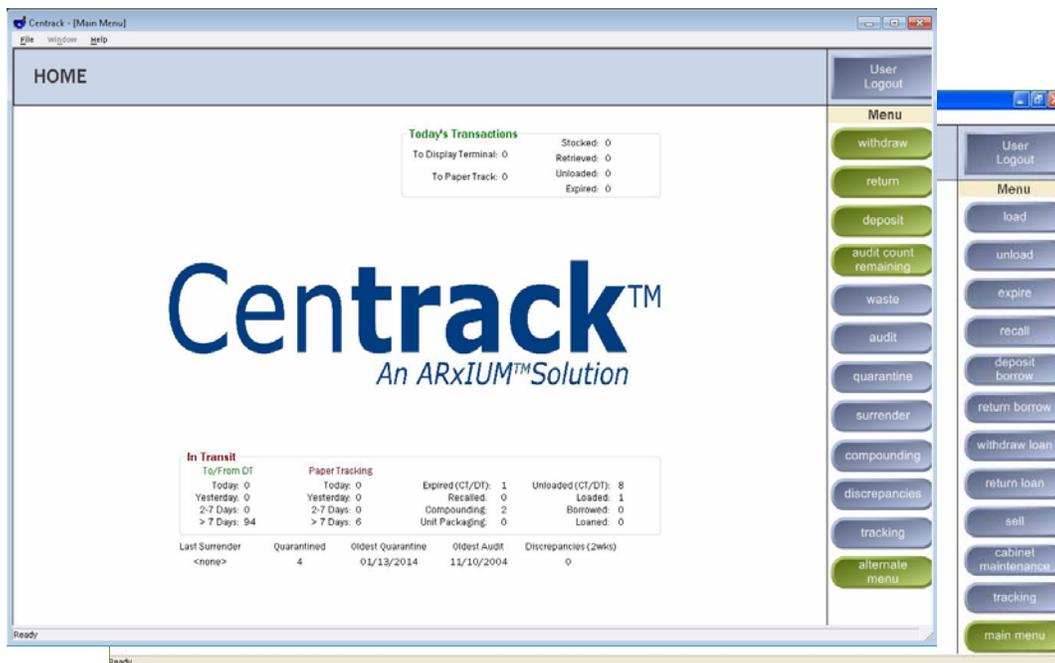


# Centrack™

## User Guide

v 8.4.2



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## Safety Conventions

The following safety conventions are used throughout this manual:

A **note** indicates operation or maintenance information which is helpful to improve performance or operation.

A **caution** indicates a potentially hazardous situation exists which, if not avoided, may result in minor or moderate injury or product damage. A caution is noted by an exclamation point inside a yellow triangle, and the word "CAUTION!"

A **warning** indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury. A warning is noted by an exclamation point inside an orange triangle, and the word "WARNING!"



**This manual explains the correct way to use your MedSelect System. Failure to follow the instructions in this manual may result in delivery of incorrect medication or in missing medication, which could cause serious injury or death. Read this manual thoroughly and refer back to it often when dispensing from your MedSelect System. If anything contained in this manual is unclear to you or if it appears that any portions of the manual are missing, please contact your ARxIUM representative or call ARxIUM at 1-888-537-3102.**

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## Typographic Conventions

### ***bold italic***

The names of buttons appear in a bold italic serif font. For example, select ***Exit*** instructs the user to click/touch on the Exit button on the computer screen.

### Sans serif

The names of user interface elements other than buttons (field names, window names, and so on) appear in a sans-serif font. For example, filters limits the items that appear in the Supply list.

### *italic*

Book titles appear in an italic font. For example, refer to the *MedSelect Display Terminal User Guide*.

### SMALL CAPS

Directories, paths, and file names appear in small caps. For example, C:\AUTOMED\DISPENSE is the directory location for the dispense file.

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*Notes:*

# 1 Introduction

Centrack is the MedSelect companion application that helps you manage medications—primarily controlled substances—starting with their deposit into the pharmacy vault and ending with the medications' final disposition. The system tracks every deposit, withdrawal, return, waste, and surrender, and the medication is fully traceable while in transit to and from the vault. Centrack reports, available through MedSelect Examiner, provide details of each event as well as complete inventory information.

When you deposit, sell, borrow, or loan a medication, Centrack records the transaction on a form that mimics DEA Form 222. Similarly, when you quarantine or surrender a medication, Centrack follows the format of DEA Form 41 to record the transaction. These unofficial records remain in the database until you print them. When you need to complete an official DEA form, you can refer to the printed Centrack forms for the required information fields.

Before you can perform any Centrack function, an administrator will have configured the Centrack environment using the MedSelect Administrative WorkStation (AWS). Centrack medications, users, departments, and locations must have been defined, and users must be assigned access rights to perform the various Centrack functions. You can only perform the kinds of functions that your access rights allow.

The Centrack environment also requires medications in the pharmacy vault to be associated with vault storage positions. If you are using MedSelect cabinets in the vault, they will open automatically when you perform a Centrack function that requires access to a cabinet position. If you are using other cabinetry, an administrator will have created virtual vault storage locations with the MedSelect Administrative WorkStation (AWS) software.

You will find most of the information you need to operate the Centrack software in this guide. You may also find the following resources helpful:

- *MedSelect Administrative WorkStation User Guide* explains how to configure the Centrack environment, including how to add new users and assign access rights to them.
- *MedSelect Examiner User's Guide* explains how to find the report you need among the many standard reports provided with your Centrack system. This manual also explains how to generate custom reports should the need arise.
- Centrack online help is available from within the Centrack software.

## System Functions

In Centrack, a medication is known as a *supply*. There are many reasons to move supplies into or out of the pharmacy vault. Most commonly, you will withdraw items to replenish cabinets at MedSelect workstations or deposit items you receive through purchases from suppliers. But you may also need to withdraw items for surrender, or you might deposit items you're borrowing from another facility. Centrack recognizes the many different reasons for moving supplies in and out of the vault and provides a separate function to record each kind of movement, as shown in figure 1-1.

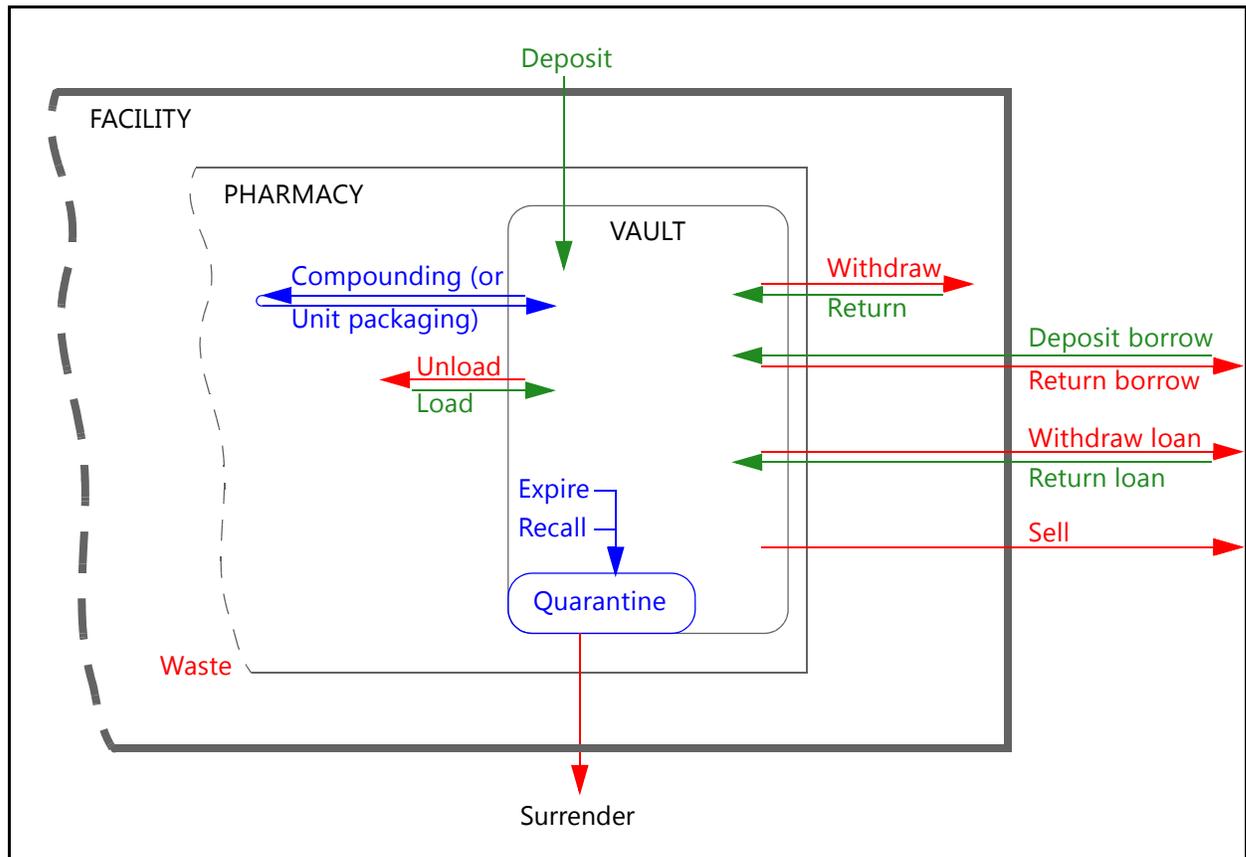


Figure 1-1. Centrack Supply Movement Functions. Each vault event shown above is recorded by a different function in Centrack.

#### Events and in-transit events

Each time you perform a function involving a supply, Centrack records the event. Events for which further action is expected are known as *in-transit* events. For example, when you withdraw a supply to restock a DT, you expect the supply to be put into that DT. Until a subsequent event, such as a DT stock, completes the supply's movement, the withdrawal event is considered to be in transit.

Centrack provides additional vault inventory control functions, such as vault audit and discrepancy resolution to help you keep track of your supply inventory. The topics below introduce each Centrack function you will use either to move supplies in and out of the vault, or to monitor your vault inventory records and keep them up to date (the details of how to perform these functions are in later chapters of this manual):

- Supplying Locations within Your Facility
- Exchanging Supplies with External Facilities
- Supply Movement within the Pharmacy
- Management Functions

## Supplying Locations within Your Facility

Most commonly, supplies are removed from the vault to restock MedSelect DTs. Depending on your Centrack environment, you may also withdraw supplies to be sent to paper track locations.

## Withdraw and Return

The withdraw function can be performed by supply or by destination. Withdrawing by supply helps you quickly withdraw specific supplies for substantial restocking of many DTs. Withdrawing by destination lets you withdraw all the supplies needed to restock a specific DT.

The withdraw function also lets you withdraw supplies and track them via paper tracking for a location that does not have a DT or when the DT does not have a particular supply assigned to it in AWS.

When you withdraw a supply, Centrack creates an in-transit event. As long as the supply is in transit, you can use the return function to return it to the vault.

## Exchanging Supplies with External Facilities

You can withdraw and deposit supplies as a result of several kinds of exchanges you may transact with external facilities, such as other pharmacies.

## Deposit

The deposit function tracks supplies you place in the vault when you receive them from suppliers. For each deposit, Centrack records the information you need to complete the purchaser portion of DEA Form 222.

## Withdraw Loan and Return Loan

You can lend supplies to another facility with the withdraw loan function. This event remains in transit until you use the return loan function to deposit supplies when the borrowing facility returns them to you.

## Deposit Borrow and Return Borrow

The borrowing functions are the reverse of the loan functions, so the first event is a deposit. When you borrow supplies, you add them to the vault with the deposit borrow function. The event remains in transit until you withdraw supplies to return them to the facility from which you borrowed them using the return borrow function.

## Sell

Withdrawing supplies for sale to another facility requires only one function, the sell function. Once you sell a medication, the process is complete: the event is never considered in transit.

## Surrender

Expired or recalled supplies must be quarantined before they can be surrendered to an outside agency. Typically, the vault has an area set

aside for quarantine, and you move the supplies to that area when you use the expire or recall function. When you are ready to surrender the supplies to an agency representative, the surrender function displays a form listing all the drugs in a quarantine package, and you can print the form to use when completing your DEA Form 41.

### Supply Movement within the Pharmacy

Several Centrack functions record events in which supplies are withdrawn from the vault but never leave the pharmacy.

### Expire, Recall, and Quarantine

The recall and expire functions work very much the same way, but the events carry a different status (recall or expire) for reporting purposes.

When you perform a recall or expire function, you have the option to waste the supply, quarantine it, or leave the event in transit to be resolved later. If you do not waste the supply, the event information is in transit until you move it into quarantine.

The quarantine function lists all the recalled or expired supplies not yet placed into quarantine, including those expired and unloaded from the DTs. From this list you select any supplies you want to quarantine and add to a DEA Form 41 facsimile. Schedule II drugs are kept on a separate form from other supplies.

### Compound and Unit Package

Within the compounding function, you can withdraw ingredients for compounding and then deposit the compounded supplies. You can also withdraw bulk items, and then return unit quantities after repackaging the supply. In either case, the withdrawal event remains in transit until all of the materials are either re-deposited or wasted.

### Unload and Load

The unload function records removal of supplies from the vault for a pharmacy internal purpose, such as rearranging supplies on a shelf or to stop tracking a particular supply. Unloaded supplies are in transit until they are re-deposited using the load function.

### Management Functions

Centrack includes several functions that do not record supply movement events but are essential for maintaining an accurate inventory of your vault contents.

### Waste

Medications that are damaged, dropped, or left over after compounding or unit packaging can be wasted. The waste function is available for both in-transit supplies and vault inventory. You can also waste leftover material from within the compound function. Some

supplies require a Centrack witness to log in and observe the waste procedure.

### Audit count remaining

Some supplies require a physical count of the vault stock when events are recorded against that supply. Depending on how your Centrack environment is configured in AWS, you may be required to perform the count each time you perform an event for the supply, or the count may be deferred until you decide to initiate the audit count remaining function. This function lists each supply that requires a count. When you select a supply and enter the vault count, Centrack removes the supply from the list. If your count does not match the system count, Centrack creates a discrepancy. Note that the physical count cannot be deferred for withdraw events; these must be provided at the time of withdrawal.

### Tracking

The tracking function lets you observe all Centrack events, but its primary purpose is to highlight in-transit events that may need your attention. Built-in filters let you view all events, all in-transit events, or just in-transit events of a particular type or of a pre-defined age.

You can use this function to manually reconcile events or to create a discrepancy when there is not enough stock in the vault to remove the amount specified in a withdraw function.

Several Examiner reports also help you track in-transit events. The In-Transit report lists all incomplete transactions. The Paper-Tracking Summary report lists all paper-tracked transactions that are not completed. The Unit Package and Compound reports list activity in those special areas. For more information about each of these reports, refer to the *MedSelect Examiner User's Guide*.

### Audit

The audit function lets you perform an audit of any or all supplies in the vault.

When you choose to audit all supplies, the system automatically cycles through supplies one by one so that you can enter the count for each. If your inventory disagrees with the system inventory, Centrack registers a discrepancy.

Examiner provides a Centrack Audit Events report. For more information about this report, refer to the *MedSelect Examiner User's Guide*.

### Discrepancies

The Centrack discrepancies function lets you resolve discrepancies created in the audit function, during count-remaining events, or when you create a too-few discrepancy in the tracking function. You can

view previous accesses to a discrepancy event, track down the error, and enter an explanation of the resolution.

You cannot resolve your own discrepancies, but you can view them and add explanations that aid in their resolution.

### Cabinet Maintenance

If you use MedSelect cabinets in your vault, you can use the cabinet maintenance function to clear a failed flag for a position that failed to open or to open an SIA drawer that may need maintenance.

## Reports and Forms

Various functions within the Centrack system generate forms and reports that help you track information and stay DEA compliant.

- **Deposit Information**—This form contains the information you need to complete the purchaser portion of DEA Form 222.
- **Quarantine/Surrender Information**—This form contains the information you need to complete the registrant portions of DEA Form 41.
- **Withdraw Verification**—This report can be printed each time you withdraw supplies for restocking locations throughout the facility. It lists the quantity of each supply bound for each destination.
- **Paper Tracking Control Sheets**—For destinations that do not have access to MedSelect DTs, these sheets can be used to acknowledge receipt of vault items. Typically one copy is printed for the pharmacy and one for the nursing department.
- **Discrepancy Report**—This report lists every occurrence of a mismatch between the vault count and the system count of supplies.
- **Borrow Information**—This form is a variation on the Deposit Information form. It contains the information you need to complete the purchaser portion of DEA Form 222, but the information is collected when you borrow supplies from an external facility that is not considered a regular supplier.
- **Withdraw Loan**—This form can help the borrowing facility complete the purchaser portion of DEA Form 222.
- **Sell Information**—This form can help the purchasing facility complete the purchaser portion of DEA Form 222.

Forms are detailed in the discussions about the functions that create them. For details about reports, see Reports on page 159.

***Notes:***

## 2 Getting Started

### *Logging In and Logging Out*

Every Centrack user must have a user name and PIN in order to log in to the application. If you also use the AWS application, this is the same as your AWS user name and PIN. Your AWS administrator adds users and assigns user rights, granting Centrack users the ability to work within Centrack. Refer to the *MedSelect Administrative WorkStation User Guide* for details on setting up user accounts.

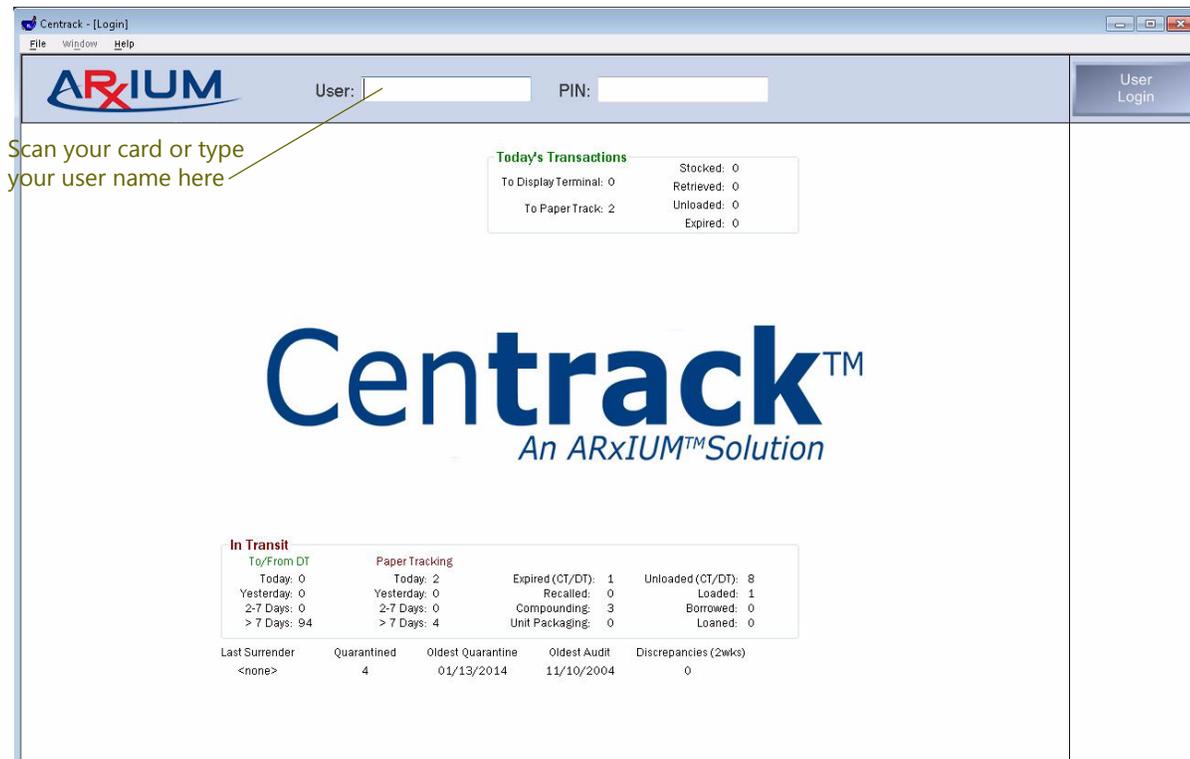
After you log in, you can work with options on the Centrack main menu, depending on your user profile.

Follow these steps to start Centrack and log in:



1. Double-click the Centrack shortcut on your desktop to start the application if it is not already running.

The Centrack Login window appears. Even before you log in, the dashboard in this window provides a snapshot of the system transaction status.



2. Enter your User name by one of the following methods:

- Scan the barcode on your ID card.
- Pass your proximity card near the sensor.
- Swipe your ID card through the magnetic card reader.
- Type your user name and then press the Tab key.

3. Type your PIN.

**Note** *The first time you log in, you must use 9999 as your PIN. The system will prompt you to change your password. To change your password at any time, follow the instructions in Changing Your PIN on page 11.*

4. Click **User Login** or press Enter. The Home window appears, and the **User Login** button changes to **User Logout**.

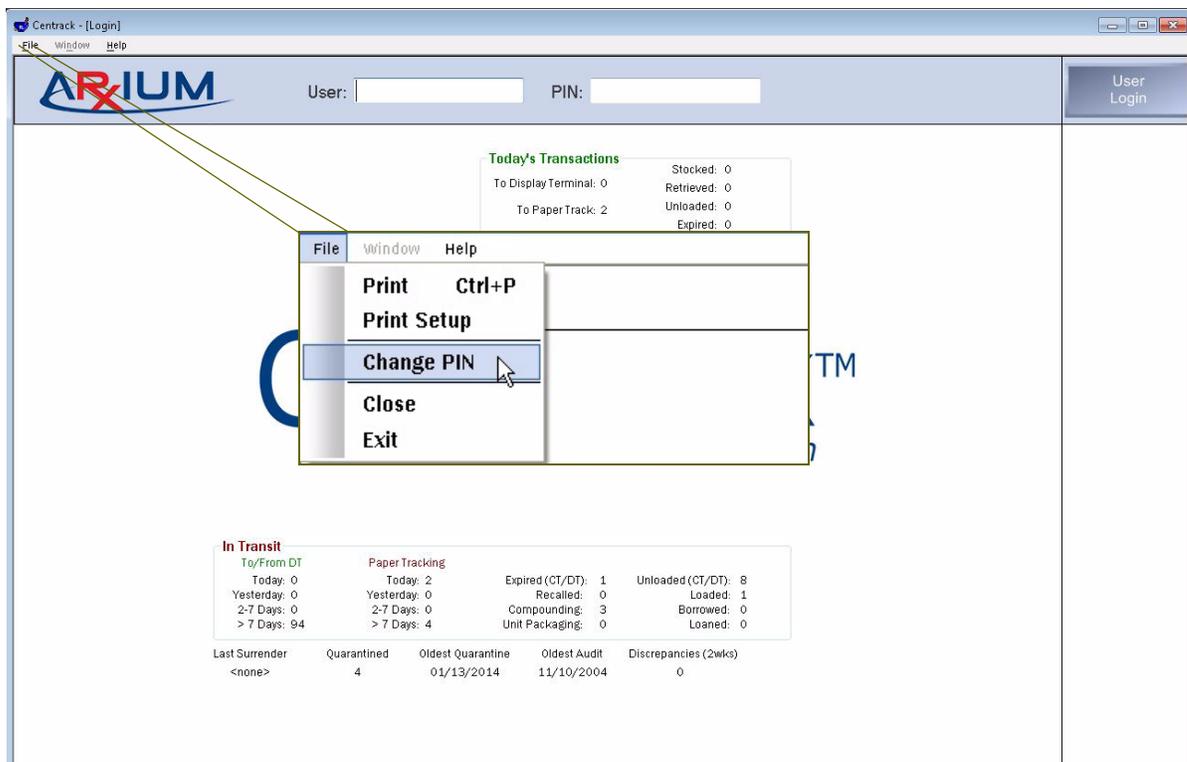
To log out at the end of a shift, click **User Logout** and Centrack displays the Login window for the next user.

If you want to stop running the Centrack application, you must log out first. Then close the Centrack window to exit the application.

## Changing Your PIN

You can change your PIN any time you have access to the menu bar at the top of a window. This is the PIN you use whenever you log in to Centrack, the AWS, or DT. To change your PIN, follow these steps:

1. On the File menu, select Change PIN.



The Change PIN window appears.

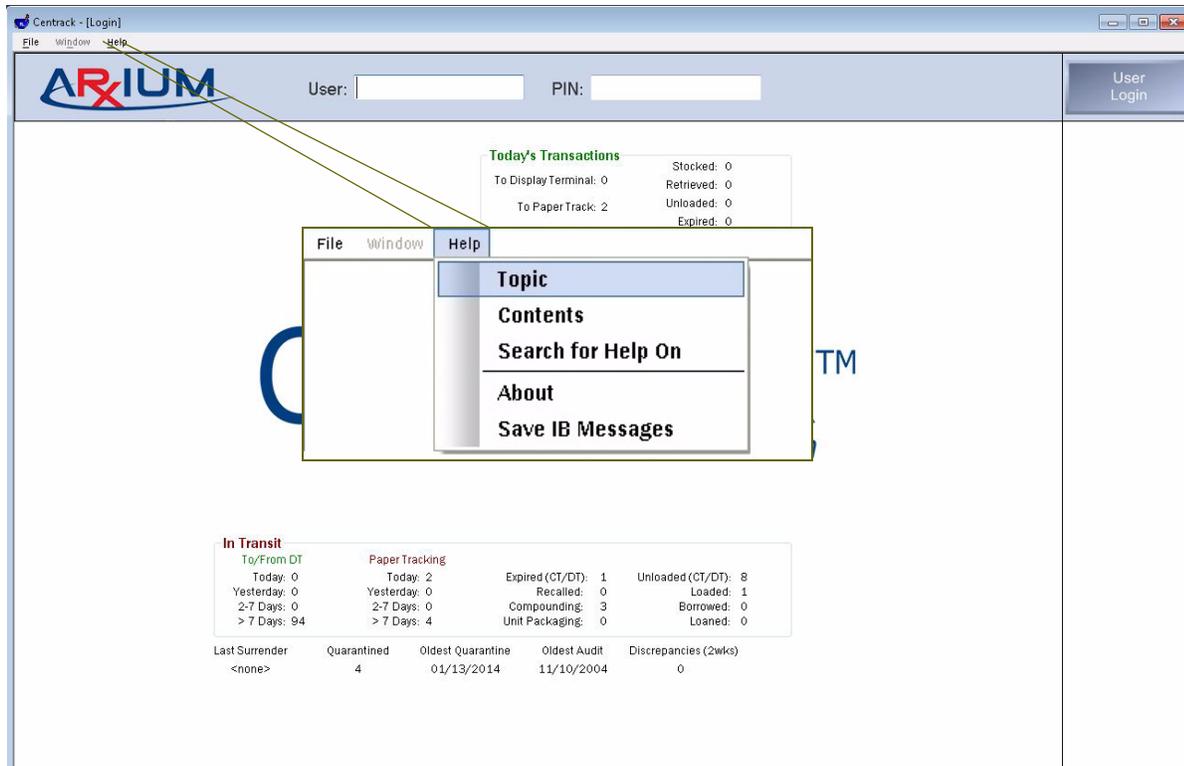


2. Type your Current PIN.
3. Type your New PIN. The PIN is an alphanumeric field.
4. Re-type your new PIN in the Confirm PIN field.
5. Click **OK** to save your new PIN. Your new PIN will be in effect the next time you log in.

## Getting Online Help

You have access to online help at any time, and you can display it the following ways:

- Press F1 to display help for the current window.
- On the menu bar, select an option from the Help menu.

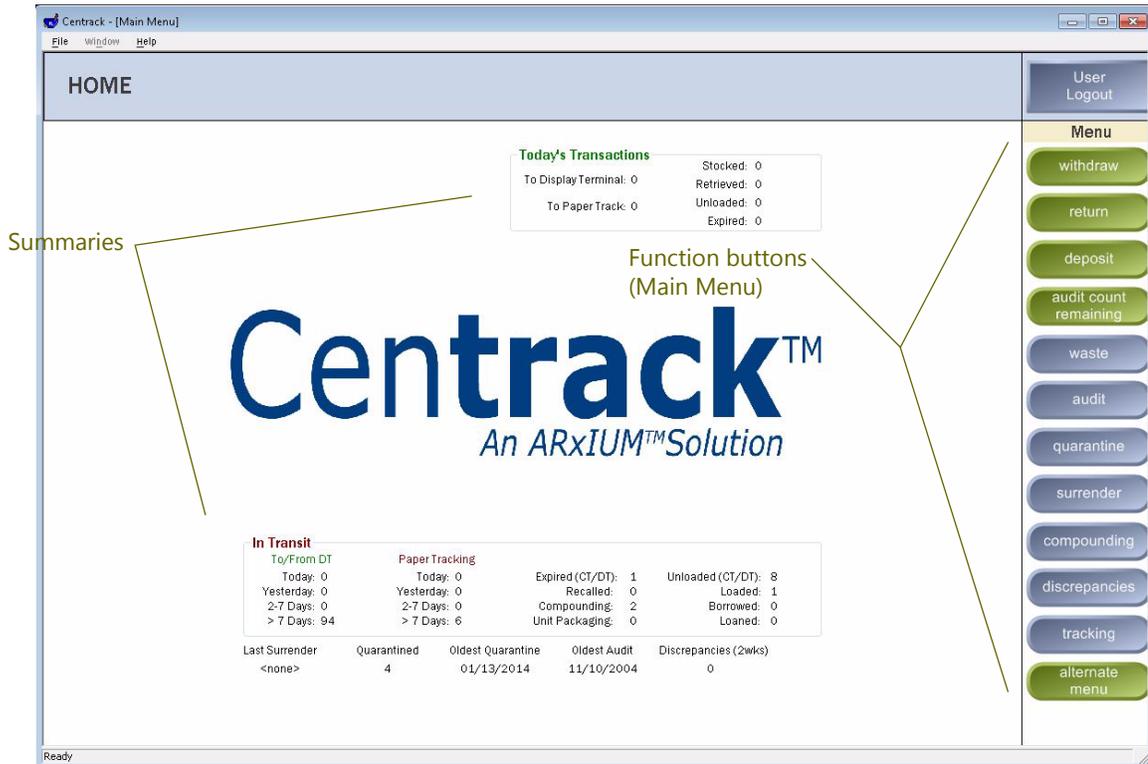


The Help menu provides the following entry points to the Centrack online help system:

Option	Result
Topic	Displays help on the current function or window
Contents	Displays the Table of Contents for the online help system
Search for Help On	Displays online help with the Search tab selected
About	Displays information about the installed version of Centrack
Save IB Messages	Saves communication messages for diagnostic use. Typically you would only use this option under the direction of an ARxIUM support representative when troubleshooting.

## Understanding the Home Window

When you log in, Centrack displays the Home window. This window displays current summaries of Centrack events and is the starting point for all functions you will perform using Centrack.



### Event Summaries

The data area of the Home window is a dashboard displaying summary counts of today's transactions, in-transit events, and historical information. These summaries let you see at a glance whether you have too many events in transit or whether events have remained in transit too long. If the numbers are unusual for your operations, you can use the tracking function to see which events are causing the disparity and determine whether they need further attention.

### Reviewing Today's Transactions

In the center, upper part of the Home window, Centrack provides a summary of today's transactions. The number of transactions for each day resets at midnight. Review these counts to see the number of

transactions for supplies that were stocked, retrieved, unloaded, and expired for both DTs and paper tracking locations.

**Today's Transactions**

To Display Terminal: 0	Stocked: 0
To Paper Track: 0	Retrieved: 0
	Unloaded: 0
	Expired: 0

**Viewing In-Transit Events**

Near the bottom of the Home window, Centrack summarizes the counts of in-transit events as shown below. Refer to the table that follows for explanations of the fields.

