Centrack™ User Guide

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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.

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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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
eventsEach 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 <i>MedSelect Examiner User's Guide</i> .
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 <i>MedSelect Examiner User's Guide</i> .
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.

CabinetIf you use MedSelect cabinets in your vault, you can use the cabinetMaintenancemaintenance 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. Introduction

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:

🥣 Centrack - [Login] - • **•** Help ARIUM User: PIN: Today's Transactions Stocked: 0 To Display Terminal: 0 Retrieved: 0 Unloaded: 0 To Paper Track: 2 Expired: 0 File Window Help Print Ctrl+P **Print Setup Change PIN** ТΜ Close Exit In Transit To/From DT Today: 0 Yesterday: 0 Paper Tracking Today: 2 Yesterday: 0 2-7 Days: 0 > 7 Days: 4 Expired (CT/DT): 1 Unloaded (CT/DT): 8 Recalled: 03 Loaded: 1 2-7 Days: 0 > 7 Days: 94 Compounding: Borrowed: 0 Unit Packaging: 0 Loaned: 0 Last Surrender Quarantined Oldest Quarantine Oldest Audit Discrepancies (2wks) <none> 4 01/13/2014 11/10/2004 0

1. On the File menu, select Change PIN.

The Change PIN window appears.

Change PIN	
Current PIN:	ОК
New PIN:	Cancel
Confirm PIN:	

- 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.

Centrack - [Login] Eile Window Hele				
ARIUM	User:	PIN:		User Login
		Today's Transactions Stocked: 0 To Display Terminal: 0 Retrieved: 0 To Paper Track: 2 Unloaded: 0 Expired: 0		
	File Window Help	Topic		
C		Contents Search for Help On	тм	
L C		About		
		Save IB Messages		
In Transit				
To/From DT Today: 0 Yesterday: 0 2-7 Days: 0 > 7 Days: 9	Paper Tracking Today: 2 Yesterday: 0 2-7 Days: 0 > 7 Days: 4	Expired (CT/DT): 1 Unloaded (CT/DT): Recalled: 0 Loaded: Compounding: 3 Borrowed: Unit Packasing: 0 Loaned:	8 1 0 0	
Last Surrender <none></none>	Quarantined Oldest Quar 4 01/13/2	rantine Oldest Audit Discrepancies (2wks) 2014 11/10/2004 0		

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

Option	Result
Торіс	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
SummariesThe 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
TransactionsIn 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		
Today's Hansactons	Stocked:	0
To Display Terminal: O	Retrieved:	0
To Paper Track: O	Unloaded:	0
· · · · · · · · · · · · · · · · · · ·	Expired:	0

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

n Transit ———					
To/From DT	Paper Tracking				
Today: O	Today: O	Expired (CT/DT):	1	Unloaded (CT/DT):	0
Yesterday: 0	Yesterday: O	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
> 7 Days: 1	> 7 Days: 0	Unit Packaging:	0	Loaned:	

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 Definition	ns: 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	Below the in-transit events, the Centrack Home window displays
Information	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 MenuThe 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 Ioan	Deposit supplies into the vault when they are being returned by the external facility to which you loaned them
sell	Withdraw supples 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.

Getting Started

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:



alternative workpath 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.

/				
Centrack - [Withdraw by Supply - Supply Browser]				- 6
Supply (*Generic / Trade)	Item Code	Quantity		diamlar
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Tyl#3	200		terminals
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alptab0.25	45		
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq		F	aper track
diazepam U/D / 5MG / 1 TAB (VALIUM)	Vali5	90		locations
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Vali10i	100		ort with drow
ientanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg		S	art withdraw
entanyl inj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)	FENTA5I	40		10. J
tYDROmorphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2I			lestination
orazepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95		-oounculon
orazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOB1IV	95		back
nidazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDAZ5	90		Dack
nidazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50			
nidazolam gtt BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0		
nidazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50iMDV	40	-Sur	nhy Filter
norphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	190	Ju	an An
norphine.cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0		111
norphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx		0	oelow min
norphine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0	0	out of stock
norphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	"Morphinj10			
norphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA		Withd	raw Group F
norphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS 4inj	350	< No F	lter >
norphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395t		10am Midnini	fWF v
norphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10			n
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			
aropoxyphene/apap TAB BULK / 100MG/650MG / 1 TAB (DARVOCET-N 100)	Dartab 100 blk		~	
¢			>	
ady				

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.

Supply Filter 💿 all O below min O 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.

Sorted by generic name	🤝 Centrack - [Withdraw by Supply - Supply Browser]
	File Data Window Help
	Supply(*Generic/Trade)
	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENC
Generic name	alprazolam U/D / 0.25MG / 1 TAB (XANAX)
	cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOP)
Irade name	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPO
l	diaman DISMG (1 TAR VALUE
_	
Sorted by trade name	🤝 Centrack - [Withdraw by Supply - Supply Browser
	File Data Window Help
	Supply(Generic/*Trade)
	AMBIEN U/D / 5MG / 1 TAB (zolpidem)
Trade name	ASTRAMORPH/PF INTRATHEC / 10 MG/10 ML / 10 ML
	ATHVAN U/D / 1MG / 1 TAB (lorazepam)
Generic name	ATIVAN VIAL INJ / 2MG/2ML / 2 ML VIAL (lorazepam vie
	horacte and the second and the secon

• 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:

🤝 Withdraw by Supply - Smart F	ind 🔀
Search Field:	
	~
Save search field	dly
Search Text:	
I	
Find Next Close H	lelp

- 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 both the item	an item ii 1 and the	n the list to select typical option button \smallsetminus	x
Centrack - [Withdraw by Supply - Supply Browser]			
File Data Window Help			
Supply(*Generic/Trade)	tem Code	Quantity	display
acetamin w/cod #3 U/D / 30/300MG / 1 TA8 (TYLENOL W/COD #3)	Tyl#3	200	terminals
alprazolam U/D / 0.25MG / 1 TAB (V/N/V/)	Alptab0.25	45	naner track
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq		locations
diazepam U/D / 5HG / 1 TAB (VALIUM)	∀al/5	90	
diszepamini INU / 10MG/2ML / 2 ML (VALIUM INJ)	Vali10i	100	start withdraw
fentaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg		
fentaryl inj AMP / 250MCG/SML / 5 ML (SUMBLIMAZE)	FENTAS	40	withdraw by
HYDR0mosh0ne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2I		destination
korazepam U/D / 1MG / 1 TAB (ATIWAN)	LOR1	95	
lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1/V	95	back
midazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDA25I	90	
midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50		
midazolam gtt BAG / SMG/ML / 500 ML (VERSED DRIP)	vers500D	0	
midazolam mdv VIAL / 5.MG/ML / 10 ML (VERSED MDV)	ver50MDV	40	-Sunnly Filter
morphine carpuject INJ / 2MG/ML / 2 MG (MDRPHINE CARPUJECT)	MS2carp	190	all
morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0	© un
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx		O below min
morphine.gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0	🔿 out of stock
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	"Morphini(10		
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA.		Withdraw Group Filter
mosphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4ini	350	< No Filter >
morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	3951		10am MWF Michida
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10		
opium-belladorina U/D / 16.2/60MG / 1 SUPP (8 t 0 16A SUPPS)	85016a		
0KYcodone/apap U/0 / 9MG/329MG / 1 TAB (PERCOCET)	Perctab5		
proposyphene/apap TAB BULK / 100MG/650MG / 1 TAB (DARVOCET-N 100)	Dartab 100 blk.		
C		2	

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

🔊 Cen	entrack - [Deposit - Deposit Form]									
File 0	ata Wind	ow Help								
Deposit Information Form Number:						ber: D20130509-1				
From: Nati + of Suppler Main Wholesale Company 4455 Last S				*	STREET ADDRESS 4455 Last Street	Lost Streek				
CitY and STATE Cranberty Township, PA					DATE 05/09/2013	05/09/2013				
5			_	TO BE FIL	LED IN BY PURCHASER					
8 8	No. of Packages	Size of Package	Quantity		Name of I	tem	National Dru Code	g		
1			25	fentaryl citrate	INJ / 0.05MG/2 ML / 2 ML	IMP (SUBLIMAZE)	0641-0789-02			
2	0000	0000	200	temazepam	CAP BULK / 30 mg / 1 CAP (RESTORIL)	0406-3917-01			
3			45	acetamin w/co	d#3 U/D / 30/300MG / 1 T	AB (TYLENOL W/COD #3)				
4										
5										
6										
7										
8										
9	0000	E								
10										
Defe is a	æd			DEA Fright	ation No.	Name and Address of Registrant				
HDS	Registered as a HDSP/CLINIC			No. of \$111	Irder Ports	7				
Supplier I	iame									

Form 41 Format

Name of Drug Name of Drug Contents Quantity 1 Contents Source Image: Ima	🕈 Centrack - [Quarantine - Quarantine Form]						
Quarantine/Surronder Information PACKAGE No: (2 2013-1 FROE: Import disease Medialed Modeal Certer Import disease Name of Drug Contents Quantify Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease Import disease	File Data Window Help						
Name of Drug Control dig wat Madd Select Medcal Center Typestant Dis Nameri Typestant Dis Nameri Typestant Dis Nameri Typestant Dis Nameri Contends Quantify Image: Select Medcal Center Image: Select Medcal Center Image: Select Medcal Center Image: Select Medcal Center Image: Select Medcal Center Image: Sel	Quarantine/Surrender Information	PACKAGE No: 0	2 2013-1				
Mode de CMROS à Letter Pagetade 1 de seasor Name of Drugt No of gastade 1 hays to masor Contents (a) Quantitation 1 Marco di Drugt Contents (a) Contents (a) Contents (a) Quantitation 2 Contents pipal (a) SULN / 4% / 4 ML BFL (IC Code) (a) (a) (b) (c) 3 Contents pipal (a) SULN / 4% / 4 ML BFL (IC Code) (c) (c) (c) (c) 4 Contents pipal (c) (c) (c) (c) (c) (c) 5 Content topications (c)	FROM:	барьалы отдержаат					
Name of Drug Description Description Quality I Mixerpan U/D / SHG / 1 TAB (IC Va65) 2	Medselect Medical Lenter	Pegistanti O.Ex.Neider	Pegatanti DEn Nenter				
Name of Drug Orientians Contents Quantity 10 decrement U/D / 5MG / 11AB (IC: Vd65) 2 2 2 cocare trajical SOLN / 4% / 4ML BTL (IC: Cockg) 1 1 3 1 1 1 1 4 1 1 1 1 5 1 1 1 1 6 1 1 1 1 9 1 1 1 1 10 1 1 1 1 1		Pegistanti Tekpican Nanter					
••••••••••••••••••••••••••••••••••••	Name of Drug		No. of Containers	Contents	Quantity		
2 2 conserve highed conserve highed co	Giazepam U/D / 5NG / 1 TAB (IC: Vali5)				2		
3 (2 cocaine topical SOLN / 4% / 4 ML BTL (IC: Cocliq) COCAINE TOPICAL				1		
4 (3						
5 () () 6 () () 7 () () 0 () () 3 () () 10 () ()	□ 4		000000	C			
6 (5						
7 (6						
0 (7						
3 (1111) 10 (1111)	. 8						
10	9						
	10						
	SURRENDERED TO:	DESTROYED BY	r				
	DATE: May 9, 2013	WITNESSED BY	ń				
SURRENDERED TO: DESTROYED BY: DATE: May 5.2013 WITNESSED BY:					_		

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	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.						
	Deposit Information						
	From: Name of Supplier AmerisourceBergen Wholesale Main Wholesale Company Phred's Pharmacy Seaside Hospital						
locate form	locate form 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.						
move to form	<i>move to form</i> 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.						
	Note that this process works somewhat differently in the quarantine function, and the usage is explained in the Quarantine chapter.						
print	<i>print</i> prints the form to your default printer.						
back	back 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 countremaining 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.

Position:	C-III-IV CAB Position 2-304	
Generic Name:	acetamin w/cod #3	OK
Trade Name:	TYLENOL W/COD #3	
Strength:	30/300MG	
Size:	1 TAB	
Form:	U/D	
Item Code:	Tvl#3	

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	
r that are r the posit.	Position: C-2 vault Position 201 Generic Name: fentaryl citrate Trade Name: SUBLIMAZE Strength: 0.05MG/2 ML Size: 2 ML AMP Portm: INJ Item Code: Fent0.05mg	ok back
	Position Quantity: (after transaction) Expiration Date: 07/31/2013 Lot: vt207820	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.

😴 (Function Name) - Position Browser						
Position	Current	Min	Max	Expiration Date	Lot Number	
C-2 vault Position 104		160	500	07/31/2013	oc4386023	Select
C-2 vault Position 404		0	300	03/31/2013	oc4382002	back
OXYcodone/apap - 5MG/325MG1 TAB (Item Code: Perctab5)						

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

OR

Double-click the position in the list.

Using Common Window Features

Notes:



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.

	Centrack - [Withdraw by Supply - Supply Browser]			- 8 🔀
Supply list	Supply (*Generic / Trade)	Item Code	Ouantity	diastau
	acetanin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Tyl#3	200	terminals
	alprazolam U/D / 0.25MG / 1 TAB (VANAV)	Alptab0.25	45	
	cocaine topical SOLN / 4% / 4 ML BTL (CODAINE TOPICAL)	Coolig	(paper track
	dezepam U/D / 5MG / 1 TAB (VALIUM)	Vall5	90	locations
	diseepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Valitű	100	
	fentarof citrate INJ / 0.05MG/2 ML / 2 ML /MP (SUBLIMAZE)	Fenit0.05mg		start withdraw
	fentary/inj AMP / 250MCG/5ML / 5.ML (SUMBLIMAZE)	FENTAS	40	
	HYDROmophOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2		destination
	krazepam U/D / 1MG / 1 TAB (ATIWAN)	LOR1	55	
	krazepan vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1IV	95	back
	midazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDAZSI	90	
	midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50		
	midazolam git BAG / SMG/ML / S00 ML (VERSED DRIP)	vers500D	0	
	midazolan mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50MDV	40	Supply Filter
	morphine capuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	190	all
	morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0	o un
	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233R#		 below min
	morphine git BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0	O out of stock
	morphine inj VIAL / 10NG/NL / 10 MG (MORPHINE INJ)	"Morphini10		
	morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA.	w	/ithdraw Group Filter
	morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4ini	350	No Filter >
	moghine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	3951		fidnight
	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10		
	opium beladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)	B&D16a		
	DM/codone/apap U/D / SMG/32SMG / 1 TAB (PERCOCET)	Perciab5		
	proposphene/apap TAB BULK / 100MG/650MG / 1 TAB (DARVDCET-N 100)	Dartab 100 blk.	~	
	C			

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	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.
display terminals	Displays the Display Terminal Browser, listing the DT locations associated with the selected supply

Field Definitions: Withdraw by Supply–Supply Browser

Field	Definition					
paper track locations	Displays the [paper trackin	Destinations Browser, listing all locations available for g				
start withdraw	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.					
withdraw by destination	Displays the Withdraw by Destination window to let you withdraw multiple supplies for a specific DT or paper tracking location					
back	Displays the C	Centrack Home window				
Supply Filter	Limits the iter	ns that appear in the Supply list				
	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 stockOnly those supplies for which at least one DT has all positions out of stock					
Withdraw Group Filter	Limits the iter assigned to a	ns that appear in the Supply list to only those supplies specific withdraw group.				
	Withdraw gro administrator, they are regul administrator Centrack envi	ups are groups of DTs defined by your AWS Typically, DTs are grouped by the schedule on which arly restocked from the vault. Ask your AWS how to use the withdraw groups defined in your ironment.				

Field Definitions: Withdraw by Supply–Supply Browser

Withdraw by Supply for a DT 1. 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.

Centrack - [Withdraw by Supply - Displa	y Terminal Browser]					
splay Terminal	Current	Minimum	Maximum	Restock to Max	Withdraw	
8-POSTPARTUM	24	26	48	24	0	accept
						positions
						set quantities
						back
						Filter
						⊙ all
						O out of stock
etamin w/ced #3 U/D / 30/300MG / 1 TAR	Item Code: Tut#3			hafibhada ann T	4-6	

- 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.

					Contraction of
NORTH UDM Paukon 1.5					account
NORTH UDM Poetion 16	12	7	12		back
Diplay Terminal DT2NORTH	Withshaw Duardity	12		Restock Quantity 12	1 - C

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 DTs
accept	Adds the specified withdraws to the withdraw list and re-displays the Supply Browser
positions	Displays the Position Browser, which lists the dispense positions associated with the selected supply and location
set quantities	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 <i>clear quantities</i> so you can reset all quantities to zero and start over.
back	Re-displays the Supply Browser without adding to the withdraw list

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	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. 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 the selected supply is out of stock

Field Definitions: Withdraw by Supply–Display Terminal Browser

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

		Withdraw Quantity	Control Number	Print Return 1	In Transit Note		And in case of the local division of the loc
NORTHPT	Paper Track	d d		2 Yes			accept
TRODEMO PT	Paper Track	a	1	2 Yes			
NDOSCOPY	Paper Track	ū		2 Yes			attach note
R-PT	Paper Track	0	1	2 Yes			
10PP-P1	Paper Track	0		2 Yes	40 F		-
ACU-PT	Paper Track	0		2 Yes			back
ADIOLOGY	Paper Track	a		2 Yes			-
			E	nter the or each p	withdraw qu paper track lo	antity ocation	
			Efr	nter the or each p	withdraw qu paper track lo	antity ocation	

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

- 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	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 <i>accept</i> . 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 attach note 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
accept	Adds the specified withdraws to the withdraw list and re-displays the Supply Browser
attach note	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.
back	Re-displays the Supply Browser without adding to the withdraw list

Field Definitions: Withdraw by Supply–Destination Browser

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.

Destination	Destination Type	Demartment	Incation	
NORTHER	Prov Tracking	Prog Turk	A CONTRACT OF A	select
DISIORIA	Paperhacing	Papernaci,		
01001	Display Terminal	Oncerting Desce	002	atart withdraw
	Display Lemmas	Operang Noon	UN3	dan mindan
DTPALO	Dispay Leminar	PALU Breat Track	itte	
DIRADEMORT	Paper Tracking	Paper Hack		back
ENDOSCOPT	Paper Tracking	Paper Hack		
IR61	Paper Tracking	Paper Hack		
MEDSELECT	Display Terminal	MedSelect Flex	100	
OB-POSTPARTUM	Display Terminal	Post Partum	131	
OBPP-PT	Paper Tracking	Paper Track		
PACUIPT	Paper Tracking	Paper Track		
				Filter ⊗ att © below min © out of stock
				Withdraw Group Filte (No fee) (Chiply Terminity) (Paper Tunking) 10au MWF Michige

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	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.		
select	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.		
start withdraw	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.		
back	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		
	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 (< >).		
	Filter Destinations displayed		
	< 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.		

