



Recovering a CUBIE drawer The station automatically recovers a CUBIE drawer failure under the following conditions: The drawer failure is secondary to a CUBIE in 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 failure is secondary to a CUBIE failure (selected the Fail Hardware button), and The last fail-to-close CUBIE in the drawer failure (selected the Fail Hardware button), and The last fail-to-close CUBIE in the drawer failure (selected the Fail Hardware button), and The last fail to close, or A user initiated the CUBIE failure (selected the Fail Hardware button), and The last fail-to-close CUBIE in the drawer failure (selected the Fail Hardware button), and The last fail to close, or A user initiated the CUBIE failure (selected the Fail Hardware button), and The last fail to close, or A user initiated the CUBIE failure (selected the Fail Hardware button), and The last failed the CUBIE failure (selected the Fail Hardware button), and The last failed the CUBIE failure (selected the Fail Hardware button), and The last failed the CUBIE failure (selected the Fail Hardware button), and The last failed the CUBIE failed the CUBIE failure (selected the Fail Hardware button), and the last failed the CUBIE failed t medications you are removing. The drawer opens even if it is empty. Not communicating failure. When using barcodes, the station defaults to the pick quantity that is in the barcode. The system dispenses an available configured equivalent medication for a profile order when the ordered medication cannot be dispensed. Remove the medication from the storage space. This may be a pocket, internal bin, or external bin, or external bin. Linked to an inactive formulary item. If you are unable to register, contact your system administrator. Pyxis MedStation ES System Station User Guide 3140 Chapter 4 Temporary patients Select Cancel, if that is not your patient, to return to the temporary patient workflow or, Select Smart Remote Manager. If the device successfully verifies your fingerprint scan, the Main Menu screen reappears. Enter one or more letters of the patient s name to find your patient. The medication name appears in the Selected Meds section. Highlight the item to refill or load. Sort sorts a list by the selected column in ascending or descending or descending or descending medications on page 34 for more information. You must enter a last name and unit (if it isn't already there) to create the temp patient. Available drawers are shown in the left column. You are able to do the following: Select medication ES System Station User Guide 37 Generation User Guide 2736 Chapter 3 Patient functions on a non-profile device 28 Pyxis MedStation ES System Station User Guide 37 Generation User Guide 2736 Chapter 3 Patient functions on a non-profile device 28 Pyxis MedStation ES System Station User Guide 37 Chapter 4 Temporary patients This chapter discusses how to add a temporary patient to your device. If you selected Remove Meds, the storage space opens. NDC support for barcoding The system Canide 514 Chapter 1 Basics Changing your password The first time that you access the device, you must use the password assigned to you by the system administrator. Scan the medication to load. Acting as a witness, enter your user ID (Witness ID) and password) or BioID and press ENTER on the keyboard. 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 the system to track your transactions. 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. A witness may be required for the following functions: Remove Medications to Bin Waste Inventory Empty Return Bin Document Discrepancy Override Failed BioID Acting as a witness, you acknowledge and verify a transaction. To search for a patient using Global Search Global Search appears only if you have Global Search permission. 36 Pyxis MedStation ES System Station User Guide45 Managing medications 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. Select Outdate on the Main Menu. They can be added through storage space configuration. If a witness is required, follow standard witness procedures. Scanning on refill 1. If your order has more than one component, all items must be available at the alternate device. 16 Pyxis MedStation ES System Station User Guide25 All Available Patients 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. The storage space information shows the pocket s state as empty, pended, or loaded. Wait for the list of available medications to populate the screen To return medications 1. Unload medications from drawers before reconfiguring. If medication is not displayed on the pick list if a medication was not loaded or was unloaded from the device. A list of available items appears in the right side of the screen. A dialog box asks if you want to resume inventory count. These patients fulfill the following criteria: They are active (admitted, pre-admitted, and discharged or transferred within the device. 4 Reregistering your BioID... Each report can be sorted by groups and tabs. If more than one transaction is performed, a transaction detail of all transactions prints. If you select Cancel, you must still close the storage space. Some facilities prefer to turn off the Transaction information is communicated electronically to the server and can be printed in a report at any time. 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. Select Search. Users of the Pyxis Link functionality can access the application from anywhere they can currently access a web browser. Verify that the bin is actually empty. Past due or future removable medication indicates a medication that is removable but not due at the current time. 6 Features and functions... Order for a Variable Dose Group with no dose range in the order. It focuses on the daily use of the system, as well as minor maintenance and troubleshooting. Select the External Return Bin. If the fingerprint scanner is not functional, the device prompts you for a finger scan and switches over to authentication failure mode. Formulary items loaded in the device are filtered as follows: You have permission to outdate the items. Select Done. 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. If the medications in that drawer for which you do not have privileges. Supports standard drug identifiers like the NDC per PIS formulary item. Sign out before leaving the device. CUBIE lid failure the lid fails to open or close. 30 Pyxis MedStation ES System Station User Guide39 Adding a temporary patient 5. In the left column, select Witness Required to view the available items in that filter. reports The following groups and tabs are available for each report: Report Group Tabs Inventory Refill Pick Refill Delivery Events Station Med Station Outdated Meds Med Class Drawer Pick Area Meds Med Class Drawer Pick Area Meds Med Class Drawer At or below min (minimum All below max (maximum) At or below min All below max Device User Patient Med If you are generating an Inventory report, to create a drawer-specific report, select the drawer to create a drawer-specific report, select the drawer to create a drawer-specific report, select the drawer to create a memory data from that drawer. 6 Touchscreen... During configuration, only one tower door can be open at a time. This chapter also describes the Main Menu screen and the features and functions of the device user interface. Assign & Load Use the Assign & Load feature to block a Matrix drawer at the device. Displayed values The device displays Today for items that were removed or loaded on the same day as today's date. Select a patient from the list. If you click the medication in the Selected Meds column, it returns the screen to the list of medications on the Med Profile screen. If your station has 100 or more active patients to displayed only a search box appears. 84 Pyxis MedStation ES System Station User Guide93 Load and Refill Loading medications with a witness required The Witness Required filter displays items that require a witness. All other trademarks are owned in the US by respective owners. In the Current Password box, enter your existing password and press TAB on the keyboard. You can manage the My Patient list by adding and deleting patients from the All Available Patients list. Prior User lists the person who performed the task when the discrepancy occurred. Touch Load / Refill. The Override removal screen appears. If a witness is required, follow the steps in Witnessing a transaction on page 12. You will not be able to access the return bin if an internal permission to refill. The storage space items can be tracked for outdates. Ending count information Time 4. On the Main Menu screen, select Reports. A message gives an alternate location to access the item. Select the All Available Patients button to go to the All Available Patients screen. The order is for 1 puff. Select Notes to add a note to the transaction and track your progress. The system dispenses the appropriate medications for the inventory count. For transactions in which you select a patient, a list of patients appears. Scan medication to load. A Pyxis SMART Remote Manager or Pyxis Remote Manager that is in defrost mode. Select Add at the bottom of the screen. Pyxis MedStation ES System Station User Guide 1928 Chapter 2 Patient functions at a profile device An orange tab indicates a patient with past due medications that have not been removed. You can only open the Pyxis SMART Remote Manager if it is empty. If a selected order dispensing orders with equivalency, additional orders dispensing orders with equivalency are disabled showing the message Already Selected when dispensing orders with equivalency and dispensing orders with equivalency are disabled showing the message Already Selected when dispensing orders with equivalency are dispensing orders with equivalency are dispensing orders with equivalency are dispensed order dispensing orders with equivalency are dispension. The second dispension of the sec 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. On occasion, a witness is required to confirm your identity so that you can gain access to the device. 18 Pyxis MedStation ES System Station User Guide27 My Patients The My Patients Screen displays a list of the patients you configured on the Edit My Patients screen. 