**In Transit**

To/From DT	Paper Tracking	Expired (CT/DT):	Unloaded (CT/DT):
Today: 0	Today: 0	1	0
Yesterday: 0	Yesterday: 0	Recalled: 0	Loaded: 0
2-7 Days: 10	2-7 Days: 6	Compounding: 0	Borrowed: 0
> 7 Days: 1	> 7 Days: 0	Unit Packaging: 0	Loaned: 0

*Field Definitions: In Transit*

Field	Definition
To/From DT	The number of in-transit events, either to or from DTs, created today, yesterday, during the past seven days, and longer than a week ago. These events remain in transit until either restocked at the DT or returned to the vault.
Paper Tracking	The number of in-transit events, either to or from paper tracking locations, created today, yesterday, during the past seven days, and longer than a week ago. These events remain in transit until the supplies are returned to the vault.
Expired (CT/DT)	The number of expire events for which the supplies were not returned, wasted, or placed in quarantine.
Recalled	The number of recall events for which the supplies were not returned, wasted, or placed in quarantine.
Compounding	The number of withdrawals made for compounding for which the supplies have not been completely accounted for through depositing as a compound, wasting, or returning to the vault.
Unit Packaging	The number of withdrawals made for unit packaging for which the supplies have not been either returned as unit packages or wasted.

*Field Definitions: In Transit*

Field	Definition
Unloaded (CT/DT)	The number of Centrack unload events for which the supplies have not been reloaded into the vault and DT unload events that have been neither returned to the vault nor quarantined.
Loaded	The number of load events that represent partial reloads.
Borrowed	The number of borrow events that need to be repaid through a withdraw borrow event.
Loaned	The number of loan events that need to be repaid through a loan deposit event.

**Viewing Historical Information**

Below the in-transit events, the Centrack Home window displays summary historical data as shown below. Refer to the table that follows for explanations of the fields.

Last Surrender	Quarantined	Oldest Quarantine	Oldest Audit	Discrepancies (2wks)
02/06/2013	0		11/10/2004	5

*Field Definitions: Historical Events*

Last Surrender	The date of the last surrender event
Quarantined	The number of events for supplies currently in quarantine
Oldest Quarantine	The date of the oldest quarantine that has not been surrendered
Oldest Audit	The date of the oldest audit of any vault supply
Discrepancies (2wks)	The number of discrepancies that occurred within the last two weeks and have not yet been resolved

**Main Menu**

The group of buttons along the right-hand side of the Home window is known as the main menu. Clicking any of these buttons opens a window for you to perform the function denoted by the button name. Because Centrack offers so many different functions, only half of the main function buttons are shown at one time. To display the other half, click the bottom button, which toggles between **alternate menu** and **main menu**. Refer to the following table for an overview of each menu option.

Main Menu Button	Function
withdraw	Withdraw supplies from the vault to a DT or paper tracking location
return	Return to the vault supplies that have been withdrawn from the vault for a variety of reasons
deposit	Deposit supplies into the vault from an outside vendor
audit count remaining	Perform a physical count of any count-remaining supplies you have moved in or out of the vault but not yet counted. This button is only available when Audit After Access is set to Y for the Centrack client in AWS.
waste	Waste a supply that is in transit or in inventory
audit	Perform an audit of any number of supplies in the vault
quarantine	Move a supply to the quarantine area of the vault in preparation for surrender
surrender	Surrender supplies from quarantine
compounding	Remove supplies from the vault to use in a compound and then deposit the compound OR Remove bulk supplies from the vault for unit packaging and then deposit the unit packages
discrepancies	Identify and resolve supply count discrepancy events. You can only resolve discrepancies caused by another user.
tracking	View in-transit, reconciled, or all Centrack events; reconcile events; create a discrepancy when the count received at the DT is lower than the withdraw count. This option is available on both the main menu and the alternate menu lists.
alternate menu	Display additional menu options

Main Menu Button	Function
load	Re-deposit supplies that were unloaded or start loading a position for the first time
unload	Remove supplies from the vault to stop tracking the supply or while reconfiguring your cabinets.
expire	Expire a supply. Typically, an expired supply is moved to the quarantine area of the vault, but you also have the option to waste it or simply mark the supply as expired and then move it to quarantine later.
recall	Recall a supply. Recall works very much like expire in that you have several options for the supply disposition. However, the supply status indicates that it is recalled.
deposit borrow	Deposit supplies into the vault that you are borrowing from an external facility
return borrow	Withdraw supplies from the vault for the purpose of repaying an external facility from which you borrowed the same supply
withdraw loan	Withdraw supplies from the vault to lend to an external facility
return loan	Deposit supplies into the vault when they are being returned by the external facility to which you loaned them
sell	Withdraw supplies from the vault to sell to an external facility
cabinet maintenance	If you are using MedSelect cabinets in the vault, clear failed position flags or open single item access (SIA) positions
tracking	View in-transit, reconciled, or all Centrack events; reconcile events; create a discrepancy when the count received at the DT is lower than the withdraw count. This option is available on both the main menu and the alternate menu lists.
main menu	Return to the main menu.

***Notes:***

# 3 Using Common Window Features

## Main Function Windows

When you click a button on the main menu, Centrack displays a window specific to the function you are about to perform. The illustration below shows the basic parts of the function windows.



**Menu bar**—Every main function window in Centrack has a menu bar across the top. Although you will not use these menus often, they provide access to some features of Centrack, such as online help, and

you may be asked to perform menu operations should your system need troubleshooting.

**Data Display**—The format of the data display area varies depending on the function you are performing. Most of the work you do in Centrack is done in either a browser window or a form window. These two formats are present throughout the system, and each provides unique features.

- A browser window, such as the one shown above, presents a list from which you select the item you want to work with. For more information about using browser window features, see *Browser Windows* on page 21,
- A form window collects information in a format that mimics a DEA form. For more information about using form window features, see *Form Windows* on page 24.

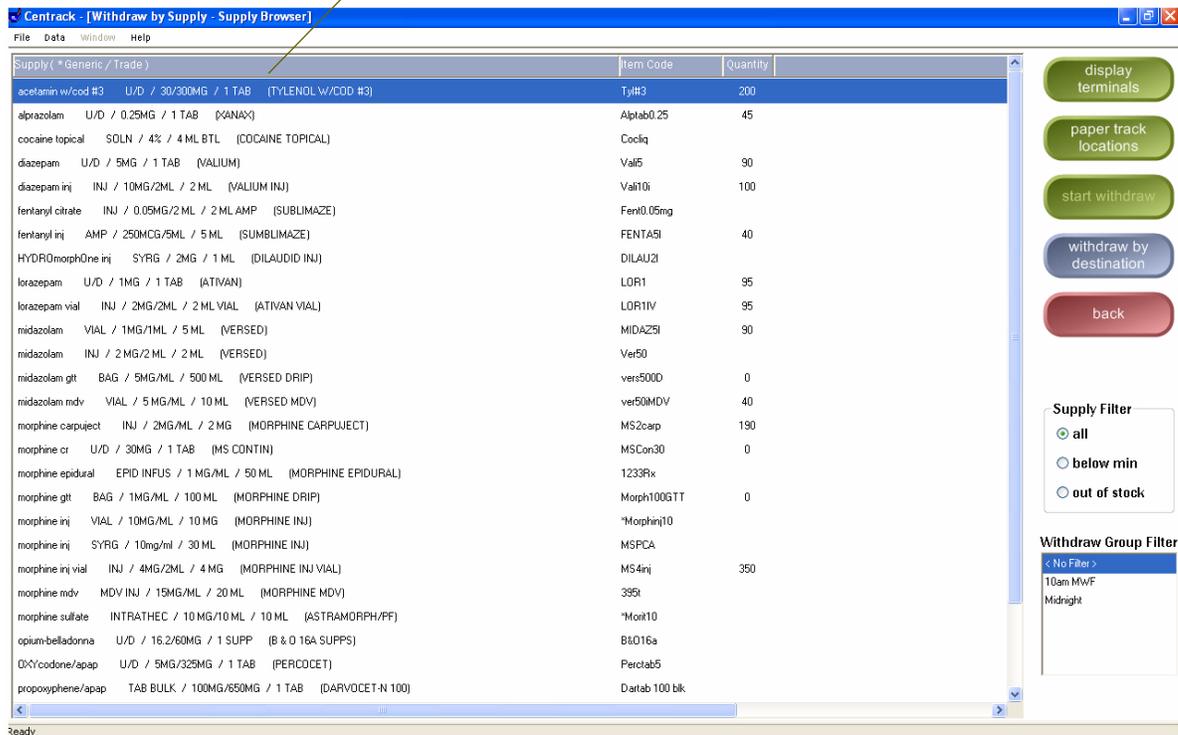
**Option Buttons**—Centrack color codes option buttons to help you find them easily:

-  Green buttons in successive windows lead you through the typical workpath.
-  Only the **back** button is red, and it always returns to the previous window.
-  Blue buttons provide alternative workpaths.

## Browser Windows

A browser window displays a list from which you select items. For example, when you need to withdraw supplies, a supply browser lists the available supplies, as shown in the example below.

Select an item from the list



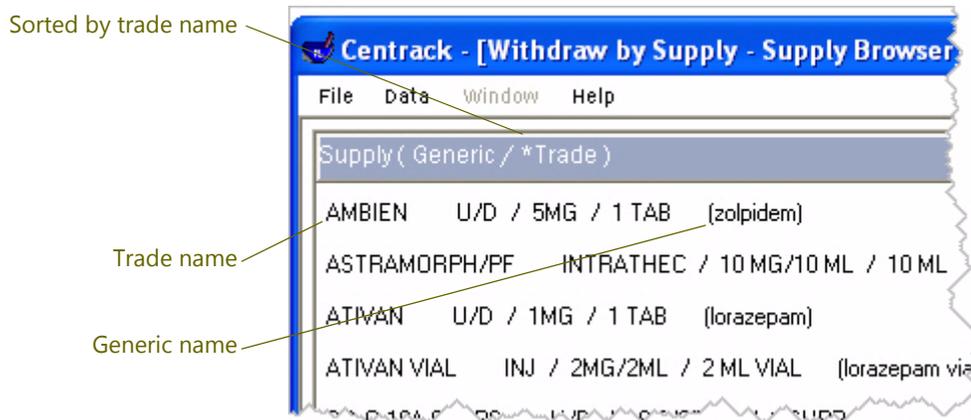
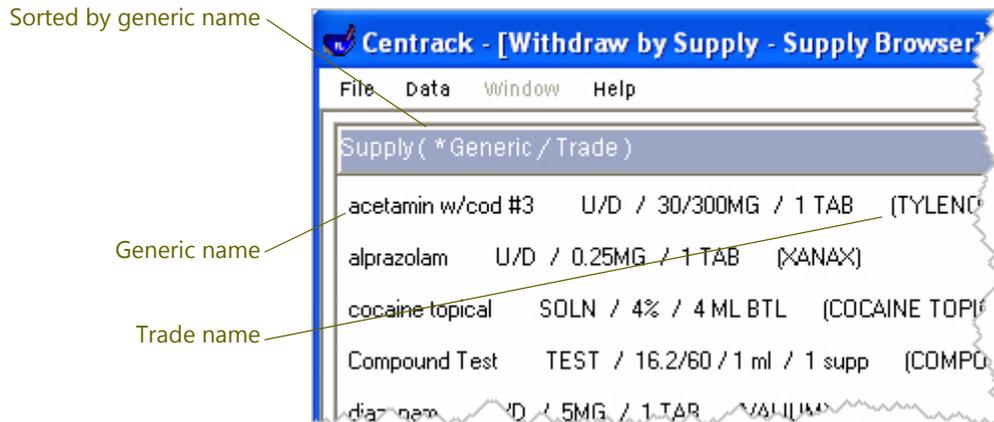
### Finding an Item

Because browser lists can be very long, Centrack provides several ways you can manipulate the list to make it easier to find what you are looking for.

- **Limit**—Filters limit the number of items you have to search through. Filters vary depending on the function you are performing. In the example on the right, filters let you list all supplies, only those for which at least one DT is below its minimum stock level, or only those for which a DT is completely out of stock.
- **Sort**—Click a column heading to sort the list by that column; in most cases, clicking the column again reverses the sort order.
- **Toggle**—Many browser windows include a Supply (Generic/Trade) column, which is initially sorted by generic name and



displays the trade name in parentheses. Click this column heading to sort the display by trade name and display the generic name in parentheses. Clicking the heading a second time reverts to the original display. An asterisk (\*) in the heading indicates the sort order.



- **Keyboard search**—Start typing the name of the item you want, and stop when the item is highlighted. Typically, this search is performed on the first (leftmost) field in the display area. However, if the first field is a date, the search is performed on the next field.

If you make a mistake while typing, press Escape to restart the search and then type the name again.

**Note** *The keyboard search is not available in lists containing editable field, such as text boxes in which you enter quantities.*

- **Search**—Use a character string to zero in on the exact item by following these steps:

1. From the Data menu select Find, and the Smart Find window opens:



2. Optionally, select a Search Field. If you do not, the search is performed on the default field, usually the first field in the display area.
3. Type the Search Text; then click **Find Next**.

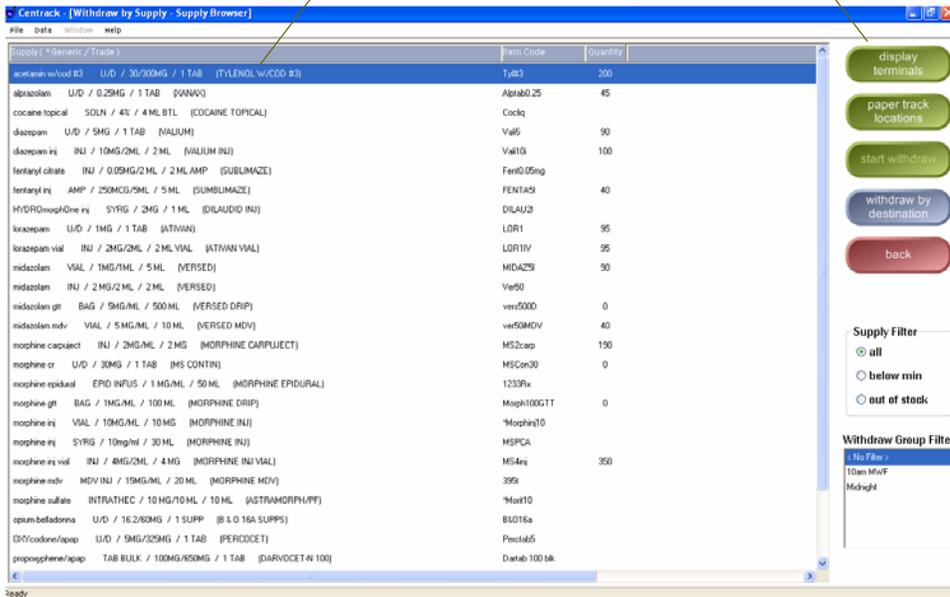
### Selecting an Item

Once you find the item you are looking for, you can select it in one of the following ways:

- Click anywhere in the line and it becomes highlighted. The selected item is the one that will be used when you click an option button.
- In some windows, you can double-click the item to select both the item and the typically-used option button. For example, in the supply browser shown below, double clicking a supply is

the equivalent of clicking the supply and then clicking the **display terminals** button.

Double-click an item in the list to select both the item and the typical option button



## Form Windows

Form windows display information as it is being collected. The format is similar to either DEA Form 222 or DEA Form 41, and you can use the information from the Centrack form to complete authentic DEA forms. Some fields, like the signature and signing date, are always blank.

After you print the form, you can obtain the necessary signature before filing the form.

Form 222 Format

**Deposit Information** Form Number: D20130509-1

From: Name of Supplier (Main Wholesale Company) STREET ADDRESS: 4455 East Street  
 CITY and STATE: Cranberry Township, PA DATE: 05/09/2013

Line No.	No. of Packages	Size of Package	Quantity	Name of Item	National Drug Code
1			25	fenaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	0641-0789-02
2			200	tenazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	0406-9917-01
3			45	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	
4					
5					
6					
7					
8					
9					
10					

DATE ISSUED: HOSP/CLINIC CDE Registration No. Name and address of Purchaser  
 Registered as HOSP/CLINIC No. of Etc Order Rows  
 Supplier Name

Form 41 Format

**Quarantine/Surrender Information** PACKAGE No: C2 2013-1

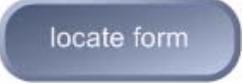
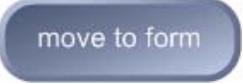
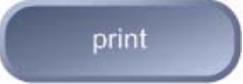
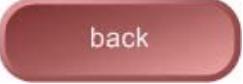
FROM: ModSelect Medical Center Quarantine Hospital: \_\_\_\_\_  
 Hospital Unit Number: \_\_\_\_\_  
 Hospital Telephone Number: \_\_\_\_\_

Name of Drug	No. of Containers	Contents	Quantity
<input checked="" type="checkbox"/> diazepam U/D / 5MG / 1 TAB (IC: Val5)			2
<input checked="" type="checkbox"/> 2 cocaine topical SOLN / 4% / 4 ML BTL (IC: Cocid)			1
<input type="checkbox"/> 3			
<input type="checkbox"/> 4			
<input type="checkbox"/> 5			
<input type="checkbox"/> 6			
<input type="checkbox"/> 7			
<input type="checkbox"/> 8			
<input type="checkbox"/> 9			
<input type="checkbox"/> 10			

SURRENDERED TO: \_\_\_\_\_ DESTROYED BY: \_\_\_\_\_  
 DATE: May 9, 2013 WITNESSED BY: \_\_\_\_\_  
 Resnumber: \_\_\_\_\_

Common form window features are explained in the table below.

## Form Window Common Features

Feature	Explanation
Selecting a line	To select a drug line in a form window, click anywhere in the line and it becomes highlighted.
From To Surrendered to	<p>Each form has one of these drop-down lists, from which you select the external facility with which you are exchanging drugs. When you select one, any required address information is also supplied. The example shown below is the From field of the Deposit form.</p> <div data-bbox="630 575 1203 989" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Deposit Information</b></p> <hr/> <p>From: Name of Supplier</p> <div style="border: 1px solid gray; padding: 2px;"> <div style="border-bottom: 1px solid gray; padding: 2px;">AmerisourceBergen Wholesale</div> <div style="border-bottom: 1px solid gray; padding: 2px;">Main Wholesale Company</div> <div style="border-bottom: 1px solid gray; padding: 2px;">Phred's Pharmacy</div> <div style="border-bottom: 1px solid gray; padding: 2px;">Seaside Hospital</div> </div> </div>
	<b>locate form</b> opens a new window with a list of forms like the one being displayed. For example, if you are making a deposit, you will see a list of all deposit forms already created. When you select a form from the list, it appears on the screen for you to review or print.
	<p><b>move to form</b> opens a new window with a list of forms like the one being displayed. When you select a form from the list, any selected line is moved from the previously displayed form to the one you select from the list.</p> <p>Note that this process works somewhat differently in the quarantine function, and the usage is explained in the Quarantine chapter.</p>
	<b>print</b> prints the form to your default printer.
	<b>back</b> displays the previous window.

## Deposit and Withdraw Confirmation Windows

In most cases, any function you use to deposit or withdraw supplies requires you to respond to one of two confirmation windows:

- If the function is for a supply that does not require a physical count after access, Centrack displays a Dispense Information window.
- If the function is for a supply that requires a physical count after access, Centrack displays a Count Remaining window.

### Conditions for Display

Centrack displays these windows under the following conditions:

- After you click **start withdraw** in the withdraw function, Centrack displays one of these two windows for each supply and destination combination.
- For other withdraw and deposit functions, display of these windows depends on the vault location of the supply, as follows:
  - Virtual storage—One of the two windows is always displayed.
  - Drawer module—No Dispense Information window is displayed. If the supply is a count-remaining supply, you are required to respond to a Count Remaining window.
  - Tower or SCM—If Position Message is set to Y for the Centrack client in AWS, one of the two windows is always displayed. Otherwise, no Dispense Information window is displayed, but you are required to respond to a Count Remaining window if the supply is a count-remaining supply.

### Responding to a Dispense Information Window

If you are using MedSelect cabinets in the vault, close the drawer or door; otherwise, click **ok** to close the window.



## Responding to a Count Remaining Window

Count the number in the vault and type the count in Position Quantity. If necessary, change the expiration date and lot number. Click **ok**.

Type the number that are in the vault *after* the withdraw or deposit.

(Function Name) - Count Remaining

Position: C-2 vault Position 201

Generic Name: fentanyl citrate  
Trade Name: SUBLIMAZE  
Strength: 0.05MG/2 ML  
Size: 2 ML AMP  
Form: INJ  
Item Code: Fent0.05mg

Position Quantity:  (after transaction)

Expiration Date: 07/31/2013

Lot: v207820

ok

back

re-open position

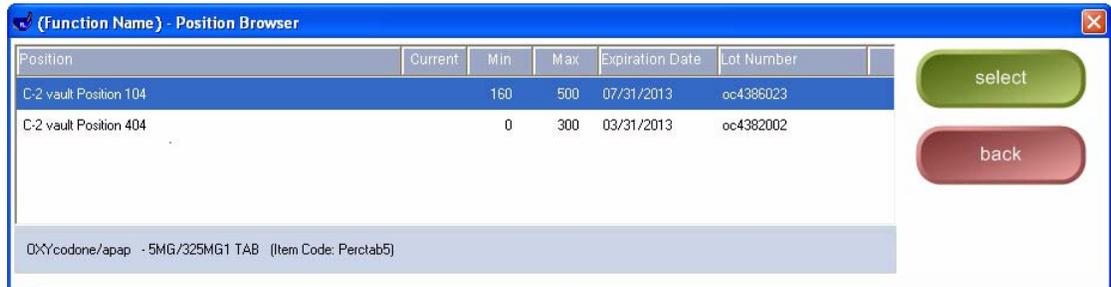
- If the number you entered matches the system count, the Count Remaining window closes.
- If the number you entered conflicts with the system count, Centrack prompts you to re-count the remaining stock. Click **OK** to close the prompt window. Re-count the number remaining in the vault, type the count in Position Quantity, and then click **ok**.

If the second count conflicts with the system count, Centrack creates a discrepancy. For information about resolving discrepancies, see the Discrepancies function on page 99.

**Note** *For most functions, you will see this window either while you are performing the withdrawal or deposit, or when you initiate the audit count remaining function. The Audit After Access flag for the Centrack client in AWS determines when the window appears. In the withdraw function, however, this window appears during the withdrawal process regardless of the Audit After Access Flag Setting.*

## Position Browser Windows

When you deposit a supply that is assigned to more than one position in the vault, a Position Browser window lets you choose the position to use.



Click the position in the list and then click ***select***.

OR

Double-click the position in the list.

***Notes:***

# 4 Withdraw

Use the withdraw function to remove supplies destined for MedSelect DT workstations or paper-track locations. You can withdraw by supply or by destination:

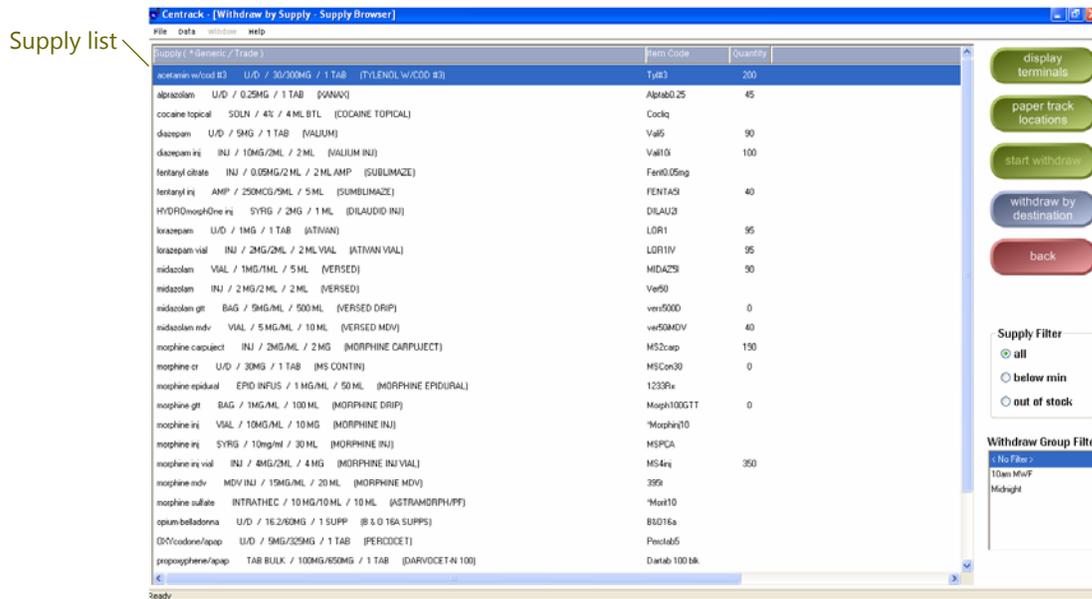
- Withdraw by Supply lets you withdraw a specific supply to stock any number of locations.
- Withdraw by Destination lets you withdraw any number of supplies to stock a specific location.

## *Withdraw by Supply*

To start this process, follow the steps below:

1. On the main menu, click ***withdraw***.

The Withdraw by Supply–Supply Browser displays all supplies assigned to the Centrack CT.



2. If you want to withdraw to DT locations, follow the steps under Withdraw by Supply for a DT on page 33.

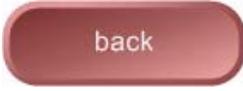
OR

If you want to withdraw to paper tracking locations, follow the steps under Withdraw by Supply for a Paper Tracking Location on page 36.

*Field Definitions: Withdraw by Supply–Supply Browser*

Field	Definition
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier
Quantity	The count available in the vault. If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.
	Displays the Display Terminal Browser, listing the DT locations associated with the selected supply

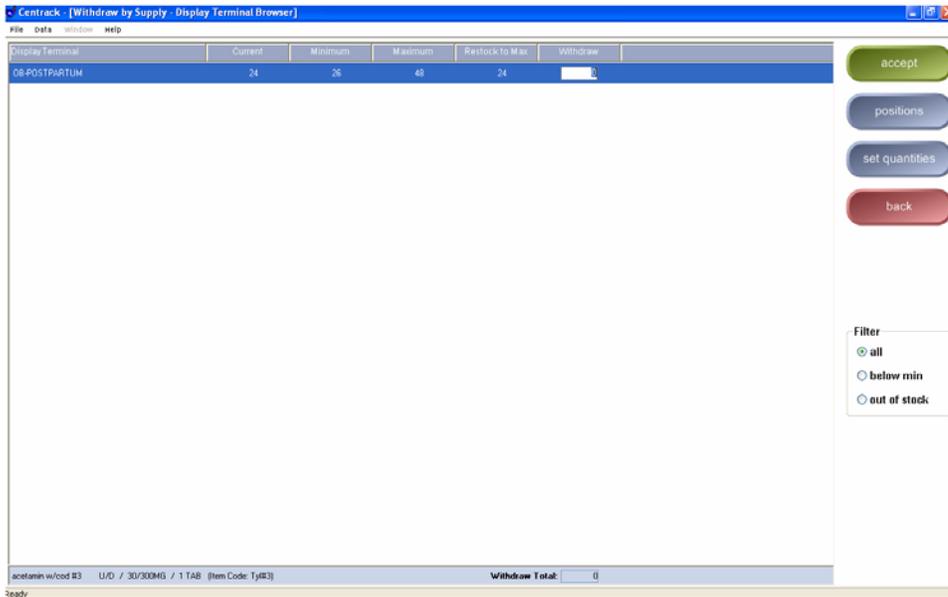
**Field Definitions: Withdraw by Supply–Supply Browser**

Field	Definition								
	Displays the Destinations Browser, listing all locations available for paper tracking								
	Starts the withdrawal completion process. If you have not selected any supplies for withdrawal, this button is not available. For more information, see <a href="#">Complete the Withdrawal Process on page 47</a> .								
	Displays the Withdraw by Destination window to let you withdraw multiple supplies for a specific DT or paper tracking location								
	Displays the Centrack Home window								
Supply Filter	Limits the items that appear in the Supply list								
	<table border="1"> <thead> <tr> <th>Filter</th> <th>Supplies displayed</th> </tr> </thead> <tbody> <tr> <td>all</td> <td>All vault supplies</td> </tr> <tr> <td>below min</td> <td>Only those supplies for which at least one DT is low on stock. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.</td> </tr> <tr> <td>out of stock</td> <td>Only those supplies for which at least one DT has all positions out of stock</td> </tr> </tbody> </table>	Filter	Supplies displayed	all	All vault supplies	below min	Only those supplies for which at least one DT is low on stock. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.	out of stock	Only those supplies for which at least one DT has all positions out of stock
	Filter	Supplies displayed							
	all	All vault supplies							
below min	Only those supplies for which at least one DT is low on stock. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.								
out of stock	Only those supplies for which at least one DT has all positions out of stock								
Withdraw Group Filter	Limits the items that appear in the Supply list to only those supplies assigned to a specific withdraw group.  Withdraw groups are groups of DTs defined by your AWS administrator. Typically, DTs are grouped by the schedule on which they are regularly restocked from the vault. Ask your AWS administrator how to use the withdraw groups defined in your Centrack environment.								

**Withdraw by Supply for a DT**

- In the Withdraw by Supply–Supply Browser, click the supply you want to withdraw, and then click **display terminals**.  
  
OR  
  
Double-click the supply.

The Withdraw by Supply–Display Terminal Browser displays the DT locations associated with the supply.



2. Enter the withdraw quantity for each DT in one of the following ways:

- Click the Withdraw field and then type the quantity.
- Click **set quantities**, and the system automatically enters the quantities required to bring all DTs up to their maximum stock levels.
- If you want to see the positions associated with the DT before you enter the quantity, select the DT, and then click **positions**.

The Position Browser opens.



Type and accept the Withdraw Quantity in the Position Browser. Note that the quantity is allocated to the DT, and not to a specific position.

3. When you are finished entering the quantities you want to withdraw for all the locations, click **accept**.

Each line for which you entered a non-zero quantity is treated as a separate withdraw. When you click **accept**, all the withdraws are added to your withdraw list, and the Supply Browser reappears. You can add more supplies to the withdraw list, or you can complete the withdraw.

4. When you have finished entering all the withdraws you intend to make, follow the steps in Complete the Withdrawal Process on page 47 to view and edit your withdraw list and confirm the withdrawals.

### Field Definitions: Withdraw by Supply–Display Terminal Browser

Field	Definition
Display Terminal	Name of the DT associated with the selected supply
Current	The DT inventory count for the selected supply
Minimum	The count of the selected supply that should be available in the DT at all times
Maximum	The most of the selected supply that should ever be allocated to the DT at one time
Restock to Max	The count required to bring the count to the maximum set for the DT
Withdraw	The quantity of the selected supply that you intend to withdraw for the DT
Item Code	(At the bottom of the window) the item description and code
Withdraw Total	The quantity of the selected supply to be withdrawn for all DT's
	Adds the specified withdraws to the withdraw list and re-displays the Supply Browser
	Displays the Position Browser, which lists the dispense positions associated with the selected supply and location
	Sets each Withdraw Quantity to the number required to bring the DT location up to its maximum stock level. When you use this option, the button name changes to <b>clear quantities</b> so you can reset all quantities to zero and start over.
	Re-displays the Supply Browser without adding to the withdraw list

### Field Definitions: Withdraw by Supply–Display Terminal Browser

Field	Definition	
Filter	Limits the DTs that appear in the Display Terminal list.	
	Filter	DTs displayed
	all	All DTs associated with the selected supply
	below min	<p>Only those DTs for which the stock of the selected supply is low. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.</p> <p>The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.</p>
out of stock	Only those DTs for which the selected supply is out of stock	

#### Withdraw by Supply for a Paper Tracking Location

Your Centrack environment must be configured for paper tracking in order for you to complete this process. Paper tracking locations are defined for the Centrack client in AWS.

1. In the Withdraw by Supply–Supply Browser, click the supply you want to withdraw, and then click ***paper track locations***.

The Withdraw by Supply–Destination Browser lists all paper track locations. With paper tracking, supplies are not

associated with specific locations, so all paper track locations are potential destinations for the selected supply.

