



Pyxis[®] MedStation[®] 4000 System

Station Quick Reference Guide

Part Number: 130354-01



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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.

Accessed Inventory

1. Select **Inventory** at the main menu.
2. Select **Accessed Inventory**.

The Inventory process for all medications that meet both of the following filters begins when these criteria are both present:

- Must have the controlled substance flag on (set at the console in formulary management).
 - Must have an immediate, previous transaction for the pocket that is not an Accessed Inventory process.
3. Continue the process by following the Inventory steps.

Allergy—Enhanced Information: Editing

1. At the Main Menu screen, touch **Patients**.
2. In the Patient ADT – Select a Patient to Edit or Discharge screen, touch **Edit Patient**.
3. Touch the **Allergies** tab.

This shows information that was transferred from your facility's allergy data system. The Allergies field is not a required field, but can be used to help reduce chances of providing a medication that may cause an allergic reaction.

If Enhanced Allergies has been turned on at the console, the Allergy information shows Type, Code, Severity, Reaction, and Description.

CDC—Complete Screen

CDC refer to Clinical Data Category.

1. Do one of the following:
 - Select the appropriate responses from the list. If you select a response in error, re-select the response and it will return to the unselected list.
 - If available, touch **Other Responses** and enter text in the box.
 - If available, touch **Skip Category** to skip the category.
2. Touch **Accept Text**.
3. After entering responses for the category, touch **Accept Response**.

Discrepancy—Documenting

1. In the Main Menu screen, touch **Document Discrepancy**.
2. Select a discrepancy to document.
3. If a witness is required, ask the witness to enter his or her ID and password and touch **Accept**.
4. Do one of the following:
 - If the reason for the discrepancy appears on the list, select the reason and touch **Accept**.
 - If the discrepancy reason is not on the list, touch **Other**. In the Document Discrepancy – Enter Discrepancy Resolution screen, enter a reason of up to 60 characters.
5. Touch **Accept**.

Discrepancy—Documenting

Drawer—Recover Failed

1. In the Main Menu screen, touch **Recover Drawer**.
2. In the list of failed drawers that appears, 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 touch **Done**.

Drawer—Recover
Failed

Global Find

1. Select **Global Find** from the main menu.
2. Select the appropriate medication.
3. Select **Find** to display the list of stations that currently have that medication loaded in a quantity greater than 0.
4. The generated list indicates the station name, station area, drawer status, and user access.
5. The stations are displayed in black, gray, or red type. These colors indicate the following information:
 - a. Black Type—you have access to that medication in that station.
 - b. Gray Type—you do not have access to that medication in that station.
 - c. Red Type—the medication is located in a failed drawer or pocket in that station.

Global Remove

1. Select the shaded medication.

The Review Order screen opens.

2. Select the shaded medication to display the list of profile stations that currently have that medication loaded in a quantity greater than 0.

The generated list indicates the station name, station area, drawer status, and user access.

Stations are listed in numeric order, then alphabetic order.

3. The stations are displayed in black, gray, and / or red type.

These colors indicate:

- a. Black Type—you have access to that medication in that station.
- b. Gray Type—you do not have access to that medication in that station.
- c. Red Type—the medication is located in a failed drawer or pocket in that station.

4. Select the desired station.

5. Select **Send Patient Order**.

A confirmation message appears indicating that your patient order has been sent to that station

6. Your patient order is accessible at the destination station for one hour.

Global Remove

Inventory—By Drawer or Class

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

Taking Inventory by Drawer

1. In the Main Menu screen, touch **Inventory**.
2. In the Inventory screen, touch **Select By Drawer**.
3. Do one of the following:
 - To inventory all drawers in the list, touch **Inventory All**.
 - To inventory the contents of specific drawers, select the drawers.
4. Touch **List Selections** to view a list of drawers that you selected.
5. Touch **Continue** to return to the previous screen.
6. Touch **Inventory Selections**.
7. Verify that the medication count for each item is correct.