Field Definitions: Withdraw by Destination-Display Terminal Browser

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	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		
accept	Adds the specified withdraws to the withdraw list and re-displays the Withdraw by Destination–Display Terminal Browser		
positions	Displays the Position Browser, which lists the dispense positions associated with the selected supply and location		
set quantities	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 <i>clear all quantities</i> so you can reset all quantities to zero and start over.		
back	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		
	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	

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

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

fe Data Window Help						
upply (* Generic / Trade)	tem Code	Withdram Trem	Control Number	Note	12	
setamin w/sod #3 U/D / 30/300HG / 1 TAB (TYLENOL W/COD #3)	Tyling	2				
Iprazolam U/D / 0.29MG / 1 TAB (VANAX)	Alphab0.25	0		1		_
occare topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Coclig	ü		1		
issepan U/D / SMG / 1 TAB (VALIUM)	Val5	a		11.2		
Sazepamini INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Val10	0		1		bac
entanyl citrate INJ / 0.09MG/2 ML / 2 ML AMP (SUBLIMAZE)	Ferrill 05mg	U		1		Uat
erkansking AMP / 250MCG/SML / SML (SUMBLIMAZE)	FENTASI	0				
NDROwophOneini SYRG / 2MG / 1 ML (DILAUDID INJ) Enter the withdraw	DILAUZI	α				
xazepan U/D / 1MG / 1 TAD (ATMAN)	LOR1	0		1	8	
vazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL) QUANTILY TO FEACH	LOR1IV	0		1		
idatolym VIAL / 1MG/1ML / 5ML IVERSED) paper track location	MIDA25	ū		1		
nidazolam INJ / 2MG/2ML / 2ML (VERSED)	Ver50	0		1		
vidazolan gt. BAG / SMG/ML / 500 ML (VERSED DRIP)	ver:500D	0		1		
nidazolam mdv VIAL / 5MG/ML / 10 ML (VERSED MDV)	verS0MDV	0	-	1		
rophine carputed INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	0		1		
sophine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0		1	12	
wiphine epiducal EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx	0	-			
nophine git BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0		1		
nophine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	"Morphini10	0		1		
nophine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA	0		i -		
nophine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4ini	0		1		
nophine máv MDV INJ / 15MG/ML / 20 ML (MORIPHINE MDV)	395	0		1		
nophine sullate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10	Ø		i i		
piumbelladonna U/D / 16.2/60MG / 1 SUPP (B & 0 16A SUPPS)	B1016a	0		1		
					*	
					()	

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	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 attach note 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 <i>accept</i> . 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.
accept	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 Definitions: Withdraw by Destination–Supply Browser (for Paper Tracking)

Field	Definition
attach note	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.
back	Type the note text, and then click attach note . OR To close the Attach Note window without attaching a note, click Back . Re-displays the Supply Browser without adding to the withdraw list

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:

 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 withdrawals.
 - 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. Count remaining not required

Count remaining

required

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

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

🤝 Withdraw by Supply - Dispense Information	
Position: C-III-IV CAB Position 2-101 Generic Name: alprazolam Trade Name: XANAX	ok
Strength: 0.25MG Size: 1 TAB Form: U/D Item Code: Alptab0.25	ok and cancel next

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

	🤝 Withdraw by Destination - Count Remaining	
Type the number that are still in the vault after the withdraw.	Position: C-2 vault Position 201 Generic Name: fentanyl citrate Trade Name: SUBLIMAZE Strength: 0.05MG/2 ML Size: 2 ML AMP Porm: INJ Item Code: Feqt0.05mg	ok ok and cancel next
	Position Quantity: [[(after transaction) Expiration Date: 03/01/2006 Lot: badlot	back re-open position

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.

 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.

ate	Quantit	y Bhatua	Tran		Control Number	Dier	Note	
5/00/2010 17:34:50	2	Withdraw	DTF0-DEMO_C	PACU-PT	130500(2173427E	Arber, Ann	11/	 select
5/08/2013 17:34:38	4	Withdraw	DTFO/DEMO_C	ERPT	130508091734270	Arbor, Ann		-
5/08/2013 17:34:38	6	Withdraw	DTRKDEM0_C	DTRXDEM0-PT	130508941734278	Arbor, Ann		selectic
5/08/2013 17:34:38	6	Withdraw	DTRXDEM0_C	ENDOSCOPY	130508@173427C	Arbor, Ann		
5/08/2013 17:34:37	6	Withdraw	DTRODEMD_C	2NORTH-PT	130500@173427	Arbor, Ann		View no
5/08/2013 16:13:58	12	Withdraw	DTRXDEM0_C	OBPP-PT	130508@161228	Arbor, Ann		
5/08/2013 15:09:01	12	Withdraw	DTRADEM0_C	OB POSTPARTUM		Arbor, Ann		print cont sheet
								view link events
								back

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 redisplay 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.

- 🕏 Return to Pharmacy Position Position C-III-IV CAB Position 2-304 return Min: 250 Max: 500 Supply acetamin w/cod #3 U/D / 30/300MG / 1 TAB TYLENOL W/COD #3 return without Visually verify quantit these values . Tyl#3 > This button appears for back paper-track events only. Return Quantity: 12 Expiration Date: 05/09/2014 Lot: tc243385 Attach Notes: Entered for wrong location.
- 5. If necessary, change the Return Quantity, Expiration Date, and Lot number of the supply.

- 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.

	🛃 Cer	ntrack - (D	eposit - D	eposit Form	1								
	File	Data Win	tow Help										
Select the supplier \setminus	Dep	osit Inf	ormatio	n		F	orm Number				_		supplies
	From	Nan + d' Supp	ler.		*	STREET ADDRESS					-		
	CITI	and STATE				DATE					-		locate form
	_				70.85.51157	O BE BLIED IN BY PUBCHASER				-			
	-	No. of Package	Size of Package	Quantity	TO DE TIELES	o in or ronches	Name of Item		National D Code	rug	-	(move to form
		0	0								-		
	2	0	0									(print
	3	()	0								-		
	4	0	0000								_		back
	5	0	0										
	6	0	0										
	7	E)	E										
	8	1	1										
	9	1000	1000										
	10	1000	10000										
	Defe is	KURD			DES Fagintation	n No.		Name and Address of Registrant			-		
	R+gr/t HO	red as a SP/CLINIC			No. of this Orde	r Form							
											-		

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.

6. 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.

	🤝 Deposit - Position	X
	Position C-2 vault Position 105 Mir: 40 Max: 80	deposit
	Supply morphime sulfate INTRATHEC / 10 MG/10 ML / 10 ML ASTRAMORPH/PF "Morit10	open position
Enter the quantity	Deposit Quantity:	back
Enter the expiration date and lot number—	Expiration Date: 11/01/2014 Lot: 3851-22	

- 7. Click *deposit*.
- 8. 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	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 Definitions: Deposit-Supply Browser

Field	Definition
select	Displays the Deposit–Position window in which you will enter the quantity and expiration date and lot number for this deposit.
back	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:

Centrack	
?	You may not log out until all count remaining positions have been audited. Would you like to run the Audit Count Remaining function now?

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 in 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	Audit Count Remaining	
Enter the quantity from your physical count	Audit Count Remaining Supply (Generi wophine epidue morphine ini Trade Name: morphine epidural Trade Name: MORPHINE EPIDURAL Strength: 1 MG/ML Size: 50 ML Port: EPID INFUS Item Code: 12238x Position Quantity: [] (after transaction) Expiration Date: 12/31/2013 Lot	audit cancel skip re-open position
		position

- 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.


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.

		Centrack - [Waste In-transits - Event Browser - 15 rows]								- B 🛛
In-transit event list		File Data window Help								
	$\overline{\ }$	Date Supply (* Generic / Trade)	Quar		Status	From	User	Note		
		05/09/2013 12:30.27 morphine epidual EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL		1	Withdraw	DTRXDEM0_C	Abor, Ann			select
		05/08/2013 17:34:53 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)		2	Withdraw	DTRODEMD_C	Albor, Ann			
		05/08/2013 17:34:38 acetamin w/cod #3 U/D / 38/309MG / 1 TAB (TYLENDL W/COD #3)		6	Withdraw	DTF0/DEMO_C	Arbor, Ann			view note
		05/08/2013 17:34:38 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)		6	Withdraw	DTRKDEM0_C	Arbor, Ann			
		05/08/2013 17:34:38 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)		4	Withdraw	DTRXDEM0_C	Albor, Ann			waste from
		05/08/2013 17:34:37 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)		6	Withdraw	DTRHDEMD_C	Albor, Ann			inventory
		05/08/2013 16:13:50 fentaryl citrate INJ / 0.05MG/2:ML / 2:ML AMP (SUBLINAZE)		6	Withdraw	DTF0/DEMO_C	Albor, Ann			
		05/08/2013 16:12:52 01/t/codone/apap U/D / 9MG/325MG / 1 TAB (PERCOCET)		6	Withdraw	DTRKDEM0_C	Arbor, Ann			back
		05/08/2013 15:53:26 diazepam U/D / 5MG / 1 TAB (VALIUM)		2	Withdraw	DTRXDEM0_C	Arbor, Ann			
		05/08/2013 15:53:21 diazepan U/D / 5MG / 1 TAB (VALIUM)		5	Withdraw	DTF0/DEMD_C	Albor, Ann			
		05/08/2013 15:53:21 diazepam inj INJ / 10MG/2ML / 2.ML (VALIUM INJ)		2	Withdraw	DTFODEMD_C	Arbor, Ann			
		05/08/2013 15:53:19 aprazolam U/D / 0.25MG / 1 TAB (XANAX)		2	Withdraw	DTRXDEM0_C	Arbor, Ann			
		05/08/2013 15:52:37 fentaryl okate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)		5	Withdraw	DTRXDEM0_C	Arbor, Ann			
		05/00/2013 15:48:32 ferlargl citrate INU / 0.05MG/2 ML / 2 ML AMP [SUBLIMAZE]		5	Withdraw	DTRODEMO_C	Albor, Ann			
		05/05/2013 18:11:54 morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)		1	Expired	MEDSELECT	Admin, Admi	in		
		Summer 2018 and 100							>	
		2007								

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 barcode or click the supply in the browser and then click*select*.

	Centrack - [Waste From Inventory - Supply Browser]			
Supply list	File Data Window Help			
	Supply(*Generic/Trade)		Quantity	
	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/C00 #3)	T ₅ i#3	165	select
	alprazolam U/D / 0.25MG / 1 TAB (VANAX)	Alptab0.25	40	
	cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq		back
	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	0	
	diazepam U/D / 5MG / 1 TAB (VALIUM)	Val5	83	
	diszepan inj INJ / 10MG/2ML / 2.ML (VALIUM INJ)	Vali10i	90	
	fentaryl citrate INJ / 0.05MG/2.ML / 2.ML AMP (SUBLIMAZE)	Fent0.05mg		
	ferkarylini AMP / 250MCG/5ML / 5ML (SUMBLIMAZE)	FENTAS	40	
	HYDROmophOne inj SYRG / 2MG / 1 ML (DILAUDIO INJ)	DILAU2I		
	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 / 5ML (VERSED)	MIDA25	90	
	midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50		
	midazolan gt BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0	
	midazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50MDV	40	
	morphine capsuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	190	
	morphine or U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0	
	morphine epidual EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)			
	morphine git BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0	
	morphine inj VIAL / 10MG/ML / 10MG (MORPHINE INJ)	"Morphini(10		
	moshine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA.		
	morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4inj	350	
	maphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395k		
	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10		
	opium/belladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)	88016a		
	0XYcodore/apap U/D / SMG/32SMG / 1 TAB (PERCOCET)	Perctab5		
	¢			

- 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.

Witness User:	ОК
PIN:	Cancel
	 Help

Note

You cannot witness your own waste event.

 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-	ОК
PIN:	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.

Centrack - [Audit - Position Browser]			E 18 S
Alle Data Window Help			
Supply(*Generic / Trade)	Position	Last Audit	
morphine git BAG / IMG/ML / 100 ML (MORPHINE DRIP)	C-II MDM Drawer 1-1 A		select
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	C-II MDM Drawer 1-2 A	11/10/2004 17:25:57	
midazolam git BAG / SMG/ML / S00 ML (VERSED DRIP)	C-II MDM Drawer 1-3 A		back
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	C-II MDM Drawer 1-4 A		
nophine cr U/D / 30MG / 1 TAB (MS CONTIN)	C-II MDM Drawer 1-8 A		
zocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	C-2 vault Position 1		
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	C-2 vault Position 102		
pium/belladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)	C-2 vault Position 103		
IXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	C-2 vault Position 104	11/10/2004 17:29:37	
orphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	C-2 vault Position 105		
stanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	C-2 vault Position 201	11/10/2004 17:24:27	Positions
YDROmosphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	C-2 vault Position 202	11/22/2004 14:35:57	Regular
lazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	C-2 vault Position 203		Quarantine
arylinj AMP / 250NCG/5ML / 5.ML (SUMBLIMAZE)	C-2 vault Position 204		
entanii 250mcg/5ml INJ / 50MCG/ML / 5 ML (SUFENTA 250MCG/5ML)	C-2 vault Position 205		
shine inj VIAL / 10MG/ML / 10 MG [MORPHINE INJ]	C-2 vault Position 301		
phine capuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	C-2 vault Position 302		
sphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	C-2 vault Position 304	11/10/2004 17:29:03	
orphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	C-2 vault Position 305	11/22/2004 14:24:11	
idazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	C-2 vault Position 401		
xazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	C-III-IV CAB Position 2-1		
prazolam U/D / 0.25MG / 1 TAB (VANAX)	C-III-IV CAB Position 2-101		
mazepam U/D / 30MG / 1 CAP (RESTORIL)	C-III-IV CAB Position 2-104		
szepam inj INJ / 10MG/2ML / 2.ML (VALIUM INJ)	C-III-IV CAB Position 2-202		
razepam U/D / 1MG / 1 TAB (ATIVAN)	C-III-IV CAB Position 2:203		
zolpidem U/D / 5MG / 1 TAB (AMBIEN)	C4II-IV CAB Position 2-302		~
			2

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

Double-click the position.

OR

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

	😴 Audit - Inventory	
Quantity from	Position: C-2 vault Position 1 Generic Name: cocaine topical Trade Name: COCAINE TOPICAL	audit
physical count —	Strengtm 444 Size: 4 ML BTL Form: SOLN Item-Sade: Cocliq	cancel
	Position Quantity:	skip
	Lot: cq58294993	re-open position

- 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.

Witness IIser	OK
PIN:	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.