Enter the withdraw quantity for each paper track location

2. Enter the Withdraw Quantity for each paper track location. If your standard operating procedure requires you to enter additional fields, enter them now. For more information about each field, see the field definition table that follows this procedure.
3. When you are finished entering the quantities you want to withdraw for all the locations, click **accept**.

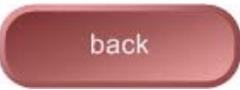
Each line for which you entered a non-zero quantity is treated as a separate withdraw. When you click **accept**, all the withdraws are added to your withdraw list, and the Supply Browser reappears. You can add more supplies to the withdraw list, or you can complete the withdraw.

4. When you have finished entering all the withdraws you intend to make, follow the steps in Complete the Withdrawal Process on page 47 to view and edit your withdraw list and confirm the withdrawals.

### Field Definitions: Withdraw by Supply–Destination Browser

Field	Definition
Paper Track Location	Name of the paper track location
Department	The department associated with the location
Withdraw Quantity	The quantity of the supply that you intend to withdraw for the paper tracking location

### Field Definitions: Withdraw by Supply–Destination Browser

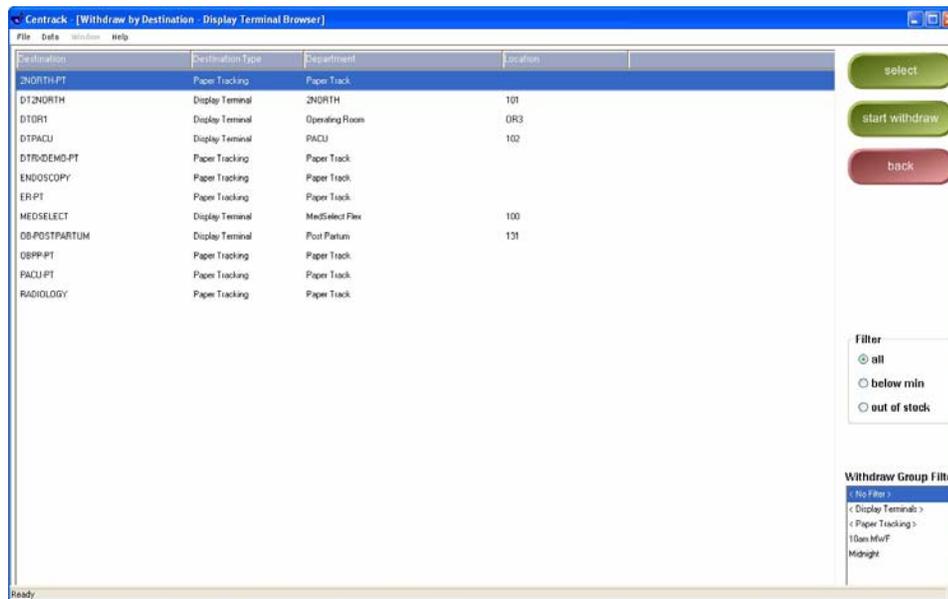
Field	Definition
Control Number	The number that will appear on the Paper Track Receipt. Follow your standard operating procedure to determine the value and type it in this field. If you do not enter a control number, Centrack generates one for you.
Print	The number of Paper Track Receipt copies that will print when you click <b>accept</b> . The default value, set in AWS, displays initially. To change it, first click the field to display the option list and then select the number of copies you need.  If you print two copies, one is marked Pharmacy Copy and the other Nursing Copy.
Return	Indicates whether you expect a return from this withdraw. The default value, set in AWS, displays initially. To change it, first click the field to display the option list and then select Yes or No.  If you select Yes, the paper track withdraw stays in transit until you receive the control sheet back and perform a return. If you select No, Centrack immediately creates a return event to reconcile the paper track withdraw.
In Transit	* indicates that at least one in-transit event already exists for the supply for this destination.
Note	Free-form text entry to record any special conditions associated with the withdraw. Follow your standard operating procedure to determine whether you need to type a note. This note can later be viewed in the Tracking function and appears on Examiner reports.  If you are typing a long note, you can use the <b>attach note</b> button to display a larger window for you to use.
Item Code	(At the bottom of the window) the item description and code
Withdraw Total	The quantity of the selected supply to be withdrawn for all paper track locations
	Adds the specified withdraws to the withdraw list and re-displays the Supply Browser
	Opens the Attach Note to Node window.  If you are entering a long note, this window makes it easier for you to see what you are typing.
	Re-displays the Supply Browser without adding to the withdraw list

## Withdraw by Destination

You can withdraw by destination for either DT locations or paper track locations. To start this process, follow the steps below:

1. On the main menu, click **withdraw**. By default, the Withdraw by Supply–Supply Browser opens.
2. Click **withdraw by destination**.

The Withdraw by Destination–Display Terminal Browser lists all DT and paper track locations supported by the Centrack CT.



3. Select the destination for which you want to withdraw supplies and then click **select**.

OR

Double-click the destination.

If you selected a location whose Destination Type is DT, follow the steps under Withdraw by Destination to a DT on page 41.

If you selected a location whose Destination Type is Paper Tracking, follow the steps under Withdraw by Destination to a Paper Tracking Location on page 43.

### Field Definitions: Withdraw by Destination–Display Terminal Browser

Field	Definition
Destination	Name of the DT or paper tracking location
Destination Type	Identifies the location as either a DT or paper tracking location

*Field Definitions: Withdraw by Destination–Display Terminal Browser*

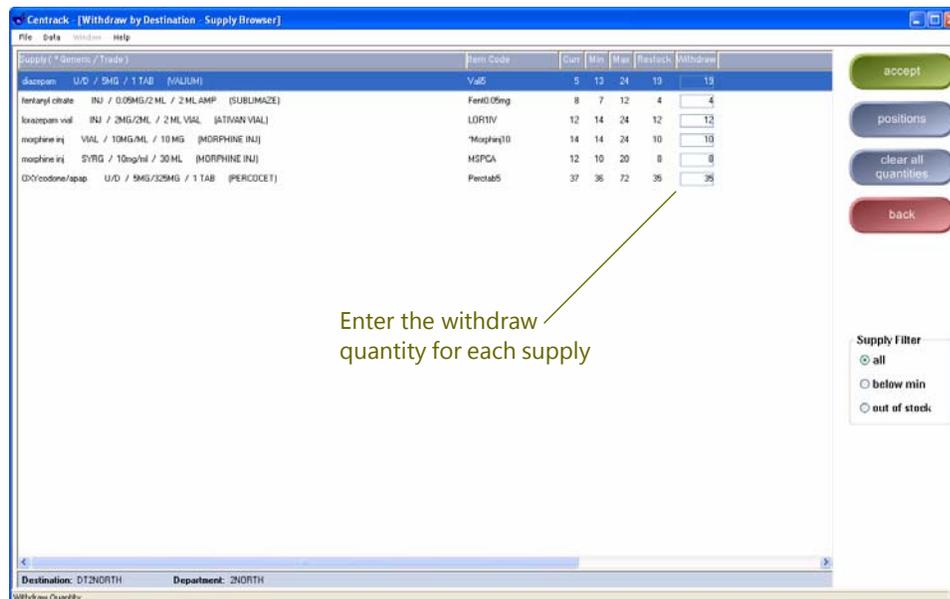
Field	Definition								
Department	The department associated with the location								
Location	For a DT, the location number assigned in AWS; for a PT, this field is blank.								
	Opens the Supply Browser, which lists the supplies associated with the selected destination. If you selected a DT, only the supplies expressly associated with that DT in AWS are displayed. If you selected a paper track location, all Centrack supplies are listed.								
	Starts the withdrawal completion process. If you have not selected any supplies for withdrawal, this button is not available. For more information, see Complete the Withdrawal Process on page 47.								
	Re-displays the Withdraw by Supply–Supply Browser without adding to the withdraw list								
Filter	Limits the DTs and paper track locations that appear in the Destination list								
	<table border="1"> <thead> <tr> <th>Filter</th> <th>Destinations displayed</th> </tr> </thead> <tbody> <tr> <td>all</td> <td>All DT and paper track locations</td> </tr> <tr> <td>below min</td> <td>Only those DTs for which the stock of at least one supply is low. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.</td> </tr> <tr> <td>out of stock</td> <td>Only those DTs for which at least one supply is out of stock</td> </tr> </tbody> </table>	Filter	Destinations displayed	all	All DT and paper track locations	below min	Only those DTs for which the stock of at least one supply is low. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.	out of stock	Only those DTs for which at least one supply is out of stock
	Filter	Destinations displayed							
	all	All DT and paper track locations							
below min	Only those DTs for which the stock of at least one supply is low. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each DT position is set in AWS Supply Assignment.								
out of stock	Only those DTs for which at least one supply is out of stock								

Field Definitions: Withdraw by Destination–Display Terminal Browser

Field	Definition	
Withdraw Group Filter	Limits the items that appear in the Destination list to only those destinations assigned to a specific withdraw group. This browser includes three built-in filters, displayed within angle brackets (< >).	
	<b>Filter</b>	<b>Destinations displayed</b>
	< No Filter >	Both DT and paper track locations
	< Display Terminals >	DTs only
	< Paper Tracking >	Paper tracking locations only
	Below these filters are user-defined DT withdraw groups, defined by your AWS administrator. Typically, DTs are grouped by the schedule on which they are regularly restocked from the vault. Ask your AWS administrator how to use the withdraw groups defined in your Centrack environment.	

Withdraw by Destination to a DT

When you choose a DT destination in the Withdraw by Destination–Display Terminal Browser, Centrack lists all the supplies associated with that DT.



1. Enter the withdraw quantity for each supply in one of the following ways:

- Click the Withdraw field and then type the quantity.

- Click **set all quantities**, and the system automatically enters the quantities required to bring all supplies up to their maximum stock levels.
- If you want to see the positions associated with the supply before you enter the quantity, select the supply, and then click **positions**.

The Position Browser opens.



You can type and accept the Withdraw Quantity in the Position Browser. However, the quantity is allocated to the DT, and not to a specific position.

2. When you are finished entering the quantities you want to withdraw for all the supplies, click **accept**.

Each line for which you entered a non-zero quantity is treated as a separate withdraw. When you click **accept**, all the withdraws are added to your withdraw list, and the Display Terminal Browser reappears. You can add more DTs to the withdraw list, or you can complete the withdraw.

3. When you have finished entering all the withdraws you intend to make, follow the steps in Complete the Withdrawal Process on page 47 to view and edit your withdraw list and confirm the withdrawals.

*Field Definitions: Withdraw by Destination–Supply Browser (for DT)*

Field	Definition
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier
Curr	The DT inventory count for the selected supply
Min	The count of the selected supply that should be available in the DT at all times
Max	The most of the selected supply that should ever be allocated to the DT at one time
Restock to Max	The count required to bring the count to the maximum set for the DT

### Field Definitions: Withdraw by Destination–Supply Browser (for DT)

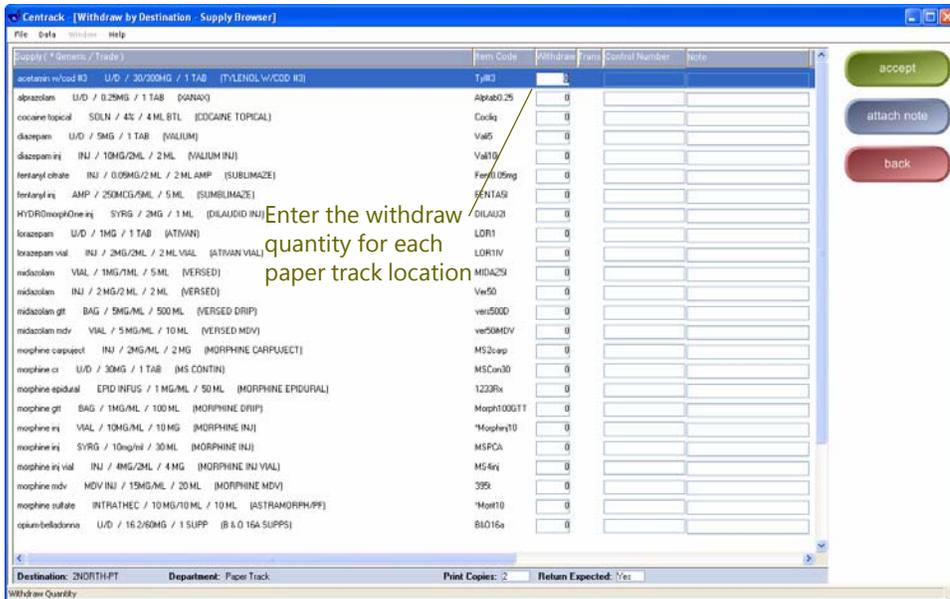
Field	Definition								
Withdraw	The quantity of the selected supply that you intend to withdraw for the DT								
Destination and Department	(At the bottom of the window) The location of the selected DT								
	Adds the specified withdraws to the withdraw list and re-displays the Withdraw by Destination–Display Terminal Browser								
	Displays the Position Browser, which lists the dispense positions associated with the selected supply and location								
	Sets each Withdraw Quantity to the number required to bring the DT location up to its maximum stock level. When you use this option, the button name changes to <b>clear all quantities</b> so you can reset all quantities to zero and start over.								
	Re-displays the Withdraw by Destination–Display Terminal Browser without adding to the withdraw list								
Supply Filter	Limits the items that appear in the Supply list								
	<table border="1"> <thead> <tr> <th>Filter</th> <th>Supplies displayed</th> </tr> </thead> <tbody> <tr> <td>all</td> <td>All Centrack supplies assigned to the selected DT</td> </tr> <tr> <td>below min</td> <td>Only those supplies for which the selected DT is low on stock. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each position is set in AWS Supply Assignment.</td> </tr> <tr> <td>out of stock</td> <td>Only those supplies for which the selected DT has all positions out of stock</td> </tr> </tbody> </table>	Filter	Supplies displayed	all	All Centrack supplies assigned to the selected DT	below min	Only those supplies for which the selected DT is low on stock. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each position is set in AWS Supply Assignment.	out of stock	Only those supplies for which the selected DT has all positions out of stock
	Filter	Supplies displayed							
	all	All Centrack supplies assigned to the selected DT							
	below min	Only those supplies for which the selected DT is low on stock. For a supply assigned to multiple positions at a DT, Centrack compares the sum of the position quantities to the sum of the position minimum quantities to determine whether the DT is below the minimum stock level.  The minimum quantity that should be stocked in each position is set in AWS Supply Assignment.							
out of stock	Only those supplies for which the selected DT has all positions out of stock								

### Withdraw by Destination to a Paper Tracking Location

Your Centrack environment must be configured in AWS for paper tracking in order for you to complete this process.

The Withdraw by Destination–Supply Browser lists all vault supplies. With paper tracking, supplies are not associated with specific

locations, so all supplies are potential supplies for the selected destination.



1. In the Withdraw by Destination–Supply Browser, enter the Withdraw Quantity for each paper track location. If your standard operating procedure requires you to enter additional fields, enter them now. For more information about each field, see the field definition table that follows this procedure.

2. When you are finished entering the quantities you want to withdraw for all the locations, click **accept**.

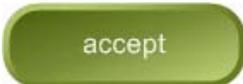
Each line for which you entered a non-zero quantity is treated as a separate withdraw. When you click **accept**, all the withdraws are added to your withdraw list, and the Supply Browser reappears. You can add more supplies to the withdraw list, or you can complete the withdraw.

3. When you have finished entering all the withdraws you intend to make, follow the steps in Complete the Withdrawal Process on page 47 to view and edit your withdraw list and confirm the withdrawals.

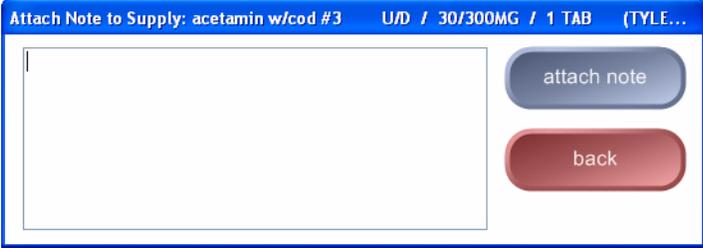
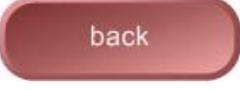
**Field Definitions: Withdraw by Destination–Supply Browser (for Paper Tracking)**

Field	Definition
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.

### Field Definitions: Withdraw by Destination–Supply Browser (for Paper Tracking)

Field	Definition
Item Code	The customer-defined supply identifier
Withdraw	The quantity of the selected supply that you intend to withdraw for the paper tracking location
Trans	* indicates that at least one in-transit event already exists for the supply for the selected destination.
Control Number	The number that will appear on the Paper Track Receipt. Follow your standard operating procedure to determine the value and type it in this field. If you do not enter a control number, Centrack generates one for you.
Note	Free-form text entry to record any special conditions associated with the withdraw. Follow your standard operating procedure to determine whether you need to type a note. This note can later be viewed in the Tracking function and on Examiner reports.  If you are typing a long note, you can use the <b>attach note</b> button to display a larger window for you to use.
Destination and Department	(At the bottom of the window) The selected paper track location
Print Copies	The number of Paper Track Receipt copies that will print when you click <b>accept</b> . The default value, set in AWS, displays initially. To change it, first click the field to display the option list and then select the number of copies you need.  If you print two copies, one is marked Pharmacy Copy and the other Nursing Copy.
Return Expected	Indicates whether you expect a return from this withdraw. The default value, set in AWS, displays initially. To change it, first click the field to display the option list and then select Yes or No.  If you select Yes, the paper track withdraw stays in transit until you receive the control sheet back and perform a return. If you select No, Centrack immediately creates a return event to reconcile the paper track withdraw.
	Adds the specified withdraws to the withdraw list and re-displays the Display Terminal Browser

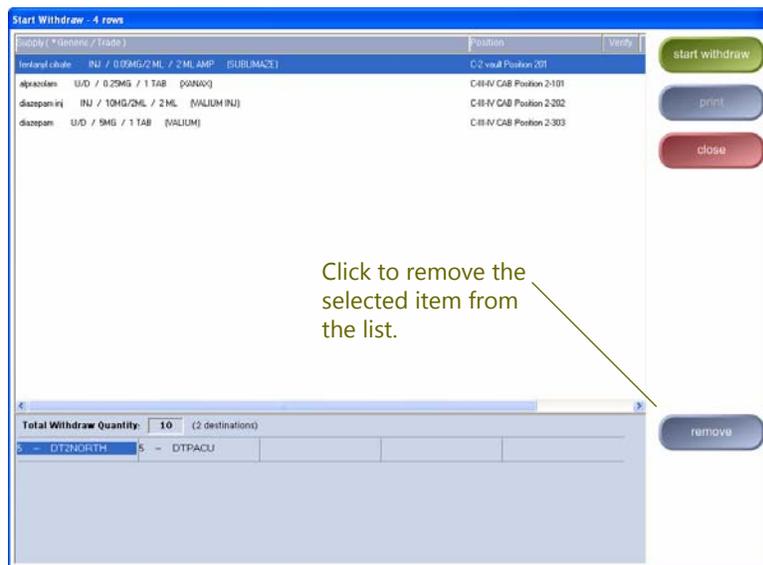
*Field Definitions: Withdraw by Destination–Supply Browser (for Paper Tracking)*

Field	Definition
	<p>Opens the Attach Note to Supply window. If you are entering a long note, this window makes it easier for you to see what you are typing.</p>  <p>Type the note text, and then click <b>attach note</b>.</p> <p>OR</p> <p>To close the Attach Note window without attaching a note, click <b>Back</b>.</p>
	<p>Re-displays the Supply Browser without adding to the withdraw list</p>

## Complete the Withdrawal Process

After you have selected the supplies you want to withdraw, you must complete the withdrawal by performing the physical withdrawal and confirming each item in your withdraw list. To complete the withdrawal, follow the steps below:

1. Click **start withdraw**. It does not matter whether you start from the Withdraw by Supply–Supply Browser or the Withdraw by Destination–Display Terminal Browser. Clicking **start withdraw** in either browser displays the Start Withdraw window.



This list contains all accepted withdraws that have yet to be performed, and may contain a combination of DT and paper track withdraws created by either the supply or destination methods.

2. Review each item in the list. If you find an item that was added to the list by mistake, select the row and then click **remove** to take the item out of the list.

### Note

*Review the list carefully before going on to the next step. Once you start the withdrawal process, you must withdraw the first item in the list. You then have the option of cancelling the remaining withdraws.*

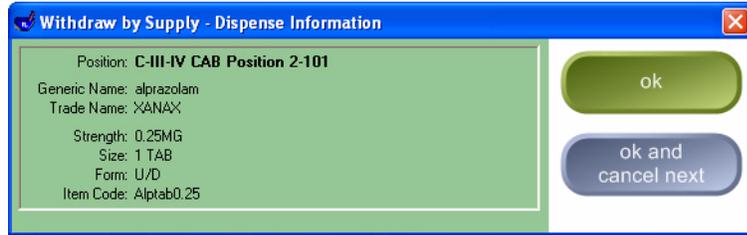
3. Click **start withdraw**.

As you complete one withdraw, Centrack begins to process the next withdraw automatically, until you have performed all the withdraws in your list. If you are using MedSelect cabinets, the appropriate supply position opens for each withdraw.

4. Withdraw the appropriate quantity of the supply from the vault.

Count remaining not required

If the supply does not require a physical count, Centrack displays a Dispense Information window.



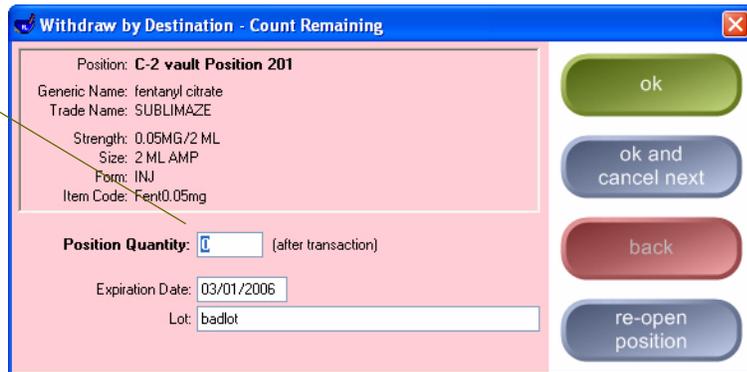
Take one of the following actions:

- To continue processing the withdraw list, close the MedSelect drawer or door. If you are not using MedSelect cabinets, scan a supply item or click **ok**.
- OR
- To prevent processing of subsequent items in the withdraw list, click **ok and cancel next**. Items not withdrawn remain in the withdraw list.

Count remaining required

If the withdraw is for a count-remaining supply, Centrack displays a Count Remaining window.

Type the number that are still in the vault after the withdraw.



Count the number remaining in the vault and type the count in Position Quantity. If necessary, change the expiration date and lot number. Then take one of the following actions:

- To continue processing the withdraw list, close the MedSelect drawer or door. If you are not using MedSelect cabinets, scan a supply item or click **ok**.
- OR

- To prevent processing of subsequent items in the withdraw list, click **ok and cancel next**. Items not withdrawn remain in the withdraw list.

If the number you entered matches the system count, the next withdraw window opens. Proceed to step 5.

If the number you entered conflicts with the system count, Centrack prompts you to re-count the remaining stock. Click **OK** to close the prompt window. Re-count the number remaining in the vault, type the count in Position Quantity, and then scan a supply item, click **ok**, or click **ok and cancel next**.

If the second count conflicts with the system count, Centrack creates a discrepancy. For information about resolving discrepancies, see the Discrepancies function on page 99.

5. Perform step 4 for each withdraw remaining in the list.

Centrack prints control sheets for any paper tracking items withdrawn. Control sheets can be reprinted at any time. For more information about Paper Tracking Control Sheets see Reports starting on page 159.

6. When prompted, click **print** to print the Withdraw Verification Report, which lists all withdraws you have just performed. For more information about this report, see Reports starting on page 159.

---

*Withdraw*

***Notes:***

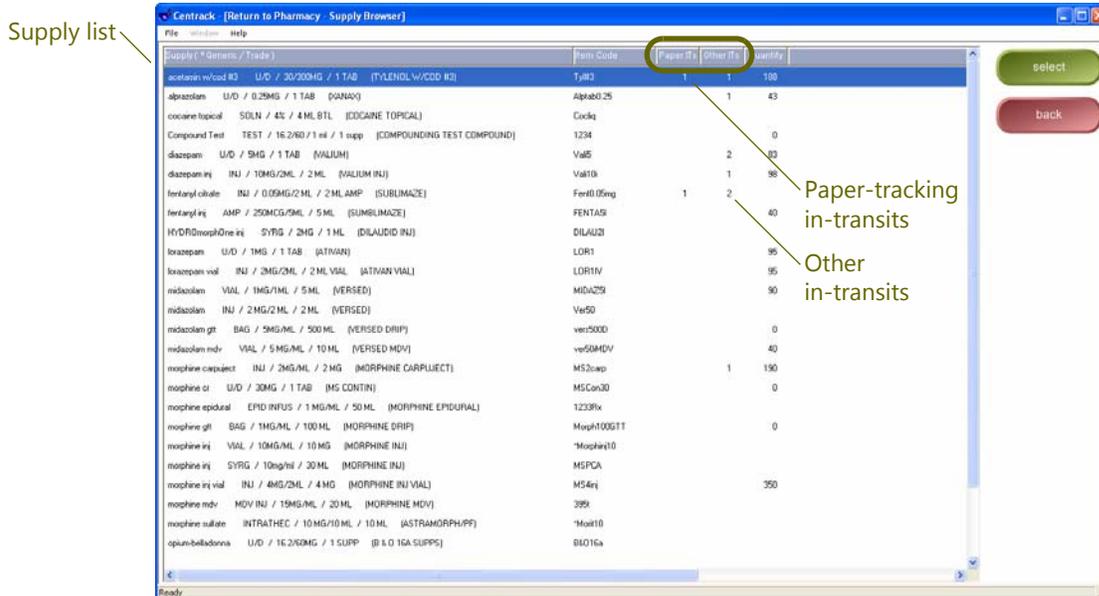
# 5 Return

Use the return function to return in-transit supplies to the vault. These may be supplies in transit from a DT or paper tracking location. They may also be supplies that were withdrawn for vault purposes, for example, within compounding or through the unload function. You can also return items for which there is no corresponding in-transit event. For example, if a DT returns more supplies to the vault than the DT return specified, or a supply is found at a nursing station and you cannot identify its origin, you can use this function to return those supplies to the vault.

To perform the return process, follow the steps below:

1. On the main menu, click **return**.

Centrack displays the Return to Pharmacy–Supply Browser. This browser shows how many paper tracking events and other events are in transit for each supply.



2. Scan the supply you are returning.

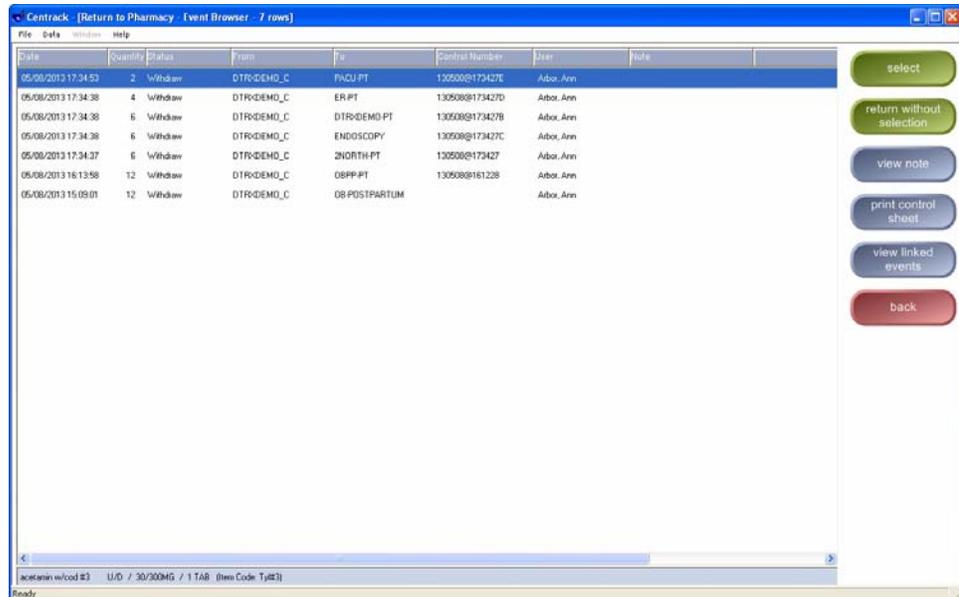
OR

Select the supply and then click **select**.

OR

Double-click the supply.

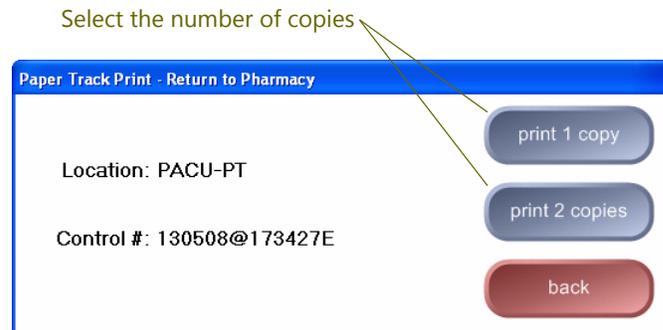
The Return to Pharmacy–Event Browser displays all in-transit events for the supply.



The alternative workpath buttons in this browser provide additional information to help you ensure that you return supplies against the appropriate in-transit event:

- To view an event note in a separate window, select the event and then click **view note**. When you are finished with the note, click **back** in the Attached Note window.
- To view related events, select an in-transit event and then click **view linked events**. A new event browser displays events related to the one you selected. When you are finished viewing the linked events, click **back** to re-display all in-transit events.
- If you are returning supplies for a paper tracking location and need to reprint the control sheet, select the paper tracking event and then click **print control sheet**.

When the Paper Track Print window appears, select the number of copies you want printed.



3. When you are ready to create the return event, take one of the following actions:

- To return an in-transit supply, select the supply from the list and then click **select**.

When you save the return, the To location is also saved and will be displayed when you view the return in the tracking function. This is the location to which the supply is expected to go. For example, this may be the DT you specified when you used the withdraw function for the supply.

OR

- To return a supply for which there is no in-transit event, click **return without selection**.

When you save the return, the To location is not saved. When you view the return in the tracking function, the From (the Centrack terminal) location will be displayed.

4. If the Position Browser appears, select the position to which you are returning the supply.

5. If necessary, change the Return Quantity, Expiration Date, and Lot number of the supply.

Return to Pharmacy - Position

**Position**  
C-III-IV CAB Position 2-304  
Min: 250 Max: 500

**Supply**  
acetamin w/cod #3 U/D / 30/300MG / 1 TAB  
TYLENOL W/COD #3  
Tyl#3

Return Quantity: 12

Expiration Date: 05/09/2014

Lot: tc243385

**Attach Notes:**  
Entered for wrong location.

return

return without quantity

back

Visually verify these values

This button appears for paper-track events only.

6. If required by your standard operating procedure, type a note in Attach Notes. This note will be viewable in the tracking function and in Examiner reports.
7. Click one of the following buttons:
  - **return** saves the return. The original event is no longer in transit unless other related events require it to remain in transit.
  - **return without quantity** saves the return with a quantity of zero, and the original event is no longer in transit. This option is only available if you selected an event for a paper tracking location in the Event Browser.
8. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

---

*Return*

*Notes:*

# 6 Deposit

Use the deposit function to place supplies in the vault when you receive them from suppliers. Remember that Centrack provides additional functions for deposits from other sources. To determine which function to use and where to learn more about it, refer to the table below.