Taking Inventory by Medication Class

1. In the Main Menu screen, touch **Inventory**.
2. In the Inventory – Select By Med screen, touch **Select By Class**.
3. In the Inventory – Select By Class screen, select the medication class to inventory.
4. To view a list of selected medication classes, touch **List Selections**.
5. Touch **Inventory All** to inventory all medications in the station or touch **Inventory Selections**.
6. Verify that the medication count for each is correct.

Inventory—By Drawer
or Class

Inventory—By Medication

1. In the Main Menu screen, touch **Inventory**.
2. To search for a medication, type the first few characters of the medication name.
3. Touch **Inventory All** to inventory all medications in the station or touch **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, touch **Outdate**.
5. Touch **Accept**.

Inventory—By
Medication

inventory—Suspending and Resuming

This section provides instructions for suspending inventory and resuming it later.

Suspending Inventory

1. At any point during inventory, touch **Suspend Inventory** to pause the process.
2. In the confirmation screen appears, touch **YES** to suspend the inventory process.
3. Close the drawer.

Resuming Inventory

1. Log in to the station.
2. When the confirmation screen appears, touch **YES** to resume the inventory.
3. When the Inventory screen appears, proceed with the inventory.

Kit—Create/Edit

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

Creating a Kit

1. In the Main Menu screen, touch **Kits**.
2. In the Kits screen, touch **Add Kit** to create a new kit.
3. In the Enter New Kit Name screen, enter a descriptive name for the kit and touch **Accept**.
4. Select a medication to assign to the kit.
5. If you select an item that is not currently loaded at the station, touch **OK** when the warning appears.
6. In the next Adding Kit screen, enter the quantity of the item to assign to the kit and touch **Accept**.
7. Repeat steps 4 through 6 until all applicable items are listed in the Kit's Med Line Items section.
8. When you are finished, click **Accept**.

Editing a Kit

1. In the Main Menu screen, touch **Kits**.
2. In the Kits screen, select a kit to edit.
3. Touch **Edit Kit**.
4. In the Editing Kit screen, do any of the following:
 - To change the name of the kit, touch **Change Kit Name**. Enter the new name and touch **Accept**.

- To change the quantity of an item that is already assigned to the kit, select the item in the Kit's Med Line Items section and touch **Change Med Qty**. Enter the new quantity and touch **Accept**.
 - To remove an item that is currently assigned to the kit, select the item in the Kit's Med Line Items section and touch **Delete Med Item**. In the confirmation screen that appears, touch **YES** to continue.
 - To add an additional item to the kit, select the item in the Select a Med section, enter the quantity in the next screen that appears, and touch **Accept**.
5. Touch **Accept** to save your changes.

Kit—Remove

1. In the Main Menu screen, touch **Remove**.
2. In the Remove Meds – Select a Patient screen, select a patient name.
3. In the Remove – Select Ordered Meds screen, touch **Kits List**.
4. In the Remove – Select Kits screen, select the desired kit.
5. To see the contents of a kit, touch **Kit Info** and then touch **Continue** to return to the previous screen.
6. To remove the selected kit, touch **Remove Selections**.
7. After you have removed all medications for the kit, touch **Accept**.

Lexi-Comp

The station is equipped with two Lexi-Comp applications—the Lexi-Comp Information Database and the Lexi-Comp Medication Information tool.

Searching with Lexi-Comp

1. In the upper-left corner of the screen, touch the Cardinal Health logo.
2. In the toolbar, touch **Lexi-Comp**.
3. In the Lexi-Comp screen, touch **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 touch **Select**.

Print a Medication Information Leaflet

1. In the upper-left corner of the screen, touch the Cardinal Health logo.
2. In the toolbar, touch **Lexi-Comp Medication Information**.
3. In the Lexi-Comp screen, touch **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 touch **Select**.
6. Touch **Print**.
7. Touch **Exit**.

Logging In and Off

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

Logging In

1. Touch the standby screen or press any key on the keyboard.
2. In the Login screen, use the station keyboard or touch screen to enter your user ID and press **Enter** on the keyboard.