Pris Data Nati Audit Dopting (DAG / 1MG/ML / Todal) (DAG PARAMEL CALL) CAL MON Drawer 13.4 Compared (DAG / 1MG/ML / SOME_MORPHINE CALL) Call MON Drawer 13.4 Dopting (DAG / 1MG/ML / SOME_MORPHINE EPDURAL) CAL MON Drawer 13.4 11/10/2004 17.25.57 Data Data Indication gr DAG / SMG/ML / SOME_MORPHINE EPDURAL) CAL MON Drawer 13.4 11/10/2004 17.25.57 Data Data Composed Field TEST / 15.26 (DATA) TAL MON Drawer 13.4 Composed Field Data Data Composed Field TEST / 15.26 (DATA) TAL MON Drawer 14.4 Composed Field Data Data Composed Field SUM / At / At M BTL COLONNO TOPOLI C2 val Position 10 Data Data Composed Field SUM / At / At All BTL COLONNO TOPOLI C2 val Position 100 Differed data	Centrack - [Audit - Position Browser]					- 8 🛛	
Bit Dock (1 Standard C, Yrandia) Packdom Packdom Packdom Packdom Packdom Packdom Packdom Select Boghere spokad EPD INTUS / 116GML / 50ML (MCRED DUP) CIL MOM Diawer 13.A 11/10/2004 12:25:7 Iddacdam gill Bud / 146./ML / 109. Gel MOM Diawer 13.A Dock Diawe	File Data Window Help						
Instruction git 6.05 / MidSML / 100ML MORPHYNEE ERID(NRL) C.6 MOM Drawer 11.4 morphine regulated EPRO RNDS / J MidSML / 200ML (MIRHYNEE ERID(NRL)) C.14 MOM Drawer 13.4 11/10/2004 172:557 morphine regulated EPRO RNDS / J MidSML / 200ML (RNDSE DOIPIP) C.14 MOM Drawer 13.4 Diff MOM Drawer 13.4 Diff MOM Drawer 13.4 morphine regulated EST / 1162/200 / 1 ref / 1 mage (COMPOUNDING TEST COMPOUND) C.14 MOM Drawer 14.4 Diff MOM Drawer 14.4 morphine regulated U/D / 2006 / 1 mage PROFINITION C.2 vaal Portion 102 Diff MOM Drawer 14.4 morphine regulated U/D / 162/0006 / 1 SUPP (B 8.0 16A SUPPS) C.2 vaal Portion 102 Diff MOM Drawer 14.4 cocame topical SOUH / 452 / 4 ML / 810 (ROMPINE RU) C.2 vaal Portion 102 Diff MOM Drawer 14.4 cocame topical SOUH / 162/000 / 1 SUPP (B 8.0 16A SUPPS) C.2 vaal Portion 102 Diff MOM Drawer 14.4 cocame topical SOUH / 452 / 4 ML / 48.5 (DTRIMARTERH/PF) C.2 vaal Portion 202 11/10/2004 17.28.37 cocame topical SONG / 2004 / 24.4 / 24.4 (RESED) C.2 vaal Portion 203 Traze 201 Diff MOM Drawer 14.4 morphine duby / 1002/004 / 24.4 / 24.4 (RESED)	Supply(*Generic / Trade)	Position	Last Audit		^		
bootskine spidaal EPD BITUS / 140.AL / 50ML (MIRSED DIFF) CII MOM Datesri 12A 11/10/2004 17.2557 midaciang B.G./ 946.AL / 50ML (MIRSED DIFF) CII MOM Datesri 12A book cooperant Feet Tis (52,07) / 11 Augo (COMOUNDING TEST COMPOUND) CII MOM Datesri 1A book cooperant Feet Tis (52,07) / 11 Augo (COMOUNDING TEST COMPOUND) CII MOM Datesri 1A book cooperant Feet Tis (52,07) / 11 Augo (COMOUNDING TEST COMPOUND) CII MOM Datesri 1A book cooperant Feet Tis (52,07) / 11 Augo (FOMOUNDING TEST COMPOUND) C2 vaal Potion 10 compound Feet Tis (52,07) C2 vaal Potion 10 contentededorm U/O / 150/PG #10 CASUPPS) C2 vaal Potion 103 11/10/2004 172.837 exemption 200 COYcodemargue U/O / 960/2014 / 11 Augo (FERCOCT) C2 vaal Potion 103 11/10/2004 172.837 exemption 201 COYcodemargue U/O / 960/2014 / 11 Augo (FERCOCT) C2 vaal Potion 202 11/10/2004 172.827 exemption 200 MCPROmorg/Fere W SYRG / 246 / 11 Aug (FERCOCT) C2 vaal Potion 203 11/10/2004 172.827 eRegular iddestam ID / 060/2014 / 246 /	mosphine git BAG / IMG/ML / 100 ML (MORPHINE DRIP)	C-II MDM Drawer 1-1 A				select	
ndazdan gl. B&Z / S4GAL / S00LL (KENSED DRP) CHINON TEST CONFOUND) CHINON Duwer 1-3 A Congound Test / 1552 / 15280 / 14 / 1 vaga (COMPONING TEST CONFOUND) CHINON Duwer 1-3 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON Duwer 1-4 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON Duwer 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON Duwer 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-6 A codame tapical SOLH / 4% / 4 ML BTL (COCURE TOPICAL) CHINON DUWER 1-7 A Robotime solution DU / 960/2964 / 1748 (#ROCOTT) CHINON DUWER 1-7 ALL PORTON DO Robotime solution DU / 960/2964 / 5 ML (COLUMO INI) CHINON DUWER 1-7 ALL PORTON DO Robotime solution DU / 960/2964 / 5 ML (COLUMO INI) CHINON DO Robotime solution DU / 960/2964 / 5 ML (CURINAZE) CHINON DUWER 2-7 ALL PORTON DO Robotime solution DUB / 2960/60 / 5 ML (SURTATA 220MC/5ML) CHINON DO Robotime solution DUB / 2960/60 / 5 ML (SURTATA 220MC/5ML) CHINON DO Robotime solution DUB / 2960/60 / 5 ML (SURTATA 220MC/5ML) CHINON DO Robotime solution DUB / 2960/60 / 5 ML (SURTATA 220MC/5ML) CHINON DO Robotime solution DUB / 2960/60 / 5 ML (SURTATA 220MC/5ML) CHINON CHINON DO Robotime solution DUB / 2960/60 / 5 ML (SURTATA 220MC/5ML) CHINON CHINON CHINON CHINON DUB / 11/02004 172:800 Robotime solution DUB / 2960/60 / 17 ML (MDINRIE MUN) CHINON CHINON CHINON DUB / 11/02004 172:800 Robotime solution DUB / 2960/60 / 17 ML (MDINRIE MUN) CHINON CHINON CHINON DUB / 11/02004 172:800 Robotime solution DUB / 2960/60 / 17 ML (MDINRIE MUNAL) CHINON CHINON CHINON CHINON DUB / 1	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	C-II MDM Drawer 1-2 A	11/10/2004 17:25:57				
ComposedTent TEST / 1622/00 / 14 / 1mage ICOMPOSITION CII MOM Dawer 14.A maptime ar U/D / 2006 / 1748 MS CD1100 CII MOM Dawer 14.A maptime ar U/D / 2006 / 1748 MS CD1100 CI MOM Dawer 14.A maptime ar U/D / 2006 / 1748 MS CD1070(L) C2 vaa8 Position 102 opumitebildows U/D / 1522000 / 1512/PE 810 154.5UPPS) C2 vaa8 Position 103 11/10/2004 1728 37 Difficiency are U/D / 1522000 / 114.00 POSICOTT) C2 vaa8 Position 103 11/10/2004 1728 37 Difficiency are U/D / 152000 / 114.00 POSICOTT) C2 vaa8 Position 103 11/10/2004 1728 37 Difficiency are U/D / 1506/104.1/ 104.00 POSICOTT) C2 vaa8 Position 201 11/10/2004 1728 37 More are are are are are are are are are a	midazolam git BAG / SMG/ML / 500 ML (VERSED DRIP)	C-II MDM Drawer 1-3 A				back	
notpine @ U/0 / 2006 / 1188 045 (0119) CI MOM Deven 16A Colored Pace	Compound Test TEST / 16.2/60 / 1 ml / 1 supp [COMPOUNDING TEST COMPOUND]	C-II MDM Drawer 1-4 A			_		
cocare tapical SDLH / 4K / 4 ML, BTL (COCANE TOPICAL) C2 valit Position 102 mothmer j STME / 10m/m1 / 30ML. MOTHMER NM) C2 valit Position 102 Feature 100 celementalizationes U/O / 162/200/07 / SDLM / S	morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	C-II MDM Drawer 1-8 A					
ворбне нј SYRG / 10xp/nf / 20ML (M0RPH ML NJ) C2 vad Potion 102 count beladorna U/0 / 15/20806 / 15UPE 8J 0164 SUPPS) C2 vad Potion 103 11/10/2004 17.28.37 col/Nodown/pee U/0 / 16/20806 / 1186 (PECDCT) C2 vad Potion 104 11/10/2004 17.28.37 col/Nodown/pee U/0 / 16/20806 / 1186 (PECDCT) C2 vad Potion 205 11/10/2004 17.28.37 col/Nodown/pee U/0 / 16/20806 / 1186 (PECDCT) C2 vad Potion 201 11/10/2004 17.28.27 HDPROmote/Norm (S TR6 / 266 / 1146 (PECDCT) C2 vad Potion 202 11/12/2001 13.557 © Regular isobashim I/0 / 2667/M, 246 (/ 24M, U/ERED) C2 vad Potion 202 11/12/2004 13.557 © Quarantine isobashim I/0 / 2667/M, 246 (PECD) C2 vad Potion 205 11/10/2004 17.28.07 Quarantine isobashim I/0 / 2667/M, 24M, MORPH ME MU C2 vad Potion 201 11/10/2004 17.28.07 Quarantine isobashim I/0 / 2667/M, 24M, MORPH ME MU C2 vad Potion 301 000000 000000 0000000 0000000 00000000 00000000 00000000 000000000 000000000 000000000 0000000000 00000000000 000000000000 0000000000000000 00000000000000000 <td>cocaine topical SOLN / 4% / 4 ML BTL (CODAINE TOPICAL)</td> <td>C-2 vault Position 1</td> <td></td> <td></td> <td></td> <td></td> <td></td>	cocaine topical SOLN / 4% / 4 ML BTL (CODAINE TOPICAL)	C-2 vault Position 1					
opwinebaldoms U/D / 162/00/6 / 1 SUPP (B 8 0 16A SUPPS) C2 vax Povision 103 11/10/2004 1728 37 D/Ycodow/pape U/D / 564/284/6 / 1 Ta8 (PRECOCT) C2 vax Povision 103 11/10/2004 1728 37 Berderic data D/Ycodow/pape U/D / 564/284/6 / 1 Ta8 (PRECOCT) C2 vax Povision 201 11/10/2004 1728 37 Berderic data DS/Mod (284/6 / 284/6 / 1146) U/D (284/6 / 284	morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	C-2 vault Position 102					
D/Coodom/pape U/D 946/29946 / 11&8 (FERDOCET) C2 vasil Position 104 11/10/2004 17.28.37 modphen aulase NITA/THE (/ 10/40/04/17/104_/ 0/STMA/DRH/R/F) C2 vasil Position 105 11/10/2004 17.28.37 fertarylichase NITA/THE (/ 10/40/04/17/104_/ 0/STMA/DRH/R/F) C2 vasil Position 201 11/10/2004 17.28.27 (Position 201	opium-belladorma U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)	C-2 vault Position 103					_
Bodyke auflag INTRATIEC / 10 MG/10 ML / 10 ML (KSTRAMGREH/FF) C2 vaa P Rotion 105 Pasitions Istrandy Class NN / 0.0500 (22 ML / 24 ML AVE (SUBLIAVEE) C2 vaa P Rotion 201 11/10/2004 1724 27 Image: Strandy Class Image: Strandy Classtrandy Strandy Strandy Strandy Strandy Strandy Strandy Strandy	0XYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	C-2 vault Position 104	11/10/2004 17:29:37				_
Introduction IN / 0.004/02.VL / 2.NL ANP (SUBUNAZE) C2 vasil Position 201 11/10/2004 17.24.27 HONG/Nongolfine inj SYR62 / 2.NG / 7.NL (SUBUNAZE) C2 vasil Position 202 11/22/2004 14.9557 Introduction 201 Introduction 201 Introduction 201 Introduction 201 Introduction 202 Introduction 201	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	C-2 vault Position 105					/
HYDFDDmogd/m wij SYR6 / 2MG / 1ML [DLAUDD Nij] C2 vaal Posion 202 11/22/2004 14.3557	fentaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	C-2 vault Position 201	11/10/2004 17:24:27		Pos	sitions	
middeside NL / 2 MG/2 ML / 2 ML (KRSED) C 2 val R Potion 203 C Quarantine tetawaji (a AMP / 2 SKACC SML / SML (SUREINTA SSMCG/SML) C 2 val R Potion 205 C uderstani 250 cog/SmL / SML (SUREINTA SSMCG/SML) C 2 val R Potion 205 C ordprine (val / Val / Val SML (SUREINTA SSMCG/SML) C 2 val R Potion 205 C motprine (val / Val / Val SML (SUREINTA SSMCG/SML) C 2 val R Potion 301 C motprine (val / Val / Val SML (Val SMDRIPHINE CARPUECT) C 2 val R Potion 302 C motprine (val / Val / Val SML (Val M (MORPHINE UNVL)) C 2 val R Potion 305 T1/10/2004 17.2403 motprine (val / Val / Val SMCAL / 2 ML (MORPHINE UNVL) C 2 val R Potion 305 T1/202004 14.24.11 motprine (val / Val / SMCAL / 2 ML (MORPHINE UNVL) C 2 val R Potion 305 T1/202004 14.24.11 motprine (val / SMCAL / 2 ML (Val (ATINA VAL)) C 2 val R Potion 305 T1/202004 14.24.11 Massestem (val / SMCAL / 2 ML (Val (Val (Val (Val (Val (Val (Val (Val	Hr/DR0motph0ne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	C-2 vault Position 202	11/22/2004 14:35:57		•	Regular	
tentog/inj AMP / 250ACG/54L / 54L [SURBURACE] C2 vas8 Posion 204 unterinal 250xcg/561 NJ / 504CDA4L / 54L [SURBURACE] C2 vas8 Posion 205 moghtere op view i VAL / 106/AL / 106 ML PUTHOR (JSURBURACE) C2 vas8 Posion 307 moghtere op view i VAL / 206/AL / 24M [MORPHIRE CAPPUECT) C2 vas8 Posion 302 moghtere op view i NJ / 266/AL / 24M [MORPHIRE CAPPUECT) C2 vas8 Posion 305 moghtere op view i NJ / 266/AL / 24M [MORPHIRE CAPPUECT) C2 vas8 Posion 305 moghtere op view i NJ / 266/AL / 24M [MORPHIRE INVIAL] C2 vas8 Posion 305 11/10/0004 172800 moghtere op view i NJ / 266/AL / 24M [MORPHIRE INVIAL] C2 vas8 Posion 216 I More op view i NJ / 266/AL / 24M [MORPHIRE INVIAL] C1 IV/C48 Posion 216 I More op view i NJ / 266/AL / 24M [VAIN VAL] C1 IV/C48 Posion 216 I More op view i NJ / 266/AL / 24M [VAIN VAL] C1 IV/C48 Posion 216 I More op view i NJ / 266/AL / 24M [VAIN VAL] C1 IV/C48 Posion 216 I More op view i NJ / 266/AL / 24M [VAIN VAL] C1 IV/C48 Posion 216 I More op view i NJ / 266/AL / 24M [VAIN	midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	C-2 vault Position 203			0	Quarantine	
nateriard 250mcgSu NJ / 254CCAL / SNL (JULE NL 250CCG/ML) C2 vad Posicon 201 modelme objection NJ / 264CAL / SNL (MDRPHILE CAPPLIECT) C2 vad Posicon 201 modelme objection NJ / 264CAL / SNL (MDRPHILE CAPPLIECT) C2 vad Posicon 203 modelme objection NJ / 264CAL / SNL (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / SNL (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / SNL (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 modelme objection NJ / 264CAL / 446 (MDRPHILE CAPPLIECT) C2 vad Posicon 204 model	fentarylinj AMP / 250NCG/5ML / 5.ML (SUMBLIMAZE)	C-2 vault Position 204					
moghene wij VAL / 10MG/ML / 10MG_MD/BPHIKE ENUj C2 vaa / Posion 301 moghene opgied IN / 2MG/ML / 2MG_MD/BPHIKE ENUJ C2 vaa / Posion 302 11/10/2001 12/2003 moghene opgied IN / 2MG/ML / 2MG_MD/BPHIKE ENUJ C2 vaa / Posion 303 11/10/2001 12/2003 moghene opgied MOV INU / 19MG/ML / 2MM_MD/BPHIKE ENUJ C2 vaa / Posion 203 11/20/2001 12/2003 moghene opgied MOV INU / 19MG/ML / 2MM_MD/BPHIKE ENUJ C2 vaa / Posion 203 11/20/2001 12/2003 modene opgied MOV INU / 19MG/ML / 2MM_MD/BU/L C2 vaa / Posion 401 E modene opgied IU/ 0/25/MG / 11/4E pOsion 204 E modene opgied U/D / 25/MG / 11/4E pOsion 204 E modene opgied U/D / 25/MG / 11/4E pOsion 204 E modene opgied U/D / 26/MG / 11/4E pOsion 204 E modene opgied U/D / 19/G/2ML / 2ML (U/ML NI) CEIN / C48 Posion 203 E modene opgied U/D / 11/26 / 11/4E E E E	sufentanil 250mcg/5ml INJ / 50NCG/ML / 5 ML (SUFENTA 250MCG/5ML)	C-2 vault Position 205					
notybies copiedt NJ / 2MG AM, / 2 MG (MORPHINE CARPUECT) C2 vaa Pokion 302 notybies ki, MD NJ / JMG AM, / 2 MG (MORPHINE CARPUECT) C2 vaa Pokion 302 11/0/0004 17.2403 notybies ki, Val / 2 MG AM, / 2 MG (MORPHINE NDV) C2 vaa Pokion 305 11/0/2004 17.2403 sotybies ki, Val / 2 MG AM, / 2 MG (MORPHINE NDV) C2 vaa Pokion 305 11/0/2004 17.2403 sotybies ki, Val / 2 MG AM, / 2 MG (MORPHINE NDV) C2 vaa Pokion 305 11/0/2004 17.2403 kinastem mV Val / 2 MG AM, / 2 ML VAL (ATIVAN VAL) C1 Val Pokion 21 kinastem mV Val / 2 MG / 1 Tab (pokinv) C1 HV CAB Pokion 210 kinastem mV Val / 2 MG / 1 Tab (pokinv) C1 HV CAB Pokion 210 kinastem mV Val / 2 MG / 1 Tab (pokinv) C1 HV CAB Pokion 210 kinastem mV Val / 1 MG / 1 Tab (pokinv) C1 HV CAB Pokion 202 kinastem mV Val / 1 MG / 1 Tab (pokinv) C1 HV CAB Pokion 203 E	motphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	C-2 vault Position 301					
morphine Mir MU / 1940/1240.01 C4 vue Pension.2044 11/10/2004.17.2803 morphine Mir val / 1940/2041/ 2440 MORTPHINE INI VALL C2 vue Pension.2014 11/12/20204.14.24.11 disabeline MV Val / 1940/2041/ 2440 MORTPHINE INI VALL C2 vue Pension.2014 11/12/20204.14.24.11 koarepoint val / 1940/2041/ 2440 MORTPHINE INI VALL C2 vue Pension.2014 11/12/20204.14.24.11 koarepoint val / 1940/2041/ 2440.1244.11 C184V C48 Pension.2014 C184V C48 Pension.2014 C184V C48 Pension.2014 temaspan U/D / 0.2566 / 1.124P (PESTORIL) C184V C48 Pension.2014 C184V C48 Pension.2014 C184V C48 Pension.2014 temaspan U/D / 1166 / 11.84 (ATIVARY C184V C48 Pension.2023 C184V C48 Pension.2024 C184V C48 Pension.2024	morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	C-2 vault Position 302					
nocyhine ki vial BN / 4 MG/2ML / 4 MG MORPIFNIE IN VALJ C2 vasil Poston 305 11/22/2004 4 2 & 11 módastlam móv VAL / 5 MG/AL / 10 ML VER FESC MEVV C2 vasil Poston 305 11/22/2004 4 2 & 11 módastlam móv VAL / 5 MG/AL / 10 ML VER FESC MEVV C2 vasil Poston 305 11/22/2004 4 2 & 11 Kastepan rivi NJ / 2 MG/AL / 10 ML VAL / 5 MG/AL / 10 ML C1 II/V CAB Pusiton 201 Japacelam U/D / 0 25MG / 11 AB IVAN VAL J C1 II/V CAB Pusiton 210 Imasepan IV/D / 2 5MG / 1 CAB [MESTORIL] C1 II/V CAB Pusiton 2302 E dazepan ini IN / 1 MG/2ML / 2 ML (MULUM INI) C1 II/V CAB Pusiton 2303 E	morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	C-2 vault Position 304	11/10/2004 17:29:03				
midaeslam mdv VAL / 5 MG/ML / 10 ML VERSED MDV) C 2 vaul Poston 401 Knancownial IM / 2MG/ML / 10 ML VERSED MDV) C 10 M / 2B Poston 401 Jakrasolam U/D / 02 MG / 11 AB PO34000 C 10 M / 2B Poston 210 Immanpan U/D / 23 MG / 11 CP (BESTORL) C 10 M / 2B Poston 210 Idaerspon ing IM / 10 MG/2ML / 2ML (AULUM INI) C 10 M / 2B Poston 2202 Innacrypun U/D / 11 MB / 11 MB / 11 MAN C 10 M / 2B Poston 2203 C 10 M / 2B Poston 2203	morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	C-2 vault Position 305	11/22/2004 14:24:11				
INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL) CIEV CAB Provision 2-11 adpression U/D / 0.25MG / 1 TAB (0.04UVC) CIEV CAB Provision 2-101 temacepane U/D / 0.25MG / 1 CAP (PESTORIL) CIEV CAB Provision 2-101 temacepane U/D / 2006 / 1 CAP (PESTORIL) CIEV CAB Provision 2-101 temacepane U/D / 1006 / 1 TAB (ATIVAN) CIEV CAB Provision 2-020 tenacepane U/D / 11MG / 1 TAB (ATIVAN) CIEV CAB Provision 2-203	midazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	C-2 vault Position 401					
Approxime U/D / 0.25MG / 1 TAB (VAUM) C14H/CAB Provision 3101 temacepoie U/D / 30MG / 1 CAP (PLESTORILL) C18H/CAB Provision 3104 descreption I/D / 10MG/24L / 24M C18H/CAB Provision 3202 C18H/CAB Provision 3202 temacepoie U/D / 11MG / 1 TAB (ATRIVAR) C18H/CAB Provision 3203 C18H/CAB Provision 3203	lorazepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	C-III-IV CAB Position 2-1					
temaapan U/D J 304G / 1 CAP (PESTORIL) CH-V CAB Position 2:104 distripan inj INJ / 1 0MG/2ML / 2 ML (AULUM INJ) CH-V CAB Position 2:022 knazepan U/D / 1 MG / 1 1AB (ATLVAN) CH-V CAB Position 2:023	alprazolam U/D / 0.25MG / 1 TAB (\$48444)	C-III-IV CAB Position 2-101					
dazepan inj INJ / 10NG/2ML / 2ML (VALUM INJ) C.II.4/ CAB Position 2:302 knazepani U/D / 1MG / 11AB (ATNAN) C.II.4/ CAB Position 2:303	temazepan U/D / 30MG / 1 CAP (RESTORIL)	C-III-IV CAB Position 2-104					
Ixenergeam U/D / 1MG / 1 TAB (J4TN/AN) CERV/CAB Powlion 2:003	dazepaminj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	C-III-IV CAB Position 2-202					
	lorazepam U/D / 1MG / 1 TAB (ATIVAN)	C-III-IV CAB Position 2-203					
j zolpidem U/D / 5MG / 1TAB (AMBIEN) C-III-V/CAB Position 2:302	zolpidem U/D / 5MG / 1 TAB (AMBIEN)	C-III-IV CAB Position 2-302			~		
8	¢			>			

2. 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 - [Audit - Position	Browser]	
File Data Window Help		~
Sup Audit All		Position
mory Sort	100 ML (MORPHINE DRIP)	C-II MDM Drawe
mori Filter	/ 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	C-II MDM Drawer
mideFind Ctrl+F	/ 500 ML (VERSED DRIP)	C-II MDM Draw
Compound Test TEST / 16.2/6	0/1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	C-II MDM Draw
morphine cr U/D / 30MG / 1 T	FAB (MS CONTIN)	C-II MDM Drav
cocaine topical SOLN / 4% / 4	4 ML BTL (COCAINE TOPICAL)	C-2 vault Position
morphine inj SYRG / 10mg/ml /	/ 30 ML (MORPHINE INJ)	C-2 vault Position

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.