## Additional Deposit Functions

Deposit Source	Chapter (Function Name)
Vault, compounded supplies	Compounding on page 87
Vault, repackaged bulk supplies	
Borrowing facility	Deposit Borrow on page 139
Lending facility	Return Loan on page 149

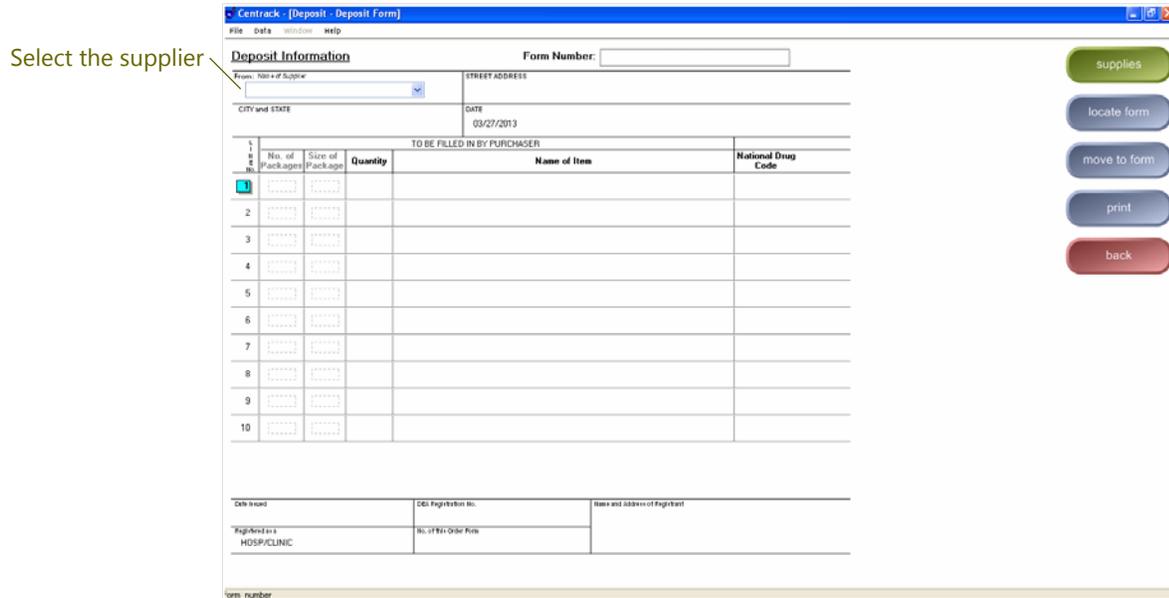
For each deposit, Centrack records the information you need to complete the purchaser portion of DEA Form 222. When you deposit a supply, you can record it on a new form or add it to an existing deposit form. You can also move deposit records from one form to another. Centrack retains deposit forms online for five years, and you can print them any time during that period. This chapter explains how to make a deposit. For more information about manipulating the forms, see Form Windows on page 24.

To deposit supplies you receive from a supplier, follow the steps below:

1. On the main menu, click **deposit**.

Centrack displays the Deposit form. You can enter a form number. If you do not, Centrack generates one automatically. Remember that you can record the deposit on an existing form by using the **locate form** feature.

2. Select the supplier, and Centrack fills in the supplier's address.

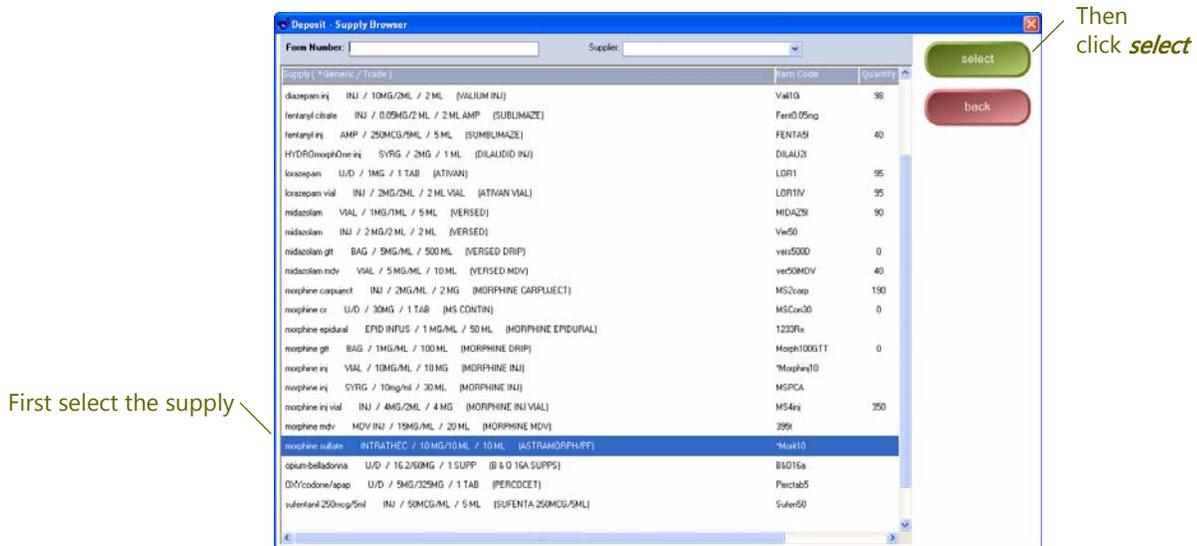


3. If you are not using a scanner, click **supplies** to open the Deposit–Supply Browser.

4. Scan the supply you want to deposit.

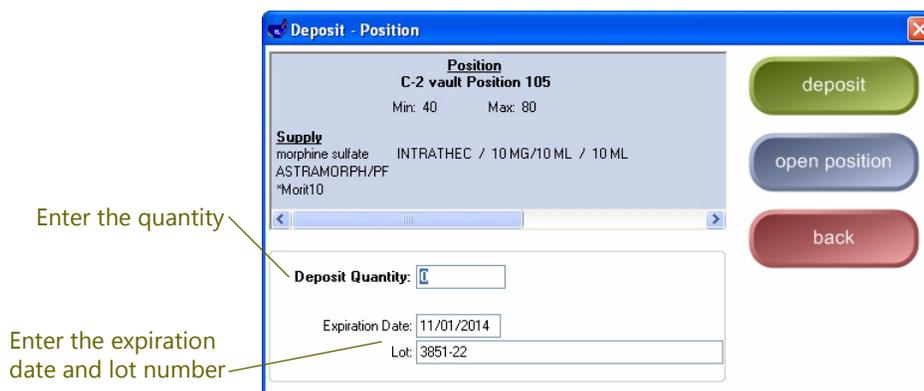
OR

Select the supply from the Deposit–Supply Browser.



5. If the Position Browser appears, select the position to which you are depositing the supply.

- In the Deposit–Position window, enter the quantity you are depositing along with the expiration date and lot number. If necessary, click **open position** to view the contents already in the vault.



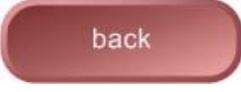
- Click **deposit**.
- Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

The Deposit–Supply Browser remains open so you can record additional deposits. Unless you specify a new form, Centrack records each additional deposit on the same form. For instructions on how to change forms, see Form Windows on page 24.

### Field Definitions: Deposit–Supply Browser

Field	Definition
Form Number	Displays the current form number. To record a supply on a different form, enter the form number.
Supplier	Displays the current supplier. To change the supplier on the current form, select the new supplier.
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier
Quantity	The count available in the vault.  If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.

*Field Definitions: Deposit-Supply Browser*

Field	Definition
 A green rounded rectangular button with the word "select" in white text.	Displays the Deposit-Position window in which you will enter the quantity and expiration date and lot number for this deposit.
 A red rounded rectangular button with the word "back" in white text.	Closes the Deposit-Supply Browser. The Deposit form remains open.

# 7 Audit Count Remaining

A count-remaining supply is one for which you must provide the vault inventory count when you finish accessing the supply. Depending on how your system is set up, you may be prompted to perform the count each time you access the supply, or your counts may be deferred so you can initiate them at a time that is more convenient.

Any supply for which the Centrack Count Remaining flag is selected in AWS is a count-remaining supply. Another AWS flag determines when you must enter the counts. If the Audit After Access flag is selected in AWS, Centrack does not prompt you for the count during each access. Instead, you must use the audit count remaining function to provide all the counts at any time before logging out of Centrack.

If you try to log out before providing the required counts, Centrack reminds that you must perform the audit before logging out:



**Note** *The Audit After Access flag defers counts from all functions except withdraw. Counts remaining after withdrawals are performed during the withdraw function.*

To perform the count-remaining audit, follow the steps below:

1. On the main menu, click **audit count remaining**.

**Note** *If this button is not available, the Audit After Access flag in AWS is not selected, and you do not need to perform this process.*

Centrack displays the Audit Count Remaining browser and the Inventory window for the first supply in the browser Supply list. If you are using MedSelect cabinets in the vault, the corresponding position opens.

2. Count the supply. If you unintentionally closed the position, click **re-open position** so you can perform the count.

Enter the quantity from your physical count



3. Enter the vault inventory count in the Position Inventory.
4. If necessary, change the Expiration Date and Lot number.
5. Click **audit**.
  - If the number you entered matches the system count, the audit of that supply is successful; proceed to step 6.
  - If the number you entered conflicts with the system count, Centrack prompts you to re-count the vault stock. Click **OK** to close the prompt window. Re-count the number in the vault, type the count in Position Inventory, and then click **audit**.  
  
If the second count conflicts with the system count, Centrack creates a discrepancy. For information about resolving discrepancies, see the Discrepancies function on page 99.
6. The Inventory window displays the next count-remaining supply that needs to be inventoried. Follow steps 2–5 for each remaining supply.

# 8 Waste

Use the waste function to waste supplies from in-transit events or from the vault inventory. If the supply you are wasting requires a witness, you will need a user with the AWS Centrack Witness right to witness the waste event.

Centrack also lets you waste supplies from within the compounding, expire, and recall functions as you perform them. To waste materials within those functions, see the chapter that corresponds to the function:

- Compounding on page 87
- Expire on page 131
- Recall on page 135

To waste a supply from an in-transit event or from the vault inventory, follow the steps below:

1. On the main menu, click **waste**.

## Centrack displays the Waste In-transits–Event Browser.

In-transit event list

Date	Supply (*Generic / Trade)	Quantity	Status	From	User	Note
05/09/2013 12:30:27	morphine epidural EPID INFLJ / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 17:34:53	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	2	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 17:34:30	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 17:34:39	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 17:34:38	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	4	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 17:34:37	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 16:13:50	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	6	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 16:12:52	Oxycodone/pap U/D / 5MG/325MG / 1 TAB (PERCODET)	6	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 15:53:26	diclofenac U/D / 5MG / 1 TAB (VALIUM)	2	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 15:53:21	diclofenac U/D / 5MG / 1 TAB (VALIUM)	5	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 15:53:21	diclofenac inj INJ / 10MG/2ML / 2 ML (NALIUM INJ)	2	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 15:53:19	abraxam U/D / 0.25MG / 1 TAB (GANAV)	2	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 15:52:37	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	5	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/08/2013 15:49:32	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	5	Withdraw	DTRFDEMO_C	Abbot, Ann	
05/05/2013 10:11:54	morphine capsubject INJ / 2MG/ML / 2 MG (MORPHINE CAPSULECT)	1	Expired	MEDSELECT	Admin, Admin	

2. Select the supply you are wasting in one of the following ways:

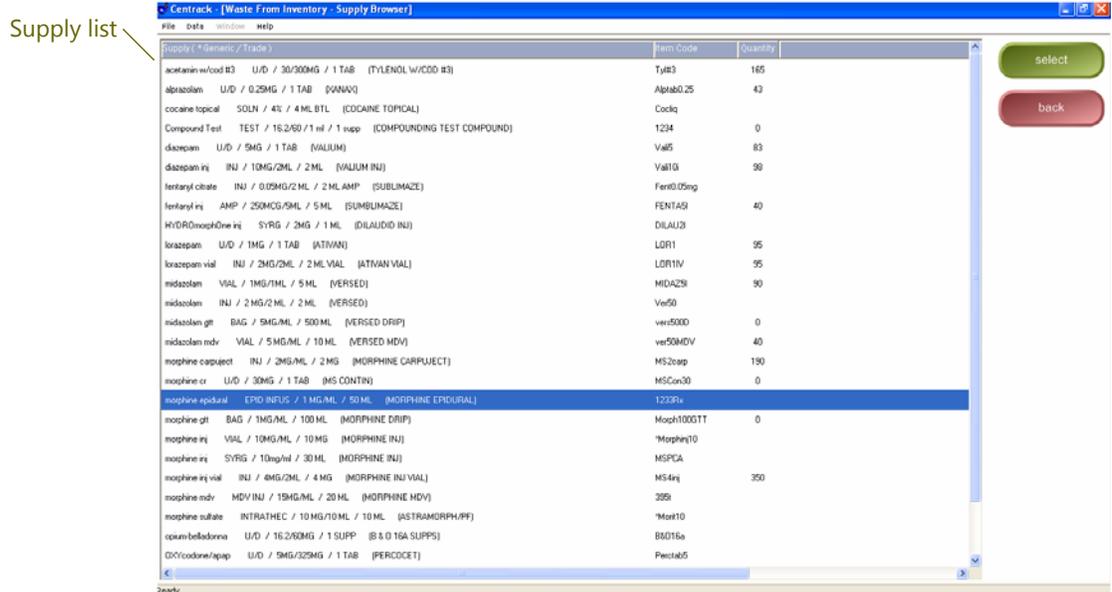
**To waste a supply from an in-transit event**, select the supply and then click *select*.

OR

**To waste a supply from the vault inventory**, follow these steps:

a. Click *waste from inventory*.

- b. When the Supply Browser appears, scan the supply bar-code or click the supply in the browser and then click-**select**.



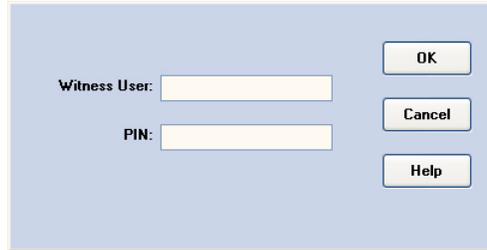
- c. If the Position Browser appears, select the position containing the supply being wasted.

3. Enter the Waste Quantity.
4. If required by your standard operating procedure, select a Reason for Waste. The reason list contains those reasons defined in AWS with a type of Centrack.
5. Click the top, green button. Depending on how the supply is defined in AWS, this button reads either **waste** or **Witness**.



Button text depends on whether a witness is required for the selected supply.

6. If the supply requires a witness, Centrack prompts for the witness credentials. A user with the AWS Centrack Witness right must enter his or her user name and PIN and then click OK.



The image shows a dialog box with a light blue background. On the left side, there are two text input fields. The first is labeled "Witness User:" and the second is labeled "PIN:". To the right of these fields are three buttons stacked vertically: "OK", "Cancel", and "Help".

**Note** *You cannot witness your own waste event.*

7. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

# 9 Audit

The audit function lets you count the entire Centrack inventory in an efficient manner. Use this function to perform a scheduled audit, such as a monthly audit of all supplies, or to validate the count of just one supply position. Centrack lets you cycle through all supplies automatically or select just the ones you need to count. Depending on how your system is set up, you may need a user with the AWS Centrack Witness right to witness the audit.

To perform a Centrack audit, follow one of the procedures below:

- Auditing a Single Non-quarantine Position
- Auditing All Non-quarantine Positions
- Auditing a Single Quarantine Supply
- Auditing All Quarantine Supplies

## *Auditing a Single Non-quarantine Position*

Follow the steps below to audit only the non-quarantine supply position that you specify:

1. On the main menu, click **audit**.

If an audit witness is required, Centrack prompts for the witness credentials. A user with the AWS Centrack Witness

right must enter his or her user name and PIN and then click OK.

Witness User:

PIN:

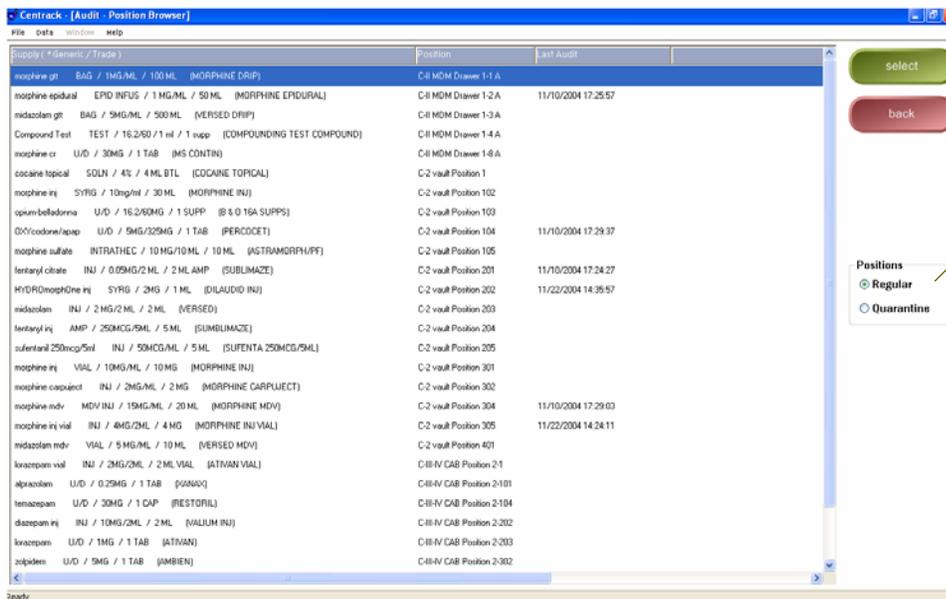
OK

Cancel

Help

**Note** You cannot witness your own audit.

Centrack displays the supply inventory in the Audit–Position Browser. The Regular filter is selected by default, so the window shows only supplies in the regular vault inventory, and not those in quarantine.



2. Select the position and then click **select**.

OR

Double-click the position.

Centrack displays the Audit-Inventory window. If you are using MedSelect cabinets in the vault, the corresponding position opens.



3. Count the supply. If you unintentionally closed the position, click **re-open position** so you can perform the count.
4. Enter the Position Quantity.
5. If necessary, change the Expiration Date and Lot number.
6. Click **audit**.
  - If the number you entered matches the system count, the audit of that supply is complete and the audit window closes.
  - If the number you entered conflicts with the system count, Centrack prompts you to re-count the vault stock. Click **OK** to close the prompt window. Re-count the number in the vault, type the new count, and then click **audit**.

If the second count conflicts with the system count, Centrack creates a discrepancy and replaces the system count with the count you entered. For information about resolving discrepancies, see the Discrepancies function on page 99.

## Auditing All Non-quarantine Positions

When you use the Audit All feature, Centrack cycles through all supply positions in regular inventory: when you finish auditing one position, the system automatically displays an audit window for the next. To audit all regular inventory supplies in the vault, follow the steps below:

1. On the main menu, click **audit**.

If an audit witness is required, Centrack prompts for the witness credentials. A user with the AWS Centrack Witness right must enter his or her user name and PIN and then click OK.

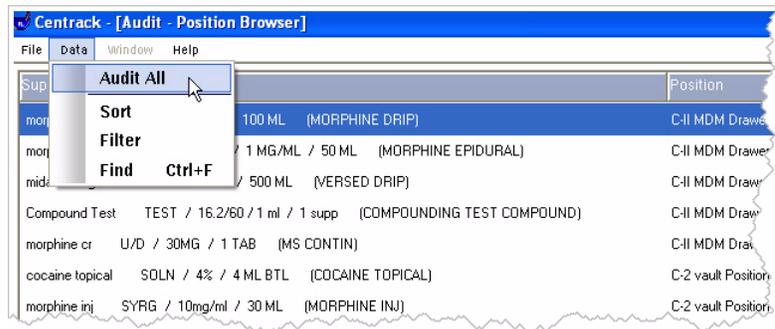
**Note** You cannot witness your own audit.

Centrack displays the supply inventory in the Audit-Position Browser. The Regular filter is selected by default, so the window shows only supplies in the regular vault inventory, and not those in quarantine.

Supply (Generic/Trade)	Position	Last Audit
morphine qt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	C# MDM Drawer 1-1-A	
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	C# MDM Drawer 1-2-A	11/10/2004 17:25:57
midazolam qt BAG / 5MG/ML / 500 ML (VERSED DRIP)	C# MDM Drawer 1-3-A	
Compound Test TEST / 16.250 / 1 ml / 1 usp (COMPOUNDING TEST COMPOUND)	C# MDM Drawer 1-4-A	
morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	C# MDM Drawer 1-6-A	
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	C-2 vault Position 1	
morphine inq SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	C-2 vault Position 102	
opium/belladonna U/D / 16.250MG / 1 SUPP (B & O 15A SUPPS)	C-2 vault Position 103	
Dicyclanole/epap U/D / 5MG/325MG / 1 TAB (PERCOCT)	C-2 vault Position 104	11/10/2004 17:29:37
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PT)	C-2 vault Position 105	
lortetanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	C-2 vault Position 201	11/10/2004 17:24:27
HYDROmorphine inq SYRG / 2MG / 1 ML (DILAUIDO INJ)	C-2 vault Position 202	11/22/2004 14:39:57
midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	C-2 vault Position 203	
lortetanyl inq AMP / 250MG/5ML / 5 ML (SUBLIMAZE)	C-2 vault Position 204	
sufentanil 250mcg/5ml INJ / 50MCG/ML / 5 ML (SUFENTA 250MCG/5ML)	C-2 vault Position 205	
morphine inq VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	C-2 vault Position 301	
morphine equianct INJ / 2MG/ML / 2 MG (MORPHINE CARPLUJECT)	C-2 vault Position 302	
morphine mdrv MDRV INJ / 15MG/ML / 20 ML (MORPHINE MDRV)	C-2 vault Position 304	11/10/2004 17:29:03
morphine inq vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	C-2 vault Position 305	11/22/2004 14:24:11
midazolam mdrv VIAL / 5 MG/ML / 10 ML (VERSED MDRV)	C-2 vault Position 401	
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	C#-IV CAB Position 2-1	
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	C#-IV CAB Position 2-101	
temazepam U/D / 30MG / 1 CAP (RESTORIL)	C#-IV CAB Position 2-104	
diazepam inq INJ / 10MG/2ML / 2 ML (NALIUM INJ)	C#-IV CAB Position 2-202	
lorazepam U/D / 1MG / 1 TAB (ATIVAN)	C#-IV CAB Position 2-203	
zopiclone U/D / 5MG / 1 TAB (AMBLEN)	C#-IV CAB Position 2-302	

- Sort the supply list to reflect the order in which you want to conduct the inventory. This is the order Centrack will use to cycle through your supplies. By default, the list is sorted by cabinet and position.

### 3. From the Data menu, select Audit All.



Centrack displays the Audit–Inventory window for the first item in the list. If you are using MedSelect cabinets in the vault, the corresponding position opens.

When you use the Audit All feature, the Audit–Inventory window provides option buttons that let you interrupt the audit cycle.



These buttons interrupt the audit cycle

4. To stop the audit, click **cancel**. Centrack will remember where you left off and resume the audit the next time you select Audit All unless you change the sort order in the Position Browser. In that case, Centrack starts the audit over beginning at the top of the list.

To display the next item without auditing the current one, click **skip**.

5. Count the supply. If you unintentionally closed the position, click **re-open position** so you can perform the count.
6. Enter the Position Quantity.
7. If necessary, change the Expiration Date and Lot number.
8. Click **audit**.

- If the number you entered matches the system count, the audit of that supply is complete.
- If the number you entered conflicts with the system count, Centrack prompts you to re-count the vault stock. Click **OK** to close the prompt window. Re-count the number in the vault, type the new count, and then click **audit**.

If the second count conflicts with the system count, Centrack creates a discrepancy and replaces the system count with the count you entered. For information about resolving discrepancies, see the Discrepancies function on page 99.

Centrack displays the Audit–Inventory window for the next supply that needs to be audited.

9. Follow steps 4–8 for each remaining supply.

## Auditing a Single Quarantine Supply

When you audit a supply in quarantine, you audit quantities associated with the individual events that placed the supply in quarantine. If multiple events placed the same supply in quarantine, you can audit any or all of those events. Follow the steps below to audit quarantine events for only the supply that you specify:

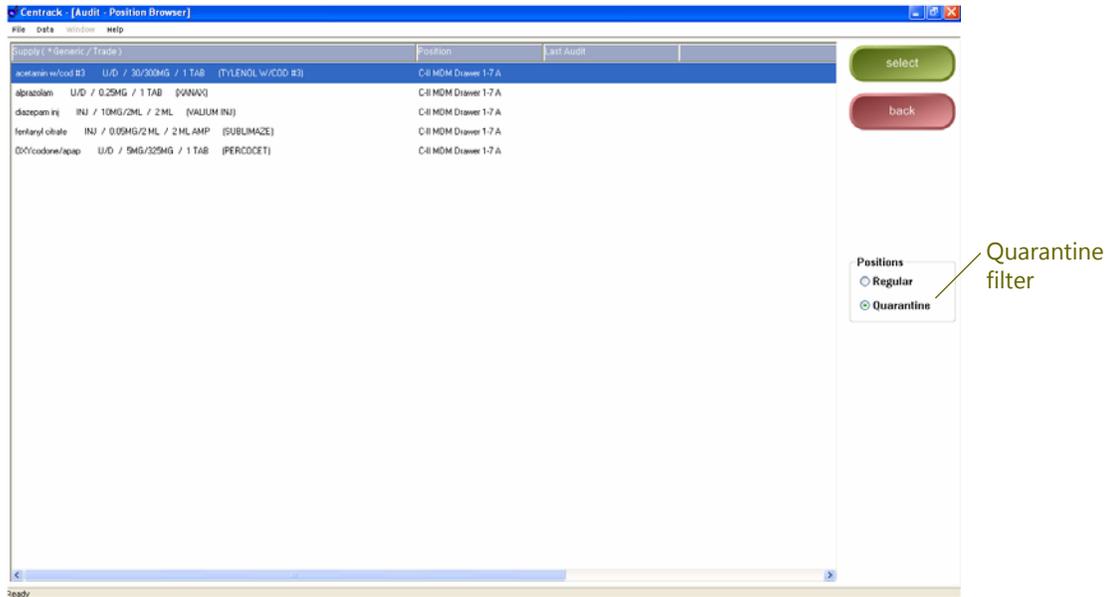
1. On the main menu, click **audit**.

If an audit witness is required, Centrack prompts for the witness credentials. A user with the AWS Centrack Witness right must enter his or her user name and PIN and then click **OK**.

**Note** *You cannot witness your own audit.*

Centrack displays the supply inventory in the Audit–Position Browser.

2. Select the Quarantine filter to display only the supplies in quarantine.

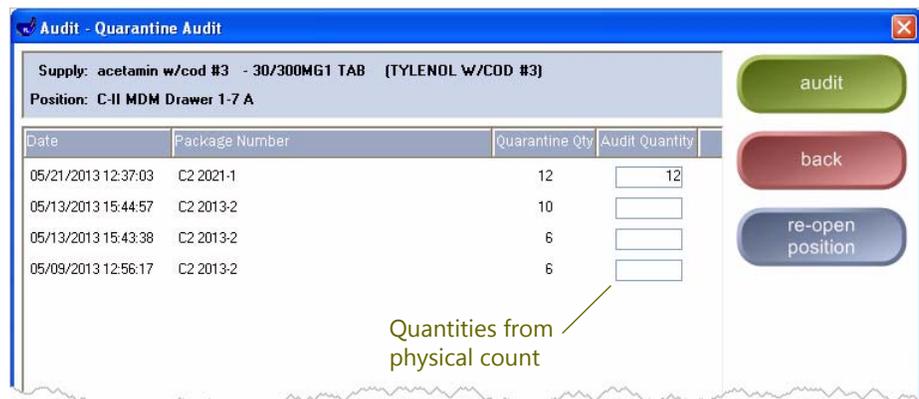


3. Select the supply and then click **select**.

OR

Double-click the supply.

Centrack displays the Audit–Quarantine Audit window. This window lists all current quarantine events for the selected supply.



If you are using MedSelect cabinets in the vault, the corresponding position opens.

4. Count the supply for each event you want to audit and enter it in the corresponding Audit Quantity. If you unintentionally closed the position, click **re-open position** so you can perform the count.

**Note**

*The package number is listed along with the date the package was quarantined. Make sure you enter each count for the correct package so that if a discrepancy occurs it is assigned to the appropriate package.*

5. Click **audit**.

If each number you entered matches the system count, the audit of that supply is complete and the audit window closes.

If any number you entered conflicts with the system count, Centrack notifies you and asks whether to continue.

- To confirm the count you entered, click **Yes**. Centrack creates a discrepancy and replaces the system count with the count you entered. For information about resolving discrepancies, see the Discrepancies function on page 99.
- To change the count you entered, click **No** to close the prompt window. Then re-count the number in the vault, type the new count, and click **audit**.

If your count still conflicts with the system count, Centrack again asks whether to continue. The system keeps presenting the opportunity to re-count until you either match the system count or click **Yes** to create a discrepancy.

## Auditing All Quarantine Supplies

When you audit a supply in quarantine, you audit quantities associated with the individual events that placed the supply in quarantine. If multiple events placed the same supply in quarantine, you can audit any or all of those events.

When you use the Audit All feature, Centrack cycles through all supplies in quarantine: when you finish auditing one supply, the system automatically displays an audit window for the next. Follow the steps below to audit events for all quarantine supplies:

1. On the main menu, click **audit**.

If an audit witness is required, Centrack prompts for the witness credentials. A user with the AWS Centrack Witness

right must enter his or her user name and PIN and then click OK.

**Note** *You cannot witness your own audit.*

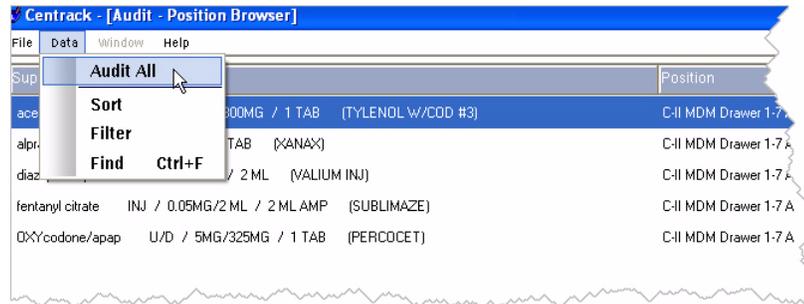
Centrack displays the supply inventory in the Audit–Position Browser.

2. Select the Quarantine filter to display only the supplies in quarantine.

Supply (*Generic / Trade)	Position	Act Audit
acetaminophen U/D / 30/300MG / 1 TAB (TYLENOL w/COO #3)	C# MDM Drawer 1-7 A	
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	C# MDM Drawer 1-7 A	
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	C# MDM Drawer 1-7 A	
lisdexamfetamine INJ / 0.05MG/2 ML / 2 ML AMP (SUBLINAZE)	C# MDM Drawer 1-7 A	
Dicyclanil/epap U/D / 5MG/325MG / 1 TAB (PERCOCET)	C# MDM Drawer 1-7 A	

3. Sort the supply list to reflect the order in which you want to conduct the inventory. This is the order Centrack will use to cycle through your supplies.

- From the Data menu, select Audit All.



Centrack displays the Audit–Quarantine Audit window for the first item in the browser list. This window lists all current quarantine events for the selected supply.

When you use the Audit All feature, the Audit–Quarantine Audit window provides option buttons that let you interrupt the cycle.



- To stop the audit at any time, click **cancel**. Centrack will remember where you left off and resume the audit the next time you select Audit All unless you change the display in the Position Browser. In that case, Centrack starts the audit over beginning at the top of the list.

To display the next item without auditing the current one, click **skip**.

- Count the supply for each event and enter it in the corresponding Audit Quantity. If you unintentionally closed the position, click **re-open position** so you can perform the count.

**Note** *The package number is listed along with the date the package was quarantined. Make sure you enter each count for the correct*

*package so that if a discrepancy occurs it is assigned to the appropriate package.*

7. Click **audit**.

If each number you entered matches the system count, the audit of that supply is complete and the audit window closes.

If any number you entered conflicts with the system count, Centrack notifies you and asks whether to continue.

- To confirm the count you entered, click **Yes**. Centrack creates a discrepancy and replaces the system count with the count you entered. For information about resolving discrepancies, see the Discrepancies function on page 99.
- To change the count you entered, click **No** to close the prompt window. Then re-count the number in the vault, type the new count, and click **audit**.

