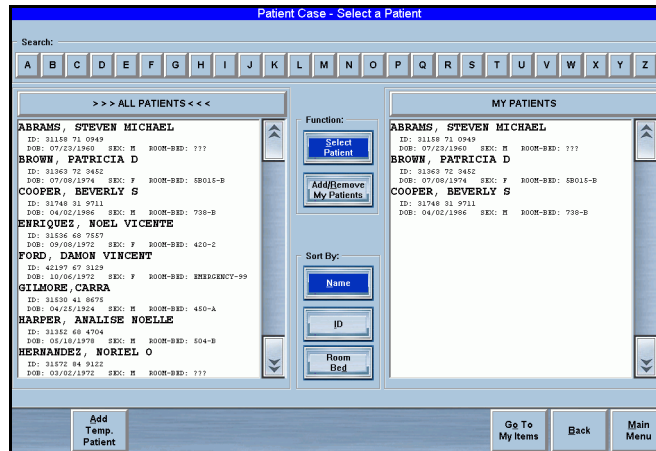
The Patient Case Information—[patient name] screen appears. The medication appears in the list as "returned." The transaction details appear on the screen (date and time, medication name, quantity returned, and quantity remaining).

NOTE: You can return partial medication quantities when returning medications to your My Items list.

Patient Case Information

This screen displays medications dispensed for the patient during the previous Transaction Hold Time (for example, 24 hours). This permits you to reconcile those transactions for documentation purposes or to return the medications to the station if they were not used.

You can configure the displayed transactions through a set of filtering and sorting buttons to help you locate the transactions that require reconciliation.
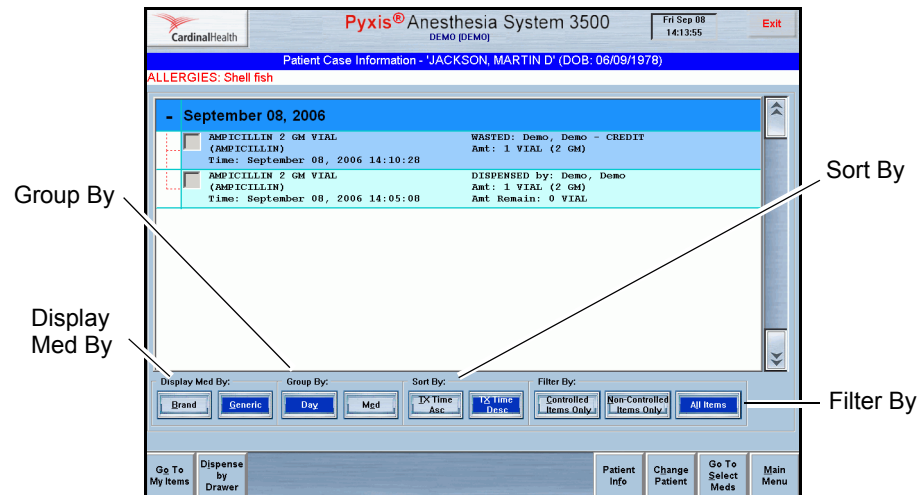
- **Display Med By**—Display brand or generic name of the medications.

- **Group By**—Group By Medication shows all the medications that were removed for a particular patient, Group By Day shows medications removed by day.

- **Display By**—Display by brand or generic name switches the item on top. If you select Group By Med, you can switch between brand or generic.

- **Sort By**—You can sort Transaction Time by Ascending or Descending.

- **Filter By**—You can filter by controlled or uncontrolled substances, or both.

You can begin dispensing medications directly from this screen by opening any accessible drawer.

The transaction line item contains the following information.

Complete Description
Time Stamp

Transaction Type,
User/Patient

- September 08, 2006

	AMPICILLIN 2 GM VIAL	WASTED: Demo, Demo - CREDIT
	(AMPICILLIN)	Amt: 1 VIAL (2 GM)
	Time: September 08, 2006 14:10:28	
	AMPICILLIN 2 GM VIAL	DISPE...
	(AMPICILLIN)	Amt: 1 VIAL (2 GM)
	Time: September 08, 2006 14:05:08	Amt Remain: 0 VIAL

- • Complete medication description for generic or brand names

- • Time stamp

- • Transaction type

- • User or patient associated with the transaction

- • Amount

- • Remaining amount

NOTE: Depending on the transaction, the remaining amount may not be applicable and therefore will not appear.

The amount (Amt) values appear in three forms:

- • Dispensing units

- • Strength units

- • Volume units
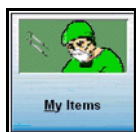
Using My Items

My Items allows you to manage your own inventory of items without having to first select a patient. In an operating room environment, My Items allows you to dispense items and put them in a virtual inventory. This inventory becomes the responsibility of the user, who assumes accountability for everything in the My Items list and must account for its contents when logging out at the end of the shift.

Your My Items pick list displays a list of the items that you dispense, along with the dispensed quantity of each. Once something is in your My Items pick list, the item can be transferred to another user, issued to a patient, wasted or returned. The following functions are available from My Items:
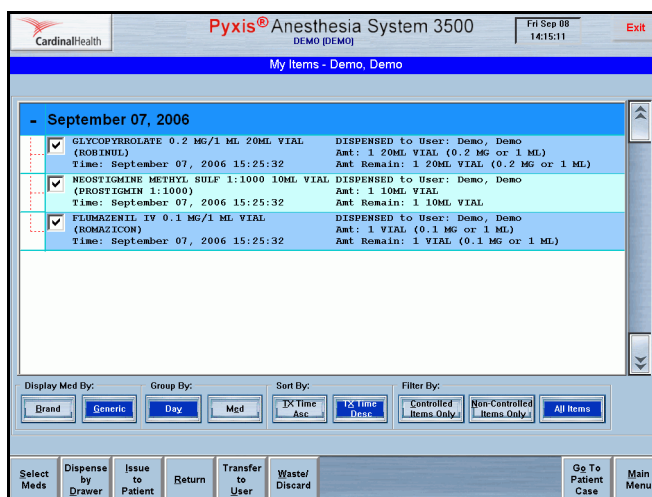
- **Select Meds**—Allows you to select medications from your My Items list.

- **Dispense By Drawer**—Allows you to select a specific drawer from which to dispense medications.

- **Issue to Patient**—Issues items from your My Items list to patients. Once an item is issued, it appears in the Patient Case Info for that patient.

- **Return**—Returns selected medications from your My Items list. You can return an item to a return bin.

- **Transfer to User**—Transfers items from your My Items list to the My Items list of another user. This is a user-to-user transaction, not involving patient selection. You can only transfer items to a user with My Items and Remove privileges. The transfer recipient must accept the transfer by entering their user ID and password/BioID on the Acceptance screen.

- **Waste/Discard**—Allows you to waste selected medications from your My Items inventory.

- **Go To Patient Cases**—Navigates to the Patient Case—Select Patient screen.

- **Main Menu**—Returns you to the Main Menu screen.

When you dispense items from My Items, they will appear on My Items pick list at other stations in the same area. When you log out of the system with anything

outstanding in My Items, the system displays a banner message prompting you to account for items yet to be reconciled.

This section contains the following procedures:

- *My Items—Select Med to Dispense*

- *Dispensing Options*

- *Issuing Medications to a Patient from My Items*

- *Returning Medications*

- *Waste/Discard Medications*

- *Transferring Medications to Another User*

My Items—Select Med to Dispense

This screen lets you specify medications you wish to dispense, either from the accessible drawers or from the secured MiniDrawers.
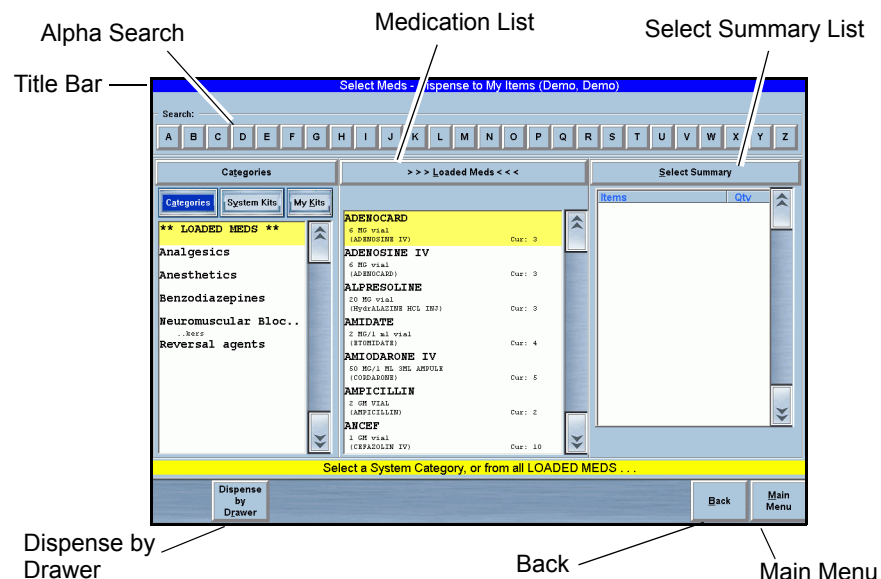
Screen Features

- **Alpha-search**—Touch the alpha characters across the top of the screen to conduct a quick search for patients. When you touch one of the characters, the Quick Search Entry screen appears.

- **Left List Box**—Lists the categories and kit selections, controlling the line item content in the center list.

  ○ **Categories**—Filters the list to show only category type items, including the Loaded Meds category. When pressed, the list bar changes to Categories.

  ○ **My Kits**—Filters the list to show only kits created by the currently logged in user. When pressed, the list bar changes to My Kits.

○ **System Kits**—Filters the list to show kits designated as system kits rather than personal kits created by another user. When pressed, the list bar changes to System Kits.

- **Medication List**—Lists the medications belonging to either a category or a kit. When you select medications from this list, they appear in the Select Summary list to the right. If you have already selected a particular medication, selecting it again increases the count for the medication in the Select Summary list.

- **Select Summary**—Lists the medications you have selected and permits you to adjust the quantity, if desired.

    ○ **Auto-increment**—Touch the medication in the Medication List (center list) as many times as desired to increase the count in the Select Summary list. The count corresponds to the number of times you touch the medication in the Medication List.

    ○ **Auto-decrement**—Touch the medication in the Select Summary list as many times as desired to reduce the count in the list. The count corresponds to the number of times you touch the medication in the list.

    ○ **Clear All Meds**—Clears the items in the Select Summary list.

- **Dispense**—Opens the Dispense Meds screen. This button is visible only when you have selected medications on Select Summary.

- **Patient Case Info**—Opens the Patient Case Info screen.

- **Dispense by Drawer**—Opens the Virtual Dispense By Drawer screen.

- **Change Patient**—Opens the Select Patient screen.

- **Back**—Returns you to the previous screen.

- **Main Menu**—Returns you to the Main Menu screen.

Dispensing Options

There are five options for dispensing medications from Patient Cases.

- *Enhanced Kits*

- *System Categories*

- *Loaded Medications (with merged brand/generic name list)*

- *Virtual Dispense By Drawer*

- *Grab-n-Scan*

NOTE: When dispensing secured items in MiniDrawers, the system may prompt you to confirm your identity by entering your ID and password (or BioID) before you can access the medications. This occurs when the system determines that the amount of time configured at the console for formulary and device settings has expired.

Enhanced Kits

Kits are a way to set up a group of medications and supplies that you can dispense to a patient with the minimum number of steps.

- **System Kits**—These kits are created at the console or station. System kits are available for all users with Medication Dispensing privileges. The system administrator creates these kits, which are usually procedure-specific.

- **Take Entire Kit**—Allows you to select all items in a kit with a single touch.

- **Kit is Short**—This message appears when one or more items in the kit is not loaded at the station.

- • **My Kits**—These kits are created by the logged in user. You can create your own kits, which will be available only to you under My Kits.

System Categories

This selection allows users with system administrator privileges to create a set of category names under which medications can be grouped. These groups reflect usage types, therapeutic applications, or facility preferences.

Unlike the usual kit, in which all line items appear even if they are not loaded, the medications in a category only appear if they are loaded.

To select a medication

1. If the Category list is inactive, press **Categories**.

   The Category list appears.

2. Select a category.

   Category medications appear in the center list.

3. Select the medications in the center list that you wish to dispense.

   The selected medications appear in the Summary List.

To search for a medication name in a category or kit

1. Touch the header on the center list.

2. Select the first letter of the medication on the alpha bar at the top of the screen.

   The Quick Search screen appears. All medications that begin with the letter you selected on the alpha bar appear.

To search for a kit or category name

1. Touch the header on the left-hand list.

2. Select the first letter of the medication on the alpha bar at the top of the screen.

   The Quick Search screen appears. All kit or category names that begin with the letter you selected on the alpha bar appear.

Loaded Medications (with merged brand/generic name list)

Each medication with a generic or brand name appears twice in the list of loaded medications: once under *generic* and once under *brand name*. This permits you to search for either name without having to select one or other category.

To select from the list of medications loaded at the station

1. Select **Loaded Meds**.

   All loaded medications appear in the center list.

2. Select the medications from the center list that you wish to dispense.

   The selected medications appear in the Select Summary list.

Virtual Dispense By Drawer

Virtual Touch-to-Take is a screen that shows the pocket configuration of an open or exposed drawer. You can select medications to dispense by using the drawer image.

To dispense by virtual drawer

1. Press **Dispense by Drawer** to initiate the dispense process.

   The Dispense to [patient name] screen appears. The numbered drawer buttons appear at the bottom of the screen.

2. Open the drawer.

3. Press the button that corresponds to the drawer you wish to open.

   The virtual drawer appears on the screen.

4. Press a medication in one of the pockets that appear on the screen.

   The medication appears in the Dispense Summary section of the screen. A number appears in the pocket to indicate the quantity to dispense.

5. Touch the pocket on the screen once for each time you remove an item.

6. If required, press another drawer number at the bottom of the screen to display its image on the screen, then repeat steps 2 through 5 to remove additional medications.

7. Press **Accept**.

   The Patient Case Information—[patient name] screen appears. The transaction details appear on the screen (date and time, medication name, quantity dispensed, and quantity remaining).

8. Close the drawer.

Grab-n-Scan

You can record dispensing by using the hand-held or built-in bar code scanner while in Patient Case or My Items. This feature reduces the number of steps required to dispense medications.

NOTE: Grab-and-scan is available only for items in accessible matrix drawers.

To grab and scan

1. From the Select Medications or Dispense By Drawer screen for Patient Case or My Items, scan the medication with the bar code scanner.

    The system deducts the scanned medication inventory quantity from the current count and adds the medication to the selected patient case with the current time stamp.

    The item appears in the Select Summary list.

2. Press **Dispense** to execute.

Issuing Medications to a Patient from My Items

Any transaction that appears on the screen may be issued to any patient. This records the administration, tracks usage by procedure, and reconciles dispensed medications from My Items.

To issue medications from My Items

1. On the Main Menu screen, press **My Items**.

    The My Items—[user name] screen appears.

2. Select one or more medications.

    The **Issue to Patient** button appears at the bottom of the screen.

3. Press **Issue to Patient**.

    The Select Patient to Issue Items screen appears.
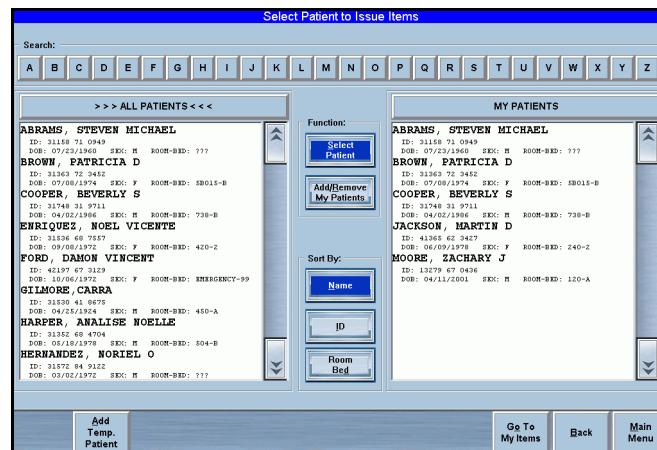
4. Select the patient. The patient name appears in the My Patients list at the right of the screen. If the patient does not appear on the screen, you can add the patient as a temporary patient:

    a. Press **Add Temp Patient**.

The Add Temp Patient screen appears.

b. Enter the patient information and check the Add to My Patients check box.

c. Press **Accept**.

The My Items—Select Patient screen appears. The newly added patient appears in the My Patients section of the screen.

5. Press the patient name on the screen.

The My Items—Issue Med to [patient name] screen appears. The medication and amount appear in the Meds to Reconcile section of the screen.

6. (Optional) Check the box next to **Print Slip** to print a copy of the transaction.

7. Press **Accept** to save and record the transaction.

The My Items—[user name] screen appears with updated Issue to Patient transaction.

Returning Medications

This feature lets you return medications dispensed back to the station pocket or external return bin.

To return a medication on My Items

1. On the Main Menu screen, press **My Items**.

The My Items screen appears.

2. Select the medication.

Additional buttons appear at the bottom of the screen.

3. Press **Return**.

The My Items—Return Med for [user name] screen appears.

NOTE: The amount default is "1" rather than the remaining quantity of the medication.
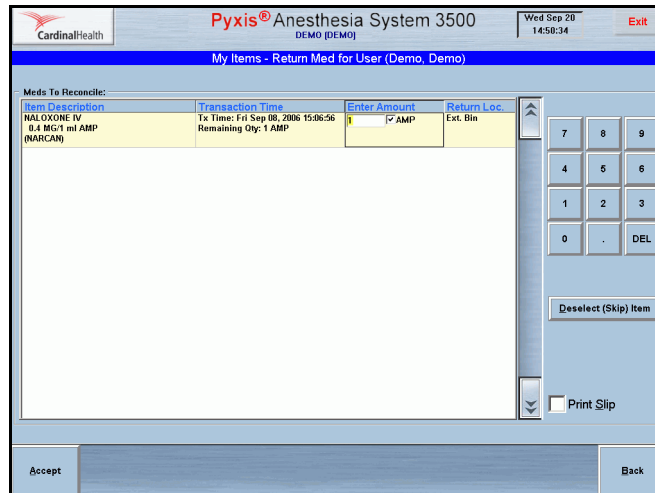
4. Accept the default value or use the number pad to enter a new value.

NOTE: You can return the medications to an external bin or to stock, depending on the location assigned through the system. Internal return bin is not a configurable option for Anesthesia System. You cannot return partial medication quantities.

5. Press **Accept** to proceed with the transaction.

   The system records the transaction. The reconciled My Items—[user name] screen appears.

6. Put the returned quantity in the correct location.

   You can only return medications for all three types of MiniDrawers (single-dose, multi-dose, and matrix) as Return to Bin, not Return to Stock, even though the medication may be configured at the formulary level for return to stock. Only medications from accessible drawers may be returned to stock, if it is configured as such at the formulary level.

Waste/Discard Medications

This feature lets you waste or discard medications selected from the My Items screen.

To waste a medication on My Items

1. On the Main Menu screen, press **My Items**.

   The My Items screen appears.

2. Select a medication.

   Additional buttons appear at the bottom of the screen.

3. Press **Waste/Discard**.

   The My Items—Waste/Discard Med for [user name] screen appears.

NOTE: A Waste/Discard Witness screen may appear when you waste or discard controlled substances. The witness must enter a valid user ID and password/ BioID to proceed.

4. (Optional) Change the amount and unit type for each of the medications selected.

5. Accept the default value (amount remaining) or use the number pad to enter a new value.

6. Press **Accept**.

   The My Items—[user name] screen appears.

Transferring Medications to Another User

Transferring items enables you to move items to another care provider for case management, keeping **My Items** list current. Because items in **My Items** list are not assigned to patients until you issue the items, you can transfer items to another staff member.

NOTE: The recipient of the transfer must be present to accept the transfer.

Accepting Transfers

Only users with My Items privileges, and the medication privileges corresponding to the medications being transferred, can accept a transfer from another staff member. The user transferring the items (first user) initiates the transfer by entering the items to transfer. The user receiving the items (second user) accepts the transfer by entering their user ID and password/BioID, thereby assuming responsibility for the items that display on the screen.

To transfer one or more medications

1. On the Main Menu screen, press **My Items**.

   The My Items—[user name] screen appears.

2. Select an item to transfer.

   Additional buttons appear at the bottom of the screen.

3. Press **Transfer to User**.

   The My Items Reconcile—Transfer to User screen appears.
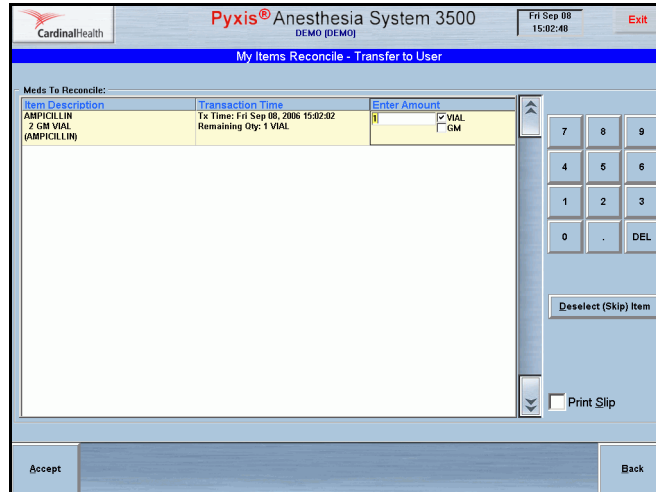
4. Adjust the amount in the Enter Amount section of the screen as required.

5. Press **Accept** to complete the transfer.

   The Transfer to User screen appears, displaying the item to transfer in the Items to Transfer section of the screen.
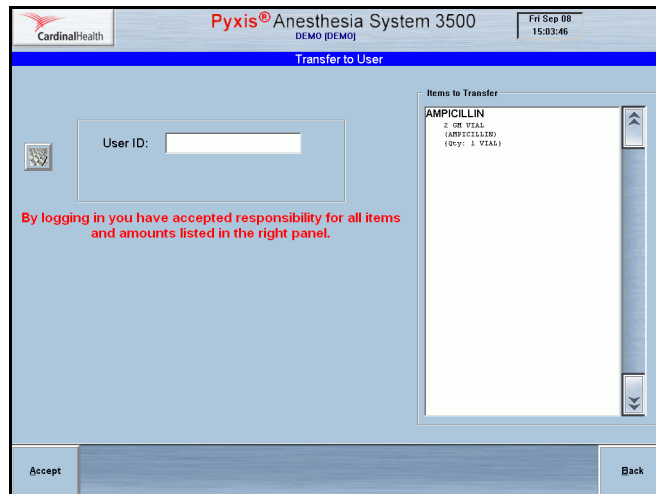
6. The user accepting the transfer (second user) enters their user ID and password/BioID and presses **Accept** to proceed with the transfer or **Back** to cancel the transfer.

   The system removes the items from My Items (first user) list.

   The My Items—[user name] screen appears.

Dispensing STAT Kits

This feature lets you quickly dispense medications from a station during an emergency.

To dispense a STAT kit

1. On the Main Menu screen, press **STAT Kit Dispense**.

2. Adjust the amount in the Enter Amount section of the screen as required. Default quantities are defined by the kit.

3. Press **Accept** to accept the items.

   Additional buttons appear.

4. Do one of the following:

   • Press **Dispense to Patient** to dispense the kit to a patient.

   The STAT Kit Dispensed to Patient—Select A Patient screen appears.
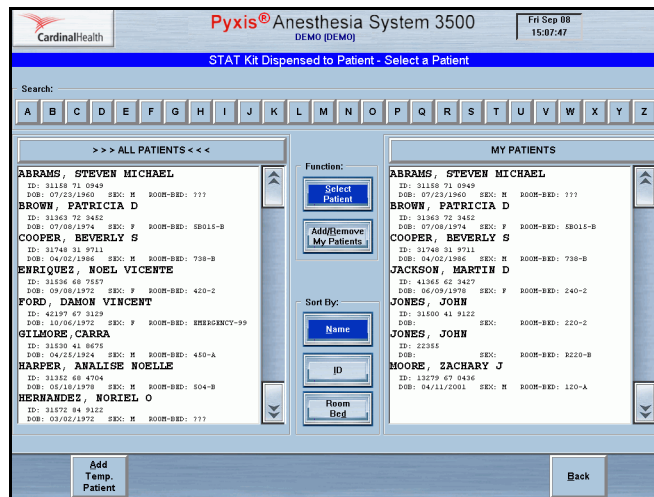
   a. Select a patient from the list at the left of the screen.

   A confirmation screen appears.
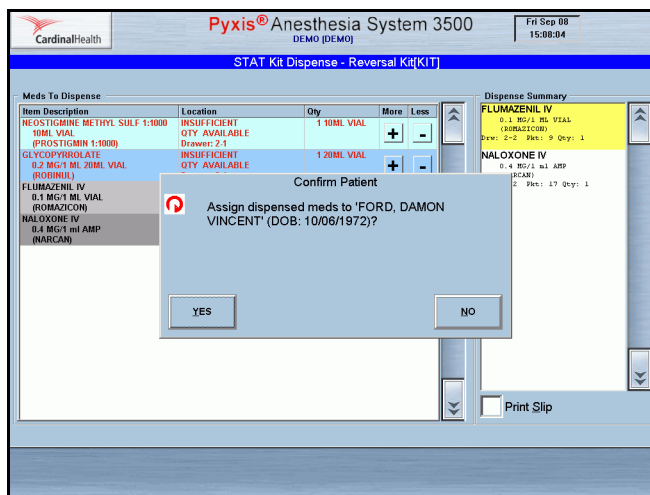
  b. Press **Yes** to confirm or **No** to cancel the operation.

    The Patient Case—Select Meds to Dispense for [patient name] appears. The transaction details appear on the screen (date and time, medication name, quantity dispensed, and quantity remaining).

  • Press **Dispense to My Items** to dispense the kit to your My Items. This option is available only if you have My Items privilege.

 5. The My Items—[user name] screen appears. The transaction details appear on the screen (date and time, medication name, quantity dispensed, and quantity remaining).

Chapter 3
Med Management Functions

This chapter covers the following Med Management functions:

NOTE: Your access to these functions depends upon the privileges that have been assigned to you.

Loading Medications

Medications configured for MiniDrawers can be assigned to a station at the console, and are considered pending when they have been assigned but not yet physically loaded. The Assign and Load feature allows you to assign and load medications directly at the station for medications configured for accessible drawers and remote stock. You can load one, several, or all medications at once. You can also load medications by drawer.

When you load medications, the screen displays the expected count when the drawer opens. This is the amount that was assigned at the console. If the count is not correct, you can either enter the correct amount or use the **More** or **Less** buttons. If the medication requires Rx Check and you do not have Independent Load privileges, the **Rx Check** icon appears. Another user with the Rx Check privilege must verify the current medication.