Logging In with BioID

1. Press **Enter** on the keyboard.
2. Enter your user ID and press **Enter** on your keyboard.
3. The User BioID Authorization screen appears., and the blue LEDs light on the fingerprint identification device. Follow the directions on the screen for placing your finger.

Logging Off

- ä In the upper-right corner of the screen, touch **Exit**.

Medication—Assign and Load

CAUTION

Under testing conditions with an empty station, the temperature of certain locations within a station may reach up to 4.5°C (8°F) above ambient temperature in the room. Be aware of this when storing temperature-sensitive products.

1. In the Main Menu screen, touch **Load**.
2. In the Load – Select By Med screen, touch **Assign and Load**.
3. In the Select Med to Assign screen, select the medication to load from the **Med** list.
4. In the Current Inventory Sorted by Drawer – Select Drw/Pkt to Load screen, do one of the following:
 - Select the drawer where you will load the medication.
5. To replace medication that is already loaded, touch **Replace Med**. Complete the load criteria:
 - **Standard**—Select this option to make this medication standard stock. Standard stock medications are not to be removed from the station.
 - **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.

6. Do one of the following:
 - To load the medication immediately, touch **Load**.
 - To load the medication at a later time, touch **Pend Med**.
7. If you are replacing an existing medication, do the following after the Unload screen appears:
 - a. Verify that the displayed amount is what currently resides in the pocket and that it matches the amount you are replacing.
 - b. Touch **Accept**.
8. If you are loading the medication now, do the following after the Load screen appears and the applicable drawer opens:
 - a. If the amount is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or keyboard, and touch **Accept**.
 - b. When the Set Expiration Date screen appears, enter the earliest expiration date.
9. Touch **Accept**.
10. If you are pending the medication, touch **Main Menu** or **Exit** after the Load – Select by Med screen appears.

Medication—Load

Medications can be assigned to a station from the console and are considered pending when they have been assigned but not yet physically loaded. Medications can also be assigned and loaded at the station through the Assign and Load feature. One, several, or all medications can be loaded at the same time. Medications can also be loaded by drawer.

If multiple medications are to be loaded in the same drawer, the station leaves non-controlled drawers open. If the same formulary item is loaded in multiple pockets, each individual medication and pocket pair is listed.

Loading One Medication

1. In the Main Menu screen, touch **Load**.
2. In the Load – Select By Med screen, select one medication.
3. Touch **Load Selections**.
4. If the amount is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or keyboard, and touch **Accept**.
5. Load the medications and close the drawer.

Loading Multiple Medications

1. In the Main Menu screen, touch **Load**.
2. In the Load – Select By Med screen, select several medications to load from the list.
3. Touch **Load Selections**.
4. If the amount is incorrect, enter the appropriate quantity and touch **Accept**.
5. Load the medications and close the drawer.

Load Medications by Drawer

1. In the Main Menu screen, touch **Load**.
2. In the Load – Select By Med screen, touch **Select By Drawer**.
3. Select the drawer to load.
4. Touch **Load Selections**.
5. If the amount is incorrect, enter the appropriate quantity using the touch keypad, **Arrow** buttons, or keyboard, and touch **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.

Loading Medication with a Scanner

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

Medication—Outdate

1. In the Main Menu screen, touch **Outdate**.
2. Select one or more medications from the list
3. Touch **Outdate Selections**.

Checking a Pocket

1. Count the medications in the pocket before outdating the medication.
2. Verify that the medication name and count listed in the **Beginning Count** field match the number of medications in the pocket.
 - If the count displayed matches the quantity counted in the pocket, touch **Yes** and go to step 3.
 - If your count does not match the count displayed in the **Beginning Count** field, touch **No** and enter the actual quantity.
3. Touch **Accept**.
4. Remove any expired medications.
 - If any of the medications in the indicated pocket have expired, enter the quantity of expired medications that 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 touch **Accept**.

Entering a New Expiration Date for the Pocket

1. Review the medications in the pocket and find the medication that expires first.
2. In the **Month**, **Day**, and **Year** boxes, enter the expiration date for the medication that expires first.
3. Touch **Accept** to accept the new expiration date and continue the Outdate process.