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.

OK
Cancel
Help

Note

You cannot witness your own audit.

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

Centrack - [Audit - Position Browser]		
e Data Wincow Help Joply(*Generic/Trade)	Position Last Audit	
cetamin w/cod #3 U/D / 30/300MG / 1 TA8 (TYLENOL W/COD #3)	C-II MDM Drawer 1-7 A	select
prazolam U/D / 0.25MG / 1 TAB (VANAX)	C-II MDM Drawer 1-7 A	
iazepam inj INJ / 10MG/2ML / 2.ML (VALIUM INJ)	C-II MDM Drawer 1-7 A	back
entarylicitate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	C-II MDM Drawer 1-7 A	
CYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	C-II MDM Drawer 1-7 A	
		Positions © Regular © Quarantine Supervisional Statements Positions Positions Caracteristic Quarantine filter

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.

Supply: acetamin Position: C-II MDM	w/cod #3 - 30/300MG1 TAB (TYLE Drawer 1-7 A	NOL W/COD #3)	audit
Date	Package Number	Quarantine Qty Audit Quantity	hault
05/21/2013 12:37:03	C2 2021-1	12 12	Dack
05/13/2013 15:44:57	C2 2013-2	10	
05/13/2013 15:43:38	C2 2013-2	6	re-open
05/09/2013 12:56:17	C2 2013-2	6	poonterr
	Qua	antities from /	

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

Note

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.

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.

Witness User	ОК
PIN:	 Cancel
	Help

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.

Centrack - [Audit - Position Browser]			_ 0 🛛	
File Data window Help				
Supply (* Generic / Trade)	Position	Last Audit	coloci	
acetamin w/cod #3 U/D / 30/300MG / 1 TA8 (TYLEN0L W/C0D #3)	C-II MDM Drawer 1-7 A		Select	
alprazolam U/D / 0.25MG / 1 TAB (PANAX)	C-II MDM Drawer 1-7 A			
dazepaminj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	C-II MDM Drawer 1-7 A		back	
ferkaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	C-II MDM Drawer 1-7 A			
0/0/codone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	C-II MDM Drawer 1-7 A			
			Positions ○ Regular ⊙ Quarantine	Quarantin filter
1				

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.

4. 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.

Supply: acetamin osition: C-II MDM	pply: acetamin w/cod #3 - 30/300MG1 TAB (TYLENOL W/COD #3) tion: C-II MDM Drawer 1-7 A		audit	
iate	Package Number	Quarantine Qty Audit Quantity		
5/21/2013 12:37:03	C2 2021-1	12	cancel	
5/13/2013 15:44:57	C2 2013-2	10		These buttons interru
5/13/2013 15:43:38	C2 2013-2	6	skip	the audit cycle
5/09/2013 12:56:17	C2 2013-2	6		
			re-open	
			position	

5. 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*.

6. 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.

Audit

Notes:



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	Centrack - [Quarantine - Event Browser - 3 rows] File Data Winform Help						
supplies	Date Supply(*Generic/Tra	ade)	Quantity Status	From	User		
	05/09/2013 12:57:53 diazepamini INJ / 10	DHG/2ML / 2 ML (VALIUM INJ)	2 Expire Ph	DTRXDEM0_C	Arbor, Ann	select	
	05/09/2013 12:57:10 acetamin w/cod #3 U	J/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6 Expire Ph	DTRKDEM0_C	Arbor, Ann		
	05/05/2013 18:11:54 morphine carpuject IN	U / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	1 Expired	MEDSELECT	Admin, Admi	back	
	<					2	

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 Ctrlclick 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.

	Quarantine/Surrender Information	PACKAGE No	C2 2013-1				quarantin
	FROM: MedSelect Medical Center	City sature or appricant				=	quarantai
lected supply		Registanti DEN Number Registanti Yekpisae Nis	der.			_	locate for
	Name of Drug		No. of Containers	Contents	Quantity	F	print
	Giazepan U/D / 5MG / 1 TAB (IC: Vali5)		- C	- C	2	†	
	2 cocoine topical SOLN / 4% / 4MLBTL (IC: Cocliq) COCANE TOPICAL		C		1	Í.	back
/						1	
upply already 🖉	•		C			†	
n quarantine	□ 5		C	C		1	
	E 6					1	
	7			C		Ť.	
	D 8		·			Ť.	
	D 9		·			Ť.	
						Ť.	

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

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. Quarantine

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.



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.

	Centrack - [Surrender - Surrender Form] File Data Window Help					
	Quarantine/Surrender Information	PACKAGE No: C2	2013-1			
	FROM: MedSelect Medical Center	Signature of applicant Pregnition for O.En. Number				-
		Pegistanti Tekpicae Nunter				
	Name of Drug		No. of Containers	Contents	Quantity	-
	morphine carpuject INJ / 2MG/NL / 2 MG (IC: MS2carp MORPHINE CARPUNECT)	C	- C	1	
	2 diazepan U/D / SMG / 1 TAB (IC: Val6) VALIM				2	
	3 cocaine topical SOLN / 4% / 4ML BTL (IC: Coolig) COCAINE TOPICAL		()			
	4					
	5					
Agonov to which you	6					
Agency to which you	7					
are surrendering the	8					
supplies	3					
	Seaside Hospild US: DOJ / DEA Special Agent in Charge Ch- Urknown Retarns Western Union Pharmacy SURRENDERED TO: US: DOJ / DEA Special Agent in Charge, Chir v DATE: May 9, 2013	DESTROYED BY: WITNESSED BY:				
	inary where				_	

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

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 redisplays 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.

Centrack - [Surrender - Form Browser]				
e Date Window Help				
				colact
2013-2	05/09/2013 12:56:17			Select
2013-1	05/09/2013 12:42:52	05/09/2013 14:55:59	U.S. DOJ / DEA Special Agent in Charge, Chicago Division	
2013-3	05/09/2013 14:49:29	05/09/2013 14:53:58	U.S. DOJ / DEA Special Agent in Charge, Chicago Division	show active
Surrender date				back

- 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	Centrack - [Compounding - Compounding Browser]		
	File Data Window Help		
for withdraw	Withdraw Ingredient or Bulk Item:		withdraw as
	Supply(* Generic / Trade)	Item Code Quantity	ingredient Buttons for
	acetamin w/cod #3 U/0 / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Ty#3 153	
	alprazslam U/D / 0.29MG / 1TAB (XANAX)	Alptab0.25 43	withdraw as / WITNDraW
	cocaine topical SOLN / 4% / 4ML BTL (COCAINE TOPICAL)	Coolig	buik Rem
	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234 0	
	diazepan U/D / 5MG / 1TAB (VALIUM)	Val/5 81	back
	diazepaninij INJ / 10H5/2ML / 2.ML (VALIUM INJ)	Vali10i 96	
	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fext0.05mg	
	fentanylini AMP / 250NCG/5ML / 5ML (SUMBLIMAZE)	FENTAS 40	
	HYDROmophOne inj SYRG / 2NG / 1 ML (DILAUDID INJ)	DILAUZI	
\A/:the always up	krazepan U/D / 1MG / 1 TAB (ATMAN)	LOR1 95	
withdrawn	knæepan vial INJ / 2MG/2ML / 2 ML VIAL (ATTVAN VIAL)	LOR1IV 95	
supplies in transit.	nidazolam VIAL / 1MG/IML / 5ML (VERSED)	MDA29 90	
	In-transits (Ingredient and Bulk Withdraws):		Buttons for
\ \	Date Supply(*Generic/Trade) t	em Code Quantity Status User	select for
			>depositing
			select for unit
			packaging / finished product
			waste
			details of in-
			transit
			In-transit Filter
			⊙ all
			Ingredients
	¢	2	O bulks
	Ready		

- 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:

	Quantity Entry	- Compounding	
Quantity Entry - Compounding			withdraw
Ingredient Quantity, 1	withdraw back	Bulk Quantity:	back

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.
- 6. 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:

🕏 Centrack - [Compounding - Compounding Browser]						_ 0
File Data Window Help						
Withdraw Ingredient or Bulk Item:						withdraw as
Supply (* Generic / Trade)		ltem Code	Quantity		^	ingredient
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)		Tyl#3				
alprazolam U/D / 0.25MG / 1 TAB (XANAX)		Alptab0.25	43		-	withdraw as
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)		Cocliq			-	Duik item
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)		1234	0			(Internal
diazepam U/D / 5MG / 1 TAB (VALIUM)		Vali5	81			Dack
diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)		Vali10i	96			
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)		Fent0.05mg				
fentanyl inj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)		FENTA5I	40			
HYDROmorphOne 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)		LOR1IV	95			
midazolam VIAL / 1MG/1ML / 5ML (VERSED)		MIDAZ5I	90		~	
n-transits (Ingredient and Bulk Withdraws):					_	
Date Supply (* Generic / Trade)	ltem Code	Quantity Status	User			select for
05/09/2013 15:19:02 temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	Temcap 30 1	6 Withdraw	Bulk Arbor, Ann			compounding
05/09/2013 15:09:25 opium-belladonna U/D / 16:2/60MG / 1 SUPP (B & 0 164 SUPPS)	B&O16a	1 Withdraw	ingred Albor, Ann			select for unit
05/09/2013 15:08:46 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	*Morit10	1 Withdraw	Ingred Arbor, Ann			packaging
Ingredien	to for			Pully supplies f	~r	
Ingredien				bulk supplies in		waste
compour	iding			repackaging		
						details of in-
						trànsit
						In-transit Filter
						• all
						 Ingreatents bulke
S					>	Uliks

7. 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 *compound-ing* 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

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 compound-ing*.

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 compounding ingredients were selected for compounding.

Compounding Example						
Supplies for deposit	Centrack - [Compounding - Compounding] File window Help					
as finished items	Deposit Compound or Unit Item:					select
	Supply(*Generic/Trade)		ttern Code	Quantity		compound
	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/C0D #3)		Ту#3	153		
	alprazolam U/D / 0.25MG / 1 TAB (P/ANAX)		Alptab0.25	43		back
	cocaine topical SOLN / 4% / 4 ML BTL (CODAINE TOPICAL)		Coolig			
	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)		1234	0		
	diazepam U/D / 5MG / 1 TAB (VALIUM)		Vali5	81		
	diszepamini; INJ / 10MG/2ML / 2.ML (VALIUM INJ)		Vali10i	96		
	fentaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)		Fenit0.05mg			
	fentaryl inj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)		FENTAS	40		
	HYDROmorphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)		DILAU2I			
	korazepam U/D / 1MG / 1 TAB (ATIVAN)		LOB1			
	krasepamivial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)					
	midazolam VIAL / 1MG/1ML / 5ML (VERSED)		MIDA25I	90		
	midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)		Ver50			
Ingredients you	midazolam git BAG / 5MG/ML / 500 ML (VERSED DRIP)		vers5000	0		
colocted in the	midazolan mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)		ver50MDV	40		
selected in the						¥
previous window	In-transit Ingredients selected:				7	
1	Date Supply(*Generic/Trade)	Qty/Status Amt With	drawn Amount Using	User .		waste
	05/09/2013 15:09:25 opium/belladorna U/D / 16:2/60MG / 1 SUPP (B & 0 16A SUPPS)	1 Ingred 1 St	JPP 1 SUPP	Arbor, Ann		
	05/09/2013 15:08:46 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH	/ 1 ingred 10 M	L 7 ML	Albor, Ann		details of in-
						transit
	C					>

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	Centrack - [Compounding - Compounding]					
аз гераскадео items	Deposit Compound or Unit Item:					
	Supply(*Generic / Trade)		Item Code	Quantity	~	select unit package
	morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)		MS2carp	190		
	morphine cr U/D / 30MG / 1 TAB (MS CONTIN)		MSCon30	0		back
	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)		1233Rx			- Curch
	morphine git BAG / 1MG/ML / 100 ML (MORPHINE DRIP)		Morph100GTT	0		
	morphine inj VIAL / 10MG/ML / 10 MG [MORPHINE INJ]		"Morphini(10			
	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)		395t			
	motphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)		"Morit10			
	opium-belladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)		B&D16a			
	DKYcodore/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)		Perctab5			
	sufentanil 250mcg/5ml INJ / 50MCG/ML / 5 ML (SUFENTA 250MCG/5ML)		Sufen50		1	
	temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)		Temcap 30 100 blk.	194		
Bulk items you	temazepam U/D / 30MG / 1 CAP (RESTORIL)		Temcap30	110		
selected in the	zolpidem U/D / 5MG / 1 TAB (AMBIEN)		Ambi5	100		
previous window	In-transit Bulk Items selected:				*	
previous window	Date Supply(*Generic / Trade)	Qty/Status Amt Withd	rawn Amount Usin	ve User		waste
	05/09/2013 15:19:02 lemazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	6 Bulk. 6 CA	P 🗧 CAP	Abor, Arn		Maste
	e -				,	details of in- transit
	Janto					

- 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.

		/~~~~~/~		~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	mon and and and and and and and and and an	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
ľ	In-transit Ingredients selected:							
	Date	Supply (* Generi	c/Trade)			Qty/Status	Amt Withdrawn	Amount Usir
	05/09/2013 15:09:25	i opium-belladonna	U/D / 16.2/60MG / 1 SUPP	(B & O	16A SUPPS)	1 Ingred	1 SUPP	
	05/09/2013 15:08:46	morphine sulfate	INTRATHEC / 10 MG/10 ML / 1	IO ML	(ASTRAMORPH/	1 Ingred	10 ML	7 ML
	2		10				Deposit u	units
4	mount Using							

- 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.

🤝 Deposit Compound - Position		
Position C-II MDM Drawer 1-4 A Min: 0 Max: 0 Supply Compound Test TEST / 16.2/60 / 1 ml / 1 supp COMPOUNDING TEST COMPOUND 1234	deposit back	
< >	🥵 Deposit Unit Package - Position	X
Deposit Quantity: 1 Expiration Date: 05/16/2013 Lot In House	Position C-III-IV CAB Position 2-104 Min: 100 Max: 250 Supply temazepam U/D / 30MG / 1 CAP RESTORIL Temcap30	deposit back
	Deposit Quantity: 6 Expiration Date: 03/31/2014 Lot: 3248-002	

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

- 9. If necessary, change the expiration date and lot number.
- 10. Click *deposit*.
- 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]					- 0 🛛
File Data Window Help					
Withdraw Ingredient or Bulk Item:					withdraw as
Supply(*Generic/Trade)				^	ingredient
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Tyl#3	152			
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alptab0.25	43		-	withdraw as
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq	-		=	Duik item
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234				
diazepam U/D / 5MG / 1 TAB (VALIUM)	Val5	81			Dack
diazepaminj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Vali10i	96	Compound		
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg		Compound		
fentanylinj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)	FENTA5I	40	Deposited		
HYDROmorphOne 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)	LOR1IV	95			
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDAZ5I	90		~	
In-transits (Ingredient and Bulk Withdraws):					
Date Supply(*Generic/Trade)	em Code Quantity Status	User			select for
05/09/2013 15:44:41 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF) %	lorit10 1 Withdrav	w Ingred Arbor, Ann			compounding
					select for unit packaging
					waste
					details of in- transit
					In-transit Filter
					ingrediente
				2	- Sums
Keady					

🔊 Centrack - [Compounding - Compounding Browser]	
File Data Window Help	
Withdraw Ingredient or Bulk Item:	withdraw as
Supply (* Generic / Trade)	tem Code Quantity ingredient
morphine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT 0
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morphinj10 withdraw as
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)	395t Dack
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Monk10
opium-belladonna U/D / 16.2/60MG / 1 SUPP (B & 0 16A SUPPS)	BEDIGO Unit Package
0XYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	Perctab5 Deposited
sufentanil 250mcg/5ml INJ / 50MCG/ML / 5 ML (SUFENTA 250MCG/5ML)	Sufer50
temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	Temcap 30 100 blk 194
temazepam U/D / 30MG / 1 CAP (RESTORIL)	Temcap30 (16)
zolpidem U/D / 5MG / 1 TAB (AMBIEN)	Ambi5 100
, In-transits (Ingredient and Bulk Withdraws):	
Date Supply (* Generic / Trade) tem Code	Quantity Status User Select for
05/09/2013 15:44:41 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF) *Morit10	1 Withdraw Ingred Arbor, Ann
	select for unit
	packaging
	waste
	details of in- transit
	In-transit Filter
	⊙ all
	ingredients
	> O bulks
Ready	

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*.