If your count still conflicts with the system count, Centrack again asks whether to continue. The system keeps presenting the opportunity to re-count until you either match the system count or click **Yes** to create a discrepancy.

Centrack displays the next supply that needs to be audited.

8. Follow steps 5–7 for each remaining supply.

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*Audit*

*Notes:*

# 10 Quarantine

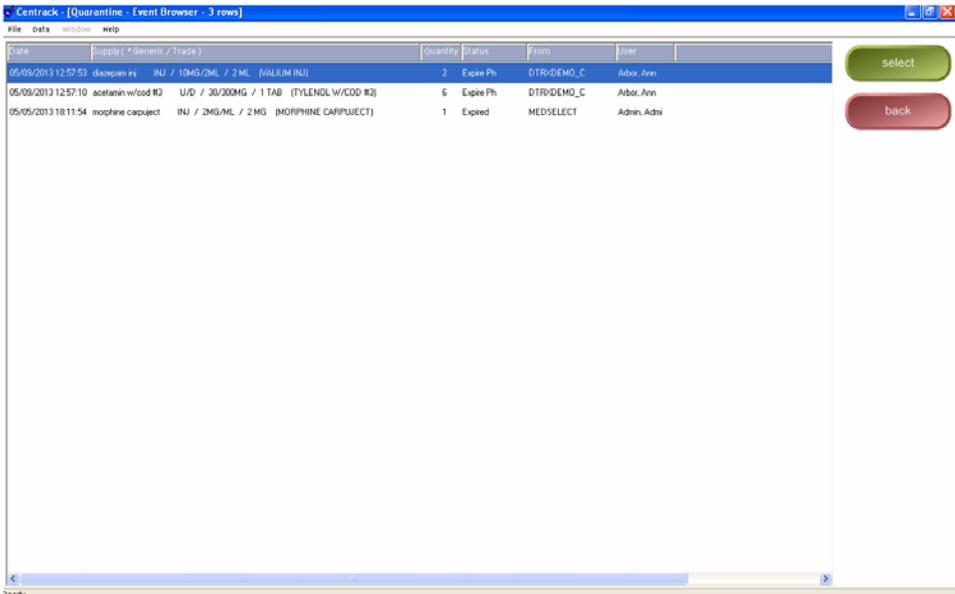
Use the quarantine function when you put supplies that have been expired or recalled into the quarantine area of the vault. This function records the information you will need to complete DEA Form 41 when you later surrender or destroy the supplies. For more information about expiring and recalling drugs that you intend to quarantine, see [Expire](#) on page 131 or [Recall](#) on page 135.

To quarantine a supply, follow these steps:

1. On the main menu, click **quarantine**.

The Quarantine–Event Browser lists all supplies that are eligible for quarantine, that is, supplies expired or recalled from Centrack or supplies expired or unloaded from a DT.

Expired and recalled supplies



The screenshot shows a software window titled "Centrack - [Quarantine - Event Browser - 3 rows]". The window contains a table with the following data:

Date	Supply (Quantity / 1 dose)	Quantity	Status	From	User
05/09/2013 12:57:53	diclofenac inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	2	Expired Ph	DTR/DEMO_C	Arbor, Ann
05/09/2013 12:57:10	acetamin w/cod #2 U/O / 30/200MG / 1 TAB (TYLENOL W/COD #2)	6	Expired Ph	DTR/DEMO_C	Arbor, Ann
05/05/2013 10:11:54	morphine capsubject INJ / 2MG/ML / 2 MG (MORPHINE CAPPUJECT)	1	Expired	MEDSELECT	Admin, Admi

On the right side of the window, there are two buttons: a green "select" button and a red "back" button.

2. Select the supply you want to quarantine, and then click **select**.

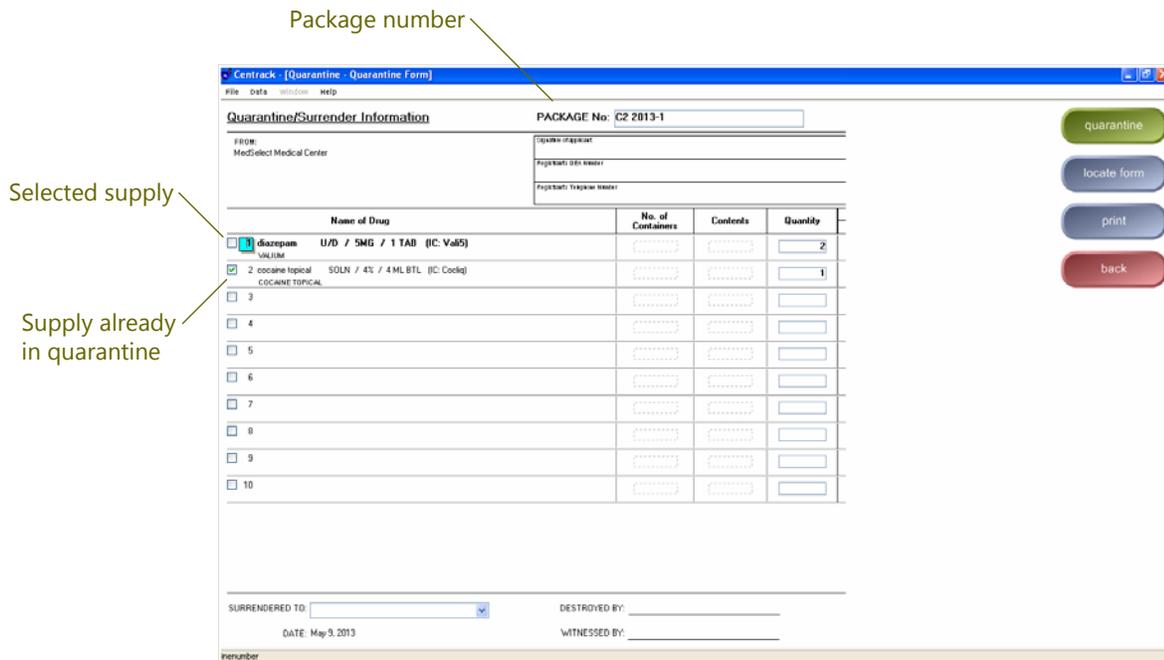
OR

Double-click the supply.

OR

To select multiple supplies, click the first item and then Ctrl-click each additional item. Note that you cannot select both Schedule II and non-Schedule II supplies at the same time.

The Quarantine/Surrender form appears. The form may list items that already have been quarantined. Those items appear with a check mark in the box at the left to indicate their quarantine status. The supply you selected appears at the top of the list.



Centrack separates Schedule II supplies from all other supplies when managing quarantine forms. If you selected a Schedule II supply, Centrack displays a form with only Schedule II supplies listed; if no such form exists, Centrack creates one and automatically generates a package number. Similarly, if you selected a non-Schedule II supply, Centrack displays or creates a form for non-Schedule II supplies.

**Note** *ARxIUM recommends keeping the number of packages to a minimum to avoid confusing the packages.*

Typically, you would create a form, or package, that lists all the supplies you intend to surrender at one time to the same

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external entity. Moving items between forms is somewhat different in the quarantine function than is described in the chapter on Using Common Window Features:

- To move the supply to a new form, highlight the package number and type a new package number.
- To move the supply to an existing form, click **locate form** and select the form you want to list the item. Any item with a cleared check box is moved to the selected form.

**Note**

*You can only move the supply you selected in the quarantine browser. Supplies that are already quarantined (displayed with a check mark) cannot be moved between forms in the quarantine function, but you can move them when you use the surrender function.*

**3. Click *quarantine*.**

Centrack checks the box next to the item to indicate that it has been quarantined, closes the form, and removes the item from the Quarantine–Event Browser. As long as the Quarantine–Event Browser list is not empty, you can re-open the form to add more expired or recalled items. You can also open the form for viewing in the surrender function.

***Notes:***

# 11 Surrender

Use the surrender function when you remove quarantined items from the vault in order to surrender them to an authorized agency. You cannot surrender supplies until you have first quarantined them.

The surrender function uses the package forms created in the quarantine function to prepare packages for surrender. If you have more than one form containing items to be surrendered to the same agency, you can consolidate them onto a single form, and you can remove items mistakenly added to packages in quarantine. You can also view or print packages that have already been surrendered.

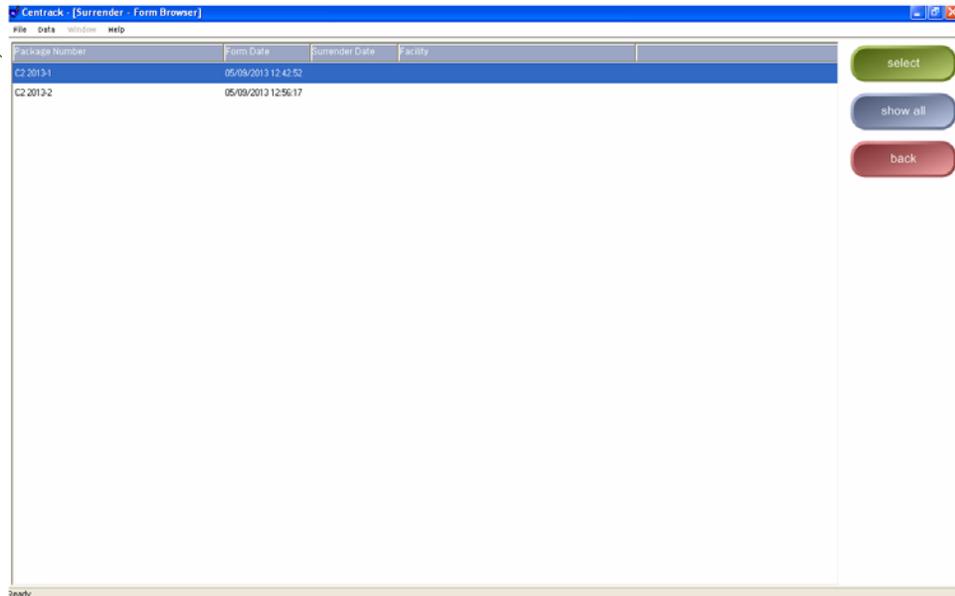
## *Preparing Packages for Surrender*

To surrender quarantined supplies, follow these steps:

1. On the main menu, click **surrender**.

Centrack lists all packages available for surrender, that is, forms created in the quarantine function.

Quarantined packages



2. Select the package you want to surrender, and then click ***select***.

OR

Double-click the package.

Centrack displays the Quarantine/Surrender form for the selected package.

3. Make sure the form has an authorized agency selected.

Agency to which you are surrendering the supplies

4. Visually verify all of the items on the form.

If you see that an item should not be surrendered with this package, you can remove it. Remember that you can move the item to another surrender form by using the **move to form** feature. You can also click **unquarantine** to place the supply in transit, and then use the quarantine function when it is more convenient for you to find the appropriate package for the supply.

**Note** *All supplies listed on the form will be surrendered as soon as you click **surrender**, so be sure your form accurately reflects your surrender package before proceeding.*

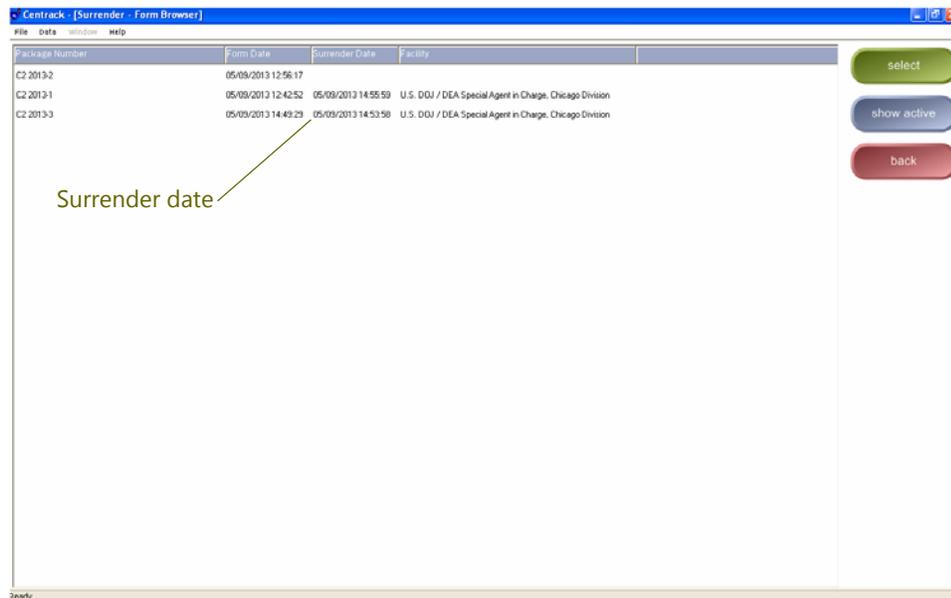
5. Click **surrender**.

Centrack prompts you to print the surrender form and re-displays the form browser.

## Viewing or Printing Surrendered Packages

To view or print a package that has already been surrendered, follow these steps:

1. On the main menu, click **surrender**.  
Centrack displays a list of packages that have not yet been surrendered.
2. Click **show all**, and surrendered packages are added to the list. You can easily identify these packages by the Surrender Date.



3. Select the package to display the Quarantine/Surrender form.
4. To print the form, click **print**.

# 12 Compounding

The compounding function lets you withdraw supplies for the purpose of compounding drugs or repackaging bulk items into unit packages. In either case, you first withdraw the supply or supplies you need. Once withdrawn, these supplies are in transit and will appear in the tracking function. You can withdraw just the amount required for an immediate compounding or repackaging need, or you can withdraw a quantity and leave it in transit to be used over a period of time.

When you finish a compounding or repackaging task, you deposit the resulting compound or unit package as a different supply within the compounding function. The amount deposited is automatically reconciled against the withdraw. When you use only part of what was withdrawn, the compounding function tracks each use against the withdraw until the entire withdraw quantity is reconciled. As long as any amount of the supply remains in transit, you can view the history of its use and see how much is remaining. If the amount remaining is less than the facility reconcile tolerance set in AWS, Centrack automatically reconciles the remainder.

The compounding function also provides for the wasting of material left over as a result of compounding or repackaging. If the leftover material is still usable, you can return it to the vault using the return function.

## *Withdraw for Compounding or Bulk Repackaging*

1. On the main menu, click **compounding**.

The Compounding Browser displays two tables:

- Withdraw Ingredient or Bulk Item, at the top of the data display, displays all supplies in the vault, which can be

withdrawn for compounding or packaging. Buttons for withdrawing supplies are to the right of this table.

- In-transits, at the bottom of the data display, displays supplies that have been withdrawn for compounding or repackaging. Buttons for depositing the final product are to the right of this table.

Supplies available for withdraw

Withdrawn supplies in transit

Buttons for withdraw

Buttons for depositing finished product

2. In Withdraw Ingredient or Bulk Item, select the supply you want to work with.

3. If you are compounding drugs, click **withdraw as ingredient** OR

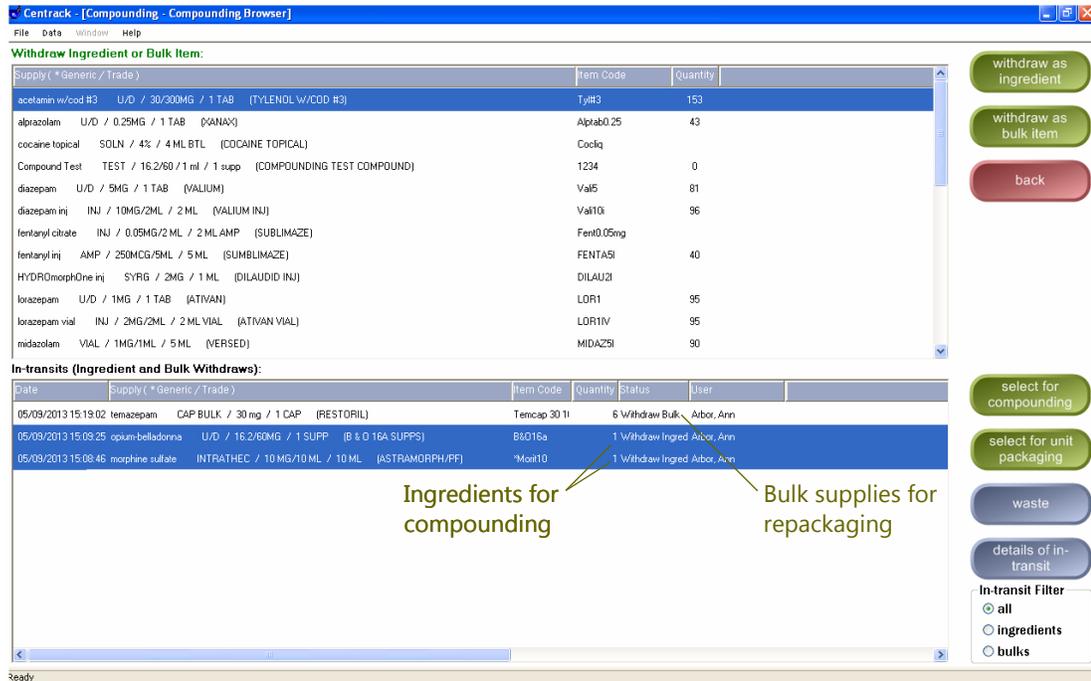
If you are packaging bulk items, click **withdraw as bulk item**.

Centrack prompts for a quantity that corresponds with the button you chose:

4. Enter the Ingredient Quantity or the Bulk Quantity that you are withdrawing, and then click **withdraw**.

You can withdraw a quantity less than one. For example, if you want to withdraw 2 ml of a supply stocked in 10 ml vials, type .2 in the quantity field.

- Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.
- If you require additional ingredients, repeat steps 2–5 until all the ingredients you need are listed under In-transits. The example below shows two ingredients withdrawn for compounding and one for bulk repackaging:



- Perform your compounding or repackaging tasks. When you have finished, follow the steps in Deposit from Compounding or Bulk Repackaging on page 90 to deposit your finished product into the vault.

## Deposit from Compounding or Bulk Repackaging

1. If you are not in the compounding function, click **compounding** on the main menu.

The Compounding Browser appears. Items withdrawn for compounding or bulk repackaging appear under In-transits.

Items withdrawn for compounding or bulk

Filters

By default, In-transits lists all items currently withdrawn in the compounding function. To list only items withdrawn as ingredients for compounding, select the ingredients filter; to list only items withdrawn as bulk items for repackaging, select the bulk filter.

2. In In-transits, select the supplies you compounded or repackaged. To select multiple supplies, click the first item and then Ctrl-click each additional item.
3. If you are depositing a compound, click **select for compounding**.

OR

If you are depositing packaged supplies, click **select for unit packaging**.

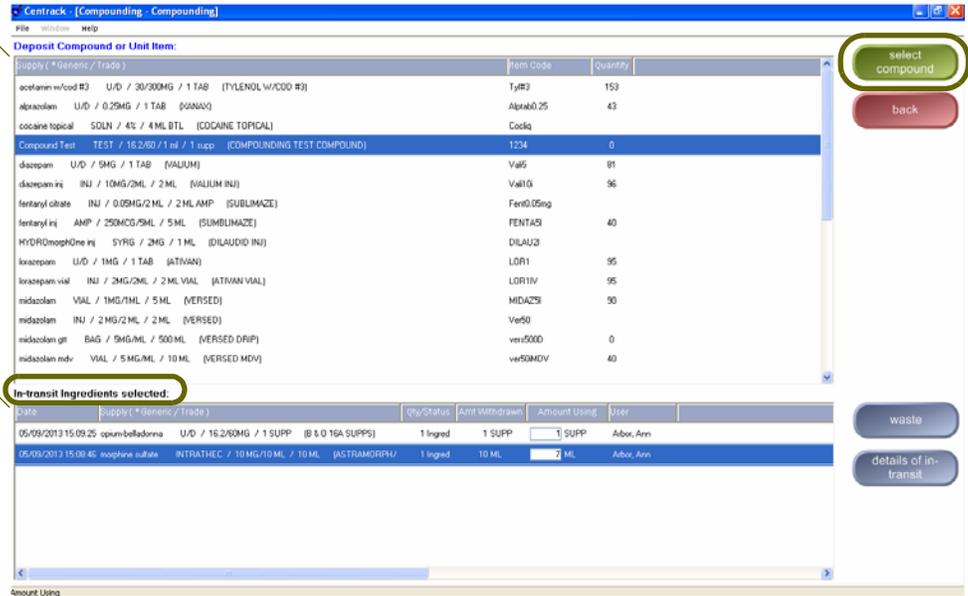
The Compounding window appears. The top of this window lists all supplies available for deposit as finished product. At the bottom, In-transits lists each item you selected, along with a field for you to enter the quantity being used. In the example

below, two TEST compounding ingredients were selected for compounding.

Compounding Example

Supplies for deposit as finished items

Ingredients you selected in the previous window

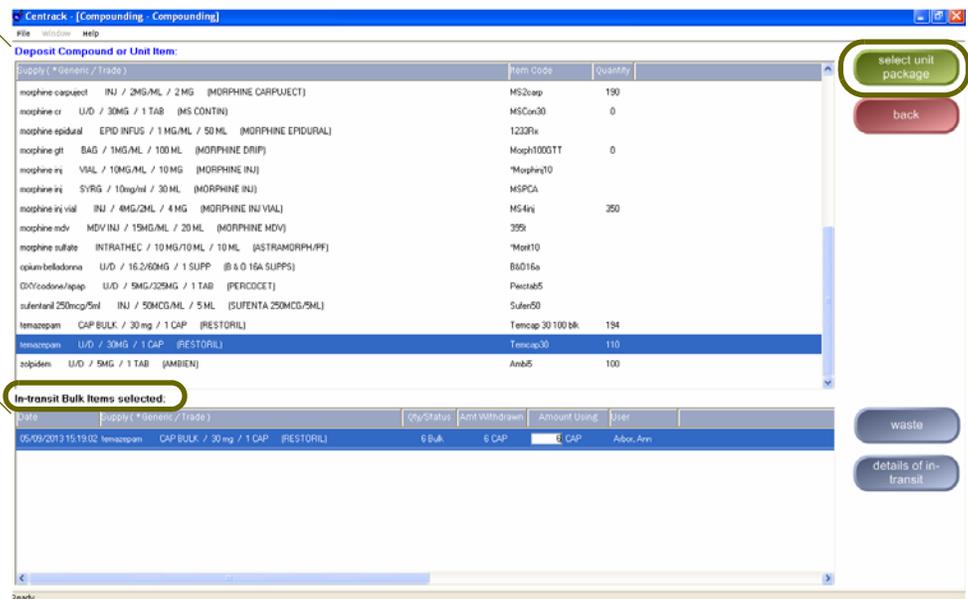


Had you selected a bulk item, the window would have a different selection button and in-transit heading, as shown below:

Bulk Example

Supplies for deposit as repackaged items

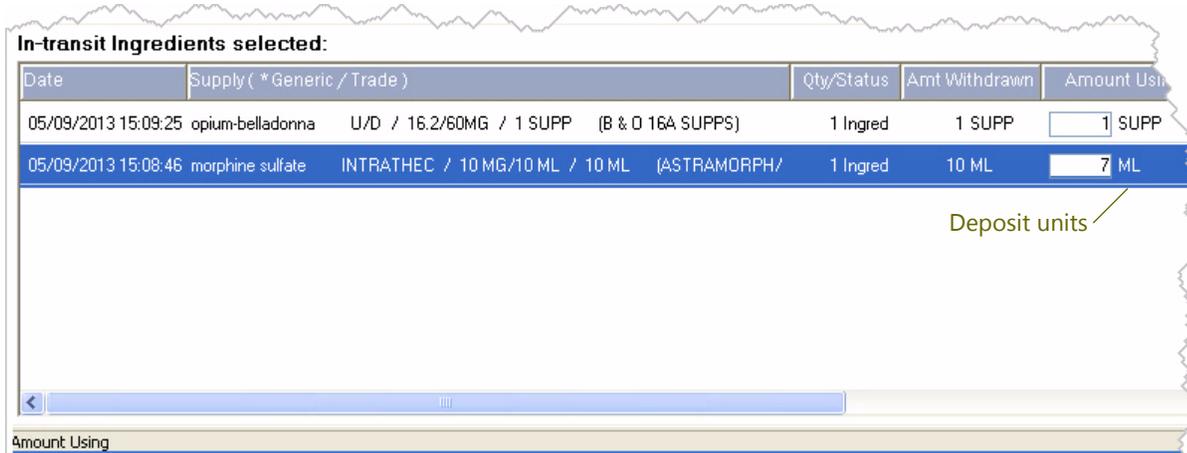
Bulk items you selected in the previous window



4. Enter the Amount Using, in units, for each in-transit supply you are using for this deposit.

**Note**

*The deposit unit is not always the same as a withdraw quantity of one. In the example below, a withdraw quantity of one morphine sulfate supply is 10 ml, but the deposit quantity is measured in single ml. The display indicates the deposit unit for each supply.*



5. From the top list, select the supply you are depositing. This is the supply that represents your compound or unit package.
6. If you are depositing a compound, click **select compound**.  
OR  
If you are depositing repackaged items, click **select unit package**.
7. If the Position Browser appears, select the position to which you are returning the supply.

8. In the Position window, enter the Deposit Quantity.

The image displays two screenshots of a software interface. The first screenshot, titled "Deposit Compound - Position", shows a window with a blue header. The main area is divided into two sections: "Position" and "Supply". The "Position" section displays "C-II MDM Drawer 1-4 A" with "Min: 0" and "Max: 0". The "Supply" section displays "Compound Test TEST / 16.2/60 / 1 ml / 1 supp" and "COMPOUNDING TEST COMPOUND 1234". Below this is a scrollable list. At the bottom, there are input fields for "Deposit Quantity: 1", "Expiration Date: 05/16/2013", and "Lot: In House". To the right of the main area are two buttons: a green "deposit" button and a red "back" button.

The second screenshot, titled "Deposit Unit Package - Position", also has a blue header. The "Position" section displays "C-III-IV CAB Position 2-104" with "Min: 100" and "Max: 250". The "Supply" section displays "temazepam U/D / 30MG / 1 CAP", "RESTORIL", and "Temcap30". Below this is a scrollable list. At the bottom, there are input fields for "Deposit Quantity: 6", "Expiration Date: 03/31/2014", and "Lot: 3248-002". To the right of the main area are two buttons: a green "deposit" button and a red "back" button.

9. If necessary, change the expiration date and lot number.

10. Click **deposit**.

11. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

The deposit quantity is reflected in the supply list unless the finished product is a count-remaining supply.

Centrack - [Compounding - Compounding Browser]

File Data Window Help

**Withdraw Ingredient or Bulk Item:**

Supply (*Generic / Trade)	Item Code	Quantity
acetamin w/cod R3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD R3)	TylR3	152
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alprab0.25	43
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cockiq	
Compound Test TEST / 16.2/50 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1
diazepam U/D / 5MG / 1 TAB (VALIUM)	ValI5	81
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	ValI10	96
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	FenI0.05mg	
fentanyl inj AMP / 250MCG/5ML / 5 ML (SUBLIMAZE)	FENTA5I	40
HYDRMorphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2I	
lorazepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1V	95
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDAZ5I	90

Compound Deposited

**In-transits (Ingredient and Bulk Withdraws):**

Date	Supply (*Generic / Trade)	Item Code	Quantity	Status	User
05/09/2013 15:44:41	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	*Morp10	1	Withdraw Ingrid	Arbor, Ann

Ready

Buttons: withdraw as ingredient, withdraw as bulk item, back, select for compounding, select for unit packaging, waste, details of in-transit, In-transit Filter (all, ingredients, bulks)

Centrack - [Compounding - Compounding Browser]

File Data Window Help

**Withdraw Ingredient or Bulk Item:**

Supply (*Generic / Trade)	Item Code	Quantity
morphine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morphin10	
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA	
morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4inj	350
morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395i	
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	*Morp10	
opium-belladonna U/D / 16.2/60MG / 1 SUPP (B & O 16A SUPPS)	B&O16a	
Dxycodone/apap U/D / 5MG/325MG / 1 TAB (PERCODET)	Perctab5	
sufentanil 250mcg/5ml INJ / 50MCG/ML / 5 ML (SUFENTA 250MCG/5ML)	Sufen50	
temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	Temcap 30 100 blk	194
temazepam U/D / 30MG / 1 CAP (RESTORIL)	Temcap30	115
zolpidem U/D / 5MG / 1 TAB (AMBLEN)	Amb5	100

Unit Package Deposited

**In-transits (Ingredient and Bulk Withdraws):**

Date	Supply (*Generic / Trade)	Item Code	Quantity	Status	User
05/09/2013 15:44:41	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	*Morp10	1	Withdraw Ingrid	Arbor, Ann

Ready

Buttons: withdraw as ingredient, withdraw as bulk item, back, select for compounding, select for unit packaging, waste, details of in-transit, In-transit Filter (all, ingredients, bulks)

## Handling Leftover Supplies

If you have ingredients or bulk material left over after depositing your compounds or unit packages, you can handle them several ways:

- Waste them immediately, within the compounding function. For details, see Wasting Supplies within Compounding on page 97.
- Waste them later using the waste function, as detailed in Waste on page 63.
- Leave them in transit to be used in a later compounding or packaging process.
- Return them using the return function, as detailed in Return on page 51.

### Viewing Compounding Supplies In Transit

The compounding function provides details of compounding supplies in-transit to help you determine whether leftover supplies are of sufficient quantity to be useful in later compounding or packaging processes. You can display these details at any time from either the Compounding Browser or the Compounding window.

To display these details select an item from the in-transit list, and then click **details of in-transit**.

The screenshot shows the Centrack Compounding Browser window. The main table lists various supplies with columns for Supply (\*Generic/Trade), Item Code, and Quantity. Below this is the 'In-transits (Ingredient and Bulk Withdraws):' section, which contains a table with columns for Date, Supply (\*Generic/Trade), Item Code, Quantity, Status, User, and Date. A callout points to the first row in the in-transits table with the text: "Select an in-transit supply, and click **details of in-transit**".

Supply (*Generic/Trade)	Item Code	Quantity
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Ty#3	152
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alprab0.25	43
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cockq	
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1
diazepam U/D / 5MG / 1 TAB (VALIUM)	Val5	81
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Val10i	96
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fen0.05mg	
fentanyl inj AMP / 250MG/5ML / 5 ML (SUBLIMAZE)	FENTA5i	40
HYDRMorphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2i	
lorazepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1V	95
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDA25i	90

Date	Supply (*Generic/Trade)	Item Code	Quantity	Status	User	Date
05/09/2013 15:44:41	morphine sulfate INFRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	*Mor10	1	Withdraw Ingrid	Arbol, Ann	

The Compounding Event Browser displays the supply as shown below. The first line shows the amount withdrawn, and the remaining lines show each use of the supply in compounding or packaging. In this example, 1 unit of 10 ml was withdrawn, and the supply was only used once in the amount of 7 ml, or 0.7 of a unit. At the bottom of the window, you can see that the amount of this supply remaining in transit is 3 ml.

The screenshot shows a software window titled "Centrack - [Compounding - Event Browser - 2 rows]". It features a table with columns for Date, Supply (\* Generic / Trade), Qty/Status, Amount Withdrawn, and User. The table contains two rows of data. Below the table, there are three green annotations with arrows pointing to specific parts of the interface: "Top line reflects the withdraw" points to the first row, "Additional lines show uses against the withdraw" points to the second row, and "Summary shows the amount remaining in transit" points to the "Remaining:" field at the bottom. A "back" button is visible in the top right corner.