Medication—Remove

After a medication is located, it can be removed. The screens that appear depend on the options turned on at the station or on the medication that has been selected.

Removing a Medication by Dosing Time

1. In the Main Menu screen, touch **Remove**.
2. In the Remove – Select a Patient screen, select the patient name.
3. In the Remove – Select Ordered Meds screen, touch **Remove By Time**.
4. In the Remove – Enter Due Time Range for Ordered Meds screen, enter the time range.
5. Touch **Accept Times**.

Removing an Equivalent Dose

1. In the Main Menu screen, touch **Remove**.
2. In the Remove Meds – Select a Patient screen, select the patient name.
3. In the Remove – Select Ordered Meds screen, select the medication and touch **Remove Selections**.
4. Enter the amount to remove, remove the medication, and close the drawer.
5. In the Remove – Select Ordered Meds screen, touch **Main Menu**.

Removing a Variable Dose

1. In the Main Menu screen, touch **Remove**.
2. In the Remove Med – Select a Patient screen, select a patient name.
3. In the Remove – Select Ordered Meds screen, select the medication with the variable doses to remove.
4. In the Remove – Select Variable Dose Meds screen, touch **Review Order**.

5. In the Order Information screen, review details of the order selected and then touch **Continue** to return to the previous screen.
6. In the Remove – Select Variable Dose Meds screen, select the specific item to remove and touch **Accept**.
7. In the Remove – Select Variable Dose Meds screen, enter the quantity to remove.
8. Touch **Verify Calc** to verify the correct quantity.
9. In the Volume Calculation – Remove Medications screen, touch **Continue** to return to the previous screen.
10. Touch **Accept**.
11. In the Remove – Select Variable Dose Meds screen, select another medication or touch **Accept** to continue the remove process.
12. If you pressed **Accept**, touch **Remove Selections** in the Remove – Select Ordered Meds screen.
13. Enter the amount to remove, remove the medication, and close the drawer.
14. In the Remove – Select Ordered Meds screen, touch **Main Menu**.

Removing a Combination Dose

1. In the Main Menu screen, touch **Remove**.
2. In the Remove Med – Select a Patient screen, select a patient name.
3. Select the medication or combination dose to remove.
4. In the Order Information screen, touch **Accept**.
5. In the Remove Med – Select Ordered Meds screen, touch **Remove Selections**.

Medication—Return and Waste

If the wrong item from the station has been removed or the doctor cancels the order, use the Return function to return items to the system and credit the patient's account.

Returning Medication to a Return Bin

1. In the Main Menu screen, touch **Return**.
2. In the Return Meds – Select a Patient screen, select the patient for which the medication is being returned.
3. Select the medication.
4. If the medication that you are returning does not appear on the Return – Select Meds to Return screen, touch **All Meds**.
5. Select the medication that you are returning to the station.
6. In the Return – Select Meds to Return screen, enter the number of medications that you are returning.
7. Touch **Return Now**.
8. Respond to any additional prompts that appear, such as a request to verify the medication count.
9. For multiple returns, touch **Select Next Med** and repeat steps 2–8.

Wasting Medication

1. In the Main Menu screen, touch **Waste**.
2. In the Waste Meds – Select a Patient screen, select the appropriate patient.
3. In the Waste – Select Meds to Waste screen, touch **Patient Info** to view information about the selected patient.
4. In the Waste – Review Patient Info screen, touch **Continue** to return to the Waste – Select Meds to Waste screen.

5. Select the appropriate medications.
6. Touch **Waste Selections**.
7. In the Waste for [patient name] screen, enter the **Amount Given**.
8. If you have the Credit Patient user privilege and the full dose is being wasted (you cannot credit a partial dose), touch **Credit Patient** to select it.
9. In the Waste for screen, enter the amount given and touch **Accept**.
10. Respond to any CDC screens as they appear.

Medication—Unload

If an item that you are loading is assigned to a pocket that already contains another item, you are first prompted to unload the medication in the pocket.

