

The logo for MedSelect, featuring a stylized 'M' icon followed by the text 'MedSelect' and a trademark symbol.

MedSelect™

Display Terminal (DT) User Guide

The logo for ARX IUM, with the letters 'ARX IUM' in a bold, sans-serif font, a horizontal line underlining the letters, and the tagline 'Innovative Pharmacy Solutions' below it.

ARX IUM
Innovative Pharmacy Solutions

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ARxIUM

1400 Busch Parkway

Buffalo Grove, IL 60089

1-888-537-3102

Internet E-Mail: info@arxium.com

Website: www.arxium.com

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Documentary Considerations

Safety Conventions

The following safety conventions might be used throughout this manual:



A **danger** indicates a hazardous situation that, if not avoided, will result in death or serious injury.

A danger is noted by: an exclamation point inside a red triangle, and the word "**DANGER**".

Note: the signal word "DANGER" is limited to the most extreme situations.



A **warning** indicates a hazardous situation that, 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**".



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 **notice** indicates information considered important but not hazard related.

A **notice** is noted by: an exclamation point inside a blue triangle, and the word "**NOTICE**".

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

A **note** is noted by the word "**Note**" in bold print.

Correct Usage of MedSelect™



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, Inc. representative or call ARxIUM, Inc. at **1-888-537-3102**.

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Glossary

- [no acronym] Standard Tower A configurable storage module in MedSelect that supplements storage space with controlled access to intravenous medications and general hospital supplies
- [no acronym] Integrated Tower A configurable storage module in MedSelect that works in conjunction other modules and supplements storage space with controlled access to intravenous medications and general hospital supplies
- AWS Administrative Workstation A software application that runs on a networked personal computer (PC) through a medical facility's server, which allows its user to maintain and manage MedSelect
- DM Drawer Module A configurable storage container in MedSelect that dispenses unit-dose pouches, ampules, vials, cartridges, tablets, capsules, and items such as ointments, creams, and inhalers
- DT Display Terminal A combination of computer and software that can be used as a virtual station, or in any combination with drawer modules, supply cabinets/towers, unit dose modules, and locks for securing doors, which monitors medication and/or supply inventory, allows dispensing of medications/supplies, and permits its user to waste or return unused items
- ELC Electronic Lock Controller The device to which a user connects the SCM and the ELM, and through which, a user configures them in AWS (as part of the AWS setup)
- ELM External Lock Module A retrofittable, electronic lock that can be attached to almost any cabinet or refrigerator to secure the items within
- IM Intramuscular Into the muscle; typically used in the context of syringe needle injections (of fluids) into the body
- MAR Medication Administration Record Legal record of the drugs administered to a patient by medical staff during their course of treatment at a medical facility

-
- **NDC** National Drug Code A unique 10-digit, 3-segment numeric identifier assigned to each medication listed under Section 510 of the US Federal Food, Drug, and Cosmetic Act

 - **NWS** Nursing WorkStation An integrated hardware and software solution in MedSelect, designed to simplify and streamline the routine of dispensation of medication

 - *PRN* *Pro re nata* Latin for "as needed"

 - **SCM** Supply Cabinet Module An all-purpose storage cabinet that can be configured to suit varying needs

 - **SIA** Single-Item Access A type of dispensation drawer designed to increase patient safety and reduce the potential for errors, by limiting access to only a specific location within a drawer using a rotating belt with custom openings

 - **UDM** Unit Dose Module A storage container in MedSelect that allows dispensation of medications and/or therapeutic modalities in only unitized doses or quantities

1 - Getting Started

This chapter introduces you to the functions and features of the MedSelect Display Terminal (DT), and covers the following topics:

- The Dispensing Process
- Role of the MedSelect System Administrator
- Role of the DT User
- Viewing the Announcements Window
- Logging On and Logging Off

The MedSelect Display Terminal (DT) consists of a combination of computer and software that can be used as a virtual station, or in any combination with drawer modules, supply cabinets/towers, unit dose modules, and locks for securing doors. The DT monitors medication and/or supply inventory, allows dispensing of medications/supplies, and permits the user to waste or return unused items.

The MedSelect computer and software provide a link between the pharmacy information system and the DT, by taking pharmacy information, processing it according to specifications, and then sending medication information to the DT, where it is stored, ready for dispensing.

This manual is designed around the tasks performed using the DT. There is no set order in which it must be used; each module has its own chapter. Read the entire manual before using the DT. This manual is designed to help find information when needed.

Locating Tasks

To locate a particular task to perform, refer to the Table of Contents or Index. Tasks with several steps are presented as numbered lists.

Selecting Buttons and Keys

When you are told to select a particular button, or press a key, the button or key will be shown in bold italics, like this: ***OK***.

Here's a brief summary of how the DT works in a MedOrder environment, and in a pick list environment. A MedOrder environment is one in which orders come from your pharmacy system interface; they are patient specific. A pick list environment is one in which the user has access to a list of items, from which to pick to fulfill orders.

- **In a MedOrder environment**, patient orders for medications are received via an interface from the pharmacy system and are stored on the server. All patients assigned to the DT's department are accessible on the Patient Dispensing tab window. The user selects a patient by selecting the patient name, and the patient's orders will be displayed.
- **In an Override (sometimes referred to as Pick List) environment**, the user has access to all medications and supplies that are stored at the station and for which the user has access rights. The user scrolls through the list and then picks an item to dispense.

In override, patients can be loaded and dispensed against for usage and tracking purposes; however, this bypasses any association with MedOrders. The purpose of override mode is:

- A DT might not be configured to support MedOrders
- The MedOrder interface may be down, and the system is set to override at the facility level
- A MedOrder may not have been received for the medication needed

Role of the MedSelect System Administrator

The MedSelect system administrator is responsible for ensuring that the MedSelect software is set up properly and operates as intended. Some the tasks will be performed only once, and unless it's necessary to change something, there is no need to perform them again. Let's take a look at the tasks the MedSelect administrator performs at the DT in the following table.

Task	What's Involved
Add or modify users	Grant new users access rights to the DT, and modify users' privileges.
Configure cabinets and assign supplies	The MedSelect software guides the administrator through cabinet configuration, permitting him/her to set up cabinets and their contents.
Audit and resolve count or location discrepancies	Investigate and resolve irregularities when the actual quantities in a drawer do not match those shown on the touch screen.
Add, edit, and delete system messages	Administer system messages viewed by all users

Role of the DT User

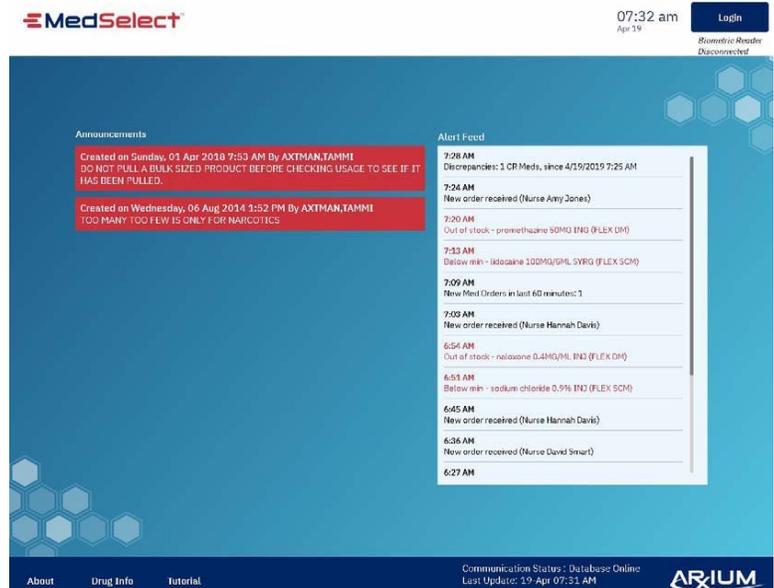
The DT user is responsible for the day-to-day dispensing from the DT. The activities the DT user performs include checking in items arriving from the pharmacy, dispensing items, verifying items that have been dispensed as intended, and troubleshooting when there are problems with discrepancies.

Viewing the Announcements Window

When you launch the DT application, you see the announcements window, shown here.

