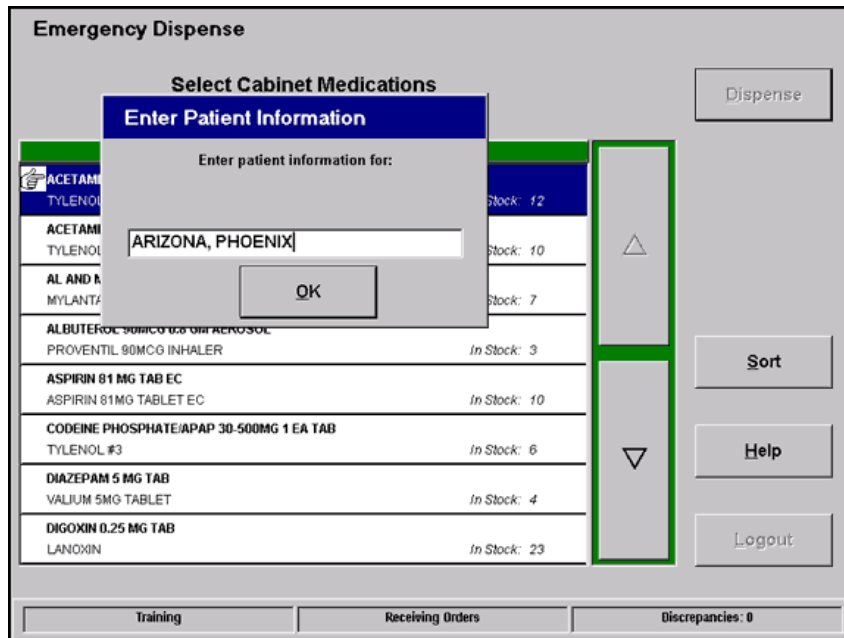


Login

1. Enter your User ID into the User ID text box using the keyboard.
2. Use the Tab or Enter key to move to the PIN text box.
3. Enter your PIN into the PIN text box using the keyboard.
4. Touch the Login button or press the Enter key on your keyboard.



Emergency Dispense

1. Enter your User ID and PIN.
2. Touch the Emergency Dispense button.
3. Select the medication(s) you wish to dispense.
4. Touch the Dispense button.
5. Enter patient information, and then touch OK.
6. Follow the Inventory Dispense process to complete the transaction.

[Dispense](#) | [Return](#) | [Med Mgt](#) | [Discrepancy](#) | [Admin](#)

Select a Patient for Medication Dispense

Inventory Dispense

Patients sorted by: Patient Name

ALABAMA, MASON 123456897 Unit: 4A Med-Surg Room: 410 Bed: 2	<input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="button" value="Admit"/>
ARIZONA, PHOENIX 123456789 Unit: 4A Med-Surg Room: 403 Bed: 1		<input type="button" value="Patient Info"/>
FLORIDA, OCALA 123456780 Unit: 4A Med-Surg Room: 404 Bed: 1		<input type="button" value="Sort"/>
GEORGIA, DALTON 123456776 Unit: 4A Med-Surg Room: 402 Allergies! Bed: 2		<input type="button" value="Help"/>
ILLINOIS, HINES 123456657 Unit: 4A Med-Surg Room: 401 Bed: 1		<input type="button" value="Logout"/>
NEVADA, VEGAS 123456784 Unit: 4A Med-Surg Room: 401 Bed: 2		
OHIO, COLUMBUS 123456975 Unit: 4A Med-Surg Room: 410 Bed: 1		

[Training](#) | [Receiving Orders](#) | [Discrepancies: 0](#)

Inventory Dispense


1. Touch to highlight the patient's name.
2. Touch the Inventory Dispense button.

Dispensing for Patient: NEVADA, VEGAS

Brand Generic

Dispense

Medications sorted by: Generic Name

<p> ACETAMINOPHEN 500 MG CAPSULE TYLENOL ES <i>In Stock: 40</i></p>	<input type="button" value="↑"/>	<input type="button" value="Kit Detail"/>
<p>ACETAMINOPHEN 500 MG TAB TYLENOL <i>In Stock: 10</i></p>		
<p>ADMISSIONS KIT ADMISSIONS KIT</p>		
<p>AL AND MG HYDROXIDE/SIMETH 30 ML SUSP ORAL MYLANTA <i>In Stock: 7</i></p>		
<p>ALBUTEROL 90MCG 6.8 GM AEROSOL PROVENTIL 90MCG INHALER <i>In Stock: 3</i></p>		
<p>appendectomy kit appendectomy kit</p>		<input type="button" value="Help"/>
<p>ASPIRIN 81 MG TAB EC ASPIRIN 81MG TABLET EC <i>In Stock: 10</i></p>	<input type="button" value="↓"/>	<input type="button" value="Cancel"/>
<p>CODEINE PHOSPHATE/APAP 30-500MG 1 EA TAB TYLENOL #3 <i>In Stock: 27</i></p>		

Training Receiving Orders Discrepancies: 0

Inventory Dispense (cont'd)

1. Select the medication(s) you wish to dispense.

Note: If you have difficulty finding the drug, touch Brand or Generic button to change how meds are sorted.

4. Touch the Dispense button.

The screenshot shows a software interface for entering the quantity to dispense. At the top, a green header reads "Enter Quantity to Dispense". Below this, there is a "Dispense Quantity" input field containing the number "2". To the right of the input field is a numeric keypad with buttons for digits 1-9, 0, and a "Backspace" button. Further right are buttons for "Open Drawer", "Help", "Skip", and "Cancel". At the bottom of the interface, there is a medication list section with the following text: "ACETAMINOPHEN 500 MG CAPSULE", "TYLENOL ES", "NEVADA, VEGAS", and "Dose: UNKNOWN Route: UNKNOWN Freq: UNKNOWN". At the very bottom, there are three status indicators: "Training", "Receiving Orders", and "Discrepancies: 0".

Inventory Dispense (cont'd)

1. Enter the number of doses to dispense in the Dispense Quantity text box, and then touch Open Drawer.

Note: If prompted, check the expiration date on the dose or doses you are dispensing, and then click **OK** to confirm. If there are no usable doses, cancel the dispense and call the pharmacy.

Cabinet 1, Drawer 2, Pocket 9

Count in Pocket After Dispensing

18

▲
▼

1	2	3
4	5	6
7	8	9
	0	
Backspace		

ACETAMINOPHEN 500 MG CAPSULE
TYLENOL ES
NEVADA, VEGAS
Dispensing: 2

OK

Waste

Request Refill

Out-of-stock Discrepancy

Help

Skip

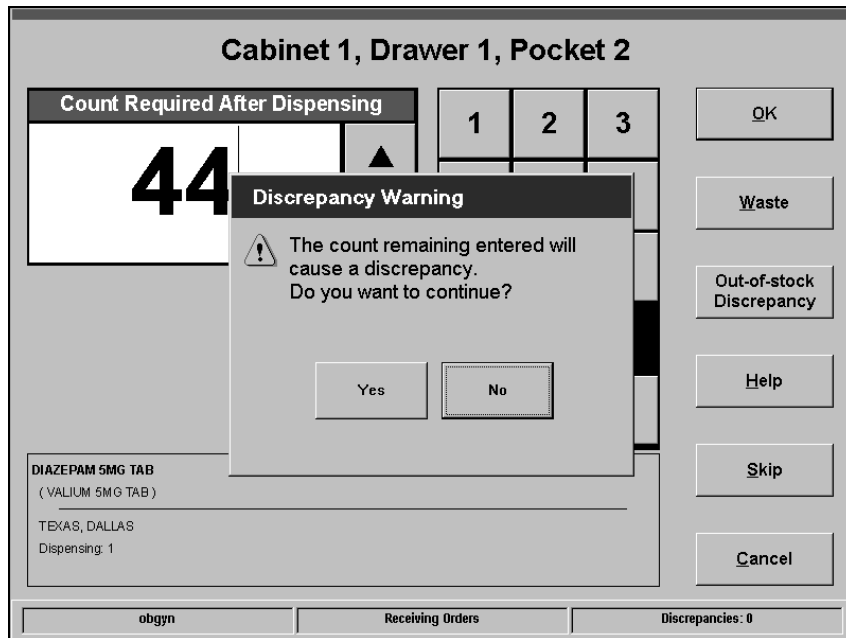
Cancel

Training Receiving Orders Discrepancies: 0

Inventory Dispense (cont'd)

- Enter or verify the count remaining after dispensing.
When the count is required, the header will be red and the text box will be blank. Then touch OK.