Unloading One, Several, or All Medications

1. In the Main Menu screen, touch **Unload Menu**.
2. In the Unload/Empty Bin Menu screen, touch **Unload**.
3. When the confirmation message appears, touch **OK** and choose how to unload the medications.
4. To unload all, touch **Unload All**.
5. Touch **Yes** to unload the medication.
6. To unload one or several medications:
 - a. Select the medications to unload.
 - b. Touch **List Selections** to display the medications that you selected to unload and then touch **Continue** to return to the complete list.
 - c. Touch **Unload Selections**.
7. Touch **YES** to unload ordered medications or **NO** to leave ordered medications in the drawer.
8. Touch **YES** to unload standard stock medications or **NO** to leave standard stock medications in the drawer.
9. If the unload quantity is incorrect, enter a different quantity or touch 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, touch **Accept**, and close the drawer when prompted.
11. If you are unloading one or several medications, unload the medication, touch **Accept**, and close the drawer when prompted.

Password/BioID—Change

This section provides instructions for changing your password and BioID.

Changing Your Password

1. In the Main Menu screen, touch **User Menu**.
2. In the User Maintenance Menu screen, touch **Change Password**.
3. In the **Current Password** box on the New Password screen, enter your existing password and press **Enter** on the keyboard.
4. In the **New Password** box, enter your new password and press **Enter** on the keyboard.
5. In the **Confirm Password** box, enter your new password again and touch **Accept**.

Re-registering Your BioID

1. Log in to the station.
2. In the Main Menu screen, touch **User Menu**.
3. In the User Maintenance Menu screen, touch **Change Biometrics**.
4. Enter your password and press **Enter** on the keyboard.
5. To continue, touch **Scan**.

CAUTION

Do not remove your finger from the scanner until the grayscale image appears.

6. Center your finger on the lens and press firmly.
The scanner flashes brightly as it takes an image, and a grayscale image of your fingerprint appears in the window on screen.
A confirmation message appears when three successful scanned prints have been captured, indicating that you have successfully registered your fingerprint identification.

7. Click **OK**.

Patient—Add Permanent

1. At the Main Menu screen, touch **Patients**.
2. In the Patient ADT – Select a Patient to Edit or Discharge screen, touch **New Patient**.
3. On the General tab of the Add Patient screen, enter the following:
 - **Last Name**—Enter the patient’s last name (up to 30 characters).
 - **First Name**—Enter the patient’s first name (up to 30 characters).
 - **ID**—Enter the patient’s ID, following the suggested ID format used by your facility.
 - **Alt. ID 1**—Enter an alternate ID for the patient.
 - **Alt. ID 2**—Enter a second alternate ID for the patient.
 - **Date of birth**—Enter the patient’s date of birth in the mm/dd/yyyy format.
 - **Height**—Enter the patient’s height. Enter a value and then select the unit of measure from the list to the right of the Height field.
 - **Weight**—Enter the patient’s weight. Enter a value and then select the unit of measure from the list to the right of the Weight field.
 - **Estimate**—If either the height or weight is not exact, select this box.
 - **Sex**—Select the patient’s gender.
4. Touch the **ADT** tab.
5. Enter the following:
 - **Room**—Enter the room number of the patient.
 - **Bed**—Enter the bed where the patient is located.
 - **Admission Date**—Enter the date the patient was admitted.
 - **Discharge Date**—If required by your facility, enter the date and time when the patient is discharged. Generally completed based on options set by the Procar or Areas table.

- **Nursing Unit**—Enter the nursing unit where the patient is located by selecting a choice from the drop-down list.
 - **Visit Unit**—Enter the unit where the patient is visiting by selecting a choice from the drop-down list. Generally completed based on options set by the Procar or Areas table.
 - **Visit Discharge**—Enter the date and time that the patient is expected to be discharged from the Visit Unit. Generally completed based on options set by the Procar or Areas table.
6. Touch the **Clinical** tab.
 7. Enter the following:
 - **Diagnosis**—Enter this patient’s diagnosis.
 - **Patient Comments**—Enter any relevant comments about this patient. For example, no visitors or hearing-impaired.
 - **Admitting Dr.**—Enter the name of the doctor who admitted the patient to the facility.
 - **Attending Dr.**—Enter the name of the doctor who is attending the patient.
 8. Touch the **Allergies** tab and enter the patient’s allergies.
 9. Touch **Save** to save the new patient information.