This section contains the following information:

* *Loading One, Several, or All Medications*

* *Loading Medications By Drawer*

* *Assigning and Loading Medications*

CAUTION: Under testing conditions with an empty station, the temperature of certain locations within a station may be up to 5 degrees Celsius (9 degrees Fahrenheit) above ambient temperature in the room. Be aware of this when storing temperature-sensitive products.

Loading One, Several, or All Medications

This feature lets you load medications.

To load a single medication

1. From the Main Menu screen, press **Load**.

    The Load—Select by Med screen appears.

NOTE: The station may automatically lock the drawers and prompt you to close any that are currently open. This is a safety feature designed to help ensure that the medications are loaded in the correct drawers. It is also required to achieve PARx functionality and compatibility. The drawers unlock when you exit Load activities.
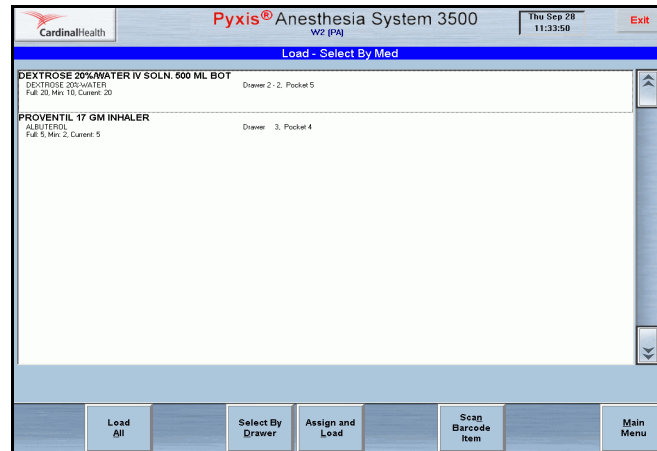
2. Select the medication you wish to load.

    Additional buttons appear at the bottom of the screen.

3. Press **Load Selections**.

    The Load screen appears showing the expected load quantity assigned at the console. If the medication is in a MiniDrawer, the assigned drawer opens.
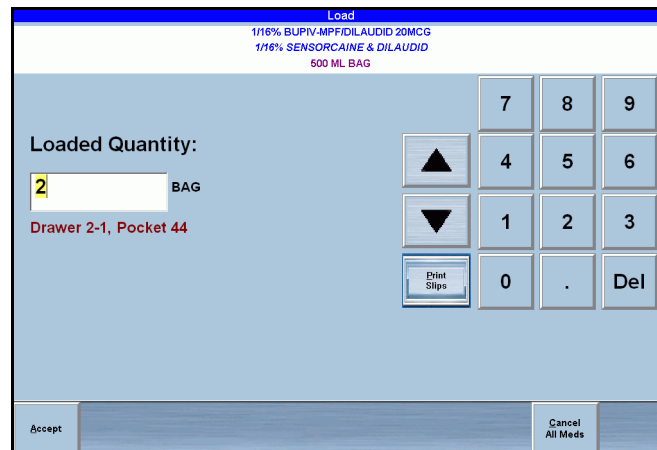
4. Verify the quantity and adjust as required.

    NOTE: Document any discrepancies that result from changing the quantities. If a discrepancy occurs, document it immediately or press **Cancel** to postpone the activity.

5. Press **Accept**.

6. Load the medications and close the drawer.

To load multiple medications

1. From the Main Menu screen, press **Load**.

   The Load—Select By Med screen appears.

2. Select several medications to load from the list.

   Additional buttons appear at the bottom of the screen.

3. Press **Load Selections**.

   The Load screen appears. It remains visible on the screen as you step through the selected medications.
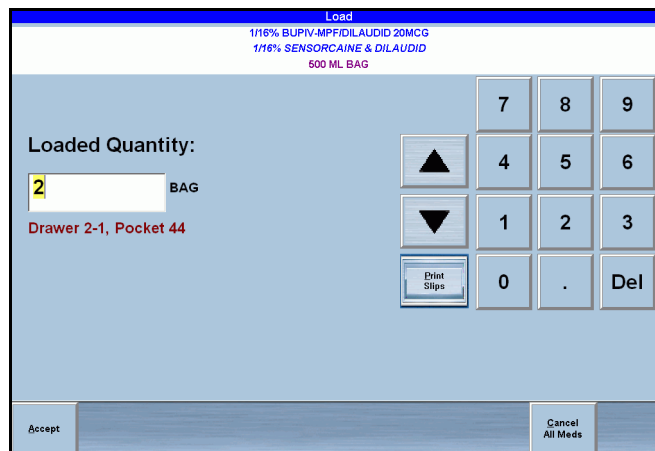
4. Verify the quantity for each medication and adjust as required.

   NOTE: Document any discrepancies that result from changing the quantities. If a discrepancy occurs, document it immediately or press **Cancel** to postpone the activity.

5. Press **Accept**.

6. Load the medications and close the drawer.

To load all medications

1. From the Main Menu screen, press **Load**.

   The Load—Select By Med screen appears.

2. Press **Load All**.

   The Load screen appears. It remains visible on the screen as you step through each of the medications.
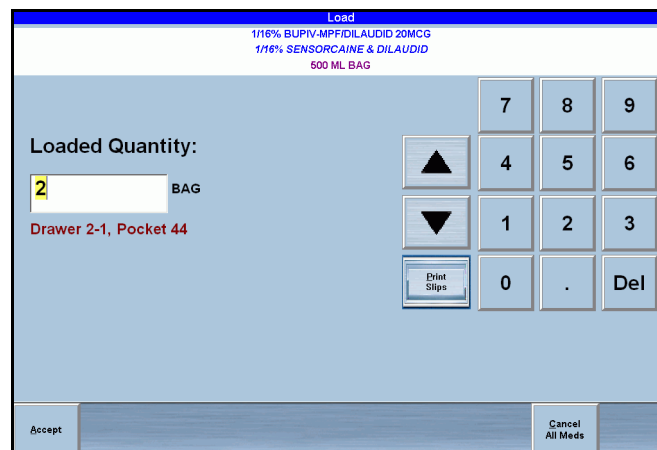
3. Verify the quantity for each medication and adjust as required.
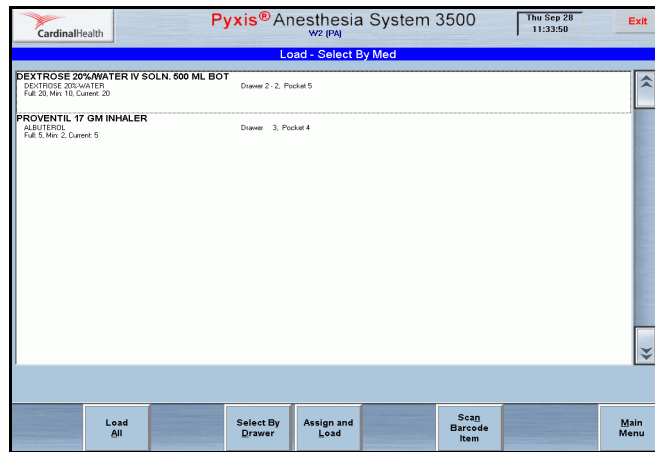
   NOTE: Document any discrepancies that result from changing the quantities. If a discrepancy occurs, document it immediately or press **Cancel** to postpone the activity.

4. Press **Accept**.

5. Load each medication and close each drawer as prompted by the station.

Loading Medications By Drawer

This feature lets you load medications according to the drawer in which they are stored.

To load all medications for a drawer at one time

1. From the Main Menu screen, press **Load**.

   The Load—Select By Med screen appears.
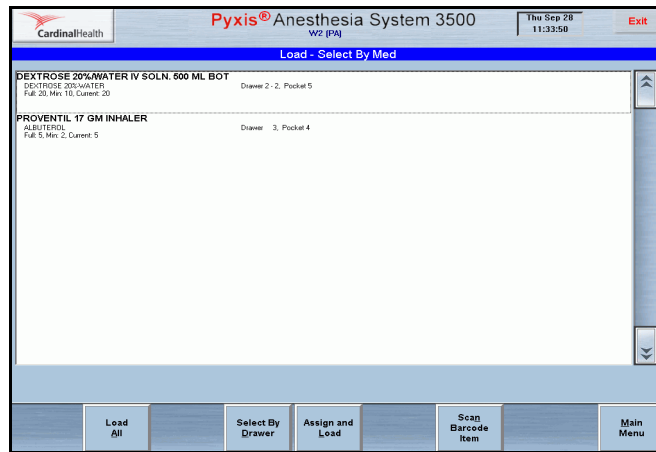
2. Press **Select By Drawer**.

   The Load—Select By Drawer screen appears listing any drawers containing pending medications.
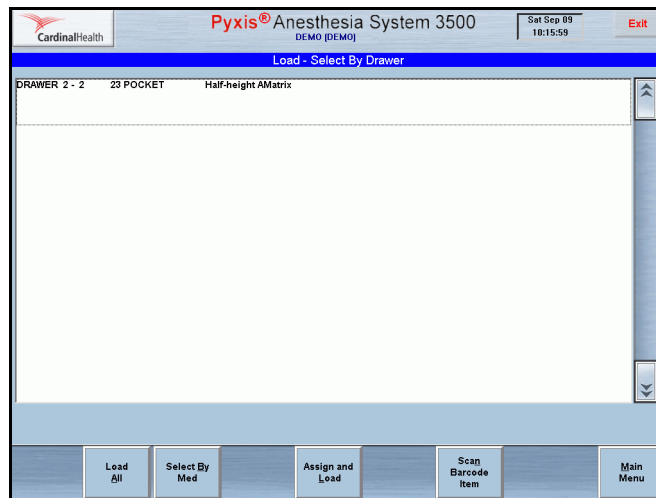
3. Select the drawer you want to load.

   Additional buttons appear at the bottom of the screen.

4. Press **Load Selections**.

   The Load screen appears.

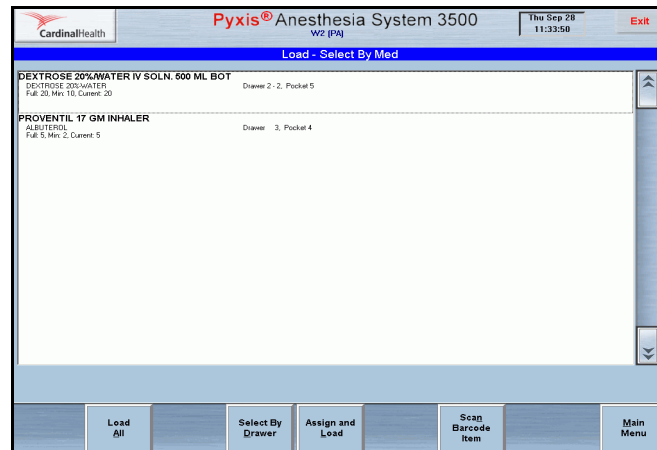5. Verify the quantity for each medication and adjust as required.

NOTE: Document any discrepancies that result from changing the quantities. If a discrepancy occurs, document it immediately or press **Cancel** to postpone the activity.

6. Press **Accept**.

7. Load the medications and close the drawer.

Assigning and Loading Medications

The Assign and Load function enables users to assign and load a particular medication at the station, bypassing the assign step at the console. You must have Assign and Load security privileges at the console to use this feature, and you can load only the medications that your security privileges enable you to access.

CAUTION: Under testing conditions with an empty station, the temperature of certain locations within a station may be up to 5 degrees Celsius (9 degrees Fahrenheit) above ambient temperature in the room. Be aware of this when storing temperature-sensitive products.

To assign and load medications

1. From the Main Menu screen, press **Load**.

   The Load—Select By Med screen appears.
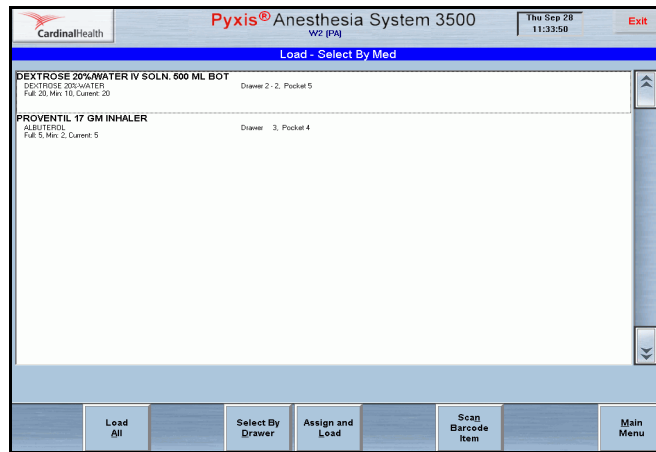
2. Press **Assign and Load**.

   The Select Med to Assign screen appears.
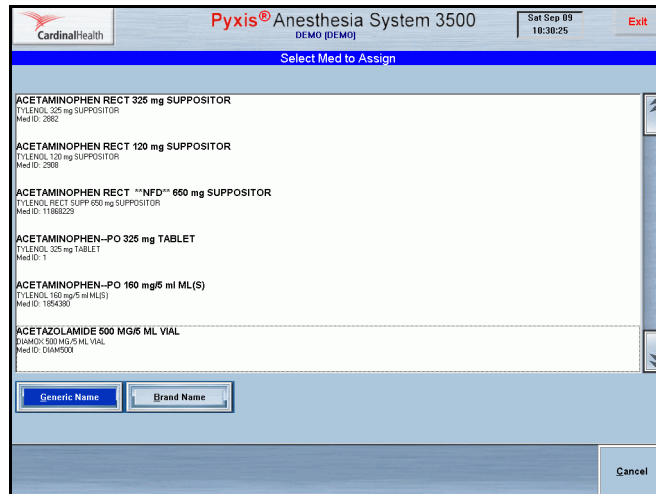
3. Select the medication to load from the Med pick list.

    The Current Inventory Sorted by Drawer—Select Drw/Pkt to Load screen appears.
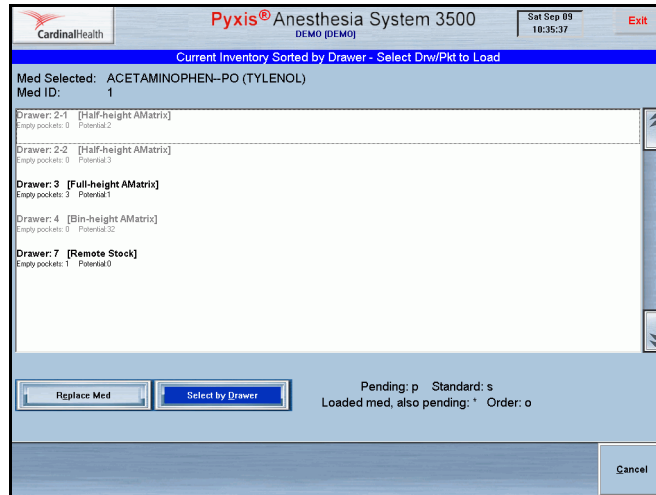
4. Select the drawer into which you will load the medication.

    The Enter Load Criteria screen appears.
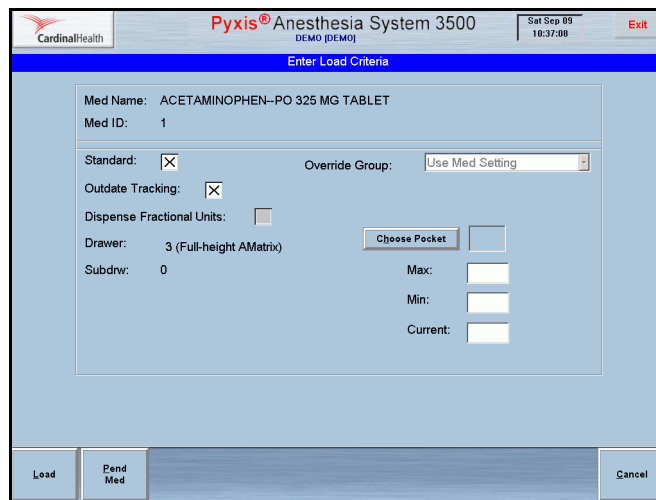
5. Complete the load criteria.

    a. Check one or more of the check boxes:

        ○ Standard

        ○ Outdate tracking

    NOTE: Fractional dispense units check box is grayed out at the station. Fractional-unit medications must be assigned at the console.

    b. Check that the correct drawer and subdrawer are identified.

    c. Press **Choose Pocket**.

The Select Pocket to Load Med—[drawer number] screen appears.
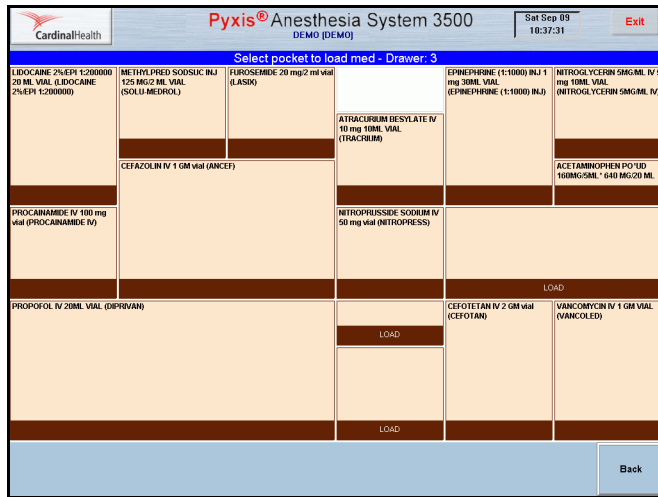
d. Press one of the available pockets shown on the virtual drawer layout on the screen.

The Enter Load Criteria screen appears.
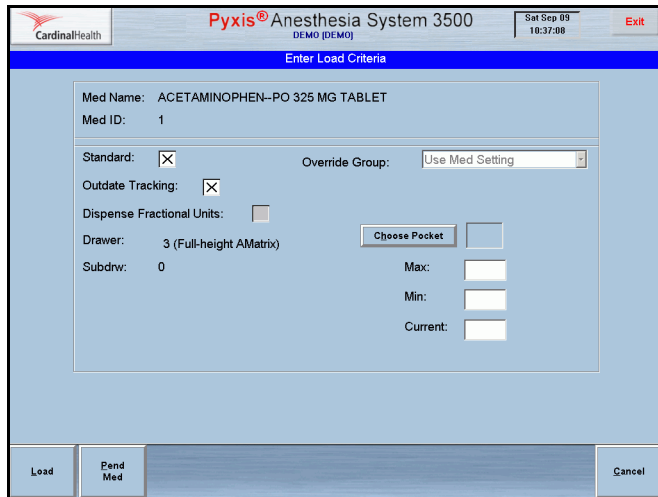
e. Enter the minimum and maximum quantities.

The current quantity auto-populates.

6. Press **Load**.

The Load screen appears.

7. If the loaded quantity is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or the keyboard, and press **Accept**.

The Set Expiration Date screen appears.

NOTE: If the Outdating feature is not set up for the medication, you will not see this screen.

8. Enter the earliest expiration date.

9. Press **Accept**.

The Main Menu screen appears.

Unloading Medications

If an item you are loading is assigned to a pocket that already contains another item, the system prompts you to first unload the pocket. This section describes how to unload items from a pocket to make it available for another item. You can unload one medication, several medications, or all medications at once. You can also unload medications by drawer.

This section contains information on the following:

• *Unloading One, Several, or All Medications*

• *Unloading Medications By Drawer*

• *Emptying the Return Bin*

Unloading One, Several, or All Medications

This feature lets you unload medications.

To unload one, several, or all medications

1. From the Main Menu screen, press **Unload Menu**.

   The Unload/Empty Bin Menu screen appears.
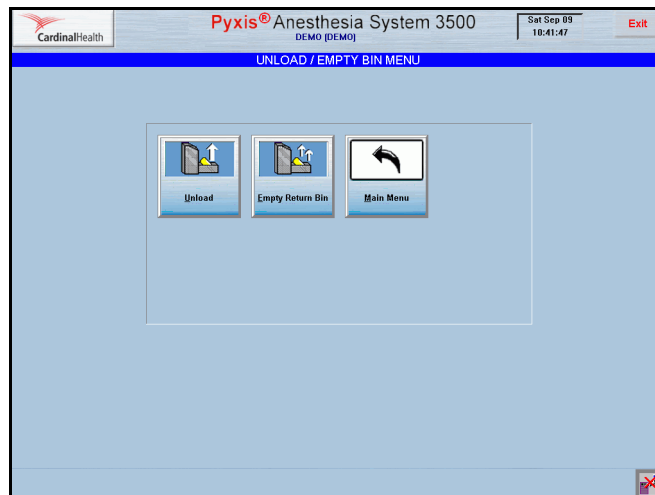
2. Press **Unload**.

   The Unload—Select By Med screen appears. The message "This function will require you to unload all medications from the selected pockets. These medications are not to be used for patient care!" appears.
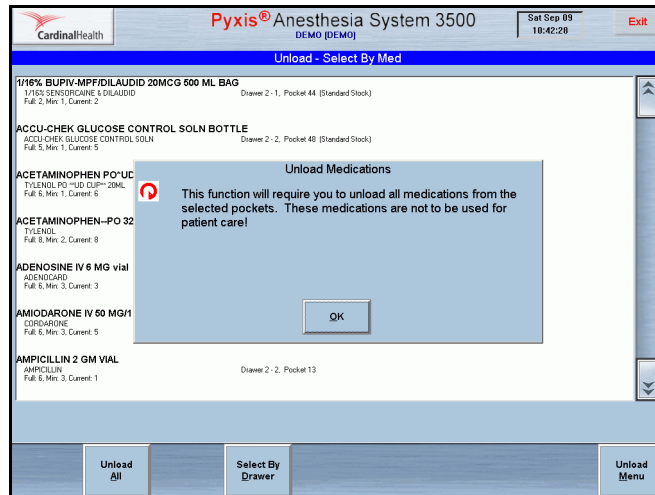
3. Press **OK** to acknowledge the message.

4. Select the medication you wish to unload.

   • You can view your selections by pressing **List Selections**.

   • Press **Continue** to return to the Unload—Select By Med screen.

5. Press **Unload Selections**.

   The Unload screen appears.
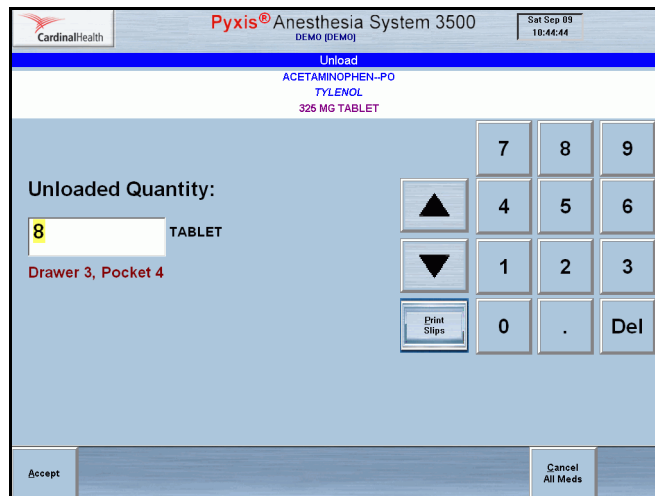
   The drawer opens.

6. Verify the quantity and use the number pad to adjust as required.

7. If you are unloading all medications:

   a. Unload each drawer as prompted.

   b. Correct the quantity as required.

      c.   Press **Accept**.

      d.   Close the drawer.

Unloading Medications By Drawer

This feature lets you unload medications according to the drawer in which they are stored.

To unload all medications for a drawer at one time

1.   From the Main Menu screen, press **Unload Menu**.

     The Unload/Empty Bin Menu screen appears.
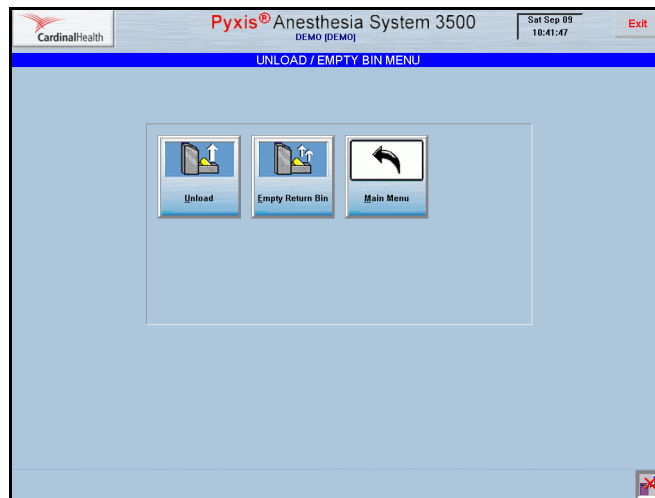
2.   Press **Unload**.

     The Unload—Select By Med screen appears. The message "This function will require you to unload all medications from the selected pockets. These medications are not to be used for patient care!" appears.
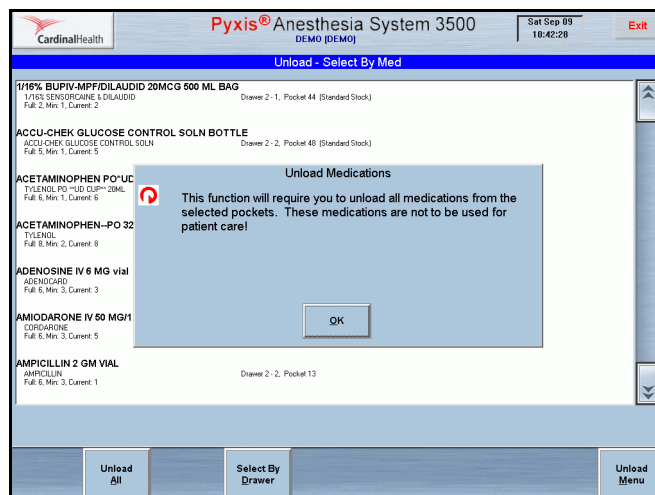
3.   Press **OK** to acknowledge the message.

4. Select **Select By Drawer**.

   The Unload—Select By Drawer screen appears.
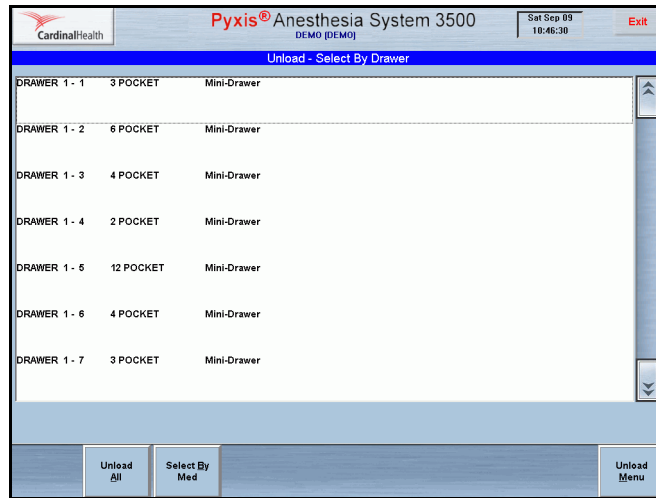
5. Select the drawer you wish to unload.

