CareFusion

Pyxis® MedStation® 3500 System

Station Quick Reference Guide

CE

The screens that appear depend on the options that are turned on at your station.

This guide shows default user preferences that can be changed at the station.

Log in and log out

This section provides instructions for logging in to and logging out of the station and for using Pyxis® BioID ("BioID").

Log in

1. Press the standby screen or press any key on the keyboard.
2. At the station keyboard or touchscreen, enter your user ID and press **ENTER**.

Log in with BioID

1. Press **ENTER**.
2. Enter your user ID.
3. Place your finger squarely on the lens, covering it completely.

Log off

When you are ready to leave the station, log off of the system.

   Press **Exit** in the upper right corner of the screen.

Log in and log out

Change password and BioID

This section provides instructions for changing your password and BioID.

Change your password

1. From the Main Menu, press **User Menu**.
2. Press **Change Password**.
3. Enter your current password in the **Current Password** field and press **ENTER**.
4. Enter your new password in the **New Password** field and press **ENTER**.
5. Reenter your new password in the **Confirm Password** field and press **Accept**.

Reset your BioID

1. On the Main Menu, press **User Menu**.
2. Press **Change Biometrics**.
3. Press **Yes**.
4. Enter your user ID and password and press **ENTER**.
5. Press **Scan**.
6. Place your finger firmly on the scanner to scan the first image of your fingerprint.
7. Follow the instructions on the screen to replace and remove the same finger for three additional scans.
8. Press **OK**.
9. Press **Main Menu**.

Change password and BioID

Complete a Clinical Data screen

1. Do one of the following:
   - Select the appropriate response(s) from the pick list. If you select a response in error, re-select the response and it will return to the unselected list.
   - Press **Other Responses**, if available, and enter text in the **text** field.
   - Press **Skip Category**, if available, to skip the category.
2. Press **ENTER** or **Accept Text**.
3. After entering responses for the category, press **Accept Response**.

Complete a Clinical
Data screen

Use Lexi-Comp

This section provides instructions for searching for a medication and printing medication information leaflets with Lexi-Comp.

Search with Lexi-Comp

1. Press the Cardinal Health logo at the upper left corner of the screen.
2. Press **Lexi-Comp**.
3. Press **Med List** to view an alphabetical listing of medication names.
4. Enter the first few characters of the medication's trade or generic name.

   The system locates the medication.
5. Highlight the medication for the brand or generic equivalent and press **Select**.

   A cross-referencing screen of the equivalent selected medication appears.

Print medication information leaflets

1. Press the Cardinal Health logo at the upper left corner of the screen.
2. Press **Lexi-Comp Medication Information**.
3. Press **Med List** to view an alphabetical listing of medication names.
4. Enter the first few characters of the medication's trade or generic name.
5. Highlight the medication for the brand or generic equivalent and press **Select**.
6. Press **Print**.
7. Press **Exit**.

Use Lexi-Comp

Remove a dose

This section provides instructions for removing medication doses by time and for removing equivalent doses.

Remove by dosing time

1. From the Main Menu, press **Remove.**
2. Select a patient.
3. Press **Remove by Time**.
4. Enter the time range. The Start Time and Stop Time for the Dose Time range initially defaults to the nearest hour (start) plus 59 minutes (stop).
5. Press **Accept Times.**

   A list of medications to be administered during the selected time range for the selected patient appears.

Remove equivalent doses

1. From the Main Menu, press **Remove.**
2. Select the patient.
3. Select the medication to remove.
4. Press **Remove Selections**.
5. Enter the amount to remove, remove the medication, then close the drawer.
6. Press **Main Menu**.

Remove variable doses

1. From the Main Menu, press **Remove**.
2. Select a patient.
3. Select the medication with the variable doses to remove.
4. Press **Review Order** to review details of the order selected.
5. Press **Continue** to return to the previous screen.
6. Select the applicable medication.
7. Enter the quantity to remove.
8. Press **Verify Calc** to verify the correct quantity.
9. Press **Continue** to return to the previous screen.
10. Press **Accept**.
11. Select another medication, or press **Accept** to continue the remove process.
12. Press **Remove Selections**.
13. Enter the amount to remove, remove the medication, then close the drawer.
14. Press **Main Menu**.