Date	Supply (* Generic / Trade)	Qty/Status	Amount Withdrawn	User
04/18/2013 14:03:16	morphine sulfate - 10 MG/10 ML 10 ML (ASTRAMORPH/PF)	1 Ingrid	10 ML	Arbor, Ann
04/18/2013 14:20:14	morphine sulfate - 10 MG/10 ML 10 ML (ASTRAMORPH/PF)	0.7 Ingrid	7 ML	Arbor, Ann

Supply: morphine sulfate - 10 MG/10 ML 10 ML (Form: INTRATHEC) (Item Code: Morit10) Remaining: 0.30 / 3 ML

## Wasting Supplies within Compounding

You can waste supplies from within the compounding function at any time from either the Compounding Browser or the Compounding window. To do so, follow these steps:

1. In the In transits list, select the item being wasted, and then click **waste**.  
Centrack displays the Compounding–Waste Quantity window.
2. Enter the Waste Amount or Waste Quantity. If the supply is defined in AWS as having separable units, such as 10 ml, the field is Waste Amount. If the supply is defined with discrete units, such as 1 tab or 1 cap, the field is Waste Quantity.
3. If required by your standard operating procedure, select a Reason for Waste. The reason list contains those reasons defined in AWS with a type of Centrack.
4. Click the top, green button. Depending on how the supply is defined in AWS, this button reads either **waste** or **Witness**.

Button text depends on whether a witness is required for the selected supply.

5. If the supply requires a witness, Centrack prompts for the witness credentials. A user with the AWS Centrack Witness right must enter his or her user name and PIN and then click OK.

**Note** You cannot witness your own waste event.

***Notes:***

# 13 Discrepancies

The discrepancies function helps you record and resolve discrepancies by letting you view events leading up to the discrepancy. Once you determine what caused the discrepancy, you can document the reason it occurred. Any Centrack user can view discrepancies and enter explanations, but you must have the Centrack Discrepancy Res right in AWS to resolve discrepancies. You cannot resolve your own discrepancies.

Discrepancies occur as a result of the following actions:

- The user responds to a count-remaining prompt with a quantity that does not match the system count

During an audit, or for any kind of withdrawal or deposit event involving a count-remaining drug, Centrack prompts the user to count the stock that remains in the vault. If the user count is different from the count maintained by the system, the event is flagged as discrepant and appears in the discrepancy function.

- The user marks an event as discrepant in the tracking function

When you perform any kind of withdrawal, you enter the quantity you are about to withdraw. If, for any reason, you remove fewer than the quantity you specified, you can mark the event as discrepant in the tracking function and it will appear in the discrepancy function.

The discrepancy function also produces reports, which you can print at will. For more information, see *Discrepancy Reports* on page 162. Additional reports, produced by the Examiner application, can also help you determine how a discrepancy occurred. For more information about using Examiner to generate Centrack reports, see *MedSelect Examiner User's Guide*.

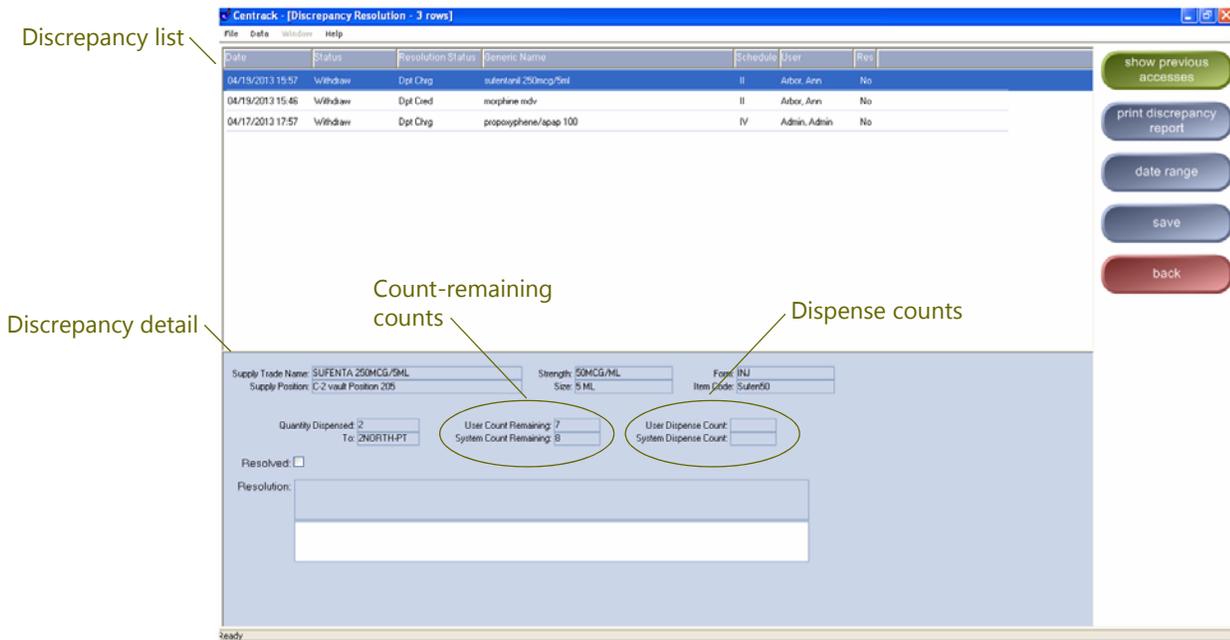
## Viewing and Resolving Discrepancies

The discrepancy function lists all discrepancies that occurred during a time frame that you define. For a given discrepancy, this function also displays previous accesses to the Centrack cabinet, and you can control how many or how few accesses are displayed.

To view or resolve discrepancies, follow these steps:

1. On the main menu, click **discrepancies**.  
Centrack displays the Discrepancy Resolution window. Depending on your date range settings, you may also see a Date Range window.
2. If necessary, set the date range as discussed in Setting the Date Range for Discrepancies on page 102.
3. In the discrepancy list, select the discrepancy that you want to view.

The details of the selected discrepancy appear in the lower half of the Discrepancy Resolution window.



If the User Count Remaining and System Count Remaining differ, the discrepancy was created automatically by the system when a user entered a vault count that did not match the count maintained by the system.

If the User Dispense Count and the System Dispense Count differ, the discrepancy was created manually in the tracking function.

- To view previous access events for the same cabinet, click **show previous accesses**.

The Previous Accesses window displays earlier events involving the same cabinet as the selected discrepancy. To limit the number of accesses that appear in this window, see Setting Previous Access Properties on page 103.

Event Date	User Count	User Dispense	Quantity	Position	Generic Name	
Date Posted	Res	System Count	System Dispense	Status	User	Trade Name
04/19/2013 03:46:21 PM		0	13	14	C-2 vault Position 304	morphine indv
04/19/2013 03:46:21 PM		0	14	Withdraw	Arbor, Arn	MORPHINE MOV
04/17/2013 05:47:55 PM		200		200	C-2 vault Position 305	morphine inj vial
02/12/2003 05:47:55 PM		200		200	Admin, Admin	MORPHINE INJ VIAL
04/17/2013 05:47:49 PM		200		200	C-2 vault Position 302	morphine carpuject
02/12/2003 05:47:49 PM		200		200	Admin, Admin	MORPHINE CARPUJECT
04/17/2013 05:47:41 PM		100		100	C-2 vault Position 303	mependine pca syrg
02/12/2003 05:47:41 PM		100		100	Admin, Admin	DEMEROL PCA SYRG
04/17/2013 05:47:34 PM		200		100	C-2 vault Position 102	morphine inj
02/12/2003 05:47:34 PM		200		200	Admin, Admin	MORPHINE INJ

- When you have finished reviewing the access history, click **back** to close the Previous Accesses window.
- To add additional information about the discrepancy, type a description under Resolution. The system will add your name to this entry when you save your changes.
- To resolve the discrepancy, select Resolved; to leave the discrepancy open, clear Resolved.

Select to resolve, or clear to leave open

Type descriptive text

Supply Trade Name: SUFENTA 250MG/5ML      Strength: 50MCG/ML      Form: INJ  
 Supply Position: C-2 vault Position 205      Size: 5 ML      Item Code: Sufen50

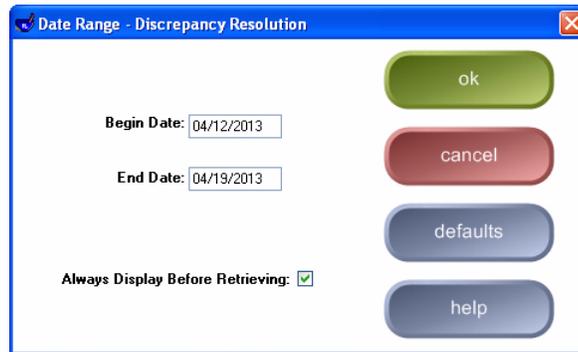
Quantity Dispensed: 2      User Count Remaining: 7      User Dispense Count:   
 To: NORTH-PT      System Count Remaining: 8      System Dispense Count:   
 Resolved:

Resolution:   
 Only 7 meds were available in the vault.

8. Click **save** before selecting the next discrepancy you want to work with.

### Setting the Date Range for Discrepancies

The first time you use the discrepancies function, Centrack displays the Date Range window so you can specify the time frame of the discrepancies you want to see. By default, this window displays all events that occurred during the time period determined by the Centrack Date Retrieval setting for the Centrack department in AWS.



The dates are inclusive. For example, if you specify a begin date of 4/12/2013 and an end date of 4/19/2013, all discrepancies that occurred on those dates would be displayed along with all discrepancies that occurred between those two dates.

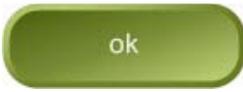
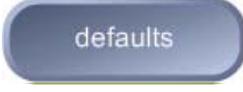
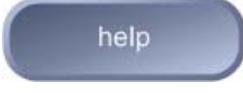
To set the date range, follow these steps:

1. If the Date Range window is not displayed, open it in one of the following ways:
  - On the main menu, click **discrepancies**.
  - In the Discrepancy Resolution window, click **date range**.
  - In the Discrepancy Resolution window, select Set Date Range from the Data menu.
2. Enter the Begin Date and End Date of the discrepancies you want to see.
3. Click **ok**, and the Date Range window closes.

#### Field Definitions: Date Range–Discrepancy Resolution

Field	Definition
Begin Date	Date of the oldest entries you want displayed. The default date is set at the department level in AWS.
End Date	Date of the newest entries you want displayed. The default date is today's date.

### Field Definitions: Date Range–Discrepancy Resolution

Field	Definition
Always Display Before Retrieving	<p>Select to display the Date Range window every time you open the Discrepancy Resolution window.</p> <p>Clear to suppress the display of the Date Range window automatically upon opening the Discrepancy Resolution window. If you clear this option, you can still open the Date Range window manually by clicking the <b>date range</b> button in the Discrepancy Resolution window or selecting Set Date Range from the Data menu.</p>
	Accepts the date range. The Date Range window closes, and the Discrepancy Resolution window displays discrepancies that occurred within the specified date range.
	Closes the Date Range window without altering the date range.
	Displays the default Begin Date and End Date.
	Displays online help for the Date Range window.

### Setting Previous Access Properties

To limit the previous access entries displayed when you click **show previous accesses**, follow these steps:

1. In the Discrepancy Resolution window, select Set Number of Previous Accesses from the Data menu. The Previous Access Properties window opens.



2. In Show Previous Accesses, type the maximum number of accesses you want displayed.
3. In Search no more than, type the maximum number of days you want the search to go back. Note that the larger the number, the longer the retrieval might take.
4. Click **ok**.

---

*Discrepancies*

*Notes:*

# 14 Tracking

When supplies are removed from the Centrack vault, or when they are removed from a DT en route to the pharmacy, they are considered to be in transit. For example, if ten Xanax tablets are withdrawn from the vault for DT-ICU, they are considered in transit until all ten tablets are accounted for by a stock at DT-ICU, a return to Centrack, or a combination of both. When the supply counts are satisfied, these events are automatically reconciled (no longer in transit) by the system.

The tracking function helps you monitor in-transit events so you can determine whether they are typical or need your attention. Centrack provides tools that help you determine why they did not reconcile and, when necessary, you can manually reconcile and unreconcile events. You can also create a discrepancy when there was not enough stock in the vault to remove the amount specified in a withdraw function.

All tracking operations begin with the Medication Tracking–Tracking Browser, which appears when you click **tracking** on either the main menu or the alternate menu. The topics below introduce the browser and help you perform the various tracking functions:

- Using the Tracking Browser
- Reconciling In-transit Events
- Unreconciling Events
- Creating a Discrepancy
- Reprinting Paper Tracking Control Sheets

## Using the Tracking Browser

To display the Tracking Browser, click **tracking** on the main or alternate menu.

Date	Supply (* Generic / Trade)	Quantity	Status	To / From	Control/Form #	User	Note
05/09/2013 15:47:50	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPO	1	Withdraw	2NORTH-PT	130509@154746	Aibor, Ann	
05/09/2013 15:44:41	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PP)	1	Withdraw	Ingredient	DTRXDEMO_C	Aibor, Ann	
05/09/2013 12:57:53	diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	2	Expire Ph	DTRXDEMO_C		Aibor, Ann	
05/09/2013 12:57:10	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Expire Ph	DTRXDEMO_C		Aibor, Ann	
05/09/2013 12:30:27	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1	Withdraw	2NORTH-PT	130509@122933	Aibor, Ann	
05/08/2013 17:34:53	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	2	Withdraw	PACU-PT	130508@173427E	Aibor, Ann	
05/08/2013 17:34:38	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Withdraw	DTRXDEMO-PT	130508@173427B	Aibor, Ann	
05/08/2013 16:13:50	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	6	Withdraw	OBPP-PT	130508@161228B	Aibor, Ann	
05/08/2013 16:12:52	Oxycodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6	Withdraw	OBPP-PT	130508@161228C	Aibor, Ann	

The Tracking Browser initially displays all in-transit events. You can select a different filter to display a different list of events. When you do, the option buttons change to reflect the possibilities available for events of the selected type. For example, if you select a Reconciled filter, only reconciled events are listed, and the **reconcile** button text changes to **unreconcile**. The field definitions table on page 107 provides detailed information about the components of the Tracking Browser.

To refresh the browser, press F5. The display is updated to include events placed in-transit since the previous display of the browser.

The topics that follow explain how to make the browser display just the events you want to view.

- Viewing In-transit Events
- Viewing All Centrack Events
- Viewing Reconciled Events
- Viewing Linked Events
- Changing the Date Range

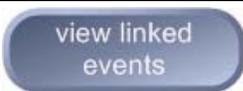
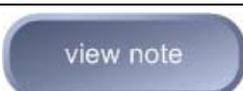
### Field Definitions: Medication Tracking–Tracking Browser

Field	Definition
Date	Date the event occurred. Note that when you select any In-Transit filter, possibly discrepant events are displayed in red. These are items older than the Discrepancy Time Interval set for the Centrack client in AWS.
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name.
Quantity	The count involved in the event
Status	The action performed on the supply
To/From	For events that remove supplies from the vault, the supply destination; for events that place supplies in the vault, the destination of origin.  Note that when you select the All Centrack filter, this column heading is To.
Control/Form #	Any control or form number associated with the event: <ul style="list-style-type: none"> <li>● For deposit events, the deposit form number</li> <li>● For paper track events, the paper tracking control number</li> <li>● For quarantine and surrender events, the surrender package number</li> </ul> For all other events, this field is blank.
User	The user who performed the event
Note	Notes added during a withdraw or return for a paper tracking location or during a return without selection. If the note appears to be cut off, select the event and click <b>view notes</b> to see the complete note text.

### Field Definitions: Medication Tracking–Tracking Browser

Field	Definition	
Events	Filter that limits the events listed in the data area. Select from the following:	
	In-Transit	Displays all in-transit events; the <b>reconcile</b> button is available. You can further limit the display of in-transit events by selecting one of the following options: To/From DT—only events involving DT terminals Paper Track—only paper tracking events Exp/Recall—only Centrack expire or recall events Comp/UP—only compounding and unit packaging External Fac—only events related to loaning or borrowing supplies Load/Unload—only Centrack load and unload events
	All Centrack	Displays all events generated by Centrack during a specified period of time; the <b>reconcile</b> button is not available.
	Reconciled	Displays only reconciled events. The <b>reconcile</b> button changes to <b>unreconcile</b> . You can further limit the display of reconciled events by selecting one of the following options: Automatic—only events reconciled automatically by an offsetting event in the Centrack system. Manual—only events reconciled manually in the tracking function. Note that the date listed for these events is the date of the event, not the date on which the event was reconciled.
	> nn hours	A subset of In-Transit, this option displays only in-transit events that are over nn hours old, where nn is the Discrepancy Time Interval set for the Centrack client in AWS.
Date Range Applied	The beginning and end dates of the time period used for event display. The beginning date is initially determined by the hours specified in the AWS All Centrack Retrieval setting for the Centrack pharmacy department. The end date is today's date. You can change these dates as discussed in Changing the Date Range on page 115. Note that the date range applies only when you select All Centrack or one of the Reconciled filters.	

### Field Definitions: Medication Tracking–Tracking Browser

Field	Definition
 	<p>This button changes depending on the filter you select.</p> <p>Click <b>reconcile</b> to reconcile in-transit events.</p> <p>Click <b>unreconcile</b> to place reconciled events back in transit.</p>
	<p>Opens the Discrepancy Handler window so you can mark an event as discrepant. The event then appears in the discrepancies function.</p>
	<p>Displays the Medication Tracking–Event Browser, showing only the selected event and those related to it.</p>
	<p>Opens the Attached Note–Medication Tracking window so you can view notes that are too long to fit in the Tracking Browser.</p>

## Viewing In-transit Events

1. Click **tracking** on either the main menu or the alternate menu. By default, the Tracking Browser displays the in-transit events. A red date field indicates a possibly discrepant event.

The screenshot shows the Centrack Medication Tracking - Tracking Browser window. The table displays the following data:

Date	Supply (*Generic / Trade)	Quantity	Status	To / From	Control/Form #	User	Note
05/09/2013 15:47:50	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPO	1	Withdraw	2NORTH-PT	130509@154746	Aibor, Ann	
05/09/2013 15:44:41	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	1	Withdraw Ingredient	DTRXDEMO_C		Aibor, Ann	
05/09/2013 12:57:53	diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	2	Expire Ph	DTRXDEMO_C		Aibor, Ann	
05/09/2013 12:57:10	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Expire Ph	DTRXDEMO_C		Aibor, Ann	
05/09/2013 12:30:27	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1	Withdraw	2NORTH-PT	130509@122933	Aibor, Ann	
05/08/2013 17:34:53	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	2	Withdraw	FACU-PT	130508@173427E	Aibor, Ann	
05/08/2013 17:34:38	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Withdraw	DTRXDEMO-PT	130508@173427B	Aibor, Ann	
05/08/2013 16:13:50	terbutyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	6	Withdraw	OBPP-PT	130508@161228B	Aibor, Ann	
05/08/2013 16:12:52	oxycodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6	Withdraw	OBPP-PT	130508@161228C	Aibor, Ann	

Annotations in the image:

- "Possibly discrepant events" points to the two rows with red date fields.
- "All in-transit events are selected by default" points to the "In-Transit" radio button in the Events filter menu.
- "Select to view only possibly discrepant events" points to the "> 24 hours" radio button in the Events filter menu.

2. To further limit the display of in-transit events, select one of the other In-Transit filters.
3. To view an event note in a separate window, select the event and then click **view note**. When you are finished with the note, click **back** in the Attached Note window.
4. Review the event list and determine whether any event requires further action.
  - To reconcile an event, follow the steps in Reconciling In-transit Events on page 117.
  - To mark an event as discrepant, follow the steps in Creating a Discrepancy on page 121.

## Viewing All Centrack Events

You can view all Centrack events, including both in-transit and reconciled events, that occurred within a specified date range. To do so, follow the steps below:

1. Click **tracking** on either the main menu or the alternate menu. By default, the Tracking Browser displays only in-transit events.
2. Select the All Centrack filter.

The **reconcile** button becomes unavailable. By default, the Tracking Browser displays all events that occurred during the time period determined by the All Centrack Retrieval setting for the Centrack department in AWS. The date range being used is displayed below the filters.

Reconcile is not available

The screenshot shows the Centrack Medication Tracking - Tracking Browser interface. The main window displays a table of events with columns for Date, Supply, Quantity, Status, Fo, Control/Form #, User, and Note. The table lists various medication events such as temazepam, morphine sulfate, and acetamin w/cod #3. On the right side, there is a sidebar with several buttons: reconcile, discrepancy, view note, view linked events, and back. Below these buttons is a filter section titled 'Events' with radio button options: In-Transit, To/From DT, Paper Track, Exp/Recall, Comp/UP, External Fac, Load/Unload, All Centrack (which is selected), Reconciled, Automatic, Manual, and > 24 hours. At the bottom of the sidebar, it says 'Date Range Applied: 03/19/2012 01:00 to 05/09/2013'. A green arrow points from the text 'Reconcile is not available' to the 'reconcile' button. Another green arrow points from the text 'All Centrack selected' to the 'All Centrack' radio button. A third green arrow points from the text 'Event date range' to the 'Date Range Applied' text.

3. To use a different date range, follow the steps in Changing the Date Range on page 115.
4. To view an event note in a separate window, select the event and then click **view note**. When you are finished with the note, click **back** in the Attached Note window.
5. Review the event list. If you need to mark an event as discrepant, follow the steps in Creating a Discrepancy on page 121.

## Viewing Reconciled Events

You can view all reconciled events that occurred within a specified date range. To do so, follow the steps below:

1. Click **tracking** on either the main menu or the alternate menu. By default, the Tracking Browser displays only in-transit events.
2. Select one of the Reconciled filters.

The **reconcile** button becomes an **unreconcile** button. By default, the Tracking Browser displays all reconciled events that occurred during the time period determined by the All Centrack Retrieval setting for the Centrack department in AWS. The date range being used is displayed below the filters.

The screenshot shows the Centrack Medication Tracking Tracking Browser interface. The main window displays a table of events with columns: Date, Supply (\* Generic / Trade), Item Code, Quantity, Status, To / From, Control/Form #, User, and Note. The table contains three rows of data. To the right of the table is a vertical toolbar with buttons: unreconcile, discrepancy, view note, view linked events, and back. Below the toolbar is an 'Events' filter section with radio buttons for In-Transit, To/From DT, Paper Track, Exp/Recall, Comp/UP, External Fac, Load/Unload, All Centrack, Reconciled, Automatic, Manual, and > 24 hours. The 'Reconciled' filter is selected. Below the filters, the 'Date Range Applied' is shown as 03/02/2012 19:00 to 04/23/2013. A green arrow points from the text 'unreconcile is available' to the unreconcile button. Another green arrow points from the text 'Any Reconciled filter selected' to the Reconciled filter. A third green arrow points from the text 'Event date range' to the Date Range Applied text.

Date	Supply (* Generic / Trade)	Item Code	Quantity	Status	To / From	Control/Form #	User	Note
04/23/2013 10:16:59	acelamin w/cod #3 - 30/300MG1 TAB (TYLENOL W/COD #3)	Tyl#3	2	Withdraw	OB-POSTPARTUM		Arbot, Ann	
04/19/2013 14:37:04	propoxyphene-apap (u/d) - 100/650MG1 TAB (DARVO CET-N 100 (L Darvn100		100	Unload Ph	DTRXDEMO_C		Arbot, Ann	
04/19/2013 14:36:40	propoxyphene/apap - 100MG/650MG1 TAB (DARVO CET-N 100)	Dartab 100 blk	70	Unload Ph	DTRXDEMO_C		Arbot, Ann	

3. To use a different date range, follow the steps in Changing the Date Range on page 115.
4. To view an event note in a separate window, select the event and then click **view note**. When you are finished with the note, click **back** in the Attached Note window.
5. Review the event list. If you find that events have been reconciled in error, you can place them back in transit by following the steps in Unreconciling Events on page 120.

## Viewing Linked Events

When the Tracking Browser lists similar events, you can get help in differentiating them by viewing linked events. For example, if you see multiple withdraws of the same supply for the same DT, and you also see a return of that supply, you can determine which withdraw the supply was returned against by viewing events linked to the return.

To view linked events, select an event and then click **view linked events**. The result appears in the Medication Tracking–Event Browser.

The example below shows that 6 OXYcodone/apap were returned from DT2North while two recent withdrawals were still in transit—one with a quantity of 6 and the other 35. Viewing events linked to the return shows that it was made against the withdrawal of 35.

The screenshot displays two windows from the Centrack Medication Tracking application. The top window, titled "Centrack - [Medication Tracking - Tracking Browser - 23 rows]", shows a list of medication events. The bottom window, titled "Centrack - [Medication Tracking - Event Browser - 2 rows]", shows the linked events for a selected event in the Tracking Browser. A callout box labeled "view linked events" points from a selected row in the Tracking Browser to the Event Browser window.

Date	Supply ( *Generic / Trade )	Quantity	Status	To / From
01/07/2014 09:39:00	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6	Return Ph	DT2NORTH
01/07/2014 09:33:36	diazepam U/D / 5MG / 1 TAB (VALIUM)	19	Withdraw	DT2NORTH
01/07/2014 09:33:34	lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	12	Withdraw	DT2NORTH
01/07/2014 09:33:31	morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	10	Withdraw	DT2NORTH
01/07/2014 09:32:35	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	4	Withdraw	DT2NORTH
01/07/2014 09:32:09	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	35	Withdraw	DT2NORTH
01/07/2014 09:31:40	morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	8	Withdraw	DT2NORTH
01/06/2014 17:45:14	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	8	Withdraw	OB-POSTPARTUM
01/06/2014 17:45:00	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	4	Withdraw	MEDSELECT
01/06/2014 17:45:00	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	4	Withdraw	DTPACU
01/06/2014 17:45:00	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6	Withdraw	DT2NORTH
01/06/2014 17:43:03	diazepam			

Date	Quantity	Status	From	To	Control Number	User
01/07/2014 09:32:09	35	Withdraw	DTRXDEMO_C	DT2NORTH		user, user
01/07/2014 09:39:00	6	Return Ph	DTRXDEMO_C	DT2NORTH		user, user

Similarly, two acetamin w/cod #3 were wasted from DT OB-POSTPARTUM after two withdrawals had been made within about an hour of each other. Viewing events linked to the waste event shows with certainty the waste was made against the earlier withdrawal.

**Centrack - [Medication Tracking - Tracking Browser - 24 rows]**

Date	Supply ( *Generic / Trade )	Quantity	Status	To / From
01/07/2014 10:50:24	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	2	Waste Ph	OB-POSTPARTUM
01/07/2014 09:39:00	Oxycodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6	Return Ph	DT2NORTH
01/07/2014 09:33:36	diazepam U/D / 5MG / 1 TAB (VALIUM)	19	Withdraw	DT2NORTH
01/07/2014 09:33:34	lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	12	Withdraw	DT2NORTH
01/07/2014 09:33:31	morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	10	Withdraw	DT2NORTH
01/07/2014 09:32:35	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	4	Withdraw	DT2NORTH

**Centrack - [Medication Tracking - Event Browser - 2 rows]**

Date	Quantity	Status	From	To	Control Number	User
01/06/2014 10:30:59	12	Withdraw	DTRXDEMO_C	OB-POSTPARTUM		user, user
01/07/2014 10:50:24	2	Waste Ph	DTRXDEMO_C	OB-POSTPARTUM		user, user

The table below identifies the Centrack events that may appear as linked events.

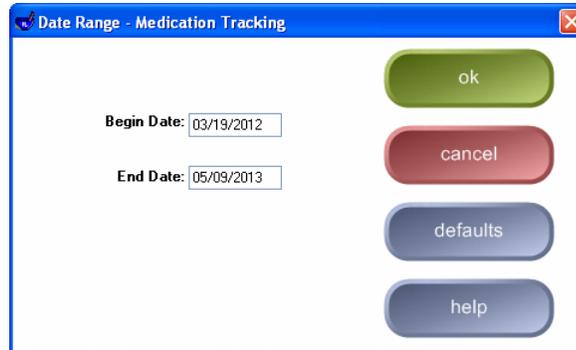
When you select this kind of event...	You may see these related Centrack events
deposit	(none)
deposit borrow	return borrow
deposit compound	withdraw ingredient
deposit unit pkg	withdraw bulk
expire	quarantine return waste
load	(none)
quarantine	expire recall surrender

When you select this kind of event...	You may see these related Centrack events
recall	quarantine return waste
return	expire recall withdraw withdraw bulk withdraw ingredient withdraw loan
return borrow	deposit borrow
return loan	withdraw loan
sell	(none)
surrender	quarantine
unload	(none)
waste	expire recall withdraw withdraw bulk withdraw ingredient withdraw loan
withdraw	return waste withdraw
withdraw bulk	deposit unit pkg return waste withdraw bulk
withdraw ingredient	deposit compound return withdraw ingredient waste
withdraw loan	return return loan waste

### Changing the Date Range

You can limit the events displayed in the Tracking Browser when you are using the All Centrack filter or a Reconciled filter. To specify the date range, follow the steps below:

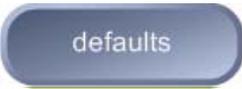
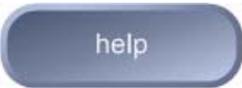
1. Select Set Date Range from the Data menu. Centrack displays the Date Range window.



The dates are inclusive. For example, if you specify a begin date of 4/12/2013 and an end date of 4/19/2013, all events that occurred on those dates would be displayed along with all events that occurred between those two dates.

2. Type the Begin Date and End Date of the events you want to see.
3. Click **ok**, and the Date Range window closes.

### *Field Definitions: Date Range–Medication Tracking*

Field	Definition
Begin Date	Date of the oldest entries you want displayed. The default date is set at the department level in AWS.
End Date	Date of the newest entries you want displayed. The default date is today's date.
	Accepts the date range. The Date Range window closes, and events that occurred within the specified date range are displayed.
	Closes the Date Range window without altering the date range.
	Displays the default Begin Date and End Date.
	Displays online help for the Date Range window.

## Reconciling In-transit Events

You can only initiate the reconcile process while viewing in-transit events in the Medication Tracking—Tracking Browser. Although you must have the Centrack Reconcile right to reconcile an event, any Centrack user can use this function to enter the reason that the event did not reconcile automatically. These reasons can help the authorized user who will eventually have to reconcile the event.

To reconcile an event or to enter a reason for manually reconciling, follow the steps below:

1. If you are not viewing in-transit events, click **tracking** on the main menu.
2. Select the event to be reconciled, and then click **reconcile**.

The Reconcile Browser displays the events most likely related to the event you selected. The contents of this browser depend on not only the status of the event you selected but also your user rights.

If you have the Centrack Reconcile right, the top button is a **reconcile** button, which saves the reconcile reason and reconciles the event; otherwise it is a **save reason** button, which saves the reconcile reason but does not reconcile the event.

The status of the event you selected affects both the data display and the buttons that appear:

- Destination-related event—The initial data display lists all in-transit events for the same destination and supply. The middle button is **show all destinations** button. Click it to show all in-transit events for the supply; the button name changes to **show orig destination**. Click it a second time to re-display the initial list of events
- Loan-related or internal pharmacy event—The initial data display lists similar in-transit events for the supply. The middle button is **show all events** button. Click it to show all in-transit events for the supply; the button name changes to **filter events**. Click it a second time to re-display the initial list of events.
- Other events—The data display lists all events for the supply, and the browser does not have a middle button.

In the example below, the selected event is related to a paper-tracking destination, so the data area lists all in-transit events for the same supply and destination, and the middle button toggles between **show all destinations** and **show orig destination**. Because the user performing the function is

authorized to reconcile Centrack events, the top button is a **reconcile** button.

The top screenshot shows the 'Reconcile Browser' with 1 row filtered. The table contains one event:

Date	Quantity	Status	From	To	Control Number	User	Reason
05/08/2013 17:34:53	2	Withdraw	DTRX'DEMO_C	PACU-PT	130508@173427E	Arbor, Ann	

Buttons on the right: reconcile, show all destinations, back.

Annotation: Destination of original event (pointing to PACU-PT)

The bottom screenshot shows the 'Reconcile Browser' with 3 rows. The table contains three events:

Date	Quantity	Status	From	To	Control Number	User	Reason
05/09/2013 12:57:10	6	Expire Ph	DTRX'DEMO_C			Arbor, Ann	
05/08/2013 17:34:53	2	Withdraw	DTRX'DEMO_C	PACU-PT	130508@173427E	Arbor, Ann	
05/08/2013 17:34:38	6	Withdraw	DTRX'DEMO_C	DTRX'DEMO-PT	130508@173427B	Arbor, Ann	

Buttons on the right: reconcile, show orig destination, back.