   Additional buttons appear on the screen.

6. Press **Unload Selections**.

   The system searches the drawer for standard stocked medications. If any are found, the Unload—Select By Drawer message screen appears.
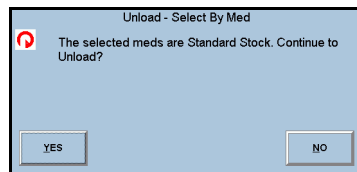
7. If the Standard Stock warning appears, press **Yes** to unload or **No** to leave standard stocked medications in the drawer. If not, proceed to the next step.

   The Unload screen appears.
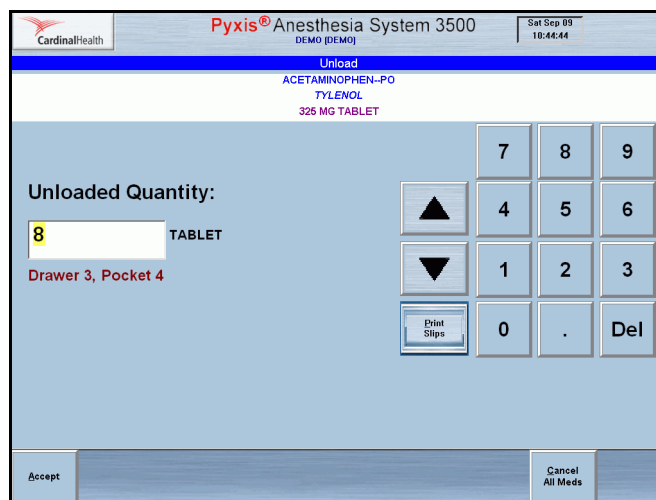
8. Press **Accept** to proceed.

9. Verify the quantity and correct as required.

10. Unload each pocket in the drawer as prompted.

11. Press **Accept** and close the drawer as prompted.

Emptying the Return Bin

The physical location of the Return Bin depends on your station configuration. Usually, a Return Bin is mounted on the right side of a station, but it may be mounted on a wall. If your station does not have a Return Bin, your system manager can designate a safe holding area appropriate for returning items. How often you empty the Return Bin depends on the procedures at your facility or pharmacy.

To empty the Return Bin

1. From the Main Menu screen, press **Unload Menu**.

   The Unload/Empty Bin Menu screen appears.

2. Press **Empty Return Bin**.

   If a witness is required to empty the Return Bin, the Witness—List Meds screen appears requiring a witness to verify the transaction. If a witness is not required, the Empty Return Bin—Select An Item To Change Actual Quanty Found screen appears.

3. Verify the quantity of each item in the Return Bin and do one of the following:

   • If the quantities are correct, press **Accept Contents**, empty the contents of the Return Bin, and close the drawer.

   • If the quantities are incorrect, select the item to edit.

The Empty Return Bin—Actual Quantity Found screen appears.

a. Enter the actual quantity of the medication being removed from the bin.

b. Press **Accept**.

c. Press **Accept Contents**

d. Empty the contents of the Return Bin, and close the drawer.

The Unload/Empty Bin Menu screen appears.

Refilling Medications at the Station

Stock refill requests are generated automatically when you remove an item from the station and the number of items remaining is less than the station's restock level established at the console.

Use the Refill function to replenish medications in a pocket at the station. You can select the medications to be refilled either by medication or by drawer.

• *Refilling One, Several, or All Medications*

• *Refilling Medications By Drawer*

Refilling One, Several, or All Medications

When the refill order arrives at the pharmacy, you must refill the items at the station. You may refill one, several, or all medications.

To refill one, several, or all medications

1. From the Main Menu screen, press **Refill**.

   The Refill—Select By Med screen appears.

   If the default is set to Meds At/Below Min, the screen appears listing all medications at or below the minimum level. If the default is set to All Meds, the complete list of medications appears.

NOTE: The station may automatically lock the drawers and prompt you to close any open drawers. This is a safety feature designed to help ensure that the medications are refilled in the correct drawers. This is also required to achieve PARx functionality and compatibility. The station will promptly unlock the drawers again when you exit Refill activities.
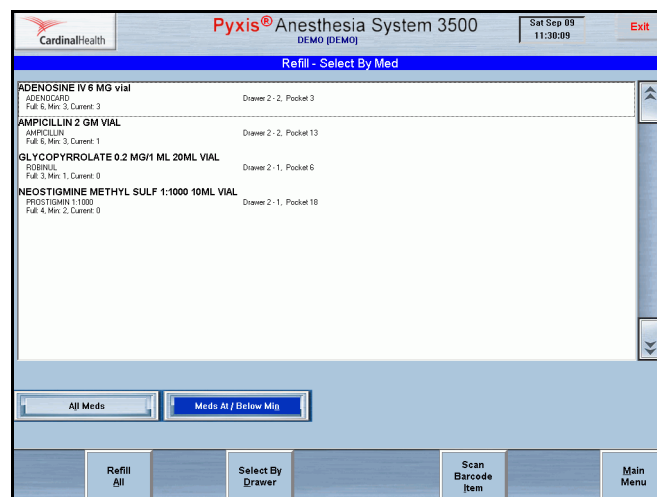
2. Do one of the following:
   • If necessary, press **All Meds** to display the complete list of medications.
   • Press **Meds At/Below Min** to display all medications at or below the minimum level.

3. Do one of the following:

- Press **Refill All** to refill all medications on the pick list, which includes all loaded medications in the station or all medications at/below min.

- Select one or several medications that you want to refill from the list and press **Refill Selections**.

 The Verify Medication Count screen appears. The prompt "Is this correct?" appears.
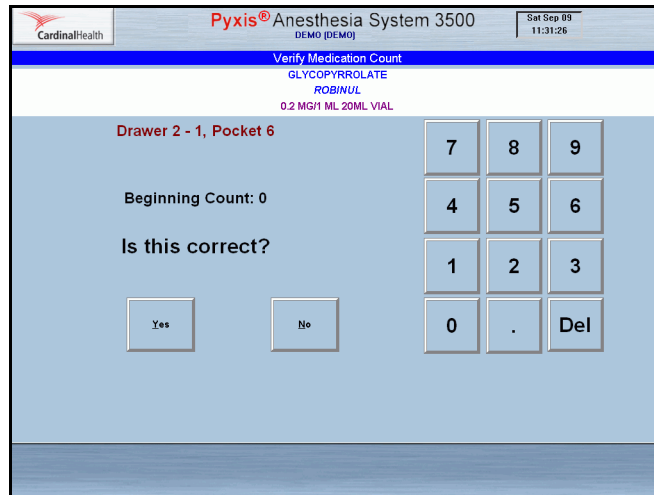
a. Press **Yes** or **No** and verify the medication count.

4. Refill the station with the medications.

Refilling Medications By Drawer

This feature lets you fill medications according to the drawer in which they are stored.

To refill all medications for a drawer at one time

1. From the Main Menu screen, press **Refill**.

    The Refill—Select By Med screen appears.
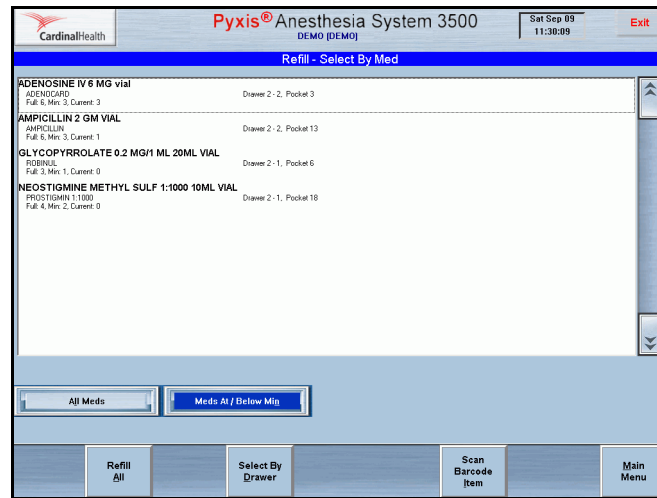
2. Press **Select By Drawer**.

    The Refill—Select By Drawer screen appears.
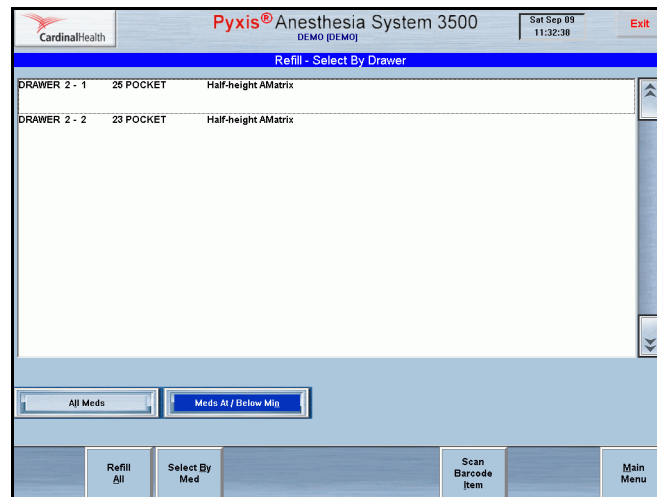
3. Do one of the following:
    *   Press **All Medications** to display the complete list.
    *   Press **Medications At/Below Min** to display all medications at or below the minimum level.

4. Select the drawer to refill.

   The **Refill Selections** and **List Selections** buttons appear.
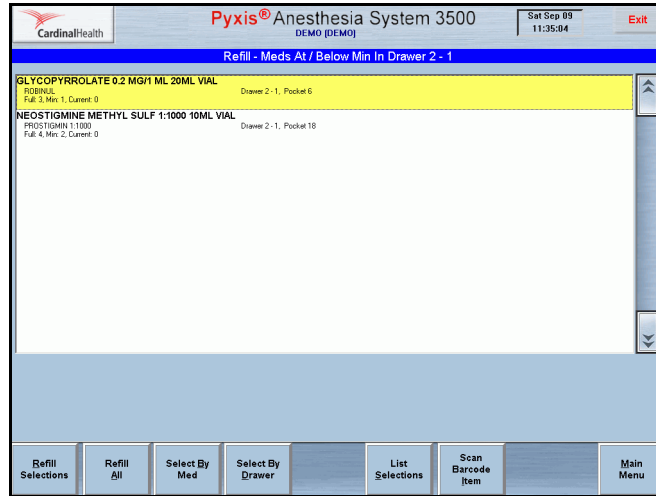
5. Do one of the following.
   - Press **Refill Selections** to refill mediations in the selected drawer.
   - Press **Scan Barcode Item** to scan the item.
6. Press **Yes** to confirm the count or **No** to change the count.
7. If prompted, enter the earliest expiration date and press **Accept**.
8. Close the drawer.
9. Press **Main Menu** to return to the Main Menu screen.

Taking Inventory

The Inventory function allows you to reconfirm or correct the number of medications in the pocket. If the Outdate function is turned on, you will be able to confirm the expiration dates of the medications in the pocket. The Outdate function can be turned on for all medications, several medications, or one medication loaded in the station. You can inventory all drawers or any combination of drawers and medications.

This section contains information on the following:

- *Accessing Inventory*

- *Inventory by Medication*

- *Inventory by Drawer*

- *Inventory by Medication Class*

- *Working with the Different Drawer Types*

- *Removing Expired Medications During Inventory*

Accessing Inventory

This feature lets you gain access to inventory functions.

To access the Inventory function

- From the Main Menu screen, press **Inventory**.

  The Inventory–Select By Drawer screen appears.
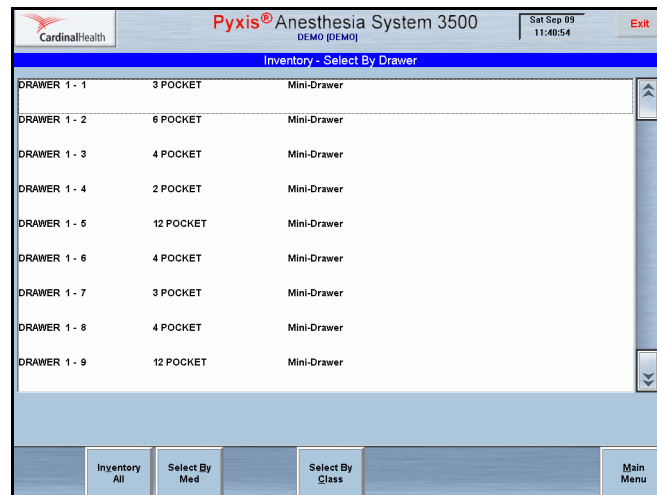
This default screen can be set up to sort either by drawer, class, or medication, depending on how your user preferences are defined. You can identify which of these is activated by the title bar, which will read Inventory—Select By Drawer, Inventory—Select By Med, or Inventory—Select By Class.

You can change between Select By Drawer, Select By Class, or Select By Med at any time during the Inventory process.

NOTE: You will need a witness to inventory a drawer unless you have the Independent Inventory Count privilege.

Inventory by Medication

This feature lets you conduct an inventory by medication.

To select the medications to inventory by medication

1. From the Main Menu screen, press **Inventory**.

   The Inventory—[default] screen appears.

2. Press **Select By Med**.

   The Inventory—Select By Med screen appears.
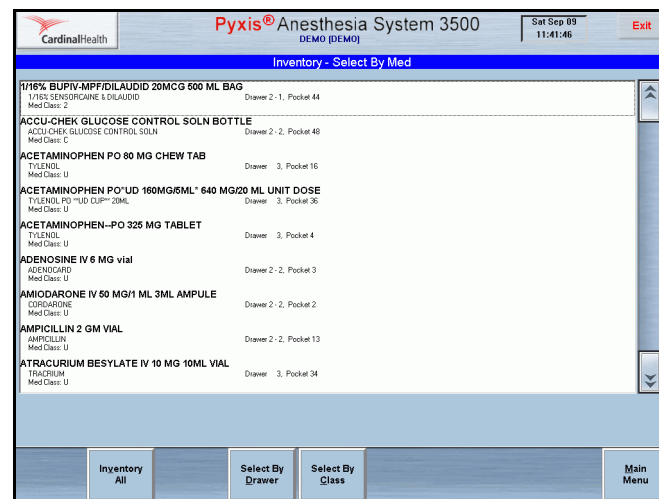
3. To search for a medication, enter the first few characters of the medication name.

   The dialog box appears as you enter the characters. The cursor selects the first medication matching the characters entered.

4. Do one of the following.

   • Press **Inventory All** to inventory all medications in the drawer.

   • Press **Inventory Selections** to inventory selected medications.

     The Verify Quantity screen appears.

5. Count the medications in the pocket. Do one of the following:

   • If your count does not match the count displayed in the Verify Quantity screen, enter the correct amount.

   • If a medication in the drawer has expired, press **Outdate**.

6. Press **Accept**.

   The Main Menu screen appears.

Inventory by Drawer

This feature lets you conduct an inventory by selected drawers.

To select the medications to inventory by drawer

1. From the Main Menu screen, press **Inventory**.

   The Inventory screen appears.

2. Press **Select by Drawer**.

   The Inventory—Select By Drawer screen appears.

NOTE: Any time a drawer is open with more than one controlled drug exposed, all of those drugs must be inventoried before the drawer is closed.
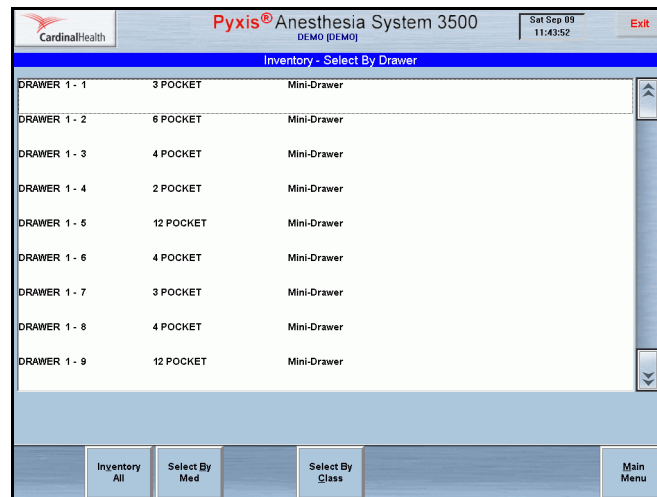
3. To search for a drawer, enter the first few characters of the drawer name.

   The dialog box appears as you enter the characters. The cursor selects the first drawer matching the characters entered.

4. Do one of the following:

   • Press **Inventory All** to inventory the medications in all drawers.

     The inventory message "Inventory by drawer may take several minutes (no chance to Exit/Cancel). Are you sure?"

   • Select a drawer to inventory specific medications in that drawer.

     The Inventory screen appears and the drawer opens.

5. Do one of the following:

   • Press **List Selections** to view the list of drawers you have selected.

   • Press **Continue** to return to the previous screen.

6. Press **Inventory Selections**.

   The system prompts you to inventory the selected drawer.

7. To verify medication count, do one of the following.

   • If the medication in the pocket or drawer has expired, press **Outdate** before responding to the correct beginning count prompt.

- If the count does not match the count displayed in the Verify Quantity field, enter the correct amount.

8. Press **Accept** and close the drawer.

Inventory by Medication Class

This feature lets you conduct an inventory by medication class.

To select the medications to inventory by medication class

1. From the Main Menu screen, press **Inventory**.

   The Inventory screen appears.

2. Press **Select by Class**.

   The Inventory—Select By Class screen appears.
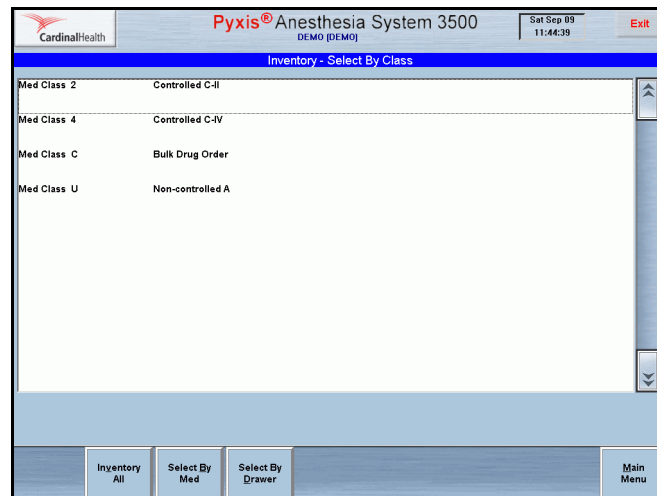
3. Select the medication class to inventory.

   The **Inventory Selection** and **List Selection** buttons appear at the bottom of the screen.

4. Press **List Selections** to view a list of selected medication classes.

5. Do one of the following.

   - Press **Inventory All** to inventory all medications
   - Press **Inventory Selections** to inventory selected medications

6. Verify the count for each medication.

7. Press **Accept** and close the drawer.

Working with the Different Drawer Types

The following sections describe the procedures for taking inventory for a matrix drawer and MiniDrawer.

This section contains information about two general types of drawers:

- *MiniDrawers*
- *Matrix Drawers*

MiniDrawers

The procedure that you use to inventory a medication in a subdrawer of a MiniDrawer depends on the dispensing mode of the subdrawer configuration.

- For multi-dose dispensing, you will be able to access only one pocket at a time. (The pockets in the MiniDrawer tray are labeled in sequence from front to back.)
- For single-dose medications, count all of the medications in the MiniDrawer tray.
- For matrix dispensing, count the medications in a specific pocket in the MiniDrawer tray.

Matrix Drawers

This section describes how to inventory the contents of matrix drawers.

To inventory a medication in a matrix drawer

1. From the Main Menu screen, press **Inventory**.

   The Inventory—Select by Drawer screen appears.

2. Select the drawer on the screen.

3. Press **Inventory Selections**.

   The Inventory screen appears.

4. Count the medications in the pocket indicated on the screen.

5. Adjust the beginning count as required.

6. Press **Accept**.

   The screen for the next medication appears.

7. Repeat steps 4 through 6 for all medications.

   The Main Menu screen appears.

Removing Expired Medications During Inventory

If any of the medications in the pocket are expired, you must outdate and remove them before verifying the beginning count.

To remove (outdate) expired medications from the pocket

1. From the Main Menu screen, press **Inventory**, make your selection from the pick list, then press **Inventory Selections**.

   The Inventory Selections and List Selections screens appears.

2. Make your selection from the pick list displayed on the screen.

3. Press **Inventory Selections**.

   The Inventory screen appears.

4. Press **Accept** to confirm the beginning count or adjust as required.

5. Press **Outdate**.

   The message "Beginning Count must be confirmed before removing outdated medications" appears.

6. Press **Yes** to verify the correct beginning count or press **No**.

   A screen appears that identifies the name of the medication and the pocket in which it is stored.

7. Verify that the medication name of the screen matches the one you are outdating.

NOTE: The station checks for expiration dates if the Outdate option is activated at the console for the station and the pocket when the medication was loaded. If the Outdate is not activated, the expired medication will not appear in the list. If you suspect that the Outdate option is not activated at the console, review the medication at the console.

8. Enter the number of the expired medications you are removing in the Outdate Quantity field.

9. Press **Accept**.

   The Set Expiration Date screen appears.

10. Repeat steps 5 through 8 for each selection.

    The Main Menu screen appears.

Using the Outdate Function

Use the Outdate function to remove expired medications from a station, or to check medications that have the Outdate option activated at the station and verify their expiration dates. The Outdate option can be activated at the console by device and inventory setting for the pocket.

This section contains information on the following:

- *Selecting Medications to Outdate*

- *Checking the Pocket*

- *Entering a New Expiration Date for the Pocket*

Selecting Medications to Outdate

This section describes how to label medications as outdated.

To select medications to outdate

1. From the Main Menu screen, press **Outdate**.

   The Outdate—Select by Med screen appears, showing those medications that have already expired or that will expire within the next 30 days. Only the medications set up at the console to outdate will appear.
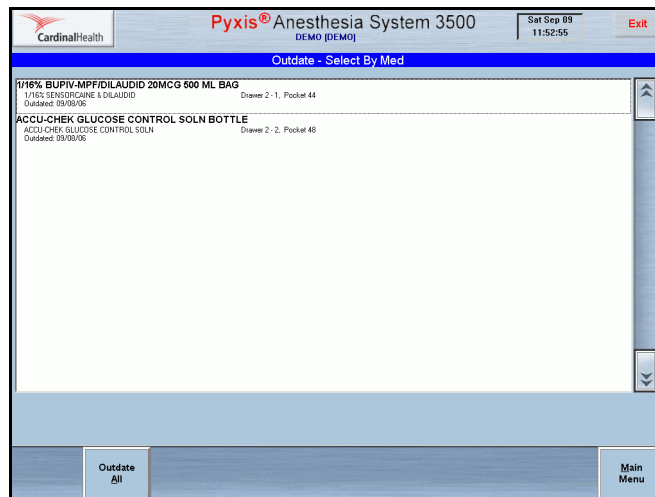
2. Select one or more medications from the list.

   Additional buttons appear at the bottom of the screen.

3. Press **Outdate Selections**.

   The Verify Medication Count screen appears and the drawer opens. The message "Is this correct?" appears.

4. Press **Yes** to confirm the count or press **No**, adjust as required and press **Accept**.

   The Outdate screen appears.

5. Enter the outdate quantity.

- If any of the medications in the indicated pocket have expired, enter the quantity of expired medications you are removing in the Outdated Quantity field.

- If no medications in the indicated pocket have expired, enter **0** in the Outdated Quantity field and press **Accept**.

6. Remove expired medications.

7. Press **Accept**.

8. Enter the earliest expiration date.

9. Press **Accept**.

10. Close the drawer if prompted.

11. Repeat steps 4 through 10 until outdating is finished.

    The Main Menu screen appears.

Checking the Pocket

This feature lets you check the pockets to verify expired medications.

To check the pockets

1. Count the medications in the pocket you are outdating before outdating the medications.

2. Verify that the medication name and count displayed in the Beginning Count field matches the medications in the pocket.

3. Do one of the following:

    - If the count matches the count in the pocket, press **Yes**.

    - If the count does not match the count in the Beginning Count field, press **No** and enter the correct value.

4. Press **Accept**.

5. Remove expired medications.

6. Do one of the following.

    - If any medication in the pocket has expired, enter the quantity of the expired medications in the Outdate Quantity field.

    - If none of the medications has expired, enter **0** in the Outdate Quantity field.

7. Press **Accept**.

Entering a New Expiration Date for the Pocket

This feature lets you enter a new expiration date for selected pockets in a drawer.

To enter a new expiration date for the pocket

1. From the Main Menu screen, press **Inventory**.

    The Inventory screen appears.

2. Make your selections from the pick list and press **Inventory Selections**.

3. Press **Outdate**.

4. When prompted, do one of the following:

   • Press **Yes** to verify the correct beginning count.

   • Use the number pad to adjust the count.

5. Verify that the medication shown on the screen matches the medication for which you wish to change the expiration date.

6. Verify the quantity of the medication in the Outdate Quantity field and press Accept.

7. Enter the day, month, and year of the earliest expiration date for the selected medication.

8. Press **Accept**.

   The Main Menu screen appears.

Using Rx Check

This feature is an audit tool to ensure that appropriate medications have been loaded or refilled in the appropriate pocket. If you have this privilege, you can audit the medications loaded and refilled by another user.

To access the Rx Check function

1. From the Main Menu screen, press **Rx Check**.

    The Rx Check—Select By Med screen appears with a list of medications that need to be checked.
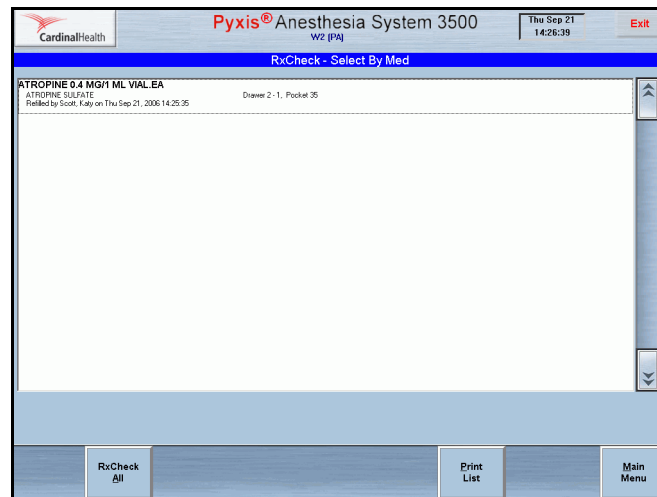
2. (Optional) To view a list of your selections, press **List Selections**.