Patient—Edit Information/Discharging

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

Editing Patient Information

1. In the Main Menu screen, touch **Patients**.
2. In the Patient ADT – Select a Patient to Edit or Discharge screen, select a patient and touch **Edit Patient**.
3. In the Edit Patient screen, update the appropriate fields on the General, ADT, Clinical, and Allergies tabs.
4. Touch **Save**.

Discharging a Patient

1. In the Main Menu screen, touch **Patients**.
2. In the Patient ADT – Select a Patient to Edit or Discharge screen, select the patient to be discharged and touch **Discharge Patient**.
3. When the confirmation screen appears, touch **YES**.

Patient List—Customize

1. In the Main Menu screen, touch **User Menu**.
2. In the User Maintenance Menu screen, touch **My Patients**.
3. Select the patient names from the Select a Patient 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, touch **Deselect All**.
6. Touch **Accept** to finalize the My Patients list.

Patient Profile—Override

1. In the Main Menu screen, touch **Remove**.
2. In the Remove Meds – Select a Patient screen, select a patient.
3. In the Remove – Select Ordered Meds screen, touch **Override Meds**.
4. In the Remove – Select Override Meds screen, select the medications to remove.
5. Touch **Remove Selections**.
6. In the Remove Meds screen, enter the Remove Quantity, follow any prompts, and touch **Remove Now**.

Patient Summary

1. In the Main Menu screen, touch **Patient Summary**.
2. In the Patient Summary screen, set the **Start Time** for the worksheet.
3. To include unscheduled orders, select **Include Non-Scheduled**.
4. Select the patients to view or touch **Select All**.
5. Touch **View Worksheet**.
6. When the worksheet appears, touch the printer icon to print the worksheet.
7. Touch the **X** to close the worksheet.
8. In the Patient Summary screen, touch **Cancel** to return to the Main Menu screen.

Refill—Medications

1. In the Main Menu screen, touch **Refill**.
2. If necessary, touch **All Meds** to display the complete list of medications or **Meds At/Below Min** to display all medications at or below the minimum level.
3. Do one of the following:
 - To refill all medications on the list (all loaded medications in the station or all medications at or below minimum level), touch **Refill All**.
 - To refill specific medications, select one or several medications and touch **Refill Selections**.
The appropriate drawer(s) opens.
4. In the Verify Medication Count screen, touch **Yes** or **No** and verify that the medication count is correct.
5. In the Refill screen, enter the quantity that you are refilling and touch **Accept**.
6. In the Set Expiration date screen, enter the date and touch **Accept**.
7. Refill the medications that have been brought to the station and close the drawer.

Report Generation

1. In the Main Menu screen, touch **Reports Menu**.
2. In the Reports Menu, touch the button that corresponds to the type of report that you want to view.
3. In the [name] Reports screen, select the report you want to review.
4. If an additional screen appears, select the applicable settings and then touch **View** or **Print**.
 - To create a drawer-specific report, touch the drawer on which you want a report.
 - To create a multiple-drawer report, touch two or more drawers.
 - To deselect items, reselect the drawer in the right column.
 - To deselect all drawers, touch **Deselect All**.
5. If you chose to view the print, use the scroll bar to review the information.

Return Bin—Empty

1. In the Main Menu screen, touch **Unload Menu**.
2. In the Unload/Empty Bin Menu screen, touch **Empty Return Bin**.
The appropriate drawer opens.
3. Verify that the quantity of each item in the return bin is correct.
4. Do one of the following:
 - If the quantities are correct, touch **Accept Contents**, empty the contents of the return bin, and close the drawer.
 - If the quantities are incorrect, do the following:
 - a. Select the item to edit.
 - b. In the Empty Return Bin – Actual Quantity Found screen, enter the actual quantity of the medication being removed from the bin and touch **Accept**.
5. Touch **Accept Contents**, empty the contents of the return bin and close the drawer.