Note: A waste transaction can be recorded after verifying the count, but prior to pressing OK. Touch the Waste button and follow the process as described in the Return/Waste section.



Inventory Dispense (cont'd)

7. If the count that you entered does not match what the system calculates, a discrepancy warning displays. If you are certain that your count is correct, select Yes and a discrepancy will be recorded. If you wish to change the number entered, select No.

BACLOFEN 10 MG TAB

How many were you able to take from the pocket?

Dispense Quantity		Adjust Quantity		
	▲	1	2 ABC	3 DEF
	▼	4 GHI	5 JKL	6 MNO
LIORESAL		7 PRS	8 TUV	9 WXY
			0 QZ	
		Backspace		

OK

Help

Cancel

Training Receiving Orders Discrepancies: 0

Inventory Dispense (cont'd)

8. If there are not enough doses in the pocket when dispensing a medication, touch the Out of Stock Discrepancy button.
9. Enter the number of doses that you were able to take from the pocket.
10. Touch OK.
11. Logout.

Dispense | **Return** | **Med Mgt** | **Discrepancy** | **Admin**

Select a Patient for Medication Dispense

Profile Dispense

Patients sorted by: Patient Name

ALABAMA, MASON 123456897 Unit: 4A Med-Surg Room: 410 Bed: 2	<input type="button" value="▲"/> <input type="button" value="▼"/>	<input type="button" value="Admit"/>
ARIZONA, PHOENIX 123456789 Unit: 4A Med-Surg Room: 403 Bed: 1		<input type="button" value="Patient Info"/>
FLORIDA, OCALA 123456780 Unit: 4A Med-Surg Room: 404 Bed: 1		<input type="button" value="Sort"/>
GEORGIA, DALTON 123456776 Unit: 4A Med-Surg Room: 402 Bed: 2 Allergies!		<input type="button" value="Help"/>
ILLINOIS, HINES 123456657 Unit: 4A Med-Surg Room: 401 Bed: 1		<input type="button" value="Logout"/>
NEVADA, VEGAS 123456784 Unit: 4A Med-Surg Room: 401 Bed: 2		
OHIO, COLUMBUS 123456975 Unit: 4A Med-Surg Room: 410 Bed: 1		

Training | Receiving Orders | Discrepancies: 0

Profile Dispense

1. Touch to highlight the patient's name.
2. Touch the Profile Dispense button

Orders for Patient: GEORGIA, DALTON

Brand Generic Dispense

Orders sorted by: Brand Name

<p>LASIX FUROSEMIDE 10MG/ML SOLN Dose: 60 ML Route: ORAL Freq: QAM Last Dispense: Unable to determine the last dose dispense</p>	<input type="button" value="Override"/>
<p>MYLANTA AL AND MG HYDROXIDE/SIMETH SUSP ORAL Dose: 30 ML Route: ORAL Freq: QID Last Dispense: 11/05/2003 15:07:52</p>	<input type="button" value="Detail"/>
<p>TYLENOL #3 CODEINE PHOSPHATE/APAP 30-500MG TAB Dose: 1 EA Route: ORAL Freq: QAM Last Dispense: 11/12/2003 11:06:18</p>	<input type="button" value="Help"/>

Training Receiving Orders Discrepancies: 0

Profile Dispense (cont'd)

3. Select the medication(s) that you wish to dispense.

Note: Only medications with active orders display. If a medication does not appear, proceed to step 10.

4. Touch the Dispense button.

Note: If you have difficulty finding the drug, touch Brand or Generic button to change how meds are sorted.

Enter Quantity to Dispense

Dispense Quantity

0

▲▼

IBUPROFEN 400 MG CAPSULE
(MOTRIN 400 MG CAPSULE)

TEXAS, DALLAS
Unable to determine the last dispense.

1	2	3
4	5	6
7	8	9
0		
Backspace		

Open Drawer

Help

Skip

Cancel

obgynReceiving OrdersDiscrepancies: 0

Profile Dispense (cont'd)

5. Enter the number of doses to dispense in the Dispense Quantity text box, and then touch Open Drawer.

Note: If prompted, check the expiration date on the dose or doses you are dispensing, and then click **OK** to confirm. If there are no usable doses, cancel the dispense and call the pharmacy.

Cabinet 1, Drawer 2, Pocket 19

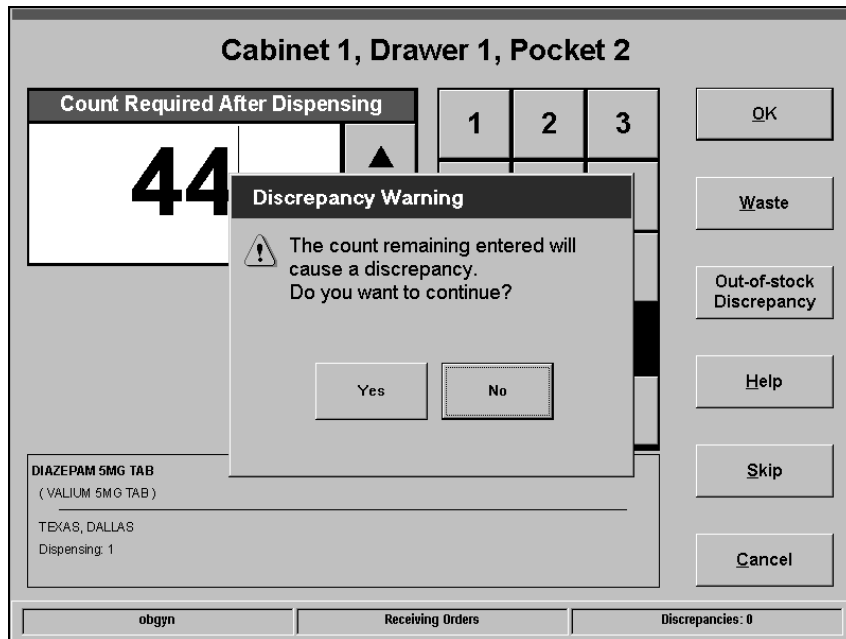
Count in Pocket After Dispensing	1	2	3	OK
49	4	5	6	Waste
▲ ▼	7	8	9	Out-of-stock Discrepancy
	0			
	Backspace			Help
IBUPROFEN 200 MG TAB (MOTRIN 200 MB TAB) <hr/> TEXAS, DALLAS Dispensing: 1				Skip
				Cancel

obgyn
Receiving Orders
Discrepancies: 0

Profile Dispense (cont'd)

6. Enter or verify the count remaining after dispensing.
 When the count is required, the header will be red and the text box will be blank. Then touch OK.

Note: A waste transaction can be recorded after verifying the count, but prior to pressing OK. Touch the Waste button and follow the process as described in the Return/Waste section.



Profile Dispense (cont'd)

7. If the count that you entered does not match what the system calculates, a discrepancy warning displays. If you are certain that your count is correct, select Yes, and a discrepancy will be recorded. If you wish to change the number entered, select No.
8. If there are not enough doses in the pocket when dispensing a medication, touch the Out of Stock Discrepancy button.

BACLOFEN 10 MG TAB

How many were you able to take from the pocket?

Dispense Quantity		Adjust Quantity		
	▲	1	2 ABC	3 DEF
	▼	4 GHI	5 JKL	6 MNO
LIORESAL		7 PRS	8 TUV	9 WXY
			0 QZ	
		Backspace		

OK

Help

Cancel

Training Receiving Orders Discrepancies: 0

Profile Dispense (cont'd)

9. Enter the number of doses that you were able to take from the pocket, and then touch OK.

Note: The inventory is adjusted and a discrepancy is recorded.