3. (Optional) To print a list of your selections, press **Print List**.

4. Select one of the following:

    •   Rx Check All

    •   Accept As Is

    •   Rx Check Selections

5. To accept the checked medications without any subsequent confirmation, press **Accept As Is**.

6. Press **Rx Check** or **Rx Check Selections**.

   The drawer opens. The prompt "Are there incorrect meds in the pocket?" appears on the screen.
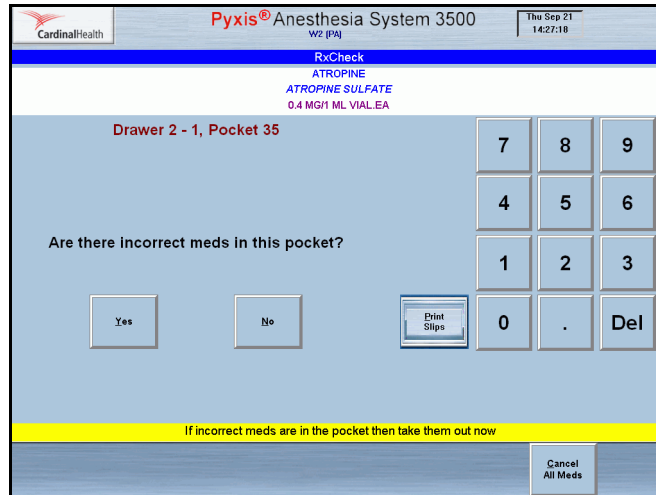
7. Do one of the following:

   • If the medications in the pocket are correct, press **No** and proceed to step 9.

   • If the medications in the pocket are incorrect, press **Yes**.

   The Rx Check screen appears.
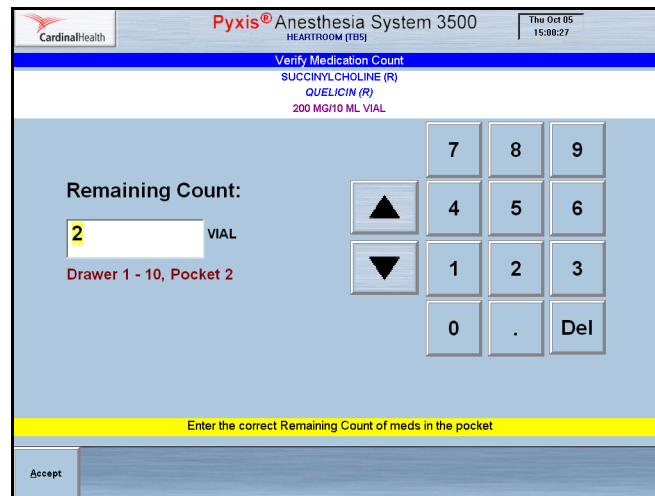
8. Remove incorrect medications, then enter the quantity removed in the Incorrect Quantity field.

   NOTE: If the quantity is incorrect, you must verify the count of the remaining medications.

9. Press **Accept**.

    The Verify Medication Count screen appears.

10. Count the medications in the pocket.

11. If your count matches the count displayed on the screen, press **Yes** and proceed to step 13.

12. If your count does not match the count displayed on the screen, press **No**.

    The Verify Medication Count screen appears and a discrepancy is created.

13. Enter the actual amount and press **Accept**.

Chapter 4

Station Management Functions

This chapter describes how to use all the Station Management functions in Anesthesia System. Station Management functions include:

NOTE: You can access the Station Management functions on the Main Menu screen if you have Station Management privileges.

Using Kits

A kit is a collection of medications or supplies. For example, a kit may contain the medications required for a general anesthesia case or a pediatric surgery. Kits enable you to define a group of preferred items and to obtain those items quickly by removing the kit instead of individual medications. You can remove kits through the Patient Case and My Items screens.

This section contains information on the following:

- *Creating Kits*
- *Editing Kit Contents*
- *Deleting Kits*

Creating Kits

This feature lets you create a new kit.

To create a kit

1. On the Main Menu screen, press **Kits**.

   The Kits screen appears.

2. Press **Add Kit**.

   The Enter New Kit Name dialog box appears over the Adding New Kit screen.
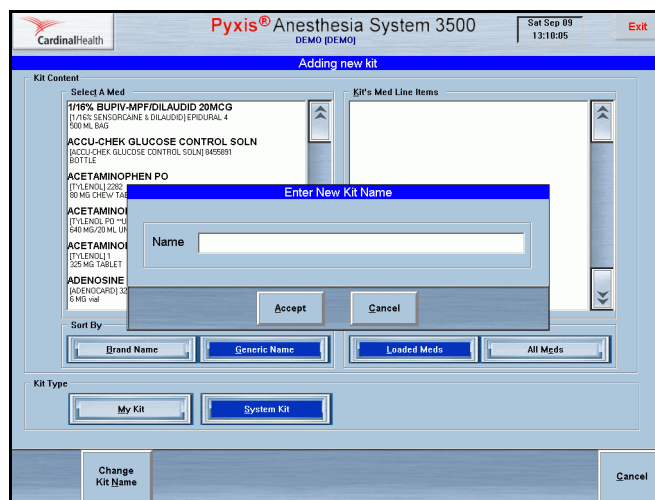
3. Enter the new kit name and press **Accept**.

NOTE: The My Kits feature lets all users see the all kits that have been created.

   The Adding Kit: [kit name] Kit screen appears.

4. Select **My Kit** or **System Kit** to indicate the type of kit.

   - **System Kits**—The system administrator creates these kits at the station or console. These kits are available for dispensing by all users with Medication Dispensing privileges.

- **My Kits**—You can create these kits when you log in to a station. Every user is able to create unique kits that are available to him alone on stations within the same configured area (defined at the console).

5. Select a medication or supply item from the list on the left to add it to the kit.

NOTE: The medication list for kits includes the entire formulary so you can assign medications to kits before loading the medications at the station.

6. Enter the kit quantity for the selected kit.

7. Press **Accept**.

The new medication and the quantity appear in the Kit's Med Line Items section of the screen.

8. Repeat steps 5 and 6 for additional medications.

9. Press **Accept**.

To display kit contents

1. From the Main Menu screen, press **Kits**.

The Kits screen appears.

2. Select the kit and press **List Kit Contents**.

The contents of the kit appear.

Editing Kit Contents

The following procedures describe how to modify a kit by changing the name of the kit, changing the quantity of a kit item, and adding and deleting an item from the kit contents.

This section contains information about the following:

• *Changing the Name of a Kit*

• *Adding Items to a Kit*

• *Editing the Quantity of Kit Items*

• *Deleting an Item from a Kit*

Changing the Name of a Kit

This feature lets you change the name of an existing kit.

To change the name of a kit

1. On the Main Menu screen, press **Kits**.

The Kits screen appears.
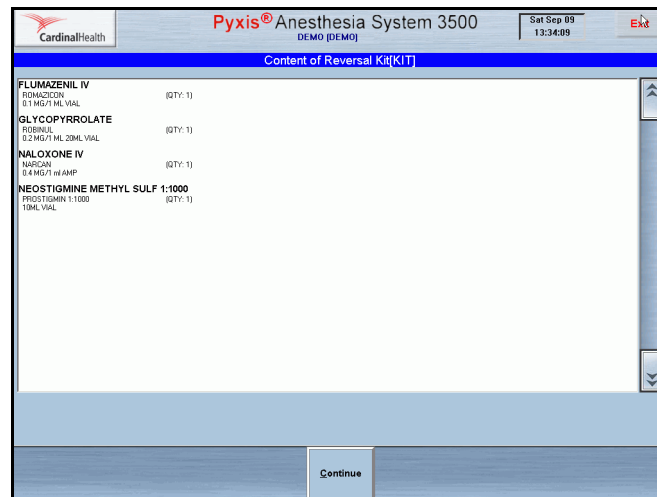
2. Select the kit you wish to change.

The **Add Kit**, **Edit Kit**, **Delete Kit**, and **List Kit Contents** buttons appear at the bottom of the screen.

3. Press **Edit Kit** to modify the selected kit's contents.

    The Editing Kit: [kit name] screen appears.

4. Press **Change Kit Name.**

    The Enter New Kit Name dialog box appears.

5. Enter the new kit name.

6. Press **Accept**.

    The system saves the kit with the new name.

    The Kits screen appears.

Adding Items to a Kit

This feature lets you add items to an existing kit.

To add items to a kit

1. On the Main Menu screen, press **Kits**.

    The Kits screen appears.

2. Select the kit.

    The **Add Kit**, **Edit Kit**, **Delete Kit**, and **List Kit Contents** buttons appear at the bottom of the screen.

3. Press **Edit Kit** to modify the selected kit's contents.

    The Editing Kit:[kit name] screen appears.

4. Select an item from the list on the left to add it to the kit.

   The Editing Kit:[kit name] screen changes.
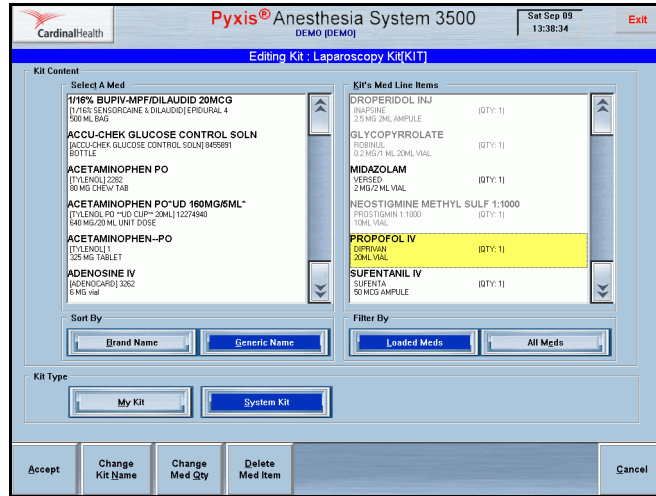
5. Enter the kit quantity.

6. Press **Accept**.

7. Repeat steps 4 and 5 to add additional items to the kit.

8. Press **Accept**.

   The system adds the new items to the kit.

   The Kits screen appears.

Editing the Quantity of Kit Items

This feature lets you adjust the quantity of items in an existing kit.

To edit the quantity of a kit item

1. On the Main Menu screen, press **Kits**.

   The Kits screen appears.

2. Select the kit.

   The **Add Kit**, **Edit Kit**, **Delete Kit**, and **List Kit Contents** buttons appear at the bottom of the screen.

3. Press **Edit Kit** to modify the selected kit's contents.

   The Editing Kit screen appears.

4. On the right of the screen, select the item to edit.

   Additional buttons appear at the bottom of the screen.

5. Press **Change Med Qty**.

   The Editing Kit:[kit name] screen appears, with the existing quantity highlighted.
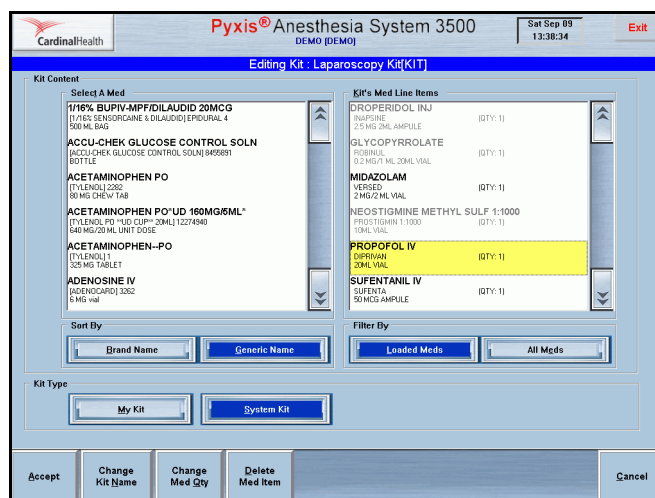
6. Enter the new kit quantity.

7. Press **Accept**.

   The new item quantity appears on the Editing Kit:[kit name] screen.

8. Press **Accept**.

   The system updates the kit with the new quantity.

   The Kits screen appears.

Deleting an Item from a Kit

This feature lets you remove items from an existing kit.

To delete an item from the kit

1. On the Main Menu screen, press **Kits**.
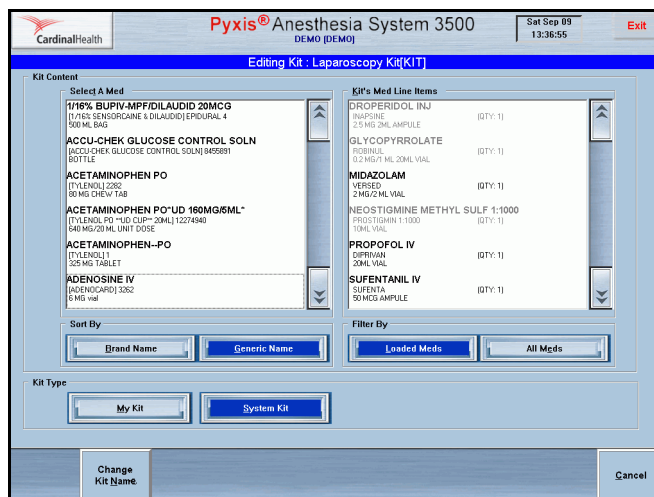
   The Kits screen appears.

2. Select a kit.

   The **Add Kit**, **Edit Kit**, **Delete Kit**, and **List Kit Contents** buttons appear at the bottom of the screen.

3. Press **Edit Kit** to modify the selected kit's contents.

   The Editing Kit: [kit name] screen appears.

4. On the right of the screen, select the item to delete.

   Additional buttons appear at the bottom of the screen.

5. Press **Delete Med Item**.

   The warning "Deleting Med [name] from kit list. Are you sure?" appears.

6. Press **Yes** to remove the item from the kit or **No** to cancel.

7. Repeat steps 4 through 6 to delete any additional medications from the kit.

8. Press **Accept** to update the kit in the formulary database and return to the Kits screen.

   The Editing Kit: [kit name] screen appears.

Deleting Kits

Use this procedure to delete a kit from the system.

To delete a kit from the formulary

1. On the Main Menu screen, press **Kits**.

   The Kits screen appears.

2. Select a kit to delete.

   The **Add Kit**, **Edit Kit**, **Delete Kit**, and **List Kit Contents** buttons appear at the bottom of the screen.

3. Press **Delete Kit**.

   A warning appears that prompts you to confirm your choice.
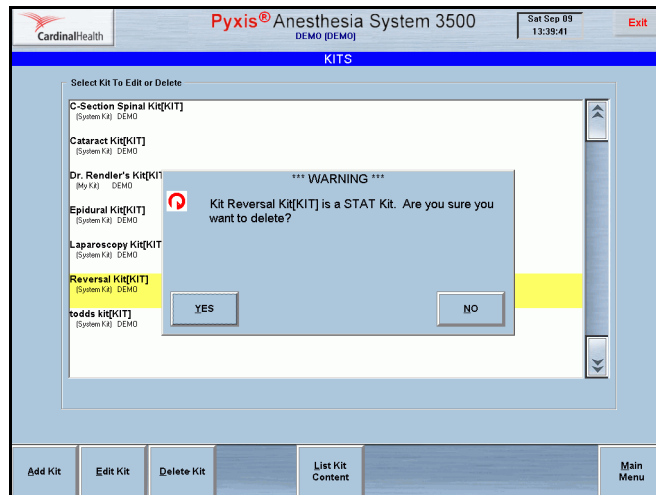
4. Press **Yes** to delete the kit or **No** to cancel.

   The Kits screen appears.

STAT Kit Assign

This feature lets the system administrator assign a STAT kit that is unique to a device.

This section contains information on the following:

- *Assigning STAT Kits*
- *Unassigning STAT Kits*

Assigning STAT Kits

After you assign a kit, the **STAT Kit Dispense** menu button appears on the Main Menu screen.

To assign a STAT kit

1. From the Main Menu screen, press **STAT Kit Assign**.

   The [station name] STAT Kit Assignment—Select Kit screen appears.
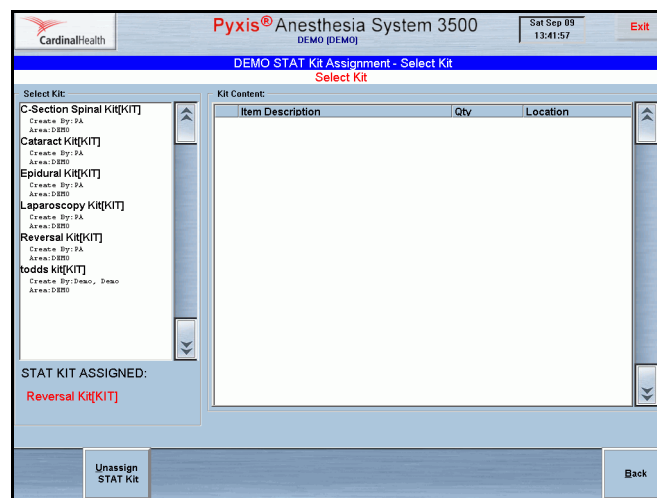
2. Select the kit from the Select Kit list at the left of the screen.

   The contents of the selected kit appears in the Kit Content section of the screen.
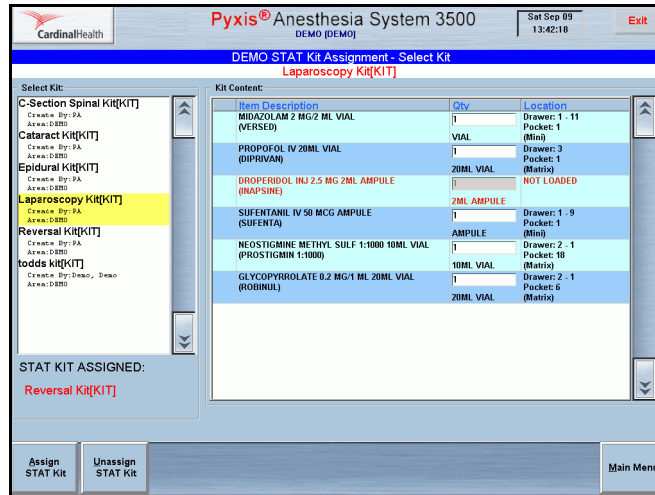
3. Verify the quantity for each medication.

4. Press **Assign STAT Kit**.

   The STAT Kit Assignment message "New STAT Kit [name of kit] has been assigned to [device]." appears.

5. Press **OK**.

Unassigning STAT Kits

This feature lets you unassign a kit assignment from a device.

To unassign a STAT kit

1. From the Main Menu screen, press **STAT Kit Assign**.

   The [station name] STAT Kit Assignment—Select Kit screen appears.

2. Select the kit from the Select Kit list.

   The contents of the selected kit appears in the Kit Content section of the screen.

3. Press **Unassign STAT Ki**t.

   The message "STAT Kit [name] has been unassigned from [device name]" appears.

4. Press **OK** to acknowledge the message.

System Categories Menu

This section contains information on the following:

- *Adding System Categories*
- *Editing System Categories*
- *Deleting System Categories*
- *Listing Category Contents*

Adding System Categories

This feature lets you add a system category to the list of categories.

To add a system category

1. From the Main Menu screen, press **System Categories**.

   The Categories screen appears.

2. Press **Add Category**.

   The Enter New Category Name screen appears.
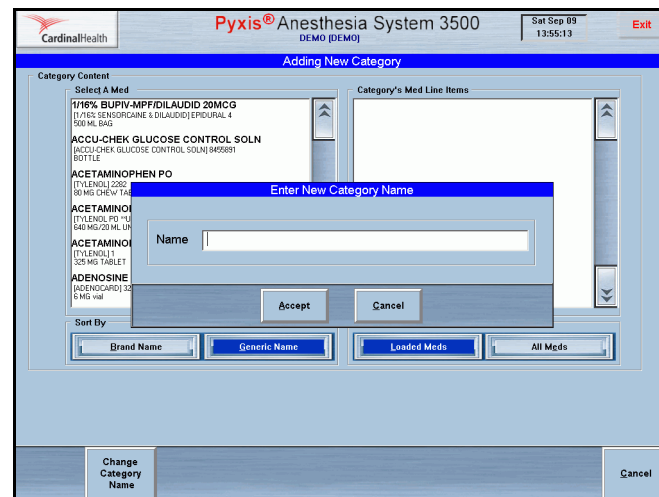
3. Enter the name of the new category.

4. Press **Accept** to confirm.

5. Select the medications from the Select A Med list to include in the newly created category.

   - Select **Brand** or **Generic** name
   - Select **Loaded Meds** or **All Meds**

6. Press **Accept** to confirm.

   The Categories screen appears. The new category appears in the Select a Category to Edit or Delete list.

Editing System Categories

This feature lets you modify the list of medications in an existing category, change the category name, or delete medications from the category.

To add medication to a system category

1. From the Main Menu screen, press **System Categories**.

   The Categories screen appears.

2. Select the category you wish to edit.

   Additional buttons appear at the bottom of the screen.

3. Press **Edit Category**.

   The Editing Category: [name] screen appears.
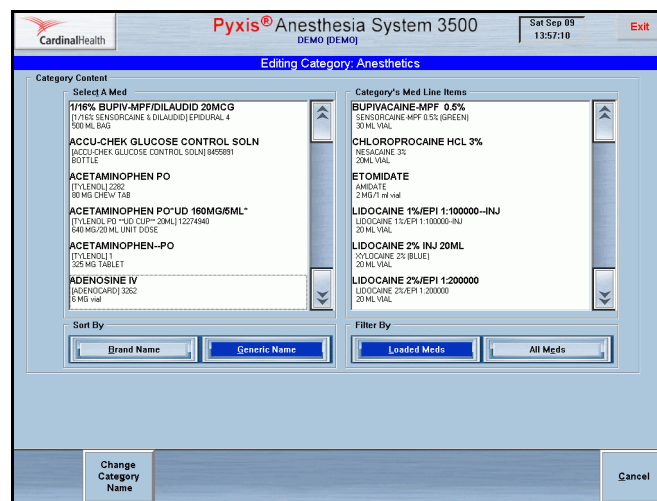
4. Select medications from the Select A Med side of the screen to add to the Category Med Line Items.

5. Press **Accept**.

To change a category name

1. From the Main Menu screen, press **System Categories**.

   The Categories screen appears.

2. Select the category you wish to edit.

   Additional buttons appear at the bottom of the screen.

3. Press **Edit Category**.

   The Editing Category: [name] screen appears.

4. Press **Change Category Name.**

   The Enter New Category Name dialog box appears.

5. Modify the name as required.

6. Press **Accept**.

   The Editing Category: [new name] screen appears.

To delete medications from a category

1. From the Main Menu screen, press **System Categories**.

    The Categories screen appears.

2. Select the category you wish to edit.

    Additional buttons appear at the bottom of the screen.

3. Press **Edit Category**.

    The Editing Category: [name] screen appears.

4. Select the medication you wish to remove from the Category Med Line Items.

5. Press **Delete Med Item**.

    The message "Deleting Med [name] from Category list. Are you sure?"
    appears.

6. Press **Yes** to acknowledge the message.

    The medication is removed from the list.

7. Press **Accept**.

    The Editing Category: [name] screen appears.

Deleting System Categories

This feature lets you remove categories from the category list.

To delete a system category

1. From the Main Menu screen, press **System Categories**.

    The Categories screen appears.

2. Select the category you wish to delete.

3. Press **Delete Category**.

    A warning appears: "Deleting category [name]. Are you sure?"

4. Press **Yes** to confirm.

Listing Category Contents

This feature lets you view the contents of a selected category.

To list category contents

1. From the Main Menu screen, press **System Categories**.

    The Categories screen appears.

2. Select the category.

    Additional buttons appear at the bottom of the screen.

3. Press **List Category Content**.

   The Content of [category] screen appears. Category contents appear on the screen.
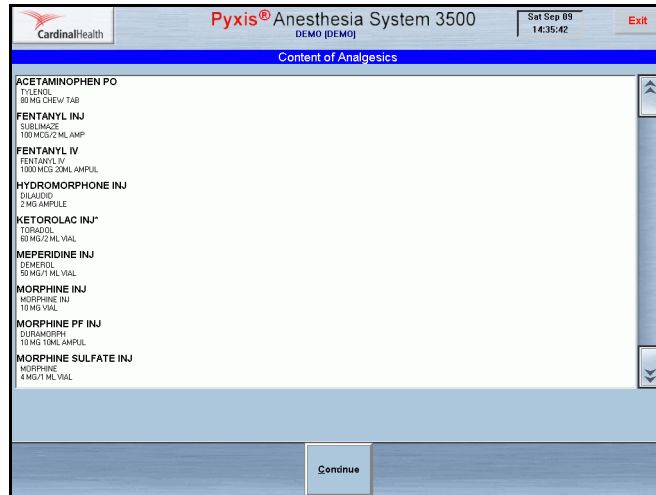
4. Press **Continue** to proceed.

   The Categories screen appears.

Reports Menu

This section provides information about printing and viewing Anesthesia reports.

- *Using My Items Reports*
- *Using Transfer Reports*
- *Using Patient Case Reports*

NOTE: If you have station Login/Witness privileges, you can view reports that cover your items. You must have the station Report Access privilege to view other user transactions at the station.

Using My Items Reports

This feature lets you view the contents of a selected report and print copies.

To view and print a My Items Report

1. On the Main Menu screen, press **Reports Menu**.

   The Reports Menu screen appears.

2. Press **Anesthesia Reports**.

    The Anesthesia Reports Menu screen appears.
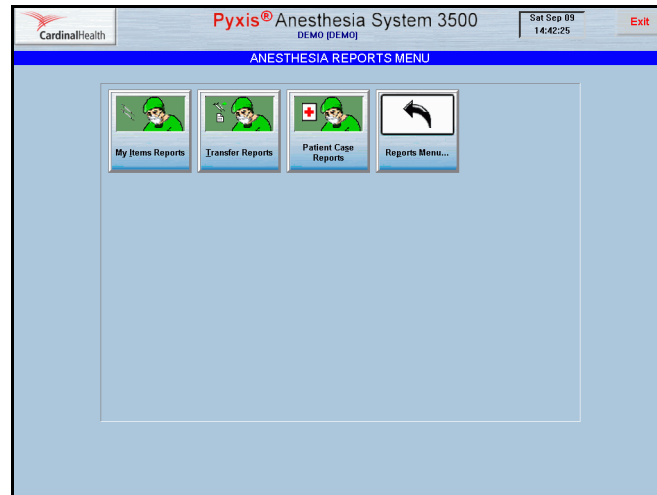
3. Press **My Items Reports**.