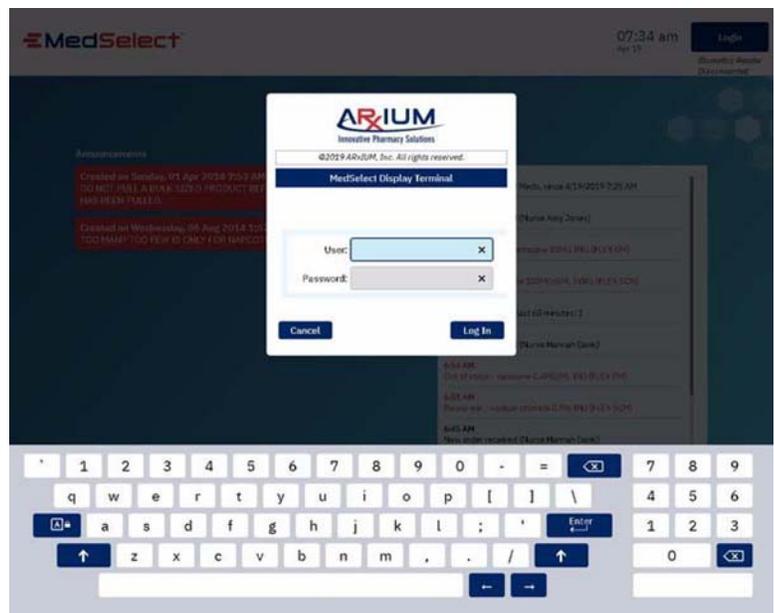
On this window, you see system announcements on the left, and alerts on the right. Out of stock, below minimum, failed positions, discrepancies, and other alerts that require pharmacy attention appear in red. Announcements and alerts are created and submitted via the Administrative WorkStation (AWS), by a system administrator.

Note: You must log off the DT application if you want to return to the announcements window.



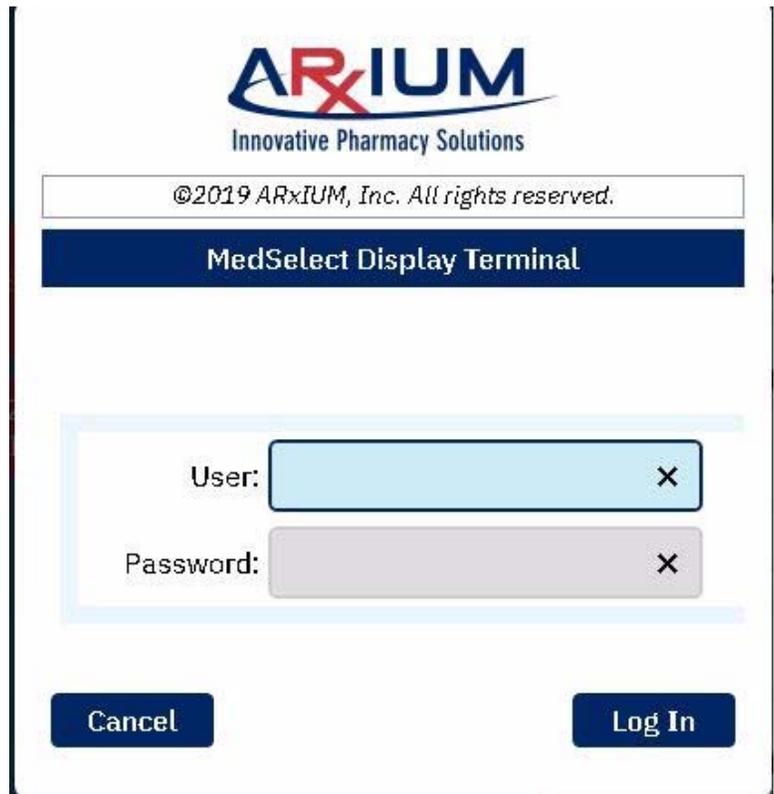
Logging On

Every authorized MedSelect user has an assigned user name and password. After you click **Login**, the Login window appears, as you see here.



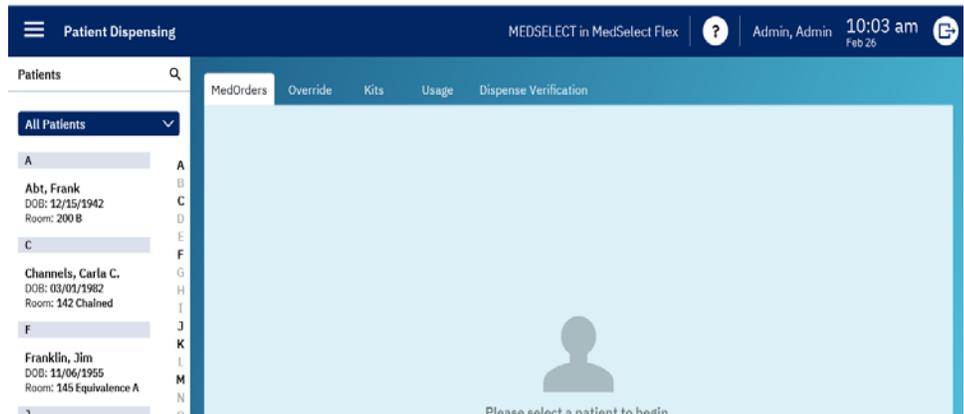
To log on do one of the following:

1. Use the virtual keyboard to type your user name.
2. Swipe the card if the card swiper is installed.
3. Scan the proximity card in front of the reader if the proximity reader is installed.
4. Scan the badge if the name badge has a bar- code and the barcode scanner has been installed.
5. Then, if prompted, type your password, and click **Log In**.



6. Alternatively, place your registered finger on the biometric scanner if the biometric scanner is installed and you have a registered fingerprint.

After a successful log in, the main window opens to the MedOrders tab

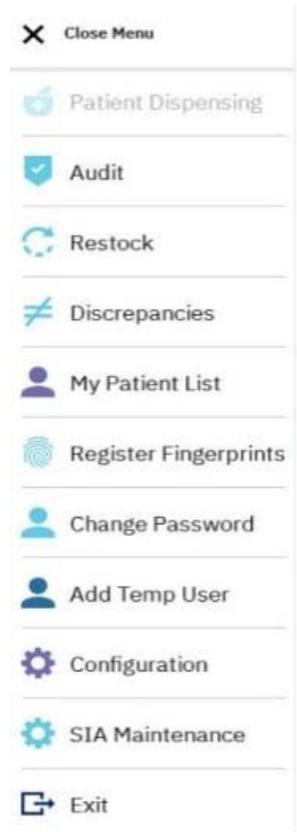


Changing your Password

You may be forced to change your password, if the system is configured to force a password change periodically, or an administrator may have reset your password.

You may change your password at any time, following the steps below:

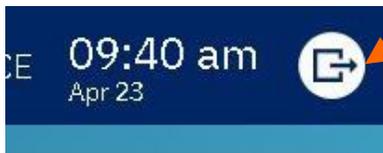
1. Log into the DT.
2. Select this “hamburger” icon  (located in the upper left portion of any DT window) to open the Navigation Menu, then choose **Change Password** “hamburger” icon.



3. Type the current password.
4. Type a new password.
5. Type the new password again in the Confirm Password field, and select **Change Password** to accept the new password.

The screenshot shows the ARxIUM logo and 'Innovative Pharmacy Solutions' at the top. Below the logo is a copyright notice: '©2020 ARxIUM, Inc. All rights reserved.' A dark blue button labeled 'Change Password' is positioned below the copyright notice. The main form area contains three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. Each field has a small 'X' icon on the right side. At the bottom of the form, there are two dark blue buttons: 'Cancel' and 'Change Password'.

Logging Off



Log out immediately after activity at the DT is finished even though an automatic Log Out time is set at the Administrative Workstation, to avoid unauthorized use. To log out, select the logout icon in the upper right corner.

Witness logon

You may need a witness to logon to verify there is an authorized witness present, when wasting, returning, or retrieving a supply. The witness Login Window will open when you try to waste, return, or retrieve a supply that is flagged as Witness Required by a System Administrator. Similarly, the Witness Login window appears when you are resolving a discrepancy in a count remaining drawer.

