Pyxis MedStation™ ES System

Station User Guide

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Pyxis MedStation™ ES System Station User Guide

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

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

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

Information to User

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

FCC Notice

This device complies with Part 18 of the FCC rules.

Canadian Notice (Avis Canadien)

This ISM device complies with Canadian ICES-001.

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

Authorized European Representative EC REP

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About this guide

This guide provides information on how to set up, use, and maintain the Pyxis MedStation™ ES system devices.

This guide does not cover service and repair procedures. It focuses on the daily use of the system, as well as minor maintenance and troubleshooting.

For additional support information, call the CareFusion Technical Support Center for Pyxis™ products at 800.727.6102 from North America. From all other locations, call 858.617.2000.

Conventions

Text

- The names of document titles, cross-references, and text that requires emphasis are formatted in *italics*.

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

- User input is formatted in `Courier bold`.

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

- GUI terms are formatted in this font when referring to title bars or sections within the graphical user interface (GUI).

Notice indicators

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

Note
Notes contain supplementary information or emphasize a point or procedure.

Updates for
System Release 1.3.0

This release of the Pyxis MedStation ES System Station User Guide contains the following new or changed functions. Click the links below to go to the specific sections.

- New RxCheck button in *Buttons and icons* on page *8*

- An ability to verify that items were loaded or refilled in the system according to the pharmacy's specifications which are described in *Using RxCheck* on page *100*

- *Dispensing medications from multiple pockets*

- Print transaction during remove information shown in *Managing medications* on page *34*

- *Joined towers and coupled doors* on page *79*

- Information on increasing a dose is shown in *Decreasing or increasing an ordered dose* on page *37*

- *Removing a partial order of a multicomponent order* on page *37*

- Increased number of patients during search, shown in *All Available Patients* on page *19*

Chapter 1
Basics

This chapter explains how to sign in and out of the system. This chapter also describes the Main Menu screen and the features and functions of the device user interface.

This chapter includes the following topics:

Signing in and out

Only authorized users can access the device. The system administrator can assign each device one of the following modes of access:

• User ID and private password access

• User ID and BioID

Signing in verifies your identity and access privileges before you are allowed to access the system and allows the system to track your transactions.

When you sign in to the station, a password expiration dialog box may appear in the station software application. This is a reminder for you to change your user password.

Your system administrator sets the password expiration notice for users on the Pyxis Enterprise Server software application.

When signing out, or when the system has been inactive for a predetermined period of time, the standby screen appears until the next user signs in. Sign in to the system from the standby screen.

Signing in with a user ID and password

1. Select the screen.
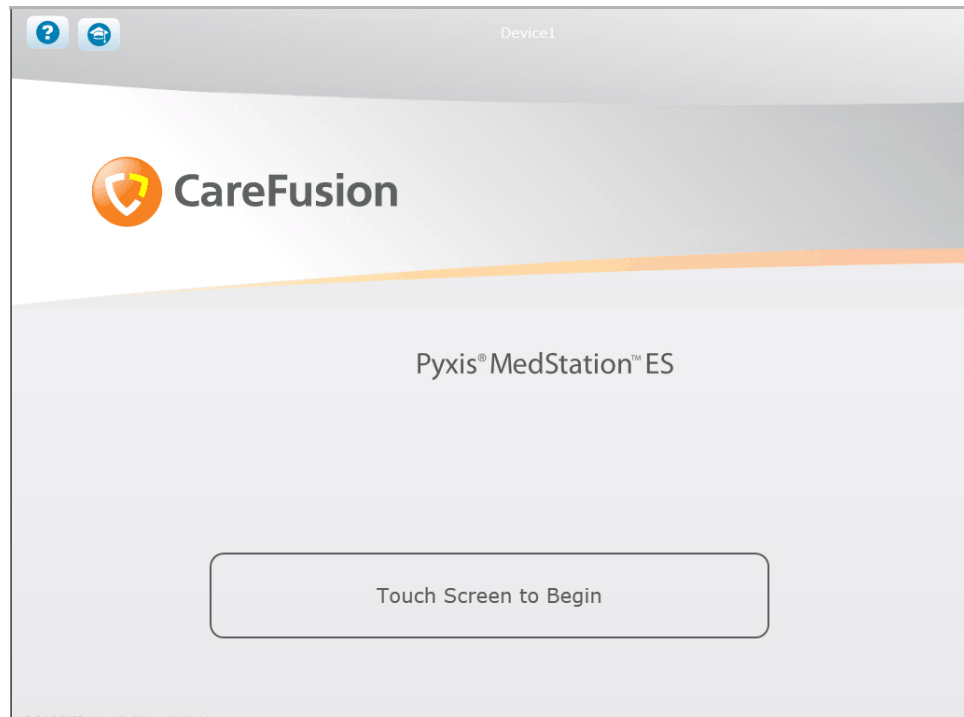
2. On the sign-in screen, use the device keyboard to enter your user ID and press TAB on the keyboard.

3. Enter the password and press ENTER on the keyboard.

4. To access other processes, select **More**.

Using BioID

Each facility determines who needs to use BioID. Depending on your access privileges, the system may require you to complete the BioID registration the first time you sign in at a station. This one-time process enables you to register your biometric information in the system. After successfully registering in the system, you have BioID sign-in rights at your facility's devices. The system continues to request your BioID sign-in on every sign-in attempt until the system administrator changes your settings at the server.

Registering BioID

To register, three images of the same fingerprint at the BioID scanner are required. Use the following techniques to register your fingerprints successfully:

- Cover the entire scanning lens with your fingertip.

- Consistently position your finger on the scanner.

- Apply firm, consistent pressure on the scanner.

- Lift your finger between images.

Registering your BioID

1. Select the standby screen. Enter your user ID and press ENTER on the keyboard.

    A notification states that registration is required.

2. Select **Register** to continue.

3. Enter your password.

    If your password is expired, the device application redirects you to the Change Password screen.

4. Follow the screen instructions to register three fingerprint scans of the same finger.

5. When **Scanning Fingerprint 1 of 3** appears on the screen, center your finger on the lens and press firmly.

    The scanner flashes brightly as it takes an image, and a dimmed image of your fingerprint appears in the window on screen. Do not remove your finger from the scanner until the dimmed image appears.

    The system begins processing the scanned fingerprints.

6. During the system's scanning process, keep in mind the following:

    - If your fingerprint does not match the previous scan(s)—for example, if you scanned two different fingers—a red screen alerts you that the fingerprint does not match.

    - The system clears all previously captured scans, and you are required to start over.

    - After successfully registering your fingerprint, you are signed in to the device application and redirected to the Main Menu.

    - If you are unable to register, contact your system administrator.

Signing in with BioID

If the BioID scanner is not functional, the device switches to authentication failure mode.

If you are an exempt BioID user, the device never prompts for fingerprint registration and switches to BioID exempt failure mode.

1. Press ENTER on the keyboard or select the screen to sign in.

   On occasion, a witness is required to confirm your identity so that you can gain access to the station.

2. Enter your user ID and press ENTER on the keyboard.

   The User BioID Authorization screen appears, and the blue LEDs light on the fingerprint identification station.

3. Follow the directions on the screen for placing your finger.

   Note
   The scanner times out after 10 seconds of inactivity. If a time-out occurs, the standby screen appears.

   If the station successfully verifies your fingerprint scan, the Main Menu screen reappears.

Signing in after a BioID sign-in failure

If the station fails to verify your fingerprint scan, the system prompts you to retry, reminding you to cover the scanner completely and to press firmly.

After the third failed verification attempt, the system defaults to the password prompt. Depending on system configuration, you may need a witness to confirm your identity to gain access to the station.

Witness after a BioID sign-in failure

Do not use a witness with an expired password or one who has never registered his or her fingerprints. A support user cannot function as a witness for this process.

> **Note**
> If the fingerprint scanner is not functional, the device prompts you for a finger scan and switches over to authentication failure mode.

▸ If you cannot sign in using BioID, select **Use Password**, in the confirmation message that appears, to access the system with a password and witness or select **Cancel** to return to the standby screen.

- If you touched **Use Password**, have the witness user enter his or her user ID in the Witness screen that appears. The witness is required to verify using his/her preferred method of signing in.
- If you touched **Cancel**, the standby screen appears.

> **Note**
> The scanner times out after 10 seconds of inactivity. In the event of a time-out, the witness is required to reenter his/her user ID.

Reregistering your BioID

On occasion, you may need to reregister your BioID. For example, if you cut your finger, you may need to reset your BioID using a different finger.

1. Sign in to the device using the failure authentication mode that is configured for your facility.
2. In the Main Menu screen, select **More**.
3. Select **User Preference**.
4. In the User Preference screen, select **Change BioID**.
5. When the Register BioID screen appears, repeat step 5 from the *Registering BioID* section.

Signing in using a scanned ID and password

Depending on your facility's policy, the system may require you to scan your ID.

You can scan a barcoded user ID, such as an employee badge, instead of typing a unique ID that you have been assigned by your system administrator. You can scan your user ID at any time to sign in to the system.

The system administrator configures the scanning options for users of the station at your facility.

Signing in using a scanned ID

1. Scan the barcoded ID on your badge using the barcode scanner installed on the station.
2. On the Sign In screen, type your password, then touch **Sign In.**

Signing in when your scanned ID fails

‣ If the system is unable to read your barcoded ID and you are not signing in as a witness, the system may instruct you to type in your user name and password and then get a witness to complete the sign in process.

Signing out

‣ In the upper right corner of the screen, select **Sign Out** when you are finished using the device.

Note

If you initiate an activity that requires a response, such as closing a drawer, the system prompts you to complete the activity before allowing you to sign out.

If the device is inactive for a predetermined period of time, the system reverts to the standby screen, even if you have not signed out. However, always sign out when you leave the device to ensure that transactions are not performed by others using your user ID.

Changing your password

The first time that you access the device, you must use the password assigned to you by the system administrator. After the first time that you log on to the station, you can change your password at any time or when you are prompted to change based on your site's policy.

1. On the Main Menu screen, select **More > User Preference**.

2. In the User Preference screen, select **Change Password**.

3. In the Old Password box, enter your existing password, and then press TAB on the keyboard.

4. In the New Password box, enter your existing password and press TAB on the keyboard.

5. In the Confirm Password box, enter your new password and either press **ENTER** on the keyboard or press **Change Password.**

Password expiration message

At the server, a password expiration reminder is set by default to make it easier for you to change your password. If you let your password expire, you must contact the system administrator for instructions. After the expiration reminder date has been reached, a password expiration message displays on the screen that reminds you once every 24 hours until you change your password. You also have an option to be reminded at a period longer than 24 hours.

Features and functions

Touchscreen

The buttons on the screen are touch-sensitive—a gentle touch is adequate. You can use a combination of both the touchscreen keyboard and the device keyboard.

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

If you must change or delete text already entered in a field, highlight the text by touching the field or sliding your finger across the text and then retype the correct data or press DELETE on your keyboard.

Scrolling

To scroll on the screen, swipe your finger on the screen in a downward or upward motion. You can also use any scroll bar to move to another position on the screen.

Highlighting

Select the name or medication name to highlight it. In some cases, highlighting or selecting an item activates buttons for a specific process. For example, Return, Remove, Override, or Waste buttons are activated by choosing a patient in the All Available Patients or My Patients (from now on, Patients screen refers to both screens) screen.

Buttons and icons

Symbol	Meaning
	Home—returns the user to the Main Menu screen.
	Help—accesses the device procedure files.
	Sign Out—signs you out and returns you to the Standby screen.
	Expand—expands a listed entry.

Symbol	Meaning
	Contract—contracts a listed entry.
	Sort—sorts a list by the selected column in ascending or descending order.
	Remove—removes a selected entry from a list.
	Duplicate last name— indicates the same last name for more than one patient.
	Medication due—indicates a medication that is due.
	Past due or future removable medication—indicates a medication that is removable but not due at the current time.
	Past due medication—indicates there are past due medications.
	Active orders—indicates a medication that is connected to patients with active orders.
	Expired med—indicates a medication that is past its expiration date.
	Standard stock—indicates a medication that should always be in stock.
	Selection—indicates that you selected an item.

Symbol	Meaning
	Allergy Warning—indicates where allergy information is found.
	Medication Not Actionable—indicates that a medication cannot be removed.,refilled, or loaded. Select the symbol to see more information.
	Witness required—indicates that a transaction requires a witness.

Other indicators

When present, the following indicators appear on the device screens to alert you of specific issues. Select the indicator to get more information.

Symbol	Meaning
	Critical Override—indicator appears when the device has not been communicating with the server for a determined period of time or if the current time is within the device's critical override period.
	Device Disconnected—indicator appears when the device is not communicating with the server.
	Discrepancy—indicator appears when one or more unresolved discrepancies are displayed on a device.
	Failed Drawer (Hardware)—indicator appears when there are one or more failed drawers or pockets in the device.
	Interface Delay—indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface.
	Interface Down—indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface.
	Temperature Out of Range—indicator appears on the device when there is a Pyxis SMART Remote Manager with loaded items associated with the device. This indicator shows a current Temperature Out of Range event that can be resolved.
	Temporary Non-Profile—indicator appears on all devices in profile mode when a temporary non-profile event is present.
	RxCheck—indicator appears when an item stored in a drawer requires an RxCheck.

When indicators are present, they appear at the top of your screen, similar to the indicators below:

Performing common tasks

Each time that you perform an activity at the device, that activity is recorded by the system as a transaction. This information is used in reports and by the system to track inventory levels and to generate refill requests and restock reports to maintain the inventory of medications and supplies.

Sorting a patient list

When performing certain tasks, such as removing a medication, you can sort the list of patients by name, ID, or location.

1. In the Main Menu screen, select a transaction (for example, All Patients).

    For transactions in which you select a patient, a list of patients appears.

2. To sort the list, do one of the following:
    - To sort the list by patient name, select **Name**.
    - To sort the list by patient ID, select **Visit ID**.
    - To sort the list by location, select **Location**.

3. Continue performing the transaction.

   Note
   Some patient information that appears on the system's screen may vary depending on how your system administrator configures the server software.

Sorting a medication list

When performing certain tasks, such as refilling a medication, you can sort the list of medications by brand names or generic names.

1. In the Main Menu screen, select the transaction (for example, Load).

    For transactions in which you select a medication, a list of medications appears.

2. Use the filter list to select medications by type. These include:
    - All
    - Load / Refill
    - Load
    - Refill
    - Controlled Meds
    - Witness Required

3. To sort the list generated from selecting a filter, select the **Sort** button at the top of the column.

4. Continue performing the transaction.

Filtering lists

‣ Type one or more characters to filter a list.

Inventory management

The Cancel All feature is available for all inventory management functions.

Witnessing a transaction

Some transactions at the device may require a witness. A user with the device Witness privilege enters his or her user ID and password or BioID to certify witnessing the transaction.

A medication requires a witness if:

• The formulary item is configured to require a witness for the function.

• The device is set to require a witness for the function.

• You do not have independent witness permission for the function.

A witness may be required for the following functions:

• Remove Medications

• Return Medications to Bin

• Waste

• Inventory

• Empty Return Bin

• Document Discrepancy

• Override

• Failed BioID

Acting as a witness

As a witness, you acknowledge and verify a transaction. When a transaction requires a witness, a Witness screen appears.

1. If a screen appears that indicates that a witness is required to verify the transaction, contact the person authorized to act as a witness and select **Accept** to continue.

2. Acting as a witness, enter your user ID (Witness ID) and password (Witness password) or BioID and press ENTER on the keyboard.

Verifying the medication count

Verify Count

When you remove, return, or refill medications, the Verify Medication Count screen may appear. This option, usually associated with narcotics, requires you to count the medications loaded in the pocket and confirm their inventory levels.

Note

When using barcodes, the station defaults to the pick quantity that is in the barcode. If you change the quantity, no discrepancy is stored.

1. Verify that the medication name and count on the Verify Medication Count screen matches the number of medications in the pocket.

2. Do one of the following:

   a. If the count matches, select **Accept**.

   b. If your count does not match the beginning count:

      ◦ Select **No** and enter the actual quantity in the screen that appears. A discrepancy is recorded.

      ◦ Select **Accept**.

Using Blind Count

The Blind Count option requires you to enter the correct beginning count of a medication before removal, but the system does not display the expected beginning count.

You are prompted to conduct a Blind Count on Remove or Return to Stock in the following situations:

• The device is configured with Blind Count **On.**

• The medication being removed or returned has a Verify Count Mode of **Blind**.

Conducting a Blind Count may result in the following situations:

• When the count entered matches the expected inventory count, the system closes the count screen and continues with the function you initiated.

• When the count entered differs from the expected inventory count, the entered number ID is blanked out, the cursor remains in the count field, and you are asked to recount.

• When the recount differs from the expected inventory count, you are alerted that the count does not match and a discrepancy has been recorded.

• When the recount differs from the expected inventory count, the inventory count is reset to the new inventory count.

• If you return items that require a count, and the count plus the expected return quantity exceeds the maximum physical capacity of the pocket, a message appears accepting the count with directions on how to proceed.

Counting with multidose MiniDrawers

When you are prompted to count medications loaded in a MiniDrawer, the system displays the expected count for each of the exposed pockets and prompts you to verify or enter the count for each of the pockets.

If you try to close a drawer/pocket during the operation, you are informed that you must complete the count before closing the drawer or pocket.

Printing a transaction slip

A transaction slip functions as a receipt, showing your name, user ID, and details of your activity at the device. Some facilities prefer to turn off the Transaction Slip function, but all transaction information is communicated electronically to the server and can be printed in a report at any time.

The transaction slip contains a transaction summary when one transaction is performed. If more than one transaction is performed, a transaction detail of all transactions prints.

Arrow keys clear selections

If you use the down or up arrows on the keyboard, the device clears any list selections you made prior to using the arrow keys.

Block load

The site can configure the system to prevent the loading of a formulary item into predefined stations. For example, you may want to block loading of a high dose of Heparin into a certain device used only for pediatric cases. This configuration is done in the facility formulary.

If a medication is blocked, the system does the following:

- Not allow the item to be assigned to the station (Assign and Load).
- Not allow the item to be loaded if it was pended before it was blocked.
- Not allow it be refilled or removed if it is already loaded.

Chapter 2
Patient functions at a profile device

The patient screens allow you to locate and view basic information about all available patients. You can manage the My Patient list by adding and deleting patients from the All Available Patients list.

The All Available Patients screen gives you access to patients you are permitted to view, based on the areas to which your device is linked. The My Patients screen displays a list of the patients you configured on the Edit My Patients screen.

This chapter includes the following topics:

The appropriate use of these functions is determined by your facility's policies and procedures.

Using the Main Menu screen

In most transactions, the same basic steps apply for using the Main Menu screen at the device.