Annotation: All destinations for selected supply (pointing to DTRX'DEMO-PT)

Annotation: Type the reason for the manual reconcile (pointing to the text input field)

Text input field: Enter reason for manual reconcile: Paper track items, should not have expected return.

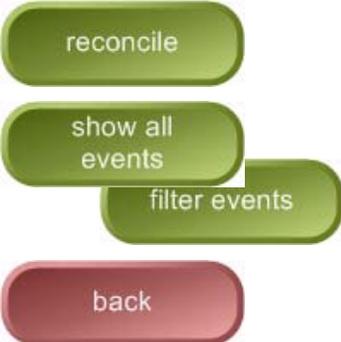
Reason History: (empty list)

For a complete list of the button sets displayed under various conditions, see the Reconcile Browser Buttons table that follows this procedure.

3. Select one or more events that are to be reconciled as a group.
4. Type the reason for manually reconciling these events, and then click **reconcile**, or, if you are not authorized for Centrack reconcile, click **save reason**.
5. When prompted to confirm the number of events being reconciled, click **Yes**.

Reconciled items are no longer in transit; you can view them by selecting the Reconciled Manual filter.

Reconcile Browser Buttons

Status of Selected Even	Button Set	
	with Centrack Reconcile right	without Centrack Reconcile right
DT or paper-tracking related		
withdraw bulk withdraw ingredient expire ph recall ph unload ph load ph withdraw loan return loan		
(all other statuses)		

## Unreconciling Events

You can unreconcile events that should not have been reconciled. However, you cannot unreconcile quarantine or surrender events. If an event was reconciled in a group with other events, the entire group must be unreconciled together.

You can only initiate the unreconcile process while viewing reconciled events in the Medication Tracking—Tracking Browser.

**Note** To unreconcile an event, you must have the *Centrack Reconcile* right in AWS.

To unreconcile an event, follow the steps below:

1. If you are not viewing reconciled events, click **tracking** on the main menu, and then select one of the Reconciled filters.
2. Select the event to be unreconciled, and then click **unreconcile**.

The Unreconcile Browser displays the selected event or event group along with the reconcile reason history.

Supply: morphine epidural EPID INFUS / 1 MG/ML / 50 ML (Item Code: 1233Rx)

Date	Quantity	Status	From	To	Control Number	User
05/09/2013 12:30:27	1	Withdraw	DTRXDEMO_C	2NORTH-PT	130509@122933	Aibor, Ann

Selected reconciled event

Type the reason for unreconciling the event

Enter reason for manual reconcile: Reconciled 05/09/2013 17:08:20 Manually by Admin Admin

Reason History

Dept cancelled order; none withdrawn

View reconcile reason history

3. If required by your standard operating procedure, type a reason for unreconciling the event or event group.

4. Click **unreconcile**.

- When prompted to confirm the number of events being reconciled, click **Yes**.

The items are once again in transit; you can view them by selecting the In-transit filter.

## Creating a Discrepancy

When too few of a supply are in the vault to complete a withdraw, you can create a discrepancy to account for the difference. For example, you might specify a count of 48 in the Centrack withdraw function, but when you open the vault, only 47 are available in inventory. This event is sometime called a too-few discrepancy, and you use the tracking function to record it.

**Note** To create a discrepancy for a given supply, you must have the corresponding Centrack schedule access right in AWS.

To create a too-few discrepancy, follow the steps below:

- If you are not viewing in-transit events or all Centrack events, click **tracking** on the main menu.
- Select the event for which you want to create a discrepancy, and then click **discrepancy**.

The Discrepancy Handler displays event details.



- Review the details to ensure that you selected the correct event, and then click **discrepancy**.

The Discrepancy Count window displays the original event quantity.

4. Enter the Actual Quantity Received. It must be less than the Original Event quantity.

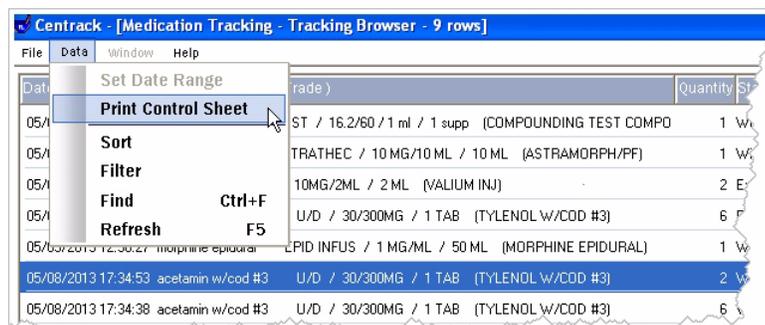
5. Click **create**.

The discrepancy is now available for resolution in the discrepancies function. It will appear with the original event date, not the date you created the discrepancy.

## Reprinting Paper Tracking Control Sheets

You can reprint the control sheet for a paper tracking event while viewing it in the Tracking Browser. To do so, follow the steps below:

1. If you are not viewing in-transit events or all Centrack events, click **tracking** on the main menu.
2. Select the event for which you want to reprint the control sheet.
3. From the Data menu select Print Control Sheet.



The Paper Track Print–Medication Tracking window opens.

4. Click the button corresponding to the number of copies you want to print.

Select the number of copies

The screenshot shows a software window titled "Paper Track Print - Medication Tracking". On the left side, there are two lines of text: "Location: PACU-PT" and "Control #: 130508@173427E". On the right side, there are three buttons: "print 1 copy", "print 2 copies", and "back". The "print 1 copy" and "print 2 copies" buttons are blue with rounded corners, while the "back" button is red with rounded corners. Two green lines originate from the text "Select the number of copies" and point to the "print 1 copy" and "print 2 copies" buttons.

---

*Tracking*

***Notes:***

# 15 Load

The load function is typically used for one of two purposes:

- To place your current inventory into Centrack positions during the initial setup of the Centrack system
- Once the system has been established, to return supplies to the vault after they were removed through the unload function.

To load an unloaded supply, follow these steps:

1. On the alternate menu, click **load**.

The Load-Supply Browser displays all supplies assigned to the Centrack CT. An entry in the In-transit column indicates that an in-transit event exists for the unloaded supply.

Select the supply

Supply (* Generics / Trade)	Item Code	Quantity	In-transit
acetamin w/oad #3 U/D / 30/300MG / 1 TAB (TYLENOL w/COD #3)	Ty1#3	169	
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alprab0.25	43	
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cockq	1	1
Compound Test TEST / 15.2/50 / 1 ml / 1 vial (COMPOUNDING TEST COMPOUND)	1234	1	
diazepam U/D / 5MG / 1 TAB (VALIUM)	Va1G	24	
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Va1IG		
fentanyl citrate INJ / 0.05MG/2ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg		
fentanyl inj AMP / 25MG/5ML / 5 ML (SUBLIMAZE)	FENTAB9	40	
HYDROMORPHONE inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU25		
lorazepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95	
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1IV	95	
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDAZ29	90	
midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50		
midazolam grt BAG / 5MG/ML / 500 ML (VERSED DRIP)	ver500D	0	
midazolam ndr VIAL / 5MG/ML / 10 ML (VERSED MDV)	ver50MDV	40	
morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	190	
morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0	
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx		
morphine grt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0	
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morph10		
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA		
morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4inj	350	
morphine ndr MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	399		
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PP)	*Morph10		
opium-belladonna U/D / 15.2/50MG / 1 SUPP (B & O 15A SUPPS)	B&O15a		
Oxycodone/nap U/D / 5MG/325MG / 1 TAB (PERCOCET)	Percib65		

An unload event exists for this supply.

2. Scan the supply you are loading.  
OR  
Select the supply and then click **select**.  
OR  
Double-click the supply.
3. If the Position Browser appears, select the position to which you are returning the supply.
4. In the Position window, enter the Load Quantity. If necessary, change the expiration date and lot number.

The screenshot shows a software window titled "Load - Position". The window contains the following information:

- Position:** C-2 vault Position 1
- Min:** 15 **Max:** 50
- Supply:** cocaine topical SOLN / 4% / 4 ML BTL, COCAINE TOPICAL, Cocliq
- Buttons:** "load" (green) and "back" (red)
- Input Fields:** "Load Quantity: 19", "Expiration Date: 05/31/2013", "Lot: xkuss"

5. Click **load**.
6. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

The In-transit column in the Load-Supply Browser still shows an outstanding unload event, but this entry will clear once you exit the load function.

# 16 Unload

The unload function provides a way for you to temporarily remove supplies before returning them through the load function. For example, if you want to move supplies from one vault position to another, you would first unload the supplies from one position and then load them into the new position. You can also use the unload position to stop tracking a supply in Centrack, for example, when a drug is banned by a regulating agency.

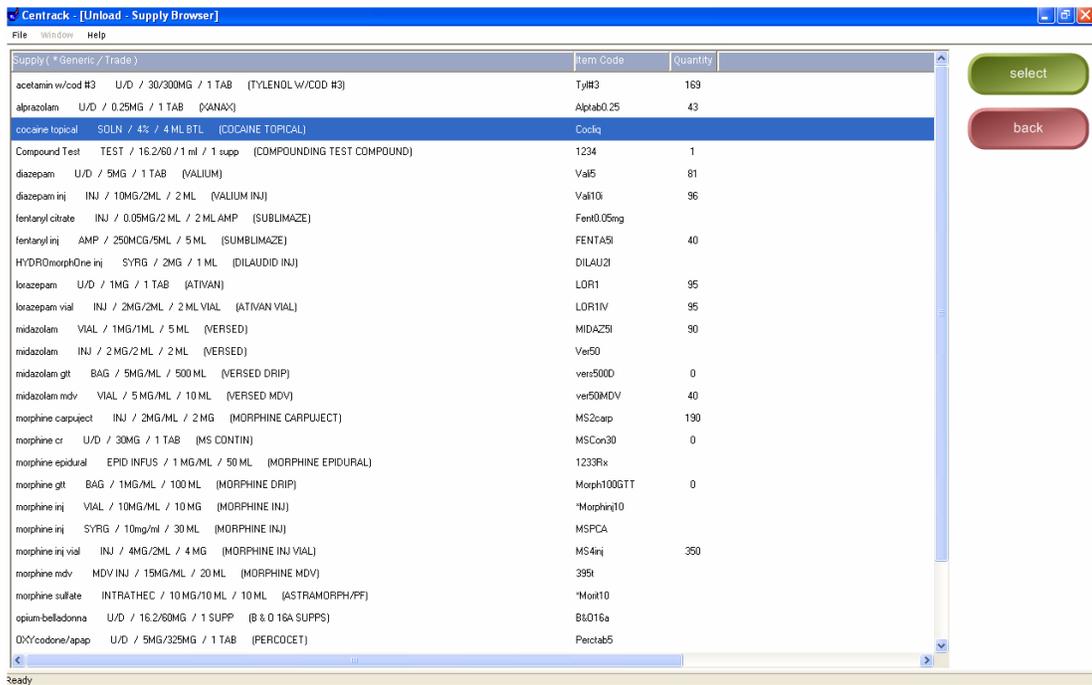
**Note** *When you unload a position because you are no longer going to stock a supply, you cannot unassign the supply from Centrack in AWS until you manually reconcile the in-transit unload event.*

To unload a supply, follow these steps:

1. On the alternate menu, click **unload**.

The Unload–Supply Browser displays all supplies assigned to the Centrack CT.

Select the supply



2. Scan the supply you are unloading.

OR

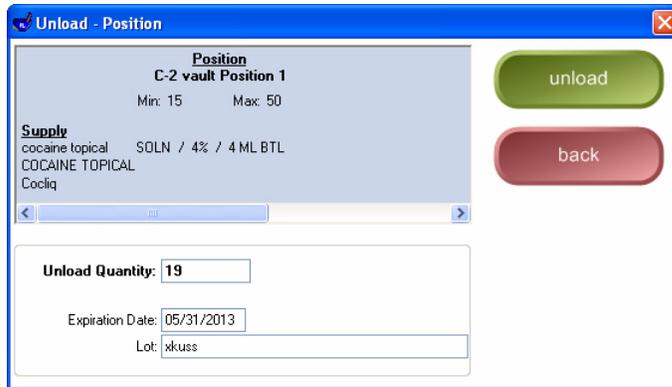
Select the supply and then click *select*.

OR

Double-click the supply.

3. If the Position Browser appears, select the position you are unloading.

4. In the Position window, enter the Unload Quantity; if necessary, change the expiration date and lot number.



The screenshot shows a software window titled "Unload - Position". The window contains the following information:

- Position:** C-2 vault Position 1
- Min:** 15    **Max:** 50
- Supply:** cocaine topical SOLN / 4% / 4 ML BTL  
COCAINE TOPICAL  
Cocliq

Below the supply information is a scrollable list area. At the bottom of the window, there are three input fields:

- Unload Quantity:** 19
- Expiration Date:** 05/31/2013
- Lot:** xkuss

On the right side of the window, there are two buttons: a green "unload" button and a red "back" button.

5. Click **unload**.
6. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

The unload event will be automatically reconciled if the quantities of the in-transit load and unload events match.

---

*Unload*

***Notes:***

# 17 Expire

Use the expire function to remove expired supplies from your vault inventory. When you expire a supply in Centrack, you have the opportunity to see a list of DTs that use the supply.

To expire a supply, follow these steps:

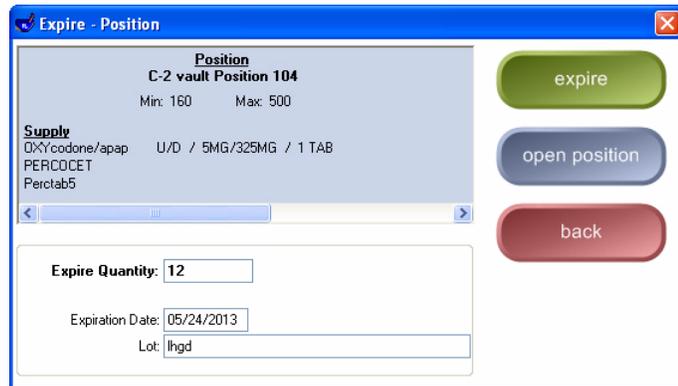
1. On the alternate menu, click **expire**.

The Expire–Supply Browser displays all supplies assigned to the Centrack CT. The browser provides several viewing options to help you find the supply to be expired. For more information, see the field definitions table on page 133.

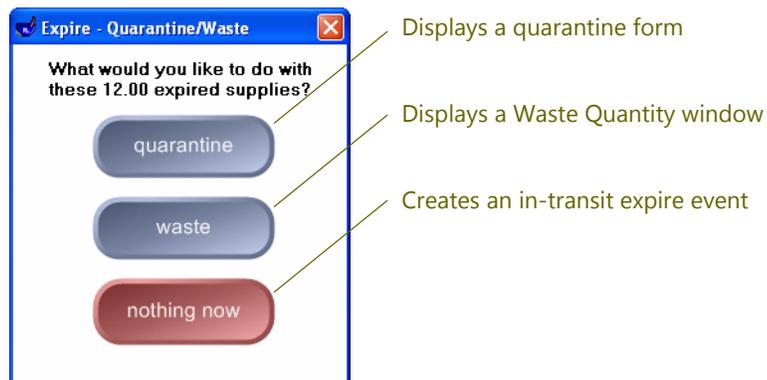
The screenshot shows the 'Centrack - [Expire - Supply Browser]' window. It features a table of supplies with columns for 'Supply (\* generic / Trade)', 'Item Code', and 'Quantity'. A sidebar on the right contains buttons for 'select', 'DTs with supply', 'show expired', and 'back'. A green arrow points to the 'select' button with the text 'Select the supply'.

Supply (* generic / Trade)	Item Code	Quantity
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Tyl#3	169
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alprab0.25	43
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	CocIQ	
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1
diazepam U/D / 5MG / 1 TAB (VALIUM)	Val#5	81
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Val10	96
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fen0.05mg	
fentanyl inj AMP / 250MCG/5ML / 5 ML (SUBLIMAZE)	FENTA5I	40
HYDRMorphOne inj SYRG / 2MG / 1 ML (DILAUID INJ)	DILAUI2I	
lorazepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1V	95
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDA25I	90
midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50	
midazolam gtt BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0
midazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50MDV	40
morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	130
morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx	
morphine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morphin10	
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA	
morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4inj	350
morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395r	
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PPF)	*Mort10	
opium-belladonna U/D / 16.2/60MG / 1 SUPP (B & O 16A SUPPS)	B&O16a	
DXycodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	PercTab5	

2. Select the supply you want to expire, and then click **select**.  
OR  
Double-click the supply.
3. If the Position Browser appears, select the position to which you are returning the supply.
4. In the Position window, enter the Expire Quantity. If necessary, change the expiration date and lot number.



5. Click **expire**.
6. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.
7. Click the button that describes how you want to handle the expired supplies.

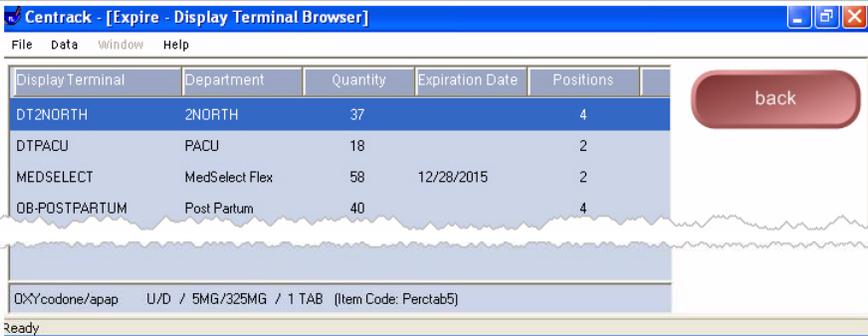
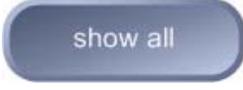
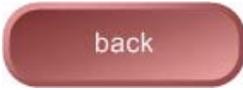


**quarantine** opens a quarantine form within the expire function. You can close the form to quarantine the items later or you can quarantine them immediately. For information on using the quarantine form, see Quarantine on page 79.

**waste** opens the Waste Quantity window so you can waste the supply immediately. For information on wasting the supply, see the Waste Quantity window on page 65.

**nothing now** creates an in-transit event with a status of Expire PH. You can use the quarantine or waste function later to dispose of the supply.

### Field Definitions: Expire-Supply Browser

Field	Definition
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier
Quantity	The count available in the vault. If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.
	Begins the expiration sequence using the selected supply.
	Lists all DTs that currently have a stock of the supply. 
 	<b>show expired</b> limits the supply list to only those supplies for which at least one Centrack position contains expired supplies. When you click this button, the text changes to <b>show all</b> . Click <b>show all</b> to re-display all Centrack supplies.
	Displays the alternate menu.

---

*Expire*

***Notes:***

# 18 Recall

Use the recall function to remove recalled supplies from your vault inventory. When you recall a supply in Centrack, you have the opportunity to see a list of DTs that use the supply.

To recall a supply, follow these steps:

1. On the alternate menu, click **recall**.

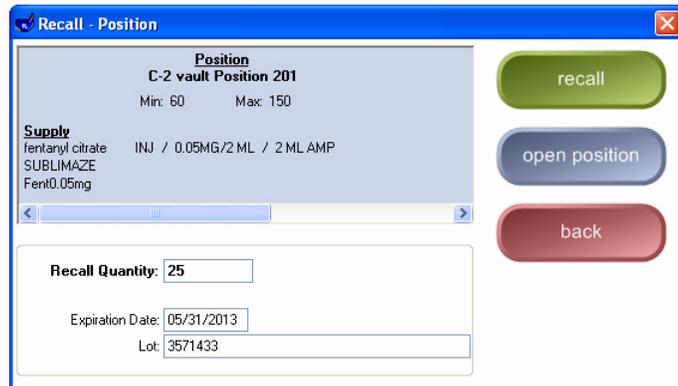
The Recall-Supply Browser displays all supplies assigned to the Centrack CT. You can also display DTs that are stocked with the supply. For more information, see the field definitions table on page 137.

Select the supply

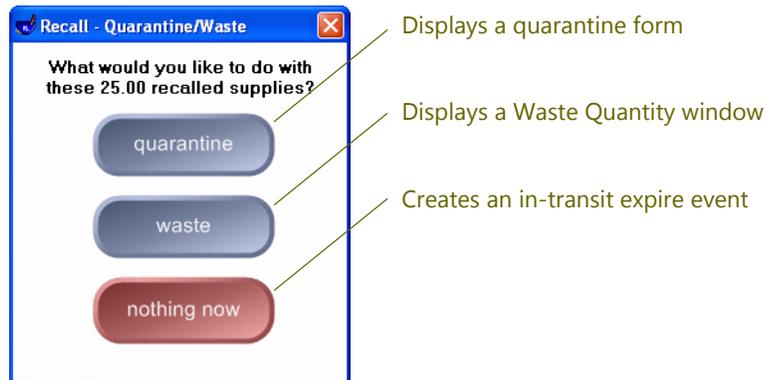
Supply (* Generic / Trade)	Item Code	Quantity
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Tyl#3	169
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alprab0.25	43
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	CocIq	
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1
diazepam U/D / 5MG / 1 TAB (VALIUM)	Val#5	81
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Val10i	95
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg	
fentanyl inj AMP / 250MCG/5ML / 5 ML (SUBLIMAZE)	FENTASI	40
HYDRMorphOne inj SYRG / 2MG / 1 ML (DILAUID INJ)	DILAU2i	
lorazepam U/D / 1MG / 1 TAB (ATIVAN)	LDR1	95
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LDR1V	95
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDAZ5i	90
midazolam INJ / 2 MG/2ML / 2 ML (VERSED)	Ver50	
midazolam gtt BAG / 5MG/ML / 500 ML (VERSED DRIP)	ver500D	0
midazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50MDV	40
morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	190
morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx	
morphine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morphin10	
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA	
morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4inj	350
morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395r	
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PPF)	*Mort10	
opium-belladonna U/D / 16.2/60MG / 1 SUPP (B & O 16A SUPPS)	B&O16a	
DXCodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	PercTab5	

Buttons: select, DTs with supply, back

2. Select the supply you want to recall, and then click **select**.  
OR  
Double-click the supply.
3. If the Position Browser appears, select the position from which you are removing the supply.
4. In the Position window, enter the Recall Quantity. If necessary, change the expiration date and lot number.



5. Click **recall**.
6. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.
7. Click the button that describes how you want to handle the recalled supplies.

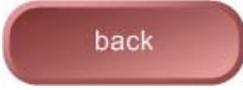


**quarantine** opens a quarantine form within the recall function. You can close the form to quarantine the items later or you can quarantine them immediately. For information on using the quarantine form, see Quarantine on page 79.

**waste** opens the Waste Quantity window so you can waste the supply immediately. For information on wasting the supply, see the Waste Quantity window on page 65.

**nothing now** creates an in-transit event with a status of Recall PH. You can use the quarantine or waste function later to dispose of the supply.

### Field Definitions: Recall-Supply Browser

Field	Definition																														
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.																														
Item Code	The customer-defined supply identifier																														
Quantity	The count available in the vault. If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.																														
	Begins the recall sequence using the selected supply.																														
	Lists all DTs that currently have a stock of the supply. <div data-bbox="574 1083 1446 1461" data-label="Image"> <table border="1"> <thead> <tr> <th>Display Terminal</th> <th>Department</th> <th>Quantity</th> <th>Expiration Date</th> <th>Positions</th> </tr> </thead> <tbody> <tr> <td>DT2NORTH</td> <td>2NORTH</td> <td>8</td> <td></td> <td>1</td> </tr> <tr> <td>DTOR1</td> <td>Operating Room</td> <td>30</td> <td></td> <td>5</td> </tr> <tr> <td>DTPACU</td> <td>PACU</td> <td>24</td> <td></td> <td>4</td> </tr> <tr> <td>MEDSELECT</td> <td>MedSelect Flex</td> <td>39</td> <td>01/15/2015</td> <td>2</td> </tr> <tr> <td>QB-POSTPARTUM</td> <td>Post Partum</td> <td>18</td> <td></td> <td>2</td> </tr> </tbody> </table> <p>fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (Item Code: Fent0.05mg) Ready</p> </div>	Display Terminal	Department	Quantity	Expiration Date	Positions	DT2NORTH	2NORTH	8		1	DTOR1	Operating Room	30		5	DTPACU	PACU	24		4	MEDSELECT	MedSelect Flex	39	01/15/2015	2	QB-POSTPARTUM	Post Partum	18		2
Display Terminal	Department	Quantity	Expiration Date	Positions																											
DT2NORTH	2NORTH	8		1																											
DTOR1	Operating Room	30		5																											
DTPACU	PACU	24		4																											
MEDSELECT	MedSelect Flex	39	01/15/2015	2																											
QB-POSTPARTUM	Post Partum	18		2																											
	Displays the alternate menu.																														

---

*Recall*

***Notes:***

# 19 Deposit Borrow

The deposit borrow function is the deposit of a supply you are borrowing from another facility. However, borrowing a Drug Enforcement Agency (DEA) schedule medication may be a violation of Federal Law. A message box reminds you of this fact when you use the deposit borrow function.

Borrowed supplies remain in transit with a Deposit Borrow status until you return them using the return borrow function. For details, see Return Borrow on page 143.

To deposit a supply you are borrowing from an external facility, follow the steps below:

1. On the alternate menu, click **deposit borrow**.

Centrack displays the Borrow form. You can enter a form number. If you do not, Centrack generates one automatically when you complete the deposit. Remember that you can record the deposit on an existing form by using the **locate form** feature.

2. Select the facility, and Centrack fills in the facility's address.

Select the facility

Centrack [Deposit Borrow - Borrow Form]

Borrow Information Form Number: B20130423-1

Facility Name: [Dropdown] STREET ADDRESS: [Text]

CITY and STATE: [Text] DATE: 04/23/2013

Item No.	No. of Packages	Size of Package	Quantity	Name of Item	National Drug Code
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Buttons: supplies, locate form, move to form, print, back

3. If you are not using a scanner, click **supplies** to open the Deposit Borrow–Supply Browser.

4. Scan the supply you are borrowing.

OR

Select the supply in the Deposit Borrow–Supply Browser.

Select the supply

Deposit Borrow - Supply Browser

Form Number: [Text] Supplier: [Dropdown]

Supply Name	Item Code	Quantity
acetamin w/code #3	TylE3	189
alprazolam	Alprab0.25	43
cocaine topical	Cocliq	
Compound Test	1234	1
diazepam	Va65	81
diazepam inj	Va10	95
fenkaryl citrate	Fenk0.05mg	
fenkaryl inj	FENT05	40
HYDROMORPHONE inj	DILAU2	
lorazepam	LOR1	95
lorazepam vial	LOR1V	95
midazolam	MID029	90
midazolam	Ver50	
midazolam gtl	ver5000	0
midazolam mdv	ver50MDV	40
morphine carpuject	MS2cap	190
morphine cr	MSC030	0
morphine epidual	723Piv	
morphine gtl	Mough100GTT	0
morphine inj	Morphin10	
morphine inj	MSPCA	
morphine inj vial	MS4inj	350

Buttons: select, back

5. If the Position Browser appears, select the position to which you are depositing the supply.

- In the Deposit Borrow–Position window, enter the quantity you are depositing along with the expiration date and lot number, and then click **deposit**.

- Centrack reminds you that it may be a violation of Federal Law to borrow Drug Enforcement Agency (DEA) schedule medication. To acknowledge that you have read this notice and wish to continue, click **Yes**.

- Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

The Deposit–Supply Browser remains open so you can record additional deposits. Unless you specify a new form, Centrack records each additional deposit on the same form. For instructions on how to change forms, see Form Windows on page 24.

### Field Definitions: Deposit Borrow–Supply Browser

Field	Definition
Form Number	Displays the current form number. To record a supply on a different form, enter the form number.
Supplier	Displays the current facility name. To change the facility on the current form, select the new facility.

*Field Definitions: Deposit Borrow–Supply Browser*

Field	Definition
Supply (*Generic/ Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier
Quantity	The count available in the vault.  If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.
	Displays the Deposit Borrow–Position window in which you will enter the quantity and expiration date and lot number for this deposit.
	Closes the Deposit Borrow–Supply Browser. The Deposit Borrow form remains open.

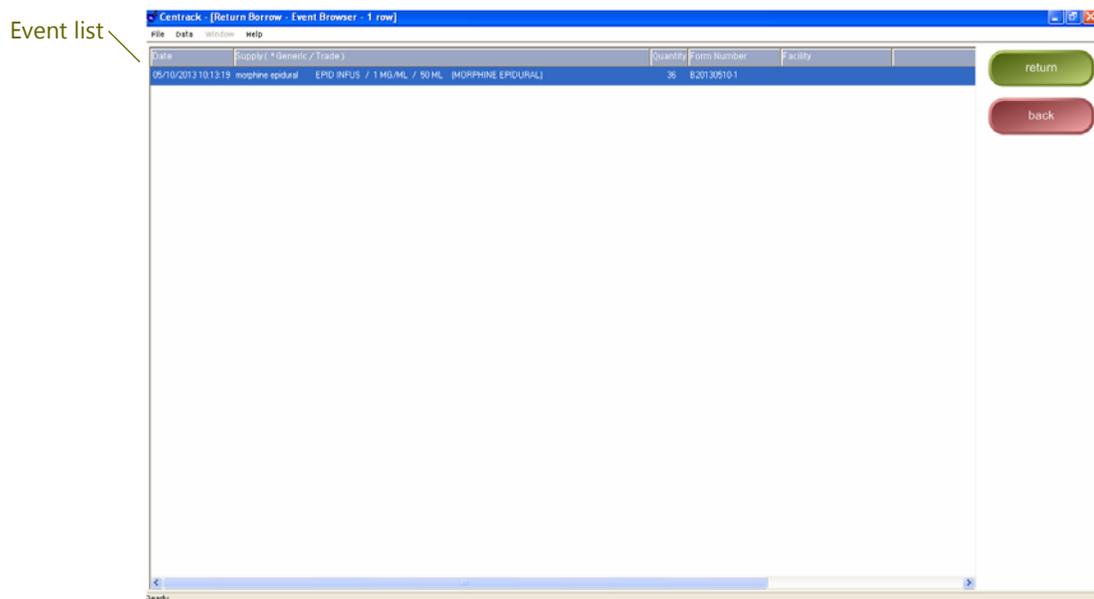
## 20 Return Borrow

The return borrow function is the withdrawal of a supply to be returned to the facility from which you borrowed the supply.

To return a borrowed supply to an external facility, follow the steps below:

1. On the alternate menu, click **return borrow**.

Centrack displays the Return Borrow–Event Browser.



2. Select the borrow event for which you are returning the supply and then click **return**.

OR

Double-click the event.

3. If the Position Browser appears, select the position from which you are withdrawing the supply.
4. If necessary, change the Return Quantity.



The screenshot shows a dialog box titled "Quantity Entry - Return Borrow". Inside the dialog, there is a label "Return Quantity:" followed by a text input field containing the number "36". To the right of the input field are two buttons: a green button labeled "return borrow" and a red button labeled "back".

5. Click **return borrow**.
6. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

# 21 Withdraw Loan

The withdraw loan function is the withdrawal of a supply you are loaning to another facility. However, loaning a Drug Enforcement Agency (DEA) schedule medication may be a violation of Federal Law. A message box reminds you of this fact when you use the withdraw loan function.