The screenshot shows a login window titled "MedSelect DT Witness for SIA Maintenance". At the top, it features the ARxIUM logo and "Innovative Pharmacy Solutions". Below the logo is a copyright notice: "©2020 ARxIUM, Inc. All rights reserved." The main title "MedSelect DT Witness for SIA Maintenance" is displayed in a dark blue bar. The login area contains two input fields: "User:" and "Password:", each with a small 'x' icon to its right. At the bottom, there are two buttons: "Cancel" and "Log In".

Note: Witnesses may have either witness or audit witness rights. Refer to the MedSelect Administrative WorkStation User Guide for details on the differences between these witness rights.

A witness will log on the same way as a standard user but must have witness access rights assigned, as part of his/her user profile. A witness cannot be the same person who is wasting, returning, or retrieving a supply or resolving a count remaining discrepancy.

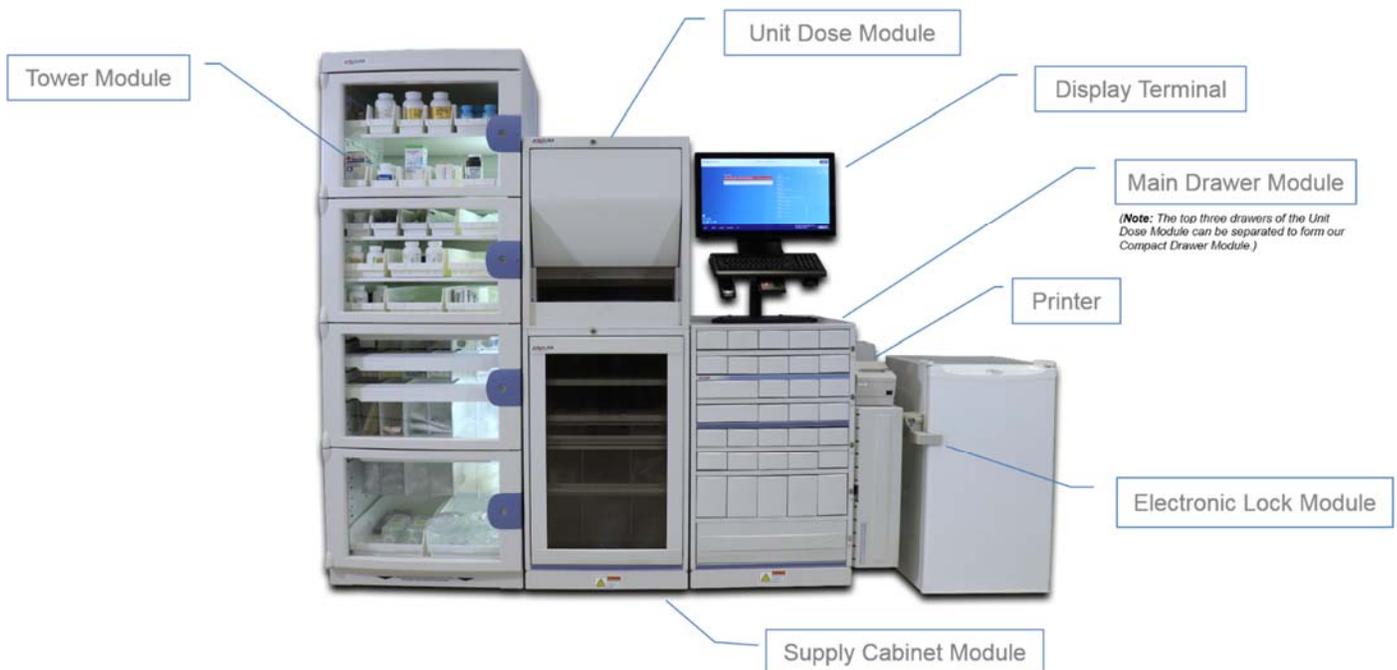
2 - Hardware Overview

This chapter describes the MedSelect cabinets and other hardware used with your MedSelect Display Terminal (DT), and includes the following topics:

- Hardware Components
- Care of the System

Hardware Components

The hardware used with the DT, shown in the following figure, is easy to use and maintain.





The Server

The MedSelect server is a centralized computer, which runs the MedSelect proprietary database and interface engine. The server communicates with each Display Terminal (DT), stores all patient information and transactions for five years, and provides information tracking and reporting functions. This client/server architecture includes a Windows operating system, an Oracle relational database management system, and an interface engine.

The interface engine enables connections to pharmacy, billing, and admission/discharge/transfer (ADT) systems for cabinet replenishment. MedSelect clients such as the DT and the Administrative WorkStation (AWS) connect to the server.

The MedSelect Display Terminal (DT) - or Client

The DT is a computer with a touch screen display from which users dispense supplies for a selected patient, access supply and patient information, and restock the system inventory. The DT may include a biometric scanner, a proximity card reader, and/or magnetic card reader for positive ID login. It may also include a 2D fixed mount barcode scanner for dispense or restock verification, which can also be used for name badges with barcodes.

The DT utilizes MedOrder software which displays only those medications already assigned to the patient profile, for maximum patient safety. A pick list is also available for nurses to choose items as needed. Using the AWS, your system administrator may limit access to the pick list.

If a network outage occurs, the DT will continue to operate and dispense medications in offline mode. When communications are restored, accumulated data is transferred to the MedSelect server.

2D Fixed Mount Barcode Scanner

The 2D scanner reads barcodes on dispensed item or items to be returned or restocked to eliminate errors.

Using a barcode scanner simplifies many tasks such as restocking, dispense verification, and logging on (when the user's name badge has a usable barcode). The scanner is mounted under the keyboard.

Use the barcode scanner when restocking supplies and when dispensing, as follows:

- Scan supplies when restocking. The UDM LED blinks, or the appropriate drawer opens, to guide you to the storage location.
- Scan dispensed items. After dispense, scan items to verify that the correct supply was dispensed. You can visually verify supplies that are either not barcoded or for which the barcode is illegible. The system records a visual (or manual) verification in the database for reporting purposes.

Proximity Card Reader

If your system includes a proximity card reader, you can easily log on by simply positioning your card in the vicinity of the reader.

Biometric Fingerprint Reader

You can also log on using the biometric fingerprint reader, if your system includes this technology. After registering your fingerprint, you need only press your registered finger on the biometric scanner to log on to the system.

Receipt Printer

A DT with a receipt printer has the capability to print a receipt whenever a supply is dispensed, returned, or wasted; whenever a position is opened or restocked; when a dispense is cancelled; or when a discrepancy has occurred. Using AWS, your system administrator sets up which events will print a receipt. For example, the system can be configured to only print receipts for narcotic dispenses, or only for override dispenses.

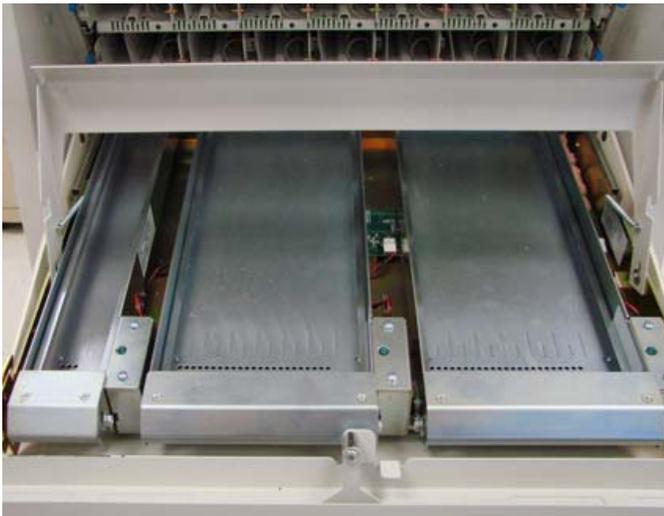
Label Printer

MedSelect setups also include a label printer which is used to print labels with patient and item information. For example, an inhaler may be dispensed for a specific patient. The labeled inhaler is then stored inside a MedSelect drawer or cabinet dedicated to that specific patient.

Unit Dose Module (UDM)

A UDM can be mounted on a drawer module, supply cabinet module, or on a counter top.

The UDM is often used for dispensing controlled substances, a single dose at a time. It can be configured with two kinds of shelves: shelves with large, medium, and small bins, and shelves with coils (helixes). The bottom shelf must be a bin shelf.