Remove combination doses

1. From the Main Menu, press **Remove.**
2. Select a patient.
3. Select the medication or combination dose to remove.
4. Press **Accept**.
5. Press **Remove Selections**.

   You are prompted to remove each medication in the combination dosage.

Remove combination doses

Override Patient Profiles

1. From the Main Menu, press **Remove**.
2. Select a patient.
3. Press **Override Medications**.
4. Select the medications to remove.
5. Press **Remove Selections**.
6. Enter the Remove Quantity, follow any prompts, and press **Remove Now**.

Override Patient Profiles

Remove kits

1. On the Main Menu, press **Remove**.
2. Select a patient.
3. Press **Kits List**.
4. Select the desired kit.
5. Press **Remove Selections** to remove the selected kit.
6. Press **Accept** when you have removed all medications for the kit.

Remove kits

Waste during removal

1. In the Remove Medications for Patient screen, press **No** if you do not plan to administer the full dose.
2. Enter the amount that you plan to administer to the patient in the **Amount to be Given** field.
3. Press **Accept**.

Return and waste medications

This section provides instructions on returning and wasting medications.

Return a medication

1. From the Main Menu, press **Return**.
2. Select the patient for which the medication is being returned.
3. Select the medication.
4. If the medication you are returning does not appear on the Return screen, press **All Meds**.
5. Select the medication you are returning to the station.
6. Enter the number of medications you are returning.
7. Press **Return Now**.
8. For multiple returns, press **Select Next Med**, and repeat steps 3–5.

Waste a medication

1. From the Main Menu, press **Waste**.
2. Select the appropriate patient to waste the medication.
3. Press **Patient Info** to view information about the selected patient.
4. Press **Continue** to return to the Waste – Select Medications to Waste screen.
5. Select the appropriate medication or medications.
6. Press **Waste Selections**.
7. Enter the amount given and press **Accept**.

   The transaction is recorded and the Witness screen appears.

Add a permanent patient to the station

1. At the Main Menu, press **Patients**.
2. Press **New Patient**.
3. Enter the patient information, including Last Name, First Name, ID, Alt. ID 1, Alt. ID 2, Date of Birth, Height, Weight, Estimate, and Sex.
4. Select the **ADT** tab.
5. Enter the following information.
   - Room—Room number of the patient.
   - Bed—Bed where the patient is located.
   - Admission Date—Date the patient was admitted.
   - Discharge Date—Date and time when the patient is discharged, if required.
   - Nursing Unit—Nursing unit where the patient is located.
   - Visit Unit—Unit where the patient is visiting.
   - Visit Discharge—Date and time that the patient is expected to be discharged from the Visit Unit.
6. Select the **Clinical** tab.
7. Enter the following information.
   - Diagnosis—Patient's diagnosis.
   - Allergies—Patient's allergies.
   - Patient Comments—Relevant comments about this patient
   - Admitting Dr.—Name of the doctor who admitted the patient to the hospital.
   - Attending Dr.—Enter the name of the doctor attending the patient.
8. Press **Save**.

Edit patient information/Discharge patients

This section provides instructions for editing patient information and for discharging patients from the station.

Edit patient information

1. From the Main Menu, press **Patients**.
2. Select a patient and press **Edit Patient**.
3. Edit the appropriate fields on the **General**, **ADT**, and **Clinical** tabs.
4. Press **Save**.

Discharge patients

1. From the Main Menu, press **Patients**.
2. Select the patient to be discharged and press **Discharge Patient**.
3. Press **Yes** to Discharge the patient, or press **No** to return to the Patient ADT screen.