1. Select the patient associated with the transaction, if appropriate.

   Note
   Do not select patients when working with pharmacy transactions such as Refill, Load, or Unload.

2. Select the button for the type of transaction that is being performed.

3. Select the medication or medications depending on the activity selected for the transaction.

4. Follow the prompts to perform any actions required by optional settings (for example, enter a count or have a witness verify the transaction).

5. Perform the activity (for example, remove the item from the device).

6. Close any open drawers when prompted.

7. Sign out before leaving the device.

   Note
   Your user security privileges determine the options available in the Main Menu screen.

All Available Patients

The All Available Patients screen gives you access to patients that you are permitted to view, based on the areas to which your device is linked. To navigate around the screen, use your finger to swipe the screen to move up or down the list, or begin typing the patient's last name to filter the list.

Enter one or more letters of the patient's name to search the list of available patients. The filtered list displays patients matching the entered characters with the last name, first name, and patient ID information. If needed for searching, you can enter the patient's last name and first name, separated by a comma.

The All Available Patient list displays up to 300 patients. If the All Available Patient list contains more than 300 patients, patient names do not appear, and a message informs you to search for the patient using the last name, first name, or ID to filter the list of patients.

1. Select **All Available Patients** on the Main Menu.

    Note
    Names with color and a two-person icon indicate the same last name for more than one patient.

    Note
    Some patient information that appears on the screen may vary depending on how your system administrator configures the server software.

2. Select **Name**, **Visit ID**, or **Location** to sort by that field.
3. Select the patient's name to highlight the row.
4. Select the expand button to see more information regarding the patient.

    Note
    If the allergy or order information is truncated, the information ends with a message configured by your facility or refers you to the patient's medical record.

Searching for a patient

▸ Enter one or more characters of the patient's last name in the Search Patients box. This searches the names within the list.

    Note
    Search names must be cleared manually. Select **X** on the Search Patients box or press **Backspace** on the keyboard after placing the cursor in the box.

Searching for patients using Facility search

1. Select **All Available Patients**.
2. Select **Facility Search**.
3. Enter a last name, first name, or Visit ID information.
4. Select **Search**.

My Patients

The My Patients screen displays a list of the patients you configured on the Edit My Patients screen. These patients fulfill the following criteria:

*   They are active (admitted, pre-admitted, and discharged or transferred within the discharge delay window).

*   They are located in the device area that you are accessing.

> **Note**
> The My Patients screen includes temporary patients that you selected.

1. In the Main Menu, select **My Patients**.

    If you do not have any patients in the list, this opens the Edit Patient List screen with a list of all available patients to create your list. If you have patients in the list, the My Patients screen opens.

    > **Note**
    > Access the My Patients screen by touching the **My Patients** button at the bottom of the All Available Patients screen or selecting My Patients from the Main Menu.

2. To select your patients, select the patient name in the left.

    This moves the patient name to your My Patients list.

3. Select **Accept** when you are done adding patients to your list.

    The My Patients screen appears.

Removing patients from My Patients list

1. In My Patients main screen, select **Edit Patient List**.
2. Select **X** next to the patient name in the My Patients panel to remove them from the list.
3. When done, select **Accept**.

Viewing patient information

1. Select the expand button to get more information regarding a specific patient.

2. Select the blue buttons in the Today, PRN, or All Orders sections to get to the Med Profile screen.

   • The My Patients list shows each of your patients and a representation of their profiled order schedule. Icons are displayed in the time column when one or more medications are scheduled for that time.

   • An icon appears in the PRN column when one or more PRN medications are listed for the patient.

   • Selecting an icon takes you to the Med Profile screen to remove medications for that time or type.

   • An orange tab indicates a patient with past due medications that have not been removed. They appear when you select the icon in the current time column or All Orders.

   See *Accessing Med Profile through the remove process* on page *46* for information on medication schedules.

Note
When you select the patient's name, the buttons at the bottom of the screen become active.

The processes for the buttons at the bottom of the screen are the same as for All Available Patients screen. See *Managing medications* on page *34* for more information.

Remote queuing and wasting functionality using Pyxis ES link

Pyxis ES link allows you to use the device in conjunction with the station for remote queuing and wasting. If you are using Pyxis ES link, see the *Pyxis ES link v1.1 User Guide* for further instructions on using the web accessible application.

Nursing can access this functionality to review the patient profile within Pyxis and remotely queue selected medications for removal at the station. Additionally, it can be used to remotely document waste activities following administration. Users of the Pyxis ES link functionality can access the application from anywhere they can currently access a web browser. This accessibility allows the clinical decision-making to be performed effectively at a time and location it is relevant, possibly right at the patient's bedside, and makes the medication removal & waste documentation workflow more efficient.

In addition, with the Pyxis ES system, working through the remote functionality still allows addition of medications, including those medications that must be removed as an override, once at the station for medication removal.

Using Pyxis ES link for remote queuing gives you the following functionality:

- Supports profiles and overrides.

- Allows you to select medications that are going to be dispensed for a patient from the server. You must select the patient, device, and order that needs to be dispensed.

- Allows you to select a medication on override.

- When you go to the device and select the patient, the medications selected at the server will be in the cart. You can then manage the medications in the cart using existing functionality.

Remote wasting is possible for customers with Pyxis ES link. You are able to do the following:

- Select medications that can be wasted.

Support witnessing the waste.

Chapter 3
Patient functions on a non-profile device

This chapter includes the following topics for working on a non-profile device:

The appropriate use of these functions is determined by your facility's policies and procedures.

Using the Main Menu screen

In most transactions, the same basic steps apply for using the Main Menu screen at the device.

1. Select the patient associated with the transaction, if appropriate.

    Note
    Do not select patients when working with pharmacy transactions such as Refill, Load, or Unload.

2. Select the button for the type of transaction that is being performed.
3. Select the medication or medications—depending on the activity selected— for the transaction.
4. Follow the prompts to perform any actions required by optional settings (for example, enter a count or have a witness verify the transaction).
5. Perform the activity (for example, remove the item from the device).
6. Close any open drawers when prompted.
7. Sign out before leaving the device.

    Note
    Your user security permissions determine the options available in the Main Menu screen.

All Available Patients

Enter one or more letters of the patient's name to search the list of available patients. The filtered list displays patients matching the entered characters with the last name, first name, and patient ID information. If needed for searching, you can enter the patient's last name and first name, separated by a comma.

The All Available Patients screen gives you access to patients you are permitted to view, based on the areas to which your device is linked. To navigate around the screen, use your finger to swipe the screen to move up or down the list.

The All Available Patient list displays up to 300 patients. If the All Available Patient list contains more than 300 patients, patient names do not appear, and a message informs you to search for the patient using the last name, first name, or ID to filter the list of patients.

1. Select **All Available Patients** on the Main Menu.

   Note
   Names with color and a two-person icon indicate the same last name for more than one patient.

2. Select the name, ID, or location to sort by that field.

   Note
   If you are in an area that does not typically have patients permanently located (for example, an operating room), this list may be empty. See *Searching for a patient using Global Search* on page *25* for the procedure to find patients.

3. Select patient's name to highlight the row.
4. Select the expand button to see more information regarding the patient.

Searching for a patient

▸ Enter the patient's name in the **Search Patients** box to display the names defined by your search.

   Note
   Search names must be cleared manually. Select **X** on the Search Patients box or press **Backspace** on the keyboard after placing the cursor in the box.

Searching for a patient using Global Search

Note
Global Search appears only if you have Global Search permission. Two permission options are available:

• Global search

• Global search including restricted patients.

1. Select **All Available Patients** on the Main Menu.

    If the device is configured to default to the global patient search, the global search screen appears when you select **All Patients**.

2. To narrow your search, enter one of more characters in the last name field, optionally the first name field, or the ID number of the patient.

3. Select **Search**.

    If available, a list of All Available Patients that fit your search parameters appears.

My Patients

The My Patients screen displays a list of the patients you configured on the Edit My Patients screen. These patients fulfill the following criteria:

- They are active (admitted, pre-admitted, and discharged or transferred within the discharge delay window).

- They are located in the device area that you are accessing.

Note
The My Patients screen includes temporary patients that you selected.

1. In the Main Menu, select **My Patients**.

    If you do not have any patients in the list, the Edit Patient List screen opens with a list of all available patients to create your list. If you have patients in the list, the My Patients screen opens.

    Note
    Access the My Patients screen by touching the **My Patients** button at the bottom of the All Available Patients screen or selecting My Patients from the Main Menu.

2. To select your patients, select the patient name in the left.

    The patient name moves to your My Patients list.

3. Select **Accept** when you are done adding patients to your list.

Removing patients from My Patients list

1. In My Patients main screen, select **Edit Patient List**.

2. Select **X** next to the patient name in the My Patients panel to remove them from the list.

3. When done, select **Accept**.

Viewing patient information

▸ Select the expand button to get more information regarding a specific patient.

Chapter 4
Temporary patients

This chapter discusses how to add a temporary patient to your device.

The appropriate use of this function is determined by your facility's policies and procedures.

Adding a temporary patient

When a patient is transferred or registered to your area, and their information is not available on the device, you can add them as a temporary patient. Then, to remove medications for the temporary patient, use the Override function.

1. Select **Add Temporary Patient** on a Patients screen.

2. Enter the last name and unit that are required to create a Temporary Patient. The asterisk (*) on the screen indicates a required field.

3. You can also enter the following optional information:
    *   First name
    *   Visit ID
    *   Gender
    *   Date of Birth
    *   Comment, if needed.

4. Use the keyboard to enter date of birth.

5. Select **Accept** or **Cancel**. The Patients screen that was used to access the temporary patients feature appears.

   The temporary patient's name appears in a Patients list with **TEMPORARY** appearing at the bottom of the patient information row. The patient's age is added from the date of birth information entered previously.
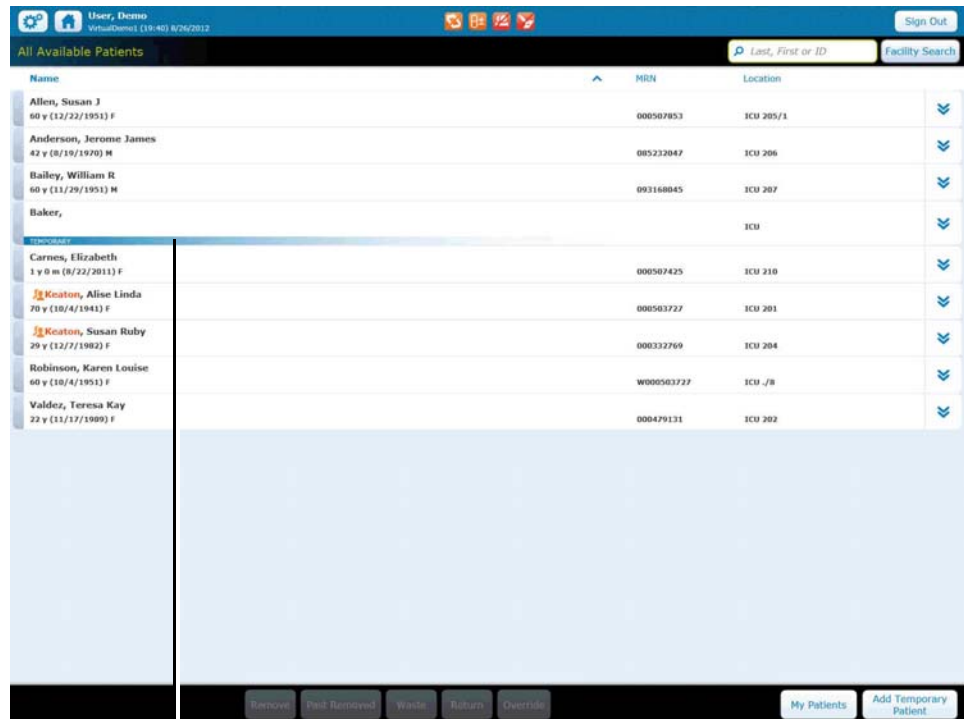
temporary patient added to list

When you create a temporary patient, there are no corresponding orders in the device. To remove a medication, you need override privileges for that medication. See *Accessing Med Profile through the remove process* on page *46*.

Matching patient visits

If you have entered an ID, the system looks for a match. If the information matches any existing patients, you are alerted about the matches.

Select **Cancel**, if that is not your patient, to return to the temporary patient workflow or, Select patient to continue with that patient. In this case, a temporary patient is not created.

Temporary patient workflows:

- If you enter a last name and a Unit but no ID—the system creates a temp patient with the information supplied. If the last name and Unit are not present, an error message appears requesting that you enter this information to create the patient.

- If you enter just an ID—if a match is found on the ID, the system shows the matching visits to select from or cancel. If a match is not found, a message appears that there is no matching patient with that ID. You must enter a last name and unit (if it isn't already there) to create the temp patient.

- If you enter an ID and Last Name and Unit—if the ID does not match a visit in the system, the system creates the temp patient with that ID (and name and unit).

Chapter 5
Managing medications on a profile device

This chapter includes the following topic:

The appropriate use of these functions is determined by your facility's policies and procedures.

Managing medications

Med Profile displays when the device is in profile mode and there are orders for the patient.

If the **Print on Remove** setting is selected for both the medication and the station, you get a printed transaction of the removal. The transaction slip includes the patient name, medication name, and ordered dose.

The Med Profile mode screens appear in the following instances:

- Select the **Remove** button from a Patient view. The Med Profile removal screen on the due now tab for the selected patient appears.

  If there are no orders/tasks to display on the Due Now tab, the All Orders screen appears.

- Select the **Override** button from a Patients screen. The Override removal screen appears.

- Select the **Waste** button from a patient list to go to the Waste screen for the selected patient.

- Select the **Return** button from a patient list to go to the Return screen for the selected patient.

- Select the **Past Removed** button from a patient list to go to the Past Remove screen for the selected patient.

- On the All Available Patients screen, select the **My Patients** button. See *My Patients* on page *20* for more information.

- Select the **All Available Patients** button to go to the All Available Patients screen.

- Select the **Edit Patient List** button to go to the Edit Patient List screen for your current list of My Patients.

- In All Available Patients screen, select the **Add Temporary Patient** button to go to the Add Temporary Patient screen.
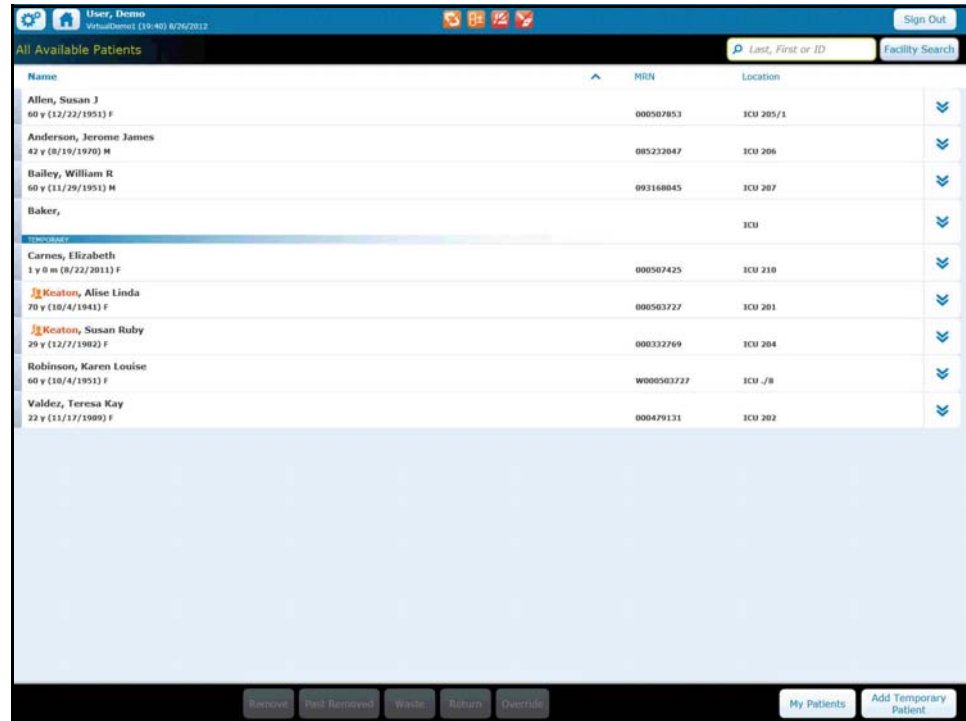
You can select an item for removal if your role includes a remove permission associated with the item's security group. When removing a profiled order, you must have permission for the ordered item even if you have permission for an item's equivalency.

Managing medication processes

‣ Select the patient's name to activate the buttons at the bottom of the screen. Then select the buttons to manage specific medication processes.

Note

To cancel any of the following processes after selecting a medication:

- In the Selected Meds List, select X next to the medication.

  This removes the medication from the list.

- Select Cancel at the bottom of the screen to return to the Patients screen. The screen where you started appears.

Accessing Med Profile through the current time icon

Profile medication lists display medications are ordered for the patient and from the pharmacy information system. The system settings determine the display.

The following categories appear as buttons under profile medications:

- **Due Now**—Medications that are due at the current time and have not been removed and medications due in the past but not removed within a configured time frame). The Due Now window displays only one task for each order based on the most relevant task that is closest to the current time.

- **PRN Meds**—Medications given as needed.

- **All Orders**—All active and future orders.

▸ To get to the Med Profile screen, select a patient from a Patients screen and then select **Remove**.

Removing medication

1. Select a patient.
2. Select **Remove.**
3. In the Name/Dose column, select the medication to select it.

   The medication appears in the **Selected Meds** column.

   Note
   If the medication appears on the screen, but a **Not Available: No Access**, tooltip appears next to it, other medications in that drawer for which you do not have privileges may be in that drawer. Call Pharmacy for assistance. See *Handling invalid Units of Measure in the Remove process* on page *40* for more information.

4. Select **Remove Med**.
5. If required, the count screen opens for the amount to be entered. Follow the steps in *Verifying the medication count* on page *14*.
   - If a witness is required, follow the steps in *Witnessing a transaction* on page *13*.
   - If a Clinical Data Category (CDC) is attached, it appears on this screen.
   - If designated at the server for the medication, the screen shows the conversion information for that medication. For example, 4 mg = 0.4 mL.
6. The storage space opens for medication removal.
7. Close the storage space after removing the medication or select **Accept**.
   - If the next medication is not in the same drawer, you are prompted to close the drawer, and the next drawer opens.
   - If you select **Accept** and the next medication is in the same drawer, it opens, or you are prompted to remove the next medication from another drawer.

Accessing Past Removed medications

1. Select a patient.

2. Select **Past Removed.**

   This shows a list of removed medications—from the previous 72 hours—that are not wasted or returned in full.

   Note
   You can view up to the past seven days of transactions, if needed.