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. Select the expand button to see more information about the medications appear on the right of the screen. There is no limit on how much is given. Pyxis MedStation ES System Station User Guide 1120 Chapter 1 Basics Filtering lists Type one or more characters to filter a list. Enter or edit the appropriate drawer details. After successfully registering your fingerprint, you are signed in to the device and redirected to the Main Menu. The Load & Refill screen appears. Depending on hospital policy and system configuration, a witness may be required. Select Outdate at the bottom of the Inventory Count Screen. For example, 10mg in 10mL, and The item's strength and volume UOM are not the same or not convertible to one another. Select the name of the storage space to be recovered and then select Start. Drawers/Doors allows you to inventory only the drawers you select. To waste medications that require a witness and are removed in excess of the required amount, must be wasted. Select Past Removed. The items have an expiration date and time that is past the current date and time. For example, the item in the formulary is configured with a strength of 90 micrograms with a dosage form of inhaler. Select a medication to remove. Two permission options are available: Global search Global search Global search including restricted patients. Pyxis MedStation ES System Station User Guide 5968 Chapter 6 Managing medications on a non-profile device 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. Reason ordered medication is not available Ordered items result in invalid (fractional) amount Inactive Not Loaded Out of Stock Failed Storage Space Defrost Mode Insufficient (permission) Check equivalency No No Yes If the ordered item and its configured equivalent items cannot be selected, you will see a message. The facility kit displays the item information: Kit quantity Unit of measure defined during configured equivalent items cannot be selected. or nonprofile Remove procedure. Notes contain supplementary information or emphasize a point or procedure. Sign in to the system from the standby screen. Blocking a drawer allows you to reserve a storage space for an item. Select unavailable items, which are dimmed on the list, to find out why they are disabled. Select the tower for configuration If a medication has a symbol, select the symbol to see the symbol legend. A discrepancy is recorded. Cancel and waste the item. To view patients matching the entered characters with the last name, first name, and patient ID information. Allergy Warning indicates where allergy information is found. In the Storage Space Configuration screen, highlight the device with the drawer that you want to configure. Pyxis MedStation ES System Station User Guide vii8 About this guide Notice indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury. If the device is configured to default to the global patient search, the global search screen appears when you select All Patients. Dispensing from kits A kit is a set of facility formulary items during a dispensing or remove procedure at the device. Enter your user ID and press ENTER on the keyboard. The screen shows the patient's Due Now medications. Enter the following information: Cabinet Name Product Name Product Name Serial Number of Pockets 5. Pyxis MedStation ES System Station User Guide 97106 Chapter 10 Visitor access and device configuration functions. who is a permanent user in the system but does not normally work in this area. Arrow keys clear selections you made prior to using the arrow keys. If you have patients in the list, the My Patients screen opens. FCC Notice This device complies with Part 18 of the FCC rules. Functions that require you to enter numbers, such as entering a count when removing a medication, also provide a touch-sensitive number to enter it, rather than using the keyboard. 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). Select Count. If available, select from the reasons listed on the Discrepancy Created screen. 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. Perform the activity (for example, remove the item from the device). Use the kit option to select an entire kit without having to select kit items individually. Additionally, it can be used to remotely document waste activities following procedure explains how to run the reports. Pyxis MedStation ES System Station User Guide 2938 Chapter 4 Temporary patients 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. Select the screen. Select Resolve to record a final resolution statement. Pyxis MedStation ES System Station User Guide 716 Chapter 1 Basics Symbol Meaning Standard stock indicates a medication that should always be in stock. You can also enter the following optional information: First name ID Gender Date of Birth Comment, if needed. If you select Yes, the future dose is not affected. Highlight the medication to load or refill. Select Name, MRN, or Location to sort by that field. Pyxis MedStation ES System Station User Guide 91100 Chapter 9 Drawer functions Inventory Count If your facility requires you to assist with inventory controlled medications, use this process to perform an inventory count of one or more medications, use this process to perform an inventory count of one or more medications in the device. pocket number is out of range. 26 Pyxis MedStation ES System Station User Guide35 My Patients screen displays a list of the patients you configured on the Edit My Patients screen displays a list of the patients where the patients are provided as the pick amount regardless of the maximum quantity in the device: Use the configured maximum quantity if the current (load) quantity is null. Days since use/load filter Calculated as follows: Number of days is the difference between today's date and the use/load date, ignoring time. A dimmed medication indicates that it is not available. Select the standby screen. If you cancel witnessing selected items, the device continues with the load and refill process for those items that do not require a witness. You can replace them with new pockets or pockets of a different size. 6. In a failed drawer. See Settings > Locations > Facilities detail tab in the Pyxis Enterprise Server User Guide. 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. If loading, skip steps 8 and Enter the amount that is being refilled or loaded. Enter the following information on the Add External Return Bin screen: Product Name Serial Number 5. Granting visiting user access In the Grant Visitor Access screen, you can grant access levending on how roles are set at the server. If the future dose is removed now. The patient s age is added from the date of birth information entered previously. If there are no orders/tasks to display on the Due Now tab, the All Orders screen appears. In the Main Menu, select My Patients. The delivery schedules are listed under the Due Now, PRN (as needed), and All Orders tabs. The system displays matching medications looking at both the generic and brand name. The default is 36 to 46 F (2 to 8 C). Types of variable dose orders Depending on your facility s preferences, you will usually have only one type of variable dose order. If you enter a value greater than the filter value. In the Main Menu screen, select a transaction (for example, All Patients). If the next medication is not in the same drawer, you are prompted to close the drawer, and the next drawer opens. You do not have permission to unload a loaded item. Select the symbol to see more information. In the left column, select the symbol to see more information. In the left column, select the symbol to see more information. Pyxis MedStation ES System Station User Guide 6776 Chapter 8 Discrepancies Count only appears if you have the correct permission. Verify that the medication Count screen matches the number of medications in the pocket. 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. Select Discrepancies. 56 Pyxis MedStation ES System Station User Guide65 Managing medications 2. Duplicate last name indicates the same last name indi billing and inventory messages. Touch Accept and close the storage space. If the storage space can not be recovered, you are directed to have maintenance performed on the failed drawer. Signing in after a BioID sign-in failure If the device fails to verify your fingerprint scan, the system prompts you to retry, reminding you to cover the scanner completely and to press firmly. After running a report, use the scroll bar or swipe your finger up or down the screen to review the report. Signing in with a user ID and password 1. Configure the number of trays in the drawer from 6, 10, 14, or 18. Assign the drawer to an empty cabinet drawer slot. 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. The drawer type and cabinet position are displayed when you are editing the drawer setting. Load the storage space and close it. On the main screen, select Storage Space Configuration to add an auxiliary cabinet to your configuration. 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. The dispensing device includes standard stock items in the unload lists if you have permission to remove the medication. unload standard stock. 5 Signing out... Days since use/load filter rules if you leave the filter blank or enter a zero, the device does not apply the filter. See Accessing Med Profile through the remove process on page 43 for information on medication schedules. The ordered medication schedules are considered for dispensing when the ordered medication is not available. Do not select patients when working with pharmacy transactions such as Refill, Load, or Unload. 76 Pyxis MedStation ES System Station User Guide85 Storage space configuration The half-height CUBIE map displays a maximum of 30 pockets. returned. In the Main Menu, select a Patients screen. Help accesses the device procedure files. Select the Return button from a patient list to go to the Return button from a patient list to go to the Return button from a patient list to go to the Return screen. of the items have the following issues: Out of stock. Select Run Report. To remove medication 1. The Discrepancies Screen appears with the fixed discrepancies and procedures. BD Pyxis[™] MedStation[™] has earned the top spot in the annual Best in KLAS for automated dispensing cabinets for the third straight year. This removes the medication from the list. Select the drawer to be blocked. Press ENTER on the keyboard or select the screen to sign in. 98 Pyxis MedStation ES System Station User Guide107 Visitor access 2. 