Edit patient information/Discharge patients

Use the Patient Summary

1. From the Main Menu, press **Patient Summary**.
2. Set the **Start Time** for the worksheet.
3. To include non-scheduled orders, select **Include Non-Scheduled**.
4. Select the patients to view or press **Select All**.
5. Press **View Worksheet**.
6. Press the printer icon to print the worksheet.
7. Press the **X** to close the worksheet.
8. Press **Cancel** to return to the Main Menu.

Use the Patient Summary

Load medications

This section provides instructions for loading medications into the station.

Load one medication

1. From the Main Menu, press **Load**.
2. Select one medication.
3. Press **Load Selections**.
4. If the amount is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or the keyboard, and press **Accept**.
5. Load the medications and close the drawer. You do not have to close the drawer between items unless it is a carousel drawer.

Load multiple medications

1. From the Main Menu, press **Load**.
2. Select several medications to load from the list.
3. Press **Load Selections**.

   This screen shows the expected load quantity assigned at the console. The drawer assigned to the medication opens.
4. If the amount is incorrect, enter the appropriate quantity, and press **Accept**.
5. Load the medications and close the drawer. You do not have to close the drawer between items unless it is a carousel drawer.

Load medications

Load medications (cont.)

Load all medications for a drawer at one time

1. From the Main Menu, press **Load**.
2. Press **Select By Drawer**.
3. Select the drawer to load.
4. Press **Load Selections**.
5. If the amount is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or the keyboard, and press **Accept**.
6. Load the medications and close the drawer. You do not have to close the drawer between items unless it is a carousel drawer.

Load medications with a scanner

1. From the Main Menu, press **Load**.
2. Press **Scan Barcode Item**.
3. Use the station scanner to scan a barcoded medication.
4. Load the medication into the appropriate pocket.
5. Press **Yes**.
6. Verify that the **Loaded Quantity** field matches the quantity you are loading.
7. When you are finished, press **Cancel** to close the drawer.

Assign and load medications

1. From the Main Menu, press **Load**.
2. Press **Assign and Load**.
3. Select the medication to load from the **Med** pick list.
4. Select the drawer to load the medication.
5. Complete the load criteria.
   - Standard—Select this option to make this medication standard stock.
   - Override Group—Select the override group setting.
   - Outdate Tracking—Select to enable outdate tracking.
   - Remove Fractional Units—Select to remove fractional units.
   - Drawer—Lists the drawer for this medication.
   - Subdrw—Lists the subdrawer for this medication.
   - Pocket—Select the pocket in which the medication is loaded.
   - Max—Enter the maximum quantity of the medication that can go into the pocket.
   - Min—Enter the minimum quantity (refill point) for the medication.
   - Current—Displays the current quantity loaded.

   The drawer opens.
6. Pull the drawer open to access the pocket.
7. Press **Load**.
8. If the amount is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or the keyboard and press **Accept**.
9. Enter the earliest expiration date.
10. Press **Accept**.

Assign and load medications

Unload medications

This section provides instructions for unloading medications from the station.

Unload one, several, or all medications

1. From the Main Menu, press **Unload Menu**.
2. Press **Unload**.
3. Press **OK** and choose how to unload the medications.
4. To unload all, press **Unload All**.
5. Press **Yes** to unload the medication.
6. To unload one or several medications:
   a. Select the medications to unload.
   b. Press **List Selections** to display the medications you selected to unload.
   c. Press **Unload** Selections.
7. Press **Yes** to unload ordered medications, or **No** to leave ordered medications in the drawer.
8. Press **Yes** to unload or **No** to leave standard stock medications in the drawer.
9. If the unload quantity is incorrect enter a different quantity or press the **Arrow** buttons to adjust the amount.
10. If you are unloading all medications, unload each pocket in the drawer as prompted, correct the quantity as needed, press **Accept**, and close the drawer when prompted.
11. If you are unloading one or several medications, unload the medication, press **Accept**, and close the drawer when prompted.