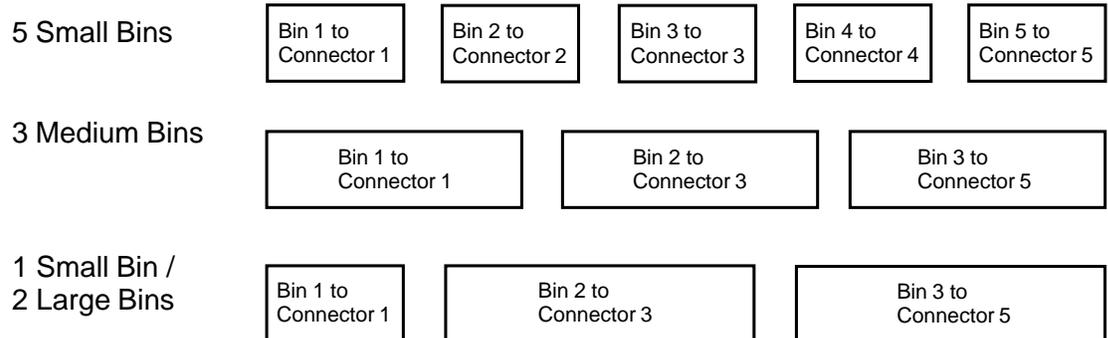


Bin shelf



Helix shelf

The following illustration and table detail the shelf configurations.



Use this table to determine the proper helix and components for the type of medication being used.

Helix	P/N	Meds	Capacity 40	Capacity 30	Capacity 20	Capacity 15	Retainer	Med Limit (2 sizes)	Helix Guide	Length Guide
Oral helix 1x40	10-501031-000A	oral	X				X			X
Oral helix 1x30	10-501031-000B	oral		X			X			X
Oral helix 1x20	10-501031-000C	oral			X		X			X
Oral helix 1.4x40	10-501031-000D	oral	X				X			X
Oral helix 1.4x30	10-501031-000E	oral		X			X			X
Oral helix 1.4x20	10-501031-000F	oral			X		X			X
Injectable helix A	10-501042-000A	1, 2 mL ampule 1,2, 3 mL vial			X		X	X	X (ampule only)	X
Injectable helix B	10-501042-000B	5 mL ampule 5 mL vial oral				X	X		X (ampule only)	X

Refer to the *MedSelect Restocker Guide* for further details on UDM configurations.

Each position on each shelf has a unique location identifier, to make locating medication easier. An example location of 3-WEST-A UDM2 Shelf 1-1 translates as follows: the second UDM at DT Station 3-WEST-A, shelf 1 (shelf 1 is at the top), position 1 (position 1 is the first position on the left, in front).

The UDM is activated when an item stored in the UDM is dispensed within the MedSelect system. The appropriate item is dispensed and is then retrieved through an opening at the base of the UDM.

When restocking the UDM, an LED light illuminates to indicate the restock position.

Only users with access rights are permitted to open the UDM door.

The Drawer Module (DM)

Drawer Modules dispense unit-dose pouches, ampules, vials, cartridges, tablets, capsules, and items such as ointments, creams, and inhalers. Drawer modules are available in several configurations, to meet your needs.

The Drawer Modules are activated when a supply is dispensed via the DT. The drawer in which the supply is stocked opens, so the item can be retrieved. When a user returns an item, either the return/retrieve drawer opens or the item can be returned to its original position (non-narcotics only).

Users can divide drawers into compartments, by inserting dividers into the plastic liner. The liner is slotted to accept dividers that you can configure to meet your needs. The dividers slide in and out of the liner and can be relocated to allow for a variety of supply shapes and sizes. When a drawer opens, users can access any compartment within the drawer.

Individual drawers can be assigned as patient/bed- specific drawers to hold patient-assigned supplies. Return and retrieve drawers are included to segregate the return of unused or refused supplies.

A DM is fitted with assemblies that can be configured with a variety of small, medium, and large locked drawers divided into multiple positions to accommodate a variety of medication doses and/or line items.

The DM is activated when a supply that is located within the DM is dispensed at the DT. The drawer in which the supply is stocked opens so the item can be retrieved. When a user returns an item, either the return/retrieve drawer opens or the item can be returned to its original position, as determined by your system administrator in AWS.

The Compact Drawer Module (CDM)

The CDM is a smaller version of the DM, and may contain any of the drawer configurations of a DM.

A CDM can be added onto existing drawer modules and/or supply cabinets for extra storage space. The CDM modules can operate as stand-alone dispensers or in combination with other MedSelect cabinets.

The modules require a small space for mounting. They can mount on top or under a counter, and can be stacked on top of another compact or standard drawer module, supply cabinet or mounted under a UDM.



The Single-Item Access (SIA) Drawer

Single-Item access drawers increase patient safety and reduce the potential for errors by limiting access to only a specific location within a drawer. This is accomplished by a rotating belt with custom openings to limit access once the drawer is open.

Single-Item Access (SIA) Drawer



Dividers in drawer



The single-item access drawer belt can be manually moved by using the slotted key to rotate the pin.

Rotate pin to Move belt

Each drawer is assigned a number starting from left to right. The type of drawer module (DM or CDM) determines the number of positions and drawers.

Drawer compartments are labeled “A”, “B”, “C”, *etc.*

Troubleshooting SIA Drawers and Positions

Only users with SIA maintenance access rights may troubleshoot at the DT. If a witness is required, s/he must log in. Refer to the *AWS User Guide* for information on witness rights and user rights.

You can troubleshoot and, many times, remedy an issue with an SIA drawer or position. For example, an SIA drawer belt may become jammed due to supplies interfering with the belt's rotation. You can open the drawer and manually adjust the belt to clear the supplies.

Follow the steps below to troubleshoot an SIA drawer and/or its positions:

1. After logging in, select **SIA Maintenance** from the Navigation Menu (“hamburger” icon).
2. All configured SIA drawers are displayed in the top pane of the window. When you select a drawer in the top pane, all configured drawer positions are displayed in the bottom pane.

To fail a drawer and/or positions:

1. Select a drawer in the top pane.
2. Click **Fail Drawer** to fail all positions that have supplies assigned to them in the drawer.

Note: If all positions are failed in the drawer, the drawer description will turn yellow.

To open a drawer:

1. Select a drawer in the top pane.
2. Click **Open Drawer** to open the drawer and allow the user to perform required maintenance.
3. The success/fail status of the opened drawer will be displayed in the Last Command Status box.

To open a drawer and its corresponding position:

1. Select a position in the bottom pane.
2. Click **Index And Open** to rotate the belt to the position and open the drawer.
3. The success/fail status of the open position will be displayed in the Last Command Status box.

Note: Failed positions appear in red.

Select the drawer (top pane) to fail or open a drawer and perform the required maintenance.

The success or failed status appears here.

Select the position (bottom pane) to rotate the belt to the position and open the drawer.

Drawer Description	Command Status
Arx-NICU-DM Drawer 4-1	Open Fail Drawer
Arx-NICU-DM Drawer 4-2	Open Fail Drawer
Arx-NICU-DM Drawer 4-3	Open Fail Drawer
Arx-NICU-DM Drawer 4-4	Open Fail Drawer
Arx-NICU-DM Drawer 4-5	Open Fail Drawer

Position Description	Command Status
Arx-NICU-DM Drawer 4-3 A	Index And Open
Arx-NICU-DM Drawer 4-3 B	Index And Open
Arx-NICU-DM Drawer 4-3 C	Index And Open
Arx-NICU-DM Drawer 4-3 D	Index And Open
Arx-NICU-DM Drawer 4-3 E	Index And Open

SIA Drawer Errors

Rarely, the SIA drawers may jam when attempting to open for dispenses. When this occurs, the system automatically retries the drawer. However, in some cases, the drawer does not open. If your system is set up to deny users' manual access to SIA drawers, the system produces a message requesting the user contact the system administrator. The user clicks **OK** and contacts the system administrator who can open the drawer and use the SIA key to advance the SIA belt to the desired position. This activity is entered into the error log.

However, if your system is set up to allow manual access to the SIA drawers, a series of windows display as shown below. In this scenario, after the SIA drawer fails to open, the system produces a message, asking if the user wants to enable manual access. If the user chooses **No**, the previous window reappears and an error is logged. If the user chooses **Yes**, the drawer opens, but the user must 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.

Enable manual access

The SIA Drawer failed to open.

Enable manual access?