Orders for Patient: GEORGIA, DALTON

Brand Generic Dispense

Orders sorted by: Brand Name

<p>LASIX FUROSEMIDE 10MG/ML SOLN Dose: 60 ML Route: ORAL Freq: QAM Last Dispense: Unable to determine the last dose dispense</p>	<input type="button" value="Override"/>
<p>MYLANTA AL AND MG HYDROXIDE/SIMETH SUSP ORAL Dose: 30 ML Route: ORAL Freq: QID Last Dispense: 11/05/2003 15:07:52</p>	<input type="button" value="Detail"/>
<p>TYLENOL #3 CODINE PHOSPHATE/APAP 30-500MG TAB Dose: 1 EA Route: ORAL Freq: QAM Last Dispense: 11/12/2003 11:06:10</p>	<input type="button" value="Help"/>
	<input type="button" value="Cancel"/>

Training Receiving Orders Discrepancies: 0

Profile Dispense (cont'd)

10. Touch the Override button to choose a medication that does not appear in the active orders.

Note: Override medications should only be accessed for STAT orders or when the clinical status of the patient would be significantly compromised by the delay that would result from pharmacist review.

Dispensing for Patient: TEXAS, DALLAS

Brand Generic

Dispense

Medications sorted by: Generic Name

WARNING!! Override medications should only be accessed for STAT orders or when the clinical status of the patient would be significantly compromised by the delay that would result from pharmacist review.

INSULIN NPH HUMAN RECOM 100U/ML 10 ML VIAL HUMULIN N 100U/ML VIAL <i>In Stock: 10</i>	<input type="button" value="Back"/> <input type="button" value="Kit Detail"/> <input type="button" value="Help"/> <input type="button" value="Cancel"/>
MEPERIDINE HCL 100MG/ML 100 MG DISP SYRIN DEMEROL 100MG/ML SYRINGE <i>In Stock: 14</i>	
MEPERIDINE HCL 50 MG DISP SYRIN DEMEROL 50MG/ML SYRINGE <i>In Stock: 10</i>	
MORPHINE 1 ML 2 MG DISP SYRIN MORPHINE 2MG/ML TUBEX <i>In Stock: 1</i>	
SODIUM CHLORIDE 0.9% 100 ML IV SOLN. NORMAL SALINE 0.9% NAACL <i>In Stock: 0</i> Out of Stock	
SUTURE KIT SUTURE KIT	
WARFARIN SODIUM 5 MG TAB COUMADIN <i>In Stock: 49</i>	

Profile Dispense (cont'd)

- Touch to highlight the medication(s) you wish to dispense.
Continue with the dispense process as previously described.

Note: You may be asked to provide a reason that an override dispense was needed and/or a witness to this transaction.

- Logout.

Primary delivery site 11 Patient Admission

Admit **Optional** **Misc** **Allergies**

Enter Patient Admission Information

Identification Information:

Name (last, first): ILLINOIS, HINES

Patient ID: 123456786

Admission Information:

Admit Date: 04/25/2002 14:03

Bed: 11 01

Class: Inpatient

Admit

Help

Cancel

obgyn Receiving Orders Discrepancies: 0

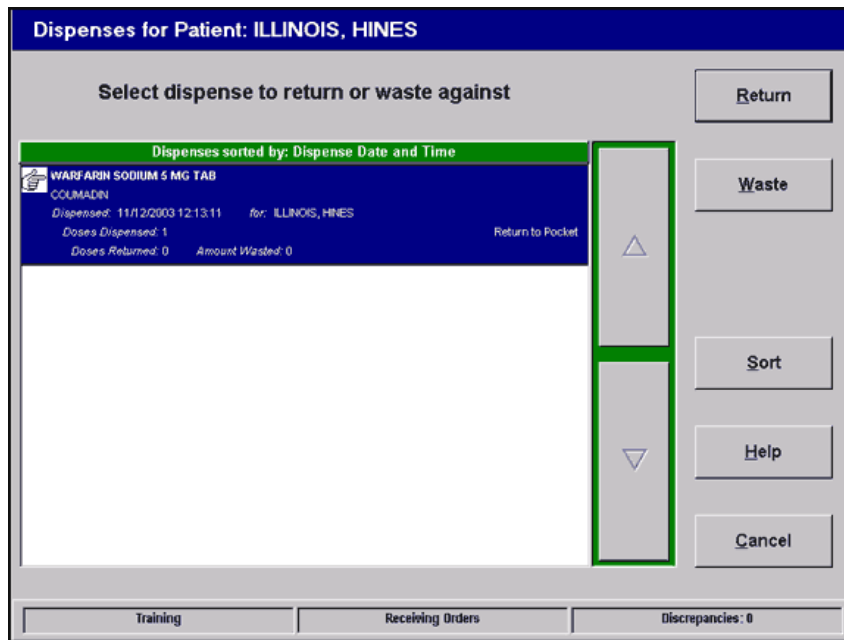
Manual Admit

1. From the Dispense tab, touch the Admit button.
2. Enter the patient's last name, then their first name into the Name box.
3. If required, enter patient identifier such as an Admission or Medical Record Number, into the Patient ID box.
4. Select a Bed and Class if none is displayed.
5. Touch the Admit button. You can now dispense medications for the patient.

Dispense	Return	Med Mgt	Discrepancy	Admin
Select a Patient for Medication Return or Waste				Return / Waste
Patients sorted by: Patient Name				
ALABAMA, MASON 123456897 Unit: 4A Med-Surg Room: 410 Bed: 2				
ARIZONA, PHOENIX 123456789 Unit: 4A Med-Surg Room: 403 Bed: 1				
FLORIDA, OCALA 123456780 Unit: 4A Med-Surg Room: 404 Bed: 1				
GEORGIA, DALTON 123456776 Unit: 4A Med-Surg Room: 402 Bed: 2				
ILLINOIS, HINES 123456857 Unit: 4A Med-Surg Room: 401 Bed: 1				
NEVADA, VEGAS 123456784 Unit: 4A Med-Surg Room: 401 Bed: 2				
OHIO, COLUMBUS 123456875 Unit: 4A Med-Surg Room: 410 Bed: 1				
Training		Receiving Orders		Discrepancies: 0

Return

1. Touch to highlight the patient's name.
2. Touch the Return/Waste button.



Return (cont'd)

3. Select the medication(s) you wish to return.
4. Touch the Return button.
5. Have a witness enter their User ID and Pin when required.
6. Touch the Witness button.

Enter Quantity to Return

<div style="border: 1px solid black; padding: 5px;">Return Quantity</div> <div style="border: 1px solid black; padding: 20px; text-align: center; font-size: 2em;">1</div> <div style="display: flex; justify-content: center; gap: 10px;">▲▼</div>	<table border="1" style="margin: 0 auto;"><tr><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td></tr><tr><td colspan="2">0</td><td></td></tr><tr><td colspan="3">Backspace</td></tr></table>	1	2	3	4	5	6	7	8	9	0			Backspace			<div style="margin-bottom: 20px;"><input type="button" value="Open Drawer"/></div> <div style="margin-bottom: 20px;"><input type="button" value="Help"/></div> <div style="margin-bottom: 20px;"><input type="button" value="Skip"/></div> <div><input type="button" value="Cancel"/></div>
1	2	3															
4	5	6															
7	8	9															
0																	
Backspace																	

DIAZEPAM 5MG TAB
(VALIUM 5MG TAB)

TEXAS, DALLAS
Dispensed: 04/25/2002 16:25:05
Dispensed: 2 Returned: 0 Wasted: 0

obgyn	Receiving Orders	Discrepancies: 0
-------	------------------	------------------

Return (cont'd)

7. Enter the Return Quantity.
8. Touch Open Drawer.

Cabinet 1, Drawer 1, Pocket 2

Count Required After Returning			
22	▲		
	▼		

1	2	3
4	5	6
7	8	9
	0	
Backspace		

OK

Request Refill

Help

Skip

Cancel

DIAZEPAM 5MG TAB
(VALIUM 5MG TAB)

TEXAS, DALLAS
Returning: 1

obgyn	Receiving Orders	Discrepancies: 0
-------	------------------	------------------

Return (cont'd)