Decreasing or increasing an ordered dose

You can decrease or increase the Remove Quantity of an ordered (profiled) medication that does not have a variable dose range or more than one component, such as a multiple component, if configured for your facility.

• If either the Increase Order Dose or Decrease Order Dose options are configured, you see a **Change Order Amount** button appears at the bottom of the remove screen.

• If the Increase Order Dose is not configured, when you increase the prescribed amount, an error appears that the amount exceeds the maximum dosage amount.

• If the Decrease Order Dose is not configured, when you decrease the prescribed amount, an error appears that the amount is less than the ordered amount.

Removing a partial order of a multicomponent order

If configured at the server for your facility, you can remove part of a multicomponent order, if needed.

1. Go to a Med Profile screen with a multicomponent order.

2. If only some of the components are available, you see a Some components are not available alert on the screen.

3. Select the multicomponent order.

   The available medications appear in the right panel of the screen.

4. Click **Remove Med**.

Dispensing medications from multiple pockets

You can dispense medications from multiple pockets to fulfill a medication request, When a medication is loaded into multiple pockets to support medication availability and a requested dose cannot be fulfilled from the quantity in a single pocket, the medications can be dispensed from multiple pockets in order to fulfill the order.

The system continues to open the pocket that has the quantity that can fulfill the order. If the quantity cannot be filled from only one pocket, but the station has enough supply in multiple pockets to fill the request, the station opens multiple pockets for the you until you get the quantity needed.

Removing medications from multiple pockets

1. Create an order or override for a medication where no single pocket can fulfill the order

2. Select and remove the item.

   The station opens each drawer in order by which pockets have the earliest fill date.

The station continues opening drawers until the request is fulfilled

If a medication is not on the list

If a medication does not show on a pick list, it is possible that the item or medication was not loaded or was unloaded from the device. A message appears saying the item is not available or is not loaded, or the message gives an alternate location to access the item. If your order has more than one component, all items must be available at the alternate device.

If permission is not granted

A medication on a profile list is dimmed on the screen and a No Permission to Remove tooltip appears if you do not have permission to remove the medication. You can not access the medication if you do not have permission to remove a medication in the same location that **will be exposed when removing this medication** and there is no available equivalent.

Invalid medication amounts

An order on a list may be unavailable when the order has a GIVE amount that results in an invalid or fractional issue amount, cannot be split, or does not have a volume and strength. This is defined in the formulary for the facility.See the Facility Formulary settings in the *Pyxis Enterprise Server User Guide*.

Note
The give amount can be entered in a fraction of a dosage form—if the medication can be split and is configured as such with a valid Unit of Measure (UOM) or if it is configured by strength and volume.

A medication is disabled when the item is loaded in a Pyxis SMART Remote Manager or Pyxis Remote Manager in defrost mode and is not loaded in any other accessible associated device with a defrost mode message.

Too Close Warning

The Too Close Warning is intended to let you know when a medication you are removing is too close to the same medication you previously removed. The warning helps you determine if you selected the item in error or if you explicitly intend to remove the medication regardless of when it was last removed.

The system handles the too close warning differently depending on the type of frequency for the order as follows:

- Category 1: Profile medications with a frequency of QnM, QnH, PRNQnM, or PRNQnH.

  ◦ Examples: Q4h (every four hours); PRNQ6H (as needed every six hours)

- Category 2: All other Non-Profile, Override and Profile meds that do not have these specific frequencies.

  ◦ Examples: BID (twice a day at 0900, 2100), QID (four times a day at 09,13,17, 21).

Category 1

The too close warning for orders with a frequency of QnH displays after the item is selected to remove as determined where all the following settings and rules apply:

- The device TOO CLOSE WARNING flag is on

- The formulary item TOO CLOSE TO REMOVE parameter has a value (note that for this type of frequency the actual value is not used)

- The formulary item has the same MedID or the same Pure Generic Name

- The remove time is within the "too close to remove period."

Based on the order frequency, settings, and time the item/order is selected to remove, the warning will appear during the Too Close to Remove Period.

Order Frequency	Late Remove Minimum	Last Removed	Too Close to Remove Period	Too Close Warning	Calculation
Every 6 h 06, 12, 18, 24	30	06:07	06:07 + (360 min - 31 min)	06;07 thru 11:36	12:07 – 31
Every 6 h 06, 12, 18, 24	60	05:45	05:45 + (360 min – 61 min)	05:45 thru 10:44	11:45 – 61
Every 4 h 06, 10, 14, 18, etc.	30	06:00	0600 + (240 min – 61 min)	06:00 thru 09:29	10:00 – 31

Order Frequency	Late Remove Minimum	Last Removed	Too Close to Remove Period	Too Close Warning	Calculation
Every 4 h 06, 10, 14, 18, etc.	60	06:00	06:00 + (240 min – 61 min)	06:00 thru 08:59	10:00 – 61
Every 2 h 06, 08, 10, etc.	30	06:00	06:00 + (120 min – 31 min)	06:00 thru 07:29	08:00 – 31
Every 2 h 06, 08, 10, etc.	60	06:00	06:00 + (120 min – 61 min)	06:00 thru 06:59	09:00 – 61

Category 2

The Too close Warning for non-profile, override, and profile orders with repeat pattern not QnM, QnH, PRNQnM, or PRNQnH displays after you select Remove from the selected medications window, and before a witness or CDC if required, when:

- The device REQUIRE TOO CLOSE WARNING flag is on AND

- The formulary item TOO CLOSE TO REMOVE parameter is not null AND

- The formulary item has the same MedID or Pure Generic Name AND

- The remove time is within the Too close to remove period as defined below:

In the table below, the minutes are defined for the formulary item.

Default Minutes	Last Removed	Too Close to Remove Period	Too Close Warning
150	06:00	06:00 + 150	06:00 thru 08:30
150	08:00	08:00 + 150	08:00 thru 10:30
180	06"00	06:00 + 180	06:00 thru 09:00

Handling invalid Units of Measure in the Remove process

An invalid UOM is an order with a UOM that does not match the formulary item's UOM or is not compatible with the item's UOM. For example, in an order for 100 mg, the item is configured as 50 mL. An order with an invalid UOM can be removed if the facility setting "Remove Order With Blank Dose" is configured. See **Settings > Locations > Facilities Detail** tab in the *Pyxis Enterprise Server User Guide*.

The system asks the user how much they want to remove using the order's dosage form (or EACH if the dosage form is blank).

For example, the item in the formulary is configured with a strength of 90 micrograms with a dosage form of inhaler. The order is for 1 puff. The user is asked how much they want to give as:

For orders with an invalid or blank UOM, the system displays the information on each screen as in the following examples.

Item	Item Str Amt	Item Str UOM	Item Vol Amt	Item Vol UOM	Item DF	Order Give Amt	Order Give UOM	Display on Med List	Give Amount? Banner	Give Amount? Give Amt Entered	Display on Selected List	Remove Screen "Banner"	Remove Screen "Remove"	Remove Screen "Administer"
ALBUTEROL SULFATE	90	mcg			Each	1	puff	1 puff	1 puff	1 Each	1 Each	1 puff	1 Each	1 puff
CHLORHEXIDINE GLUC	0.12	%			Each	15	ml	15 ml	15 ml	1 Each	1 Each	15 ml	1 Each	15 ml
IPRATROPIUM Br	17	mcg			Each	2	puff	2 puff	2 puff	1 Each	1 Each	2 puff	1 Each	2 puff
NITROGLYCERIN	2	%			Packet	1	inch	1 inch	1 inch	1 Packet	1 Packet	1 inch	1 Packet	1 inch
OFLOXACIN	0.3	%			Each	5	drop	5 drop	5 drop	1 Each	1 Each	5 drop	1 Each	5 drop
PHENYLEPHRINE	0.25	%			Each	2	sprays	2 sprays	2 sprays	1 Each	1 Each	2 sprays	1 Each	2 sprays
MINERAL OIL					Each	1	bottle	1 bottle	1 bottle	1 Each	1 Each	1 bottle	1 Each	1 bottle
NITROGLYCERIN	2	%			Packet	1	inch	1 inch	1 inch	1 Packet	1 Packet	1 inch	1 Packet	1 inch
LIDOCAINE 5 %	5	%			Each	Blank	Blank	Blank	Blank	1 Each	1 Each	1 Each	1 Each	--
LIDOCAINE Jelly	2	%			Each	Blank	Blank	Blank	Blank	1 Each	1 Each	1 Each	1 Each	--
INSULIN REGULAR HUMAN					Units	Blank	Blank	Blank	Blank	10 Units	10 Units	10 Units	10 Units	--
RACEPINEPHRINE	2.25	%	0.5	ml	Each	0.5	ml	0.5 ml	0.5 ml	1 Each	1 Each	0.5 ml	1 Each	0.5 ml
HYDROCODONE-ACETAMINOPHEN	5	mg	500	mg	Tab	1	Tab	1 tab		1 Tab	1 Tab		1 Tab	1 Tab

Administer information

The Remove screen displays calculated administration information when all of the following are true:

- The ordered dose is in the same Unit of Measure as the item's strength or can be converted to it. For example: Order is 10mg, item's strength is in mg or grams)

- The ordered item has a strength and volume. For example, 10mg in 10mL

- The item's strength and volume Unit of Measure are **not** the same or **not** convertible to one another.

Examples:

Item configuration		Order	Administer information
Strength: 10 mg	Volume: 10 mL	5 mg	5mg = 5mL
Strength: 500 mg	Volume: 10 mL	1 gram	1 gram = 20 mL
Strength: 10 mg		10 mg	10 mg
Strength: 10 mg	Volume: 50 mg	10 mg	10 mg
Strength: 10 mg	Volume: 1 gram	10mg	10mg = 0.01 gram
Strength: 5 mg	Volume: 325 mg	1 tablet	1 tablet

Unavailable medications for multiple component orders

If you have a medication order with multiple components, orders become unavailable when one or more of the items have the following issues:

- Out of stock.

- Not loaded.

- In a failed drawer.

- Insufficient quantity.

- Linked to an inactive formulary item.

- Items you do not have permission to remove.

- Not in the formulary.

- A components amount results in an invalid or fractional issue amount for a formulary item which is defined with strength no volume, volume no strength, or no volume and no strength.

- A Pyxis SMART Remote Manager or Pyxis Remote Manager that is in defrost mode.

In the above cases, you see a message identifying the item and giving the reason the item is unavailable.

Note

An order on a list with more than one component is displayed as disabled when one of the components contains one of the following:

- a blank Give Amount

- a blank Give Amount UOM

- an invalid UOM with an invalid multiple component order tooltip.

Removing a partial dose

The Pyxis ES system can be configured to allow removal of a partial dose from a multidose bulk vial, allowing the remainder to be used by another user and minimizing waste. This functionality, available on the Pyxis MedStation ES system and Pyxis Anesthesia ES system, supports hospital practices when managing multidose items, especially in drug shortage situations.

Removing a partial dose from a multidose component

1. In your patient screen, select **Remove**.

2. Select the multidose medication.

   Remove the portion that you need. The system directs you to put the remainder back in the pocket. The remainder must be put back at the time of the remove.

Waste medications

Medications that require a witness and are removed in excess of the required amount, must be wasted. Other medications can be wasted, if needed.

You can waste the medication during the removal process or waste it at a later time. If you select **Waste Later**, the amount not wasted is flagged as undocumented waste.

Note
If you have undocumented waste that has not been resolved, an undocumented waster indicator appears at the bottom of the main menu.

1. Select a patient.
2. Select **Waste.**
    *   The Meds to Waste screen shows a list of removed medications from the previous 24 hours that are not wasted or returned in full.
    *   The list only shows medications which you have permission to remove.

    Note
    Select Show More History to view up to the past seven days of transactions.

3. In the Medications to Waste column, select the medication to select it.

    The medication appears in the **Selected Meds** column.

4. Select **Waste**.

    Note
    You can also select **Cancel** to stop the process.

5. Use the keyboard to enter the amount to waste.
6. Select **Accept** or **Cancel Med** at the bottom of the screen.

    After selecting either option, the Patients screen appears.

Returning medications to the device

When returning medications, you can view up to the past seven days of remove transactions. If the medication is dimmed, it is not available for this process. Select the medication to access the tool tip, which gives the reason it cannot be returned.

If you started the return sequence but the medication cannot be returned to the expected stock or internal bin location, do one of the following:

• Cancel and return the medication to another device or call the pharmacy.

• Select the EXTERNAL RETURN BIN.

• Cancel and waste the item.

Each medication being returned is displayed as a separate transaction on the Return screen.

Returning medications

1. Select a patient.
2. Select **Return**.
3. In the Medication to Return column, select the medication to select it. The medication appears in the **Selected Meds** column.

   • This shows a list of removed medications, from the previous 24 hours, that are not wasted or returned in full.

   • The list only shows medications which you have permission to remove.

4. Select **Return**.

   If a witness is required, follow the steps in *Witnessing a transaction* on page *13*.

5. Return the medication to the configured storage space.
6. Close the storage space.

Removing equivalent medications

The system dispenses an available configured equivalent medication for a profile order when the ordered medication cannot be dispensed. The ordered medication's equivalencies are considered for dispensing when the ordered medication is not available. See the table below for instances where the device looks for a medication equivalency.

Reason ordered medication is not available	Check equivalency
Ordered items result in invalid (fractional) amount	Yes
Inactive	Yes
Not Loaded	Yes
Out of Stock	Yes
Failed Storage Space	Yes
Defrost Mode	Yes
Insufficient Quantity	Yes
Invalid Unit of Measure	No
Order on Hold	No
Item not in Formulary	No
No direct access (permission)	No
No indirect access based on drawer (permission)	Yes

If the ordered item and its configured equivalent items cannot be selected, you will see a message.

If an order cannot be selected even though it has equivalencies, the device displays the ordered item reason.

When dispensing orders with equivalencies, if a selected order dispenses an equivalency, additional orders dispensing the same equivalency are disabled showing the message Already Selected.

Removing fractional medications

1. Create a fractional medication at the server.

   Make sure the medication is configured with Fractional Unit of Measure.

2. Sign in to the station.

3. Go to the Remove screen.

4. Remove the medication which is created in step 1 for a patient and enter the fractional amount in the Give Amount screen

Removing from non-remote stock locations

When removing medications for an item available in multiple locations or an item with two or more equivalencies that have the same equivalency ratio, the system opens the non-remote stock location that meets all the following conditions:

• Has the earliest fill date/time and

• Has sufficient quantity to fill the dose and

• Is not failed and/or

• Is not in a defrosting Pyxis SMART Remote Manager or Pyxis Remote Manager.

When removing an item available in multiple locations, the device dispenses from only one pocket.

If there are no pockets containing enough items to fill the dispensing request, the system displays an insufficient quantity message.

Witness and Count on Remove with equivalent medications

When dispensing an equivalent medication for an order, you are prompted for Witness and/or Count based on the configuration of the equivalent medication.

The system displays the equivalent medication information with the witness and/or count screens.

Too Close warning with equivalent medications

When dispensing an equivalent medication for an order, the system uses the ordered medication information and configuration to determine if a Too Close Warning is needed.

If a medication is removed on override and then selected as an equivalency for an order, the system displays a Too Close Warning if the removal falls within the too close criteria.

Accessing Med Profile through the remove process

One method for accessing a Med Profile is to use the remove process.

1. To get to the Med Profile screen, select a patient from All Available Patients or My Patients and then select **Remove**.

    • The screen shows the patient's Due Now medications.

    • The delivery schedules are listed under the Due Now, PRN (as needed), and All Orders tabs.

    • The Name/Dose, due time, frequency, notes (if present), and last removed information appears on the screen.

- The system displays the most recent remove transaction for that item or any of its equivalencies during the removal process, even if an item was not fully wasted or returned.

- The system indicates if the item or equivalent item has not been removed during the encounter.
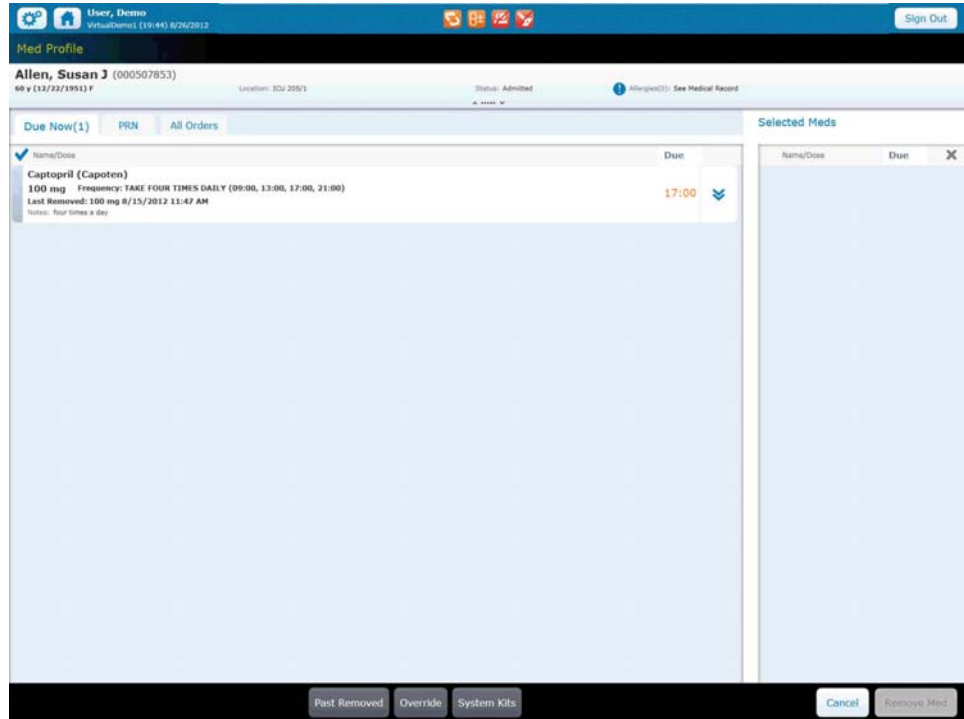
2. Select the expand button to get more detailed information about the medication. These include:

- Generic name

- Brand Name

- MedID

- Order #

- Physician

- Frequency

- Route

- Start date and time

- End date and time

- Notes

- Station last removed from

- Last removed by

Note
Depending on which tab you are viewing, the Past Removed and/or Override
buttons appear at the bottom of the screen. If you select these buttons, see *If
a medication is not on the list* on page *38* or *Accessing Med Profile through
the remove process* on page *46* for more information on these procedures.