Unload medications

Empty the Return Bin

1. From the Main Menu, press **Unload Menu**.
2. Press **Empty Return Bin**.
3. Verify the quantity of each item in the Return Bin.
   - 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.
4. Enter the actual quantity of the medication being removed from the bin.
5. Press **Accept**.
6. Press **Accept Contents**, empty the contents of the Return Bin, and close the drawer.

Refill one, several, or all medications

1. From the Main Menu, press **Refill**.
2. If necessary, press **All Medications** to display the complete list of medications, or **Medications At/Below Min** to display all medications at or below the minimum level.
3. To refill all medications on the pick list (all loaded medications in the station or all medications at/below min), press **Refill All**.
4. To refill specific medications, select one or several medications and press **Refill Selections**.
5. Press **Yes** or **No** and verify the medication count.
6. Refill the medications that have been brought to the station.

Refill one, several, or all medications

Inventory by drawer or class

This section provides instructions for taking inventory by drawer or by medication class.

Inventory by drawer

1. From the Main Menu, press **Inventory**.
2. Press **Select by Drawer**.
3. To inventory all drawers in the list, press **Inventory All**.
4. Press **List Selections** to view a list of drawers you selected.
5. Press **Continue** to return to the previous screen.
6. Press **Inventory Selections**.
7. Verify the medication count for each item.

Inventory by medication class

1. From the Main Menu, press the **Inventory** icon.
2. Press **Select by Class**.
3. Select the medication class to inventory.
4. Press **List Selections** to view a list of selected medication classes.
5. Press **Inventory All** to inventory all medications in the station or press **Inventory Selections**.
6. Verify the medication count for each.

Inventory by drawer or class

Inventory by medication

1. From the Main Menu, press **Inventory**.
2. To search for a medication, type the first few characters of the medication name.

   A dialog box appears as you type the characters. The cursor selects the first medication matching the characters entered.
3. To inventory all the medications in the drawer, press **Inventory All**.

   To inventory selected medications, press **Inventory Selections**.
4. Count the medications in the pocket.
   - If your count does not match the count displayed in the **Verify Quantity** field, enter the correct amount.
   - If a medication in the pocket or drawer is expired, press **Outdate**.
5. Press **Accept**.

Inventory by medication

Suspend and resume inventory

This section provides instructions for using the Suspend Inventory and Resume Inventory features.

Suspend inventory

1. From the Main Menu, press **Inventory**.
2. Select individual medications to inventory, select by drawer or class, or press **Inventory All**.
3. At any point during inventory, press **Suspend Inventory** to pause the process.
4. Press **Yes** to suspend the inventory process.
5. Close the drawer.

Resume a suspended inventory

1. Log into the station.
2. Press **Yes** to resume the inventory.
3. Proceed with the inventory.

Suspend and resume inventory

Select medications to outdate

1. From the Main Menu, press **Outdate**.
2. Select one or more medications from the list.
3. Press **Outdate Selections**.

Select medications to outdate

Use Rx Check

1. From the Main Menu, press **Rx Check**.
2. Press **RxCheck All** to select all listed medications, or select one or more medications to check.
3. To view a list of your selections, press **List Selections**.
4. To print a list of all medications requiring an Rx check, press **Print List**.
5. To accept the refilled medication without any subsequent confirmation screens, press **Accept As Is**.
6. Press **Rx Check**.
   • If the medications in the pocket are correct, press **No**.
   • If the medications in the pocket are incorrect, press **Yes**.
7. Remove any incorrect medications and enter the quantity removed in the **Incorrect Quantity** field.
8. Press **Accept**.
9. Count the medications in the pocket.
   • If your count matches the count displayed in **Remaining Count**, press **Yes**.
   • If your count does not match the count displayed in the **Remaining Count** field, press **No**.
10. Enter the actual amount in the **Remaining Count** field.
11. Press **Accept**.

Create/Edit a kit

This section provides instructions for creating a kit and editing a the contents of a kit.