9. Enter or verify the Count Remaining in the Pocket after the medication is returned.
10. Touch OK.

Dispense **Return** **Med Mgt** **Discrepancy** **Admin**

Select a Patient for Medication Return or Waste

Return / Waste

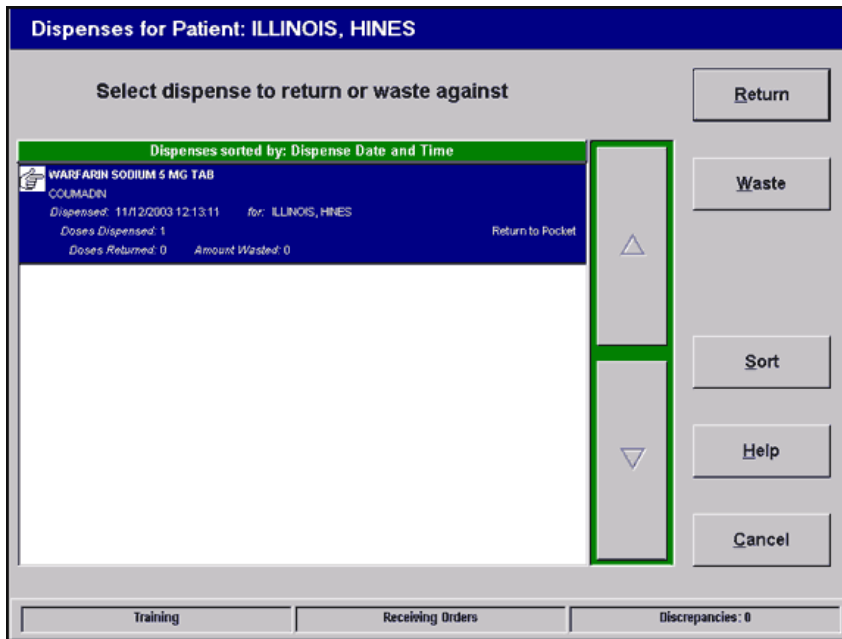
Patients sorted by: Patient Name

ALABAMA, MASON 123456897 Unit: 4A Med-Surg Room: 410 Bed: 2	▲ ▼	Sort
ARIZONA, PHOENIX 123456789 Unit: 4A Med-Surg Room: 403 Bed: 1		
FLORIDA, OCALA 123456780 Unit: 4A Med-Surg Room: 404 Bed: 1		
GEORGIA, DALTON 123456776 Unit: 4A Med-Surg Room: 402 Bed: 2		
ILLINOIS, HINES 123456857 Unit: 4A Med-Surg Room: 401 Bed: 1		
NEVADA, VEGAS 123456784 Unit: 4A Med-Surg Room: 401 Bed: 2		
OHIO, COLUMBUS 123456875 Unit: 4A Med-Surg Room: 410 Bed: 1		
	Help	
	Logout	

Training Receiving Orders Discrepancies: 0

Waste

1. Touch to highlight the patient's name.
2. Touch the Return/Waste button.



Waste (cont'd)

3. Select the Dispense that you want to waste against.
4. Touch the Waste button.

Wasting

Witness Must Enter User ID and PIN

Witness

NURSE, ONE Is
Wasting: CODEINE PHOSPHATE/APAP 30-500MG 1 EA TAB
Dispensed To: OHIO, COLUMBUS

Witness User ID

Witness PIN

Help

Cancel Waste

Cancel All

Training Receiving Orders Discrepancies: 0

Waste (cont'd)

5. Have a witness enter their User ID and PIN when required.
6. Touch the Witness button.

Enter Waste Quantity

Waste Quantity

1
EA

1	2	3
4	5	6
7	8	9
	0	.
Backspace		

IBUPROFEN 400 MG CAPSULE
(MOTRIN 400 MG CAPSULE)

TEXAS, DALLAS
Dispensed: 04/25/2002 13:42
Dispensed: 1 Returned: 0 Wasted: 0

obgynReceiving OrdersDiscrepancies: 0

Waste (cont'd)

7. Enter the Waste Quantity.
8. Touch OK.

MEPERIDINE HCL 100 MG DISP SYRIN

TEXAS, HOUSTON

Waste Quantity: 50

Adjust Quantity: 1 2 3

Confirmation: 50 MG of MEPERIDINE HCL 100 MG DISP SYRIN is being wasted.

OK Cancel

OK

Help

Skip

Cancel

Training Receiving Orders Discrepancies: 0

Waste (cont'd)

9. Confirm the amount wasted by touching OK in the message box.

Note: If you notice that you have entered an incorrect amount, touch Cancel and correct the waste quantity.

Dispense	Return	Med Mgt	Discrepancy	Admin
<input type="button" value="Restock Meds Below Par"/>		<input type="button" value="Inventory Controlled"/>		<input type="button" value="Expire/Audit Controlled"/>
<input type="button" value="Restock All Meds"/>		<input type="button" value="Inventory All Meds"/>		<input type="button" value="Expire/Audit All Meds"/>
<input type="button" value="Custom Restock"/>		<input type="button" value="Custom Inventory"/>		<input type="button" value="Custom Expire/Audit"/>
				<input type="button" value="Expire By Date"/>
<input type="button" value="Empty Return Bin"/>				<input type="button" value="Logout"/>
training	Receiving Orders	Narc Discrepancies: 5		

Restock Meds Below Par

1. From the Med Mgt tab, touch Restock Meds Below Par.

Cabinet 1, Drawer 1, Pocket 1

Count in Pocket Before Restocking

30

▲

▼

1	2	3
4	5	6
7	8	9
	0	
Backspace		

OK

Request Refill

Help

Skip

Cancel

DIAZEPAM 5MG TAB
(VALIUM 5MG TAB)

Maximum Inventory: 1 Par Level: 1

obgyn Receiving Orders Discrepancies: 1

Restock Meds Below Par

2. The restock list appears. Touch Restock.

Note: You may deselect items on the list that you do not plan to restock at this time.

3. Enter or verify the Count Remaining in Pocket prior to restocking.
4. Touch OK.

Cabinet 1, Drawer 6, Pocket 1


Restock Quantity		+	1	2	3	OK
10			4	5	6	
-			7	8	9	
Exp Date: 12/01/2005 <input checked="" type="checkbox"/> MM/YYYY			0	Backspace		
Furosemide 10mg/ml 60 ml soln LASIX						Skip
Max: 10 Par: 5 Current Inventory: 11						Cancel

Restock Meds Below Par (cont'd)

5. Enter the Restock Quantity.
6. If prompted with an Exp Date field, you must enter or edit the earliest expiration date for medications in the pocket.
7. Touch OK.

Dispense | Return | **Med Mgt** | Discrepancy | Admin

Drawer | Brand | Generic | Begin Restock

Cabinet:1 Type: Unit Dose Drawer 12-Tray	Dispenser:1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select All
Cabinet:1 Type: Locked-Lidded	Drawer:2		Clear All
Cabinet:1 Type: Locked-Lidded	Drawer:3		Select Secure
Cabinet:1 Type: Locked-Lidded with Return Bin	Drawer:4		Help
Cabinet:1 Type: 4 Quadrant	Drawer:5		Cancel
 Cabinet:1 Type: 4 Quadrant	Drawer:6		
Cabinet:1 Type: 4 Quadrant	Drawer:7		
Cabinet:1 Type: 4 Quadrant	Drawer:8		
Remote Cabinet:2 Type: Remote Location	Remote Drawer:1		

Training | Receiving Orders | Narc Discrepancies: 2

Custom Restock

1. From the Med Mgt tab, touch the Custom Restock button.
2. Select the specific medications to restock by Drawer, Brand, or Generic Drug name.
3. Touch the Begin Restock button.

Cabinet 1, Drawer 1, Pocket 1

Count in Pocket Before Restocking

30

▲

▼

1	2	3
4	5	6
7	8	9
	0	
Backspace		

OK

Request Refill

Help

Skip

Cancel

DIAZEPAM 5MG TAB
(VALIUM 5MG TAB)

Maximum Inventory: 1 Par Level: 1

obgyn Receiving Orders Discrepancies: 1

Custom Restock (cont'd)

1. Enter or verify the Count prior to restocking.
2. Touch OK.

Cabinet 1, Drawer 6, Pocket 1

Restock Quantity		1	2	3	OK
10	+	4	5	6	
	-	7	8	9	
Exp Date: 12/01/2005 <input checked="" type="checkbox"/> MMYYYY			0		
		Backspace			

FUROSEMIDE 10MG/ML 60 ML SOLN
LASIX

Max: 10 Par: 5 Current Inventory: 11

Skip

Cancel

Custom Restock (cont'd)

4. Enter the Restock Quantity.
5. If prompted with an Exp Date field, you must enter or edit the earliest expiration date for medications in the pocket.
6. Touch OK.