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. The My Patients screen includes temporary patients that you selected. The system asks the user how much they want to remove using the order's dosage form (or EACH if the dosage form (or EACH if the dosage form is blank). The medication is loaded in a single or multi- MiniDrawer. When a transaction requires a witness, a Witness screen appears. Temporary Non-Profile indicator appears on all devices in profile mode when a temporary non-profile event is present. When done, select Accept. Pyxis MedStation ES System Station User Guide 7382 Chapter 9 Drawer functions Adding storage spaces Auxiliary cabinets, tower auxiliaries, external return bin, and remote stock locations are not automatically detected by the dispensing device. In the Assign Drawers screen, enter the amount to be loaded. When the drawer opens, select the drawer position in the cabinet map. 86 Pyxis MedStation ES System Station User Guide95 Barcode management Barcode management The Pyxis ES system has the ability to link, parse, and store barcode information to add safety, efficiency, and standardization throughout the inventory logistics process. This moves the patient name to your My Patients list. 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, select the My Patients button. Signing out In the upper right corner of the screen, select Sign Out when you are finished using the device. Pyxis MedStation ES System Station User Guide 4756 Chapter 5 Managing medications on a profile device Dispensing items for a profile 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 Select the lowest-item quantity without splitting the item when configured not to split. Close each drawer after configuring. To search for specific devices, select Name, Type, or Failure in the heading row on the screen to sort the list. Pyxis MedStation ES System Station User Guide 3746 Chapter 5 Managing medications on a profile device Handling invalid Units of Measure in the Remove process An invalid UOM is an order with the item's UOM. Press OK. Select the drawer from the center column. One external return bin can also be added to the dispensing device. Expand to show kit medications or collapse the kits to hide the kit medications. 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. Interface Delay indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface. Inventory management The Cancel All feature is available for all inventory management functions. 80 Pyxis MedStation ES System Station User Guide89 Storage space configuration Repositioning drawers between the facility has a problem with the orders interface. Storage Space Configuration screen, select the device with the MiniDrawer that you want to configuration information for each drawer type in the sections dealing with the drawers. From the Add menu, select External Return Bin. For information about the products at (United States only) or (international). Close any open drawers when prompted. When removing a profiled order, you must have permission for the ordered item even if you have permission for an item's equivalency. 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. In the left panel, select Blocked filter. 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. If you enter a count different from the original count, this creates a discrepancy that needs to be resolved. In the event of a timeout, the witness is required to reenter his/her user ID. 62 Pyxis MedStation ES System Station User Guide71 Types of reports To include information for a particular category of data, select the check box next to each item in the list. If you do not know the location of the drawers, select Assign Drawers to pick the drawer from a cabinet representation. Basics Signing in with BioID If the BioID scanner is not functional, the device switches to authentication failure mode. Select the number of pockets for each tray. You can then manage the medications in the cart using functionality. You also need the right permissions for counting to resolve a discrepancy. Follow the configuration steps found in the previous configuration sections. If you selected OK, the medication appears in the verified list. 32 Pyxis MedStation ES System Station User Guide41 Chapter 5 Managing medications on a profile device This chapter includes the following topic: Managing medications is determined by your facility s policies and procedures. Click Accept. Pyxis MedStation ES System Station User Guide 6978 Chapter 8 Discrepancies 70 Pyxis MedStation ES System Station User Guide79 Chapter 9 Drawer functions This chapter 9 Drawer these functions is determined by your facility s policies and procedures. Using Pyxis Link for remote queuing gives you the following functionality: Supports profiles and overrides. Load the storage space. When you select the patient s name, the buttons at the bottom of the screen become active. The MiniDrawer tray map is opened when you select a MiniDrawer to set. 4. Accessing Med Profile through the current time icon Profile medications that are ordered for the patient that come from the previous 24 hours, that are not wasted or returned in full. Select the Override button at the botton of the screen. 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. The Past Removed screen shows a list of removed medications, from the previous 72 hours, that are not wasted or returned in full. The system dispenses the specific medication and prompts you to waste excess, if needed. Select Return. A support user cannot function as a witness for this process. Select Outdate. Allows you to select the patient associated with the transaction, if appropriate. Depending on system configuration, you may need a witness to confirm your identity to gain access to the device. Cet appareil ISM est conforme à la norme NMB-001 du Canada. Select the medication user Guide55 Removing variable dose orders An order with a variable dose contains a minimum and maximum range. If more than one item meets the criteria and has the same dosage form/group, the system dispenses the item with the lowest configured dispenses the item and has the same dosage form/group, the system dispenses the item with the lowest configured dispenses the item and has the same dosage form/group, the system dispenses the item with the lowest configured dispenses the lowest configured dispenses the item with the low amounts An order on a list is disabled when the order has a prescribed amount that results in an invalid or fractional issue amount for order items. Returning medications, you can view up to the past seven days of remove transactions. If you are working on an external return bin, document your activity and confirm the contents of the return bin. Support witnessing the waste. Select Suspend at the bottom of the Inventory Count screen. Select the Matrix Pockets tab. The screen directs you to return the medication to the proper storage space. 8 Pyxis MedStation ES System Station User Guide17 Signing in and out Other indicators When present, the following indicators appear on the device screens to alert you of specific issues. Outdating medications in an inventory count by following these steps: 1. If you selected Cancel, you return to the All Available Patients screen. Select Accept when you are done adding patients to your list When you sign back in, select Inventory Count. From the Add menu, select to sort in the direction of your preference. Only one drawer is allowed as a return bin. The following are types of orders for variable dose: Order with a specific medication item plus a dose range in the order message. The screen shows the following information: Time shows the time the discrepancy occurred and the medication involved. Use the following procedures. 42 Pyxis and procedures. 42 Pyxis and procedures or follow up on a discrepancy patient The appropriate use of this function is determined by your facility spolicies and procedures. MedStation ES System Station User Guide51 Managing medications Accessing Med Profile through the remove process. Find the target drawer. Assigning device drawers Use the configuration process to match the physical drawer with the drawer representation on the screen Pended medications are displayed as PEND with the pocket information on the Refill Pick and Delivery Reports. Use the keyboard to enter date of birth. The following information appears on that screen: Transaction type Beginning (count information appears on that screen: Transaction type System Station User Guide23 Chapter 2 Patient functions at a profile device The patient screens allow you to locate and view basic information about all available patients. There is not a default value. Order for a specific order with a NULL dose. To sort the list generated from selecting a filter, select the Sort button at the top of the column. Select X on the Search Patients box or press Backspace on the keyboard after placing the cursor in the box. 12 Pyxis MedStation ES System Station User Guide21 Performing common tasks Verifying the medications, the Verify Medications, the Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication count Verify Medication Count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication Count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication Count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication Count Verify Medication ES System Station User Guide21 Performing common tasks Verifying the medication Count Verify Medication ES System Station User Guide21 Performing common tasks Verifying tasks frequency, notes (if present), and last removed information appears on the screen. If refilling, verify the count by entering the amount using the keyboard. Pyxis MedStation ES System Station User Guide 5362 Chapter 6 Managing medications on a non-profile device display those medications on a non-profile device Managing medication ES System Station User Guide 5362 Chapter 6 Managing medications on a non-profile device Managing medications on a non-profile device Managing medication ES System Station ES System loaded in the device that the user has permission to remove. If you are repositioning a CUBIE drawer, the top and the bottom open for repositioning. temporary patient, there are no corresponding orders in the device. performed. Pyxis MedStation ES System Station User Guide 93102 Chapter 9 Drawer functions, icons, file names, and folders are formatted in bold. 92 Pyxis MedStation ES System Station User Guide101 Inventory Count Correcting the inventory amount 1. The device is set to require a witness for the function. For example, if you cut your finger, you may need to reset your BioID using a different finger. The device displays an over-max warning if you cut your finger, you may need to reset your BioID using a different finger. not checked, it creates a discrepancy. Pyxis MedStation ES System Station User Guide 1322 Chapter 1 Basics Counting with multidose 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 selected Cancel, the medication is deleted from the Selected Meds column and returns to the Override screen. The following drawer Full-height CUBIE drawer S. Verify the count in the storage space. Printing a transaction slip A transaction slip A transaction slip. functions as a receipt, showing your name, user ID, and details of your activity at the device. The map identifies if a half-height CUBIE drawer is a top or bottom drawer. To cancel any of the following processes after selecting a medication: In the Selected Meds List, select X next to the medication. Lift your finger between images. If required, the count screen opens for the amount to be entered. when using the barcode scanning feature. Select a patient. 