🕏 Centrack - [Compounding - Compounding Browser]			- 6 🛛
File Data Window Help			
Withdraw Ingredient or Bulk Item:			withdraw as
Supply (* Generic / Trade)	ltem Code 🛛 🔍	uantity	ingredient
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)	Tyl#3	152	
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alptab0.25	43	withdraw as
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq		Duik item
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (CDMPOUNDING TEST COMPOUND)	1234	1	
diazepam U/D / 5MG / 1 TAB (VALIUM)	Vali5	81	Dack
diazepaminj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Vali10i	96	
fentaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg		
fentanylinj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)	FENTA5I	40	
HYDROmorphOne 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)	LOR1IV	95	
midazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDAZ5I	90	×
In-transits (Ingredient and Bulk Withdraws):			
Date Supply (* Generic / Trade) Item Code	Quantity Status	User	select for
05/09/2013 15:44:41 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF) "Morit10	1 Withdraw Ingre	ad Arbor, Ann	compounding
Select an in-ti and click <i>deta</i>	ransit supply <i>ills of in-tra</i>	y, nsit	select for unit packaging waste details of in- transit In-transit Filter © all © ingretients
			2 Suika

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.



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**.

Compounding - Waste Quantity			Button text depends on whether a witness is required for the selected supply.
Generic Name: morphine sulfate Trade Name: ASTRAMORPH/PF Strength: 10 MG/10 ML Size: 10 ML Form: INTRATHEC		Witness back	
Waste Amount:	Reason for Waste: Contaminated Medication		

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.

Wilness User:	ОК
PIN:	Cancel
	Help



You cannot witness your own waste event.

Compounding

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.

Discropancy list	Centrack - [Dis File Data Winds	screpancy Re	solution - 3 rows]							
Discrepancy list	Date	Status	Resolution Stat	us Generic Name		Schedu	le User	Res		
`	04/19/2013 15:57	Withdraw	Det Den	sutentanii 250mco/5ml			Ather Arm	No		accesses
	04/19/2013 15:46	Withdraw	Dpt Cred	morphine mdv		11	Arbor, Ann	No		
	04/17/2013 17:57	Withdraw	Dpt Chug	proposyphene/apap 100		R.	Admin, Admin	No		print discrepancy
										report
										date range
										save
			Count-re	maining						back
D'anna an datait			counts .	5			/ Dispe	ense c	ounts	
Discrepancy detail			counts			/				
	Supply Trade Nam Supply Position	e: SUFENTA 25 n: C-2 vault Pos	0MCG/5ML tion 205	Strength: 50MCG/ Size: 5 ML	ML Item (Forek INJ Jode: Sulten50				
							_			
	Quanti	ly Dispensed 2		User Count Remaining: 7	User Dispense Co	unt				
	Developer	10.2			System Dispanse Co					
	Presorved:									
	Hesolution:									
	-						_			
1	eady									

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.

4. 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.

🕏 Discrepancy Resolutio	n - Previous Access	25				
Event Date	User Count	User Dispense	Quantity	Position	Generic Name	
Date Posted	Res System Count	System Dispense	Status	User	Trade Name	print
04/19/2013 03:46:21 PM 04/19/2013 03:46:21 PM	0 0	13 14	14 Withdraw	C-2 vault Position 304 Arbor, Ann	marphine mdv MORPHINE MDV	hast
04/17/2013 05:47:55 PM 02/12/2003 05:47:55 PM	200		200 Deposit	C-2 vault Position 305 Admin, Admin	morphine inj vial MORPHINE INJ VIAL	Dack
04/17/2013 05:47:49 PM 02/12/2003 05:47:49 PM	200		200 Deposit	C-2 vault Position 302 Admin, Admin	morphine carpuject MORPHINE CARPUJECT	
04/17/2013 05:47:41 PM 02/12/2003 05:47:41 PM	100		100 Deposit	C-2 vault Position 303 Admin, Admin	meperidine pca syrg DBMEROL PCA SYRG	
04/17/2013 05:47:34 PM 02/12/2003 05:47:34 PM	200		100 Deposit	C-2 vault Position 102 Admin, Admin	morphine inj MORPHINE INJ	
					>	

- 5. When you have finished reviewing the access history, click **back** to close the Previous Accesses window.
- 6. 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.
- 7. To resolve the discrepancy, select Resolved; to leave the discrepancy open, clear Resolved.

Select to resolve, or clear to leave open <	Supply Trade Name: SUFENTA 250MC0 Supply Position: C-2 vault Position 2	375ML 105	Strength: 50MCG/ML Size: 5 ML	- Form: INJ Item Code: Sufen50
ype descriptive text	Quantity Dispensed: 2 To: 2NOR Resolved: Resolution:	User Count R H-PT System Count R	Remaining: 7 Remaining: 8	User Dispense Count
	Only 7 meds were a	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.

🐨 Date Range - Discrepancy Resolution	×
	ok
Begin Date: 04/12/2013	cancel
End Date: 04/19/2013	
Always Display Before Retrieving: 🗹	defaults
	help

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	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	Select to display the Date Range window every time you open the Discrepancy Resolution window.
	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 <i>date range</i> button in the Discrepancy Resolution window or selecting Set Date Range from the Data menu.
ok	Accepts the date range. The Date Range window closes, and the Discrepancy Resolution window displays discrepancies that occurred within the specified date range.
cancel	Closes the Date Range window without altering the date range.
defaults	Displays the default Begin Date and End Date.
help	Displays online help for the Date Range window.

Field Definitions: Date Range–Discrepancy Resolution

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.

Centrack - [Medication Tracking - Tracking Browser - 9 rows]				
File Data Window Help	Quentity Status	Te / Frem	Control/Corror # User Note	
Date Supply ("generic / nade)	Quantity Status		120509/20154746 Advant Ann	reconcile
05/09/2013 15/4/-30 Compound Test TEST 7 16/2/60 7 Tim 7 Tsupp (ComPolitioning TEST ComPolition Test ComPolition 2010)	1 Withdraw loors		Arbor, Ann	
05/09/2013 12:57:53 diagenamini INL / 10MG/2ML / 2 ML (VALUM INL)	2 Evoire Ph		Árbor, Ann	discrepancy
05/09/2013 12:57:10 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)	6 Expire Ph	DTBXDEMD C	Arbor, Ann	
05/09/2013 12:30:27 morphine enidural EPID INFUS / 1 MG/ML / 50 ML (MOBPHINE EPIDUBAL)	1 Withdraw	2NOBTH-PT	130509@122933 Arbor Ann	uiou poto
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_Arbor.Ann	view note
05/08/2013 17:34:38 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6 Withdraw	DTRXDEM0-PT	130508@173427B Arbor, Ann	view linked
05/08/2013 16:13:50 fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	6 Withdraw	OBPP-PT	130508@1612288 Arbor, Ann	events
05/08/2013 16:12:52 0XYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6 Withdraw	OBPP-PT	130508@161228C Arbor, Ann	
			In-Transit event selected by defa	Events In-Transit To/From DT Paper Track Exp/Recall Comp/UP External Fac Load/Unload All Centrack Reconciled Automatic Manual > 24 hours

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	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:
	 For deposit events, the deposit form number
	 For paper track events, the paper tracking control number
	 For quarantine and surrender events, the surrender package number
	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 <i>view notes</i> to see the complete note text.

Field Definitions: Medication Tracking–Tracking Browser

Field	Definition	
Events	Filter that lim following:	nits the events listed in the data area. Select from the
	In-Transit	Displays all in-transit events; the <i>reconcile</i> 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 <i>reconcile</i> button is not available.
	Reconciled	Displays only reconciled events. The <i>reconcile</i> button changes to <i>unreconcile</i> . 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 beginnin display. The specified in t pharmacy de change these page 115. Note that the	ng and end dates of the time period used for event beginning date is initially determined by the hours he AWS All Centrack Retrieval setting for the Centrack epartment. The end date is today's date. You can e dates as discussed in Changing the Date Range on date range applies only when you select All Centrack or

Field Definitions: Medication Tracking–Tracking Browser

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

Field Definitions: Medication Tracking–Tracking Browser

Viewing Intransit 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.

Centrack - [Medication Tracking - Tracking Browser - 9 rows]					- B ×
File Data Window Help Date Supply(*Generic/Trade) Q	uantity 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 Arbor, Ann		reconcile
05/09/2013 15:44:41 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	1 Withdraw Ingre	dier DTRXDEMO_C	Arbor, Ann		
05/09/2013 12:57:53 diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	2 Expire Ph	DTRXDEMO_C	Arbor, Ann		discrepancy
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	Arbor, Ann		
05/09/2013 12:30:27 morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1 Withdraw	2NORTH-PT	130509@122933 Arbor, Ann		view note
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 Arbor, Ann		
05/08/2013 17:34:38 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6 Withdraw	DTRXDEM0-PT	130508@1734278 Arbor, Ann		view linked
05/08/2013 16:13:50 Ventanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	6 Withdraw	OBPP-PT	130508@1612288 Arbor, Ann		events
05/08/2013 16:12:52 ØXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6 Withdraw	OBPP-PT	130508@161228C Arbor, Ann		
Possibly discrepant events			All in-transit e selected by d Select to view on possibly discrepa	events are efault ly int events	Events In-Transit To/From DT Paper Track Exp/Recall Comp/UP External Fac Load/Unload All Centrack Reconciled Automatic Manual > 24 hours
2eady				<u> </u>	

- 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.

Centrack - [Medication Tracking - Tracking Browser - 86 rows]						
le Data Window Help late Supply (*Generic / Trade) [/	Quantity	Status To	Control/Form #	Liser	Note	
15/09/2013 15:44:12 temazenam CAP BILLK / 30 mg / 1 CAP (RESTOBIL)	6	Withdraw Bulk	loon not round	Arbor Ann		reconcile
15/09/2013 15:43:57 temazenam CAP BULK / 30 mg / 1 CAP (RESTORIE)	6	Betum Ph		Arbor Ann		
15/09/2013 15:43:19 temazenam CAP BULK / 30 mg / 1 CAP (BESTORIU)	6	Withdraw Ingredier		Arbor Ann		discrepand
15/09/2013 15:42:23 marphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PE)	0.3	Waste Ph		Arbor Ann		
15/09/2013 15:42:04 temazenam 11/D / 30MG / 1 CAP (BESTORII)	6	Denosit UnitPkg		Arbor Ann		Luiour poto
05/09/2013 15:42:02 temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	6	Withdraw Bulk		Arbor, Ann		view note
5/09/2013 15:37:47 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	1	Withdraw Bulk		Arbor, Ann		viow linko
5/09/2013 15:36:47 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	0.7	Withdraw Ingredier		Arbor, Ann		events
5/09/2013 15:36:47 Compound Test TEST / 16:2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPO	1	Deposit Compound		Arbor, Ann		
5/09/2013 15:36:46 opium-belladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)	1	Withdraw Ingredier		Arbor, Ann		back
5/09/2013 15:19:02 temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	6	Withdraw Bulk		Arbor, Ann		
5/09/2013 15:18:40 temazepam CAP BULK / 30 mg / 1 CAP (RESTORIL)	200	Deposit	D20130509-1	Arbor, Ann		Events
5/09/2013 15:09:25 opium-belladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 164 SUPPS)	1	Withdraw Ingredier		Arbor, Ann		
5/09/2013 15:08:46 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	1	Withdraw Ingredier	- All Centrack	Arbor, Ann		
5/09/2013 15:08:15 morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	0	Open Position	selected	Arbor, Ann		O Paper II
5/09/2013 14:55:59 morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	1	Surrender	C2 2013-1	Arbor, Arin		O Exp/ Rec
5/09/2013 14:55:59 cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	1	Surrender	C2 2013-1	Arbor, Ann		O Comp/U
5/09/2013 14:55:59 diazepam U/D / 5MG / 1 TAB (VALIUM)	2	Surrender	C2 2013-1	Arbor, Ann		O External
5/09/2013 14:53:58 fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	25	Surrender	C2 2013-3	Arbor, Ann		O Load/Un
5/09/2013 14:49:29 fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	25	Quarantine	C2 2013-3	Arbor, Ann		 All Centrac
5/09/2013 14:48:59 fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	25	Recall Ph		Arbor, Ann		Reconciled
5/09/2013 13:55:47 morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	1	Quarantine	C2 2013-1	Arbor, Ann		 Automati
5/09/2013 12:57:53 diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	2	Expire Ph		Arbor, Ann		O Manual
5/09/2013 12:57:10 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Expire Ph		Arbor, Ann		O > 24 hours
5/09/2013 12:56:17 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Quarantine	C2 2013-2	Arbor, Ann		Date Range Ap
5/09/2013 12:55:54 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6	Expire Ph		Arbor, Ann	~	03/19/2012 01: 05/09/2013
						/

Reconcile is not available <

Event date range /

- 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:

- 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.

interest [meansarion marking marking proviser ~ 5 tows]							
Data Window Help							
e Supply (*Generic / Trade)	ltern Code	Quantity Status	To / From	Control/Form #	User	Note	unroconcilo
23/2013 10:16:59 acetamin w/cod #3 - 30/300MG1 TAB (TYLENOL W/COD #3)	Tyl#3	2 Withdraw	OB-POSTPARTUM		Arbor, Ann		unreconcile
19/2013 14:37:04 propoxyphene-apap (u/d) · 100/650MG1 TAB (DARVOCET-N 100	(L Darvn100	100 Unload Ph	DTRXDEMO_C		Arbor, Ann	/	
19/2013 14:36:40 propoxyphene/apap · 100MG/650MG1 TAB (DARVOCET-N 100)	Dartab 100 blk	70 Unload Ph	DTRXDEMO_C		Arbor, Ann		discrepancy
					/		view note
							events back
		unrecor	cile is availa	able			O In-Transit
							◯ To/From D
							🔘 Paper Tra
							○ Exp/Reca
							○ Comp/UF
							○ External F
							🔘 Load/Unl
							O All Centrack
				1	Any Ree	conciled 🦯	Reconciled
				f	ilter se	lected 🔍	🔿 Automatic
				F	nt dat-	, range	💿 Manual
				EVE	nt date	e range	> 24 hours
							Date Range App 03/02/2012 19:0 04/23/2013
						>	

- 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.

Centrack - [Medication Track	ing - Tracking Browser -	23 rows]					
Date Supply(*Gen	eric / Trade)		Quantit	y Status	To / From		
01/07/2014 09:39:00 OXYcodone/ap	ap U/D / 5MG/325MG /	1 TAB (PERCOCET)	6	Return Ph	DT2NORTH		
01/07/2014 09:33:36 diazepam U	/D / 5MG / 1 TAB (VALIUN	4)	19	Withdraw	DT2NORTH	\square	
01/07/2014 09:33:34 lorazepam vial	INJ 7 2MG72ML 7 2 ML VI	AL (ATIVAN VIAL)	12	Withdraw	DT2NORTH		
01/07/2014 09:33:31 morphine inj	VIAL / 10MG/ML / 10 MG	(MORPHINE INJ)	10	Withdraw	DT2NORTH	X	
01/07/2014 09:32:35 fentanyl citrate	INJ / 0.05MG/2 ML / 2 M	LAMP (SUBLIMAZE)	4	Withdraw	DT2NORTH	$\langle \rangle$	
01/07/2014 09:32:09 0XYcodone/ap	ap U/D / 5MG/325MG /	1 TAB (PERCOCET)	35	Withdraw	DT2NORTH	3	
01/07/2014 09:31:40 morphine inj	SYRG / 10mg/ml / 30 ML	(MORPHINE INJ)	8	Withdraw	DT2NORTH		view linked
01/06/2014 17:45:14 0XYcodone/ap	ap U/D / 5MG/325MG /	1 TAB (PERCOCET)	8	Withdraw	OB-POSTPART	им 🧞 📝	events
01/06/2014 17:45:00 0XYcodone/ap	ap U/D / 5MG/325MG /	1 TAB (PERCOCET)	4	Withdraw	MEDSELECT		
01/06/2014 17:45:00 0XYcodone/ap	ap U/D / 5MG/325MG /	1 TAB (PERCOCET)	4	Withdraw	DTPACU	3/	
01/06/2014 17:45:00 0XYcodone/ap	ap U/D / 5MG/325MG /	1 TAB (PERCOCET)	6	Withdraw	DT2NORTH	$\boldsymbol{\lambda}$	
01/06/2014.17:43:03 diazepam l	🧭 Centrack - [Medicatio	n Tracking - Event B	Frowser - 2 rows]				
	File Data Window Hel	p					
	Date Qua	ntity Status	From	То	0	ontrol 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
							<
		m m				×.	man in the second

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]		
File Data Window Help		
Date Supply(*Generic/Trade) Qi	uantity <mark>Status To / From</mark>	
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 0XYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	6 Return Ph DT2NORTH	\backslash
01/07/2014 09:33:36 diazepam U/D / 5MG / 1 TAB (VALIUM)	19 Withdraw DT2NORTH	\backslash
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	events
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 0XYcodone/ar 🥑 Centrack - [Medication Tracking - Event Browser - 2 rows	3]	
01/07/2014 09:31:40 morphine inj File Data Window Help		
01/06/2014 17:45:14 OXYcodone/ap Date Quantity Status From	To Control Nur	nber User
01/06/2014 17:45:00 0XYcodone/ac 01/06/2014 10:30:59 12 Withdraw DTRXDEMO_C	C OB-POSTPARTUM	user, user
01/06/2014 17:45:00 0XYcodone/ap 01/07/2014 10:50:24 2 Waste Ph DTRXDEMO C	OB-POSTPARTUM	user, user
01/06/2014 17:45:00_0XYcodone/ap		
01/06/2014 17:43:03 diazepam L		2
01/06/2014 17:43:01 diazepam L		2
01/06/2014 13:47:31 acetamin w/cor		
01/06/2014 13:21:52 acetamin w/coc		
01/06/2014 13:11:36 opium-belladom		
01/06/2014 13:11:12 morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	1 Withdraw Ingredier DTRXDEMO_C	
01/06/2014 11:35:29 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6 Withdraw OB-POSTPARTUM	
01/06/2014 10:31:40 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	2 Return Ph OB-POSTPARTUM	
01/06/2014 10:30:59 acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	12 Withdraw OB-POSTPARTUM	
01/03/2014 17:53:18 acetamin w/cod #3 U/D / 30/300MG / J.TAB (TYLENOL W/COD #3)	R. M. ENDOSCO Y	

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.