Inventory

Enter the Witness User Id and PIN Witness

SUPERVISOR, SUSAN is counting.
This witness will be recorded for all selected inventory transactions requiring a witness.

User Id Help

PIN Skip

Cancel

Training Receiving Orders Discrepancies: 0

Inventory Controlled

1. From the Med Mgt tab, touch Inventory Controlled.
2. Have a witness enter their User ID and PIN when required.

Note: This witness will be recorded for all selected inventory transactions requiring a witness.

3. Touch the Witness button.

Cabinet 1, Drawer 1, Pocket 1

Count Required		+	1	2	3	OK
			-	4	5	
Exp Date: 02/2005 <input type="checkbox"/> MM/DD/YYYY		7	8	9	Request Refill	
		0	Backspace			
<div style="font-size: small; color: red;">CODEINE PHOSPHATE/APAP 30-500MG 1 TAB TAB</div> <div style="font-size: small; color: red;">TYLENOL #3</div> <hr style="border: 0; border-top: 1px solid black;"/> <div style="font-size: x-small;">Max: 10 Par: 5</div>		Skip		Cancel		
Train9	Receiving Orders	Manual Override				

Inventory Controlled (cont'd)

4. Enter or verify the current count of pocket inventory.
5. If prompted with an Exp Date field, you must enter or edit the earliest expiration date for medications in the pocket.
6. Touch OK.

Dispense	Return	Med Mgt	Discrepancy	Admin
Drawer <input checked="" type="radio"/>	Brand <input type="radio"/>	Generic <input type="radio"/>	Begin Inventory	
Cabinet:1 Type: Unit Dose Drawer 12-Tray	Dispenser:1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select All	
Cabinet:1 Type: Locked-Lidded	Drawer:2		Clear All	
Cabinet:1 Type: Locked-Lidded	Drawer:3		Select Secure	
Cabinet:1 Type: Locked-Lidded with Return Bin	Drawer:4		Help	
Cabinet:1 Type: 4 Quadrant	Drawer:5		Cancel	
Cabinet:1 Type: 4 Quadrant	Drawer:6			
Cabinet:1 Type: 4 Quadrant	Drawer:7			
Cabinet:1 Type: 4 Quadrant	Drawer:8			
Remote Cabinet:2 Type: Remote Location	Remote Drawer:1			
Training	Receiving Orders		Narc Discrepancies: 2	

Custom Inventory

1. From the Med Mgt tab, touch Custom Inventory.
2. Select the medications you wish to inventory sorted either by Drawer, Brand, or Generic Name.
3. Touch the Begin Inventory button.
4. Continue with the inventory function as previously described.

Cabinet 1, Drawer 1, Pocket 1

Count in Pocket Before Expiring

40

1 2 3

4 5 6

7 8 9

0

Backspace

OK

Request Refill

Help

Skip

Cancel

DIAZEPAM 5MG TAB
(VALIUM 5MG TAB)

Maximum Inventory: 1 Par Level: 1

obgyn Receiving Orders Discrepancies: 1

Expire/Audit All Meds

1. From the Med Mgt tab, touch Expire/Audit All Meds.
2. Enter or verify the count in the pocket prior to expiring meds.
3. Touch OK.

Cabinet 1, Drawer 6, Pocket 1

Expire Quantity	
0	+
	-

Exp Date: 00/0000 MM/DD/YYYY

1	2	3
4	5	6
7	8	9
	0	
Backspace		

FUROSEMIDE 10MG/ML 60 ML SOLN
LASIX

Max: 10 Par: 5 Current Inventory: 11

OK

Skip

Cancel

training Receiving Orders **Narc Discrepancies: 5**

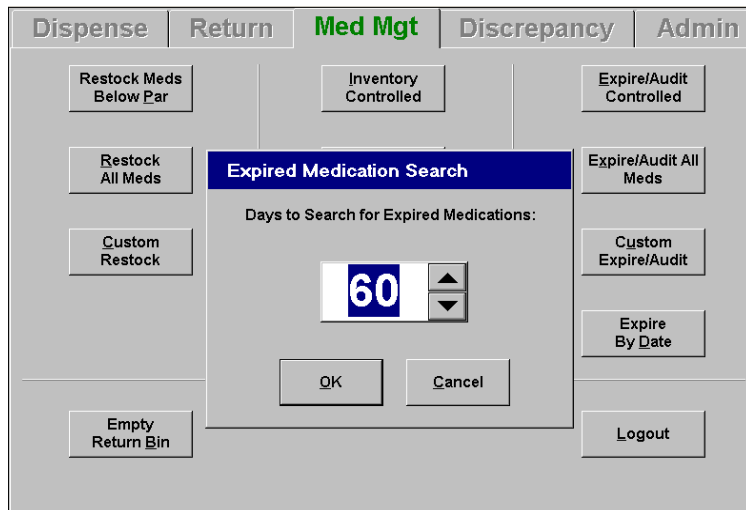
Expire/Audit All Meds (cont'd)

1. Enter the Expire Quantity.
2. If prompted with an Exp Date field, you must enter or edit the earliest expiration date for medications in the pocket.
3. Touch OK.

Dispense	Return	Med Mgt	Discrepancy	Admin
Drawer <input checked="" type="radio"/>	Brand <input type="radio"/>	Generic <input type="radio"/>	Begin Expire	
Cabinet:1 Type: Unit Dose Drawer 12-Tray	Dispenser:1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select All	
Cabinet:1 Type: Locked-Lidded	Drawer:2		Clear All	
Cabinet:1 Type: Locked-Lidded	Drawer:3		Select Secure	
Cabinet:1 Type: Locked-Lidded with Return Bin	Drawer:4		Help	
Cabinet:1 Type: 4 Quadrant	Drawer:5		Cancel	
Cabinet:1 Type: 4 Quadrant	Drawer:6			
Cabinet:1 Type: 4 Quadrant	Drawer:7			
Cabinet:1 Type: 4 Quadrant	Drawer:8			
Remote Cabinet:2 Type: Remote Location	Remote Drawer:1			
Training	Receiving Orders	Narc Discrepancies: 2		

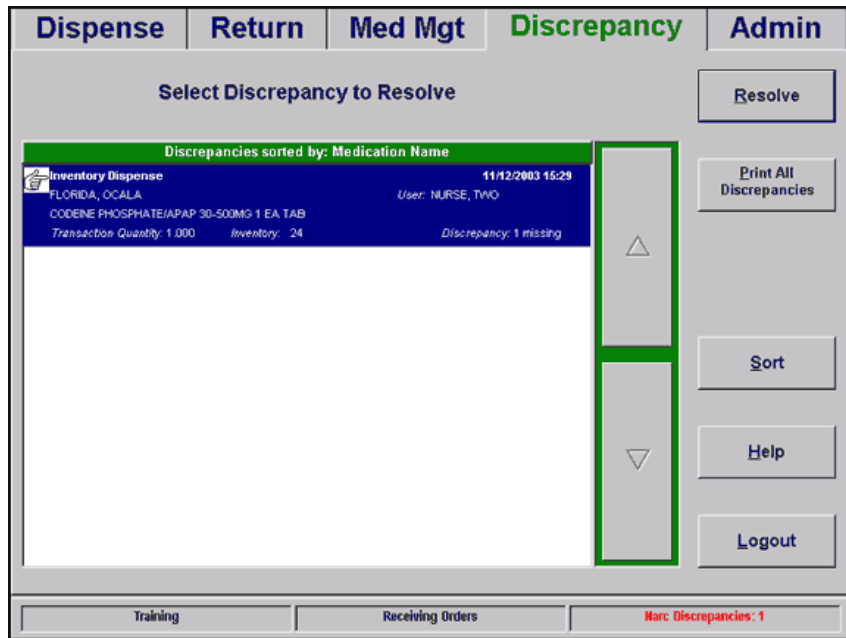
Custom Expire/Audit

1. From the Med Mgt tab, touch Custom Expire/Audit.
2. Select the medications you wish to expire/audit sorted either by Drawer, Brand, or Generic Name.
3. Touch the Begin Expire button.
4. Continue with the Expire/Audit function as previously described.