Rx Check

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

Scan on Load

1. Select **Load** from the main menu.
2. Scan one medication package's scancode.

One of the following results may occur:

- If this is the correct medication, the appropriate drawer or pocket opens. If the medication is in a Matrix drawer or Mini-Drawer in Matrix Mode, you are directed to scan the correct pocket.
 - If this is an incorrect medication—the scancode matches a medication other than a medication pending or loaded within your device—a “no longer pending or loaded at this MedStation” message appears. You are unable to load this medication.
 - If the scancode is not in the database—the scancode is not in the scancode maintenance database—a “A Med ID was not found for Scan Code” message. You are unable to load this medication.
3. If you use Assign and Load and you attempt to load medications requiring Scan to Load, the medication is grayed out. An “Items require scan may not be selected!” message appears.

Scan on Load

Scan on Refill

1. From the Main Menu, select **Refill**.
2. Scan the one medication package's scancode.
3. One of the following results may occur:
 - If this is the correct medication, If the scancode that is scanned matches for a medication pending or loaded within the device the appropriate drawer / pocket opens. When utilizing a Matrix drawer or Mini-Drawer in Matrix Mode the user are directed to Scan the Correct Pocket. Upon scan of the Correct Pocket the standard Load workflow will continue.
 - If this is an incorrect medication—the scancode matches a medication other than a medication pending or loaded within your device—you will get a “no longer pending or loaded at this MedStation” message appears. You are unable to load this medication.
 - If the scancode is not in the database—the scancode is not in the scancode maintenance database—a “A Med ID was not found for Scan Code” message appears. You are unable to load this medication.
4. If you use Refill - Select by and you attempt to refill medications requiring Scan to Refill, a Scan is Required message appears. An “Items require scan may not be selected!” message appears.

Scan on Refill

Using Scan on Remove

1. Select **Remove** from the main menu.
2. Select the appropriate patient name.
3. Locate and select the medication to remove.
4. Select **Remove Selections**.

The Remove - Meds screen indicates Remove and Scan Each of the remove quantity.

5. Scan one medication package's scancode.
6. One of the following results may occur:
 - If the scanned medication is a correct match, the quantity decreases by one.
 - If a medication is an incorrect match—for what is intended for removal—an error message appears. It details the incorrect match and directs you to return the medication to the return bin.
 - If scanned medication cannot be found in the database, an error message directs you to verify that the medication is correct or choose to return the medication to the bin.
 - If the barcode cannot be read by the scanner, you can choose **Unable to Scan**.

An error message appears. You are prompted to verify that the medication is correct or choose to return the medication to the bin.

Using Scan on
Remove

Undocumented Waste

This feature allows your facility to track any and all remove transactions in which you remove a quantity greater than the ordered dose. A warning banner, displayed upon login and detailing that the user has Undocumented Wastes, is configured at the device.

1. An undocumented waste message appears if such a transaction exists at the station. Click **YES** to waste the medication.
2. Select the patient for which the Undocumented Waste is outstanding.
A list of all remove transactions for that patient appears.
3. In the Waste - Select Meds to Waste screen, select **Undocumented**.
The Waste - Select Meds to Waste screen refreshes with the undocumented medications listed.
Highlight the medication to waste.
4. Touch **Waste Selections**.
5. Enter the amount given in the Waste screen.
6. Select **Accept**.

User—Activate as Visitor

1. In the Main Menu screen, touch **User Menu**.
2. In the User Maintenance Menu screen, touch **Activate User**.
3. In the User Assignment screen, select one or more users to designate as visitors at your station.
4. To view a list of the selected users, touch **List Selections**.
5. In the List Selections screen, touch **Continue** to return to the previous screen.
6. Touch **Activate** to activate the users that you selected as visitors to this station.
A confirmation message appears.
7. Touch **YES** to activate the users.