PRN tab

1. Select the PRN tab to check medications that are administered as needed.
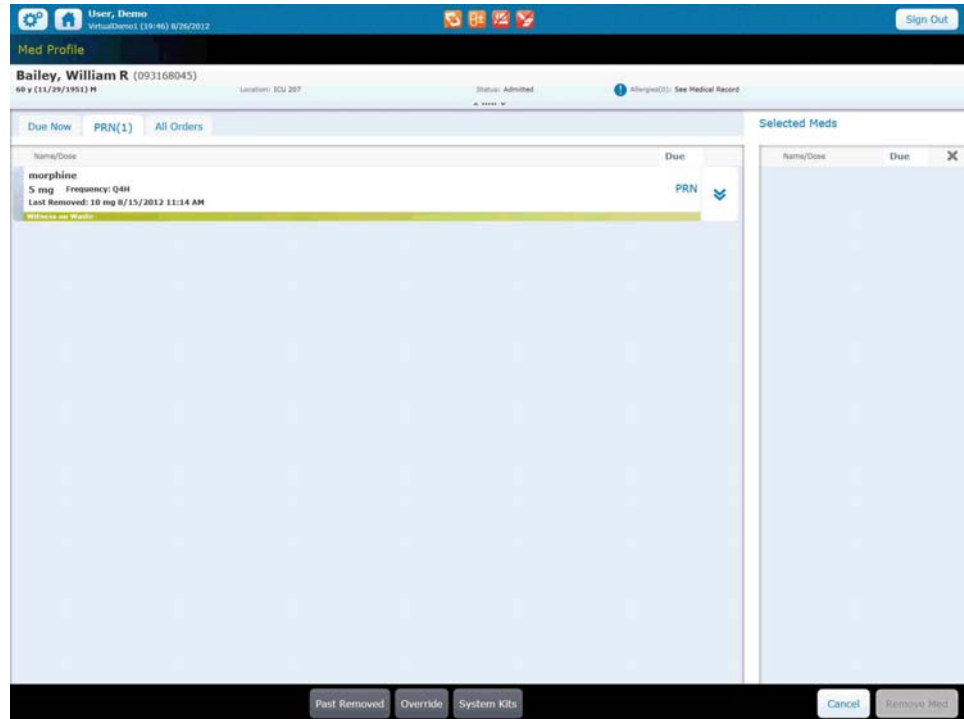
Note
The PRN tab also includes medications that are On Call.

2. Select the expand button to see more information about the medication as
    listed in *Accessing Med Profile through the remove process* on page *46*

All Orders tab

The times that show in the All Orders tab are the most current *due now* items. Color blocks surrounding the time indicate the following:

• Blue—a medication that is currently due

• Orange—a medication that is past due

• No color block (time only)—a medication that is due in the future

All medications can be removed. If you select a medication that is not due yet, you can still remove the medication.

• If you pick a time equal to or later than four hours in the future, you are asked if you want an additional dose. If you select **Yes**, the future dose is not affected.

• If the future time is less than four hours, the future dose is removed now.

Note
Times appear only when the All Orders tab is displayed.
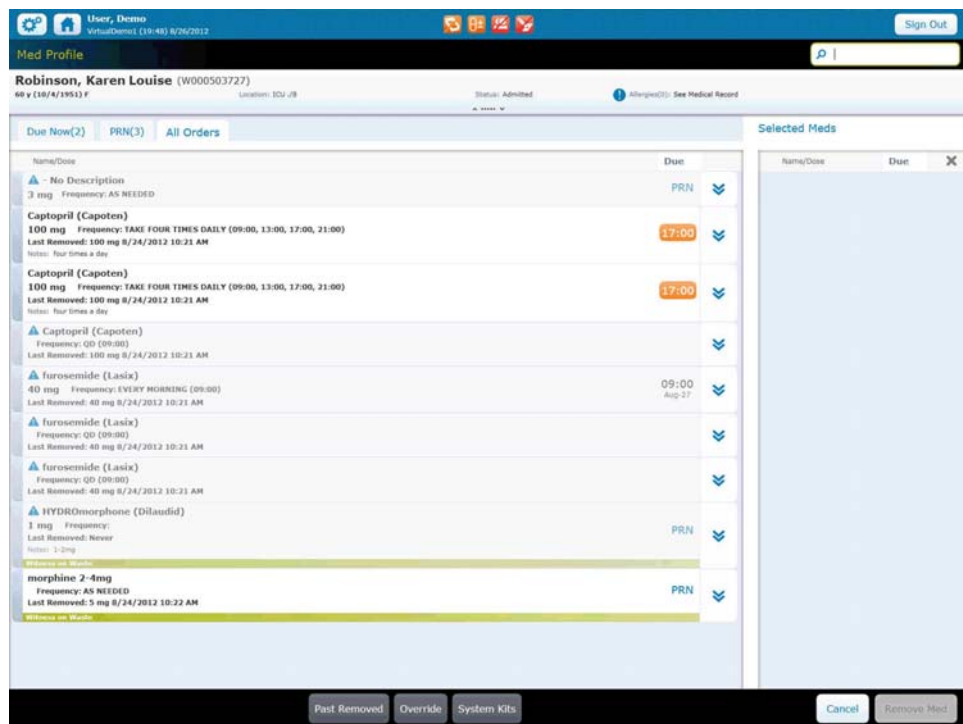
1. Select the expand button to get more information for a specific medication, as listed in *Accessing Med Profile through the remove process* on page *46*.

Note
If the medication has a Witness on Waste bar below the name, follow your facility's policies for using a witness while wasting.

2. Select a medication to remove.

    The medication name appears in the Selected Meds section.

Removing variable dose orders

An order with a variable dose contains a minimum and maximum range. The range may come in the order or from a configured variable dose group.

If the medication is a configured group, the system dispenses an item from the group.

Types of variable dose orders

Depending on your facility's preferences, usually only one type of variable dose order is available. The following are types of orders for variable dose:

*   Order with a specific medication item plus a dose range in the order message.

    ◦   Asks user how much to be given within the dose range.

    ◦   The system dispenses the specific medication and prompts you to waste the excess, if needed.

*   Order with a Variable Dose Group plus dose range in the order.

    ◦   Asks user how much to be given within the dose range defined in the order message.

    ◦   The system dispenses the appropriate medication based on the entered dosage to limit the number of items and to limit the waste.

    ◦   If needed, the system prompts you to waste excess.

*   Order for a Variable Dose Group with no dose range in the order.

    ◦   Asks user how much to be given within the dose range defined in the Variable Dose Group.

    ◦   The system dispenses the appropriate medication based on the entered dosage to limit the number of items and limit the waste.

*   Order for a specific medication item with zero dose.

    ◦   There is no limit on how much is given.

    ◦   The system displays an order comment which that contains the range instructions.

    ◦   The system dispenses the specific medication and prompts you to waste excess, if needed.

*   Order for a specific order with a NULL dose.

    ◦   Works the same as zero dose; however, there is a facility setting **Remove order with blank dose**. If True, it works like the zero dose order. If False, the order is not available.

- Order with an invalid Unit of Measure if the Remove Order with Blank Dose is true.

  ◦ There is no limit on how much is given.

  ◦ The system displays an order comment that contains the range instructions.

  ◦ The system dispenses the specific medication and prompts you to waste excess, if needed.

Dispensing items for a profile order variable dose group

When dispensing a medication for an order with a medication item that has a variable dose group, the system dispenses the item in the group using the following criteria:

- Matches the same variable dose group dosage form or in the same dosage form group

- Selects the lowest-item quantity without splitting the item when configured not to split.

If more than one item meets the criteria, the system dispenses the medication item with the least amount of waste.

If more than one item meets the criteria and has the same dosage or in the same dosage form/group, the system dispenses the item with the lowest configured dispense order.

Witness on Remove with variable dose group order

The system prompts for a witness during remove if any item in the variable dose group is configured to require a witness on remove.

Witness on Waste during remove with variable dose group order

The system prompts for a witness on waste during remove based on the witness configuration of the item being dispensed.

Removing a medication from a variable dose group

1. Select a patient.

2. Select **Remove.**

3. In the Name/Dose column, select the variable dose group medication.

4. In the count screen, enter the amount that you want to give.

   If you enter less or more than the amount allowed, the amount you selected appears with a red background and a message to inform you of your error.

5. Press **OK**.

   • The medication appears in the Selected Meds column of the Med Profile screen.

   • If you click the medication in the Selected Meds column, it returns the screen to the list of medications on the Med Profile screen.

6. Click **Remove Med**.

   The storage space opens for medication removal.

7. Verify count of the amount in the drawer, if needed.

8. Click **Accept**.

9. Remove the medication and click **Accept**.

10. Close the storage space after removing the medication, or select **Accept**.

Removing a medication on override

If you select Waste Now, you are prompted to have a witness for the transaction. Medications that do not require a witness on waste are not flagged.

1. Select a patient.

2. Select the **Override** button at the bottom of the screen.

3. Enter at least three letters to retrieve an available medication.
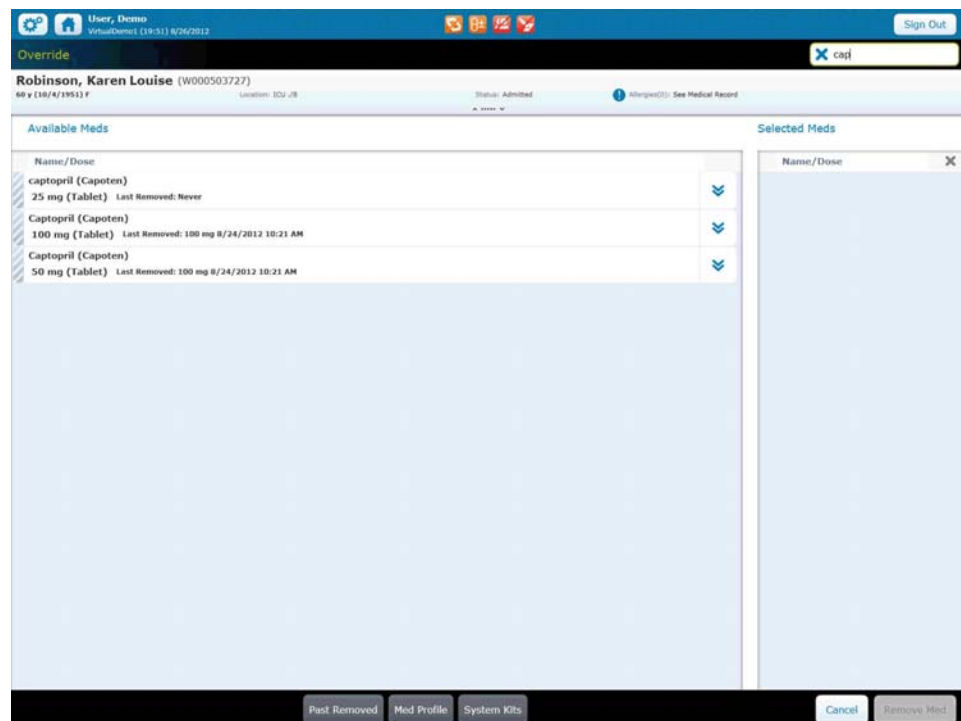
The Available Meds section is populated with a listing of all medications with the same first letters.

4. Select the medication name.

5. Use the keyboard to enter the amount of medication to be administered.

6. Select **OK** or **Cancel**.

    • If you selected **OK**, the medication appears in the Selected Meds column.

    • If you selected **Cancel**, the medication is deleted from the Selected Meds column and returns to the Override screen.

7. Select **Remove Med**.

8. In the Remove screen, select or enter a reason, if required, for the override.

9. Select **Accept** or **Cancel Med**.

    • If you selected **Cancel**, you return to the All Available Patients screen.

    • If you selected **Remove Meds**, the storage space opens.

10. Remove the medication from the storage space.

11. Close the storage space.

Dispensing combo medications

If you are granted access at the server, medications with one or more medication components can be ordered and removed from the station. The ordered Combo Med may or may not be a real medication. For example, the configuration may include a key for unlocking secured items. All the components of the ordered medication must be in the facility's formulary.

You can configure medications to be ordered and removed from the stations with one or more medication components. A combo medication includes a "parent item" and one or more components. The combo may be configured to dispense both the parent and components or only the components.

Example 1 (dispense both parent and components):

• Ativan 10mg (parent)

    ◦ Key (component)

Example 2 (dispense components only):

• Warfarin 4.5mg (parent)

    ◦ Warfarin 2mg (component)

    ◦ Warfarin 2.5mg (component)

All dispensable items must be available for the combo med to be removable.

Removing a combo medication

1. From your Patient screen, select **Remove**.

2. In the Remove screen, select the combo medication you want to remove.

    Each of the removable items displays on the selected medication list.

3. Select the **Remove Med** button, which opens the drawer.

4. Select **Accept** or close the drawer.

5. Continue for each of the items in the combo medications.

6. Close the drawer.

Dispensing from kits

A kit is a set of facility formulary items that provide you with a quick method of selecting multiple items to remove while dispensing at the device. See *Removing medication* on page *36*.

Depending on how the pharmacy configures kits in the system, kits can be a physical kit where a group of medications is stored physically together; or a virtual kit where each medication in the kit is stored in a separate location but is configured to be removed together.

Use the System Kit option to select an entire kit without having to select kit items individually. The device makes selectable medications within the kit available for removal.

The kit medications are added to the Selected Meds list. In the list, you can do the following:

• Select the entire kit or individual medications within the kit.

• Expand to show kit medications or collapse the kits to hide the kit medications.

The facility kit displays the item information:

• Kit quantity

• Unit of measure defined during configuration

• Medication ID

Searching for a kit

▸ Enter at least the first three letters of the kit name during an Override or non-profile Remove procedure.

Insufficient quantities available for a kit

If you select one or more individual items from a kit, but there is an insufficient quantity available, the system displays the Specify Remove Amount screen.

▸ Enter a quantity that does not exceed the quantity available in the device, or cancel the remove process.

If you select the entire kit for removal, the Specify Remove Amount screen appears only when an item in the kit does not have a sufficient quantity available in the device.

Unable to select or dispense a kit

A formulary item in a kit cannot be selected at the dispensing device when it is:

- Loaded but deactivated at the facility formulary

- Loaded only in failed storage spaces

- Loaded with inventory level of zero (Out of Stock) for the device

- Not loaded in the device or in a security group from which you do not have permission to dispense

- Loaded only in a Pyxis SMART Remote Manager or Pyxis Remote Manager that is in defrost mode

Other issues that prevent you from selecting or dispensing a kit include the following:

- Medications that are in the Selected Meds list cannot be selected or dispensed from a kit.

- You do not have override permission at the device.

- All of the kit items cannot be selected.

Chapter 6
Managing medications on a non-profile device

This chapter includes the following topic:

The appropriate use of these functions is determined by your facility's policies and procedures.

Managing medications

Medications on a non-profile device display those medications loaded in the device that the user has permission to remove. Users select medications for removal from the search list results.

If the **Print on Remove** setting is selected for both the medication and the station, you get a printed transaction of the removal. The transaction slip includes the patient name, medication name, and ordered dose.

Removing a medication

1. In the Main Menu, select a Patients screen.

2. Select the **Search Patients** search box and enter one or more letters to locate a patient.

3. Select a patient from the list.

4. Select **Remove**.

    The Non-Profile Meds screen appears.
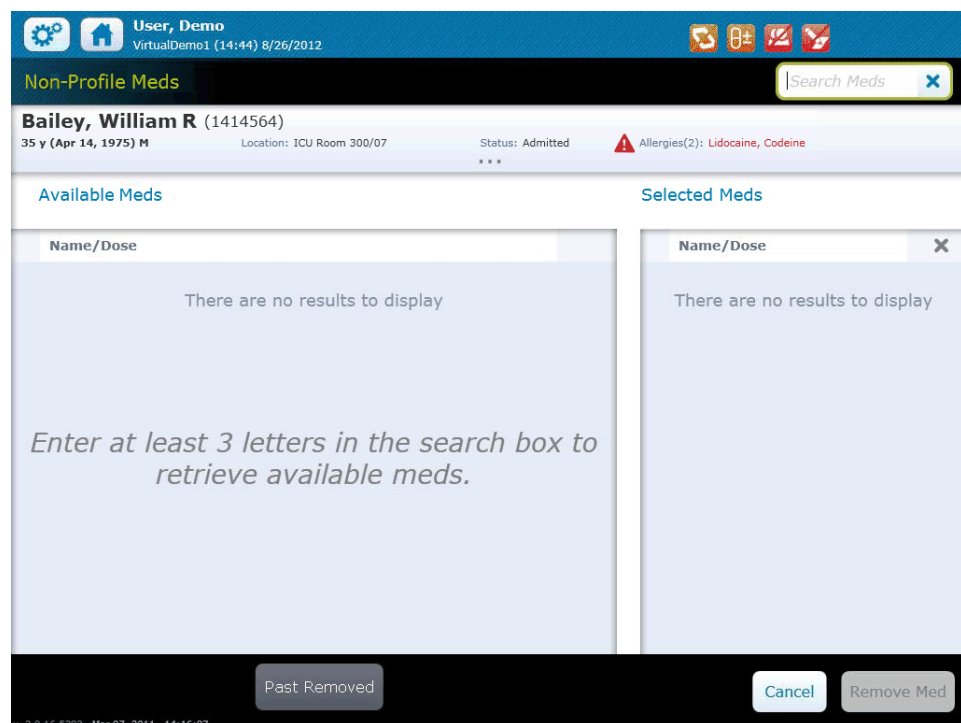
5. Enter at least three letters to retrieve an available medication.

6. Select the medication name to move it to the **Selected Meds** pane.

    The system displays matching medications looking at both the generic and brand name.

7. Use the keyboard to enter the amount of medication to be administered.

    Enter an amount or accept the amount that appears on the screen.

8. Select **OK** or **Cancel**.

    • If you selected **OK**, the medication appears in the Selected Meds column.

    • If you selected **Cancel**, the medication does not appear in the Selected Meds column.

9. Select **Remove Med**.

10. In the Remove screen, select or enter a reason, if required, for the override.

11. Select **Remove Meds** or **Cancel**.

    • If you selected **Cancel**, you return to the All Available Patients screen.

    • If you selected **Remove Meds**, the storage space opens.

12. Remove the medication from the storage space.

13. Close the storage space.

Managing medication processes

▸ Select the patient's name to activate the buttons at the bottom of the screen. Then select the buttons to manage specific medication processes.

Note
To cancel any of the following processes after selecting a medication:

    • In the Selected Meds List, select X next to the medication.

      This removes the medication from the list.

    • Select Cancel at the bottom of the screen to return to the Patients screen.

Accessing Past Removed medications

▸ Select **Past Removed**.

The Past Removed screen shows a list of removed medications, from the previous 72 hours, that are not wasted or returned in full.

Note
You can view up to the past seven days of transactions, if needed.

If medication is not displayed on the list

If a medication does not show on a pick list, it is possible the item or medication was not loaded or was unloaded from the device. A message appears saying the item is not available, is not loaded, or the message gives an alternate location to access the item. If your order has more than one component, all items must be available at the alternate device.