    The My Items Report Options Selection screen appears.
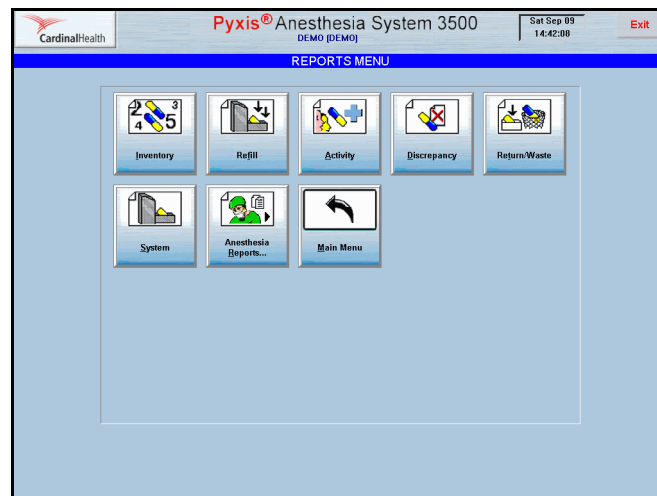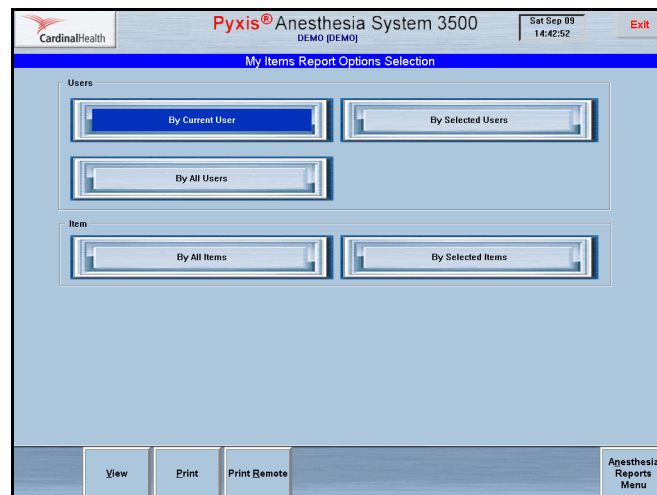

4. Select the user and items to include in the report:

    • **By Current User** —Provides a complete inventory of your **My Items** list.

    • **By All Users**—Provides a list of all **My Items** lists, sorted by user.

    • **By Selected Users**—Allows you to select the users included in the report.

    • **By All Items**—Provides a **My Items** inventory for all users, sorted by item.

    • **By Selected Items**—Displays a screen where you can select the items the report includes. Provides an inventory of the selected items for all users on all My Items lists.

    NOTE: If the report is blank, no items have been removed through My Items.

5. If you pressed either **By Selected Users** or **By Selected Items**:
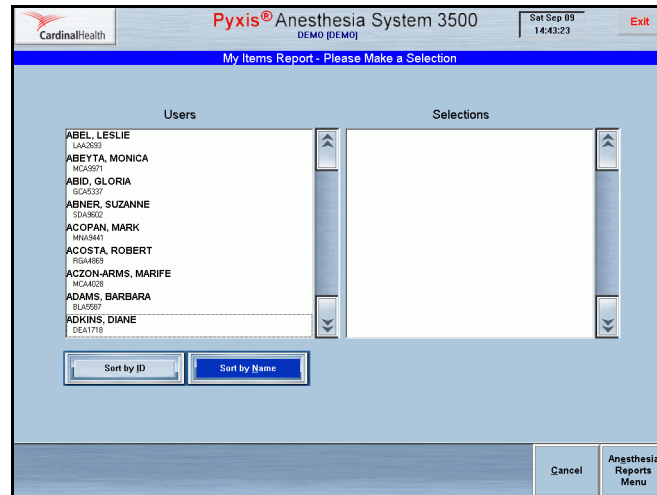
a. Press **Accept**.

The My Items Report—Please Make a Selection screen appears.

b. Select the users or items on the left of the screen to include in the report.

c. Press **View** to display the report on the screen.

d. Press **Print** or **Print Remote** to print the report, locally, or from the network.

6. If you pressed **Current User**, **All Users**, or **All Items**:

a. Press **View** to display the report on the screen.

b. Press **Print** or **Print Remote** to print the report on the attached printer.

Using Transfer Reports

This feature lets you access the contents of Transfer Reports and print hard copies.

To view and print a Transfer Report

1. On the Main Menu screen, press **Reports Menu**.

The Reports Menu screen appears.

2. Press **Anesthesia Reports**.

The Anesthesia Reports Menu screen appears.

3. Press **Transfer Reports**.

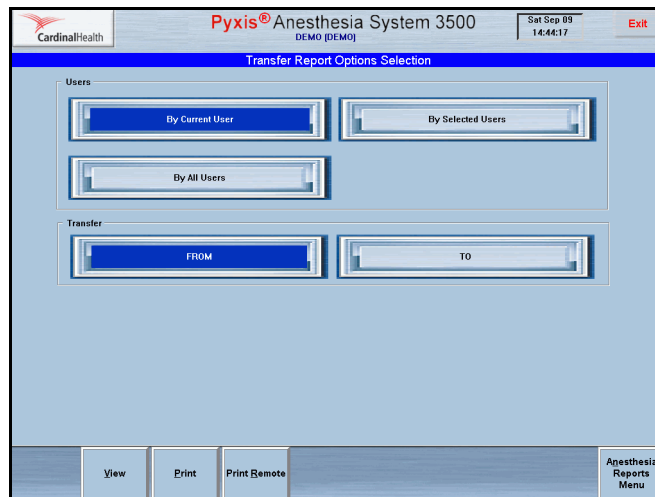   The Transfer Reports Options Selection screen appears.

4. Select the users.

    •   **By Current User**—Provides an inventory of items transferred to or from your My Items list.

    •   **By Selected User**—Provides an inventory of items transferred to or from the My Items list of one or more selected users.

    •   **By All Users**—Provides an inventory of items transferred to or from the My Items list for all users.

5. Select the transfer type:

    •   **From**—Shows the items transferred from the My Items.

    •   **To**—Shows the items transferred to the My Items.

6. Do one of the following:

    To generate a report for the current user:

    a. Press **By Current User**.

    b. Press **From** or **To** as required.

    c. Press **View** to display the report on the screen.

    d. Press **Print** or **Print Remote** to print the report on the local or network printer.

    To generate a report by a user selected from a list:

    a. Press **By Selected User**.

    b. Press **From** or **To** as required.

    c. Press **Accept**.

        The Transfer Report—Please Make A Selection screen appears.

    d. Select one or more users from the list.

    e. Press **Accept**.

The Transfer [from/to] Report By Selected Users screen appears.
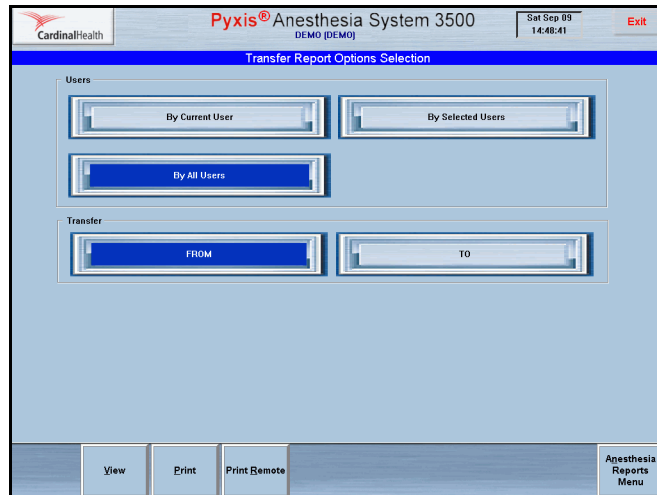
- ○ Press **Print** or **Print Remote** to print the report on the local or network printer.

To generate a report for all users:

a. Press **By All Users**.

b. Press **From** or **To** as required.

c. Press **View** to display the report on the screen.

d. Press **Print** or **Print Remote** to print the report on the local or network printer.

7. Press **Anesthesia Reports Menu**.

The Anesthesia Reports Menu screen appears.

Using Patient Case Reports

Patient Case Reports enable you to see all activity for the selected patient.

To view and print a Patient Case Report

1. On the Main Menu screen, press **Reports Menu**.

The Reports Menu appears.

2. Press **Anesthesia Reports**.

The Anesthesia Reports Menu screen appears.

3. Press **Patient Case Reports**.

   The Patient Case Info Report Options Selection screen appears.
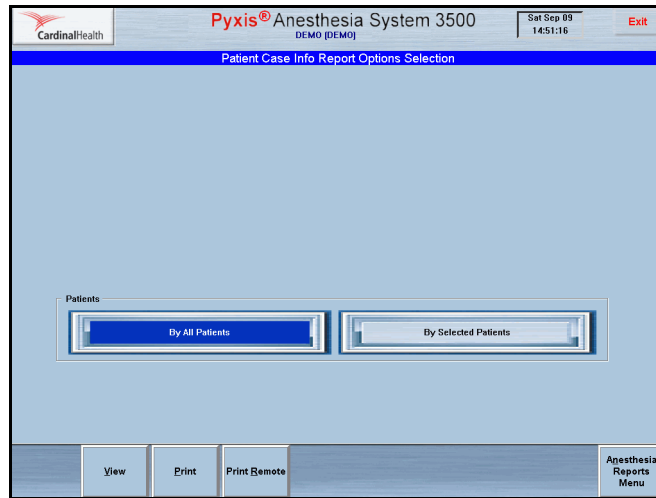
4. Select the patients.

   - **By All Patients**—Lists all activity for all patients.

   - **By Selected Patients**—Lists all activity for the selected patients.

5. If you select **By All Patients**, press **View**.

   The Patient Case Information Report screen appears.
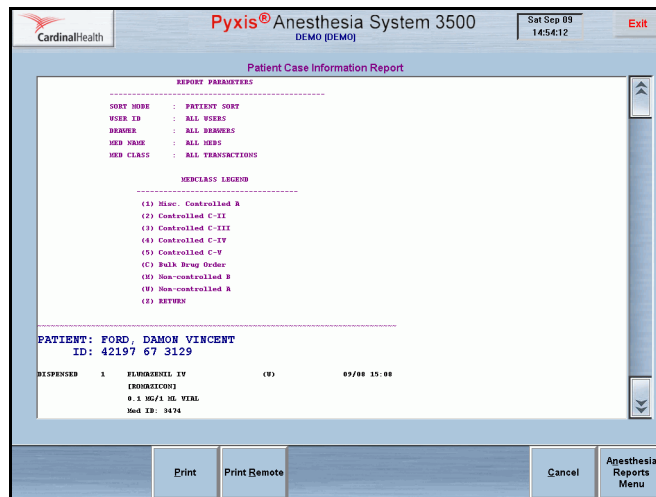
   a. Press **Print** or **Print Remote** to print the report on the local or network printer.

6. If you select **By Selected Patients**, press **Accept**.

    The Patient Case Information—Please Make A Selection screen appears.
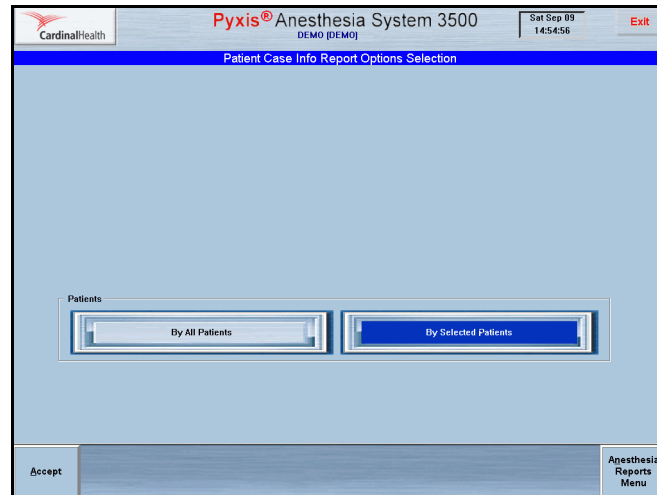
a. Select a patient.

    The patient name appears in the Selection section of the screen.

b. Press **View** to display the report.

c. Press **Print** or **Print Remote** to print the report on the local or network printer.

7. Press **Anesthesia Reports**.

    The Anesthesia Reports Menu appears.

User Menu

The User Menu contains various features that let you set up station users, indicate individual user preferences, define user privileges, and set passwords.

This section contains information on the following:

• *Changing Passwords*

• *Activating Users*

• *Setting User Preferences*

Changing Passwords

This feature lets you change the password for an individual user.

To change a password

1. From the Main Menu screen, press **User Menu**.

   The User Maintenance Menu screen appears.

2. Press **Change Password**.

   The New Password for [user name] screen appears.
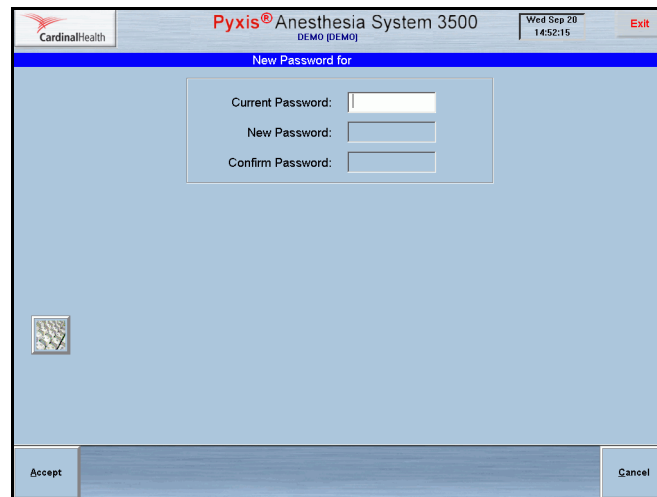
3. Enter your current password in the Current Password text space and press ENTER.

4. Enter the new password in the New Password text space and press ENTER.

5. Enter the new password in the Confirm Password text space and press **Accept**.

   The new password is entered into the system.

Activating Users

This feature lets you activate various types of users.

This section contains information on the following:

- *Adding Users to a Station*

- *Adding Temporary Users*

- *Adding Permanent Users at the Station*

- *Defining Station Privileges*

- *Defining Medication Privileges*

Adding Users to a Station

Because most temporary users are anesthesia providers who need station and medication access, by default the system assigns the station and Med privileges designated at the console as the privilege template for the station. This enables you to quickly add temporary users without having to select privileges or enter an access expiration date. The expiration time for activated temporary users at each station is defined by the hospital at the console.

The access level of permanent new users is defined by hospital policies and procedures. See *Adding Permanent Users at the Station* on page *122* for a description of how to define station privileges for a permanent user.

NOTE: The system does not enable you to assign My Items privileges to Temporary Users. Temporary users can access functions such as Dispense, Waste/Discard, and Return from the Patient Cases screen. For more information, see *Using Patient Cases* on page *32*.

Adding Temporary Users

Use the following steps to add a temporary user at the station.

To add a temporary user

1. On the Main Menu screen, press **User Menu**.

    The User Maintenance Menu screen appears.

2. Press **Activate User**.

    The User Assignment screen appears.
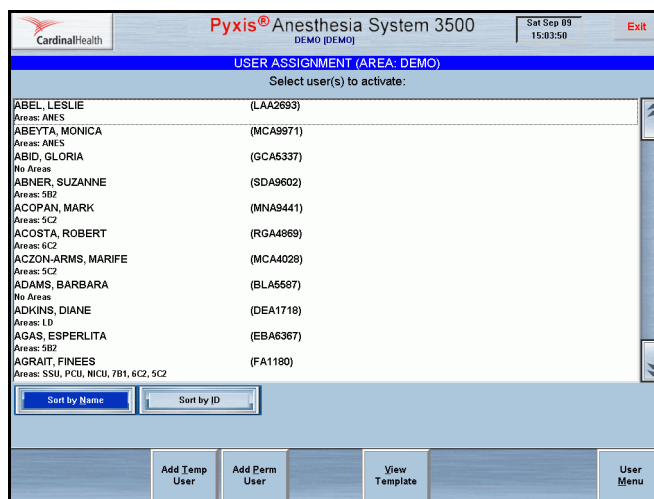
3. Press **Add Temp User**.

   The Add Temporary User—Enter User Name screen appears.

4. Enter the new temporary user's last name, first name, title, and initials, then press ENTER.

5. Press **Accept**.

   A transaction slip prints a unique ID and initial password randomly assigned by the station. The user ID and password are automatically assigned and printed on the transaction slip. The temporary user is added to the user list, which shows the area and time the user's access expires.
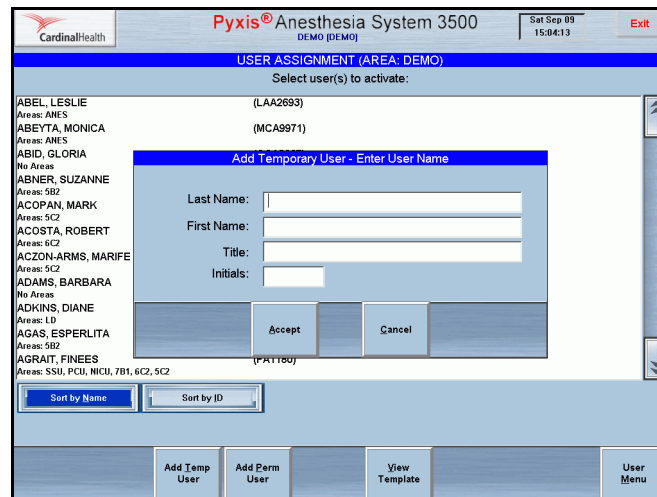
   If the printer is not working, a confirmation screen appears and displays the new user's name, ID, password, and automatic station expiration date and time.

   The User Assignment screen appears. The temporary user name appears on the screen.

NOTE: The new user should log in to the station immediately to change their password.

Adding Permanent Users at the Station

There are three stages through which you must progress when you add a permanent user at the station:

• Entering the user information such as name, ID, and password.

• Defining the user's station privileges.

• Defining the user's medication privileges.

After adding a user you cannot modify that user's privileges or delete the user at the station. You must complete the privilege definition when you add the user.

To add a permanent user

1. On the Main Menu screen, press **User Menu**.

   The User Maintenance Menu screen appears.

2. Press **Activate User**.

   The User Assignment screen appears.

3. Press **Add Perm User**.

   The Add Permanent User screen appears.

4. On the General tab, enter the following basic information:

   • **Last Name**—Enter up to 20 characters.

   • **First Name**—Enter up to 20 characters.

   • **Title**—Enter up to 20 characters.

   • **ID**—Enter up to 10 characters.

   • **Initials**—Enter user's initials.

   • **ID Valid Until**—Enter the expiration date and time.

   • **Password**—Enter the required number of characters, which display on the screen as asterisks to preserve security. The number of characters depends upon the console setting, which is based on hospital policies and procedures.

5. Continue with the following steps to define the user's station privileges.

Defining Station Privileges

This feature lets you define the privileges for a selected user.

To define station privileges for a permanent user

1. Press the Stn Privs tab.

2. Select the new user's station privileges from the following:

   • **Station Login/Witness Ability**—Users with this privilege can:

     ○ Access the station.

     ○ Change their passwords.

     ○ Print their privilege-appropriate activity transactions.

     ○ Witness medication transactions (but cannot access any drawers).

- **Create Temporary User**—Usually assigned to a super user or senior staff member who can enable another user temporary access to a station.

- **Independent Inventory Count**—Users with this privilege can:
  ○ Count inventory without a witness.
  ○ Recover a failed drawer, and conduct the subsequent inventory of that drawer without a witness, assuming the user has access to all medication security groups for the medications in the drawer.

- **Independent Load**—Users with this privilege can load a medication that requires an Rx Check without a second user or Rx check person checking the medication.

- **Independent Refill**—Users with this privilege can refill a medication that requires Rx Check without a second user or Rx Check person checking the medication.

- **Independent Discrepancy Document**—Users with this privilege can document discrepancies without a witness.

- **Unload Standard Stock**—Allows you to unload Standard Stock, which is any item required to be loaded at the station. Without this privilege, users cannot unload Standard Stock to make room for another item. It must be changed at the console.

- **Station Administrator**—Enable this privilege for users who are responsible for initial setup and ongoing troubleshooting of the Anesthesia System station. These users typically have completed the system manager training course. However, you may need to enable this privilege for a user who is responsible for off-hours troubleshooting, such as a third shift pharmacist or resource nurse.

  Users with this privilege can:
  ○ Modify station settings, including changing the drawer style and number of pockets.
  ○ Shut down the station.
  ○ Place the station in or out of service.
  ○ Alter station communications with the console.
  ○ Calibrate the touch screen.
  ○ Restore configuration and data information at the station from the console.

- **Create Permanent User**—Users with this privilege automatically have both the Station/Login Witness ability and the Create Temporary User privileges. Users with this privilege can:
  ○ Create permanent users who, unlike temporary users, do not have a time limit at the station.
  ○ Assign any station and medication privilege they have to the users that they add.

NOTE: When adding permanent users, you can assign only those privileges that you have. Therefore, only system administrators or super users should be granted the privilege of creating permanent users.

- **Admit/Edit/Discharge Patients**—Users with this privilege can admit, edit, or discharge patients at the station.

- **Credit Patients**—Users with this privilege can credit the patient when wasting a complete dose of a medication or transferring a medication from one patient to another (for which you must have the Credit privilege).

- **Station Report Access**—Users with this privilege can view and print any report, about any users, at the station. Users without this privilege can only run reports on their own activities and discrepancies at that station.

- **No Witness Required**—Users with this privilege can remove, return, and waste medications without a witness. See *Witnessing Transactions* on page *27* for a table of witness transactions and requirements.

- **Assign/Load Access**—Users with this privilege can assign and load a particular medication at the station, bypassing the assign step at the console.

- **Add Temporary Patients**—Users with this privilege can add a temporary patient to their patient list while working at the station.

- **My Items**—Users with this privilege can create and manage their own personal formulary, including dispensing medications kits, and system categories; issuing, returning, wasting, and transferring medications. See *Using My Items* on page *51* for more information. The **My Items** icon appears on the Main Menu screen only when a user with the My Items privilege logs on to the system.

- **CD-ROM Access**—Users with this privilege can program and use the CD player. The corresponding menu icon appears on the System Tools menu only when a user with this privilege logs on to the system. See *Using Additional Tools* on page *24* for more information.

3. Complete the steps in the following section to assign Med privileges to the user.

Defining Medication Privileges

Medication privileges are based on security groups, which correspond to the medication classification definitions on the Legend tab. For each function, such as Remove, you specify the medication security groups the user can access to perform the function. For example, to set up a new user with Remove access only to non-controlled medications, in the top row select the check box in the F column.

Assigning access by security groups enables you to quickly specify the appropriate medication access privileges for each user. The Anesthesia System accesses the MedStation 3500 security group feature, which provides ten default Security Groups (A-J).
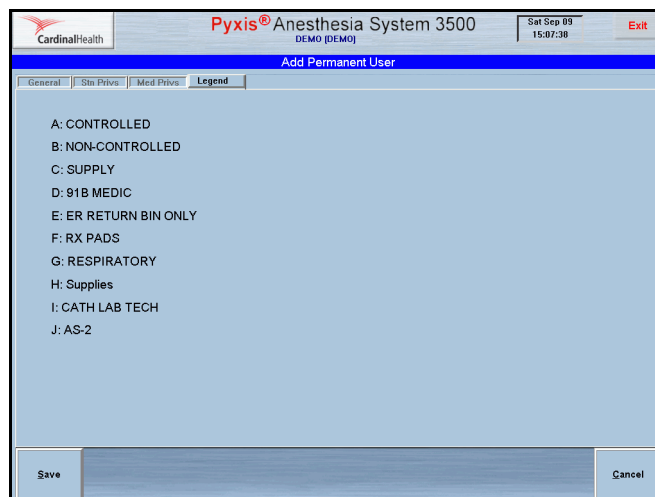
To assign medication privileges to a permanent user

1. Press the **Med Privs** tab to assign medication privileges and security groups to the user.
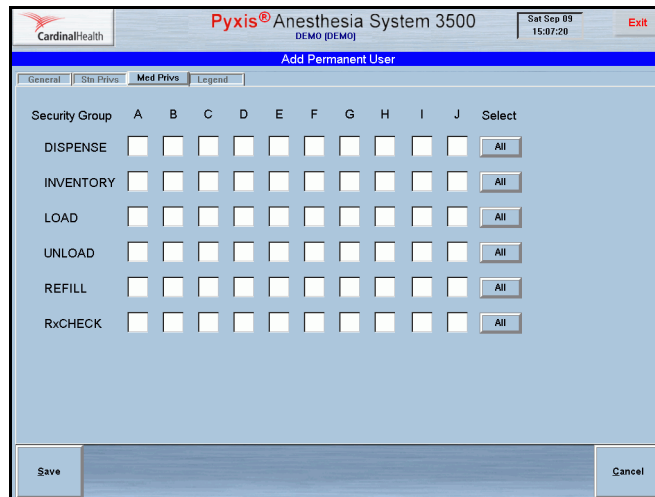
The security groups are not hierarchical. Each group value is independent of the others. The system administrator can customize groups at the console.

2. For each function, select the security groups this user can access when performing that function.

3. Select the **Legend** tab to view the definitions of the security groups.

   The Legend screen appears.

4. Press **Save** to add the permanent user, with the defined privileges, to the system.

   NOTE: Once you save the information, any further changes to the user's assignment or privileges must be made at the console.

5. Log in immediately and change the password to maintain the integrity of the system.

Setting User Preferences

User Preferences enable you to select the screen that appears after you log in to the system and select your preferences for the way that information is listed and sorted on the screen.

This section contains information on the following:

• *Setting Log In Preferences*

• *Setting List Preferences*
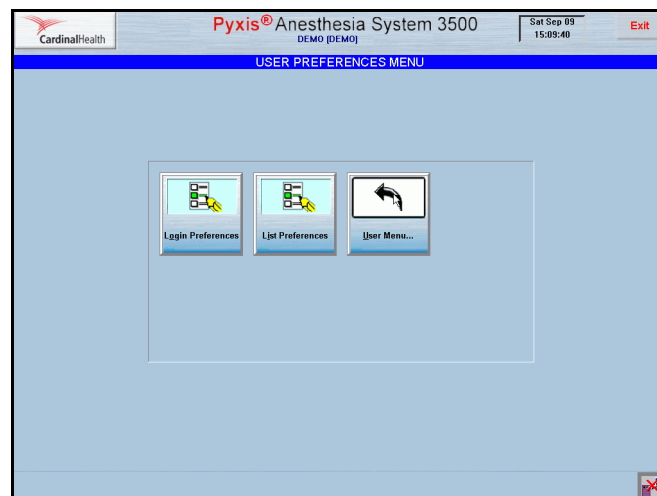
Setting Log In Preferences

You can select a procedure or menu to appear when you log in to the station, and you can select how information is sorted.