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. Click Remove Med. 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. 7. The range may come in the order or from a configured variable dose group. A components amount for a formulary item which is defined with strength no volume, volume no strength, or no volume and no strength Press Start to begin the drawer assignment. For example: Order is 10mg, item's strength is in mg or grams), and The ordered item has a strength and volume. 9 Performing common tasks Sorting a medication list Filtering lists Inventory management Witnessing a transaction Verifying the medication count Printing a transaction slip Pyxis MedStation ES System Station User Guide iii4 Contents Arrow keys clear selections Block Load Chapter 2 Patient functions at a profile device Using the Main Menu screen All Available Patients Remote queuing and wasting functionality using Pyxis Link Chapter 3 Patient functions on a non-profile device Using the Main Menu screen All Available Patients My Patients My Patients Chapter 5 Managing medications To waste medications Returning medications to the device Removing equivalent medications Accessing Med Profile through the remove process Accessing Med Profile through the current time icon Removing variable dose orders Types of variable dose orders 6 Managing from kits Searching for a kit Unable to select or dispense kits Chapter 6 Managing medications on a non-profile device Managing medications To waste medications Returning for a kit Unable to select or dispense kits Chapter 7 Reports Types of reports iv Pyxis MedStation ES System Station User Guide5 Contents Generating reports Filtering reports Chapter 8 Discrepancies Clearing discrepancies from the device Chapter 9 Drawer functions Recover storage space Recovering a CUBIE drawer Storage space R drawers Defining a Matrix or Bin Matrix drawer s settings Reconfiguring drawers Load and Refill Using the Load & Refill process Refilling medications with a witness required Selecting medications on load and refill Refilling a single-dose or multi-dose MiniDrawer Barcode management Scanning on load and refill Unload List Search, Sort, and Filter Outdate Inventory count Correcting the inventory and result of the inventory count Correcting the inventory count Correcti Chapter 10 Visitor access and device configuration functions Visitor access Granting visiting user access Device configuration functions Visitor access and device data with a server Pyxis MedStation ES System Station User Guide v6 Contents Appendix A Troubleshooting Patient information not displayed Printer does not work Display screen is black Keyboard is not responsive Touchscreen is not responsive Medication is not displayed on the Selected Meds list Wrong medication is removed Drawer son Pyxis MedStation ES system station Opening CUBIE drawers and close CUBIE pockets on station Glossary Index vi Pyxis MedStation ES system devices. If you highlight one tray and select this button, the two closest trays will be added to this configuration to become one tray. This searches the names within the list. To search for a patient Enter one or more characters of the patient s last name in the Search Patients box. See the table below for instances where the device looks for a medication delivery. Unload List Search, Sort, and Filter When viewing the Unload List, you can filter the number of days since the last removed. 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. The asterisk (*) on the screen indicates a required field. Temperature Out of Range indicator appears on the device when there is a Pyxis SMART Remote Managing medication. Select the discrepancy to be resolved or edited. 34 Pyxis MedStation ES System Station User Guide43 Managing medications. Patients screen, select the Add Temporary Patient button to go to the Add Temporary Patient screen. Close the drawer to commit the assignment. Select OK to delete the cabinet. In some cases, highlighting or selecting an item activates buttons for a specific process. Duplicate serial number. Selecting an icon takes you to the Med Profile screen to remove medications for that time or type. Enter the following information: Cabinet Name Product Name Serial Number Dispense/Inventory access order 4. Pyxis MedStation ES System Station User Guide 1524 Chapter 2 Patient functions at a profile device Using the Main Menu screen In most transactions, the same basic steps apply for using the Main Menu screen at the device. Only roles determined by your facility appear in the Role drop-down list. In addition, with the Pyxis ES system, working through the remote functionality will still allow addition of medications, including those medications that must be removed as an override, once at the station for medication removal. A user with 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. Blind Count The Blind Count option requires you to enter the correct beginning count. Enter the cabinet name, product name, and serial number. Not loaded. Select Accept or Cancel Med. To get to the Med Profile screen, select a patient from All Available Patients or My Patients and then select Removed. Follow the directions on the screen for placing your finger. Works the same as zero dose; however, there is a facility setting Remove order with blank dose. Use the filter list to select medications by type. This option, usually associated with narcotics, requires you to count the medications loaded in the pocket and confirm their inventory levels. 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). The Empty Return Bin screen appears with the following information: Name Med ID Expected Count Actual Count Verified 3. Pyxis MedStation ES System Station User Guide 2332 Chapter 3 Patient functions on a non-profile device Using the Main Menu screen at the device. Removing from non-remote stock locations or an item available in multiple locations or an item available in multiple locations or an item available in multiple 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. Use the System Kit option to select kit items individually. To remove a medication on override If you select Waste Now, you are prompted to have a witness for the transaction 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. Color blocks (time only) a medication that is due in the future All medications can be removed. 50 Pyxis MedStation ES System Station User Guide59 Removing variable dose orders Unable to select or dispense kits 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 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 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 dispenses an item from the group. Expired med indicates a medication that is past its expiration date. Select the number of drawers. System barcodes can be used to verify load and refill activities at the station. To register your BioID 1. Controlled, all controlled, and non-access contro witness permission for the function. To access Past Removed medications 1. The scanner flashes brightly as it takes an image, and a dimmed image of your fingerprint appears in the window on screen. Enter a quantity that does not exceed the quantity that does not exceed the quantity available in the device, or cancel the remove process. Select Settings. indicates that a medication cannot be removed. refilled, or loaded. In the Outdate Meds screen, use the keyboard to enter the amount to be removed. Enter the first letters of the visitor s last name. For example, this indicates the number removed or refilled or the number counted during an inventory count. When the recount differs from the expected inventory count is reset to the new inventory count. You can change the number of days by entering the amount in the option box. If there are no pockets containing enough items to fill the dispensing request, the system displays an insufficient quantity message. The list only shows medications which you have permission to remove. In the Remove screen, select or enter a reason, if required, for the override. Allows you to select medications that are going to be dispensed for a patient from the server. If an order cannot be selected even though it has equivalencies, the device displays the ordered item reason. Select the indicator to get more information. Select Show More History to view up to the past seven days of transactions. If a match is not found, a message appears that there is no matching patient with that ID. Enter your password. The device displays a hard-stop notification when you select Accept for the pocket refill quantities if the refill quantity for a e-dose MiniDrawer pocket is greater than one. Pyxis SMART Remote Manager or Pyxis Remote Manager in defrost mode. Select Accept to change the area or someone needs to use the device, you can select Suspend to stop the inventory count. Asks user how much to be given within the dose range defined in the Variable Dose Group. After the third failed verification attempt, the system defaults to the password... A components amount for a formulary item which is defined with strength no volume, volume no strength, or no volume and no strength. The number in parentheses next to a medication class, drawer/door, or controlled medication represents the number of doses of medication System Station User Guide 7988 Chapter 9 Drawer functions Out of Range warnings and reports can be configured, but they are not currently supported. Select Accept or Cancel. In the Main Menu, select Storage Space Configuration. Pyxis MedStation ES System Station User Guide 8190 Chapter 9 Drawer functions by the following filters: All Load/Refill Load Refill Controlled meds Witness required The device prevents access to formulary items that are in a defrosting Pyxis SMART Remote Manager or Pyxis Remote Manager. Pyxis MedStation ES System Station User Guide 61 Chapter 6 Managing medications on a non-profile device This chapter includes the following topic: Managing medications Dispensing from kits The appropriate use of these functions is determined by your facility s policies and procedures. CUBIE does not communicate with the CUBIE does not details of your research to resolve the discrepancy. 