Manual access means that the SIA drawer will open and the belt must be moved by placing your hand on the belt and moving it forward or backward to compartment 1 small

Yes

No

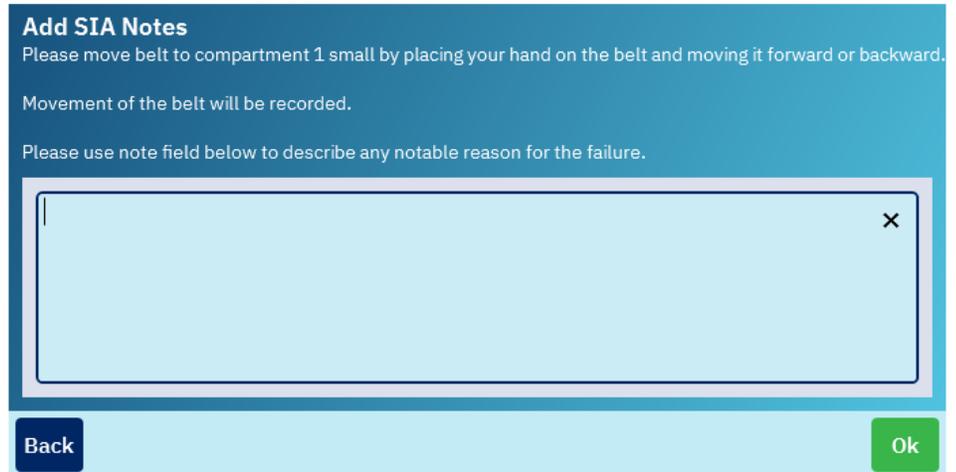


Exercise care to avoid getting fingers or hand pinched or stuck in the belt mechanism.

The belt movement is recorded by the system. Next, an SIA Notes window appears; the user can type any relevant notes to describe the manual access. Refer to the image for a depiction of a typical workflow.

The system attempts to dispense from an SIA drawer. The drawer does not open, and the system tries again to open the drawer. The drawer does not open. The system asks if the user wants to enable manual access to the SIA drawer. The user clicks **Yes** to proceed, following the instructions to manually access the SIA compartment.

When the SIA Notes window appears, the user can type a note, explaining the SIA manual access.



Supply Cabinet Module (SCM)

In addition to the Drawer Modules, your setup may include a Supply Cabinet Module.

The Supply Cabinet Module is an all-purpose storage cabinet that can be configured to suit varying needs. The SCM can include up to five shelves; each shelf can be divided into a variety of positions for storing supplies or medications of different shapes and sizes. A locking door secures access to the items within.



External Lock Module (ELM)

The external lock module is a retrofittable, electronic lock that can be attached to almost any cabinet or refrigerator to secure the items within.



Standard Tower

The standard tower allows for more storage space with controlled access to intravenous meds and general hospital supplies. It includes four doors for access, and allows two or more doors to be configured as a single door, based on the storage and permission needs. The tower may contain fixed and sliding shelves, as well as bins and drawers.

Integrated Tower

The integrated tower works in conjunction with other modules and provides controlled access to intravenous meds and general hospital supplies. The tower may contain fixed and sliding shelves, as well as bins and drawers.



Care of the System



Do not use solvents or liquid cleaners to clean any part of the MedSelect System.

Clean the hardware components as follows:

- Use a soft, slightly damp cloth and warm, soapy water to clean cabinet surfaces
- Use a pressurized duster or mini vacuum for keyboards
- Use a soft cloth and a small amount of water to clean the Display Terminal touch screen.
- Wipe the reading surface of the fingerprint scanner with a soft, damp cloth. Or gently press adhesive tape to the scanner, then lift it off to remove soil.

3 - Fingerprint Registration

The instructions in this chapter describe how to register your fingerprint in order to use the biometric fingerprint scanner to log on to the MedSelect system.

Registering Fingerprints

In order to register fingerprints, your setup must include a biometric fingerprint scanner, connected to your MedSelect system. Follow the steps below to complete the fingerprint registration process.

1. Log on to the DT.
2. Select this “hamburger” icon  (located in the upper left portion of any DT window) to open the Navigation Menu.
3. Select **Register Fingerprints**. A window like the one below opens.

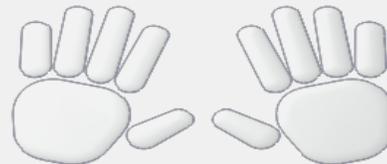
Biometric Registration

Enroll a Fingerprint

You may enroll your fingerprints



To enroll a fingerprint, click a finger on the hands below. It is recommended that you enroll your index finger. Enrolled fingers are highlighted. You may also delete an enrolled fingerprint by clicking a highlighted finger.



4. Choose the finger you wish to register on the diagram. The display changes like this.

Biometric Registration

Enroll a Fingerprint

You may enroll your fingerprints



Scan your left thumb finger four times.



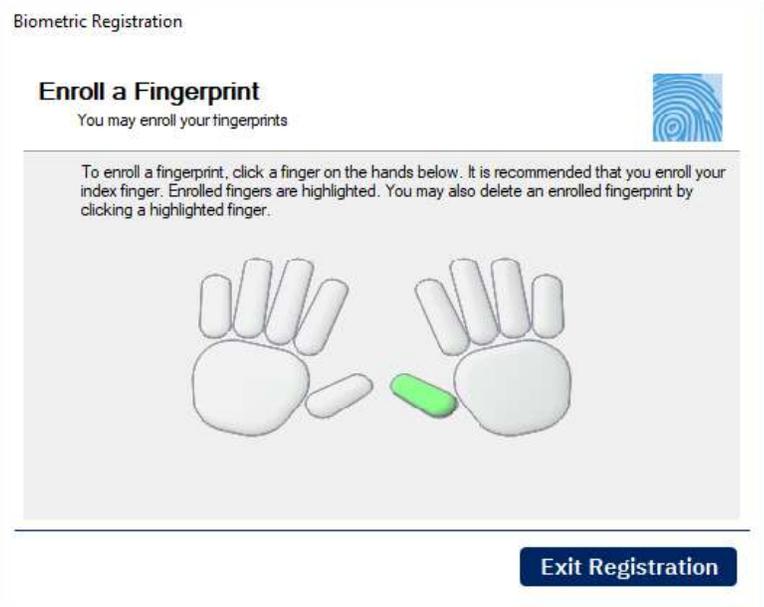
The scan was successful. Place your finger on the fingerprint reader again.



Click [here](#) to cancel enrollment.

Exit Registration

5. Press the finger onto the biometric reader attached to your MedSelect system. The window changes as shown here.



6. If the scan was successful, place the same finger onto the biometric scanner again.
If the scan was not successful, try again until you obtain a successful scan.
7. Repeat step 6 until you obtain 4 successful scans.
8. Select the next finger if you wish to register another finger and repeat the registration process.
9. Select **Exit Registration**. You can now log in using your fingerprint.

4 - MedOrders

MedOrders are patient-specific medication orders that arrive at the DT from the pharmacy information system.

This chapter covers the following topics:

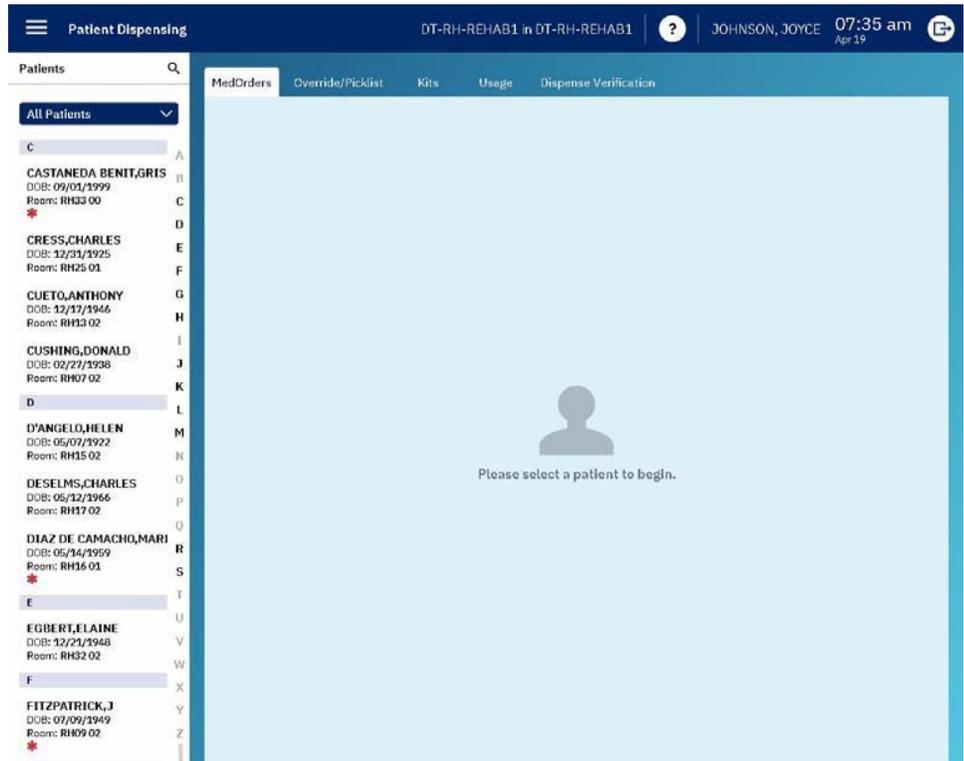
- Viewing MedOrders
- Viewing Drug Allergies
- Viewing Drug Info
- Dispensing MedOrders
- Adding a Patient
- Working with My Patients
- Searching for a Patient or Room
- Viewing Medication Details
- Dismissing a MedOrder
- Dispensing Exclusive MedOrders
- Verifying a Dispense
- Dispensing Supplies Without a MedOrder
- Working in Offline Mode
- Canceling a Dispense

Note: Throughout this chapter, you may see references to a witness being required to complete a function. Administrators assign witness rights through the AWS. Refer to the AWS User Guide for more information.

Viewing MedOrders

The MedOrders tab appears after you log in.

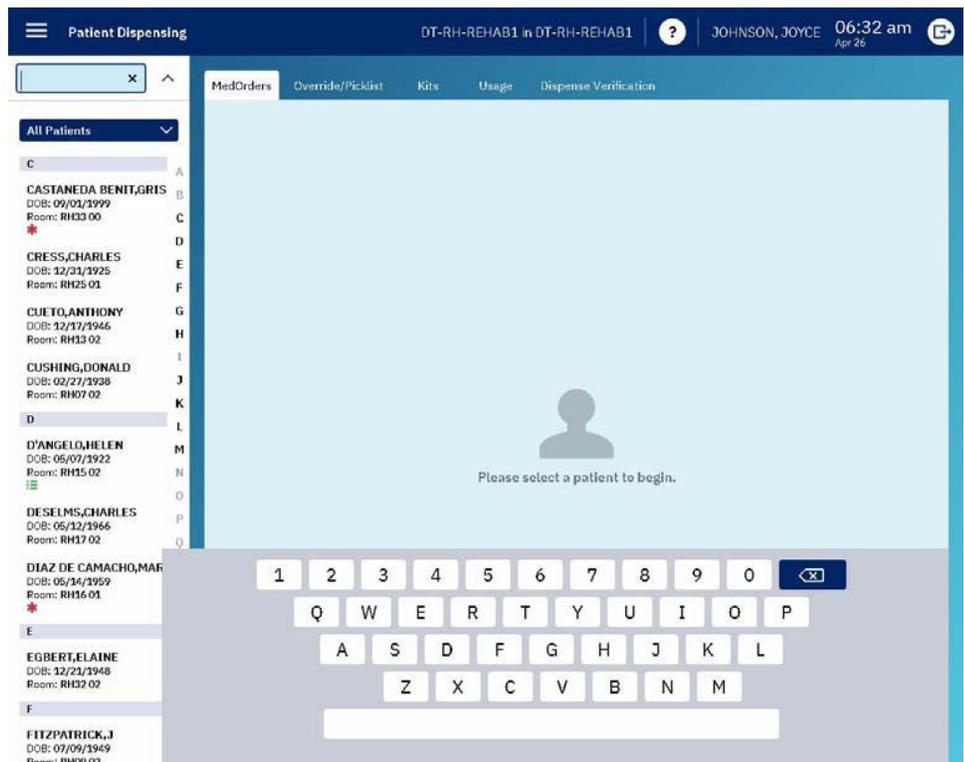
Patients are listed alphabetically by last name. The default view is that of all patients. However, you can view lists of My Patients, Recent Patients, or Queued Patients by choosing the corresponding option from the drop-down list.



Begin by choosing a patient. Just choose the first initial of the patient's last name to see a list of all patient names beginning with that initial. Or, you can search for a patient name or room by selecting the search icon and then typing the name on the virtual keyboard that appears.

 This icon indicates this patient has a drug allergy.

 This icon indicates the patient has MedOrders.



The screenshot shows the 'Patient Dispensing' interface for patient CASTANEDA BENIT, GRISELDO. The 'MedOrders' table is as follows:

MedOrder#	Give Time	Status	Start/End	Ordered By	Therapy
178753898	PRN	New	Start @ 24-Mar 01:43 PM	WILLIAMS, THORNTON	TEARS ARTIFICIAL ARTIFICIAL TEARS
178753899	PRN	New	Start @ 24-Mar 01:43 PM	WILLIAMS, THORNTON	ONDANSETRON 4 mg (ODT) ZOFIRAN 4 mg (Oral Disintegrating Tab)
178753900	PRN	New	Start @ 24-Mar 01:43 PM	WILLIAMS, THORNTON	ONDANSETRON (INJ) ZOFIRAN (INJ)
178753901	PRN	New	Start @ 24-Mar 01:43 PM	WILLIAMS, THORNTON	SODIUM CHLORIDE NASAL (SPRAY) OCEAN NASAL (SPRAY)
178775398	PRN	New	Start @ 24-Mar 01:43 PM	WILLIAMS, THORNTON	Severe Pain: NRS Pain Scale 7-10, CPOT 6-8 pain

The default view shows all orders that are due for the chosen patient.

If you want to see all the patient's MedOrders, choose Show All from the drop-down list. All past, present, and due orders will appear.



Select this icon for alternate supply locations.

This order, with green background, has sufficient quantity, and is ready to dispense.



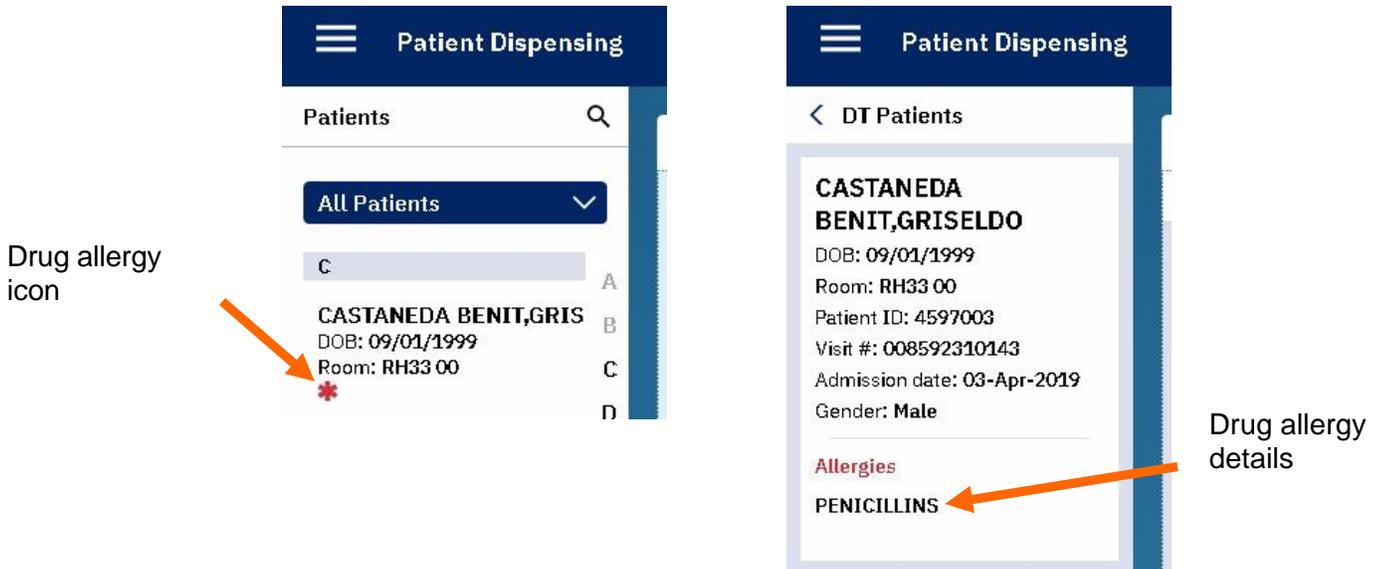
Select this icon to see drug information.