User preferences are set for the user ID. Once you have selected your preferences, they are activated for all stations to which you have access with your user ID.
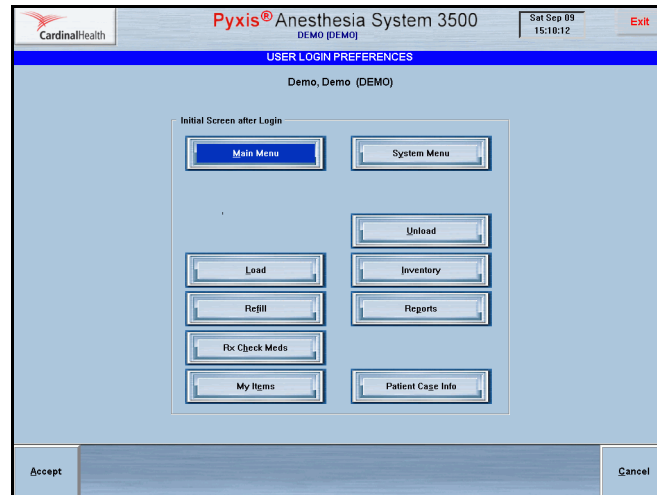
NOTE: Your preferences do not take effect until the next time you log in.

To set log in preferences

1. From the Main Menu screen, press **User Menu**.

   The User Maintenance Menu screen appears.

2. Press **User Preferences Menu**.

   The User Preferences Menu screen appears.

3. Press **Login Preferences** to select the first screen to appear when you log in.

The User Login Preferences screen appears.

4. Select a default screen and press **Accept**.

The button you select is shaded in blue. The screen you select appears as the default screen the next time you log in to the station.

Setting List Preferences

This feature lets you establish your default list.

To set list preferences

1. From the Main Menu screen, press **User Menu**.

The User Maintenance Menu screen appears.

2. Press **User Preferences**.

The User Preferences Menu screen appears.

3. Press **List Preferences** to set the default sort settings.

4. Make your choices based on what is most effective for the tasks you perform. Options for this selection include:

- **Med List Sort Option**—Allows you to sort the Med List by generic name or brand name. The default is sort by generic.

- **Patient List Option**—Allows you to list all patients or selected patients in your My Patients.

- **Refill List Option**—Allows you to select a default list for refilling medications. You can select all medications or medications that are at or below minimum. The default is sort by medications at or below minimum.

- **Patient List Sort Option**—Allows you to sort the patient list by patient name, patient ID, or room/bed. The default is sort by patient name.

- • **Inventory List Option**—Allows you to display the inventory by drawer, medication, or class. The default is display inventory by drawer.

NOTE: Active buttons appear dark blue.

5. Press **Accept** to confirm your selection.

System Menu

This section contains information on the following:

•   *Station Configuration*

•   *Station Options*

•   *Station Communication*

•   *Cabinet Configuration*

•   *Drawer Configuration*

•   *Brain Transplant*

NOTE: Many of these functions are performed by or with the assistance of your CareFusion representative.

Station Configuration

The Station Configuration option includes various station settings such as station location, current settings, and time-out settings. The station settings can be viewed or printed.

•   *Setting Bulletin Text*

•   *Viewing and Printing Station Configuration*

•   *Calibrating the Touch Screen*

NOTE: Only the hospital system manager and CareFusion representatives have the security privileges to station configuration functions.
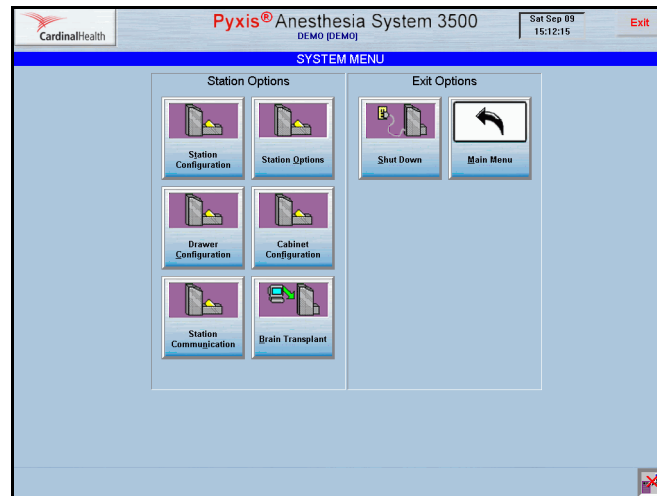
Setting Bulletin Text

This feature lets you determine the content and appearance of bulletin text.

To set bulletin text

1. From the Main Menu screen, press **System Menu**.

   The System Menu screen appears.

2. Press **Station Configuration**.

   The Station Configuration screen appears.

3. Press **Bulletin Text**.

The Modify Bulletin Text Messages screen appears.

4. Enter the delay (seconds) between bulletin messages.

5. Enter the complete text of the bulletins (maximum of five messages).

6. Press **Save**.

The Station Configuration screen appears.

Viewing and Printing Station Configuration

This feature lets you view the current configuration of the station and print hard copies.

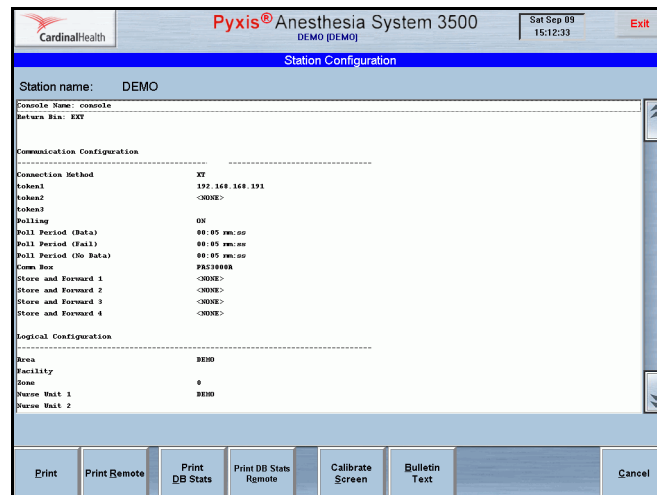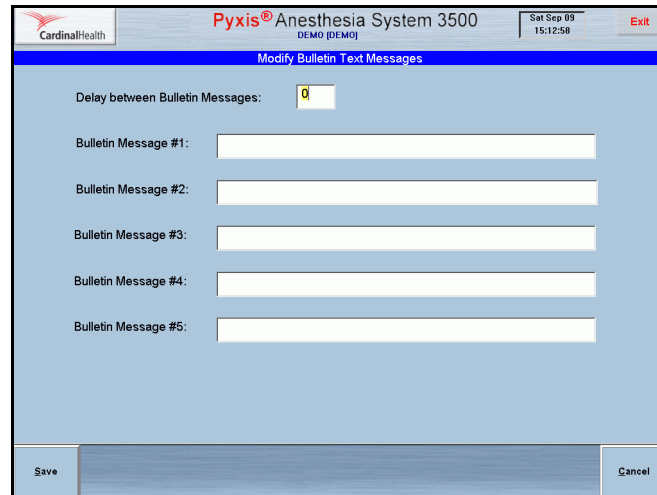### To view and print the station configuration or database statistics

1. From the Main Menu screen, press **System Menu**.

The System Menu screen appears.

2. Press **Station Configuration**.

The Station Configuration screen appears.

3. Press **Print**.

4. To print a row count for tables, press **Print DB Stats**.

Calibrating the Touch Screen

This feature lets you calibrate the screen to set the cursor to the touch of your finger.

To calibrate the touch screen

1. From the Main Menu screen, press **System Menu**.

The System Menu screen appears.

2. Press **Station Configuration**.

The Station Configuration screen appears.

3. Press **Calibrate Screen**.

NOTE: If the Calibrate screen flashes, hold down the TAB key until the screen stops flashing.

The Calibrate screen appears.
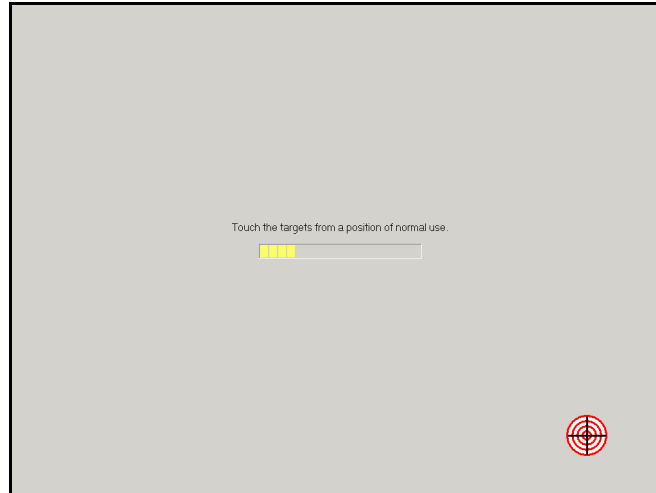
4. Touch the first target shown on the screen. It will appear three times.

The Confirmation screen appears.

5. Test the setting by touching different areas of the screen to see if the cursor jumps to your fingertip.

6. If the calibration is satisfactory, press the check mark.

If the calibration is unsatisfactory, press the return arrow and recalibrate the screen.
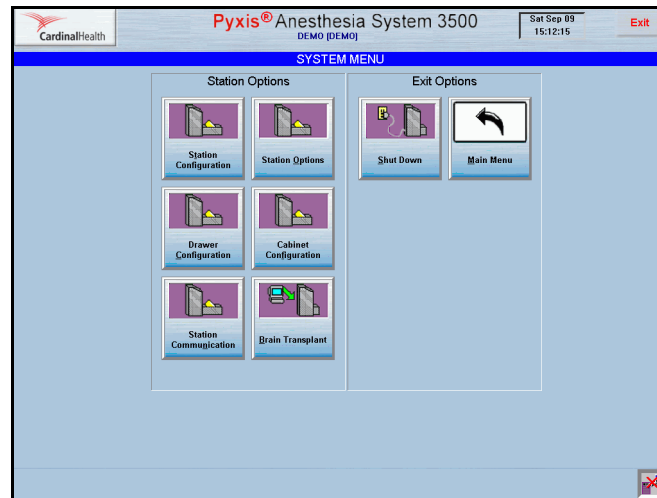
Station Options

The Station Options feature allows you to set up transaction slip printing. These are the only options visible.

To view or change the transaction slip printing option settings

Use the Station Options screen to set up automatic printing of transaction slips for each function.
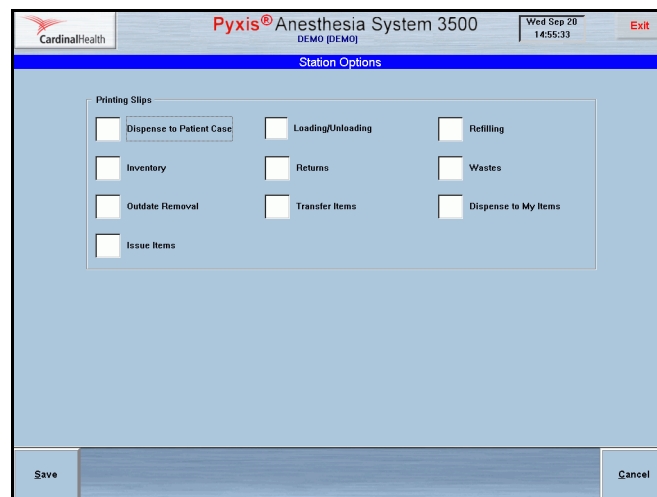
1. From the Main Menu screen, press **System Menu**.

   The System Menu screen appears.

2. Press **Station Options**.

   The Station Options screen appears.

3. Select the applicable printing slips options.
   - Dispense to Patient Case
   - Inventory
   - Outdate Removal
   - Issue Items
   - Loading/Unloading
   - Returns
   - Transfer Items

- Refilling
- Wastes
- Dispense to My Items

4. Press **Save**.

The System Menu screen appears.

NOTE: You can still activate the option to print slips during a transaction. Press the **Print Slips** check box that appears on the screen when the print option is not set to print automatically.
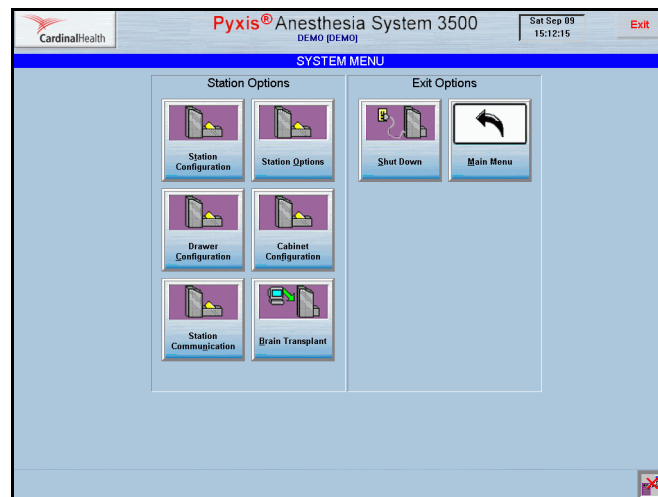
Station Communication

This section describes how to establish communication parameters for the station.
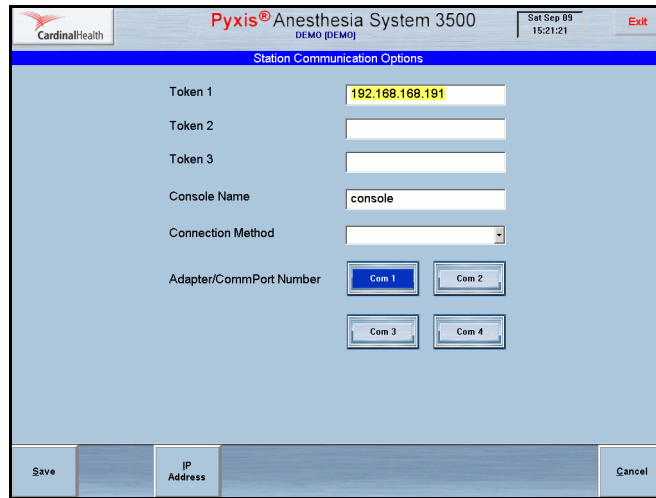
To set up the network options

1. From the Main Menu screen, press **System Menu**.

The System Menu screen appears.

2. Press **Station Communication**.

The Station Communication Options screen appears.

3. Enter the following information:

   • **Token 1**—Enter the parameter for the connection method or method of communication. Enter the Internet Protocol (IP address).

   • **Token 2**—This field is not currently used.

   • **Token 3**—This field is not currently used.

   The name of the console with which the station is communicating appears by default in the Console Name field.

   The default connection method or communication is Network (TCP/IP), a network protocol.

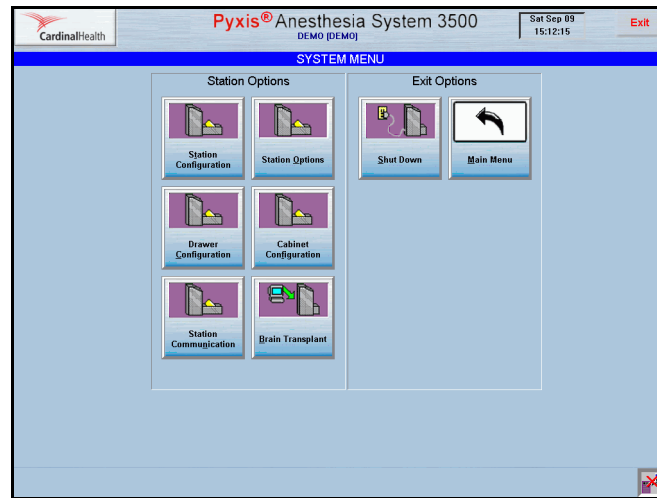   The default Adapter/CommPort Number is Com 1.

4. Press **Save**.

Cabinet Configuration

The cabinet configuration is usually recorded by a CareFusion representative and is used to record the serial numbers of cabinets.

To record serial numbers of cabinets

1. From the Main Menu screen, press **System Menu**.

   The System Menu screen appears.

2. Press **Cabinet Configuration**.

   The Cabinet Configuration screen appears.

3. For each cabinet, enter an assigned serial number in the Main field and select the cabinet type from the drop-down list box.

4. Press **Save** to save settings and return to the System Menu.

Drawer Configuration

This section describes how to modify drawer configuration and contains information on the following:

- *Adding Drawers*

- *Adding a Remote Stock Drawer*

- *Deleting Drawers*
- *Editing Drawers*

Adding Drawers

If you have Admin privileges, you can configure a station with a wide variety of drawers to suit demand, medications, and storage requirements. These include half-height matrix drawers, full-height matrix drawers, bin-height matrix drawers, MiniDrawers, and Remote Stock drawers.

NOTE: Only the hospital system manager and CareFusion representative have the security privileges necessary to access station configuration.

To add drawer configurations

1. From the Main Menu screen, press **System Menu**.

   The System Menu screen appears.
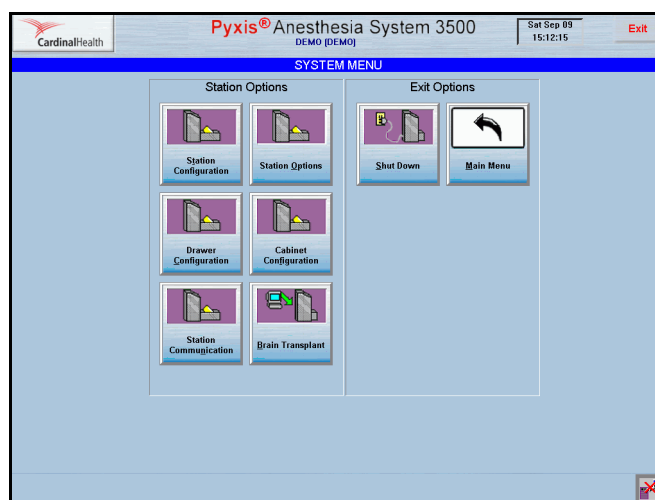
2. Press **Drawer Configuration**.

   The Drawer Configuration—Select a Drawer screen appears.

   If the system detects any new SMART drawers (not previously added to the configuration), the message "Smart drawers have been detected. Would you like to configure them now?" may appear. Otherwise, you may see the message "Some of the drawers need to be configured."
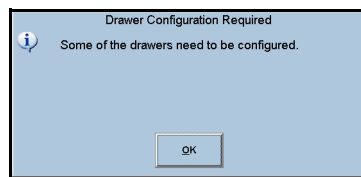
3. Press **Yes** or **OK** as appropriate.

   The system steps through the detected drawers prompting you to enter the appropriate drawer numbers and, depending on the drawer type, to specify top or bottom positions.

4. Enter the correct number of the drawer, and pockets.

5. Press **Accept Config**, then close the drawer. Repeat steps 4 and 5 as required for each additional drawer. For MiniDrawers, you must select the correct number of drawers and pockets.

NOTE: If a specific drawer is not configured, an alert appears on the screen prompting you to configure the drawer. Configuration must occur at individual stations, not at the console.

Adding a Remote Stock Drawer

This feature lets you add a Remote Stock drawer at a station.

To add a Remote Stock drawer

1. From the Main Menu screen, press **System Menu**.

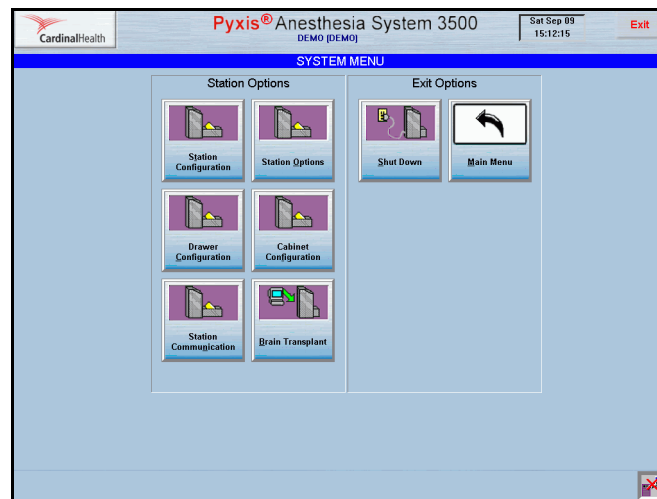The System Menu screen appears.

2. Press **Drawer Configuration**.

The Drawer Configuration—Select A Drawer screen appears.

3. Press **Add Remote Stock Drawer**.

    The New Drawer dialog box appears.
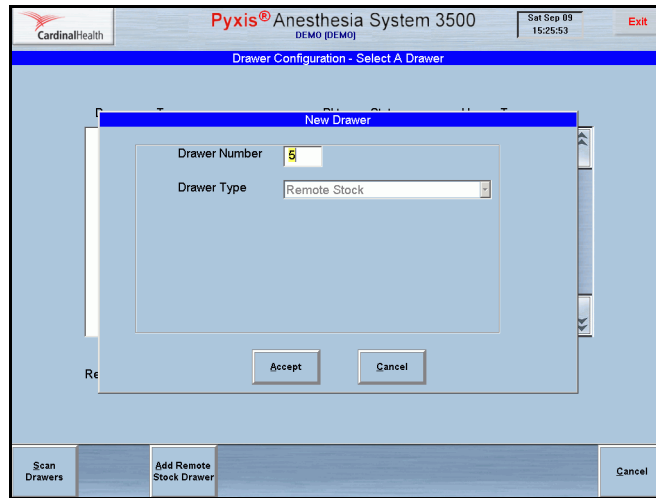
4. Enter the Drawer Number.
5. Press **Accept**.

    The new Remote Stock drawer appears on the Drawer Configuration—Select A Drawer screen.

Deleting Drawers

This feature lets you remove a drawer from a station. A drawer must be empty to delete it.

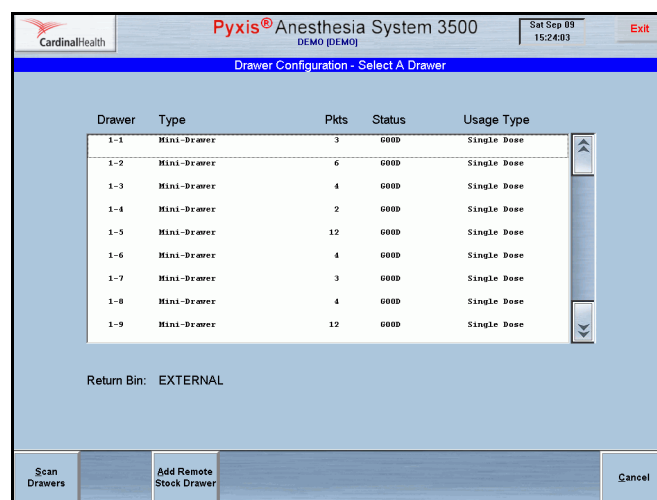### To delete drawer configurations

1. From the Main Menu screen, press **System Menu**.

    The System Menu screen appears.
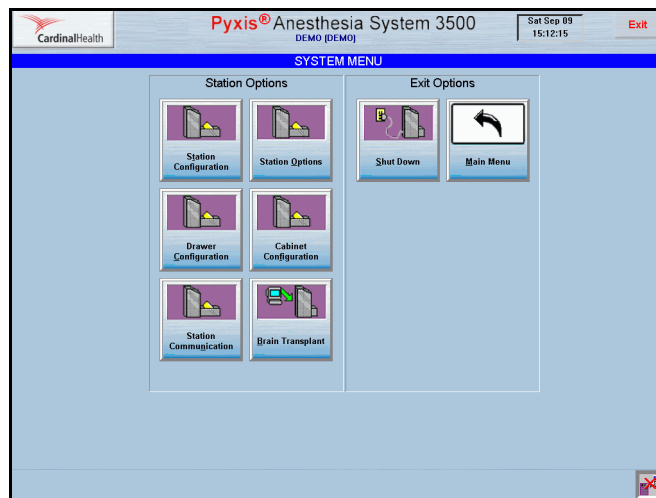
2. Press **Drawer Configuration**.

   The Drawer Configuration—Select A Drawer screen appears.
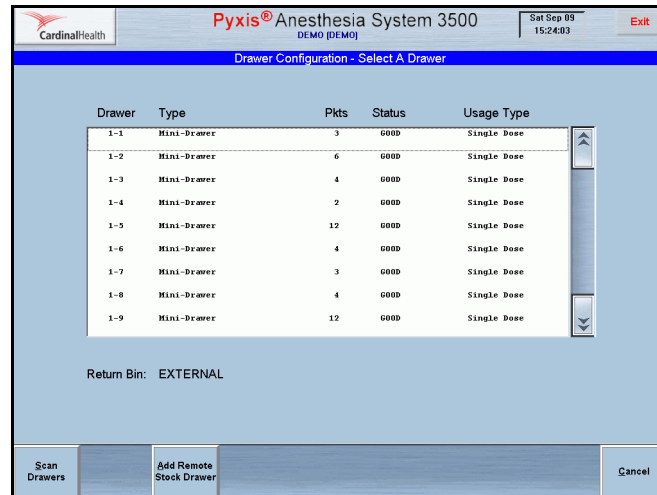
3. Select a drawer to delete.

   Additional buttons appear at the bottom of the screen.

4. Press **Delete Drawer**.

   The message "Deleting Drawer [number]. Are You Sure?" appears. If the drawer contains items, the message "Unable to delete the drawer. Meds are currently pending for Drawer [number]. Please clear the drawer before deleting." appears.

5. Press **Yes** to confirm the initial message. If the second message appears, clear the drawer, then press **OK**.

   The Drawer Configuration—Select A Drawer screen appears. The deleted drawer no longer appears on the screen.

Editing Drawers

You can edit drawer configurations to suit changing demands and storage requirements.

**To edit MiniDrawer configurations**

1. From the Main Menu screen, press **System Menu**.

   The System Menu screen appears.

2. Press **Drawer Configuration**.

   The Drawer Configuration—Select A Drawer screen appears.

3. Select a MiniDrawer to edit and press **Edit Drawer**.

   The Smart Drawer Configuration screen appears.

4. Edit the applicable fields.

   • Number of pockets

   • Sub-drawer configuration

NOTE: You should unload the drawer before changing the number of pockets.

The value of the Number of Pockets field cannot be less then the last loaded pocket.

5. Press **Accept Config**.

The Drawer Configuration—Select A Drawer screen appears.

To edit matrix drawers or Remote Stock drawers

1. From the Main Menu screen, press **System Menu**.

The System Menu screen appears.