68 Pyxis MedStation ES System Station User Guide77 Clearing discrepancies 15. In the above cases, you see a message identifying the item and giving the reason the item is unavailable. If you see a message identifying the item and giving the reason the item and giving the item and giving the reason the item is unavailable. 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. 6 Scrolling... 2 Features and functions... Items you do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these reasons: You do not have permission to select an item for one of these same last name for more than one patient. In this case, a temporary patient is not created. Verify count of the amount in the drawer, if needed. 54 Pyxis MedStation ES System Station User Guide63 Managing medications 9. If the discrepancy was caused by a miscount, counting again could help resolve it. The Load and Refill screen appears. Pyxis MedStation ES System Station User Guide 4958 Chapter 5 Managing medications on a profile device 9. Select Assign & Load from the Main Menu. Enter the correct amount on the screen. Close the storage space after removing the medication, or select Accept. 24 Pyxis MedStation ES System Station User Guide33 All Available Patients All Available Patients Enter one or more letters of the patients. Report Interval acceptable reporting interval values are from 15 to 1440 minutes. Select Unblock. To waste medications Medications that require a witness and are removed in excess of the required amount must be wasted. The witness is required to verify using his/her preferred method of signing in. In the Medications to Waste column, select the medication to select it. Authorized European Representative CareFusion The Crescent, Jays Close Basingstoke, Hampshire RG22 4BS United Kingdom3 Contents About this guide... 4 Pyxis MedStation ES System Station User Guide13 Signing in and out 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. They appear when you select the icon in the current time column or All Orders. In the Main Menu screen, select More. Refill Pick For selecting medications to refill. Examples: Item configuration Order Administer information Strength: 10 mg Volume: 10 ml 5 mg 5mg = 5mL Strength: 10 mg Volume: 10 ml 1 gram 1 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. Reregistering your BioID On occasion, you may need to reregister your BioID. Remove removes a selected entry from a list. 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 Pyxis ES system can read and accept third party barcodes from most common vendors. Close the drawer. Do not remove your finger from the scanner until the dimmed image appears. When an item is scanned during remove and the system knows the ID, store the ID with the removed item. 82 Pyxis MedStation ES System Station User Guide91 Load and Refill 5. When configuring, a red number indicates that a setting is out of range. Select Load / Refill. In the Main Menu screen, select User Preference. 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. Canadian Notice (Avis Canadian Notice (Avis Canadian Notice)) This ISM device complies with Canadian ICES-001. Select the information you want included in the report. medication for an order, you are prompted for Witness and/or Count based on the configuration of the equivalent medications at the device. Select the medication name. Select the blue buttons in the Today, PRN, or All Orders sections to get to the Med Profile screen. Select the Search Patients search box and enter one or more letters to locate a patient. Follow the prompts on the screen for the type of recovery to be done. 72 Pyxis MedStation ES System Station User Guide81 Storage space configuration If you have the correct permissions, storage space configuration allows you to set up your device to accommodate your needs. Witnessing a transactions that are administered as needed. Tower auxiliaries have four or eight drawers. Select the trays with pockets. 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. Pyxis MedStation ES System Station User Guide 6574 Chapter 8 Discrepancies Clearing discrepancies and does not match the expected quantity Enter the password and press ENTER on the keyboard. 64 Pyxis MedStation ES System Station User Guide 73 Chapter 8 Discrepancy functions of the device. Pyxis MedStation ES System Station User Guide 3948 Chapter 5 Managing medications on a profile device An order on a list with more than one component is displayed as disabled when one of the components has one of the following issues: a blank Give Amount a blank Give Amount a blank Give Amount a blank Give Amount or accept the amount that appears on the screen. 10. See To remove a medication on page 54. See To search for a patient using Global Search on page 26 for the procedure to find patients. Select Add Temporary Patient on a Patient screen. Types of drawers currently assigned in each device are listed in the name column description. Select the specific data you want to include in the report. A message is displayed showing the reason for denying access. Select Reposition to move the drawer to the left panel. The unload lists exclude items that you are not permitted to unload. The device displays 2 for items that you are not permitted to unload lists exclude items that were removed or loaded today minus two, 3 for today minus three, and so forth. From the list of blocked drawers, select the drawer to be unblocked. Remote gueuing and wasting functionality using Pyxis Link Pyxis Link allows you to use the device in conjunction with the station for remote gueuing and wasting. The PRN tab also includes medications that are On Call. Pyxis MedStation ES System Station User Guide 8796 Chapter 9 Drawer functions 5. This shows a list of removed medications from the previous 72 hours that are not wasted or returned in full. Then select the buttons to manage specific medication processes. Depending on your access privileges, Recover Storage Space allows you to troubleshoot failed drawers in the system. showing permanent users in the system. Pyxis MedStation ES System Station User Guide 7584 Chapter 9 Drawer that is on top of the Available drawer that is on top of the Available drawer sopen one at a time, beginning with the drawer that corresponds to the drawer that is on top of the Available drawer sopen one at a time, beginning with the drawer that corresponds to the drawer that is not due yet, you can still remove the medication. The My Patients screen appears. If the recovery fails, a contact maintenance message appears. Auxiliary cabinets have seven drawers. This chapter includes the following topics: Using the Main Menu screen All Available Patients My Patients The appropriate use of these functions is determined by your facility spolicies and procedures. If a time-out occurs, the standby screen appears. Select All Available Patients on the Main Menu. A medication requires a witness if: The formulary item is configured to require a witness if: The formulary item is configured to require a witness for the function. Caution is also used to alert against unsafe practices that could result in unpredictable results or data loss. Other medications can be wasted, if needed. 9. The medication appears in the Selected Meds column. Too Close warning with equivalent medications When dispensing an equivalent medication for an order, the system uses the ordered medication. If False, the order is not available. The Discrepancy Created screen shows a list of all discrepancies that were created on this device. The current recovery processes include: Drawer failure. Nursing can access this functionality to review the patient profile within Pyxis and remotely queue selected medications for removal at the station. If not available or the reason is not listed enter the final reason in the More Info box at the bottom of the screen. Access the My Patients screen by touching the My Patients from the Main Menu. If the count is correct, select Accept to continue or close the storage space. Remote wasting is possible for customers with Pyxis Link. If a medication is blocked, the system will do the following: Not allow the item to be assigned to the station (Assign and Load). These filters include: All Days Since Removed less than 28 days prior to a query. 6 Pyxis MedStation ES System Station User Guide15 Signing in and out Buttons and icons Symbol Meaning Home returns the user to the Main Menu screen. All Orders All active and future orders, 11. 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. Contract contracts a listed entry. The medication is loaded in a failed pocket. 14. Open the storage space, count, and enter a new number, if needed. To sort the list by patient ID, select ID. Active orders indicates a medication that is connected to patients with active orders. On the main screen, select More > Storage Space Configuration. An icon appears in the PRN column when one or more PRN medications are listed for the patient. Depending on your access privileges, the system may require you to complete the BioID registration the first time you sign in at a device. In the Main Menu, select Accept when done. Scrolling To scroll on the screen, swipe your finger on the screen in a downward or upward motion. The system clears all previously captured scans, and you are required to start over. See the Facility Formulary settings in the Pyxis Enterprise Server User Guide. dosage to limit the number of items and limit the waste. Adding an external return bin 1. If you touched Cancel, the standby screen appears. The Med to Waste dor returned in full. If your station has 100 or more active patients to display, the patient names are not displayed instead a search box appears. 6 Buttons and icons... The system dispenses the specific medication and prompts you to waste the excess, if needed. 94 Pyxis MedStation ES System Station User Guide103 Empty Return Bin If you are emptying an internal return bin, the drawer needs to open. 