🤝 Date Range - Medication Tracking	
	ok
Begin Date: 03/19/2012 End Date: 05/09/2013	cancel
	defaults
	help

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.
ok	Accepts the date range. The Date Range window closes, and events that occurred within the specified date range are displayed.
cancel	Closes the Date Range window without altering the date range.
defaults	Displays the default Begin Date and End Date.
help	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 papertracking 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.



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

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.

Centrack - [Medic File Data Window	cation Tracking - Unreco Help	ncile Browser - 1 row]					
Supply: morphine epide	ural EPID INFUS / 1 MG/M	IL / 50 ML (Item Code: 123	iRx)				unreconcile
Date	Quantity Status	From	То	Control Number	User		
05/09/2013 12:30:27	1 Withdraw	DTRXDEM0_C	2NORTH-PT	130509@122933	Arbor, Ann		back
	Selected reco	onciled event					
<		Type the unrecon	e reason for ciling the eve	ent			
Enter reason for n	nanual reconcile:		Reconciled 05/0	9/2013 17:08:20 Ma	nually by Admin Ad	Imin	
Reconciled wrong o	rder. This should still be ir	transit.				🚦 🦯 View reconcile reaso	n history
Reason History							
Dept cancelled orde	er; none withdrawn						
Ready							

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

5. 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:

- 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 create a discrepancy, and then click *discrepancy*.

vent		Supply	
5/08/2013 17:34:38	6 Withdraw	acetamin w/cod #3	
		TYLENOL W/COD #3	
User Count Remaini	ng:	30/300MG 1 TAB U/D	
System Count Remaini	ng: 176	Tyl#3	
User Dispense Cou	int:	Position: C-III-IV CAB Position 2-304	
System Dispense Cou	int:	User: Arbor, Ann	
	Discrepancy: No	Resolved: No	
	Discropancy. No	Historica, Ho	
discrepancy		cancel	heln

The Discrepancy Handler displays event details.

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

The Discrepancy Count window displays the original event quantity.

Section Tracking - Discrepancy Count	×
Original Event: 6 Withdraw	create
Actual Quantity Received: 5 Withdraw	
	cancel
	help

- 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.

le Data	Window Help	~	
ati	Set Date Range	rade)	Quantity
15/1	Print Control Sheet	ST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPO	1 \
15/1	Sort	TRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	1 \
)5/1	Filter	10MG/2ML / 2 ML (VALIUM INJ)	2 E
15/1	Find Ctrl+F	U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	6 /
5/65/201.	Refresii FD	PID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1 \
5/08/201:	317:34:53 acetamin w/cod #3	U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	2 \

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	\mathbb{N}
Paper Track Print - Medication Tracking	
Location: PACU-PT Control #: 130508@173427E	print 1 copy print 2 copies back

Tracking

Notes:



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.

Centrack - [Load - Supply Browser]		
File window Help		
Supply(*Generic / Trade)	tem Code Quantity In-transits	
y acetamin w/cod #3 U/D / 30/300MG / 1 TA8 (TYLENOL W/COD #3)	Ty##3 169	
alprazolam U/D / 0.25MG / 1 TAB (V4NVK)	Alptab0.25 43	
cocaine topical SOLN / 4% / 4 ML BTL (CODAINE TOPICAL)	Coolig 1	
Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234 1	-
diazepam U/D / 5MG / 1 TAB (VALIUM)	^{vas} Ån unload event	
diazepan inj INJ / 10MG/2ML / 2.ML (VALIUM INJ)	Yalloi All ullioau event	
fentaryl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	exists for this supply	V.
ferkarylini AMP / 290MCG/9ML / 5ML (SUMBLIMAZE)	FENTASI 40	, i
HYDROmoshOne 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)	LOR1IV 95	
midazolam VIAL / 1MG/1ML / 5 ML (VERSED)	MI0A251 90	
midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50	
midszolan gt. BAG / 5MG/ML / 500 ML. (VERSED DRIP)	ver4500D 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 or U/D / 30MG / 1 TAB (MS CONTIN)	MSConi30 0	
morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1230Rx	
morphine gt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT 0	
morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	"Morphin(10	
morphine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPDA	
morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4inj 350	
morphine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395	
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Mork10	
opium/belladonna U/D / 16.2/60MG / 1 SUPP (8 & 0 16A SUPPS)	B\$016a	
0XYcodore/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	Pectab5	
C	2	

Select	the	sup	рру	1

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.

🥵 Load - Position	×
Position C-2 vault Position 1 Min: 15 Max 50	load
Supply cocaine topical SOLN / 4% / 4 ML BTL COCAINE TOPICAL Coclig	back
Load Quantity: 19	
Expiration Date: 05/31/2013	1

- 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 🔪

File Window Help				
Supply(*Generic/Trade)	Item Code	Quantity		
acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)	Ту#3	169		select
alprazolam U/D / 0.25MG / 1 TAB (XANAX)	Alptab0.25	43		
cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq			back
Compound Test TEST / 16.2/60 / 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)	Vali10i	96		
fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg			
fentanylinj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)	FENTA5I	40		
HYDROmorphOne 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)	L0R1IV	95	=	
midazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDAZ5I	90		
midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50			
midazolam git BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0		
midazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50iMDV	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)	*Morphinj10			
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)	395t		_	
morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10			
opium-belladonna U/D / 16.2/60MG / 1 SUPP (B & 0 16A SUPPS)	B&016a			
0XYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	Perctab5		~	
<			>	

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.

🤝 Unload - Position			×
C Min:	Position -2 vault Position 1 15 Max: 50		unload
Supply cocaine topical SOL COCAINE TOPICAL Cocliq	N / 4% / 4 ML BTL		back
<		>	
Unload Quantity:	19		
Expiration Date:	05/31/2013		
Lot:	xkuss		

- 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.

🥩 Ce	entrack - [Expire - Supply Browser]		
File	Data Window Help		
Sup		ltem Code	Quantity
ace	tamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENDL W/COD #3)	Ту⊯З	169
alpr	azolam U/D / 0.25MG / 1 TAB (XANAX)	Alptab0.25	43
coc	aine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq	
Con	npound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1
diaz	zepam U/D / 5MG / 1 TAB (VALIUM)	Vali5	81
diaz	zepaminj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Vali10i	96
fent	tanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg	
fent	tanyl inj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)	FENTA5I	40
HYI	DROmorphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2I	
lora	zepam U/D / 1MG / 1 TAB (ATIVAN)	LOR1	95
lora	zepam vial INJ / 2MG/2ML / 2 ML VIAL (ATIVAN VIAL)	LOR1IV	95
mida	azolam VIAL / 1MG/1ML / 5 ML (VERSED)	MIDAZ5I	90
mid	azolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50	
mida	azolam git BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0
mid	azolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50iMDV	40
mor	phine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS2carp	190
mon	phine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0
mor	phine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx	
1e mon	phine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0
mon	phine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morphinj10	
mon	phine inj SYRG / 10mg/ml / 30 ML (MORPHINE INJ)	MSPCA	
mon	phine injvial INJ / 4MG/2ML / 4 MG (MORPHINE INJVIAL)	MS4inj	350
mon	phine mdv MDV INJ / 15MG/ML / 20 ML (MORPHINE MDV)	395t	
mon	phine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10	
opiu	um-belladon na U/D / 16.2/60MG / 1 SUPP (B & 0 16A SUPPS)	B&O16a	
0×1	Ycodone/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.

ey Expire - Position	
Position C-2 vault Position 104 Min: 160 Max: 500	expire
<u>Supply</u> OXYcodone/apap U/D / 5MG/325MG / 1 TAB PERCOCET Perctab5	open position
	back
Expire Quantity: 12	Dauk
Expiration Date: 05/24/2013	
Lot: Ihgd	

- 5. Click expire.
- 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.		
select	Begins the expiration sequence using the selected supply.		
DTs with supply	Lists all DTs that currently have a stock of the supply.		
File Data Window Help			
	Display Terminal Department Quantity Expiration Date Positions		
	DT2NORTH 2NORTH 37 4 Dack		
	DTPACU PACU 18 2		
	MEDSELECT MedSelect Flex 58 12/28/2015 2		
	DB-POSTPARTUM Post Partum 40 4		
	DVVordens/seas U/D / EMC/22EMC / 1TAP (law Code Destable)		
Ready			
	at any apprised limits the superly list to only these superlies for which at		
show expired	show expired 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 show all Click show all to re-		
	display all Centrack supplies.		
show all			
back	Displays the alternate menu.		

Expire

Notes:


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.

	🖞 Centrack - [Recall - Supply Browser]			
	File Data Window Help			
	Supply (* Generic / Trade)	ltem 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)	Alptab0.25	43	
	cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Cocliq		
Select the	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1	
supply 🔪	diazepam U/D / 5MG / 1 TAB (VALIUM)	Vali5	81	
	diazepam inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Vali10i	95	
	fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBLIMAZE)	Fent0.05mg		
	fentanylinj AMP / 250MCG/5ML / 5 ML (SUMBLIMAZE)	FENTA5I	40	
	HYDROmorphOne 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 (ATTVAN VIAL)	LOR1IV	95	
	midazolam VIAL / 1MG/1ML / 5ML (VERSED)	MIDAZ5I	90	
	midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50		
	midazolam git BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0	
	midazolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50iMDV	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 git BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Morph100GTT	0	
	morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	*Morphinj10		
	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)	395t		
	morphine sulfate INTRATHEC / 10 MG/10 ML / 10 ML (ASTRAMORPH/PF)	"Morit10		
	opium-belladonna U/D / 16.2/60MG / 1 SUPP (B & 0 16A SUPPS)	B&016a		
	OXYcodone/apap U/D / 5MG/325MG / 1 TAB (PERCOCET)	Perctab5		~
	<			Ē

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.

Recall - Position	
<u>Position</u> C-2 vault Position 201 Min: 60 Max: 150	recall
Supply fentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP SUBLIMAZE Fent0.05mg	open position
	back
Recall Quantity: 25	
Expiration Date: 05/31/2013 Lot: 3571433	
L	

- 5. Click recall.
- 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 ge name. By defa generic name heading.	eneric name ult, this list . To list sup	e, form, display plies b	strength, ys supplie y trade na	size, and s in alpha me, click	units, and trade betical order by the column		
Item Code	The customer-	-defined su	pply id	entifier				
Quantity	The count ava requires a phy The supply is	ilable in the rsical count defined as	e vault. each ti a Centr	If this field ime you wi rack count	d is blank, ithdraw it -remainin	, the supply from the vault. Ig supply in AWS.		
select	Begins the recall sequence using the selected supply.							
DTs with supply	Lists all DTs that currently have a stock of the supply.							
	Display Terminal	Department	Quantity	Expiration Date	Positions	back		
	DT2NORTH	2NORTH	8		1	Delok		
	DTOR1	Operating Room	30		5			
	DTPACU	PACU	24		4			
	MEDSELECT	MedSelect Flex	39	01/15/2015	2			
			18 4P. Utem Code	East() ()East)	2			
	Ready							
back	Displays the a	lternate me	enu.					

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.

1	Centrack - [Deposit Borrow - Borrow Fo	rm]		
ect the facility	Borrow Information	Form Number: B20130423-1		supplies
-	CENtrand CENTE			
	Citrand size	04/23/2013		locate form
	No. of Size of Quantity	D BE FILLED IN BY PURCHASER Name of Item	National Drug Code	move to for
Ī				
	2			print
_	3 [] []			back
-	4 0000 0000			DUCK
_	5 () ()			
-	6 [] []			
-	* 1 1			
-	9			
-	10			
-	Cete Innad	CELTrightston III.	l	
7	Regiõesdana HOSP/CLINIC	No. of Mrk Order Rem		

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

- 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.