2. Press **Drawer Configuration**.

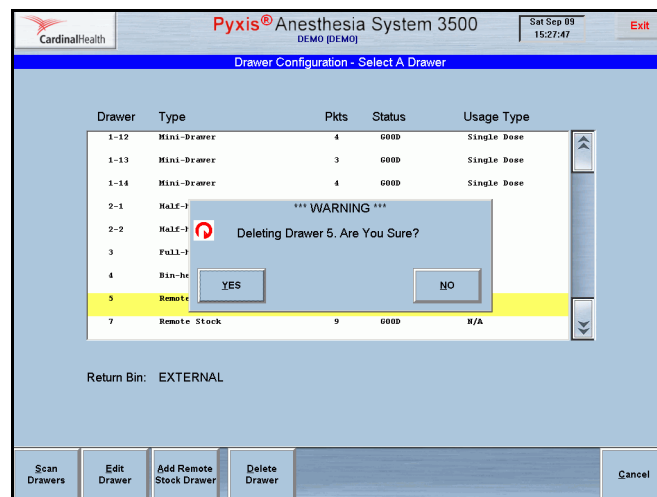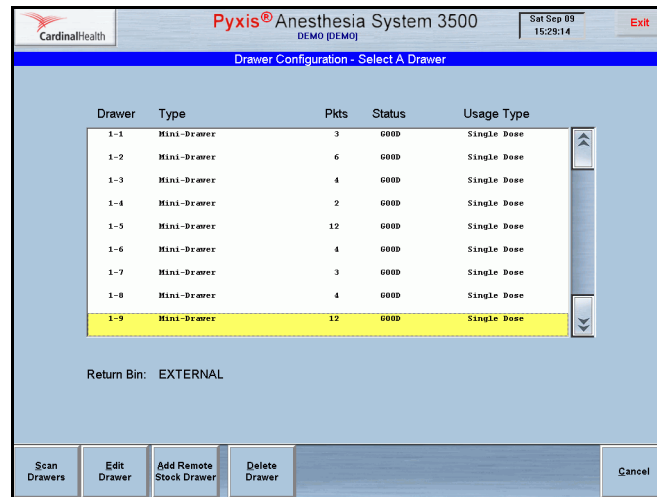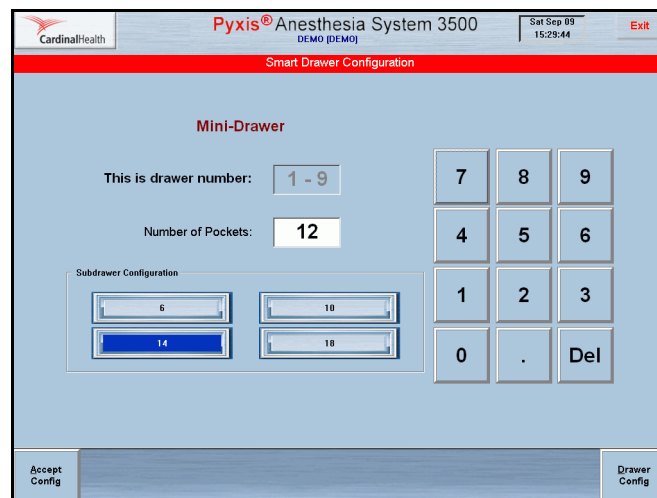The Drawer Configuration—Select A Drawer screen appears.

3. Select a drawer to edit and press **Edit Drawer**.

Location-sensing accessible drawers require initial pocket configuration. The number and size of the pockets varies. After completing the virtual drawer layout, you can edit it to reflect these changes using the application. You cannot use the drawer until it is configured in the application. To edit:

The Pocket Configuration—Drawer [number] screen appears. The screen displays the virtual drawer image.
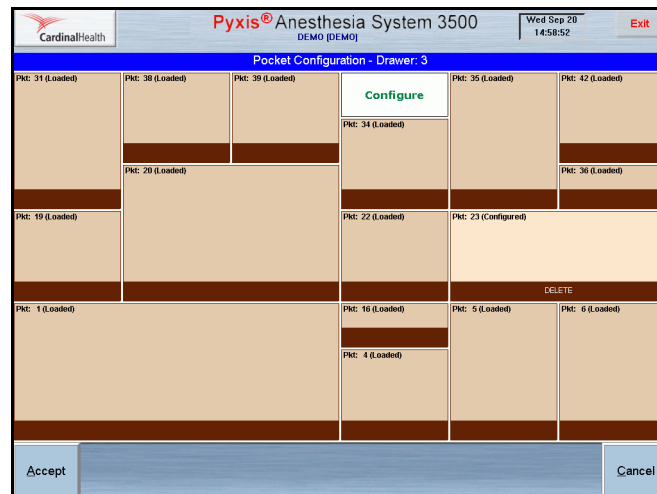
4. Touch a cell on the screen to begin the pocket definition.

The term Create appears in the cell.

5. Touch another cell on the screen to create the boundaries of the pocket.

6. Touch the cell marked Create to define the pocket.

7. Repeat steps 4 through 6 as required.

8. Attach a bar code label to the physical pocket.

9. Press **Accept**.

Brain Transplant

The Brain Transplant function restores a backup copy of the station's configuration and databases. The Brain Transplant function is a safe, reliable method for restoring the station's identity or repairing corrupted databases. A Brain Transplant always sends the message from the console to the station, regardless of where it is initiated. See *Rebuilding a Station's Database* on page *159* for additional information.

A CareFusion representative will work with you to select the appropriate criteria to transplant files.

CAUTION: Do not attempt this procedure without assistance from the Technical Support Center (TSC).
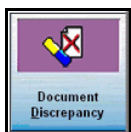
Documenting Discrepancies

This section describes how to document discrepancies that have occurred when you dispense, return, outdate, Rx check, recover drawer, load, unload, refill, or inventory at the station. A discrepancy occurs when you verify the number of medications in a pocket, and the quantity you enter does not match the count expected by the system.

When a discrepancy occurs, the **Document Discrepancy** alert icon appears in the Station Management section of the Main Menu screen.

To document a discrepancy

1. From the Main Menu screen, press **Document Discrepancy**.

   The Document Discrepancy screen appears with a list of undocumented discrepancies.
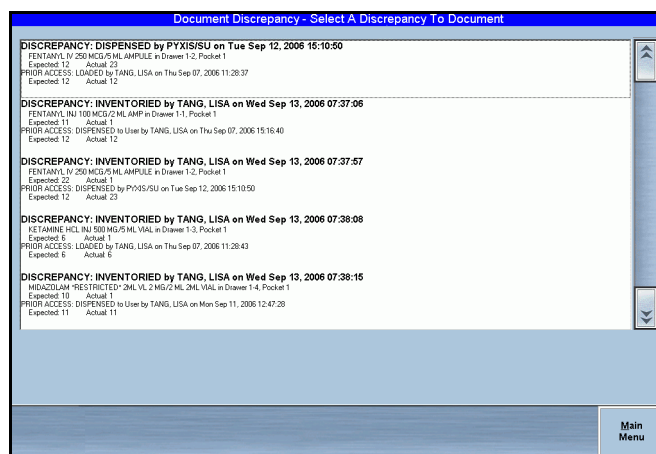
   Some of the common reasons for a discrepancy are defined at the console and displayed at the station. Scroll through the list to view additional resolutions.

2. Select a discrepancy to document.

3. If a witness is required, the witness must enter a valid user ID and password then press **Accept**.

   The Document Discrepancy—Select Discrepancy Resolution screen appears.

4. Select the reason for the discrepancy from the list and press **Accept**.
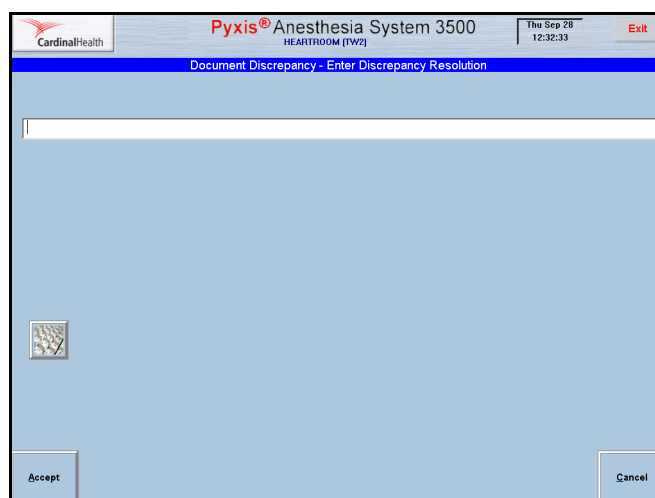
5. Enter the text of the reason (maximum 60 characters).

6. Press **Accept**.

The Document Discrepancy—Select A Discrepancy To Document screen appears.

Recovering a Failed Drawer

This section describes how to recover a failed drawer. A failed drawer can occur if a package protrudes above the drawer so that it obstructs drawer movement, or a mechanical problem.

If a drawer fails, the following events occur:

*   The **Drawer Failure** icon appears at the bottom of the station and console screens.

*   An attention notice appears.

*   In certain station activities, items in the failed drawer may appear dimmed on the screen.

*   The **Recover Drawer** icon appears in the Station Management section of the Main Menu screen.

To recover a failed drawer

1. From the Main Menu screen, press **Recover Drawer**.

    The Recover Drawer screen appears. The screen shows all drawers that need to be recovered.
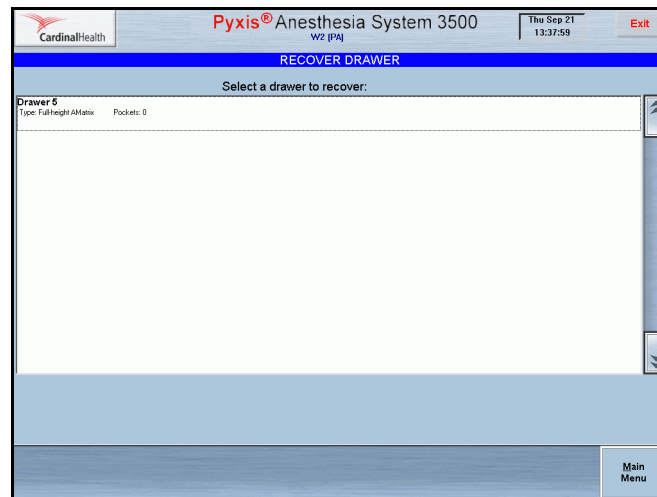
2. Select the drawer to recover. If a Witness screen appears, ensure that the witness enters their user ID and password in the appropriate field.

NOTE: Unless you have the Independent Inventory Count privilege, a witness is required before you can proceed.

    The drawer opens.

    The message "Recovering Drawer [number]. Please verify that the medication containers do not extend above the pockets." appears.

3. Check the inventory in each pocket in the drawer. Ensure that they are properly placed and that they do not obstruct the movement of the drawer.

4. Close the drawer.

    The message "Drawer [number] is now operational." appears.

---

5. Press **OK**.

NOTE: If the recovery is successful, and the medications do not require a count verification, the process is finished. However, if recover is unsuccessful, contact the TSC.

The Main Menu screen appears.

Shutting Down the Station

This section describes how to shut down the station to the desktop.

To shut down the station to the desktop

1. On the Main Menu screen, press **System Menu**.

    The System Menu screen appears.

2. Press **Shut Down**.

    A warning screen appears.
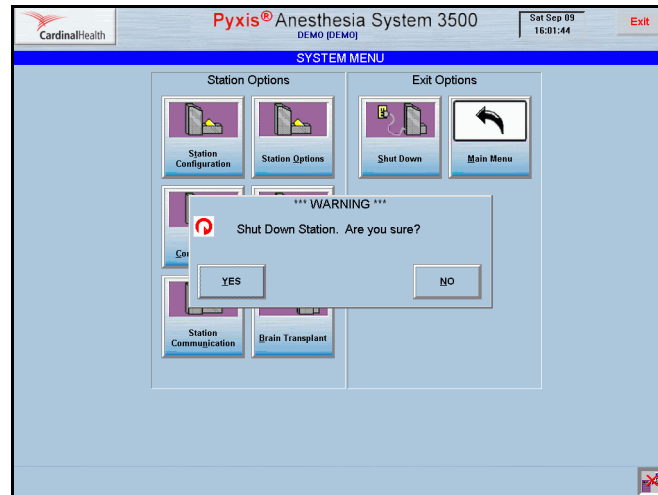
3. Press **Yes** to shut down or **No** to cancel.

    The operating system shuts down to the desktop.

- Notes -

Chapter 5
Troubleshooting the System

Occasional console errors can occur, such as user input errors, communications problems, power loss, or corrupt files. This chapter describes troubleshooting solutions for identifying and resolving problems.

NOTE: If you call the TSC while troubleshooting a system problem, use the green customer support card on the stations to identify the system type, configuration, and serial number for the TSC representative.

Attention Notices and Bulletins

Attention notices display on the console screen to notify you of problems such as stock outs or unresolved discrepancies. If your system is configured to print this type of notice on the Site Specific Options screen, a bulletin prints to alert you to the problem.

The following section describes the types of problems that cause attention notices and bulletins to appear, and the appropriate solutions.

Temporary Condition Notices

The system removes attention notices caused by any of the following conditions, once you resolve the problem that caused the alert.

- **Stock Outs**—When a pocket quantity reaches zero, the system issues this notice. For items stocked in multiple pockets, the system issues the Stock Out only when the last pocket containing the medication reaches zero. Stock out notices list the medication, the station, and the time when the stockout occurred. The system removes the notice when the medication is refilled.

- **Unresolved Discrepancies**—When a discrepancy occurs at the station during remove or inventory, the systems records the discrepancy at the console by displaying an attention notice. The notice displays on the screen until either the discrepancy is resolved or 24 hours elapse.

- **Rx Check**—When a medication is loaded or refilled and requires a verification by a second user or Rx check person, the Rx Check notice appears until either the Rx Check is performed on the medication or 24 hours elapse.

- **Console Module Down**—When a console module is not running, an attention notice appears specifying the module. The module may restart without you attending to it. Once the module restarts, the attention notice disappears.

- **Drawer Failure**—When a drawer fails at any station, an attention notice appears on the console. For instructions on how to recover the failed drawer, see *Witnessing Transactions* on page *27*.

- **NCR Bulletin**—This option enables you to display or print customized bulletins.

- **Temperature Out of Range**—Used only in conjunction with SMART Remote Manager.

To enable automatic notice and bulletin printing

1. At the Anesthesia System console, on the System Setup menu, select **Site Specific Options**.

    The Site Information screen appears.

2. Select the **Bulletins** tab to define bulletin options for your hospital.

    The Bulletins screen appears.

3. Select the **Display** or **Print** option to enable automatic notification at the console for any of the following conditions:

- Stock Out

- Stock Critical Low

- Rx Check

- Discrepancy

- Ordered Med not Loaded

4. If your system includes more than one console, select the console from the Destination list to route a notification to a specific console.

5. Press **Save**.

Communications Alerts

The console communicates with many computers and systems, including stations, the Procar and the ADT system. The following sections describe how to troubleshoot communication errors.

This section contains information on the following alerts:

- *Can't Communicate Bulletin*

- *Attention Notices About One Station*

- *Procar Computer Communications*

- *ADT Communication Problems*

Can't Communicate Bulletin

When a station has not successfully linked to the console for a period of 20 minutes and three or more failure counts have been registered, the Can't Communicate attention notice appears on the console. The FCnt field on the Comm Status screen displays the number of times the console has attempted, without success, to communicate with a station. The notice remains until the station successfully links to the console or until the station's polling option is turned off. (The polling option enables automatic communication between the station and the console at predetermined times.)

To resolve a Can't Communicate notice

1. Wait 30 minutes.
2. If the notice continues to appear, note whether it specifies one station or multiple stations.

   If the notice remains for the same station, read the following section for troubleshooting information.
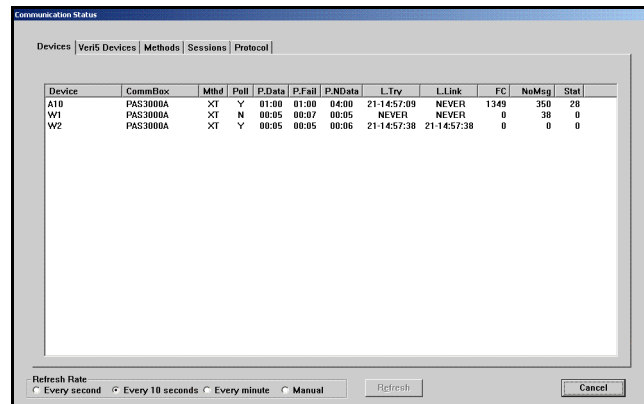
Attention Notices About One Station

Follow these steps when one station generates the attention notices.

To resolve a single station problem

1. On the console Main Menu screen, select **Comm Status**.

2. When the Communication Status screen appears, write down the initials that follow the console name on the screen.

*   XS specifies an IPX/SPX Token-Ring or Ethernet communication protocol.
*   XT specifies a TCP/IP Token-Ring or Ethernet communication protocol.

3. Locate the communication device located next to the console.

*   The modem is a white box with "Practical Peripherals" on the front.
*   The XS and XT communication protocols use internal cards located inside the console box and may require your IT department to verify the correct functionality.

4. Call the nursing unit nearest to the station to find a user who can spend five to ten minutes helping you identify the problem. Otherwise, you will need to make several trips to the station to locate the problem.

5. Confirm that the clock in the upper right corner of the station screen is working. If the clock has stopped, do the following:

    a. Shut down the station. See *Shutting Down the Station* on page *149*.
    b. Turn the station off, by putting the power switch (located on the left rear of the station) in the off position.
    c. Restart the station.

6. If your system communicates using a modem, do the following:

    a. Confirm that the modem, located behind the station, has power by checking the front of the modem for at least one illuminated red light. If no lights are on, the power cord could be loose or unplugged. Reconnect the power cord.
    b. Check both ends of the power cord. One end of the cord should be plugged into the back of the modem and the other end should be plugged into a power outlet on the wall.
    c. Once you check the power cord, verify that the small silver switch on the back of the modem is in the on position.
    d. Try the power cord in a different wall outlet.
    e. Verify that the telephone line is working.

f. Make sure the telephone line is plugged into the back of the modem. There are two sockets in the back of the modem, one labeled Wall and one labeled Phone. Plug the telephone line into the socket marked Wall and verify that the other end is plugged into the wall connection.

g. Verify that the cable between the modem and the station is connected. Gently wiggle the ends of the cable while carefully pressing them into their sockets.

h. Make sure the phone line is plugged into the wall socket. If there is more than one jack, make sure it is plugged into the jack labeled Pyxis.

7. Check whether the previous steps have reestablished the communication link.

NOTE: For more detailed information about checking the communication status, see the *Pyxis® MedStation® 2000 System User Guide*.

a. On the console Main Menu screen, select **Comm Status**.

The Communications Status screen appears.

b. Under the Device heading, locate the station cited in the attention notice.

c. The next time the console polls this station, check the FCnt for that station.

    ◦ If the FCnt is zero, or becomes zero after polling, the system has reestablished the communication link.

    ◦ If the FCnt increments by one instead of returning to zero, continue with the following steps.

NOTE: FCnt refers to the Failure Count, which is the number of times attempted communications between a particular station and the console have been unsuccessful.

8. Unplug the station.

9. After at least three minutes, plug in the station again.

10. Check whether communications have been restored by repeating step 7.

11. Verify that the telephone line is working.

a. Log in to the console, select **System Setup**, and select **Devices**.

b. Select the station experiencing the problem and press the Comm tab.

The Token #1 column contains the station's extension number.

12. Repeat step 7.

• If the FCnt continues to increment, and does not return to zero, call the TSC.

• If your system uses either the XS or XT network communications mode, call your Information Services (IS) department to check the network connection to the station.

Procar Computer Communications

Occasionally, an interface protocol can interfere with the communications between the Procar computer and the console. A protocol is a procedure that

verifies the correct operations of communications between system components; the Procar computer is the interface between the console and your site's ADT and billing information. When a protocol interferes with communications, communications resume after the protocol completes. Use the following steps to troubleshoot a Procar Can't Communicate notice.

To check Procar communications

1. Verify that the Procar computer has power by checking the power light indicator on the front.

2. If the power indicator is not on:

   a. Press the power button, which could have been turned off accidently.

   b. Verify that the power cord on the Procar computer is plugged into the back of the Procar computer and a wall socket.

   c. Plug the cord into a different socket, in case the socket is not working correctly.

   d. If power is not restored to the Procar computer, call the TSC.

3. If power to the Procar computer resumes, check the communication status between the console and the Procar computer.

   a. On the console Main Menu screen, select **Comm Status**.

      The Communications Status screen appears.

   b. Under the Device heading, locate the Procar.

   c. The next time the console polls this station under Last Polled, check the FCnt for the Procar.

      ◦ If the FCnt is zero, or becomes zero after polling, the system has reestablished the communication link.

      ◦ If the FCnt continues to increment by one after polling, instead of returning to zero, continue with the following steps.

4. Verify that the connection between the two PCs is in place.

5. Turn off the Procar computer.

6. After 30 seconds, turn the Procar computer back on.

7. On the Comm Status screen, check whether the Procar FCnt returns to zero.

   • If the FCnts number goes to zero, the device has successfully linked and should continue to run successfully.

   • If the FCnts number continues to increment, call the TSC.

ADT Communication Problems

If you receive a call from a station where a patient's name does not appear, follow these steps to verify a communications problem with the ADT interface.

To verify an ADT communications problem

1. Check whether the patient was recently admitted or transferred. If so, there may not be an ADT problem and the patient's information should appear at the station soon.

2. Get the patient's name and identification number from the staff member calling to report the problem.

3. Check whether the patient appears on the console.

   a. On the System Setup menu, select **Patients**.

   b. Enter the patient's name.

   c. If the patient's data is at the console (with the correct nurse unit) but has yet to show up at the station, troubleshoot for a communications problem.

   d. If the patient does not appear on the console, press the **List By** button then press **Discharged**.

   e. Enter the patient name in the search box to locate the patient information.

NOTE: If the patient is not listed on the console and you suspect the ADT interface is not working, read the following section.

General Troubleshooting

The following sections describe how to resolve system problems that do not result from communications errors.

This section contains information on the following:

- *Rebuilding a Station's Database*

- *Reports Do Not Include Correct Data*

- *Console Printer Not Working*

- *Hospital Power Outage*

- *Emergency Medication Removal*

Rebuilding a Station's Database

Rebuilding a station's database (Brain Transplant) restores a backup copy of the station's configuration and files. A Brain Transplant always sends the message from the console to the station, regardless of where it is initiated. A CareFusion representative will work with you to select the appropriate criteria to transplant files. The following two procedures describe how to restore a station database at the console and at the station.

CAUTION: Do not attempt to rebuild a database, either at the console or the station, without the supervision of a TSC or on-site representative. You will need an access verification code from the TSC to perform this procedure.

To rebuild a station database at the console

1. On the System Setup menu, select **Devices**.
2. Select the station to rebuild and press **Edit**.
3. Press **Brain Transplant**.

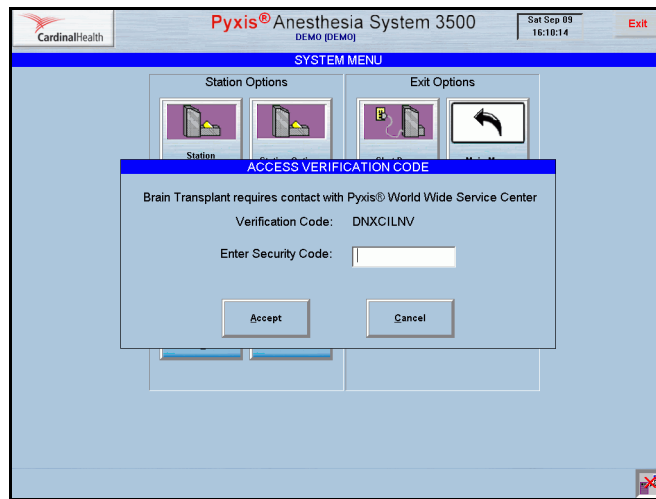   The Brain Transplant—Select File To Transplant screen appears.

4. To automatically return the station to service after the transplant, select **Set Station In Service when done**.

5. To transplant files, press **Yes**.

To rebuild a station database at the station

NOTE: You must have System Administrator privileges to rebuild a database at the station.

1. Log in to the station.

2. On the Main Menu screen, press **System Menu**.

3. Press **Brain Transplant**.

   An Access Verification Code dialog box appears.

4. Call the TSC to get the required code.

5. Enter the code, and press **Accept**.

6. Under the guidance of a TSC representative, select the appropriate brain transplant option from the following choices:

- All Patients
- All Meds
- All Pockets
- All Kits
- All Users

- Pharmacy Configuration
- All Discrepancies
- All Clinical Data
- Station Configuration
- All Patient Txs

7. Select the **Clear Tables** option on the bottom of the screen to clear the station's current data before the data is transferred from the console.

8. Press **Brain Transplant**.

9. When the prompt screen appears, press **Continue** to activate the data backup.

    Because the station must continue to be accessible to users, the system does not log you off. The **Brain Transplant** icon displays until the procedure is complete.

Reports Do Not Include Correct Data

Follow these steps to troubleshoot the report.

To troubleshoot incorrect report data

1. Verify that the report parameters you selected correspond to the information the report should cover. For example, ensure that you select the specific users or medications that should appear on the report.

2. If the report does not include data from the past few hours, set the To time to Now to list the most current data.

3. If data is missing for a specific station, confirm that the station communications are working correctly as described in *Attention Notices About One Station* on page *154*.

NOTE: If the data is current but incomplete, contact the TSC.

Console Printer Not Working

Follow these steps to troubleshoot the console printer.

To Resolve a console printer problem

1. Verify that the printer is correctly configured at the station.

2. Verify that the power line to the printer is connected at both ends. If the printer is a Laserjet, the LED panel on the top of the printer should display READY.

3. Confirm there is paper in the printer.

4. Confirm that the printer status is online.

5. If the printer is not online, press the **Online** or **Select** button (depending on the printer model) on the front panel.

6. Make sure all covers are closed.

7. Turn off the printer's power and turn it on again.

8. If paper is feeding through the printer, but nothing is printing, verify that there is available ink in the printer. On a Laserjet printer the LED displays TONER LOW when the toner cartridge needs replacing.

9. Check the communication line between the printer and console and try printing again.

10. Check the Report Queue Viewer then write down the print jobs so you can rerun the items in the print queue, if necessary.

11. Select each job from the viewer and press **Delete** to clear the print queue.

12. Print the report again.

NOTE: If the report still does not print, call the TSC.

Hospital Power Outage

If there ia a catastrophic power failure, including your hospital's emergency power generator, the uninterruptible power supply (UPS) on the console provides enough power to complete immediate processing tasks and enable an orderly shutdown of the console.

Do not plug the console printer into the UPS. If the printer is plugged into the UPS, immediately turn the printer off and unplug it. When power is restored, plug the printer into a wall outlet.

If there is no immediate source of additional power available, do not begin any new tasks at the console, which can cause unpredictable results.