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: 40 Pyxis MedStation ES System Station User Guide53 Managing medications PRN tab 1. A witness is required for this transaction. Refilling medications at the device This process is for refilling one or more formulary items in the device. See Accessing Med Profile through the remove process on page 43. Pyxis MedStation ES System Station User Guide105 Chapter 10 Visitor access and device configuration functions This chapter includes the following topics: Visitor access Device configuration The appropriate use of these functions is determined by your facility s policies and procedures. The Non-Profile Meds screen appears. Enter the start date and end date. If the medication count is not correct, select the numeric pad to change the count. Tray types show empty trays; mini-single or multi- show pended, loaded single, or multi-show pended, loaded single, or multi-show pended, loaded single, or multi-show pended, loaded single or multi-show pended Search Patients box to display the names defined by your search. If there are no items left that do not require a witness, the device returns to the Load/Refill list. To sort the list, do one of the following: To sort the list by patient name, select Name. 60 Pyxis MedStation ES System Station User Guide69 Chapter 7 Reports This chapter includes information regarding reports. The Med Profile mode screens appear in the following instances: Select the Remove button from a Patient functions at a profile device 2. Use the following techniques to register your fingerprints successfully: Cover the entire scanning lens with your fingertip. Select Cancel at the bottom of the screen to return to the Patients screen. Witness on Waste during remove based on the witness configuration of the item being dispensed. In the Main Menu, select Visitor Access. Asks user how much to be given within the dose range defined in the order message. If a Clinical Data Category (CDC) is attached, it appears on this screen. Selection indicates that you selected an item. Order with a Variable Dose Group plus dose range in the order. name is not on the list, call IT to get the name added to the system. Follow the screen instructions to register three fingerprint scans of the same finger. The storage space configuration Adding Remote Stock You cannot delete a main cabinet from the station. Found By lists the person who discovered the discrepancy. To narrow your search, enter one of more characters in the last name field, or the ID number of the patient. In the User Preference screen, select Change BioID. Select Remove Meds or Cancel. Sign Out signs you out and returns you to the Standby screen. Select the medication to view a popup explaining why the medication is not available. Refilling a single-dose or multi-dose 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. Select the Area the visitor will be working in and the Role the visitor will be working in a witness while the role the visitor will be working in a witness while the role the visitor will be working in a witness while the role the visitor will be working in a witness while the role the visitor will be working in a witness while the role the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will be working in a witness while the visitor will wasting. Wait for the list of available items to load on the screen. When configuring a Pyxis SMART Remote Manager, check the manufacturer or your facility s recommendations for temperature ranges. Scanning its, the system enables you to select an item within the dispensing device by scanning its and refill formulary list, the system enables you to select an item within the dispensing device by scanning its and refill formulary list. barcode. Enter the correct amount. Reports are designed to help your workflow. Select the expand button to get more information regarding a specific patient. The storage space is not accessible. The tabs allow for different inventory methods. If a witness is required, the witness must enter a user name and password and sign in. On the Main Menu, touch Load & Refill. After selecting either option, the Patients screen appears. Not in the formulary. Witness must verify indicates that a transaction requires a witness. The device shows those areas connected to it. every item. Highlight the item to refill. In the Main Menu, select Inventory Count or More, then Inventory Count. Wait for the list of available medication amounts An order on a list may be unavailable medication. Invalid or fractional issue amount, if the medication does not have Split Allowed enabled at the Facility Formulary level, or it is not configured with volume and strength, for the ordered item. Medication to select it. Follow the prompts to perform any actions required by optional settings (for example, enter a count or have a witness verify the transaction). You can sort by User to find discrepancies that you caused or discovered. See Witnessing a transaction on page 12 in the Basics section of this guide. The system administrator changes your settings at the server. For orders with an Invalid or blank UOM, the system displays the information on each screen as in the following examples. In the Main Menu screen, select the transaction (for example, Load). If you change the quantity, no discrepancy is stored. If you select several medications, the medications requiring scanning are processed first. To remove medication from a variable dose group 1. 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. Using the Load & Refill process 1. 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. If a witness is required, follow the steps in Witnessing 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. If the information matches any existing patients, you are alerted about the matches. Select X next to the patient name in the My Patients panel to remove them from the list. Documentation provided with this product might reference product not present in your facility or not yet available for sale in your area. The default is 60 minutes. Pyxis MedStation ES System Station User Guide 8594 Chapter 9 Drawer functions Selecting medications on load and refill When you select multiple pockets of an item loaded in multiple location with the earliest fill date and time that is not in a failed state. If you select Waste Later, the amount not wasted is flagged as undocumented waste. Each drawer opens to release the pockets. You can view up to the past seven days of transactions, if needed. 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. Select the button for the type of transaction that is being performed. On the Main Menu, select Load & Refill. When the recount differs from the expected inventory count, you are alerted that the count does not match and a discrepancy has been recorded. If the count matches, select Accept. 3. 6 Performing common tasks...11 Pyxis MedStation ES System Station User Guide 110 Chapter 1 Basics Signing in and out Only authorized users can access the device. Open the storage space. Select Done when finished. When the count field, and you are asked to recount. Available roles are determined by your facility. Pyxis MedStation ES System Station User Guide 7180 Chapter 9 Drawer functions Recover storage spaces. The arrow next to Time shows whether the time is ascending order or descending order. When the Register BioID screen appears, repeat step 5 from the Registering BioID section. The Grant Visitor Access screen appears. The Patients screen that was used to access the temporary patients feature appears. Go to the Main Menu, select Recover Storage Space. Close the storage space after removing the medication or select Accept. Highlight the empty drawer that you want to reposition. From the Add menu, select Remote Stock. The device displays Yesterday for items that were removed or loaded today minus one. A popup explains why the medication is not available. If you are an exempt BioID user, the device never prompts for fingerprint registration and switches to BioID exempt failure mode. An order with an invalic UOM can be removed, if the facility setting: Remove Order With Blank Dose is configured. The system indicates if the item or equivalent item has not been removed during the encounter. The Meds to Waste screen shows a list of removed medications from the previous 24 hours that are not wasted or returned in full. Order for a specific medication item with zero dose. If you are using Pyxis Link, see the Pyxis Link v1.1 User Guide for further instructions on using the web accessible application. You can select the CUBIE drawer from the center column to view the pocket map. However, always sign out when you leave the device to ensure that transactions are not performed by others using your user ID. If a screen appears that indicates that a witness and select Accept to continue. After successfully registering in the system, you have BioID sign-in rights at your facility set. devices. To remove a medication, you need override privileges for that medication. Medication Class limits the inventory procedure to controlled medication ES System Station User Guide11 Signing in and out biometric information in the Pyxis MedStation ES system. If needed, select Print to print the report on a network printer. Enter the amount that is being refilled or loaded. Select the X to the right of the auxiliary cabinet name. These tabs include: All Items displays all medications at the device individually. If medication is not displayed on the pick list. If a medication does not show on a pick list, it is possible that the item or medication user Guide 4554 Chapter 5 Managing medications on a profile device. Pyxis MedStation ES System Station User Guide 4554 Chapter 5 Managing medications on a pick list. displayed. If you change the drawer type, select Save when the reassignment is complete. The User BioID Authorization screen appears, and the blue LEDs light on the fingerprint identification device. Enter your user name. The medication appears in the Selected Meds column of the Med Profile screen. Use the keyboard to enter the amount to waste. You must select the patient, device, and order that needs to be dispensed. These are equivalent items that are defined in the formulary with Strength and No Volume and do not have an available equivalent item that can be split. The My Patients screen displays a list of the patients you configured on the Edit My Patients screen. The profile medications appear in the following categories: Due Now medications that are due at the current time frame) PRN Meds medications given as needed. The Unload screen appears. Features and functions Touchscreen The buttons on the screen are touch-sensitive a gentle touch is adequate. Enter one or more letters of the patients that fit your search parameters appears. 