Expire by Date

5. From the Med Mgt tab, touch Expire by Date.
6. You can remove medication doses whose expiration date has passed or may be coming up soon and enter an updated expiration date for the pocket. AcuDose-Rx will only open pockets with logged expiration dates prior to or during the specified search days..



Discrepancy

1. Touch to highlight the discrepancy that you wish to resolve.

Note: a custom inventory of the selected med is recommended to ensure that the discrepancy was not caused by a counting error, and that the current count is accurate.

2. Touch the Resolve button.
3. Have a witness enter their User ID and Pin when required.

Discrepancy Resolution

CODEINE PHOSPHATE/APAP 30-500MG 1 EA TAB

Enter a reason for this discrepancy or select one from the list below

Inventory Count Error

Next >>

Inventory Count Error

Dispensed Too Many

Dispensed Too Few

Returned Too Many

Returned Too Few

Restocked Too Many

Restocked Too Few

Inventory Count Error

Expired Too Many

Expired Too Few

RN Removed 1 Dose But Cancelled Transaction

RN Removed 2 Doses But Signed Out 1

Help

Cancel Resolution

Training Receiving Orders Narc Discrepancies: 1

Discrepancy (cont'd)

6. Touch to select the reason for the discrepancy.

Note: Use the keyboard to type the reason if an appropriate one is not listed or to enter additional information.

7. Touch the Next button.

Select Responsible User

Select Responsible User (Optional)

Finish

Users sorted by: User Name

NURSE, FOUR Initials: FN Id: FN	△
NURSE, ONE Initials: ON Id: ON	
NURSE, ONE SUPERVISOR Initials: OSN Id: OSN	
NURSE, TWO Initials: TN Id: TN	
ONE, PACKAGER Initials: PO Id: PAC1	
Packager Initials: PP Id: Pack	
PHARMACIST, ONE Initials: OP Id: OP	
PHARMACIST, TWO Initials: TP Id: TP	
PHARMTECH, ONE Initials: OPT Id: PT1	
PHARMTECH, TWO Initials: TPT Id: PT2	

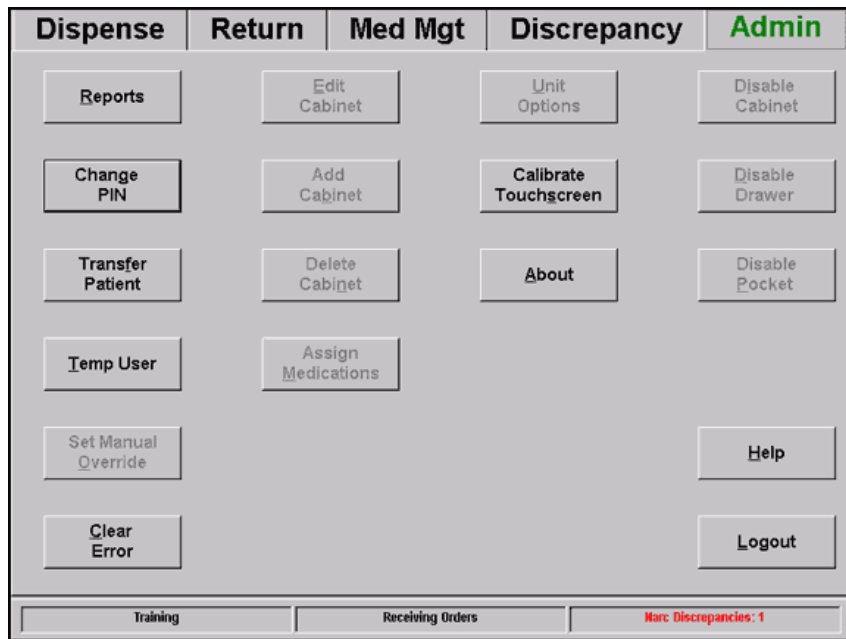
Help

Cancel

Training Receiving Orders **Narc Discrepancies: 1**

Discrepancy (cont'd)

6. Select a responsible user (optional).
7. Touch Finish.



Admin

The Admin screen provides access to multiple functions. Buttons that appear grayed out will not be available to you. Access is based on the security privileges assigned by your system administrator.

Report Generation

Nurse Admin Med Mgmt All Generate

Reports sorted by: Report Name

- Returns and Wastes
- Station Events (By Medication)
- Station Events (By Patient)
- Station Events (By Station)
- Station Events (By User)

Help

Cancel

Training Receiving Orders Narc Discrepancies: 1

Reports

1. Select the report that you wish to view.
2. Touch the Generate button.

Station Events (By Patient) Report Options

Report Destination

Screen Only
 Default Printer
 Export to File

OK

Enter report options: (leave blank for all values)

Start Date greater than or equal 11/05/2003 00:00 AND ▲

End Date less than or equal 11/12/2003 16:08 AND

Medication (Midcard is *) equals <All> AND ▼

From DEA Code greater than or equal 0 AND

Help

Cancel

Training Receiving Orders **Narc Discrepancies: 1**

Reports (cont'd)

1. Select the report destination. It is generally best to view the report on the screen prior to printing.
2. Choose the appropriate report options.

Note: By setting specific options you will be allowing the system to sort the available data limiting the volume of information that will appear on the report.

3. Touch OK.

Dispense Return Med Mgt Discrepancy Admin

Report Edit Unit Disable Cabinet

Change PIN Disable Drawer

Transfer Patient Disable Pocket

Temp U Service

Set Man Overric Help

Clear Error Logout

obgyn Receiving Orders Discrepancies: 0

Change PIN for: NN22

Old PIN:

New PIN:

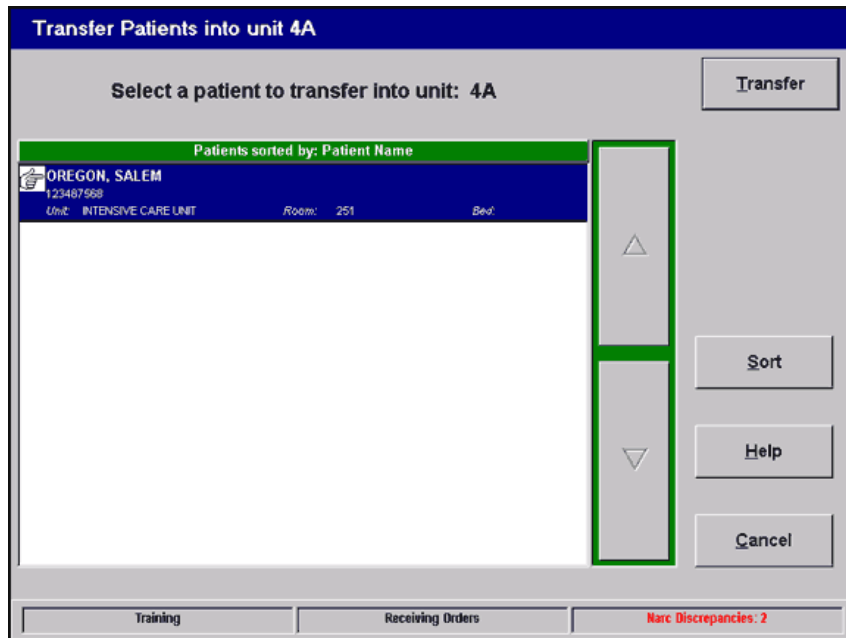
Confirm New PIN:

OK Cancel Help

Change PIN

1. Enter your Old (current) PIN.
2. Enter your New PIN. It can be 4 to 8 characters, numbers or letters.
3. Enter your New PIN a second time to confirm the change.
4. Touch OK.

A confirmation will appear to inform you that your PIN has been successfully changed.