NOTE: Customers who experience frequent power outages or power fluctuations may choose to purchase an individual UPS for each station. Each UPS must be utilized according to specifications outlined in this user guide. A UPS may extend or improve the performance of a station during power outages. Contact your local CareFusion representative for more specific recommendations for your facility.

Emergency Medication Removal

In the event of a power failure, the UPS is included as a power backup for an additional hour (maximum).

If the power failure continues, you can gain access to the medication as follows.

To access medications during a power failure

1. Consult your site's policy on emergency access to stations during a power failure. If appropriate, continue with step 2.
2. Turn off power to the station by putting the power switch (located on the left rear of the station) in the off position.
3. Obtain the two keys that are required to remove the access panel from the back of the station from pharmacy personnel or other designated resource.
4. Remove the back access panel.
5. On MiniDrawer, Matrix, and Half-height drawers, press the red release lever and push the drawer out.
6. Record any medication removals per your hospital's procedures using the log sheet provided.
7. When power returns, close all drawers and contact the system manager for instructions on reconciling the medications you removed during the outage.

Appendix A
Maintenance

This appendix contains safety guidelines and suggestions for routine maintenance procedures.

Cleaning the Station Cabinets

The station is a durable piece of equipment, but spills and the accumulation of dirt and dust require cleaning. You can clean the exterior of the cabinet with a slightly damp cloth and a few drops of non-abrasive cleanser, ensuring that liquids do not seep into any openings or seams. Wipe off any cleanser residue with a clean, damp cloth. Clean the drawer interiors with a slightly damp cloth and wipe dry.

Do not use the top of the station as a storage area. If liquid spills on top of the station, clean it up immediately to prevent fluid from getting in seams or openings.

Cleaning the Fingerprint Sensor (BioID Device)

Depending on the amount of use, the sensor window may need to be cleaned from time to time. It will pick up dirt and salts from your finger.

- Never clean the sensor window with a paper product.

- Never clean the sensor with a solvent-based cleaner.

Recommended cleaning: Apply the sticky side of a piece of adhesive cellophane tape on the window and peel it away. If necessary, gently wipe the window with a cloth (not paper) dampened with a mild ammonia-based glass cleaner to remove any milky haze.

- Do not pour or spray any liquid directly on the sensor window.

- Do not submerge the sensor in liquid.

Replacing the Printer Paper

Follow these steps to replace the paper.

To replace the paper in the station printer

1. Lift the printer cover.

2. Move the black lever located on the right of the printer up.

3. Remove the remainder of the old paper and roll, saving the grey rod from the center of the roll.

4. Remove the wrapper from the new roll of paper and insert the grey rod into the new roll. A diagonal cut on the end of the paper helps the paper to thread smoothly.

5. Thread the paper up from the paper roll and behind the feed roller as shown in the following illustration.
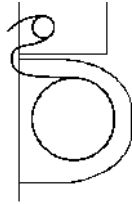
6. Smoothly pull the paper through.

7. Move the black lever forward, toward you.

8. Push the grey feed button located in the front left side to advance the paper.

9. Close the cover.

Appendix B
Console Setup

This appendix contains information about the console setup to support features specific to Anesthesia System 3500.

TblSysOptions Settings

The table provides TblSysOptions settings for Anesthesia System 3500:

tblSysOptions ID	Description	ON setting	OFF setting
124	Anesthesia support	Value = 1	Value = 0
170	Anesthesia System 3000 configuration	Value = 1	Value = 0
164	Patient second ID	Value = 1	Value = 0
171	Block Patient to Patient Transfer	Value = 1	Value = 0

A combination of two flag settings in tblSysOptions is required to activate the Anesthesia System 3500 option settings at the console. SysOptionID = 124 (Anesthesia support) and SysOptionID = 170 (Anesthesia System 3000 configuration) must be set to 1 for additional Anesthesia System 3500 settings to display at the console.

To comply with new JCAHO safety standard goals that require two forms of patient identification for removal or administration of medications, the MedStation console includes additional device configurations that allow you to specify which type of second patient ID to display at the station. The second patient ID device setting is a flag set in tblSysOptions. SysOptionID 164 turns the setting on and off. If SysOptionsID is set to 1, the Patient second ID drop list is present at the system setup/device. Conversely, if SysOptionID is set to 0, the Patient second ID drop list is not present.

The Anesthesia System 3500 also includes a new feature that allows you to transfer items removed from one patient to another patient. By default, the value for SysOptionID = 171 (Block Patient to Patient Transfer) is set to 0 to enable this feature. To disable this Transfer to Patient feature, the value for SysOptionID = 171 must be set to 1. For example, to disable the Transfer to Patient feature, execute the following statement at the console database:

`"update tblsysoptions set sysoption=1 where sysopt=171"`

After updating SysOptionID = 171, the console must send an SCI (Site Specific Option Modify message) to complete the Block Patient to Patient transfer update.

Reverification Time-out

Anesthesia System 3500 introduces additional security measures for dispensing items stored in secure drawers with a reverification time-out. This feature applies only for MiniDrawers (single dose, multi-dose, matrix). Following initial login or the last access to a MiniDrawer, the system requires reauthentication of users (BioID or password) after a preset inactivity time has elapsed.
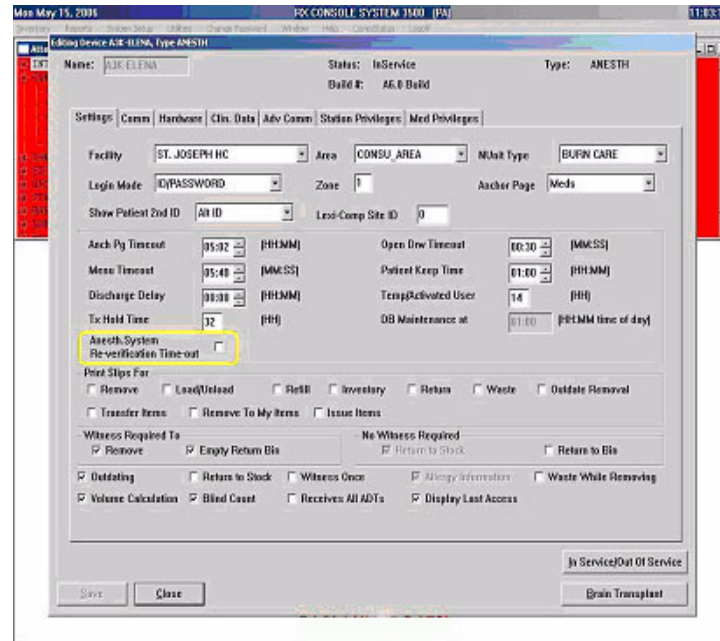
The reauthentication setup is configured at the console under the Formulary and Device settings. To activate this feature, the formulary must have the timeout time set and the device must enable timeout to occur.
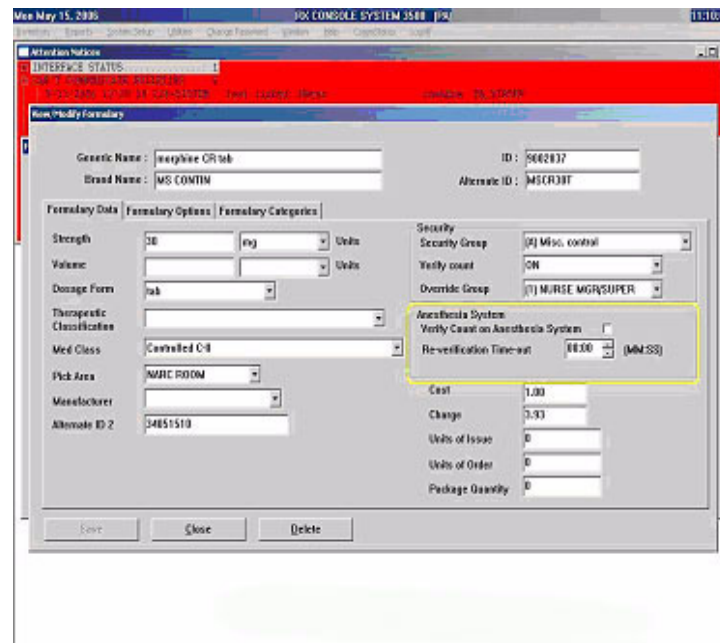
The Anesthesia System prompts you for reauthentication when the Reverification timeout flag is ON by Device and pre-inactivity time up to 99 minutes by Formulary.

Default Reverification Time-out setting by Device is OFF and default Re-verification time on Formulary setting is set to zero (00:00 MM:SS).

The Reverification setting is also available through Global Edit of Devices and Global Edit of Formulary.

Verify Count on Anesthesia System

Anesthesia System 3500 station includes an additional setting for configuration of count verification during dispense only. You can configure Verify Count setup at the console under the Formulary settings. To activate it, check the Verify Count check box on Anesthesia System in addition to the previous Verify Count option under the Security section of the Formulary setting. For example, if a medication Security Verify Count is ON, but Verify Count on Anesthesia System check box in unchecked (OFF), the Anesthesia System will not activate the count verification. The Default Formulary setting for Verify Count on Anesthesia is OFF.

Verify Count under Formulary Security setting	Verify Count on Anesthesia System check box	Verify Count on Anesthesia System 3500
ON	ON	ON
OFF	ON	OFF
At/Below Min	ON	At/Below Min
With Blind Count ON	ON	With Blind Count ON
ON, OFF, At/Below Min, With Blind Count ON	OFF	OFF

Allergy Information

Anesthesia System 3500 station displays the patient's allergies in red text on a white background labeled as ALLERGIES. At the console device setting, the Allergy Information switches to ON and is dimmed to accommodate this new feature.
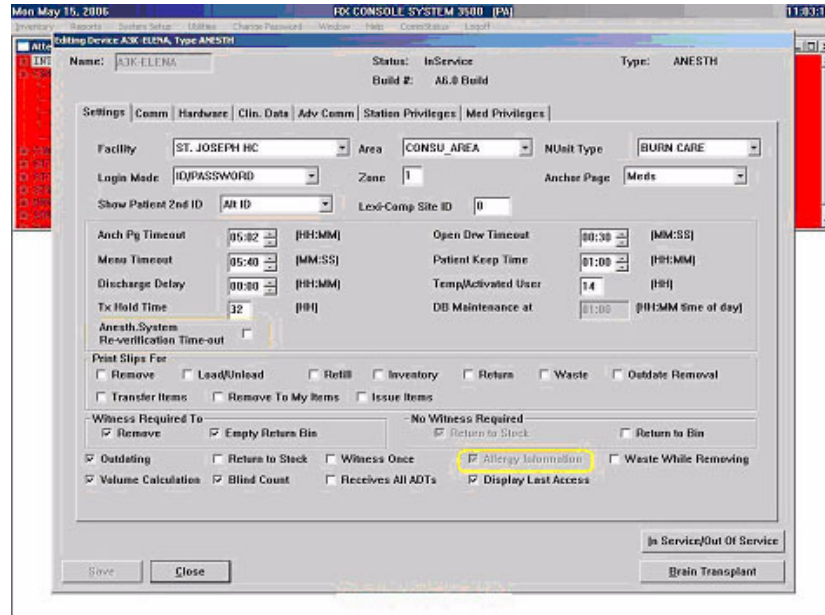
Waste While Removing

Waste While Removing functionality does not apply to the Anesthesia System 3500.
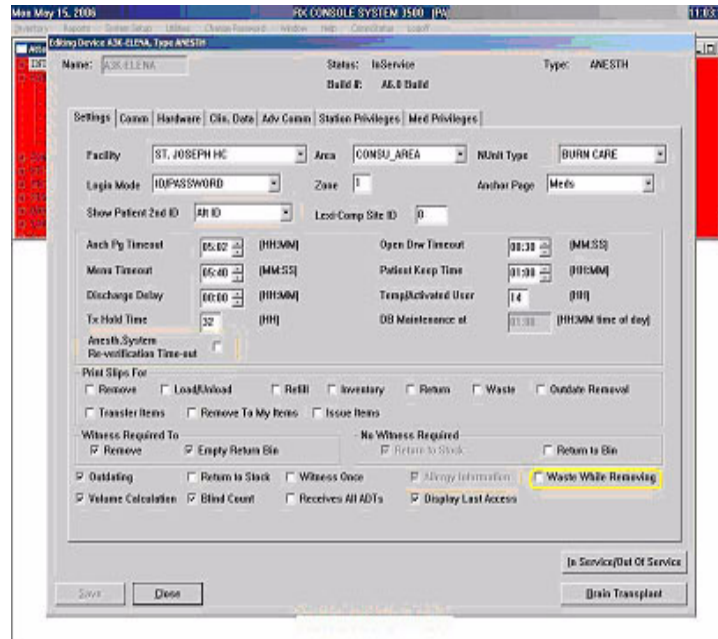
Controlled/Non-Controlled Meds Filter

One of the enhanced features for Anesthesia System 3500 is a new filtering option to help you quickly find the items needed for reconciliation at the station. You can filter My Items or Patient Case transactions by:

• Controlled Items Only

• Non-controlled Items Only

• All Items

You can set up this feature at the Console Pharmacy Configuration setting by flagging each Med Classification as a controlled or non-controlled class.
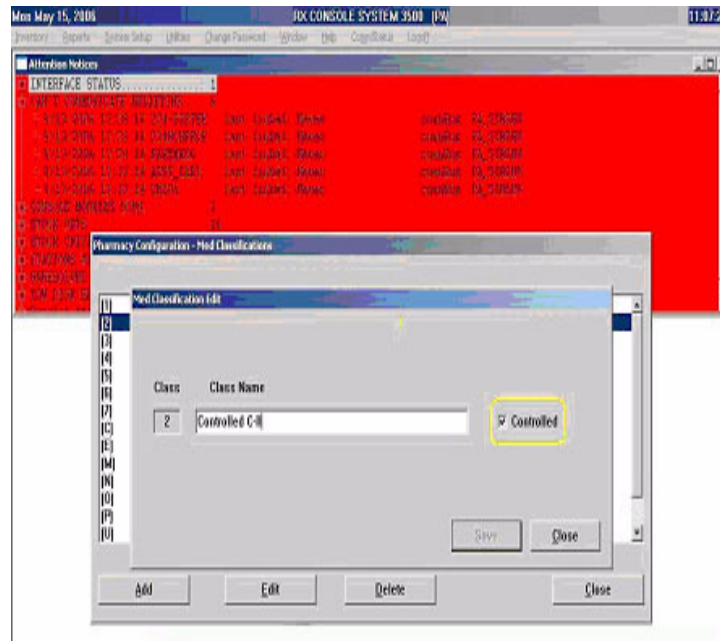
Appendix C
New Console Report

This appendix contains information about a new console report, which is a new feature of Anesthesia System.

My Items Aging Report

Anesthesia System 3500 introduces a new console report that provides a list of items yet to be reconciled that were dispensed in My Items. The report can be a powerful tool to monitor My Items transactions at the station.

The My Items Aging Report allows you to see the items that were dispensed to My Items during the previous reporting period. You can access the report at the console via Report/Inventory.

To access My Items Aging Report

1. From the console, select **Reports/Inventory**.

   The Report menu appears.

2. From Inventory Report menu, select **My Items Aging Report**.

To filter My Items Aging Report by the date range

1. From My Items Aging Report menu, select from the Date Range Older Than drop-down list.

2. Select the date range from Older Than drop-down list.

   - 0 Days
   - 7 Days
   - 14 Days
   - 30 Days
   - 60 Days
   - 90 Days

3. Select the various qualifiers to include in the report as required.

   - By Stations
   - By Users
   - By Meds
   - By Med Classes

4. Select **Preview** to view on-screen or **Print** to print to the configured printer.

   The My Items Aging Report displays the following information for each My Items transaction:

   - Name of the owner of My Items (user name)
   - Generic or brand name of the items
   - Dispensed quantity of the items
   - Remaining quantity of the items
   - Time and date of the My Items transaction

Appendix D
Station Drawer Configurations

Anesthesia System uses a modular design to enable a wide variety of dispensing options. You configure the station drawers at the console, depending on the desired amount of control, pharmacy refill labor, number of line items, and the estimated amount of each medication that you will need.
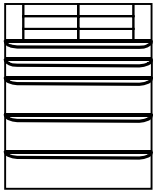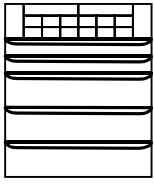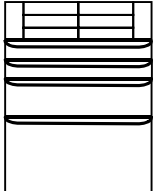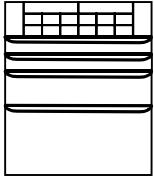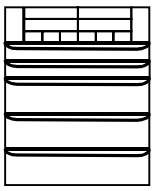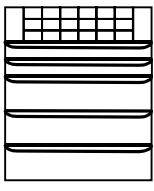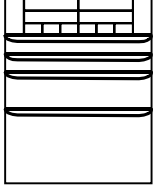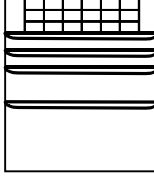
Drawer Configurations

The following sections describe the available drawer configurations for Anesthesia System stations and a description of each drawer type.

- *Drawer Type Descriptions*

- *Drawer Specifications*

There are a total of eight different available configurations. The following table lists the available drawer configurations.

Description	Diagram	Description	Diagram
1–6 MiniDrawers 2 Half-height matrix drawers 3 Flex matrix drawers		1–14 MiniDrawers 2 Half-height matrix drawers 3 Flex matrix drawers	
1–6 MiniDrawers 2 Half-height matrix drawers 1 Flex matrix drawer 1 Bin drawer		1–14 MiniDrawers 2 Half-height matrix drawers 1 Flex matrix drawer 1 Bin drawer	
1–10 MiniDrawers 2 Half-height matrix drawers 3 Flex matrix drawers		1–18 MiniDrawers 2 Half-height matrix drawers 3 Flex matrix drawers	
1–10 MiniDrawers 2 Half-height matrix drawers 1 Flex matrix drawer 1 Bin drawer		1–18 MiniDrawers 2 Half-height matrix drawers 1 Flex matrix drawer 1 Bin drawer	

Drawer Type Descriptions

There are three basic drawer designs used in the Anesthesia System:

- **Accessible Drawers**—Used for supplies and low control medications; a group of drawers that automatically unlock when a user logs on to the station and lock when the user logs off. The system prevents users from logging off when any Accessible drawer is open. All drawers except MiniDrawers are Accessible Drawers.

- **Matrix Drawers**—Used for low cost, bulky items needing only low control. Each matrix drawer can be subdivided into 48 2 inches x 2 inches pockets for medications. Because some items may take up more than one pocket (based on size and desired quantity), a matrix drawer will typically hold 30 to 40 line items.

- **MiniDrawers**—Used primarily for high cost, narrow therapeutic range drugs that are unit dose dispensed and do not require users to verify count.

Drawer Specifications

The following sections provide the specifications for each drawer configuration.

Flexible Matrix Drawers

The following sections describe the different types of matrix drawers.

Single- and Double-Column Units

This matrix drawer is 20.25 inches wide, 22.375 inches deep, 5.125 inches high, and fits in one drawer slot. You can create up to 56 physical pockets according to need. The smallest physical pocket is 2.875 x 2.875 inches. Although it has a 56-pocket physical capacity, it allows up to 99 medication names if you choose to further subdivide the drawer.

4- to 6-Drawer Main Units and 7-Drawer Auxiliary Units

This matrix drawer is 16 inches wide, 21.5 inches deep, 4.5 inches high, and fits in 1 drawer slot. You can create up to 48 physical pockets according to need. The smallest physical pocket is 2.25 x 2.25 inches. Although it has a 48-pocket physical capacity, it allows up to 99 medication names if you choose to further subdivide the drawer. Drawers in auxiliary units must be upgraded to SMART drawers.

Bin Drawer

This drawer is 16.5 inches wide, 21.5 inches deep, 8.38 inches high, and fits in two drawer slots. You can create up to 12 pockets according to need. Use it to store floorstock, such as 2 1-liter IV bags, and other items, up to 99 medication names.
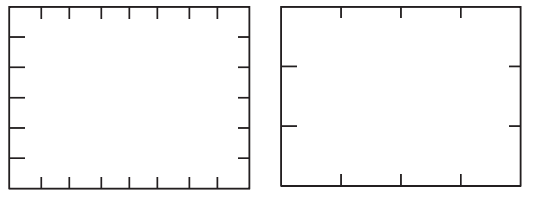
Matrix Drawers—Top View

MiniDrawers

The following configurations of MiniDrawers are available, each fitting in one drawer slot.
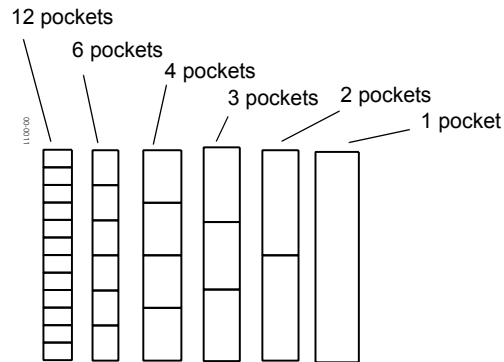
MiniDrawers—Top View

The 6 tray MiniDrawers has basic pocket dimensions of 7.97 inches wide by 1.36 inches high. The 18 tray MiniDrawers has basic pocket dimensions of 2.45 inches wide by 1.36 inches high. The width for all MiniDrawers is 15.69 inches. The pocket depth is determined by the number of pockets in the drawer.

Glossary

Actual Count

The physical count of an item in a pocket. Depending on your station configuration, you may be asked to verify the actual count.

ADT

An abbreviation for the **A**dmission, **D**ischarge, and **T**ransfer records for a patient or group of patients. The ADT is sent from the facility's computer system to the console via the interface.

Bin Drawer

This flexible matrix drawer is twice the height of a single drawer. A bin drawer is useful for storing large items such as IV bags.

BioID

Biometric fingerprint identification system that can be used in conjunction with or in lieu of password. Once registered in the system, provides access to all stations.

Case

The patient's care history.

Console

The central processing unit (CPU) that resides in the pharmacy or supplier. Its primary function is to receive refill requests from the facilities.

Database Transfer

Also called Brain Transplant. Passes specific database tables (for example, patients, users, inventory) or all data from one device to the database of another device.

Discrepancy

During an item count verification, if the amount the user enters does not match the amount expected by the system, a discrepancy is created that must be recorded and resolved at the station.

Dispensing Unit

When using the multi-dose feature, the dispensing unit is the smallest unit in which an item is dispensed, such as mgs, IUs, or mLs. (See *Inventory Unit* on page *183*.)

Distributor

An institution contracted to provide medications or supplies to a facility. (See *Supplier* on page *185*.)

Expected Count

The amount of an item that should be in a pocket according to system transaction records.

External bin

A return bin located outside the station.

Facility

Nursing homes, doctors offices, surgery centers, or hospitals.

Flexible matrix drawer

An uncovered station drawer with adjustable pocket separators. These separators allow you to alter the size of pockets after the station arrives on site. These drawers are usually used for stock, PRN, or non-controlled substances.

Go-Live

The date when a facility begins using a station to dispense medications and supplies, replacing the existing manual system of dispensing. At Go-Live, the Anesthesia System is in place, fully configured, and at least one station is ready for use.

Interface

The connection used to transfer information from a facility's computer system to the Anesthesia System. Information transferred via the interface includes patient admissions, discharges, transfers, billing data, and pharmacy profile.

Inventory

Medications and supplies that are selected to be loaded into a station from the master, or console, item list. The inventory process consists of counting and verifying items.

Inventory Unit

When using the multi-dose feature, the inventory unit is the packaging (e.g., vial, box, case) of the item in which it is most commonly inventoried. (See *Dispensing Unit* on page *182*.)

Item

Any medication or supply managed or dispensed by the Anesthesia System.

Item List

A database of all items used by the facility in any Anesthesia System.

Load

The process of placing medications and supplies into the station. (See *Refill* on page *184*.)

Location

Used to describe the door or drawer, pocket, and sub-drawers item position.

Locum tenens

A temporary anesthesia provider, such as an MD or CRNA. These users may rotate in or out of the facility and require set up on the Anesthesia System as a permanent user for a defined time period.

Maintenance

A process that occurs every 24 hours, usually late at night, to purge old data from the console databases.

Multi-dose dispensing

The removal, return, or inventory of items packaged in containers, such as vials or cases, where one inventory unit contains multiple doses or dispensing units of the item.

Notes

See *Transaction* on page *185*.

Order

A treatment or medication prescribed by a doctor for a specific patient, entered into the central console or facility pharmacy profile system and transferred to the appropriate station and administered to the patient.

Outdate

The process of removing expired medications from a station using the Outdate feature.

Pending Items

Items that have been assigned to station pockets, but have not yet been physically loaded into the station.

Pocket

The assigned location of an item, designated by a number, within a door, drawer, or shelf.

Pocket Expiration Date

The earliest date any item in a pocket will expire.

Polling

The automatic communication of data between the various devices in the system. For example, the facility console polls each station in the system and updates the main database with the recent transactions at that station.

Profile

The patient medication profile consolidates all relevant information about a patient's drug therapy. The profile helps the pharmacist monitor drug distribution, prevent potential drug interactions, and bill medication charges.

Refill

A procedure used to replenish the inventory of items loaded in the stations.

Remote Diagnostics

A process where a CareFusion Customer Support technician accesses the console to use advanced diagnostics and troubleshooting techniques.

Remote Stock

Items that are tracked and managed by the Anesthesia System but are stored outside the station.

Return

A procedure for returning a medication. Returns go into a Return Bin and are not available for redispensing. Returns of controlled substances usually require a witness.

Return Bin

A reserved pocket in a drawer for returning unused items. The Return Bin can also be a lock box or another area designated by the facility's policies and procedures.

Start Time/Stop Time

When an order is created for a patient, it has an associated Start Time and Stop Time. These times control when the ordered medication is displayed in the patient's profile at the station and when the medication is deleted from the patient's profile at the station.

Station

A cabinet device that stores medications and supplies and allows the removal of such items through a computerized inventory and ADT system. It is connected via a communication link with the console.

Supplier

The institution contracted to provide medications or supplies to a facility. (*See Distributor* on page *182.*)

Transaction

Any activity, such as Remove or Return, performed at the station.

Transfer

A transaction noting the transfer of medications from one user to another user.

Temporary User

A user set up at the station who needs to have access to the station on a temporary basis, such as a resident or student. The temporary user ID and access privileges expire in accordance with hospital policies and procedures.

UPS

The uninterruptible power supply; a power storage device between the device and wall electrical outlet. It detects power loss from the outlet and provides approximately one hour of power. The UPS beeps continuously to warn of the power failure.

Waste

The process of recording that all or part of an item is discarded. Requires a witness for controlled substances.

Witness

Certain kinds of transactions (for example, to override a patient's profile) may require another person to observe the transaction and enter their user ID and password.

- Notes -

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