Create a new kit

1. From the Main Menu, press **Kits**.
2. Press **Add Kit** to create a new kit.
3. Enter a descriptive name for the kit and press **Accept**.
4. Select a medication to assign to the kit.
5. Enter the quantity of the medication to assign to the kit and press **Accept**.
6. Repeat steps 4 and 5 to add additional medications to the kit.

Edit a kit

1. From the Main Menu, press **Kits**.
2. Select a kit to edit.
3. Press **Edit Kit**.
4. To change the name of the kit, press **Change Kit Name**.
5. Enter the new name and press **Accept**.
6. Select a kit medication line item from the right column.
   - To remove a medication from the kit, select the medication name and press **Delete Med Item**.
   - To change a quantity, press **Change Med Qty**, and enter the new quantity for the item.
7. To add an item to the kit, select a medication from the left column and assign the quantity.
8. Press **Accept** to save your changes.

Create/Edit a kit

Activate existing users as visitors

1. From the Main Menu, press **User Menu**.
2. Press **Activate User**.
3. Select one or more users to designate as visitors at your station.
4. Press **List Selections** to view a list of the selected users.
5. Press **Continue** to return to the previous screen.
6. Press **Activate** to activate the users you selected as visitors to this station.
7. Press **Yes** to activate the users.

Activate existing users as visitors

Create a temporary user

1. From the Main Menu, press **User Menu**.
2. Press **Activate Users**.
3. Press **Add Temp User**.
4. Enter the temporary user's name (last name and first name) and press **Accept**.
5. Press **View Template** to view the preconfigured settings (set at console) for a temporary user.
6. During the shift, have the temporary user log in and immediately change his or her password to one easily remembered.

Create a temporary
user

Create a permanent user

1. From the Main Menu, press **User Menu**.
2. Press **Activate User**.
3. Press **Add Perm User.**
4. Enter the user information.
   - Last Name—Enter the user's last name.
   - First Name—Enter the user's first name.
   - ID—Enter a unique user ID of up to ten alphanumeric characters.
   - ID valid until—Values are set at the console and can be modified here.
   - Password—Enter up to six alphanumeric characters for the user's initial password.
5. Select the **Stn Privs (Station Privileges)** tab.
6. Assign the appropriate user privileges.
7. To set override privileges, select the **Overrides** tab.
8. Select the types of medications the user can access with the Profile Override feature.
9. Select the **Med Privs** tab.
10. Select the security groups for the user for each function.
11. To view the definitions of the security groups A through H, select the **Legend** tab.
12. Press **Save** to save this user's information**.**
13. Log in immediately and change passwords to maintain the security of the system.

Create a permanent user

Customize Your Patient List

1. From the Main Menu, press **User Menu**.
2. Press **My Patients**.
3. Select the patient names from the Select a Patient pick list on the left side of the screen.
4. If you make a mistake, select the name to remove from the My Patients list and the patient name is removed.
5. To remove all patients from your list, press **Deselect All**.
6. Press **Accept** to finalize the My Patients list.

Document a discrepancy

1. From the Main Menu, press **Document Discrepancy**.
2. Select a discrepancy to document.
3. If a witness is required, have the witness enter his or her ID and password and press **Accept**.
4. If the reason for the discrepancy appears on the list, select the reason and press **Accept**.
5. If the discrepancy reason is not on the list, press **Other**.
6. Enter a reason of up to 60 characters.
7. Press **Accept**.

Recover a failed drawer

1. From the Main Menu, press **Recover Drawer**.
2. Select the drawer to recover.
3. If a Witness screen appears, have a witness enter his or her User ID and password.
4. Close the drawer and press **Done**.

   A Verify Count screen appears if a medication count or inventory is required.

Recover a failed drawer

View reports

1. From the Main Menu, press **Reports** Menu.
2. From the Reports Menu, press one of the following:
   - **Inventory**
   - **Refill**
   - **Activity**
   - **Discrepancy**
   - **Return/Waste**
   - **System**
   - **Overrides**
   - **Clinical**

   Buttons appear for the report type you select.
3. Press a report button.
4. Press **Print** or **View**.

View reports