Image Dig (Manundic)/ (Machine) Manual Code Quantity (Manundic)/ (Machine) addression (Mod B2) U/D / 825MG / 11AB (PMLEND W/COD B2) TyB3 163 advacion U/D / 825MG / 11AB (PMLEND W/COD B2) TyB3 163 advacion U/D / 825MG / 11AB (PMLEND W/COD B2) Conjet Conjet Compound Test TEST / 16.2/60/1 ml / 11AB (PMLEND W/COD B2) Conjet 1 Gamponini INI / 106/25ML / 24ML (MILLMINI) Valid S B1 1 dasapanini INI / 106/25ML / 24ML (MILLMINI) Valid S 51 ferraryleitige NI / 006/25ML / 24ML (MILLMINI) Valid S 55 ferraryleitige NI / 006/25ML / 24ML (MILLMINI) DULU23 40 ferraryleitige NI / 006/25ML / 24ML (MILLMINI) DULU23 40 ferraryleitige NI / 006/25ML / 24ML (MILLMINI) DULU23 40 ferraryleitige NI / 25ML / 24ML (MILLMINI) DULU23 40 ferraryleitige SYRG / 12ML (MILLMININI) DULU23 80 midacion NI / 24ML / 24ML (MILLMININI) MILLMININI	Form Number: Supplier	~		salast
عدهده، wito df 2 U/D / 20/2004/G / 11.88 [17/LENGL W/C00 E3] TytE3 163 skexskin U/D / 12/20/G / 11.78 [CVLENGL W/C00 E3] Akrieb 25 63 skexskin U/D / 12/20/G / 11.78 [CVLENGL W/C00 E3] Conig 1 Consord Test / 16/20/C / in / 1 nue (COMPOUNDING TEST COMPOUND) 1234 1 Skexspan U/D / SMC / 11.78 [CVLENGL W/C00 P3] Valit 81 Gampaning INJ / 106/C/ML / 2ML (MLUM INJ) Valit 81 Gampaning INJ / 106/C/ML / 2ML (MLUM INJ) Valit 81 Kerspan U/D / SMC / 11.80 [CULMCR USLINGE] Fent Ast 40 Kerspan U/D / MG / 2ML / 2ML ANE [SUBMACE] Fent Ast 40 HYO R00062/HL / 2ML / 2	Supply(*Genenc/Trade)	item Code	Quantity	adiede
advance UID / 0.25M / 11 AB (AAUAD) Advab/25 43 occommutational SCIN / 45, 7 4 AU, 81L (COLMPOUNDING TEST COMPOUNDING 124 1 downpoint SCIN / 45, 7 4 AU, 81L (COLMPOUNDING TEST COMPOUNDING 1234 1 downpoint SCIN / 45, 7 4 AU, 81L (COLMPOUNDING TEST COMPOUNDING 1234 1 downpoint NUO / 5MG, 71 TAB (MALUM) Valitis 55 terrung totage NUO / 5MG, 71 TAB (MALUMIN) Valitis 55 terrung totage NUO / 5MG, 71 TAB (MALUMIN) Valitis 55 terrung totage NUO / 5MG, 71 TAB (SUBURAZE) Ferrit/SUBURAZE) 60 HYDROBINE/Drive ki SYRG / 2MG, 7ML / 7ML Ki, [SUBURAZE) DLAU23 50 triveny kis APP / 250MG, 7ML / 7ML Kis, [SUBURAZE) DLAU23 50 triveny kis APP / 250MG, 7ML / 7ML Kis, [SUBURAXE) DLAU23 50 midascham rodv Valitic / 1ML (VERSED) MED/25 50 midascham rodv Valitic / 1ML (VERSED) Versitic / 1ML / 1ML (VERSED) 0 </td <td>acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)</td> <td>Tyl#3</td> <td>169</td> <td>C</td>	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLENOL W/COD #3)	Tyl#3	169	C
concerner topical SOLM / 4.4 / 4.4 ML [L] [COCRAINE TOPICAL] Coding Concerner Test / 1.5.26/2/14/ / 1 muce (COMPOUNDING TEST COMPOUND) 124 1 diassepen MD / 2.46/2/14/ / 1 muce (COMPOUNDING TEST COMPOUND) 124 1 diassepen MD / 2.46/2/14/ / 1 muce (COMPOUNDING TEST COMPOUND) Valid 91 diassepen MD / 2.46/2/14/ / 2.44/2 (MUM) Valid 95 teringriding INJ / 1046/254/2 / 2.44/2 (MUMAZE) Ferrit/Sing 40 teringriding INJ / 0050/254/2 / 2.44/2 (MUMAZE) Ferrit/Sing 40 teringriding INJ / 0050/254/2 / 2.44/2 (MUMAZE) DIAU23 51 teringriding INJ / 2.66/266/264/2 / 2.44/2 (MIMAVAL) LDR1 55 teringriding INJ / 2.46/274/2 / 2.44/244 (MIMAVAL) LDR1 55 teringriding INJ / 2.46/274/2 / 2.44/244 (MIMAVAL) LDR1 55 teringriding INJ / 2.46/274/2 / 2.44/244 (MIMAVAL) LDR1 55 teringriding INJ / 2.46/274/2 / 2.44/246 (MIMAVAL) LDR1 55 teringriding INJ / 2.46/274/2 / 2.44/246 (MIMAVAL) MIMA/24/24/274 90 mideadiam INJ / 2.46/244/2 / 2.44/24/24/24/24/24/24/24/24/24/24/24/24/2	abrazolam U/D / 8.25MG / 1 TAB (KANAK)	Alphab0.25	43	back
Сопромен Тект / 16.2/60 / 1 м/ / 1 мср. (COMPOUNDING TEST COMPOUNDIN) 1234 1 Samapan U/D / SMC / 1 TAD (VALUM) Valid 01 Samapan U/D / SMC / 1 TAD (VALUM) Valid 05 Samapan U/D / SMC / 1 TAD (VALUM) Valid 05 Samapan N/D / ODMOZ/LL / 2 ML, KMP (SUBUMAZE) Ferti / Odmog Ferti / MAP 2/SMC / TML / DILAUDID INJ DILAU2 60 NOD / DMB / TAB M / TAMA NUL / DMOZ/ML / 2 ML / VAL (ATTWAH) LOP1 95 Samapan NUL / 106 / TML / DILAUDID INJ DILAU2 90 90 Samapan viai NUL / 2 MG / 1 TAB M / TMAN (ATTWAH) LOP1 95 Samapan viai NU / 2 MG / 1 TAB M / TMAN (ALLIDIN INJ) 90 90 makadam NUL / 2 MG / 1 TAB M / TMAN (ATTWAH) M / DAS2 90 makadam NUL / 2 MG / 1 TAB M / SCONTINI 90 90 makadam NUL / 2 MG / 1 TAB M / SCONTINI 190 90 morphine cry U/D	cocaine topical SOLN / 4% / 4 ML BTL (COCAINE TOPICAL)	Coclig		
δακερωη U/0 / SMC / 1 TAB_ (MLUM) Val6 61 δακερωη II, IN / 104/C3/K / 2 ML, (MLUM INU) Val70 55 δακερωη II, IN / 104/C3/K / 2 ML, (MLUM INU) Val70 55 ferrary/chair KM / 2 CM/C (MLM, / 2 ML, MLM) Ferra C0/mg ferrary/chair KM / 2 CM/C (MLM, / 2 ML, MLM) Ferra C0/mg ferrary/chair KM / 2 CM/C (ML/ML, / SML, SUMALLANDI (MLUDID INU) DLU/L3 ferrary/chair KM / 2 CM/C (ML/ML, KAL, BATINAN VAL) L0/F1 95 módandam ML/ 7 MG/C / 2 ML (MLUDID INU) DLU/L3 90 módandam VAL / 1 MG/T/IL / 5 ML (KERSED) MLD/279 90 módandam (ML / 2 ML/ VCME_SED) Ver80 0 modandam (ML / 2 ML/ ML/10/L (MERSED DMP) Ver800 0 modandam (ML / 2 ML/ ML/10/L (MERSED MMV) MS2coup 0 modandam (ML / 2 ML/ ML/10/L (MERSED MMV) MS2coup 0 modandam (ML / 2 ML/ ML/10/L (ML (MDRPHINE CARFULCT) MS2coup 0 modandam (ML / 2 ML/ ML/10/L (MDRPHINE CARFULCT) MS2coup 0 modandam (ML / 2 ML/ ML/ 10/L (MDRPHINE CARFULCT) MS2coup <	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COMPOUNDING TEST COMPOUND)	1234	1	
dataspaniyi NJ / 1046/244, / 244, (NALLMINI) Val18 95 tertarychanik NA / 00560/244, / 244, ANL SIRULAZE) Ferr0.05mg tertarychanik NA / 00560/244, / 244, ANL SIRULAZE) FERR1/2 60 th0070motp/brie inj STRG / 246, ZM / 144, SIRULAZE) DILU23 50 th0070motp/brie inj STRG / 246, ZM / 144, SIRULAZE) DILU23 50 tostopani NU / 7166 / 1144, ATMAN L0711 55 50 tostopani NU / 7166 / 1144, ATMAN L0711 55 50 tostopani NU / 7166 / 1144, ATMAN L0711 55 50 tostopani NU / 246, ZML / 244, VAL (ATMANIAL) L0711 55 tostopani NU / 246, ZML / 244, VAL (ATMANIAL) Verbit 0 midsolami NU / 246, ZML / 244, VAL (ATMANIAL) Verbit 0 midsolami NU / 246, ZML / 246, MA (VERSED DRIP) Verbit 0 tostophie computer NJ / 246, ZML / 246, MA (MORPHINE CARPUECT) MS20ap 100 modphies computer NJ / 246, ZML / 246, MA (VERSED DRIP) MS20ap 0 modphies computer NJ / 246, ZML / 246	diazepan U/D / 5MG / 1 TAB (VALIUM)	Val5	81	
Iteratorylation Iteratorylation Ferrition Interatorylation FENTAR 600 IntrodemocryDate via SYRG / 2004 (15ML (SUBURAZE) FENTAR 600 IntrodemocryDate via SYRG / 2004 (15ML (DULUDIO INJ) DLLU23 Stanspann U/O / 15MG / 11AL (DULUDIO INJO U/O 1 55 Stanspann U/O / 15MG / 11AL (DULUDIO INJO U/O 1 55 Indexdom Via / 25MG / 25ML / 25ML (VIA L (DITUNO IVAL) U/O 1 55 Indexdom Via / 25MG / 25ML / 25ML (VIA L (DITUNO IVAL) U/O 1 55 Indexdom Via / 25MG / 25ML / 25ML (VIA L (DITUNO IVAL) U/O 1 55 Indexdom Via / 25MG / 12ML (VIA L (DITUNO IVAL) Vers000 0 Indexdom ndv Via / 25MG / 12ML (VIA L (DITUNO IVAL) Vers000 0 Indexdom ndv Via / 25MG / 12ML (VIA L (DITUNO IVAL) VERS00 100 Indexdom ndv Via / 25MG / 11AB (MIS CONTIN) MS2condo 100 Indexher L 100 ML (MORPHINE DAPPOLICET) MS2condo 100 Indexher M (VIA / 1100KG (MORPHINE DAPPOLICET) MS2condo<	diazepani inj INJ / 10MG/2ML / 2 ML (VALIUM INJ)	Val10	95	
Генглийн Анир / 250н/Солбин, / 5м., (SUMBUNADE) РЕНТАЯ 40 HYTDRÖnenykon ing SYRE / 25M / 1M., (DULUDID NU) DULUZ Konsequen UU / M. 71 XLB, (MYTMAN) LOR1 75 Konsequen VU / XM / 21M / VMAL LOR1 75 Konsequen VU / XM / 21M / VMAL LOR1 75 Konsequen VU / XM / 21M / VMAL LOR1 75 Konsequen VU / XM / 21M / VMAL MCA23 80 midaodam VU / XM / 21M / VERSED Ver50 0 midaodam VU / XM / 21M / VERSED DRIP Ver500 0 modphen vu / XM / XMG / 12M / VERSED DRIP Ver5000 0 modphen VU / XM / XM / XM (VERSED DRIP) Ver5000 0 modphen VU / XM / XM / XM (VERSED DRIP) Ver5000 0 modphen VU / XM / XM / XM (VERSED DRIP) Ver5000 0 modphen VU / XM / XM / XM (VERSED DRIP) VESCAMOV 40 modphen VU / XM / XM / XM (VERSED DRIP) VESCAMOV 40 modphen VU / XM / XM / XM (VERSED DRIP) VESCAMOV 0 modphen VU / XM / XM / XM (VERSED DRIP) VESCAMOV 0 modphen VU / XM / XM / XM (VERSED RIP) <td>terkanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBUMAZE)</td> <td>Fenil0.05mg</td> <td></td> <td></td>	terkanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBUMAZE)	Fenil0.05mg		
HYDRDRoupPore inj DLAU23 VHD / TMG / T TAG / TTAVAN LDP / TMG / T TAG / TTAVAN Strangen vill / ML / TAG / TTAVAN LDP / TMG / T TAG / TTAVAN widzostam LDP / TMG / T TAG / TTAVAN widzostam VLD / TMG / T TAG / TTAVAN widzostam VLD / TMG / T TAG / TTAVAN widzostam VLD / TMG / T TAG / TTAVAN widzostam VLD / TMG / T TAG / TTAVAN midzostam VLD / TMG / T TAG / TTAVAN midzostam VLD / TMG / T TAG / TTAVAN midzostam VLD / TMG / T TAG / TTAVAN midzostam VLD / TMG / T TAG / TTAVAN midzostam VLD / TMG / T TAB / T TAVAN mosphere curpuent TM / Z T M / T TAB TM / T TAB / T TAVAN MID / Z T M / T TAB TM / T T TAB / T TAVAN MID / Z T M / T TAB TM / T T TAB / T TAB / T TAVAN MID / T T T T T T T T T T T T T T T T T T	fertanyline AMP / 250MCG/5ML / 5ML (SUMBLINAZE)	FENTAS	40	
Колсеран IL/0 / 1MG / 1 TAB (ATTWAH) LDR1 95 Колсеран W / 2 / MG / 2 ML / 2 ML / MAL (ATTWAH VAL) LDR1M 95 Indexdam W / AL / 1 MG / ML / 5 ML (VERSED) MDA279 90 Indexdam W / AL / 1 MG / ML / 5 ML (VERSED) VerSU 0 Indexdam W / AL / 1 MG / ML / 1 ML (VERSED DRIP) verS000 0 Indexdam M / VAL / 5 MG / 1 ADL (VERSED DRIP) verS000 0 Indexdam M / VAL / 5 MG / 1 ADL (VERSED DRIP) verS000 0 Indexdam M / VAL / 5 MG / 1 ADL (VERSED DRIP) verS000 0 Indexdam M / VAL / 5 MG / 1 ADL (VERSED DRIP) verS000 0 Indexdam M / VAL / 5 MG / 1 ADL (VERSED DRIP) verS000 0 Indexdam M / VAL / 5 MG / 1 ADL (VERSED DRIP) MS2ckp 190 Indexdam M / VAL / 5 MG / 1 ADL (VERSED MIN) MS2ckp 190 Indexdam M / VAL / 5 MG / 1 ADL (MES CONTIN) MS2ckp 0 Indexdam M / VAL / 10 MG (MORPHINE END) MS2ckp 0 Indexdam M / VAL / 10 MG (MORPHINE INI) MSPA 1 Indexdam M / VAL / 10 MG (MORPHINE INI) MSPCA 1 Indephre ini I M / 4 MG / AHG (MORPHINE	HYDROmorphOne inj SYRG / 2MG / 1 ML (DILAUDID INJ)	DILAU2		
Ivancepan vidi IVI / 2MG/2ML / 2 ML VALL (ATTIVAN VIALL) LORITV 95 indisordem VUA / 1 MG/AML / 2 ML VALL (ATTIVAN VIALL) MD/233 50 indisordem VUA / 1 MG/AML / 5 ML (PERSED) Ve650 0 indisordem NUA / 2 MG/2 ML / 2 ML (VERSED DORP) Ver5000 0 indisordem VAL / 5 MG/ML / 10 ML (VERSED DORP) Ver5000 0 indisordem VAL / 5 MG/ML / 10 ML (VERSED DORP) Ver5000 0 indisordem VAL / 5 MG/ML / 10 ML (VERSED DORP) VES0000 0 indisordem rodu VAL / 5 MG/ML / 10 ML (NERSED MOV) VES0000 0 indisordem rodu VAL / 5 MG/ML / 10 ML (NERSED MOV) VES0000 0 indisordem rodu VAL / 5 MG/ML / 10 ML (NERSED MOV) VES0000 0 indisordem LEP0 INLY 5 / YMG/ML / 10 ML (NORPHINE ERIPHENE) VES0000 0 indisordem LEP0 INLY 5 / YMG / 11 ML (MORPHINE ERIPHENE) Mode/1000TT 0 indisordem VAL / 1 ML (MORPHINE INL) Mode/100TT 0 indisordem VAL / 1 ML (MORPHINE INLY) Mode/100TT 0	krazepam U/D / 1MG / 1 TAB (ATIVAN)	LORI	95	
midlaodam VAL / 1MG/IML / SML (VERSED) MEDA23 90 midlaodam NU / 2MG/2ML / 2ML (VERSED) Verd0 0 midlaodam VAL / 2MG/2ML / 2ML (VERSED) Verd00 0 midlaodam VAL / 5MG/ML / 10ML (VERSED) Verd00 0 midlaodam VAL / 5MG/ML / 10ML (VERSED) Verd00 40 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSCloap 190 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSCloap 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE 22PR modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MS CONTIN) MSPRHAE ERD(PARL) 0 modphine or U/D / 30MG / 11A8 (MSPRHAE ERD(PARL)	lorozepani vial INJ / 2MG/2ML / 2 ML VAL (ATIVAN VIAL)	L0R1/V	95	
mászásania INJ / 2 HG/2 ML / 2 HL VERSO Verso mászásania NU / 2 HG/2 ML / 2 HL VERSOD DIPI Verso 0 mászásania VL/2 / SIGMA/ 1 NUL (VERSED DIPI) VERSOD 40 40 moghane carpuekt NU / 2 MG/AL / 2 HL (MORPHINE CARPUECT) MS2casp 190 moghane carpuekt NU / 2 MG/AL / 2 HL (MORPHINE CARPUECT) MS2casp 190 moghane carpuekt NU / 2 MG/AL / 2 HL (MORPHINE CARPUECT) MS2casp 190 moghane carpuekt NU / 2 MG/AL / 10 ML (MORPHINE CARPUECT) MS2casp 0 moghane carpuekt NU / 2 MG/AL / 2 ML (MORPHINE CARPUECT) MS2casp 0 moghane carpuekt NU / 2 MG/AL / 10 ML (MORPHINE EPRUFAL) 2259 0 moghane triation MG/AL / 10 ML (MORPHINE EPRUFAL) 0 0 0 moghane triation MG/AL / 10 ML (MORPHINE NU) MSPCA 0 0 moghane triation STRG / 10 Moghani / 20 ML (MORPHINE NU) MSPCA 0 moghane tri M / MAG/AL / 14 MG (MORP	midazolam VLAL / IMG/IML / 5ML (VERSED)	MIDAZSI	90	
mdaodam gli BAS / MGAML / 500ML (FERSED DRIP) ver5000 0 mdaodam gli BAS / MGAML / 500ML (FERSED DRIP) ver5000 40 mapbine carputett NU / 2MGAML / 2MG (MORPHINE CARPUECT) MS2coup 190 morphine carputett NU / 2MGAML / 2MG (MORPHINE CARPUECT) MS2coup 190 morphine carputett NU / 2MGAML / 2MG (MORPHINE ENPLOYMELT) 1237H morphine carputett NOAFHINE ENPLOYMELE 1237H morphine carputett VAL / 10MG (MORPHINE ENPLOYMELT) 10 morphine carputett VAL / 10MG (MORPHINE ENPLOYMELT) 10 morphine carputett VAL / 10MG (MORPHINE ENPLOYMELT) Morphild morphine carputett VAL / 10MG (MORPHINE IN) MSPCA morphine carputett NOA MORPHINE IN) MSPCA morphine carputett IN / 4MG/2ML / 14MG (MORPHINE IN) MSPCA	midazolam INJ / 2 MG/2 ML / 2 ML (VERSED)	Ver50		
mdaxbam ndv VAL / 5 MG/ML / 10 ML VERSED MDV1 vers00400V 40 morphice desuperit NU / 35ML / 2 MG (MDRHINE CARPUECT) MS2/Mg 190 morphice desuperit NU / 35ML / 12 ML MS2/Mg 190 morphice desuperit NU / 35ML / 12 ML MS2/Mg 0 morphice desuperit CERD INFLIS / 14 ML (MD / 14 MG MORPHANE ERIP 225R morphice igN 8-MG / 11 MG/ML / 10 MG MORPHANE ERIP Morphal00 1 morphice igN 54/MG / 10 MG MORPHANE ERIP Morphal00 1 morphice igN 54/MG / 10 MG MORPHANE ERIP Morphal00 1 morphice igN 54/MG / 10 MG / 00 MR HNE INJ MSPCA 1 morphice igN 10 / 44/G/ML / 10 MG / 00 MR HNE INJ MSPCA 1	midazolam git BAG / 5MG/ML / 500 ML (VERSED DRIP)	vers500D	0	
морйна сыр _{ын} ит INJ / 246,0 M, 2.2 MG (MORPHINE CARPUECT) MS2cop 190 морйна сыр _{ын} ит INJ / 246,0 M, 2.2 MG (MORPHINE CARPUECT) MS2cop 0 торйна сы U/O / 3040 / 1148 (MS2CMTNN) MORPHINE EPICURAL) 222174 торйна уб 246,7 IMG24L / 10040, (MORPHINE EPICURAL) 222174 торйна уб VIAL / 10440,4 L/ 10040, (MORPHINE EPICURAL) MSPCA торйна уб VIAL / 10440,4 L/ 10040, (MORPHINE EPICURAL) MSPCA торйна уб VIAL / 10440,4 L/ 10440, (MORPHINE INI) MSPCA	midacolam mdv VIAL / 5 MG/ML / 10 ML (VERSED MDV)	ver50MDV	40	
Image/inergit U/D J 30KG / 11.88 (MS Con30) 0 morp/inergit EVD INI2/15/11.00.AKL / 59.1K (MORPHANE ENDURAL) 122.9K morp/inergit EAG / 1160.4KL / 59.1K (MORPHANE ENDURAL) 122.9K morp/inergit VAL / 104.0KL / 10.0KL (MORPHANE ENDURAL) 0 morp/inergit VAL / 104.0KL / 10.0KL (MORPHANE INI) Morphanity morp/inergit VAL / 104.0KL / 10.0KL (MORPHANE INI) MSFCA morp/inergit INI / 446/2ALL / 4.4KL (MORPHANE INI) MSFCA	morphine carpuject INJ / 2MG/ML / 2 MG (MORPHINE CARPUJECT)	MS-2carp	190	
Imorphine goduni ERD NUDS / 1 MG/ML / 50 ML (MORPHANE ERDUNAL) 1232NL morphine goduni BAG / MG/ML / 100 ML MORPHANE ERDUNAL) Morphanitian 0 morphine kit VAL / 104 GML / 101 MG MORPHANE MI Morphanitian Morphanitian morphine kit SYRB / 1040g/hL / 304 ML MORPHANE MI MSFCA Morphanitian morphine kit NIV / 44G/SML / 144 G MORPHANE MI MSFCA 350	morphine cr U/D / 30MG / 1 TAB (MS CONTIN)	MSCon30	0	
поорйно дл. 846 / 1160/HL / 100 ML (MORPHINE EAIP) Noghl006TT 0 поорйно ну VAL / 104/ML / 104/ML (MORPHINE EAIP) MogNel]0 поорйно ну SYR0 / 104g/mL / 304/L (MORPHINE INI) MSPCA и оридно ну 446/JML / 44/G (MORPHINE INI)/LL MSPCA	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (MORPHINE EPIDURAL)	1233Rx		
mosphine inj VAL / 10MG/ML / 10MG (MORPHINE INJ) "Mosphinji0 mosphine inj SVRG / 10mg/ml / 30ML (MORPHINE INJ) MSPCA mosphine inj val INJ / 4MS/2ML / 4.MG (MORPHINE IN VAL) MS4mj 250	morphine gtt BAG / 1MG/ML / 100 ML (MORPHINE DRIP)	Mogh100GTT	0	
morphine inj SVRG / 10mg/ml / 30ML (MORPHINE INI) MSPCA morphine inj val INI / 4MS/2ML / 4.MG (MORPHINE INI VIAL) MS4mj 250	morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE INJ)	"Morphing10		
morphine inj vial INU / 4MG/2ML / 4 MG (MORPHINE INU VIAL) MS4mi 350	morphine inj SYRG / 10mg/mi / 30 ML (MORPHINE INJ)	MSPCA		
	morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE INJ VIAL)	MS4m	350	

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

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

	🤝 Deposit Borrow - Position	×
	Position C-II MDM Drawer 1-2 A Min: 2 Max: 100	deposit
	Supply morphine epidural EPID INFUS / 1 MG/ML / 50 ML MORPHINE EPIDURAL 1233Rx	back
Enter the quantity	Borro w Quantity: 36	
Enter the expiration date and lot number—	Expiration Date: 12/31/2013 Lot: ZR43362	

 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.



8. 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	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.
select	Displays the Deposit Borrow–Position window in which you will enter the quantity and expiration date and lot number for this deposit.
back	Closes the Deposit Borrow–Supply Browser. The Deposit Borrow form remains open.

Field Definitions: Deposit Borrow–Supply Browser



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.

Quantity Entry - Return Borrow	
	return borrow
Return Quantity: <u>36</u>	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.