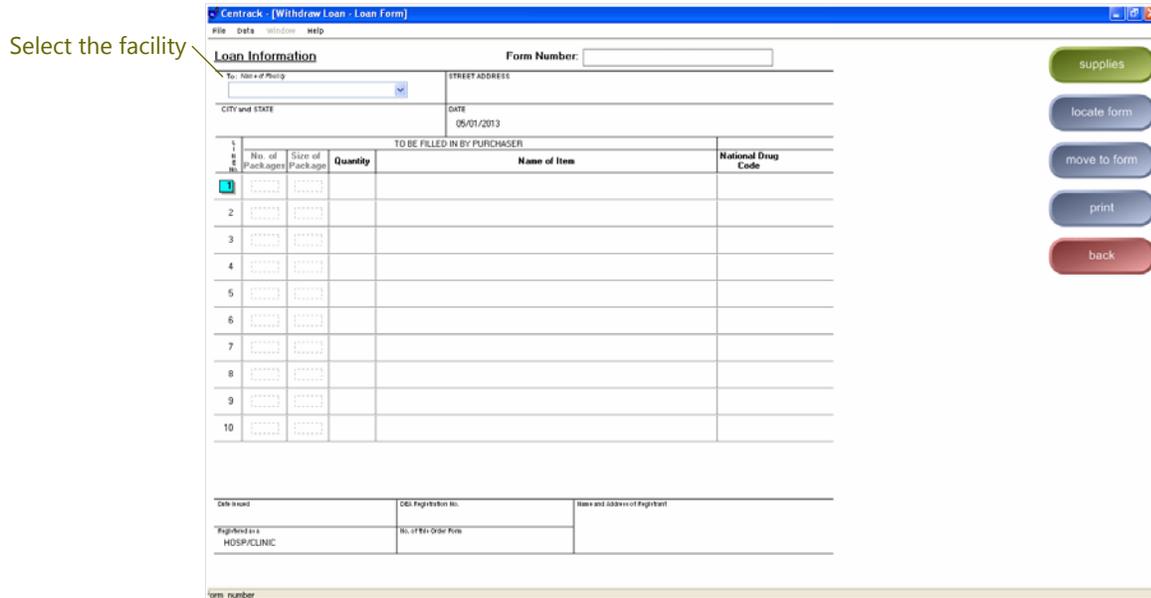
Loaned supplies remain in transit with a Withdraw Loan status until you return them using the return loan function. For details, see Return Loan on page 149.

To withdraw a supply to loan to an external facility, follow the steps below:

1. On the alternate menu, click ***withdraw loan***.

Centrack displays the Loan form. You can enter a form number. If you do not, Centrack generates one automatically when you complete the withdraw. Remember that you can record the loan on an existing form by using the ***locate form*** feature.

2. Select the facility, and Centrack fills in the facility's address.

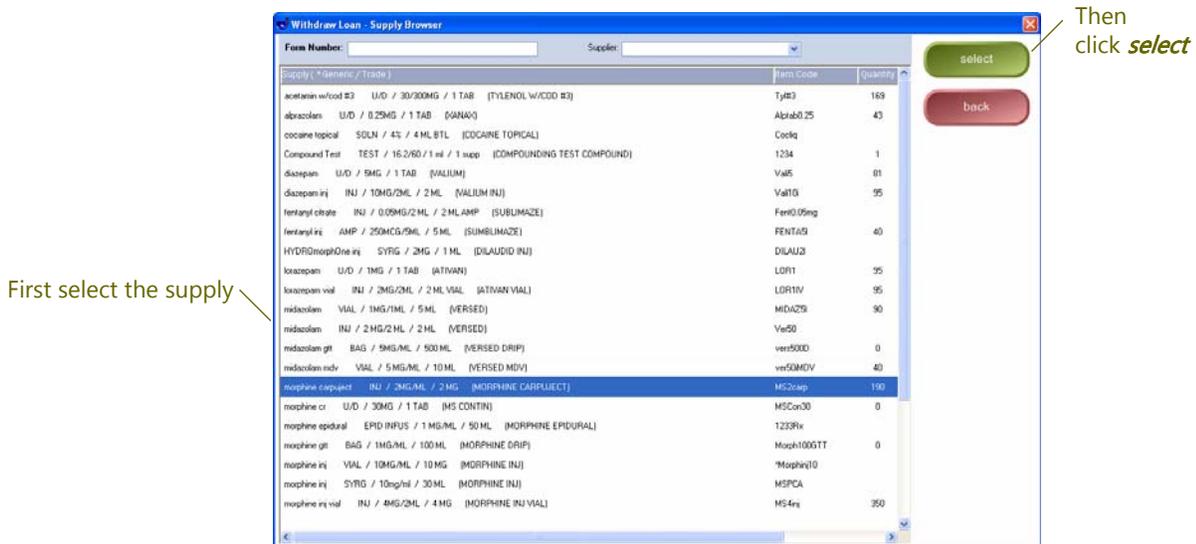


3. Click **supplies** to open the Withdraw Loan–Supply Browser.

4. Scan the supply you are loaning.

OR

Select the supply from the Withdraw Loan–Supply Browser.



5. In the Quantity Entry–Withdraw Loan window, enter the quantity you are withdrawing, and then click **withdraw**.



The screenshot shows a window titled "Quantity Entry - Withdraw Loan". It contains a text input field labeled "Loan Quantity:" with the number "60" entered. To the right of the input field are two buttons: a green "withdraw" button and a red "back" button.

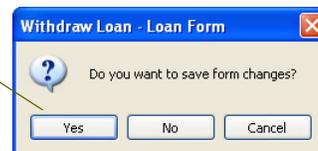
6. Centrack reminds you that it may be a violation of Federal Law to loan Drug Enforcement Agency (DEA) schedule medication. To acknowledge that you have read this notice and wish to continue, click **Yes**.



The screenshot shows a dialog box titled "Withdraw Loan". It features a question mark icon and the text: "Borrowing or Loaning a DEA schedule medication can be a violation of Federal Law. Do you wish to continue?". At the bottom, there are two buttons: "Yes" and "No".

7. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.
8. The Withdraw Loan–Supply Browser remains open so you can record additional withdraws. Unless you specify a new form, Centrack records each additional withdraw on the same form. For instructions on how to change forms, see Form Windows on page 24.
9. When you have finished your loan withdraws, click **back** to return to the loan form.
10. Click **back** again to return to the Home page.  
If Centrack prompts you to save the loan form, click **Yes**.

Click **Yes** to save the Loan form and exit the deposit withdraw loan function.



The screenshot shows a dialog box titled "Withdraw Loan - Loan Form". It features a question mark icon and the text: "Do you want to save form changes?". At the bottom, there are three buttons: "Yes", "No", and "Cancel". A yellow arrow points from the text above to the "Yes" button.

### Field Definitions: Withdraw Loan–Supply Browser

Field	Definition
Form Number	Displays the current form number. To record a supply on a different form, enter the form number.
Supplier	Displays the current facility name. To change the facility on the current form, select the new facility.
Supply (*Generic/ Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier
Quantity	The count available in the vault.  If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.
	Displays the Quantity Entry–Withdraw Loan window in which you will enter the quantity you are withdrawing to loan.
	Closes the Withdraw Loan–Supply Browser. The Loan form remains open.

# 22 Return Loan

The return loan function is the return of a supply you loaned to another facility.

To return a loaned supply from an external facility, follow the steps below:

1. On the alternate menu, click **return loan**.

Centrack displays the Return Loan–Event Browser.

Withdraw loan  
event list

Date	Supply (*Generic / Trade)	Item Code	Quantity	Supply Form	Form Number	Facility
05/01/2013 11:34:44	alprazolam - 0.25MG1 TAB (PANAVO)	Alprab0.25	5	U/D	L20130501-4	
05/01/2013 11:06:43	morphine capspcet - 2MG-ML2 MG (MORPHINE CAPPLUECT)	MS2cap	60	INJ	L20130501-2	Pleedy's Pharmacy

2. Select the loan event for which the supply is being returned, and then click **select**.

OR

Double-click the event.

3. If the Position Browser appears, select the position to which you are returning the supply.
4. If necessary, change the Return Quantity, Expiration Date, and Lot number of the supply. Click **deposit**.



5. Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

## 23 Sell

The sell function is the withdrawal of a supply you are selling to another facility. However, selling a Drug Enforcement Agency (DEA) schedule medication may be a violation of Federal Law. A message box reminds you of this fact when you use the sell function.

To withdraw a supply to sell to an external facility, follow the steps below:

1. On the alternate menu, click ***sell***.

Centrack displays the Sell form. You can enter a form number. If you do not, Centrack generates one automatically when you complete the withdraw. Remember that you can record the loan on an existing form by using the ***locate form*** feature.

2. Select the facility, and Centrack fills in the facility's address.

Select the facility

3. Click **supplies** to open the Sell-Supply Browser.

4. Scan the supply you are selling.

OR

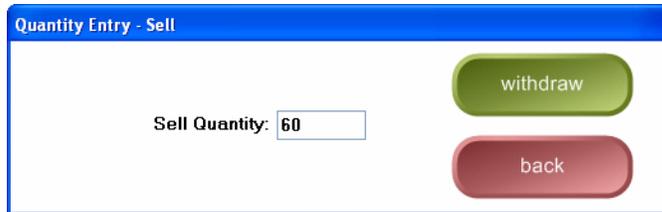
Select the supply from the Sell-Supply Browser.

First select the supply

Then click **select**

Supply (*Generic / Trade)	Form Code	Quantity
acetamin w/code #3 U/D / 30/300MG / 1 TAB (TYLENOL W/CODD #3)	Ty#03	169
abacozon U/D / 0.25MG / 1 TAB (GANAVO)	Alpra0.25	43
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocqk	
Compound Test TEST / 16.2/60 / 1 ml / 1 amp (COMPOUNDING TEST COMPOUND)	1234	1
diazepam U/D / 5MG / 1 TAB (VALIUM)	Va#5	81
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Va#10	95
fentanyl cepts INJ / 0.05MG/2 ML / 2 ML AMP (SUBUMAZE)	Fen#0.05mg	
fentanyl inj AMP / 250MG/5ML / 5 ML (SUBLIMAZE)	FENTA#5	40
HYDRDiomorphOne inj SYRG / 2MG / 1 ML (DILAUDIO INJ)	DILAUD3	
loazepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95
loazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1V	95
midazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDA29	90
midazolam INJ / 2MG/2 ML / 2 ML (VERSED)	Va#50	
midazolam gtl BAG / 5MG/ML / 500 ML (VERSED DRIP)	ver#5000	0
midazolam ndv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver#50MDV	40
morphine capsubject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2cap	190
morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1239r	
morphine gtl BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph#100GTT	0
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morph#10	
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA	
morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4r	350

- In the Quantity Entry–Sell window, enter the quantity you are withdrawing, and then click **withdraw**.



The screenshot shows a window titled "Quantity Entry - Sell". It contains a text input field labeled "Sell Quantity:" with the number "60" entered. To the right of the input field are two buttons: a green button labeled "withdraw" and a red button labeled "back".

- Centrack reminds you that it may be a violation of Federal Law to sell Drug Enforcement Agency (DEA) schedule medication. To acknowledge that you have read this notice and wish to continue, click **Yes**.



The screenshot shows a dialog box titled "Withdraw Loan". It features a question mark icon on the left and the text: "Borrowing or Loaning a DEA schedule medication can be a violation of Federal Law. Do you wish to continue?". At the bottom of the dialog box are two buttons: "Yes" and "No".

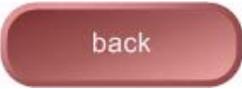
- Respond to any Dispense Information or Count Remaining window as discussed in Deposit and Withdraw Confirmation Windows on page 27.

The Sell–Supply Browser remains open so you can record additional withdraws. Unless you specify a new form, Centrack records each additional withdraw on the same form. For instructions on how to change forms, see Form Windows on page 24.

*Field Definitions: Sell–Supply Browser*

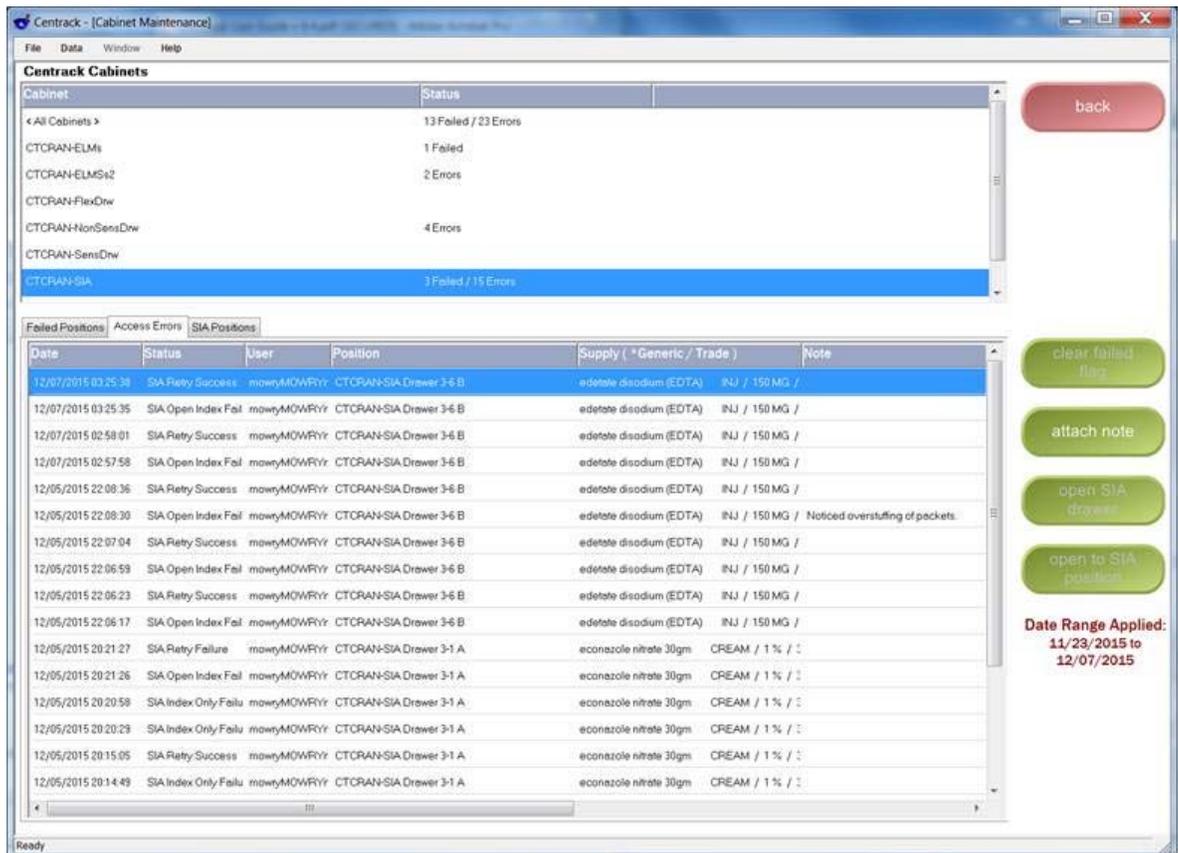
Field	Definition
Form Number	Displays the current form number. To record a supply on a different form, enter the form number.
Supplier	Displays the current facility name. To change the facility on the current form, select the new facility.
Supply (*Generic/Trade)	The supply generic name, form, strength, size, and units, and trade name. By default, this list displays supplies in alphabetical order by generic name. To list supplies by trade name, click the column heading.
Item Code	The customer-defined supply identifier

*Field Definitions: Sell-Supply Browser*

Field	Definition
Quantity	<p>The count available in the vault.</p> <p>If this field is blank, the supply requires a physical count each time you withdraw it from the vault. The supply is defined as a Centrack count-remaining supply in AWS.</p>
	Displays the Quantity Entry-Sell window in which you will enter the quantity you are withdrawing to sell.
	Closes the Sell-Supply Browser. The Sell form remains open.

# 24 Cabinet Maintenance

If you use MedSelect cabinets in the vault, use the cabinet maintenance function to clear a failed flag or to open an SIA drawer or position for maintenance purposes. Both of these functions are performed from the same window, the Cabinet Maintenance window.



## Clearing a Failed Flag

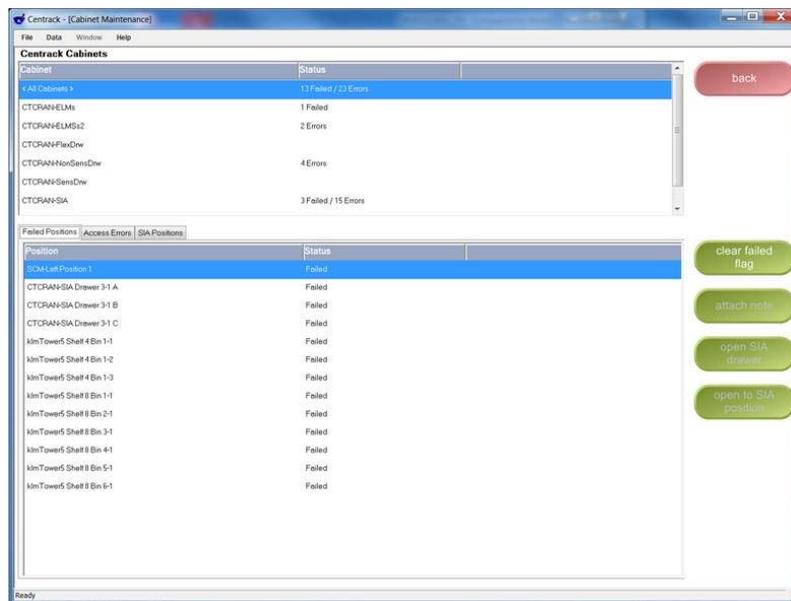
A failed flag may indicate that an unauthorized access of a position has occurred. You may be notified when this happens—by e-mail, a display message, or both—depending on the Centrack client configuration in AWS. Once a position has failed, Centrack users cannot access it until the failed flag is cleared. To clear a failed flag, follow these steps:

1. On the alternate menu, click **cabinet maintenance**.

The top section of the data display lists all cabinets configured for Centrack.

2. Click the cabinet containing the position for which you want to clear the flag.

The middle section of the data display lists any failed positions for the selected cabinet.



3. Click the failed position and then click **clear failed flag**.

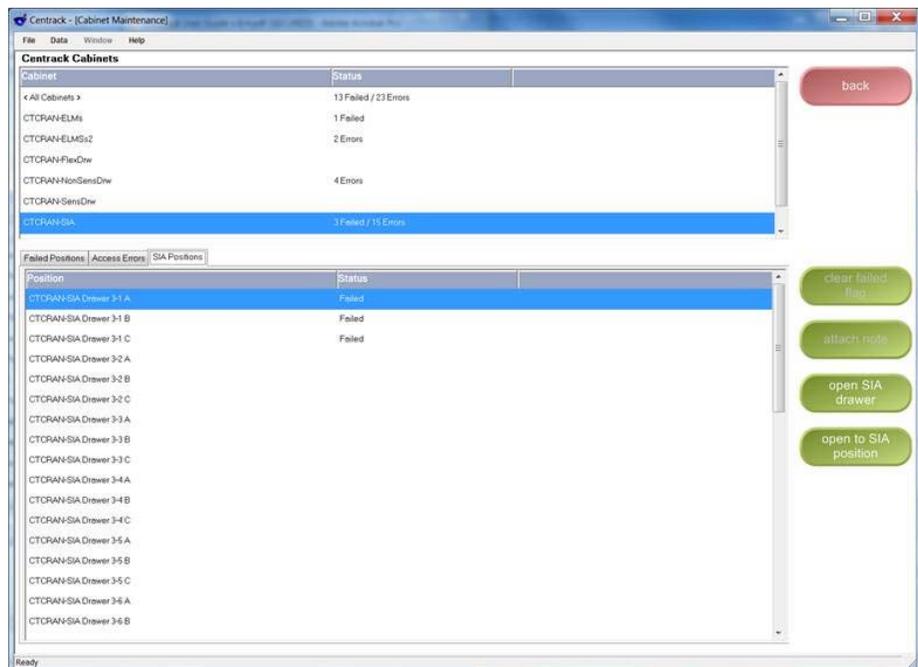
The flag is cleared, and the action of clearing the flag is logged for reporting purposes.

## Opening an SIA Drawer or Position

You may need to open an SIA drawer for maintenance purposes, for example, if a package gets caught in the drawer. To open the drawer, follow these steps:

1. On the alternate menu, click **cabinet maintenance**.

The top section of the data display lists all cabinets configured for Centrack.



2. Choose the SIA Positions tab.
3. Click the position you want to act on.
4. To simply open the drawer, click **open SIA drawer**.

OR

To advance the belt for access to the selected compartment, click **open to SIA position**.

**Note** *In the event you must have immediate access to an SIA drawer that failed to open, you may do so if your system has been set up in AWS to allow manual access. When this occurs, a system message appears, instructing the user to manually move the belt by placing her hand flat against the belt and applying enough pressure to move the belt forward or backward to the correct compartment. The belt movement is*

*recorded by the system. The user may type any relevant notes regarding the belt movement, by locating the access error (on the Access Errors tab), and then clicking **attach note**.*

# 25 Reports

---

This chapter covers the reports Centrack produces when you perform certain functions.

- Withdraw Verification Report (withdraw function)
- Paper Tracking Control Sheets (withdraw function)
- Discrepancy Reports (discrepancies function)

Additional Centrack reports are generated in the Examiner application, which you access through the Centrack REPORTS folder. Within this folder, sub-folders group the Centrack reports into CT Activity Reports, CT In-Transit Reports, CT Inventory Reports, CT Management Reports, and CT Withdraw Reports. For more information about using Examiner to generate Centrack reports, see *MedSelect Examiner User's Guide*.

## Withdraw Verification Report

The Withdraw Verification report displays each supply, quantity, and destination for a withdraw event. For a paper tracking withdrawal, this report also displays the control number and any note associated with the event. When you close the Start Withdraw window in the withdraw function, Centrack prompts you to print the report unless you already printed one via the **print** button. To print the report, click **Yes**.



The report is sorted by supply and then Centrack position.

### Report Sample: Withdraw Verification

<b>Withdraw Verification</b>			
05/08/2013 16:14:22			
<b>Supply:</b> acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)			
<b>Position:</b> C-III-IV CAB Position 2-304			
<u>Destination</u>	<u>Withdraw Quantity</u>	<u>Control #</u>	<u>Note</u>
OBPP-PT	12	130508@161228	
<b>Supply:</b> OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)			
<b>Position:</b> C-2 vault Position 104			
<u>Destination</u>	<u>Withdraw Quantity</u>	<u>Control #</u>	<u>Note</u>
OBPP-PT	6	130508@161228C	
<b>Supply:</b> fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)			
<b>Position:</b> C-2 vault Position 201			
<u>Destination</u>	<u>Withdraw Quantity</u>	<u>Control #</u>	<u>Note</u>
OBPP-PT		130508@161228C	

## Paper Tracking Control Sheets

Paper tracking control sheets, sometimes called proof-of-use sheets, provide a method for tracking supplies withdrawn for a paper tracking location. These sheets display the supply name, quantity, date, and time of the withdrawal and a unique, automatically generated control number.

Centrack may print a paper tracking control sheet when you perform a withdraw to a paper tracking location. The number of copies to print is set to 0, 1, or 2 in the AWS client configuration for the paper tracking location. If the number is 1 or 2, the sheets are printed automatically, with no user prompt, for each withdraw. When two copies are printed, one is labeled Pharmacy Copy and the other Nursing Copy.

You can reprint a paper tracking control sheet while viewing an event in the Return to Pharmacy–Event Browser or the Medication Tracking–Tracking Browser. For detailed information, see page 53 in the Return chapter or page 122 in the Tracking chapter.

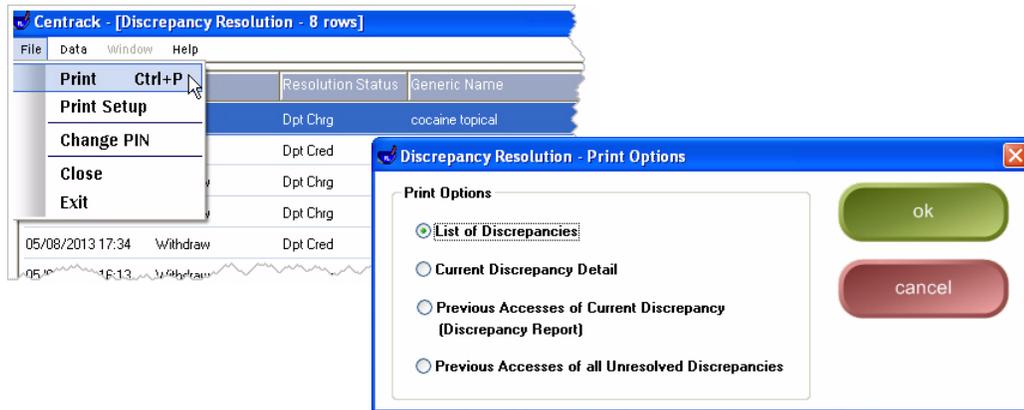
Report Sample: Paper Tracking control sheet

<b>Supply: diazepam</b>	<b>130514@104208</b>								
<b>VALIUM</b>	<small>Control #</small>								
<b>5MG 1 TAB U/D</b>	<b>ER-PT</b>								
	<small>Location</small>								
<b>Quantity: 12</b>	<b>Issued By: Ann Arbor</b>								
Date: 05/14/2013	<b>Received By: _____</b>								
Time: 10:42:13	<b>Delivered By: _____</b>								
Schedule: IV	<b>Date of Transfer: _____</b>								
Expiration Date: 06/02/2013									
<b>Controlled Drug Administration Record:</b>									
#	Date	Time AM/PM	Patient's Full Name	Physician's Name	Given Dose	Waste	Administered By:	Witness If Waste	Details on reverse
12									
11									
10									
9									
<b>Returned to Pharmacy:</b>					<b>Pharmacy Received:</b>				
By: _____					By: _____				
Quantity: _____					Date: _____				
Pharmacy Copy									

## Discrepancy Reports

The discrepancy function provides several reports you can use to determine how a discrepancy occurred and how to resolve it. These reports are not printed automatically, but on demand. All are accessible within the discrepancy function through the Print option of the File menu. When you select this option, the Discrepancy Resolution–Print Options window lets you select the report you want to print. Select the report and then click **ok**.

Select Print to display the print options



Any filters you used to limit the discrepancies listed in the Discrepancy Resolution window also apply to these reports.

### List of Discrepancies

This report is essentially a hard copy of the list displayed in the top half of the Discrepancy Resolution window.

Report Sample: List of Discrepancies

Date	Status	Resolution Status	Generic Name	Schedule	User	Res
05/10/2013 17:42	Audit	Dpt Chrg	cocaine topical	II	Arbor, Ann	No
05/10/2013 16:27	Audit	Dpt Cred	cocaine topical	II	Arbor, Ann	No
05/10/2013 14:51	Withdraw	Dpt Chrg	cocaine topical	II	Admin, Admin	No
05/10/2013 14:48	Withdraw	Dpt Chrg	cocaine topical	II	Arbor, Ann	No
05/08/2013 17:34	Withdraw	Dpt Cred	acetamin w/cod #3	III	Arbor, Ann	No
05/08/2013 16:13	Withdraw	Dpt Chrg	fentanyl citrate	II	Arbor, Ann	No
05/08/2013 15:52	Withdraw	Dpt Cred	fentanyl citrate	II	Arbor, Ann	No
05/05/2013 17:57	Withdraw	Dpt Chrg	propoxyphene/apap 100	IV	Admin, Admin	No



## Previous Accesses of All Unresolved Discrepancies

The detail format of this report is identical to that of the Previous Access of Current Discrepancy report described above, but it prints the information for each unresolved discrepancy instead of only the selected discrepancy. As an alternative to using the File menu to print this report, you can click **print discrepancy report** in the Discrepancy Resolution window.

Report Sample: Previous Accesses of All Unresolved Discrepancies

Discrepancy Report							Number of unresolved discrepancies reported
MedSelect Centrack							Discrepancy 1 of 8
05/21/2013 05:37:54 PM							Page 1 of 1
Location: Vault							
Cabinet: C-II VAULT							
Position: C-2 vault Position 1							
Event Date	Trade Name	Size	DEA Schedule	Qty			
Date Posted	Generic Name	Strength	Defined Class	Status			
05/10/2013 05:42:20 PM	COCAINE TOPICAL	4 ML BTL	II	0			
05/10/2013 05:42:20 PM	cocaine topical	4%		Audit			
User Count Remaining: 21		User Dispense Count:		User: Arbor, Ann			
System Count Remaining: 23		System Dispense Count:		Resolved: No			
Discrepant Count: 2		Discrepant Count:					
Event Date	Count Remain:	Dispense Count:	Qty	Supply Position	Generic Name		
Date Posted	Res	User / System	Status	User	Trade Name		
05/10/2013 05:42:00 PM			0	C-2 vault Position 1	cocaine topical		
05/10/2013 05:42:00 PM	23		Open Position	Arbor, Ann	COCAINE TOPICAL		
05/10/2013 05:41:47 PM			0	C-2 vault Position 1	cocaine topical		
05/10/2013 05:41:47 PM	23		Open Position	Arbor, Ann	COCAINE TOPICAL		
05/10/2013 04:47:18 PM			1	C-2 vault Position 1	cocaine topical		
05/10/2013 04:47:18 PM	23		Return Ph	Arbor, Ann	COCAINE TOPICAL		
05/10/2013 04:29:46 PM	10		1	C-2 vault Position 201	fentanyl citrate		
05/10/2013 04:29:46 PM	10		Withdraw	Arbor, Ann	SUBLIMAZE		
05/10/2013 04:29:25 PM	22		1	C-2 vault Position 1	cocaine topical		
05/10/2013 04:29:25 PM	22		Withdraw				

# Appendix A: Key Tracking

If you purchased MedSelect cabinets with your Centrack system, you received two standard keys for each cabinet. Each key has a tag that indicates the corresponding cabinet and cabinet location. ARxIUM recommends that you store one key in a safe, secured place, and make the other key available to authorized users who may need it during power failures, or other exceptional events.

Use the chart on the following pages to record your key numbers. For each key, record the cabinet name and key number.

You can also use this chart as part of your backup plan for distributing keys during a power failure or other event that prevents normal supply dispensing. In the Key Taken By column, record the name of the user who has taken a key, and use the Out and In columns to record the date and time. Be certain to inform your users of the policy and procedure for accessing Centrack using keys.







---

# Glossary

<b>AWS</b>	The Administrative WorkStation component of MedSelect software. AWS is used to configure the Centrack environment.
<b>AWS administrator</b>	A user with access rights to perform administration functions in MedSelect Administrative WorkStation
<b>count-remaining supply</b>	A supply that requires the user to perform a physical count whenever the supply is deposited or withdrawn. For Centrack, this is a supply for which the Centrack Count Remaining option is checked in the Supply Maintenance function of AWS.
<b>CT</b>	Centrack terminal. The CT is defined in AWS as a client associated with the Centrack application.
<b>dashboard</b>	A snapshot of the current status and historical trends of key performance indicators. The Centrack dashboard is the display of vault event summaries on the Home page.
<b>DT</b>	A supply destination that is controlled by a MedSelect display terminal. DTs are defined in AWS as clients associated with the Display Terminal application.
<b>event</b>	Any action recorded by Centrack that changes the status of a supply. For example, withdrawing or depositing a supply for any reason is an event; wasting a supply is an event.
<b>in-transit</b>	A status category applied to any event, such as a withdrawal for a DT, for which a subsequent event is expected, such as deposit into the DT. The in-transit status remains until the event quantity is reconciled, either automatically or manually.
<b>location</b>	A destination for supplies. Locations are defined in AWS as clients.
<b>main menu</b>	The list of function buttons along the right-hand side of the Centrack Home window

---

<b>medication</b>	See <i>supply</i> .
<b>menu bar</b>	The list of menus along the top of any Centrack window
<b>paper track location</b>	A supply destination that is controlled through paper tracking. Paper track locations are defined in AWS as clients associated with the Paper Tracking app type.
<b>supply</b>	Any item, usually a medication, that can reside in the pharmacy vault and is tracked through Centrack
<b>withdraw list</b>	A list you create of supplies you intend to withdraw from the vault. Centrack lets you accumulate a list using various approaches (for example, withdraw by supply, withdraw by destination), and then lets you review and modify the list before you actually perform the withdraws.

---

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*Notes:*





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