Note

If you do not have access to a medication, the medication does not appear when you are searching in the Available Meds list.

If the medication appears on the screen, but a **Not Available: No Access**, tooltip appears next to it, other medications in that drawer for which you do not have privileges may be in that drawer. Call Pharmacy for assistance. See *Unavailable medications for multiple component orders* on page *42* for more information.

If permission is not granted

A medication on a profile list is dimmed on the screen and a No Permission to Remove tooltip appears if you do not have permission to remove the medication. You can not access the medication if you do not have permission to remove a medication in the same location that **will be exposed when removing this medication** and there is no available equivalent.

Too Close Warning

The Too Close Warning is intended to let you know when a medication you are removing is too close to the same medication you previously removed. The warning helps you determine if you selected the item in error or if you explicitly intend to remove the medication regardless of when it was last removed.

The system handles the too close warning differently depending on the type of frequency for the order as follows:

- Category 1: profile medications with a frequency of QnM, QnH, PRNQnM, or PRNQnH.

  ○ Examples: Q4h (every four hours); PRNQ6H (as needed every six hours)

- Category 2: All other Non-Profile, Override and Profile meds that do not have these specific frequencies.

  ○ Examples: BID (Twice a day at 0900, 2100), QID (four times a day at 09,13,17, 21).

Category 1

The too close warning for orders with a frequency of QnH displays after the item is selected to remove as determined by the following settings and rules:

- The device TOO CLOSE WARNING flag is on, and

- The formulary item TOO CLOSE TO REMOVE parameter has a value (note that for this type of frequency the actual value is not used), and

- The formulary item has the same MedID or the same Pure Generic Name, and

- The remove time is within the "too close to remove period."

Based on the order frequency, settings, and time the item/order is selected to remove, the warning will display during the Too Close to Remove Period.

Order Frequency	Late Remove Minimum	Last Removed	Too Close to Remove Period	Too Close Warning	Calculation
Every 6 h 06, 12, 18, 24	30	06:07	06:07 + (360 min - 31 min)	06;07 thru 11:36	12:07 – 31
Every 6 h 06, 12, 18, 24	60	05:45	05:45 + (360 min – 61 min)	05:45 thru 10:44	11:45 – 61
Every 4 h 06, 10, 14, 18, etc.	30	06:00	0600 + (240 min – 61 min)	06:00 thru 09:29	10:00 – 31
Every 4 h 06, 10, 14, 18, etc.	60	06:00	06:00 + (240 min – 61 min)	06:00 thru 08:59	10:00 – 61
Every 2 h 06, 08, 10, etc.	30	06:00	06:00 + (120 min – 31 min)	06:00 thru 07:29	08:00 – 31
Every 2 h 06, 08, 10, etc.	60	06:00	06:00 + (120 min – 61 min)	06:00 thru 06:59	09:00 – 61

Category 2

The Too close Warning for non-profile, override, and profile orders with repeat pattern not QnM, QnH, PRNQnM, or PRNQnH displays after you select Remove from the selected medications window, and before a witness or CDC if required, when:

- The device REQUIRE TOO CLOSE WARNING flag is on AND

- The formulary item TOO CLOSE TO REMOVE parameter is not null AND

- The formulary item has the same MedID or Pure Generic Name AND

- The remove time is within the Too close to remove period as defined below:

In the table below, the minutes are defined for the formulary item.

Default Minutes	Last Removed	Too Close to Remove Period	Too Close Warning
150	06:00	06:00 + 150	06:00 thru 08:30
150	08:00	08:00 + 150	08:00 thru 10:30
180	06"00	06:00 + 180	06:00 thru 09:00

Invalid medication amounts

A medication is disabled when the item is loaded in a Pyxis SMART Remote Manager or Pyxis Remote Manager in defrost mode and is not loaded in any other accessible associated device with a defrost mode message.

Unavailable medications for multiple component orders

If you have a medication order with multiple components, orders become unavailable when one or more of the items have the following issues:

• Out of stock.

• Not loaded.

• In a failed drawer.

• Insufficient quantity.

• Linked to an inactive formulary item.

• Items you do not have permission to remove.

• Not in the formulary.

• A components amount results in a fractional issue amount for a formulary item which is defined with strength no volume, volume no strength, or no volume and no strength.

• In an SRM or RM in defrost mode.

In the above cases, you see a message identifying the item and giving the reason the item is unavailable.

Wasting medications

Medications that require a witness and are removed in excess of the required amount must be wasted. Other medications can be wasted, if needed.

You can waste the medication during the removal process or waste it at a later time. If you select **Waste Later**, the amount not wasted is flagged as undocumented waste.

1. Select **Waste**.

   • The Med to Waste screen shows a list of removed medications from the previous 24 hours that are not wasted or returned in full.

   • The list only shows medications which you have permission to remove.

   Note
   Select Show More History to view up to the past seven days of transactions.

2. In the Medications to Waste column, select the medication to select it. The medication appears in the Selected Meds column.

3. Select **Waste**.

> **Note**
> You can also select **Cancel** to stop the process.

4. Use the keyboard to enter the amount to waste.

5. Select **Accept** or **Cancel Med** at the bottom of the screen.

   After selecting either option, the Patients screen appears.

Returning medications to the device

When returning medications, you can view up to the past seven days of remove transactions. If the medication is dimmed, it is not available for this process. Select the medication to access the tool tip, which gives the reason it cannot be returned.

If you started the return sequence but the medication cannot be returned to the expected stock or internal bin location, do one of the following:

• Cancel and return the medication to another device or call the pharmacy.

• Select the **External Return Bin**.

• Cancel and waste the item.

Returning medications

1. Select **Return**.

2. In the Medication to Return column, select the medication to select it. The medication appears in the **Selected Meds** column.

   • This shows a list of removed medications, from the previous 24 hours, that are not wasted or returned in full.

   • The list only shows medications which you have permission to remove.

3. Select **Return**.

   If a witness is required, follow the steps in *Witnessing a transaction* on page *13*.

4. Return the medication to the configured storage space.

   The screen directs you to return the medication to the proper storage space. This may be a pocket, internal bin, or external bin.

   > **Note**
   > You can view up to the past seven days of transactions.

5. Close the storage space.

Removing equivalent medications

The ordered medication's equivalencies are considered for dispensing when the ordered medication is not available. See the table below for instances where the device looks for a medication equivalency.

Reason ordered medication is not available	Check equivalency
Ordered items results in invalid (fractional) amount	Yes
Inactive	Yes
Not Loaded	Yes
Out of Stock	Yes
Failed Storage Space	Yes
Defrost Mode	Yes
Insufficient Quantity	Yes
Invalid Unit of Measure	No
Order on Hold	No
Item not in Formulary	No
No direct access (permission)	No
No indirect access based on drawer (permission)	Yes

A message appears if the ordered item and its configured equivalent items cannot be selected.

The device displays the ordered item reason, if an order cannot be selected even though it has equivalencies.

If a selected order dispenses an equivalency, additional orders dispensing the same equivalency are disabled showing the message Already Selected when dispensing orders with equivalencies,

Removing from non-remote stock locations

When removing medications for an item available in multiple locations or an item with two or more equivalencies that have the same equivalency ratio, the system opens the non-remote stock location that meets all the following conditions:

- Has the earliest fill date/time and

- Has sufficient quantity to fill the dose and

- Is not failed and/or

- Is not in a defrosting Pyxis SMART Remote Manager or Pyxis Remote Manager.

When removing an item available in multiple locations, the device dispenses from only one pocket.

If there are no pockets containing enough items to fill the dispensing request, the system displays an insufficient quantity message.

Witness and Count on Remove with equivalent medications

When dispensing an equivalent medication for an order, you are prompted for Witness and/or Count based on the configuration of the equivalent medication.

The system displays the equivalent medication information with the witness and/or count screens.

Too Close warning with equivalent medications

When dispensing an equivalent medication for an order, the system uses the ordered medication information and configuration to determine if a Too Close Warning is needed.

If a medication is removed on override and then selected as an equivalency for an order, the system displays a Too Close Warning if the removal falls within the too close criteria.

Dispensing from kits

A kit is a set of facility formulary items that provide you with a quick method of selecting multiple items during a dispensing or remove procedure at the device. See *Removing a medication* on page *58*.

Use the kit option to select an entire kit without having to select kit items individually. The device makes selectable medications within the kit available for removal.

The kit medications are added to the Selected Meds list. In the list, you can do the following:

- Select the entire kit or individual medications within the kit.

- Expand to show kit medications or collapse the kits to hide the kit medications.

The facility kit displays the item information:

*   Kit quantity

*   Unit of measure defined during configuration

*   Medication ID

Searching for a kit

▶   Enter at least the first three letters of the kit name during an Override or non-profile Remove procedure.

Insufficient quantities available for a kit

If you select one or more individual items from a kit but there is an insufficient quantity available, the system displays the Specify Remove Amount screen.

▶   Enter a quantity that does not exceed the quantity available in the device, or cancel the remove process.

If you select the entire kit for removal, the Specify Remove Amount screen appears only when an item in the kit does not have a sufficient quantity available in the device.

Unable to select or dispense a kit

A formulary item in a kit cannot be selected at the dispensing device when it is:

*   Loaded but deactivated at the facility formulary

*   Loaded only in failed storage spaces

*   Loaded with inventory level of zero (Out of Stock) for the device

*   Not loaded in the device or in a security group from which you do not have permission to dispense

*   Loaded only in a Pyxis SMART Remote Manager or Pyxis Remote Manager that is in defrost mode

Other issues that prevent you from selecting or dispensing a kit include the following:

*   Medications that are in the Selected Meds list cannot be selected or dispensed from a kit.

*   You do not have override permission at the device.

*   All of the kit items cannot be selected.

Chapter 7
Reports

This chapter includes information regarding reports. Reports are designed to help your workflow. Reports are specific to the mission-critical needs of your facility as you manage medication dispensing and inventory.

The appropriate use of this function is determined by your facility's policies and procedures.

Types of reports

The following reports can be generated at the device:

- **Inventory**—A complete inventory by device, by drawer, or by Outdated medications, and includes only those items that are below minimum or below maximum counts.

- **Refill Pick**—For selecting medications to refill.

- **Refill Delivery**—For medication delivery.

- **Events**—The All Device Events report allows you to view all medication transactions at the device for the reporting period. This report can also be used to research discrepancies.

Running reports

The following groups and tabs are available for each report:

Report	Group	Filter by
Inventory	• Station • Med • Station Outdated Meds	• Meds • Med Class • Drawer
Refill Pick	• Meds • Med Class • Drawer • Pick Area	• At or below min (minimum • All below max (maximum)
Refill Delivery	• Meds • Med Class • Drawer • Pick Area	• At or below min • All below max
Events	• Meds • Med Class • Users • Patients	• Device • User • Patient • Med

If you are generating an Inventory report, to create a drawer-specific report, select the drawer tab and then select the drawer to create a report that includes only data from that drawer.

The following procedure explains how to run the reports.

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

2. In the Reports menu, select the button for the report that you want to view.

3. Each report can be sorted by groups and tabs.

   - Select the **Grouped by:** buttons to select how you want the information grouped.

   - Select the tabs to select the information you want included in the report.

- To include information for a particular category of data, select the check box next to each item in the list.
- Select the specific data you want to include in the report.

4. If you are running an Events report, enter the start date and end date.

5. Select **Run Report**. After running a report, use the Page Up or Page Down buttons on the right side of the screen to review the report.

6. If needed, select **Print** to print the report on a network printer.

7. Select from the list of available device printers to print your report.

8. Click **OK**.

Filtering reports

When filtering a list of items to include in a report, the system displays the following information depending on the selected filter as specified in the report:

- Meds (medications list)
    - Generic name
    - Brand name
    - Formulary dosage information. This is strength or volume, depending on the type of medication and Dosage Form.
    - Medication ID
- Users (users list)
    - User last name
    - User first name
    - User ID
- Patients (patient list)
    - Patient last name
    - Patient first name
    - Patient middle name
    - DOB: date of birth
    - Gender
    - ID: patient ID
- Med Class (medication class)
    - Medication class code
    - Medication class description (when present)

Filtering Refill Pick & Refill Delivery reports

The filter for all the Refill Pick & Refill Delivery Reports includes pended medications. The reports use the following data as the pick amount regardless of the maximum quantity in the device:

• Use the configured maximum quantity if the current (load) quantity is null. If not, use the current (load) quantity.

• Pended medications are displayed as PEND with the pocket information on the Refill Pick and Delivery Reports.

• The filter for the Refill Pick & Delivery Reports does not include medications that are back ordered.

Locating reconciled patient information in the Events report

When printing patient information for a patient who was reconciled within the last five days from the time the report was printed, the target patient encounter transactions include the patient name and ID of the source patient encounter from which the transaction was reconciled.

• Source—refers to the patient visit that is reconciled into another visit.

• Target—refers to the patient visit that retains all the patient's medication transactions, including the source patient information, after reconciliation.

Chapter 8
Discrepancies

This chapter discusses the discrepancy functions of the device.

The appropriate use of this function is determined by your facility's policies and procedures.

Clearing discrepancies

A discrepancy occurs when a user enters a quantity of a medication in the device that does not match the expected quantity. Use the following procedure to resolve discrepancies or follow up on a discrepancy resolution to add investigation notes.

Clearing discrepancies from the device

1. Select **More > Discrepancies**.

   The Discrepancy Created screen shows a list of all discrepancies that were created on this device.

   Depending on your facility's policy, you are responsible to resolve some or all discrepancies. The screen shows the following information:

   • Time—shows the time the discrepancy occurred and the medication involved.

     ◦ The arrow next to Time shows whether the time is ascending order or descending order. Select to sort in the direction of your preference.

   • Prior User—lists the person who performed the task when the discrepancy occurred. You can sort by User to find discrepancies that you caused or discovered.

   • Found By—lists the person who discovered the discrepancy.

   • Type—this lists the task performed that caused the discrepancy, such as Remove or Refill).

   Within each discrepancy item, the following information is also given, where applicable:

   • User name and ID

   • Witness name and ID

   • Patient name and ID

2. Select the discrepancy to be resolved or edited.

   • If you select **Cancel**, the Main Menu appears.

   • If you select **Accept**, the Transaction History screen appears listing transactions that occurred before and after the discrepancy. The following information appears on that screen:

     ◦ Transaction type

     ◦ Beginning (count information)

     ◦ Trx Qty (transaction quantity)—indicates the amount of each transaction. For example, this indicates the number removed or refilled or the number counted during an inventory count.

     ◦ Ending—count information

     ◦ Time

3. Select one of the items in the list.

   This activates the Cancel, Notes, Count, Print, and **Resolve** buttons at the bottom of the screen.

   Note

   Count appears only if you have the correct permission.

4. Select **Notes** to add a note to the transaction and track your progress.

   Enter the details of your research to resolve the discrepancy.

5. Select **Accept** or **Resolve**.

   Your notes appear just above the discrepancy line.

6. If the discrepancy was caused by a miscount, counting again may help resolve it. Select **Count**.

7. Open the storage space, count, and enter a new number, if needed.

8. Enter the correct amount using the numeric keypad next to the amount on the screen.

9. If a witness is required, the witness must enter a user name and password and sign in.

10. Select **Accept**.

11. Close the storage space.

12. Select **Resolve** to record a final resolution statement.

    A witness is required for this transaction.

13. If available, select from the reasons listed on the Discrepancy Created screen. If not available—or the reason is not listed—enter the final reason in the More Info box at the bottom of the screen.

14. Select **Accept**.

    The Discrepancies screen appears with the fixed discrepancy deleted from the list.

    Note
    * Entering a count different from the original count creates a discrepancy that needs to be resolved.
    * You also need the right permissions for counting to resolve a discrepancy.

Chapter 9
Drawer functions

This chapter includes the following topics:

The appropriate use of these functions is determined by your facility's policies and procedures.

Recover storage space

This process helps you recover failed storage spaces. Depending on your access privileges, Recover Storage Space allows you to troubleshoot failed drawers in the system.

- This screen is populated only if failed storage spaces are in the system.

- If the storage space can not be recovered, you are directed to have maintenance performed on the failed drawer.

1. Go to the Main Menu, select **Recover Storage Space**.

2. To search for specific devices, select **Name**, **Type**, or **Failure** in the heading row on the screen to sort the list.

3. Select the name of the storage space to be recovered and then select **Start**.

4. Follow the prompts on the screen for the type of recovery to be done. The current recovery processes include:

    - Drawer failure.

    - Not communicating failure.

    - Release failure.

    - Witness failure.

    - CUBIE™ lid failure—the lid fails to open or close.

    - CUBIE DeviceNotOnBus failure—when the CUBIE does not communicate with the CUBIE drawer location.

    - Duplicate serial number.

    - Pyxis SMART Remote Manager or Pyxis Remote Manager—in defrost mode.

If the recovery fails, a contact maintenance message appears. If the recovery is successful, a successful recovery message appears.

Recovering a CUBIE drawer

The station automatically recovers a CUBIE drawer failure under the following conditions:

- The drawer failure is secondary to a CUBIE lid failing to close, or

- A user initiated the CUBIE failure (selected the Fail Hardware button), and

- The last fail-to-close CUBIE in the drawer successfully recovers.

Storage space configuration

If you have the correct permissions, storage space configuration allows you to set up your device to accommodate your needs.

1. In the Main Menu, select **More > Storage Space Configuration**.

   Note
   The Add Main Cabinet screen appears on your initial configuration. The Storage Space Configuration screen appears during subsequent configurations.

2. Enter the cabinet name, product name, and serial number.
3. Select the number of drawers.
4. Select **Accept**.

Adding storage spaces

Auxiliary cabinets, external return bin, and remote stock locations are not automatically detected by the dispensing device. They can be added through storage space configuration. Auxiliary cabinets have seven drawers. Tower auxiliaries have two, four or eight doors. One external return bin can also be added to the dispensing device.

Note
Only one external and one internal return bin are allowed.

1. On the main screen, select **Storage Space Configuration** to add an auxiliary cabinet to your configuration.

2. Select **Add** at the bottom of the screen.

3. From the Add menu, select **Aux Cabinet**.

4. Enter the following information on the Add Aux Cabinet screen:

   • Cabinet Name

   • Product Name

   • Serial Number

   • Order number for Dispense/Inventory access order

   Note
   Dispense/Inventory access order is the priority in which you want the drawer to open if a medication is loaded in this and other drawers.

5. Select **Accept**.

To configure the auxiliary cabinet drawers, follow the procedures in *Assigning device drawers* on page *80*.

Removing an auxiliary cabinet

1. On the main screen, select **More > Storage Space Configuration**.

2. Select the **X** to the right of the auxiliary cabinet name.

3. In the dialog box that appears, select **OK** to delete the cabinet.

Adding remote stock

Note
You cannot delete a main cabinet from the station.