Transfer Patient

1. Select a patient to transfer.
2. Touch the Transfer button.

Transferring Patient: OREGON, SALEM

Select bed for transferred patient to occupy

Transfer

Beds sorted by: Room and Bed

Room: 407	Bed: 2
Occupant:	
Patient Id:	
Room: 408	Bed: 1
Occupant:	
Patient Id:	
Room: 408	Bed: 2
Occupant:	
Patient Id:	
Room: 409	Bed: 1
Occupant:	
Patient Id:	
Room: 409	Bed: 2
Occupant:	
Patient Id:	
Room: 411	Bed: 1
Occupant:	
Patient Id:	

Help

Cancel

Training Receiving Orders **Narc Discrepancies: 2**

Transfer Patient (cont'd)

1. Select a bed to transfer the patient to.
2. Touch the Transfer button.

Temporary User

Manage an Existing Temp User by pressing Edit or Reactivate
Add a New Temp User by pressing Add

Users sorted by: User Name

<p>🔍 User Name: Nurse, Agency 1 User ID: AGY1N Initials: A1N Site User ID: AGY1N User expired on: 1/30/04 at: 03:59:58</p>	<p>▲</p> <p>▼</p>	<p>Edit</p>
<p>User Name: Nurse, Agency 2 User ID: AGY2N Initials: A2N Site User ID: AGY2N User expired on: 1/8/04 at: 07:59:58</p>		<p>Reactivate</p>
<p>User Name: Nurse, Agency 5 User ID: AGY5N Initials: A5N Site User ID: AGY5N User expired on: 1/8/04 at: 07:59:58</p>		<p>Sort</p>
<p>User Name: Nurse, Agency 6 User ID: AGY6N Initials: A6N Site User ID: AGY6N User expired on: 11/10/03 at: 19:59:58</p>		<p>Help</p>
<p>User Name: Nurse, Agency 8 User ID: AGY8N Initials: A8N Site User ID: AGY8N User expired on: 11/1/03 at: 02:59:59</p>		<p>Cancel</p>
<p>User Name: Nurse, Agency 9 User ID: AGY9N Initials: A9N Site User ID: AGY9N User expired on: 12/4/03 at: 23:59:00</p>		

Emergency Room Receiving Orders Discrepancies: 3

Temp User –Add

1. From the Admin tab, touch Temp User.
2. Before adding a temp user, first search the existing list to make sure that they are not already there.
3. Touch the Add button.

Add Temp User

User Privileges

Identification

User ID User Barcode

Name

Initials

Expiration

Expiration Date OR Hours to Expiration

Password

PIN Confirm

OK

Help

Cancel

Emergency Room Receiving Orders Discrepancies: 3

Temp User –Add (cont'd)

4. Enter User ID, User Barcode, Name (Last name, first name and middle initial), and Initials.
5. When permitted, you can edit the expiration date and time, or directly enter the hours to expiration. Enter a temporary PIN of 4 to 8 characters, then type the PIN a second time in the Confirm box.

Add Temp User

User | Privileges

Available:

- AcuDose-Rx Configuration
- Empty Return Bin
- Handle Schedule 1 meds
- Handle Schedule 3 meds
- Inventory Medications
- Set Manual Override
- Transfer patients

Assigned:

- AcuDose admin reports
- AcuDose Custom Reports
- AcuDose Emergency Dispense
- AcuDose med mgt reports
- AcuDose nursing reports
- AcuDose Override Disp Priv
- AcuDose-Rx Assign Med
- AcuDose-Rx Disable Pockets
- AcuDose-Rx Edit Drug
- AcuDose-Rx Edit Unit Opt
- Admit patients

Buttons: Add >, < Remove, Add All >>, << Remove All, OK, Help, Cancel

Help: Select a privilege for more information

Status Bar: Emergency Room | Receiving Orders | Discrepancies: 3

Temp User –Add (cont'd)

6. Select the Privileges tab. Your system administrator has assigned the privileges in the list on the right to all temporary users. If permitted, you may select additional privileges from the list on the left and touch the Add> button.

Note: If you select an additional privilege, you can view information about that privilege under the Help section.

7. Touch OK.

Temporary User

Manage an Existing Temp User by pressing Edit or Reactivate
Add a New Temp User by pressing Add

Users sorted by: User Name

<p>👤 User Name: Nurse, Agency 1 User ID: AGY1N Initials: A1N Site User ID: AGY1N User expired on: 1/30/04 at: 03:59:58</p>	<p>▲</p> <p>▼</p>	<p>Edit</p>
<p>User Name: Nurse, Agency 2 User ID: AGY2N Initials: A2N Site User ID: AGY2N User expired on: 1/8/04 at: 07:59:58</p>		<p>Reactivate</p>
<p>User Name: Nurse, Agency 5 User ID: AGY5N Initials: A5N Site User ID: AGY5N User expired on: 1/8/04 at: 07:59:58</p>		<p>Sort</p>
<p>User Name: Nurse, Agency 6 User ID: AGY6N Initials: A6N Site User ID: AGY6N User expired on: 11/10/03 at: 19:59:58</p>		<p>Help</p>
<p>User Name: Nurse, Agency 8 User ID: AGY8N Initials: A8N Site User ID: AGY8N User expired on: 11/1/03 at: 02:59:59</p>		<p>Cancel</p>
<p>User Name: Nurse, Agency 9 User ID: AGY9N Initials: A9N Site User ID: AGY9N User expired on: 12/4/03 at: 23:59:00</p>		

Emergency Room Receiving Orders Discrepancies: 3

Temp User -Edit

1. From the Admin tab, touch Temp User.
2. Select the temp user's name from the list.
3. Touch the Edit button.

Edit Temp User Nurse, Agency 2

User Privileges Unit Assignments

Identification

User ID: AGY2N User Barcode: AGY2N

Name: NURSE, AGENCY 2

Initials: A2N

Expiration

Expiration Date: 02/24/2004 09:59:58 OR Hours to Expiration: 18

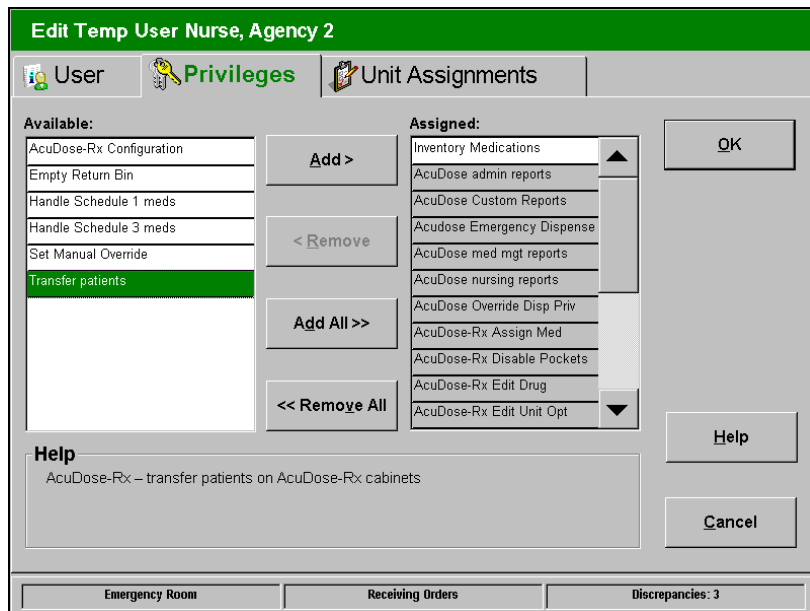
Password

PIN: ***** Confirm: *****

Emergency Room Receiving Orders Discrepancies: 3

Temp User –Edit (cont'd)

- When permitted, you can edit the expiration date and time, or directly enter the hours to expiration. Enter a temporary PIN of 4 to 8 characters, then type the PIN a second time in the Confirm box.



4.

Temp User –Edit (cont'd)

5. If permitted, select the Privileges tab. Your system administrator has assigned the privileges that are grayed out in the list on the right to all temporary users. You may select additional privileges from the list on the left and touch the Add> button or select non-grayed out privileges from the list on the right and touch the Remove button to unassign those privileges.

Note: If you select a privilege, you can view information about that privilege under the Help section.

Edit Temp User Nurse, Agency 2

User Privileges Unit Assignments

The user has access to the units listed on the right.
If necessary, you may remove access to any of these units.