5	🕈 Cent	track - [V	/ithdraw	Loan - Loan	Form]								E	e,
he facility 🚽	File C	ate win	fow Help											_
	Loar	1 Inform	nation			F	orm Number:				_		supplie	
	10	Nall + or Pacifi	,		~	STREET ADDRESS								_
	CITY's	and STATE				DATE 05/01/2013					-		locate fo	
	-				TO BE FILLE	D IN BY PURCHASE	ER				-			_
	H C	No. of Package	Size of Package	Quantity			Name of Item		National Cod	Drug			move to fe	
	1		0)											-
	2		0										print	
	3	0	0								-			
	4	0.00	0.00								-		back	
	5	0)	0								-			
	6	0)	0)								-			
	7	()	0								-			
	8	1									-			
	9	()									-			
	10	1000	1000								-			
			1						1		-			
	Defe is a	ued			DEI Fightento	m No.	н	me and Address of Registrant			-			
	Register HOS	P/CLINIC			No. of We Orde	e Ren								
	HUS	PALLINIC									-			

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.

	Withdraw Loan - Supply Browser				8	
	Form Number:	Suppler			select	click <i>select</i>
	Supply(*Generic/Trade)			Quantity		
	acetamin w/cod #3 U/D / 30/300MG / 1 TAB (TYLEM	NOL W/COD #3)	Ty##3	169		
	alprazolam U/D / 0.25MG / 1 TAB (VANAV)		Alphab0.25	43	Dack	
	cocaine topical SOLN / 4% / 4 ML BTL (DOCAINE TO	PICALI	Coolig			
	Compound Test TEST / 16.2/60 / 1 ml / 1 supp (COM	POUNDING TEST COMPOUND)	1234	1		
	diazepam U/D / 5MG / 1 TAB (VALIUM)		Val5	81		
	diazepaminj INJ / 10MG/2ML / 2 ML (VALIUM INJ)		Val10	95		
	rentanyl citrate INJ / 0.05MG/2 ML / 2 ML AMP (SUBL	UMAZE)	Ferk0.05mg	10.000 P		
	fertargline AMP / 250MCG/5ML / 5 ML (SUMBLINAZ	1E)	FENTAS	40		
	HYDROmorphOne inj SYRG / 2MG / 1 ML (DILAUDID	(NJ)	DILAU2			
	krazepan U/D / 1MG / 1 TAB (ATIVAN)		LORI	95		
st select the supply 🔪	Iorazepan vial INJ / 2MG/2ML / 2 ML VIAL (ATIMAN V	VIALI	LORIN	95		
	midazolam VIAL / IMG/IML / 5ML (VERSED)		MIDAZ9	90		
	midazolam INJ / 2MG/2ML / 2ML (VERSED)		Ver50			
	midazolam git BAG / 5MG/ML / 500 ML (VERSED DR	uP)	vers500D	0		
	midazolam mdv VIAL / 5MG/ML / 10 ML (VERSED M	IDV]	ver50MDV	40		
	morphine carpuject INJ / 2MG/ML / 2 MG (MORPHIN	E CARPLUECT)	MS2cap	190		
	morphine cr U/D / 30MG / 1 TAB (MS CONTIN)		MSCon30	0		
	morphine epidural EPID INFUS / 1 MG/ML / 50 ML (M	(ORPHINE EPIDURAL)	1233Rx			
	morphine gt BAG / 1MG/ML / 100 ML (MORPHINE D	(RIP)	Morph100GTT	0		
	morphine inj VIAL / 10MG/ML / 10 MG (MORPHINE IN	NJ]	"Morphini10			
	morphine inj SYRG / 10mg/mi / 30 ML (MORPHINE IN	4J)	MSPCA			
	morphine inj vial INJ / 4MG/2ML / 4 MG (MORPHINE	INJ VIAL]	MS4m	350		
	¢			3		

Fi

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



 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.

Withdra	aw Loan	
?	Borrowing or Loaning a DEA schedule medication can be a violation of Federal Law. Do	o you wish to continue?

- 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	Withdraw Loan - Loan Form 🛛 🔀
withdraw loan function.	Do you want to save form changes?

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.
select	Displays the Quantity Entry–Withdraw Loan window in which you will enter the quantity you are withdrawing to loan.
back	Closes the Withdraw Loan–Supply Browser. The Loan form remains open.

Field Definitions: Withdraw Loan–Supply Browser



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.



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*.

	😴 Return Loan - Position	
	<u>Position</u> C-2 vault Position 302 Min: 50 Max: 100	deposit
Visually verify these values	Supply morphine carpuject INJ / 2MG/ML / 2MG MORPHINE CARPUJECT MS2carp	back
~	Return Quantity: 60	
	Expiration Date: 10/31/2015 Lot: 9692	

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



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.

	🕈 Cent	track - [Se	II - Sell F	orm]									- 🗗 🔀
Coloct the facility	File C	pete Wind	он неір										
Select the facility	<u>Sell</u>	Informa	tion			Fo	ırm Number	-]			supplies
	To:	Nan + d' Duyw			~	STREET ADDRESS							
	CITY	and STATE				DATE					-		locate form
						05/01/2013							
	ĥ				TO BE FILLED	IN BY PURCHASE	R						
	- NO.	No. of Packages	Size of Package	Quantity			Name of Item		National Dir Code	ug			nove to form
	2	0	0000										print
	3												back
	4										_		Dack
	5										_		
	6	0000	0000								_		
	7												
	8												
	9												
	10												
	Defe is a	ued			DEL Fagiritation	No.		Name and Address of Registrant					
	R+girter HOS	P/CLINIC			No. of this Order	form							

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

- 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.



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



 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.

Withdra	w Loan
?	Borrowing or Loaning a DEA schedule medication can be a violation of Federal Law. Do you wish to continue?
	Yes No

7. 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	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.
select	Displays the Quantity Entry–Sell window in which you will enter the quantity you are withdrawing to sell.
back	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.

le Data Window	Help							
entrack Cabine	ts							
abinet			Status				•	hack
All Cobinets >			13 Failed / 2	3 Errors				Uaun
TCRAN-ELM#			1 Feiled					
TCRAN-ELMS+2			2 Errors					
TCRAN-FlexDrw								
TCRAN-NonSensDre	60		4 Errors					
TCRAN-SensDrw								
TCRAN-SIA			3 Federal / 15	Eiron				
				and a second			1.0	
biled Positions Acce	Iss Errors SIA Positio	ns						
Date	Status	User	Position	Supply (*Generic / T	irade)	Note	A	clear failad
2/07/2015 03:25:36	SIA Retty Success	mowryMOWPTYr	CTOPANISIA Drawer 3-6 B	edetele disodium (EDTA) INJ / 150 MG /			THE
2/07/2015 03:25:35	SIA Open Index Fail	mowryMOWRY/r	CTCPAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /			
2/07/2015 02:58:01	SIA Retry Success	mowryMOWRVr	CTCRAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /			attach note
2/07/2015 02:57:58	SIA Open Index Fail	mawryM0WRV/r	CTCRAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /			
2/05/2015 22:08:36	SIA Retry Success	mowryMOWPIYr	CTCRAN-SIA Drawer 3-6 B	edetete disodium (EDTA)	INJ / 150 MG)			open SIA
2/05/2015 22:08:30	SIA Open Index Fail	mowryMOWRVz	CTCRAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /	Noticed overstuffing of packets.	Ξ.	drawnic
2/05/2015 22:07:04	SIA Retry Success	mowryMOWRY/	CTCRAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /			and the second s
2/05/2015 22:06:59	SIA Open Index Fail	mowtyMOWRYr	CTCRAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /			open to SIA
2/05/2015 22:06:23	SIA Retry Success	mowtyMOWRYr	CTCRAN-SIA Drewer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG /			
12/05/2015 22:06:17	SIA Open Index Fail	mowryMOWRVr	CTCRAN-SIA Drawer 3-6 B	edetate disodium (EDTA)	INJ / 150 MG ,			Date Range Applier
12/05/2015 20:21 27	SIA Retry Failure	mowryMOWRYr	CTORAN-StA Drawer 3-1 A	econazole nitrate 30gm	CREAM / 1% /	1		11/23/2015 to
2/05/2015 20 21 26	SIA Open Index Fail	mowryMOWRY'r	CTCRAN-SIA Drawer 3-1 A	econazole nitrate 30gm	CREAM / 1% /		-	12/01/2015
2/05/2015 20 20:58	SIA Index Only Failu	mowryMOWPN'r	CTCRAN-SIA Drawer 3-1 A	econazole nitrate 30gm	CREAM / 1% /			
12/05/2015 20:20:29	SIA Index Only Failu	mowryMOWRorr	CTORIAN-SIA Drawer 3-1 A	econazole nitrate 30gm	CREAM / 1% /	8		
12/05/2015 20:15:05	SIA Retry Success	mowryMOWRY/r	CTCRAN-SIA Drawer 3-1 A	econazole nitrate 30gm	CREAM / 1% /	£		
12/05/2015 20:14:49	StA Index Only Failu	mowryMOWRYr	CTCRAN-SIA Drawer 3-1 A	econazole nitrate 30gm	CREAM / 1% /			

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.

ile Data Window Help			
Centrack Cabinets			
			back
			Current Curren
CTORANIELMS	1 Failed		
CTCRAN-ELMSi2	2 Errors		111
CTCRAN-FlexDrw			
CTCRAN-NonSensDrw	4 Errors		
CTCRAN-SensDrw			
CTCRAN-SIA	3 Failed / 15 Errors		
Failed Positions Access Errors SIA Positions			
Position	Status		clear failed
SCM-Left Position 1	Foliad		flag
CTCRAN-SIA Drawer 3-1 A	Foiled		
CTCRAN-SIA Drawer 3-1 B	Failed		attach note.
CTCRAN-SIA Drewer 3-1 C	Feiled		Contraction of the local division of the loc
klmTower5 Shell 4 Bin 1-1	Feiled		onen Sia
klmTower5 Shelf 4 Bin 1-2	Failed		drawite
klmTower5 Shelt 4 Bin 1-3	Failed		
klmTower5 Shell 8 Bin 1-1	Foiled		open to SIA
klmTower5 Shell 8 Bin 2-1	Foiled		position
klmTower5 Shelt 8 Bin 3-1	Foiled		
klmTower5 Shelt 8 Bin 4-1	Failed		
klmTower5 Shell 8 Bin 5-1	Foiled		
klmTower5 Shell 8 Bin 6-1	Foiled		

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.

Centrack Cabinets		
Cabinet	Status	: (
All Cobinets >	13 Failed / 23 Errors	
CTCRAN-ELMs	1 Failed	
CTCRAN-ELMS+2	2 Errors	
CTCRAN-FlexDrw		
CTCRAN-NonSensDrw	4 Errors	
CTCRAN-SensDrw		
TTCRANSIA.	3 Failed / 15 Enns	
		7
Failed Positions Access Errors SIA Positions		
Position	Status	e de
CTCRAN-SIA Drawer 3-1 B	Foiled	
CTCRAN-SIA Drawer 3-1 C	Failed	att
CTCRAN-SIA Drawer 3-2 A		
CTCRAN-SIA Drawer 3-2 B		
CTCRAN-SIA Drawer 3-2 C		
CTCRAN-SIA Drawer 3-3 A		
CTCRAN-SIA Drower 3-3 B		op
CTCRAN-SIA Drawer 3-3 C		
CTORAN-SIA Drawer 3-4 A		
CTCRAN-SIA Drawer 3-4 B		
CTCRAN-SIA Drower 3-4 C		
CTCRAN-SIA Drawer 3-5 A		
CTCRAN-SIA Drawer 3-5 B		
CTCRAN-SIA Drawer 3-5 C		
CTCRAN-SIA Drawer 3-6 A		
CTCD44 (04 Dec. 2 C D		

- 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**.



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**.

Start Wi	thdraw 🛛 🔛
?	Print Withdraw Verification Report?
C	Yes No

The report is sorted by supply and then Centrack position.

Report Sample: Withdraw Verification

			Withdray	w Verification
			05/09/	
			05/08/	2013 10.14.22
Su	upply: acetamin w/cod #3	3 U/D / 30/300MG /	1 TAB (TYLENOL	W/COD #3)
Pos	sition: C-III-IV CAB Posit	ion 2-304		
Des	tination	Withdraw Quantity	Control #	Note
OBF	PP-PT	12	130508@161228	
Su	Ipply: OXYcodone/apap	U/D / 5MG/325MG /	1 TAB (PERCOC	ET)
Pos	sition: C-2 vault Position	104		
Des	tination	Withdraw Quantity	Control #	Note
OBF	PP-PT	6	130508@161228C	
Su	upply: fentanyl citrate	INJ / 0.05MG/2 ML / 2	MLAMP (SUBLIM	IAZE)
Pos	sition: C-2 vault Position	201		
Des	tination	Withdraw Quantity	Control #	Note
~~~~~~~			130508@1612^0	

## 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.

supp	oly:dia VA 5N	azepar ALIUM /IG 1 T/	m AB U/D					<u>13051</u>	<u>4@104208</u> Control <u>ER-P</u> 1 Location
lant	ity: 12	2				ls	sued By: Ann A	Arbor	
	Date: 05	/14/2013	Sch	edule: IV		Rec	eived By:		
	Time: 10	:42:13	Expiration	Date: 06/02/2013		Deliv	/ered By:		
Co	ntrolled	Drug Ad	ministration Record	:	D	ate of	Transfer:		
#	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	_~~~^			man .		~		~~~~.	
Retu	rned to	Pharmac		Pha	macy	Receiv		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~
By:			72	Ву:			22		
Quantity:				Da	te:				

#### Report Sample: Paper Tracking control sheet

## **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*.



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

## List of<br/>DiscrepanciesThis report is essentially a hard copy of the list displayed in the top<br/>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	П	Arbor, Ann	No
05/10/2013 16:27	Audit	Dpt Cred	cocaine topical	П	Arbor, Ann	No
05/10/2013 14:51	Withdraw	Dpt Chrg	cocaine topical	П	Admin, Admin	No
05/10/2013 14:48	Withdraw	Dpt Chrg	cocaine topical	П	Arbor, Ann	No
05/08/2013 17:34	Withdraw	Dpt Cred	acetamin w/cod #3	Ш	Arbor, Ann	No
05/08/2013 16:13	Withdraw	Dpt Chrg	fentanyl citrate	П	Arbor, Ann	No
05/08/2013 15:52	Withdraw	Dpt Cred	fentanyl citrate	П	Arbor, Ann	No
05/05/2013 17:57	Withdraw	Dpt Chrg	propoxyphene/apap 100	IV	Admin, Admin	No

### Current Discrepancy Detail

This report is a hard copy of the discrepancy details shown in the bottom half of the Discrepancy Resolution window.

#### Report Sample: Current Discrepancy Detail

Supply Position:	C-2 vault Position 1		Size: 4 ML BTL	lte	em Code: Cocliq	
Quantity I	Dispensed: 0	User Count Re System Count Re	maining: <mark>21</mark> maining: <mark>23</mark>	User Dispense System Dispense	Count:	
Resolved:						
Resolution:						_

### Previous Access of Current Discrepancy

This report lists, for the selected discrepancy, the cabinet access events leading up to the creation of the discrepancy. It is essentially a screen print of the Discrepancy Resolution–Previous Accesses window you see when you click **show previous accesses** in the discrepancies function. In fact, you can print this report while you are viewing previous accesses by clicking **print**.

#### Report Sample: Previous Access of Current Discrepancy

05/21/2013 05:37:26 PM							Page 1 of 1
Location: Vault Cabinet: C-II VAULT Position: C-2 vault Positio	vn 1						
Event Date Date Posted	Trade Name Generic Nam	e	Size Strength	DEA Schedule Defined Class	Qty Status		
05/10/2013 05:42 05/10/2013 05:42	20 PM COCAINE TO 20 PM cocaine topics	PICAL J	4 ML BTL 4%	п	0 Audit		
User Count Rer System Count Rer Discrepan	naining: 21 naining: 23 t Count: 2	User Disp System Disp Discre	ense Count: ense Count: epant Count:	User Resolved	: Arbor, Ann I: No		
Event Date Date Posted	Count Remain: Res User / System	Dispense Count: User / System	Qty Status	Supply Position User		Generic Name 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	
			1	C-2 vault Position 1		cocaine topical	
05/10/2013 04:47:18 PM			Data and Dh	Arbor Ann		COCAINE TOPICAL	
05/10/2013 04:47:18 PM 05/10/2013 04:47:18 PM	23		Return Ph	Alley, Allin			
05/10/2013 04:47:18 PM 05/10/2013 04:47:18 PM 05/10/2013 04:29:46 PM	23 10		Return Ph	C-2 vault Position 201		fentanyl citrate	

### 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

Discrepanc MedSelect Centrack	y Rep	ort				Num disci	nber of unresolved repancies reported	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 Posi	tion 1							
Event Date Date Posted		Trade Name Generic Name		Size	DEA Schedule Defined Class	Qty Status		
05/10/2013 05: 05/10/2013 05:	42:20 PM 42:20 PM	COCAINE TOP cocaine topical	PICAL	4 ML BTL 4%		0 Audit		
User Count F System Count F Discrep	temaining: 21 temaining: 23 ant Count: 2	1 3	User Dis System Dis Disc	spense Count: spense Count: repant Count:	Us Resolve	er:Arbor,Ann ad:No	1	
Event Date Date Posted	C Res	Count Remain: User / System	Dispense Count: User / System	Oty Status	Supply Position User		Generic Name 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	Cavaut Rostian		cocaine topical	
05/10/2013 04:29:25 PM		22	~	Withdraw			and have and	· ~ ~ ·

# 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.

### MedSelect Cabinet Key Tracking

Location	Cabinet	Key Number	Key Taken By	Out	In

Location	Cabinet	Key Number	Key Taken By	Out	In

### MedSelect Cabinet Key Tracking

### MedSelect Cabinet Key Tracking

Location	Cabinet	Key Number	Key Taken By	Out	In

# Glossary

AWS	The Administrative WorkStation component of MedSelect software. AWS is used to configure the Centrack environment.
AWS administrator	A user with access rights to perform administration functions in MedSelect Administrative WorkStation
count-remaining supply	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.
СТ	Centrack terminal. The CT is defined in AWS as a client associated with the Centrack application.
dashboard	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.
DT	A supply destination that is controlled by a MedSelect display terminal. DTs are defined in AWS as clients associated with the Display Terminal application.
event	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.
in-transit	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.
location	A destination for supplies. Locations are defined in AWS as clients.
main menu	The list of function buttons along the right-hand side of the Centrack Home window

medication	See <i>supply</i> .
menu bar	The list of menus along the top of any Centrack window
paper track location	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.
supply	Any item, usually a medication, that can reside in the pharmacy vault and is tracked through Centrack
withdraw list	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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