- Orders in gray are those for which the supply is not available at this DT. This may be because the item is not stocked at this DT, or because there is insufficient quantity at this DT to dispense this order, or because the position has failed.
- Orders in green are those for which there is sufficient quantity for this order at this DT, and are ready to dispense.
- Orders in red are those that are outside the due window; that is, they are either early or late.
- Orders in white are PRN.

To see only orders which are due, choose the **Show Due** option on the drop-down list in the upper right corner.

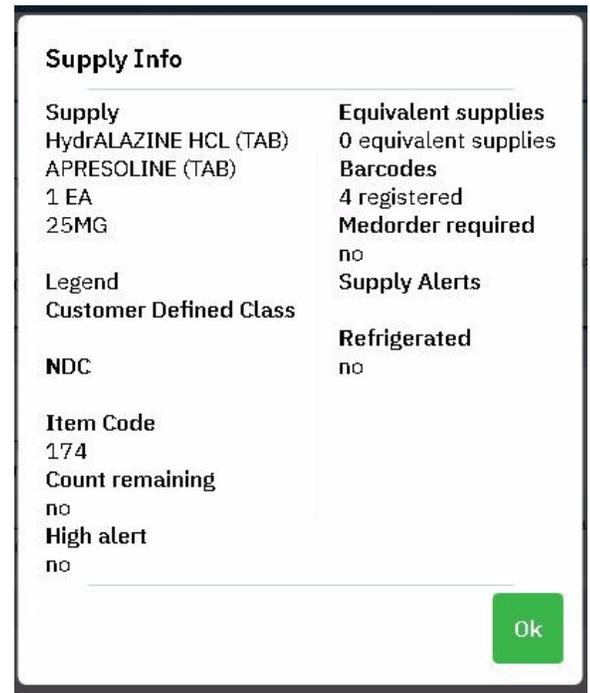
Viewing Drug Allergies

When a patient has known drug allergies, a red asterisk (*) appears beneath the patient's name on the DT patients list. When you choose that patient, you see further information about those allergies.



Viewing Drug Info

Select the drug info icon  on the right side of any MedOrder, to see information about the item. Here's an example.



Dispensing MedOrders

After selecting the patient and viewing the patient's orders, select an order you want to dispense; the order moves to the dispense queue.

Orders queued to dispense

If you choose an order you don't want to dispense, you can remove it from the queue by clicking this icon.

Or, select **Clear** (at the top of the queue) to return *all* queued items to the right.

Select **Dispense and Verify** to dispense the queued orders.

Patient Dispensing DT-RH-REHAB1 in DT-RH-REHAB1 JOHNSON, JOYCE 12:32 pm Apr 29

DT Patients

CRESS, CHARLES
DOB: 12/31/1925
Room: RH25 01
Patient ID: 4604349
Visit #: 008592774549
Admission date: 21-Apr-2019
Gender: Male

Allergies: None Recorded

Dispense Queue (2 Items) **Clear**

- tramadol (TAB) CIV
- ULTRAM (TAB) CIV Qty: 1
- ACETAMIN TAB 325MG
- TYLENOL TAB 325MG Qty: 2

Dispense And Verify

MedOrder #	Give Time	Status	Start/End	Ordered By	Therapy
179941159	PRN	New	Start @ 21-Apr 04:20 PM	WILLIAMS, THORNTON	<p>Comments & Instructions Moderate Pain (NRS Pain Scale 4-6) if opiates not tolerated or not ordered</p> <p>tramadol (TAB) CIV Last @ n/a Quantity: 1 EA Total Dose: 50 mg</p> <p>ULTRAM (TAB) CIV</p>
179941160	PRN	New	Start @ 21-Apr 04:20 PM	WILLIAMS, THORNTON	<p>Comments & Instructions Fever Mild Pain: NRS Pain Scale 1-3, CPOT 1-2</p> <p>ACETAMIN TAB 325MG Last @ n/a Quantity: 2 EA Total Dose: 650 mg</p> <p>TYLENOL TAB 325MG</p>
179941162	PRN	Ask'd	Start @ 21-Apr 04:20 PM	WILLIAMS, THORNTON	<p>Comments & Instructions Constipation if sennosides and docusate ineffective after 24 hours</p> <p>Polyethylene Glycol MIRALAX POWDER Last @ n/a Quantity: 1 GM Total Dose: 1 Packet</p>
179941163	PRN	Ask'd	Start @ 21-Apr 04:20 PM	WILLIAMS, THORNTON	<p>Comments & Instructions Constipation if polyethylene glycol ineffective after 24 hours</p> <p>MILK OF MAGNESIA 30ML U/D MOM 30ML U/D Last @ n/a Quantity: 1 ML Total Dose: 30 mL</p>
179941164	PRN	Ask'd	Start @ 21-Apr 04:20 PM	WILLIAMS, THORNTON	<p>Comments & Instructions</p>

The Dispense Verification tab opens. Select one of the orders, as shown here.

Patient Dispensing DT-RH-REHAB1 in DT-RH-REHAB1 JOHNSON, JOYCE 01:04 pm Apr 29

DT Patients

CRESS, CHARLES
DOB: 12/31/1925
Room: RH25 01
Patient ID: 4604349
Visit #: 008592774549
Admission date: 21-Apr-2019
Gender: Male

Allergies: None Recorded

Dispense Queue (0 Items) **Clear**

Dispense And Verify

MedOrders Override/Picklist Kits Usage **Dispense Verification**

Position	Generic/Trade	Status	Verify
RH-REHAB1-UDM-3 Shelf 3-4	tramadol (TAB) CIV ULTRAM (TAB) CIV	Dispensed	0 of 1 scanned
RH-REHAB1-DM-3 Drawer 2-4 D	ACETAMIN TAB 325MG TYLENOL TAB 325MG	Waiting for close	0 of 2 scanned

Too many **Too few** **Manual verify** **Print Label** **Cancel**

The drawer (or cabinet) containing the item opens. Scan the item. Verification of the dispensed item occurs when you scan the item. ARxIUM recommends scanning each item you remove from the drawer or cabinet.

If any of the options apply to the dispensed item, select the appropriate option. For example, if the item was dispensed from the UDM, and the quantity dispensed is greater than expected, select **Too Many**.

If the quantity dispensed is not enough for the order, select **Too Few**. MedSelect creates a discrepancy when too many or too few are dispensed.

If scanning is not possible, you must visually verify the correct item was dispensed. Select **Manual Verify**. This may occur, for example, when the barcode is not readable.

If you need to print a label, select **Print Label**. A label prints.

Or, if you want to cancel the order, select **Cancel**. The order returns to the MedOrder list.

If another item is to be dispensed, repeat these actions for the next item. When you have finished dispensing, the MedOrders tab re-opens.

Too Few and Too Many

At times when dispensing, the MedSelect system may experience either a too few or too many event. A brief explanation of these events may eliminate any confusion regarding these terms.

A too few event can only occur during dispensing. MedSelect only dispenses when the system reports there is sufficient quantity to dispense. However, at times there may be a discrepancy between the actual quantity on hand and the quantity that appears in the dispensing drawer, shelf, or other dispensing location. If a user requests a dispense quantity of two, and there is actually only one item on hand, for example, a too few event occurs, and the position fails. The user selects **Too Few** on the dispensing window.

A too many event only occurs at the UDM. For example, if a user requests a single item from the UDM, but four of the item drop, the user selects **Too Many** to record the error. The position fails and the users is prompted to return the overage to the return drawer.

Failed positions are the result of either a too few or a too many event. When a coil fails, the coil does not turn again to dispense until the event is cleared. The same applies to injectable bins. When a position within a drawer fails, users can not access the entire drawer until the event is cleared. When a position in a single-item access drawer fails, the SIA drawer can open, but the position is failed.