Remove Access To Units:

Delivery Site	Unit
CCU	CCU
ICU	ICU
Med Surg 4 A	4A
Med Surg 4 B	4B
Med Surg 4 C	4C
Med Surg 4 D	4D
Med Surg 5 A	5A
Med Surg 5 B	5B
Med Surg 5 C	5C
Med Surg 5 D	5D

User Has Access To Units:

Delivery Site	Unit
Trauma	TR
Emergency Room	ER

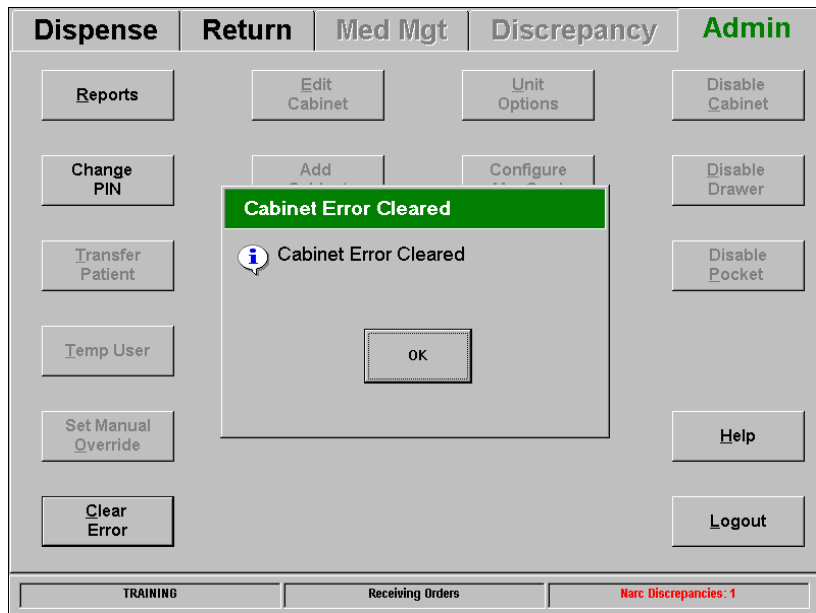
Buttons: Add >, < Remove, Add All >>, << Remove All, OK, Help, Cancel

Emergency Room Receiving Orders Discrepancies: 3

Temp User –Edit (cont’d)

6. If permitted, select the Unit Assignments tab.
7. Unit assignments that are grayed out in the list on the right have been assigned by your system administrator to all temporary users. You may select additional unit assignments from the list on the left and touch the Add> button or select non-grayed out unit assignments from the list on the right and touch the Remove button to unassign those unit assignments.

Note: Give careful consideration to the specific units they now need to access and remove those units they no longer need.



Clear Error


1. If you have a Cabinet Error message, touch the Clear Error button.
2. Touch OK.

Assign Medications

Select a location for medication assignment

Cabinet #: Drawer #:

Pockets sorted by: Cabinet, Drawer and Pocket

 Cabinet: 1 Tray Type: 1 Pocket Tray (No Medication Assigned)	Dispenser: 1	Tray: 5 Inventory: 0
Cabinet: 1 Tray Type: 6 Pocket Tray (No Medication Assigned)	Dispenser: 1	Tray: 6 Inventory: 0
Cabinet: 1 Tray Type: 4 Pocket Tray (No Medication Assigned)	Dispenser: 1	Tray: 7 Inventory: 0
Cabinet: 1 Tray Type: 12 Pocket Tray (No Medication Assigned)	Dispenser: 1	Tray: 8 Inventory: 0
Cabinet: 1 Tray Type: 1 Pocket Tray (No Medication Assigned)	Dispenser: 1	Tray: 9 Inventory: 0

Assign Medication

Unassign Medication

Edit Drug

Sort

Help

Cancel

Training Receiving Orders **Narc Discrepancies: 2**

Assign Medications

1. Use the drop down menus to select the cabinet and drawer where you would like to assign a medication.
2. Select the pocket for med assignment.
3. Touch the Assign Medication button.

Medication Formulary List

Select a medication

Assign Medication

Medications sorted by: Generic Name

ACETAMINOPHEN 130MG/5ML 12.5 ML ELIXIR No Brand Name No Alias Name	
ACETAMINOPHEN 500 MG CAPSULE TYLENOL ES TYLES5000	▲
ACETAMINOPHEN 500 MG TAB TYLENOL No Alias Name	
AL AND MG HYDROXIDE/SIMETH 30 ML SUSP ORAL MYLANTA MYLAN300	
ALBUTEROL 90MCG 6.8 GM AEROSOL PROVENTIL 90MCG INHALER PROVE90I	▼
ASPIRIN 81 MG TAB EC ASPIRIN 81MG TABLET EC ASAEC81	

Sort

Help

Cancel

Training Receiving Orders Narc Discrepancies: 2

Assign Medications (cont'd)

4. Use a type search or scroll to locate, then touch to select the medication for assignment.
5. Touch the Assign Medication button.

Edit Cabinet Drug Options

AL AND MG HYDROXIDE/SIMETH 30 ML SUSP ORAL

Restock Options

Max: The cabinet is restocked to this number of doses. This number represents a total for all assigned pockets.

Par: When the number of doses in the cabinet falls below this number the drug will need to be restocked

Transaction Options

Witness Required: Check to require a witness for transactions that require a witness

Override: Check to allow profile override when pharmacy is open

Count Medication: Check to require a blind count

After Hours Override: Check to allow profile override when pharmacy is closed

Return Options

Return To: Specify location to return drug

Assigned Drug Locations

Location	Type	Status	Last Stockout	Inventory
Tray : 1 - 1 - 12	1 Pocket Tray	Active	8/5/2003 10:36:53	0
Pocket : 1 - 6 - 3	1 Pocket Quadrant	Active	2/7/2003 15:49:46	8
Pocket : 2 - 1 - 1	Remote Pocket	Active	6/25/2003 17:17:31	0

Training Receiving Orders Discrepancies: 0

OK Help Cancel

Assign Medications (cont'd)


6. Enter the Max and Par values.
7. Select the appropriate Med Options.
8. Touch OK.

Assign Medications to Pockets

Select a pocket for medication assignment

Cabinet #: All Cabinets Drawer #: All Drawers

Assign Medication

Pockets sorted by: Cabinet, Drawer and Pocket			
Cabinet: 1	Drawer: 3	Pocket: 29	Pocket Inv: 0
Pocket Type: 3X4QUAD			
Cabinet: 1	Drawer: 3	Pocket: 30	Pocket Inv: 0
Pocket Type: 3X4QUAD			
Cabinet: 1	Drawer: 3	Pocket: 31	Pocket Inv: 0
Pocket Type: 3X4QUAD			
Cabinet: 1	Drawer: 3	Pocket: 32	Pocket Inv: 0
Pocket Type: 3X4QUAD			
Cabinet: 1	Drawer: 3	Pocket: 33	Pocket Inv: 0
Pocket Type: 3X4QUAD			
 Cabinet: 1	Drawer: 3	Pocket: 34	Pocket Inv: 48
Pocket Type: 3X4QUAD			
ACETAMINOPHEN 500 MG CAPSULE			

Unassign Medication

Edit Drug

Sort

Help

Cancel

Training Receiving Orders Discrepancies: 0

Start AcuDose-Rx 12:54 PM

Unassign Medications

1. Select the medication to be unassigned.
2. Touch the Unassign Medication button.

This *AcuDose-Rx User Guide* is confidential and contains information proprietary to McKesson Automation. Neither this document, nor any of the information contained in other documentation or software assistance publications, may be reproduced or disclosed to any person under any circumstances without the express written permission of McKesson Automation. For more information, please call McKesson Automation at 1-800-700-USER, and ask to speak with the Technical Writing Department.

Additional information is provided in the AcuDose-Rx Reference Guide and on-line help.

McKesson Automation is dedicated to providing you with accurate, consistent support for AcuDose-Rx. However, as with all computer software, changes in equipment and code occur frequently. As these changes are made, AcuDose-Rx users will be trained and informed of the new procedures in the most timely manner possible. However, because of the inherent delays involved in producing documentation, information in this Guide is subject to change. If you have questions about changes in your software, please call McKesson Automation.

© Copyright 1995 – 2004 McKesson Automation
700 Waterfront Drive, Pittsburgh, PA 15222
1-800-700-USER Fax: 412-209-1414

AcuDose-Rx is a trademark of McKesson Automation.

Printed in Ireland