Remote stock items are managed by the station that are stored outside of the station.

1. From the Main Menu, select **More > Storage Space Configuration**.

2. Select **Add** at the bottom of the screen.

3. From the Add menu, select **Remote Stock**.

4. Enter the following information on the Add Remote Stock screen:

   • Name

   • Dispense/Inventory access order

   • Number of Pockets—acceptable number of pockets is 1 through 99.

5. Select **Accept** when done.

Joined towers and coupled doors

The station configuration supports all configurations of tower auxiliaries, including joined towers, coupled tower, and auxiliary doors. The coupled doors are two doors joined so they open together. This option helps you store bulky items.

Your CareFusion technician configures this feature for you.

Adding an external return bin

1. From the Main Menu, select **Storage Space Configuration**.

2. Select **Add** at the bottom of the screen.

3. From the Add menu, select **External Return Bin**.

4. Enter the following information on the Add External Return Bin screen:

   • Product Name

   • Serial Number

5. Select **Accept** when done.

Assigning device drawers

Use the configuration process to match the physical drawer with the drawer representation on the screen. See specific configuration information for each drawer type in the sections dealing with the drawers.

1. In the Main Menu, select **More > Storage Space Configuration**.
2. In the Storage Space Configuration screen, select **Assign Drawers**.

    Available drawers are shown in the left column. The following drawer types are included:

    *   CUBIE drawer
    *   Full-height CUBIE drawer
    *   Matrix full height
    *   MiniDrawer
    *   Bin Matrix drawer

3. Select a drawer to begin the drawer assignment process.
4. Select **Drawer Settings**.
5. On the Drawer Settings screen. touch a drawer on the station represented on the screen.
6. Select **Open**.

    *   The physical drawers open one at a time, beginning with the drawer that corresponds to the drawer that is on top of the Available drawer list.
    *   The drawer type and cabinet position are displayed when you are editing the drawer's setting.
    *   Drawers that have been assigned inventory cannot be accessed.

7. Enter or edit the appropriate drawer details.
8. Close each drawer after configuring.
9. Continue configuring drawers until all are assigned.
10. Select **Done**.

Only one drawer is allowed as a return bin. If you change the drawer type, select **Save** when the reassignment is complete. Once you assign an internal return bin, the station no longer prompts you to configure the bin.

Defining a CUBIE drawer's settings

The station allows editing of the following from the CUBIE map:

*   Number of CUBIE pockets in the drawer
*   Position of each CUBIE drawer
*   Number of pockets per CUBIE drawer
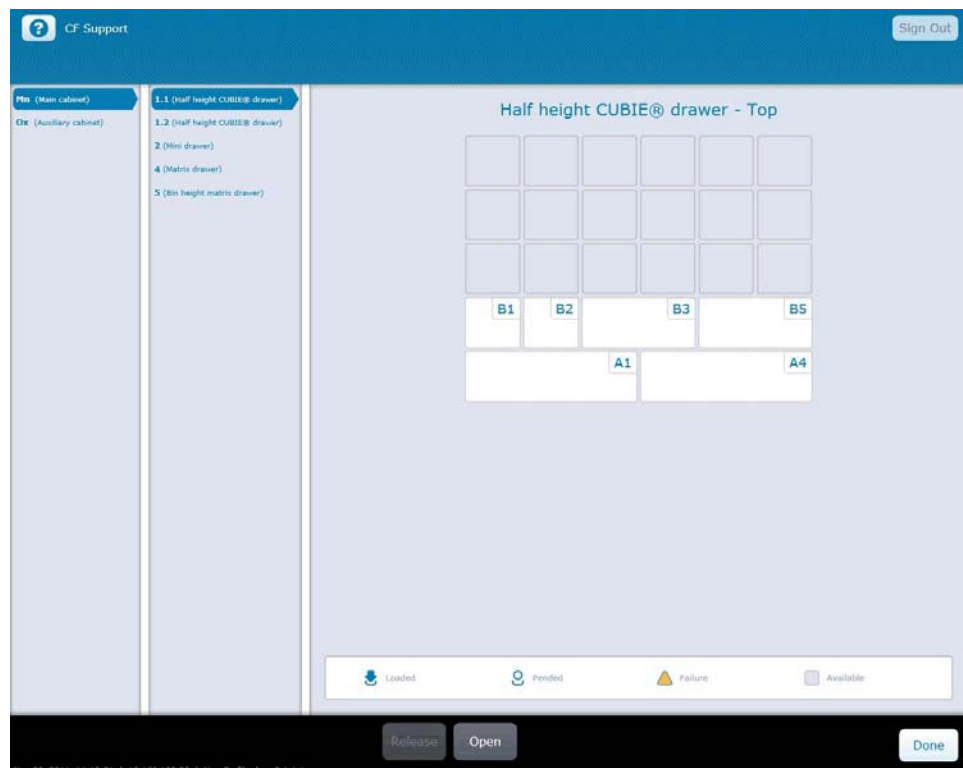*   Pocket size, if the CUBIE pocket is empty

Defining settings

1. On the Main Menu, select **More > Storage Space Configuration**.

2. On the Storage Space Configuration screen, select the device that you want to define.

3. At the bottom of the screen, select **Assign Drawers** or **Drawer Settings**.

   Note
   If you do not know the location of the drawers, select **Assign Drawers** to pick the drawer from a cabinet representation.

4. Find the target drawer.

5. Select the CUBIE drawer from the center column to view the pocket map.

   • The map identifies if a half-height CUBIE drawer is a top or bottom drawer.

   • The half-height CUBIE map displays a maximum of 30 pockets.

   Note
   Use the legend at the bottom of the screen, to see if the pockets are loaded, pended, failed, or available.

6. Select the pockets to configure or replace them.

   Each drawer opens to release the pockets. You can replace them with new pockets or pockets of a different size.

Defining MiniDrawer settings

On the MiniDrawer map, you can edit the number of trays, the position of each tray, and the number of pockets per tray.

1. From the Main Menu, select **More > Storage Space Configuration**.

2. In the Storage Space Configuration screen, select the device with the MiniDrawer that you want to configure.

3. At the bottom of the screen, select **Assign Drawers** or **Drawer Settings**.

   The MiniDrawer tray map is opened when you select a MiniDrawer to set.

   • The storage space information shows the pocket's state as empty, pended, loaded, or if there is a failure.

   • Tray types show empty trays; mini-single or multi- show pended, loaded single, or multidose MiniDrawer trays; or mini-Matrix loaded, pended, or empty MiniDrawer matrix pockets.

   Note
   If you do not know the location of the drawers, select **Assign Drawers** to pick the drawer from a cabinet representation.

4. Select the trays with pockets.

5. Configure the number of trays in the drawer from 6, 10, 14, or 18.

   • Depending on the current drawer configuration, select **Create 3 × 1** or **Create 1 × 1** to assign drawer space.

      ◦ 3×1 merges three pockets into one pocket. If you highlight one tray and select this button, the two closest trays are added to this configuration to become one tray.

      ◦ 1×1 divides the selected 3×1 pocket into three individual pockets.

6. Select the number of pockets, at the side of the pocket map, to assign the number of pockets for each tray.

   • You can select a pocket only if it is empty.

   • Select from 12, 6, 4, 3, 2, or 1 pockets.

7. Close the drawer.

8. Select **Done** to exit.

Defining Matrix or Bin Matrix drawer settings

1. From the Main Menu, select **Storage Space Configuration**.

2. In the Storage Space Configuration screen, highlight the device with the drawer that you want to configure.

3. At the bottom of the screen, select **Assign Drawers** or **Drawer Settings**.

   Note
   If you do not know the location of the drawers, select **Assign Drawers** to pick the drawer from a cabinet representation.

4. Select the drawer from the center column.

5. In the Assign Drawers screen, enter the number of pockets.

   The drawer opens.

6. Select **Accept**.

Defining Pyxis SMART Remote Manager settings

Configuring a Pyxis SMART Remote Manager requires that you set a temperature range for storing temperature-sensitive medications.

When configuring a Pyxis SMART Remote Manager, check the manufacturer or your facility's recommendations for temperature ranges. When configuring, a red number indicates that a setting is out of range.

You can only open the Pyxis SMART Remote Manager if it is empty.

1. From the Main Menu, select **Storage Space Configuration**.

2. If available, select **Smart Remote Manager**.

3. Select **Settings**.

4. Enter the following information:

   - Cabinet Name

   - Product Name

   - Serial Number

   - Dispense/Inventory access order

   - Number of Pockets

5. Ensure that the following information conforms to your specifications:

   - Number of pockets—acceptable values are 1 through 99 pockets. There is not a default value.

   - Temperature Range—acceptable temperature ranges are from -4° to 57°F (-20° to 14°C). The default is 36° to 46°F (2° to 8°C).

   - Out of Range Warning Delay—acceptable warning delay values are from 15 to 225 minutes. The default is 60 minutes.

   - Report Interval—acceptable reporting interval values are from 15 to 1440 minutes. The default is 60 minutes.

   Note
   Out of Range warnings and reports can be configured, but they are not currently supported.

Defining tower auxiliary settings

When you enter the number of pockets in a tower auxiliary, a red number indicates that the pocket number is out of range.

1. From the Main Menu, select **Storage Space Configuration**.
2. Select the tower for configuration.
3. Enter the following information:
   - Cabinet Name
   - Product Name
   - Serial Number
   - Dispense/Inventory access order
4. Select a door in the **Number of Pockets** column and enter the number of pockets.

   The number of pockets can be 1–99.
5. If needed, select **Open door**.
6. Close the door when finished.
7. Select **Accept**.

Note
During configuration, only one tower door can be open at a time.

Reconfiguring drawers

1. Unload medications from drawers before reconfiguring.
2. Follow the configuration steps found in the previous configuration sections.
3. When done, select **Accept**.

Repositioning drawers

Drawers selected for repositioning appear in the Assign Drawers screen.

1. From the Main Menu, select **Storage Space Configuration**.
2. In the Storage Space Configuration screen, select **Assign Drawers**.
3. Select the empty drawer that you want to reposition.
4. Select **Reposition** to move the drawer to the left panel.
5. Assign the drawer to an empty cabinet drawer slot.
6. Press **Start** to begin the drawer assignment.
7. When the drawer opens, select the drawer position in the cabinet map.
8. Close the drawer to commit the assignment.

   If you are repositioning a CUBIE drawer, the top and the bottom open for repositioning.
9. Select **Done** when finished.

Assigning and loading medications

When you have finished configuring drawers, you can assign and load medications into pockets in drawers in the station cabinet.

Assigning and load a medication

1. On the Main Menu, touch **Assign & Load**.
2. Touch the filter that you want to use:
   - CUBIEs
   - Mini Trays
   - Matrix pockets
   - Accessible Matrix pockets
   - Remote Stock
3. Touch a drawer pocket that you want to assign, and then touch **Accept**.

   The Formulary Selection screen appears.
4. In the search box, type the first three characters of the medication that you want to assign and load.

   The system searches the formulary for the medication.
5. Touch the medication and dosage that is displayed in the list, and then touch **Accept**.

   The Assign Attributes screen appears.
6. Enter the Max (Par), Min (Refill Point), and Quantity amounts.
7. Select the **Tracking Expiration** and **Standard Stock** options, if necessary.
8. Select the **Remove Fractional Units** flag to allow the user to dispense a portion of the item's dosage form. By default, the check box is off.

   Note
   - This setting is not available, if the Fractional Unit of Measure (FUOM) for the item has not been set at the formulary.
   - This setting is not available, for mini trays (single-dose/multidose mini trays cannot be loaded for fractional use).
   - This setting is displayed as read-only, if the item is loaded in another storage space in the device with this setting turned "on."
   - This setting is displayed as read-only, if the item is already loaded in the device in a mini tray.
   - If the setting is turned "on," it applies to all storage spaces where the device is loaded. For example, if the item is loaded in Pocket A with the setting turned "on," then the setting is also turned "on" for Pocket A.

   When you have finished configuring drawers, you can assign and load medications into pockets in drawers in the station cabinet.

9. Do one of the following:
    - To load the medication, touch **Load**.

      The Load Meds screen appears and the drawer unlocks and opens.
    - To save the drawer assignment, touch **Save**,

      The system saves the drawer assignment.
10. If you selected Load, enter the quantity of medication that you are loading into the drawer and the medication expiration date, and then touch **Accept**.
11. Load the pocket with the medications.
12. Close the drawer.

Items loaded as fractional

The following table depicts the Unit of Measure (UOM) that displays next to the amount of an item that is loaded as fractional at a station. In some instances, especially inventory functions (Load, Refill, and so forth) you must enter the value using whole dosage form. In other cases, where an accurate representation of the exact quantity that is remaining in the station is necessary (Count, Outdate, and so forth), the value is displayed using the fractional UOM (FUOM) (which is either Strength or Volume, depending on the setting for the item at the formulary).

Display of items loaded as fractional at the station	
Assign (Max/Min/Quantity)	Dosage Form
Load	Dosage Form
Beginning Quantity (Refill)	FUOM
Refill	Dosage Form
Beginning Quantity (Outdate)	FUOM
Outdate quantity	FUOM
Destock	Dosage Form
Empty Return Bin Quantity	Dosage Form
Inventory Count	FUOM
Recovery Count	FUOM
Unload quantity	FUOM
Med Lists - Max/Min	Dosage Form
Med Lists - Current Quantity	FUOM
Remove	FUOM
Transaction History (Discrepancy)	FUOM
Return	Dosage Form (cannot return fractional)
Waste	Strength and/or Volume or Dosage Form

Load and Refill

The Load and Refill screen separates the medications by the following filters:

- All

- Load/Refill

- Load

- Refill

- Controlled meds

- Witness required

Note
The device prevents access to formulary items that are in a defrosting Pyxis SMART Remote Manager or Pyxis Remote Manager. A message is displayed showing the reason for denying access.

Using the Load & Refill process

1. On the Main Menu, select **Load & Refill**.

   The Load and Refill screen appears.

2. In the left column, select the filter to view the available medications for a specific process.

3. Wait for the list of available medications to load on the screen.

4. Medications appear on the right of the screen.

5. Select unavailable items, which are dimmed on the list, to find out why they are disabled.

   - A dimmed medication indicates that it is not available.

   - A popup explains why the medication is not available.

6. Select the expand button to see more detail for a specific medication.

   Note
   If a medication has a symbol, select the symbol to see the symbol legend.

7. Highlight the medication to load or refill.

8. Select **Load / Refill**.

   The storage space opens.

9. Verify the count by entering the amount, using the keyboard.

10. Enter the expiration date in the Month, Day, and Year option boxes.

11. Select **Accept**.

12. Enter the amount that is being refilled.

13. Load the storage space.

    Note
    If witness on Load/Refill is set in the formulary for the item being refilled, a witness is required.

14. Select **Accept** and close the storage space.

    • If you select **Cancel**, you must still close the storage space.

    • The Load & Refill screen appears.

Refilling medications at the device

This process is for refilling one or more formulary items in the device.

1. On the Main Menu, select **Load & Refill**.

2. In the left column, select **Refill** to view the available medications.

3. Wait for the list of available medications to load on the screen.

    Medications appear on the right of the screen.

4. Highlight the medication to refill.

5. Select **Load / Refill**.

    The storage space opens.

6. Verify the count by entering the amount using the keyboard.

7. Select **Accept**.

    The storage space opens.

8. Enter the amount that is being refilled.

9. Load the storage space.

    Note
    If witness on Load/refill is set in the formulary for the item being refilled, a witness is required.

10. Select **Accept** and close the storage space.

    • If you select **Cancel**, you must still close the storage space.

    • The Load and Refill screen appears.

Loading and refilling medications in a MiniDrawer

In single or multidose mode, when you are loading or refilling a MiniDrawer tray, the system automatically determines the amounts of the medication needed to fill each pocket in the tray.

A representation of the MiniDrawer tray displays onscreen in a left-to-right orientation with the front of the drawer on the left so that you can view the contents of the entire tray.

If you are refilling a tray, the system displays additional text on the Refill Pocket screen for you to move older items from the back of the tray to the front.

Loading and refilling controlled medications

The Controlled filter displays non-medication items, with a Controlled medication class, that are to be loaded or refilled.

1. On the Main Menu, select **More > Load & Refill**.
2. In the left column, select **Controlled Meds** to view the available medications in that filter.
3. Wait for the list of available items to load on the screen.

   A list of available items appears in the right side of the screen.
4. Highlight the item to refill.
5. Select **Load / Refill**.

   The Items Require Witness Verification screen opens.
6. Enter your user name.
7. Enter your password.

   The storage space opens.
8. If refilling, verify the count by entering the amount using the keyboard.

   Note
   If loading, skip steps 8 and 10.

9. Enter the expiration date in the Month, Day, and Year option boxes.
10. Select **Accept**.

11. Enter the amount that is being refilled or loaded.
12. Load the storage space.
13. Select **Accept** and close the storage space.
    - If you select **Cancel**, you must still close the storage space.
    - The Load and Refill screen appears.

Loading fractional medications

The attribute is set when the user is pending or assigning the medication to a storage space item. (See the rules in the Pend/Assign note in *Assigning and loading medications*, step 8 for when you can set an item as fractional.)

The fractional setting applies to all storage space items in a device. In the rare instance where the device may have been disconnected or there maybe a sync issue between when a user pends/assigns and then loads an item, conflicts are accommodated using the following matrix:

	Loaded in Single/Multi	Loaded in CUBIE (Fractional = On)	Loaded in CUBIE (Fractional = Off)
When loading CUBIE[a] with Fractional Flag = On	System updates Fractional Flag in CUBIE being loaded to Off		System updates Fractional Flag in loaded CUBIE to On
When loading CUBIE with Fractional Flag = Off		System updates Fractional Flag in CUBIE being loaded to On	
Loading Single/Multi		System prevents loading the item in a single/multi mini tray.	

a. For example, can be any non-single/multi mimi tray storage space.

During a refill, the item is counted using the Fractional UOM, which is set at the item's formulary, since the amount can be a partial quantity and not a whole dosage form. When loading or refilling the item, enter the quantity using dosage form.

Loading medications with a witness required

The Witness Required filter displays items that require a witness.

Note
If you cancel witnessing selected items, the device continues with the load and refill process for those items that do not require a witness. If there are no items left that do not require a witness, the device returns to the Load/Refill list.

1. On the Main Menu, select **Load & Refill**.
2. In the left column, select **Witness Required to** view the available items in that filter.
3. Wait for the list of available items to load on the screen.

   They appear in the right side of the screen.

4. Highlight the item to refill or load.

5. Select **Load / Refill**.

    The Items Require Witness Verification screen opens.

6. Enter your user name.

7. Enter your password.

    The storage space opens.