User—Create Permanent

1. In the Main Menu screen, touch **User Menu**.
2. In the User Maintenance Menu screen, touch **Activate User**.
3. In the User Assignment screen, touch **Add Perm User**.
4. Enter the appropriate information:
 - **Last Name**—Enter the user's last name (up to 20 characters).
 - **First Name**—Enter the user's first name (up to 20 characters).
 - **ID**—Enter a unique user ID of up to 10 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.
 - **Initials**—Enter the user's initials.
5. Touch the **Stn Privs** (Station Privileges) tab.
6. Assign the appropriate user privileges.
 - **Station Login/Witness Ability**—Allows you to change their password, print their activity transactions, and act as a witness.
 - **Create Temporary User**—Allows you to create temporary users with limited access to a station, primarily as a witness or to remove medications.
 - **Independent Inventory Count**—Allows you to perform an inventory count without a witness. You must also have access to medications to perform the inventory.
 - **Independent Load**—Allows you to change those items that require an RX Check to not require an Rx Check.
 - **Independent Refill**—Allows you to refill items that require Rx Check without verification of the loaded item by a witness.

- **Independent Discrepancy Doc**—Allows you to document discrepancies at the station without a witness.
- **Unload Standard Stock**—Allows you to unload medications designated as standard for your facility.
- **Station Administrator**—Allows users (who are responsible for initial setup and troubleshooting of the system) to add, modify, and delete stations, including changing the drawer style and number of pockets, shutting down the station, placing the station in or out of service, altering communications, calibrating the touch screen, and transplanting data. Typically, this privilege is assigned to those who have completed the MedStation System Manager training course.
- **Create Permanent User**—Allows you to create a permanent user for the station area and assign station access privileges.
- **Admit/Edit/Discharge Patients**—Allows you to add, edit, and discharge patients at the station. The patient information appears on the Entered ADT Information report at the console and indicates that the user that made the entry.
- **Credit Patients**—Allows you to credit a patient for the waste of an entire medication at the station.
- **Station Report Access**—Allows you to run any report at the station. Users without this privilege can run reports only on their own activities.
- **No Witness Required**—Allows you to remove, return, and waste medications without a witness.
- **Order Confirmation**—Allows you to confirm orders.
- **Assign/Load Access**—Allows all Login and Witness privileges. Also allows you to assign and load medications at the station.

- **Add Temporary Patients**—Allows all Login and Witness privileges. Also allows you to add temporary patients during Remove, Return and Waste transactions.
7. To set override privileges, touch the **Overrides** tab.
 8. In the Overrides tab, select the types of medications that the user can access with the Profile Override feature.
 9. Touch the **Med Privs** tab.
 - The security groups are not hierarchical. Each security group value is independent of the other.
 - The names of security groups can be customized at the console.
 10. For each function, select your security groups.
 11. To view the definitions of the security groups A through J, touch the **Legend** tab.
 12. Touch **Save** to save your information.
 13. Log in immediately and change the password to maintain the security of the system.

User—CreateTemporary

1. In the Main Menu screen, touch **User Menu**.
2. In the User Maintenance Menu screen, touch **Activate User**.
3. In the User Assignment screen, touch **Add Temp User**.
4. In the Add Temporary User – Enter User Name screen, enter the temporary user's last name and first name (up to 20 characters each) and touch **Accept**.
5. In the User Assignment screen, touch **View Template** to view the preconfigured settings (set at the console) for a temporary user.
6. Have the temporary user log in and immediately change his or her password.

User—CreateTempora
ry

Wasting While Removing

1. In the Remove Meds – Select for [Patient] screen, touch **No** if you do not plan to administer the full dose.
2. In the **Amount to be Given** box on the Waste While Remove screen, enter the amount that you plan to administer to the patient.
3. Respond to any additional prompts that appear, such as a request to verify the medication count. The Remove Meds screen appears,
4. Remove the medication and touch **Accept**.

Wasting While
Removing