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. If you select 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. When dispensing orders with equivalency, additional orders dispensing the same equivalency are disabled showing the message Already Selected 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. Asks user how much to be given within the dose range. This activates the Cancel, Notes, Count, Print, and Next buttons at the bottom of the screen. When removing an item available in multiple locations, the device dispenses from only one pocket. Do one of the following: a. b. 1 Pyxis MedStation ES System Release v1.1.42 CareFusion, Pyxis, MedStation, CUBIE, and the CareFusion logo are trademarks or registered trademarks of CareFusion Corporation or one of its subsidiaries. In an SRM or RM in defrost mode. The user is asked how much they want to give as: _X_ Inhaler (or _X_ each if no dosage form was configured). In My Patients main screen, select Edit Patient List. 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. If the medication ES System Station User Guide99 Outdate Use this process to outdate one or more medications at the device. Select patient s name to highlight the row. The scanner times out after 10 seconds of inactivity. If your visitor is on the list, highlight the name and select Grant Visitor Access. Open the storage space to count the medication. Select the medication to count by selecting the check box. 3x1 merges three pockets into one pocket. 2. Depending on the current drawer configuration, select Create 3 X 1 or Create 1 X1 to assign drawer space. Loading and refilling Controlled Meds The Controlled medication items, with a Controlled medication items, with a controlled medication items, with a controlled medication class, that are to be loaded or refilled. Failed Drawer (Hardware) indicator appears when there are one or more failed drawers or pockets in the device. The medication is not loaded in the device. Registering BioID To register, three images of the same fingerprint at the BioID scanner are required. Pyxis MedStation ES System Station User Guide 7786 Chapter 9 Drawer functions 3. Select Unload on the Main Menu. Sign in to the device using the failure authentication mode that is configured for your facility. You can use a combination of both the touchscreen keyboard and the device keyboard. The storage space opens for medication removal. If you want an additional dose. Apply firm, consistent pressure on the scanner. Touch Accept. 7 Other indicators... 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 in that filter. If loading, skip steps 8 and Enter the expiration date in the Month, Day, and Year option boxes. The Outdate screen appears. To view patient information select the expand button to get more information regarding a specific patient. Reconfiguring drawers 1. In the Name/Dose column, select the expand button to get more detailed information about the medication. The next medication displays, and the storage space for that medication opens. If your count does not match the beginning count: Select No and enter the actual quantity in the screen that appears. Type this lists the task performed that caused the discrepancy, such as Remove or Refil). Select a door in the Number of Pockets column and enter the number of pockets. Select the expand button to get more information for a specific medication, as listed in Accessing Med Profile through the remove process on page 43. Defining a Pyxis SMART Remote Manager requires that you set a temperature range for storing temperature-sensitive medications. Defining a CUBIE drawer settings The station allows editing of the following from the CUBIE drawer Position of each CUBIE drawer Position of each CUBIE drawer Number of pockets in the drawer Position of each CUBIE drawer Number of pockets per CUBIE drawer Position of each CUBIE drawer Number of pockets in the drawer Position of each CUBIE drawer Number of pockets in the drawer Position of each CUBIE drawer Number of pockets in the drawer Position of each CUBIE drawer Number of Pockets in the drawer Position of each CUBIE drawer Number of Pockets in the drawer Position of each CUBIE drawer Number of Pockets in the drawer Position of each CUBIE drawer Number of Pockets in the drawer Position of each CUBIE drawer Number of Pockets in the drawer Position of each CUBIE drawer Number of Pockets in the drawer Pocket size, if the CUBIE drawer Number of Pockets in the drawer Pocket size, if the CUBIE drawer Number of Pockets in the drawer Pocket size, if the CUBIE drawer Pocket size, if the Pocket size, if the CUBIE drawer Pocket size, if the CUBIE drawer Pocket size, if the Pocket size not present, an error message appears requesting that you enter this information to create the patient. If the recovery is successful recovery is successful, a successful recovery is successful recovery is successful recovery is successful recovery message appears. determined by your facility s policies and procedures. You can view up to the past seven days of transactions. The patients list. To remove a medication 1. Continue performing the transactions. The patients list. To remove a medication 1. Continue performing the transactions. 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. You can also select the Edit Patient List button to go to the Edit Patient List screen for your current list of My Patients. 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. Temperature Range acceptable temperature ranges are from -4 to 57 F (-20 to 14 C). For transactions appears. GUI terms are formatted in this fonter than the amount allowed, the amount allowed in this font you select a medication and a message to inform you of your error. when referring to title bars or sections within the graphical user interface (GUI). To configure the auxiliary cabinet drawers, follow the procedures in Assigning device drawers on page 75. Icons are displayed in the time column when one or more medications are scheduled for that time. you are permitted to view, based on the areas to which your device is linked. 48 Pyxis MedStation ES System Station User Guide57 Removing variable medication. If you selected Cancel, the medication does not appear in the Selected Meds column. If not, use the current (load) quantity. The processes for the buttoms at the bottom of the screen are the same as for All Available Patients screen. Scanning on load 1. Enter the following information on the Add Aux Cabinet screen: Cabinet screen: Cabinet screen: Cabinet screen: Cabinet screen are the same as for All Available Patients screen. which you want the drawer to open if a medication is loaded in this and other drawers. When Scanning Fingerprint 1 of 3 appears on the screen, center your finger on the lens and press firmly. Select User Preference. Select Empty Return Bin. Highlight the medication and select Unload. Unable to select or dispense kits A formulary item in a kit cannot be selected at the dispensing device when it is: Loaded only in failed storage spaces Loaded only in failed storage spaces Loaded only in a Pyxis SMART Remote Manager or Pyxis Remote Manager that is in defrost mode Other issues that prevent you from selected or dispensed from a kit. To unblock a Matrix pocket 1. 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 Select Accept when done. 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. The system displays an order comment which should contain the range instructions. This accessibility allows the clinical decision-making to be performed effectively at a time and location it is relevant, 20 Pyxis MedStation ES System Station User Guide29 My Patients possibly right at the patient's bedside, and makes the medication removal & waste documentation workflow more efficient. 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. These filters include: All Expired Medications Expiring Medications Controlled Meds 3. Available roles are determined by commonality between the: Granting user, and Device roles, and Visitor s roles (if configured for your facility) Pyxis MedStation ES System Station User Guide 5766 Chapter 6 Managing medications on a non-profile device Removing equivalent medications When the ordered medication cannot be dispensed, the system dispenses an available configured equivalent medication for a profile order. The device displays the ordered item reason, if an order cannot be selected even though it has equivalencies. Verify the count by entering the amount, using the keyboard Only one external and one internal return bin are allowed. The Items Require Witness Verification screen opens. In the Storage Space Configuration screen opens. In the Storage Space Configuration screen opens. In the device that you want to define. Pyxis MedStation ES System Station User Guide 6170 Chapter 7 Reports 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. You can also use any scroll bar to move to another position on the screen. Select Inventory Count. The Add Main Cabinet screen appears on your initial configuration. In the left column select Load to view the available medication ID Users (users list) User last name User first name User ID Patient list) Patient list) Patient ID Med Class (medication class) Medication class code Medication class description (when present) Pyxis MedStation ES System Station User Guide 6372 Chapter 7 Reports Filtering Refill Pick & Refill Delivery reports The filter for all the Refill Pick & Refill Delivery Reports includes pended medications. 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. Your user security privileges determine the options available in the Main Menu screen. Programming code is formatted in Courier fixed width. To select your patients, select the patient name in the left. Consistently position your finger on the scanner. 8. This guide does not cover service and repair procedures. Verify the count by entering the amount using the keyboard. 