8. If refilling, verify the count by entering the amount using the keyboard.

9. Select **Accept**.

    Note
    If loading, skip steps 8 and 10.

10. Enter the amount that is being refilled or loaded.

11. Load the storage space.

12. Select **Accept** and close the storage space.

    •   If you select **Cancel**, you must still close the storage space.

    •   The Load and Refill screen appears.

Selecting medications on load and refill

When you select multiple pockets of an item loaded in multiple locations during load or refill and the pockets have the **same** inventory state, your device selects the location with the earliest fill date and time that is not in a failed state.

If you select multiple pockets of an item loaded in multiple locations during load or refill and the pockets have different inventory states, your device selects the location in the following order:

•   Location(s) with the item loaded at or below minimum with the earliest date and time

•   Location(s) with pended items

•   Location(s) with item loaded above minimum with the earliest date and time.

    Note
    You cannot access medications if the location is in a failed state or is in a defrosting Pyxis Remote Manager or Pyxis SMART Remote Manager.

Refilling a single-dose or multidose MiniDrawer

After the user accepts the rearranged pocket quantities when refilling a single-dose or multidose MiniDrawer, the dispensing system requires you to allocate the refill quantity for the drawer to the loaded pockets:

• The device allows you to manually enter the refill quantity for each pocket.

• The device displays an over-max warning if you enter a refill quantity for a multidose MiniDrawer pocket that is greater than the pocket maximum.

• The device displays a hard-stop notification when you select Accept for the pocket refill quantities if the refill quantity for a single-dose MiniDrawer pocket is greater than one.

Destocking medications

You can remove medications from inventory stock stored in the cabinet. Destocking a medication differs from unloading a medication in that only the quantity of the medication stored in the drawer is modified. The medication is not removed from the medication list in the software.

You can destock medications from the Manage Map screen.

1. On the Main Menu, touch **More > Manage Map**.

   The Manage Map screen appears.

2. Select the drawer from the dropdown list of drawers that contains the medication that you want to destock.

3. Touch the pocket that contains the medication you want to destock, and then touch **Destock**.

   The Count screen appears and the drawer opens.

4. Verify the beginning count of the medication in the pocket, and then touch **Accept**.

   The Destock Meds screen appears.

5. Enter the quantity of medication that your want to destock, and then touch **Accept**.

   The system changes the quantity of the medication that is stored in the drawer.

6. Close the drawer.

Barcode management

The Pyxis ES system can link, parse, and store barcode information to add safety, efficiency, and standardization throughout the inventory logistics process. The Pyxis ES system can read and accept third-party barcodes from most common vendors. System barcodes can be used to verify load and refill activities at the station.

Scanning on load and refill

From the load/refill formulary list, you can select an item within the dispensing device by scanning its barcode.

Scanning on load

1. On the Main Menu, touch **Load & Refill**.
2. In the left column, select **Load** to view the available medications.
3. Wait for the list of available medications to load on the screen, then select your medication.

   Medications appear on the right of the screen.
4. Scan the medication to load.

   Note
   If you select several medications, the medications requiring scanning are processed first.

5. Place the medication's barcode under the scanner.
6. Touch **Load / Refill**.

   The storage space opens.
7. Using the keyboard or onscreen numbers pad, enter the amount to be loaded.
8. Touch **Accept**.
9. Load the storage space and close it.

   The Load and Refill screen appears.

   Note
   When loading controlled medications, a witness is required.

Scanning on refill

1. On the Main Menu, touch **Load & Refill**.
2. In the left column, select **Refill** to view the available medications.
3. Wait for the list of available medications to load on the screen, then select your medication.

   Medications appear on the right of the screen.
4. Highlight the medication to refill.

5. Scan medication to load.

6. Touch **Load / Refill**.

    The storage space opens.

7. Verify the count by entering the amount using the keyboard.

8. Touch **Accept**.

    The storage space opens.

9. Enter the amount that is being refilled.

10. Load the storage space.

    Note
    When loading controlled medications, a witness is required.

11. Touch **Accept** and close the storage space.

    • If you touch **Cancel**, you must still close the storage space.

    • The Load and Refill screen appears.

NDC support for barcoding

The system can identify scanned medication using National Drug Code (NDC) numbers. when using the barcode scanning feature.

• Supports standard drug identifiers like the NDC per PIS formulary item.

• More than one standard drug ID can be associated with a PIS item.

• Supports obtaining these IDs from an external source.

• Supports manual entry of the NDCs.

• Supports populating from a scanned barcode (provided system can parse for the ID).

• When an item is scanned during remove and the system knows the ID, store the ID with the removed item.

• Supports sending the ID with the removed item transaction outbound - billing and inventory messages.

Unloading a medication

Use this process to unload medications at the device.

Note
If a witness is required, follow standard witness procedures. See *Witnessing a transaction* on page *13* in the *Basics* section of this guide.

1. Select **Unload** on the Main Menu.
2. In the left column, select the filter to view the available medications for a specific process. These filters include:
    *   All
    *   Days Since Use/Load: 28 removed days—shows all medications removed less than 28 days prior to a query. You can change the number of days by entering the amount in the option box.
3. Wait for the list of available medications to populate the screen.
4. Select the expand button to get more details on a specific medication.

    A dimmed medication indicates that it is not available.
5. Select the medication to view a popup explaining why the medication is not available.

    Note
    If a medication has a symbol, select the symbol to see the symbol legend.

6. Highlight the medication and select **Unload**.
7. Open the storage space.
8. Enter the amount of medication that is being unloaded.
9. Select **Accept** and close the storage space.
    *   If you select **Cancel**, you must still close the storage space.
    *   The Unload screen appears.

Unload List search, sort, and filter

When viewing the Unload List, you can filter the number of days since the last remove or when loaded if never removed.

The dispensing system provides the option to filter the following items during an Unload (with display order):

• Selected items—includes all items you selected prior to starting the unload process

• All—all formulary items loaded in the device

• Days since use/load field—allows you to enter a number of days of up to three digits

• The system defaults to the **All** filter with 28 days since use/load.

Days since use/load filter

Calculation - a listed item displays the days since use/load value calculated as follows:

• Number of days is the difference between today's date and the use/load date, ignoring time.

• For an item without a remove, the system uses the item's load date in the days difference calculation (for example, today's date minus the load date).

• For an item with a remove, the system uses the item's last removed date in the days difference calculation (for example, today's date minus the last removed date).

Days since use/load filter rules

• If you leave the filter blank or enter a zero, the device does not apply the filter.

• If you enter a value greater than zero, the device displays loaded items with the days since use/load value equal to or greater than the filter value.

Displayed values

• The device displays **Today** for items that were removed or loaded on the same day as today's date.

• The device displays **Yesterday** for items that were removed or loaded today minus one.

• The device displays **2** for items that were removed or loaded today minus two, **3** for today minus three, and so forth.

The unload lists exclude items that you are not permitted to unload.

The dispensing device includes standard stock items in the unload lists if you have permission to unload standard stock and excludes standard stock if you lack the permission to unload standard stock.

Outdating medications

Use this process to outdate one or more medications at the device. Formulary items loaded in the device are filtered as follows:

- You have permission to outdate the items.

- The storage space items can be tracked for outdates.

- The storage space item's quantity is more than 0.

- The items have an expiration date and time that is past the current date and time.

Note
If the pocket is empty, the station requires that you input an expiration date.

In the following examples, an expiration date is not required:

- When outdating, if all medications are expired and removed, leaving zero in the pocket
- When loading, if loading zero
- When refilling, if current pocket quantity is zero and the user zeroes out the refill quantity

Note
If a witness is required, follow standard witness procedures. See *Witnessing a transaction* on page *13* in the *Basics* section of this guide.

1. Select **Outdate** on the Main Menu.
2. In the left column, select the filter to view the available medications for a specific group. These filters include:
   - All
   - Expired Medications
   - Expiring Medications
   - Controlled Meds
3. Wait for the list of available medications to load on the screen.
4. Select the expand button to get more details on a specific medication.

   Note
   If a medication has a symbol, select the symbol to see the symbol legend.

5. Select the medication to outdate.
6. Select **Outdate**.
7. Open the storage space to remove medication.
8. Verify the count in the storage space.
9. Select **Accept**.

10. In the Outdate Meds screen, use the keyboard to enter the amount to be removed.

11. Enter the expiration date in the Month, Day, and Year option boxes.

12. Select **Accept** and close the storage space.

    • If you select **Cancel**, you must still close the storage space.

    • The Outdate screen appears.

Counting inventory

If your facility requires you to assist with inventory controlled medications, use this process to perform an inventory count of one or more medications in the device.

1. In the Main Menu, select **Inventory Count** or **More**, then **Inventory Count**.

2. Select a tab to view the available medications for the inventory count. The tabs allow for different inventory methods.

    These tabs include:

    • All Items—displays all medications at the device individually.

    • Medication Class—limits the inventory procedure to controlled medications only.

    • Drawers/Doors—allows you to inventory only the drawers you select.

    • Controlled—displays accessed controlled, all controlled, and non-access controlled medications.

    Note
    The number in parentheses next to a medication class, drawer/door, or controlled medication represents the number of doses of medications included in the procedure.

3. Wait for the list of available medications to load on the screen.

4. Select the expand button to get more details on a specific medication.

    Note
    If a medication has a symbol, select the symbol to see the symbol legend.

5. Select the medication.

6. Select **Inventory Count**.

7. Open the storage space to count the medication.

8. Verify the count in the storage space.

    Note
    If the item is loaded in the device with the Remove Fractional Units setting (which is set during Pend/Assign) turned "on", then the Inventory Count displays using the Fractional UOM as specified in the formulary for the item.

9. If the count is correct, select **Accept** to continue or close the storage space.

   • If you select **Cancel**, you must still close the storage space.

   • The system moves to the next pocket, or the Inventory Count screen appears.

Correcting the inventory amount

1. If the medication count is not correct, select the numeric pad to change the count.

2. Enter the correct amount.

3. Select **Accept** to change the count.

4. Close the storage space.

   The next medication displays, and the storage space for that medication opens.

Suspending and resuming an inventory count

If you need to leave the area or someone needs to use the device, you can select **Suspend** to stop the inventory count.

1. Select **Suspend** at the bottom of the Inventory Count screen.

2. On the screen asking to confirm suspend, select **Yes**.

3. Close the storage space.

4. When you sign back in, select **Inventory Count**.

   A dialog box asks if you want to resume inventory count.

5. Select **Yes** to return to the screen where you left the inventory count.

Outdating medications in an inventory count

Outdate some or all of the medications in the inventory count by following these steps:

1. Select **Outdate** at the bottom of the Inventory Count Screen.

2. Enter how many medications you are removing.

3. Enter the expiration date in the Month, Day, and Year option boxes.

4. Select **Accept**.

Using RxCheck

RxCheck allows a designated user to verify that items were loaded or refilled according to the pharmacy's specifications. The system logs a discrepancy for an item when a difference exists between the quantity that the system expects and the quantity that the user entered or verified.

Use the RxCheck feature to evaluate stored medications that may have expired, appear to be the wrong item, or have damaged packaging.Your pharmacy may want to use this feature for all medications that need to be loaded or refilled, or for only select medications.

Configuring RxCheck

RxCheck is initially set up on the Pyxis Enterprise Server by your system administrator who configures the following:

• Chooses the item and the device settings.

• Selects specific user(s) who are permitted to perform an RxCheck.

• Determines a specified time frame that an item on the RxCheck list is removed from the list if it has not been checked.

• Selects a delay period before an attention notice displays at the device when an item requires RxCheck.

If your facility has RxCheck configured for the station, two users may be required: one user who loads or refills an item and another who performs the RxCheck. Some users have extended permissions where an RxCheck of the item is done automatically. While performing an RxCheck, you can remove the medication from the drawer and adjust the inventory count in the system.

Note
If a medication requiring RxCheck is loaded or refilled in the station but has not yet gone through the RxCheck process, it can be dispensed. Following the removal, an icon appears on the station Main Menu screen and an alert is sent to the server to let the pharmacy know that the medication needs to be go through the RxCheck process.

Excluded items from RxCheck
Depending how your system administrator configures RxCheck, the following items can be excluded from RxCheck.

• Items loaded in the MiniDrawer in single-dose or multidose mode in the cabinet.

• Items that a user scanned during a load or refill.

• Items that are loaded in CUBIE drawers on stations.

Note
RxCheck items that have a pocket quantity of zero are also excluded from RxCheck. The excluded item does not display in the RxCheck list, even if the item requires an RxCheck.

Witness during RxCheck

Some items that require a witness for a transaction may also be configured for RxCheck. For more information about witnessing when dispensing medications, see *Witnessing a transaction* on page *13*.

Checking a medication with RxCheck

If an item stored in the cabinet requires an RxCheck, an RxCheck icon appears at the top of the screen.

An RxCheck required message appears during a dispense for RxCheck items that have not been checked

1. On the Main Menu screen, touch **More > RxCheck**.

    The RxCheck screen appears.

2. Touch one of the Filters to filter the medications that you want to view and

3. Touch the medication(s) that you want to check, then touch **RxCheck**.

    The Count screen appears and the drawer that contains the medication unlocks.

4. Open the drawer and verify the current inventory count of the medication quantity. Inspect the medication as needed.

    • Touch **Accept** if you are not going to adjust medications from the drawer.

    • Touch **Cancel** to stop the transaction.

      The system relocks the drawer and returns to the RxCheck screen.

    • Touch **Cancel All** to stop the transaction for all items selected.

      Note
      When you touch **Accept** in the Count screen, the item is checked and is removed from the list. However, if you touch **Adjust** and then touch **Cancel**, the item continues to display in the RxCheck list.

5. On the Count screen, enter the earliest expiration date in the box.

6. Touch **Adjust** to modify the inventory of the medication.

7. In the Adjust Inventory box, enter the quantity of the medication that you want to remove.

8. In the Adjustment Reason section, touch a reason for adjusting the inventory:

    • Damaged packaging

    • Expired item

    • Other

• Wrong item

9. In the Adjustment Comment section, type a comment if you want to provide additional information.

10. Remove the medication from the drawer.

11. Touch **Accept**.

12. Close the drawer.

The RxCheck screen appears.

Extended RxCheck permission

With the Extended RxCheck user role permission enabled for a user, an item does not need to be checked manually when the user performs a load or refill of an RxCheck required item The system checks the item when the user with the extended RxCheck permission loads or refills the item, and it does not appear on the RxCheck list. Your system administer configures the RxCheck user role permissions on the server.

Emptying a return bin

Use this process to empty the return bin at the device.

The internal return bin within the device is available when the following issues occur:

• The medication being returned has a stock return option formulary and cannot be returned to an acceptable stock location.

• The medication is not loaded in the device.

• The medication is loaded in a failed pocket.

• The medication is loaded in a pocket with or without an explicit blind or verify count where the return amount plus the inventory in the pocket exceeds the physical maximum.

• The medication is loaded in a single or multi- MiniDrawer.

Note
You can not access the return bin if an internal return bin is in a drawer with unsecured storage units that contain items that you do not have permission to refill.

1. In the Main Menu, select **More**.

2. Select **Empty Return Bin**.

   The Empty Return Bin screen appears with the following information:

   • Name

   • Med ID

   • Expected Count

   • Actual Count

   • Verified

3. Select the medication to select it.

   A check mark appears in the verified list.

4. Make sure a witness is available before accessing the bin.

   • Depending on hospital policy and system configuration, a witness may be required.

   • The witness must verify every item.

5. When the bin opens, check each medication on the list to verify it.

   Note
   The drawer opens even if it is empty. Verify that the bin is actually empty.

6. If the medication is not checked, it creates a discrepancy. Go to the Discrepancy screen to fix the issue.

7. Select **Accept** or **Cancel**.

   Note
   If you are emptying an internal return bin, the drawer needs to open. If you are working on an external return bin, document your activity and confirm the contents of the return bin.

Blocking storage spaces

Blocking a storage space in a drawer allows you to reserve a space for an item. You can also unblock a previously reserved storage space in a drawer.

Note
If you see this message "You do not have permission to access one or more items in the storage unit" when selecting a medication from the formulary selection screen during assign and load, you do not have permission to select an item for one of these reasons:

• You do not have permission to load the medication item.

• The storage space is not accessible.

• You do not have permission to unload a loaded item.

Blocking a Matrix drawer

1. Select **Assign & Load** from the Main Menu.
2. Select the **Matrix Pockets** tab.
3. Select the drawer to be blocked.
4. Select the **Expand** button.
5. Select **Block**.
6. Select **Accept**.

Unblocking a Matrix drawer

1. Select **Assign & Load** from the Main Menu.
2. Select the **Matrix drawers** tab.
3. In the left panel, select **Blocked** filter.
4. From the list of blocked drawers, select the drawer to be unblocked.
5. Select the **Expand** button.
6. Select **Unblock**.
7. Select **Accept**.

Chapter 10
Visitor access and device configuration functions

This chapter includes the following topics:

The appropriate use of these functions is determined by your facility's policies and procedures.

Visitor access overview

An authorized user can grant another user visiting access to a station or stations within an area. The station matches the user roles the authorized user can grant (Grantor) and what the station allows to be granted (Area). The station can also match against the visiting user's roles (Visitor) if the facility is configured to do so.

The pharmacy reviews the following Pyxis Enterprise Server settings to design the level of security the station applies for the feature.

User role setup

The pharmacy can specify the user roles that a grantor can grant. For example, the pharmacy wants an instructor to grant only the student nurse role from the stations. For the instructor user role, go to **Settings > Users > User Roles > Edit**. In the Permissions tab, check **Grant visitor access** under User Management. Select the user role for student nurse.

Area setup

The pharmacy can specify what user roles can be granted from the station(s) associated to the area.

For example, the pharmacy wants only the nurse and student nurse roles to be available at the ICU stations. In **Settings > Locations > Areas > Edit Roles**, to change the ICU area, clear **All Facility Roles**, and then select the user role for nurse and student nurse in the User Roles menu.

Setting up a facility

From the facility, the pharmacy can define two settings:

- Visitor Access Duration (Hours)—number of hours a before a visitor assignment expires. The system defaults to 14 hours.

- Include Visitor's Role in Visitor Access—when checked, the system includes the Visitor's user role when assigning Visitor Access at the station.

For example, the pharmacy wants a student nurse user to be assigned only the student nurse role in the ICU (or any other area). Check the facility setting. From the User Account setup, ensure that a student nurse user has only the student nurse role. It is not necessary to assign areas to the student user's account

1. In the Main Menu, select **Visitor Access**.

   The Grant Visitor Access screen appears.

2. Enter the first letters of the visitor's last name in the search box on the right.

   - A list of names appears showing permanent users in the system. If your visitor is on the list, highlight the name and select **Grant Visitor Access**.

   - If the visitor's name is not on the list, call IT to get the name added to the system.

   The Grant Visitor Access screen appears populated with the first name, last name, user ID, and job title information.

3. Select the **Area** the visitor will be working in and the **Role** the visitor is performing from the drop-down lists in the fields.

   - Only areas associated with the device appear in the Area drop-down list.

   - Only roles determined by your facility appear in the Role drop-down list.

4. Select **Accept**.

Granting visiting user access

In the Grant Visitor Access screen, you can grant access depending on how roles are set at the server. Available roles are determined by commonality between the:

- Granting user, and

- Device roles, and

- Visitor's roles (if configured for your facility)

Device configuration

If you have user rights or access, you can put the device in one of the following modes:

- Critical override

- Temporary Non-Profile mode

- Out of service.

1. In the Main Menu, select **More > Device Settings**.

2. On the Device Settings screen, select any or all of the following check boxes:

   - **Enable Critical Override for Device**

   - **Enable Temporary Non-Profile Mode for Device**

   - **Enable Device Out of Service**.

   Note
   When in Critical Override, all medications in the station can be removed on override if the user has access to remove. However, the profile will still be available.

3. Select **Accept** or **Cancel**.

Synchronizing device data with a server

Use the Data Synchronization Setup screen to establish network communication between the Pyxis Enterprise Server and the station.

On the Data Synchronization Setup screen, you can specify the server name, facility, and dispensing device name for the station.

Synchronizing device data

1. On the Main Menu screen, touch **More > Data Synchronization**.

    The Data Synchronization screen displays the Data Synchronization Setup dialog box.

2. In the Server Name box, enter the IP address of the server.

3. In the Facility dropdown list, select a facility.

    A facility can be a hospital name.

4. In the Dispensing Device dropdown list, select a dispensing device.

5. Touch **Start Download**.

    The server starts the download of data to the device at the location you specified.

    When the download is complete, the Main Menu screen appears.

Appendix A
Troubleshooting

This appendix describes device issues that may occur and provides possible solutions.

This appendix includes the following topics:

If you think a problem is server-specific, see the section on troubleshooting in the *Pyxis MedStation ES System Server User Guide*. If you encounter an issue or solution that is not discussed in this appendix, contact the TSC.

Patient information not displayed

If a patient's data does not appear as expected at a device, the problem might be a communications problem. Occasionally, there is a high level of data traffic within the system and it can take several minutes for the data to arrive at its final destination. If the patient's data still has not appeared after a few minutes, consider the following questions and possibilities:

- Was the patient recently admitted to the facility? If so, the patient's data may appear momentarily.

- Is the patient in the admission system? Check the terminal at the nurses' device and have pharmacy check ADT.

- There might be a communications problem with the ADT system. If you have the permission to do so, manually enter the patient data into the device to create a temporary patient at the device. If more than one patient in the admissions system does not arrive at the device, contact the automation/ MedStation manager at your pharmacy.

Printer does not work

If the device printer stops printing, check the following:

1. Is the printer out of paper? Lift the cover on the left side of the printer panel and see if there is paper. If not, place paper in the printer.

2. Was the paper just changed? If so, it might be improperly installed. Feed paper from over the roll. Reinstall the paper.

Display screen is black

1. If the device LCD is black, check to see if the device is plugged into the wall socket.

2. Check the power supply. Locate the large flip-switch in the upper right corner of the device (while facing the front) and make sure it is in the **ON** position.

3. If the screen remains black, turn the power switch (located on the right rear of the device) to the off position and wait at least one minute before switching it on.

4. If none of these solutions work, contact the TSC.

Keyboard is not responsive

Sometimes the device keyboard seems unresponsive because the computer is processing another transaction. Wait a few moments and try again. The system device is fully functional through the touchscreen. If the keyboard fails, use the touchscreen until the keyboard is repaired.

1. Do any characters appear in the ID field at the standby screen? If so, select DELETE to remove the characters and enter your ID and password.

2. Is the time on the clock changing? If it is not, the device application may be frozen. Contact the TSC.

3. Verify that the Lock to Clean light is illuminated (located in the upper left area above the keyboard). If it is not, try using the keyboard to press **Lock to Clean**.

4. If you are at a screen other than the standby screen, wait a few minutes to see if the device times out and returns to the standby screen. If it does not time out, contact the TSC.

Touchscreen is not responsive

Sometimes the device touchscreen may seem unresponsive because the computer is processing another transaction. Wait a few moments and try again. The device is fully functional through the keyboard with hot keys for the screen. If the touchscreen fails, the system still functions properly in all other aspects, until the touchscreen is repaired.

1. Is the time on the clock changing? If it is not, the device application might be frozen. Contact the TSC.

2. If you are at a screen other than the standby screen, wait a few minutes to see if the device times out and returns to the standby screen. If it does not time out, contact the TSC.

3. If the touchscreen remains unresponsive, turn the power switch (located on the right rear of the device) to the off position and wait at least one minute before switching it on. Select the screen again. If this does not work, contact the TSC.

Medication is not displayed on the Selected Meds list

If a medication does not show on the Selected Meds list, it is possible the medication was either not loaded or was unloaded from the device. If the medication or item is not available at the device, the device displays alternate locations in the same area as the device you are accessing. A message now appears indicating that the item is not available/not loaded. If the medication is available at an alternate location, the message provides the alternate location where you can access the item.

Note
If your order has more than one component, all items must be available at the alternate device before you can remove the order from that location.

1. Determine if you have the correct access privileges (security group and/or override group) for the medication.
2. Check inventory to see if the medication is loaded.
3. Print the Events report which shows all transactions for that medication within the past time period determined by your facility.

Wrong medication is removed

If you remove the wrong medication for a patient, do the following:

1. Highlight the patient name.
2. Select **Return** to return the medication to the device. The patient is credited for the medication.
3. Select **Remove Med** to access the correct medication for the patient.

   Note
   Make sure you select the correct patient before touching Remove.

   The storage space opens for medication removal.
4. Close the storage space after removing the medication.

Drawer is closed before the medication is withdrawn

If you inadvertently close the drawer before removing the medication, repeat the dispensing process making sure to select the same patient, medication, and quantity.

Re-inventory the drawer to indicate the correct amount, then continue with the removal.In cases where the station thinks there is no medication in the drawer, go to another station to remove the medication and call pharmacy to correct the inventory count in the original drawer.

Note
Inventory the medication to ensure that the system count of the pocket quantity is accurate.

Cleaning a device

When needed, clean the unit with a damp cloth. For more information, see the cleaning section of the *Pyxis MedStation Safety Manual*.

CAUTION

- Do not allow liquid to seep into any openings or seams. A nonabrasive cleanser can be used sparingly. Be sure to rinse off any residue with a clean, damp cloth.

- Clean the drawers with a damp cloth. Do not leave behind a wet surface where dust may accumulate. The same caution applies to drawer interiors.

- Do not use alcohol to lean clear plastic components.

Cleaning the BioID fingerprint sensor

The BioID fingerprint identification system (scanner) located on select Pyxis products is protected by a protective film that can be cleaned with hospital disinfectants. Do not saturate the film. Dry the film or allow it to air-dry.

CAUTION

Never clean the scanner with tape. Doing this damages its protective membrane.

Disinfectants that can be used sparingly on a soft cloth include:

- 10% bleach solution (1 part bleach to 9 parts water)
- 70% Isopropyl Alcohol in water
- Betadine® 10%
- Cavicide®
- Envirocide® (Metrex™)
- Germ-X® RU
- KleenAseptic® B
- LpH® se
- MaxiSpray®
- PD CARE® Surface Disinfectant
- Quaternaries 1:512
- Sklar® Disinfectant
- Sterall® Plus Spray
- Vesphene® II se

Emergency medication removal

If a catastrophic power failure occurs, an internal battery backup at the station provides about two minutes of power to initiate a safe shutdown of the station.

If the power failure continues, you can gain access to the medications through the following override process:

1. Consult the facility policy on emergency access to stations during a power failure. If appropriate, go on to step 2.
2. Turn off power to the station by switching the power switch (located on the right rear of the station) to the off position.
3. Obtain the two keys (from pharmacy personnel) required to remove the access panel from the back of the station.
4. Remove the back access panel.
5. Select the red release lever on the right side of the appropriate drawer and push the drawer out.
6. Repeat for each drawer that you need to access.

> **CAUTION**
> Do not have more than one drawer open at a time.

7. Using the log sheet provided, record any medication removals according to your facility's procedures.
8. When power returns, close all drawers and contact the system manager for instructions on bringing the station current with the medications you removed during the outage.

Accessing the full-height CUBIE pocket in an emergency

‣ After accessing the CUBIE drawer, forcibly open the full-height CUBIE pocket by snapping the black tab off the top of the pocket.

Note
CUBIE pockets are designed to be tamper-evident. When a full-height CUBIE pocket is forced open and the black tab is snapped off, the pocket must be replaced.

New functionalities on the station

If you remove the wrong item during dispense

You are in the Remove screen and select an item but remove the wrong item. After you scan the barcode that is not associated with the item selected, the following process occurs:

1. The station displays the wrong item warning.
2. Confirm that the scanned item is the item that you don't want to remove.
3. Complete the Remove process for the correct item.
4. The station initiates the return of the wrong item.

If you remove an expired medication

You are in the Remove screen and select an item but discover that the medication is expired during removal. After you scan the barcode that is Expired, the following process occurs:

1. The station displays an expired item warning.
2. Complete the Remove process for the item that is not expired.
3. The station initiates the return of the expired item.

If you scan the wrong item

You are in the Remove screen and select an item but scan the wrong item. After you scan the barcode that is not associated with the item selected, the following process occurs:

1. The station displays the wrong item warning.
2. Confirm the scanned item is the item that you don't want to remove.
3. Complete the Remove process for the correct item.
4. The station initiates the return of the wrong item.
5. The station prompts you to return the item to one of the following:
   - Pharmacy
   - External bin
   - Internal bin.

If you return an item that fails to return to the pharmacy with credit

These steps check whether Return to Stock is disabled and an external or internal bin is not available.

1. Sign into the station and go to the Return screen.
2. Select and return the item.
3. The station prompts to **Return to Pharmacy**.

Removing expired RxCheck items

The item is configured with RxCheck enabled in the Formulary Settings at the server. The device is configured with RxCheck enabled.

Before checking this process, load an RxCheck item with an imminent expiration date. Any user, with the correct Security Group permission, can load an RxCheck item.

> **Note**
> The system requires two different users for an RxCheck to show in the RxCheck list. For example, one loads or refills the RxCheck item while user two completes the RxCheck process for the item.

To see an RxCheck notification for an expired RxCheck item that does not require an RxCheck:

1. Select a patient.
2. Select the RxCheck item that is currently expired.
3. The Now Dispensing screen displays the RxCheck notification, for example, **Pocket has some expired meds**.

To see RxCheck notification for expired RxCheck item and the item has not gone through the RxCheck process:

1. Select a patient
2. Select the RxCheck item that is currently expired, but it has not gone through the RxCheck process.
3. The Now Dispensing screen displays the RxCheck notification, for example, **RxCheck pending. Verify meds before removal**.

To see a notification for an expired non-RxCheck item:

In this case, the item is not configured with **RxCheck** in the server Formulary settings, load an item, with an imminent expiration date.

1. Dispense the item, following the steps in *Removing medication*.
2. At the Now Dispensing screen, the system displays the notification, for example, **Pocket has some expired meds**.

Appendix B
Using the Test Station Drawer Simulator

Use this procedure only when operating a test station instead of a physical station. The drawer simulator allows you to close drawers when walking through a workflow without the presence of physical drawers.

The following buttons are located on the simulator toolbar.

Closing drawers on Pyxis MedStation ES system station

‣ When prompted to close an open drawer, select ⬚ on the toolbar.

Opening CUBIE drawers and close CUBIE pockets on station

When attempting to remove a medication that is in a CUBIE drawer, follow these steps to open the CUBIE drawer and to close a CUBIE pocket.

1. To open a CUBIE drawer, select ⬚ on the toolbar.

2. To close a CUBIE pocket, select ⬚ on the toolbar.

Glossary

A

Assign and Load

The process of assigning and loading a medication to a device at the device, without first pending the medication at the server.

Auxiliary cabinet

Additional cabinet connected to the main device. Auxiliary cabinets can have six or seven drawers and an external return bin.

B

Bin

Bins are open trays, 4 inches tall and 23 inches deep, in a variety of widths used to organize and control storage in a large auxiliary.

Bin Drawer

An accessible drawer that is twice the height of a regular drawer and can be configured as one or more large bins. A bin drawer is useful for storing large items such as IV bags.

BioID

A feature that confirms a user's identity by checking your sign-in ID and fingerprint. This physical user verification eliminates the use of passwords or swipe cards that can be lost, stolen, or shared with unauthorized individuals.

Blind Count

Blind Count is a device and formulary option that requires you to confirm inventory counts. You are not prompted with the current inventory level.

C

Clinical Data Categories (CDCs)

Present or gather information from nursing. Formulary items can be configured at the server to require the nurse to enter clinical data (such as route of injection, observations, and evaluation data) for a medication when it is removed, returned, or wasted.

Combo medications

You can configure medications to be ordered and removed from the stations with one or more medication components. The ordered Combo Med may or may not be a real medication. For example, the configuration could include a key for unlocking secured items. All the components of the ordered medication must be in the facility's formulary.

CUBIE pockets

Half-height CUBIE pockets are paired in two Half-height CUBIE drawers. These pockets are located in two half-height drawers that occupy one regular drawer slot. CUBIE pockets have three available pocket sizes that can be configured by the customer. These pockets are ideal for any type of controlled or non-controlled medication and provide single drug access.

Full-height CUBIE pockets are provided in a single Full-height CUBIE drawer that occupies a regular drawer slot. Full-height CUBIE pockets are available in four pocket sizes that can be configured by the customer.

D

Destock

A function that allows the user to move an inventory quantity of a medication from a pocket in one station to another pocket in another station.

Device Configuration

When **Device Configuration** is selected from the Main Menu, this opens the Critical Override Options screen. You can enable critical override for the device or temporary non-profile mode for the device.

Discrepancy

During a medication count verification, if the amount found does not match the amount expected by the system, a discrepancy exists.

Document Discrepancy

A feature that appears as a button on the Main Menu screen when there is a discrepancy to document.

Drawer Configuration

Setting up the drawers at the devices for different medications and needs.

E

External Return Bin

A return bin located externally to the device where returns are placed when prompted by the device. Any system that is external to the Dispensing system.

F

Formulary

A database of all pharmaceuticals used by the facility in the Pyxis MedStation ES system. The formulary must be created and maintained by pharmacy personnel for medications to be loaded and refilled in the devices.

Frequency

The ordered interval for the medication as received from the host pharmacy system.

I

Interface

Refers to the translation of information from a facility's computer system to the Pyxis MedStation ES system. Information obtained through the interface includes patient admissions, discharges, transfers, billing data, and pharmacy profile.

Internal Return Bin

A return bin located in a drawer of the device. Returns and wastes are placed here when prompted by the device.

Inventory

Includes medications that are selected to be loaded into a device from the server. The inventory process is used to count and verify medications.

Inventory Count

The process of counting medications loaded in the device cabinet. When at the Inventory Count screen, you can select the types of medications to count, including all, medication classes, drawers or doors, and uncontrolled medications.

L

Load Medications

Process of loading medications into the device after the inventory has been set up or modified.

M

Matrix Drawer

An uncovered device drawer with adjustable pocket separators which allow you to alter the size of pockets after the device arrives at the site. These drawers are usually used for stock, PRN, or non-controlled substances. Up to 48 pockets are available.

Matrix Mode (MiniDrawer)

The drawer is treated as a regular matrix drawer. Each pocket can be assigned a different medication. This mode maximizes the number of different medications stored in the drawer.

Min Level

The minimum level, an important trigger number, is the optimum stock level that you designate to indicate when a specific medication is to be refilled. If a medication's stock falls at or below the minimum level, it shows up in the pharmacy reports for refill. The minimum levels can be adjusted to reflect changing patterns of usage and demand.

MiniDrawer

Two configurations of MiniDrawers are available, each fitting in one drawer slot. The 6-tray MiniDrawer (1–6) has basic pocket dimensions of 8 inches wide by 1.33 inches high. The 18-tray MiniDrawer (1–18) has basic pocket dimensions of 2.48 inches wide by 1.33 inches high. Various pocket configurations (1, 2, 3, 4, 6, 12) are available within the 6-tray and 18-tray MiniDrawers. Three dispensing modes are available: single-dose, multidose, and matrix.

N

Non-profile device

Devices that are typically in such areas as emergency rooms or surgery units. These devices do not have automatic access to patient medical profiles.

O

Order, Medication order, pharmacy/treatment order

Medication that has been prescribed by a doctor and approved by the pharmacy for a specific patient.

Outdate

The process of removing expired medications from the device.

Override

The process by which a nurse removes a medication from a device for a patient that is not part of the patient's profile. This is done using the Override button at the profile device. Whenever a patient's profile is overridden, this information appears on the transaction slip and on various reports. Sometimes a witness is required to allow a patient's profile to be overridden.

P

Patients screen

Refers to both the All Available Patients screen and to the My Patients screen.

Pending Medications

Medications that have been assigned at the server to device pockets, but have not been physically loaded.

Pocket

The basic storage unit, a space in a drawer containing one medication. For example, matrix drawers can contain up to 48 defined pockets.

PRN

Abbreviation for *pro re nata* which refers to medications given when needed or as necessary.

Profile device

A device that has access to patient medical profiles for scheduled medication delivery. See *Non-profile device*.

R

Refill

A procedure designed to replenish inventory in the devices. Process of adding to the existing quantity of a storage location.

Return Bin

A reserved pocket in a drawer that has a one-way door. Use it to return unused medications in tamper-evident packaging.

RxCheck

RxCheck allows a designated user to verify that items were loaded or refilled according to the pharmacy's specifications. The system logs a discrepancy for an item when a difference exists between the quantity that the system expects and the quantity that the user entered or verified.

S

SRM

SMART (Secure Monitor Alarm Record Temperature) Remote Manager.

Storage Space

A pocket, drawer, door, or SRM refrigerator used for holding medications at the device.

T

Tray

The component of the MiniDrawer that contains pockets.

U

Unload

The process of removing medications from the drawers. The medications to be unloaded are assigned and pended at the server.

V

Verify Count

A Device and Formulary option that requires you to confirm inventory levels of identified medications.

Visitor Access

Grants temporary access to specific areas and roles connected to the device. The amount of time granted is determined by your facility.

W

Waste

The process for discarding a medication may require a nurse witness for controlled substances.

Witness

Discrepancies at the device and certain kinds of access (for example, to override a patient's profile) require a witness to observe the transaction. Any user with access to the device can act as a witness. Some access privileges allow the resolution of discrepancies without a witness.

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