13. Discrepancy indicator appears when one or more unresolved discrepancies are displayed on a device. Select the Grouped by: buttons to select how you want the information grouped. Not allow it be refilled or removed if it is already loaded. Select the Grouped by: buttons to select the Grouped by: buttons to select how you want the information grouped. Not allow it be refilled or removed if it is already loaded. and a representation of their profiled order schedule. Pyxis MedStation ES System Station User Guide 3544 Chapter 5 Managing medications, the medication does not appear when searching in the Available Meds list. Reason ordered medication is not available Ordered items results in the ordered item and its configured equivalent items cannot be selected. If you select Accept, the Transaction History screen appears listing transactions that occurred before and after the discrepancy. f a witness is required, follow standard witness procedures. communicating with the server for a determined period of time or if the current time is within the device s critical override period. When indicators below: Indicators on screens Indicators appear on the following screens on a station: Pyxis MedStation ES System Station User Guide 918 Chapter 1 Basics Indicators Screens All Available Patients Assign and Load (medication list) Kits Load and Refill (medication list) Kernove Standby tasks Performing common tasks Each time that you perform an activity is recorded by the system as a transaction. Select Register to continue. A medication is disabled when the item is loaded in any other accessible associated device with a defrost mode message. Pyxis MedStation ES System Station User Guide 3342 Chapter 5 Managing medications on a profile device is in profile device is in profile device area that you are accessing. If you select these buttons, see To access Past Removed medications on page 36 or Accessing Med Profile through the remove processing the scanned fingerprints. The filter for the Refill Pick & Delivery Reports does not include medications that are back ordered. The Available Meds section is populated with a listing of all medications with the same first letters. Use the keyboard to enter the amount of medication to be administered. See My Patients on page 19 for more information. 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. Interface Down indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface. Pyxis MedStation ES System Station User Guide 2534 Chapter 3 Patient functions on a non-profile device if you are in an area that does not typically have patients permanently located (for example, an operating room), this list may be empty. In the Storage Space Configuration screen, select Assign Drawers. If you touch Cancel, you must still close the storage space. These include: Generic name Brand Name MedID Order # Physician Frequency Route Pyxis MedStation ES System Station User Guide 4352 Chapter 5 Managing medications on a profile device Start date and time End date and time Notes Station last removed from Last removed and/or Override buttons appear at the bottom of the screen. Highlight Select the name or medication name to highlight it. Remove the medication and click Accept. The screen where you started appears. When you go to the device and select the patient, the medications selected at the server will be in the cart. If needed for searching, you can enter the patient, the medications selected at the server will be in the cart. the system dispenses the medication item with the least amount of waste. When loading controlled medications, a witness is required. Events The All Device Events report allows you to view all medication transactions at the device for the reporting period. To sort the list by location, select Location. To remove patients from My Patients list 1. 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). You can select an item for removal if your role includes a remove permission associated with the item's security group. 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. This indicator shows a current Temperature Out of Range event that can be resolved. Continue configuring drawers until all are assigned. All of the kit items cannot be selected. vii Chapter 1 Basics Signing in and out... Not allow the item to be loaded if it was pended before it was plocked. Select the pockets to configure or replace them. Locating 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. In the Witness user enter his or her user ID in the Witness screen that appears. The device makes selectable medications within the kit available for removal. If witness on Load/Refill is set in the formulary for the item being refilled, a witness is required. 1x1 divides the selected 3x1 pocket into three individual pockets. Select the Past Removed button from a patient list to go to the Past Removed button from a line. Select the Waste button from a patient list to go to the Waste screen for the selected patient. Select the name, ID, or location to sort by that field. Select the EXTERNAL RETURN BIN. Conventions Text The names of document titles, cross-references, and text that requires emphasis are formatted in italics. Call Pharmacy for assistance. Matching patient visits If you have entered an ID, the system looks for a match. In the left column, select Refill to view the available medications. Supports manual entry of the NDCs. Supports manual entry of the NDCs. medication during the removal process or waste it at a later time. The system displays the equivalent medication information with the witness and/ or count screens. Search names must be cleared manually. This screen is populated only if failed storage spaces are in the system. Out of Range Warning Delay acceptable warning delay values are from 15 to 225 minutes. Select Done to exit. To remove an auxiliary cabinet 1. Pyxis MedStation ES System Station User Guide 2130 Chapter 3 Patient functions on a nonprofile device This chapter includes the following topics for working on a non-profile device: Using the Main Menu screen All Available Patients My Patients The appropriate use of these functions is determined by your facility s policies and procedures. Only areas associated with the device appear in the Area drop-down list. Blocking a Matrix drawer 1. Depending on your facility s policy, you are responsible to resolve some or all discrepancies. Follow the steps in Verifying the medication count on page 13. The Grant Visitor Access screen appears populated with the first name, last name, and user ID information. Select Remove. CareFusion Corporation San Diego, CA United States carefusion.com 2012, 2013 CareFusion Corporation or one of its subsidiaries All rights reserved. The time limit is 14 hours but can be changed. In the left column, select the filter to view the available medications for a specific process. 78 Pyxis MedStation ES System Station User Guide87 Storage space configuration Defining a Matrix or Bin Matrix drawer s settings 1. Select the drawer from the center column to view the pocket map. 38 Pyxis MedStation ES System Station User Guide47 Managing medications Administer information The Remove screen displays calculated administration information when all of the following are true: The ordered dose is in the same UOM as the item's strength or can be converted to it. On the sign-in screen, use the device keyboard to enter your user ID and press TAB on the keyboard. Select Accept. This report can also be used to research discrepancies, viii Pyxis MedStation ES System Station User Guide9 Chapter 1 Basics This chapter explains how to sign in and out of the system. Wait for the list of available medications to load on the screen, 1. Close the door when finished. In the count screen, enter the amount that you want to give. Pyxis MedStation ES System Station User Guide 8392 Chapter 9 Drawer functions If witness on Load/refill is set in the formulary for the item being refilled, a witness is required. In the Reports menu, select the button that corresponds to the type of report that you want to view. Use the legend at the bottom of the screen, to see if the pockets are loaded, pended, failed, or available. User input is formatted in Courier bold. Within each discrepancy item, the following information is also given, where applicable: 66 Pyxis MedStation ES System Station User Guide75 Clearing discrepancy item, the following information is also given, where applicable: 66 Pyxis MedStation ES System Station User Guide75 Clearing discrepancy item, the following information is also given, where applicable: 66 Pyxis MedStation ES System Station User Guide75 Clearing discrepancy item, the following information is also given, where applicable: 66 Pyxis MedStation ES System Station User Guide75 Clearing discrepancy item, the following information is also given, where applicable is the pockets are loaded. 2. Decreasing an ordered dose You can reduce 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. Select the medication or medications depending on the activity selected for the transaction. 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. Witness failure. Enter the expiration date in the Month, Day, and Year option boxes. On the screen asking to confirm suspend, select Yes. Source refers to the patient visit that is reconciled into another visit. Device Disconnected indicator appears when the device is not communicating with the server. Select Block. Each medication being returned displays as a separate transaction on the Return screen. Remote stock items are managed by the station that are stored outside of the station. discrepancy details, a previously discrepancy, and/ or resolve the discrepancy or Cancel. To access other processes, select More. See Handling invalid Units of Measure in the Remove processes, select More. See Handling invalid Units of Measure in the Remove processes, select More. number of pockets per tray. Past due medication indicates there are past due medications. If needed, the system prompts you to waste excess. 5. If your password is expired, the device redirects you to the Screen. To manage medication processes Select the patient s name to activate the buttoms at the bottom of the screen. Once you assign an internal return bin, the station no longer prompts you to configure the bin. Select the Matrix drawers tab. The kit medications for the temporary patient, use the Override function. 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. Users select medications for removal from the search list results. Select one of the items in the list. The temporary patient s name appears in a Patient's list with TEMPORARY appearing at the bottom of the patient information row. The drawer opens. Clearing discrepancies from the device 1. Select the medication to outdate. Select Waste. Open the storage space to remove medication. If you select Cancel, the Main Menu appears. More than one standard drug ID can be associated with a PIS item. Target refers to the patient visit that retains all the patient sit that retains all the p reconciliation. Select OK or Cancel. In the New Password box, enter your new password and press ENTER on the keyboard or press Change Password. Ensure that the following information conforms to your specifications: Number of pockets acceptable values are 1 through 99 pockets. 58 Pyxis MedStation ES System Station User Guide67 Managing medications When removing an item available in multiple locations, the device dispenses from only one pocket. In the list, you can do the following: Select the entire kit or individual medications within the kit. Select from 12, 6, 4, 3, 2, or 1 pockets.

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