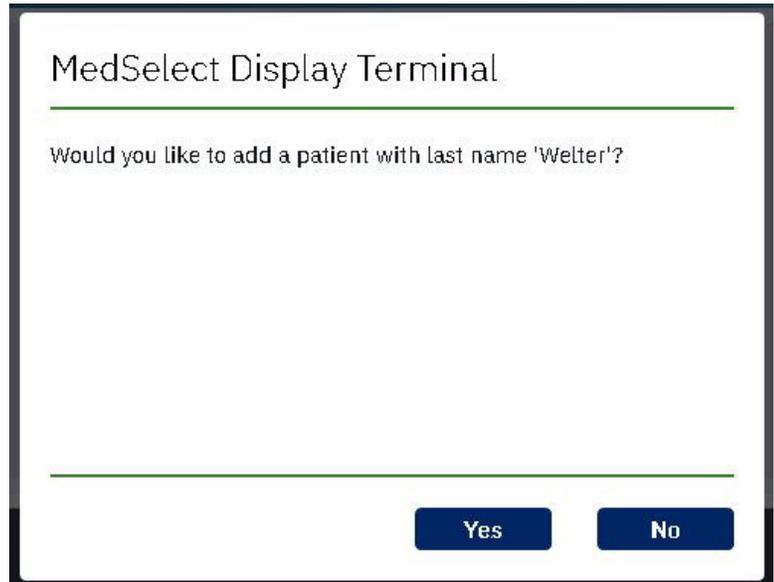
Users with restocking rights to clear errors involving specific items have the ability to clear failed positions. Additionally, pharmacy personnel may resolve failed positions.

Note: It is the user's responsibility to select either **Too Few** or **Too Many** when either occurs; this act registers the user's observation, creates the recorded event, and fails the position.

5. If the patient you want to add is on the list, choose the patient, then select **Select**.

When you return to the patient list, the patient has been added to the list.

6. If the patient name is not on the search list, MedSelect asks if you want to add a patient with the last name you typed, like this.
7. Because, during your search, you may not have typed the patient's complete last name, first name, ID, and date of birth, select **No**. The window re-opens.



The screenshot shows a window titled "MedSelect Display Terminal". Below the title bar, there is a horizontal line. The text inside the window asks, "Would you like to add a patient with last name 'Welter'?". At the bottom of the window, there are two blue buttons: "Yes" on the left and "No" on the right.

8. Type the patient's last name, first name, ID (if known), and choose the date of birth.
9. Select **Search**.
10. Now, select **Yes** to add the patient.

Note: Once added, you cannot edit or delete a patient from the patient dispense list. You must contact your system administrator who can edit or delete at the AWS.

Working with My Patients

You can create and view a custom list of patients that displays only the patients assigned to you, using the **My Patient List** and **My Patients** buttons from the Navigation Menu ("hamburger" icon).

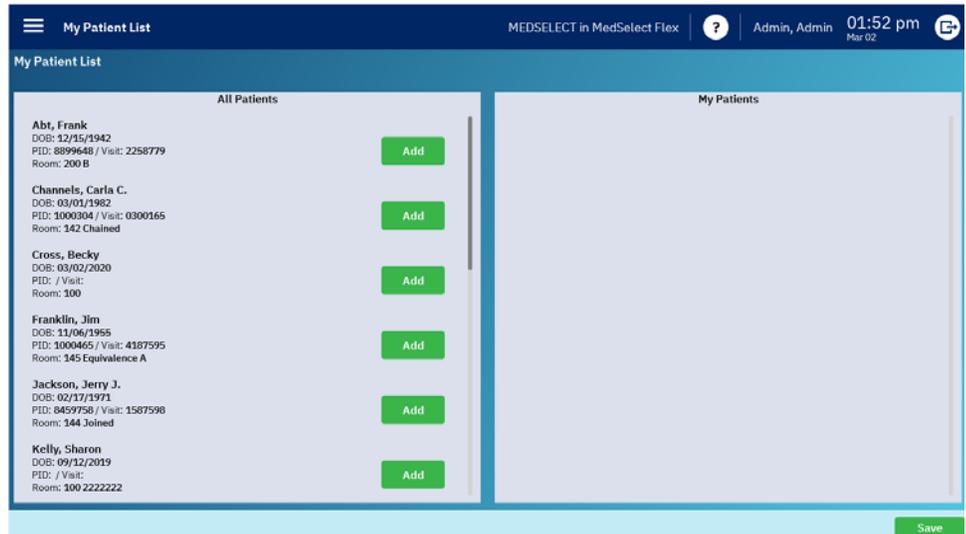
Use the **My Patient List** button to add or delete patients from the My Patient Browser.

Note: After setting up the My Patients list, the default view upon logging on will be your Patient List. If you do not want to see your Patient List, click **Back** to return to the Patient Browser, and click **Show All**. To return to My Patient List, click **My Patients** on the Patient Browser.

The My Patients list expires when the time period set up in AWS has elapsed. The default time setting is 12 hours.

Adding a Patient to My Patients

1. Click **My Patient List** from the Navigation Menu (“hamburger” icon). A list appears of All Patients on the left side of the screen and My Patients on the right.



2. Choose a patient from the list of All Patients on the left side of the screen.
3. Click the **Add** button. The patient name now appears in the list of My Patients on the right side of the screen.



Deleting a Patient from My Patients

1. Click **My Patient List** from the Navigation Menu (“hamburger” icon). The My Patient List appears.
2. Choose a patient from the list of My Patients on the right side of the screen.
3. Click **Remove and click Save**. The patient name is removed from the list.

Searching for a Patient

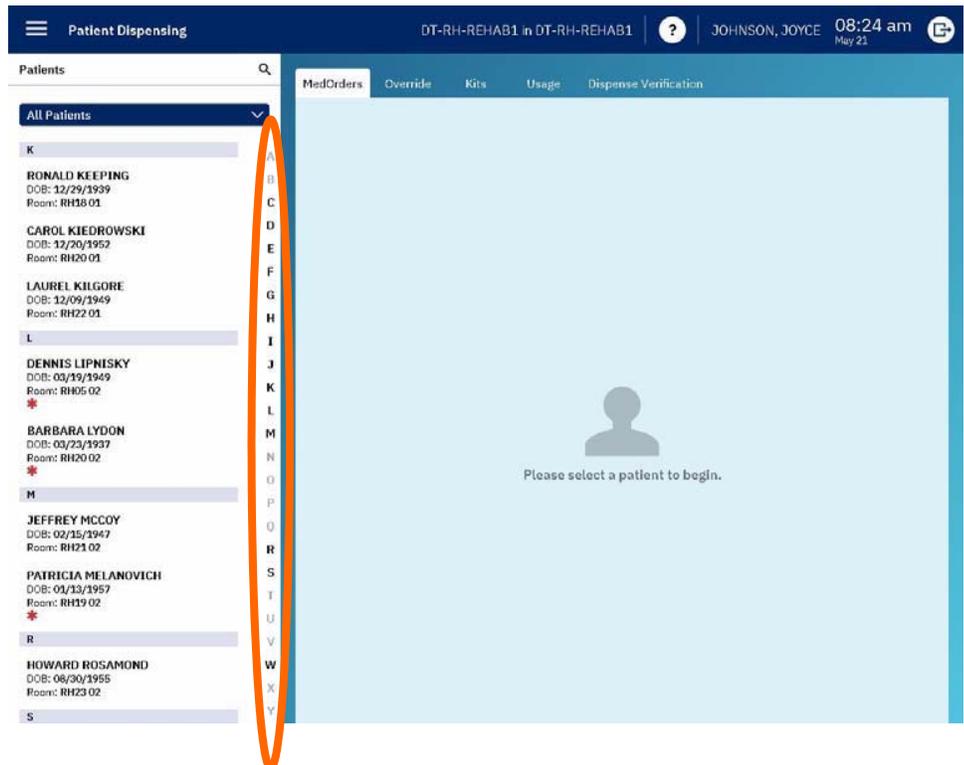
Use the search feature to search for a patient. You can also create a patient within the MedSelect system.

Searching by Patient Name

Use the alphabetical sort on the right side of the patient dispense list to quickly search for a patient by last name.

Select a letter here to advance the list to patients whose last names begin with the selected letter.

Or, type all or part of a patient's **last** name in the search box at the top of the patient list, to advance the list automatically to the patient, if there is a match.

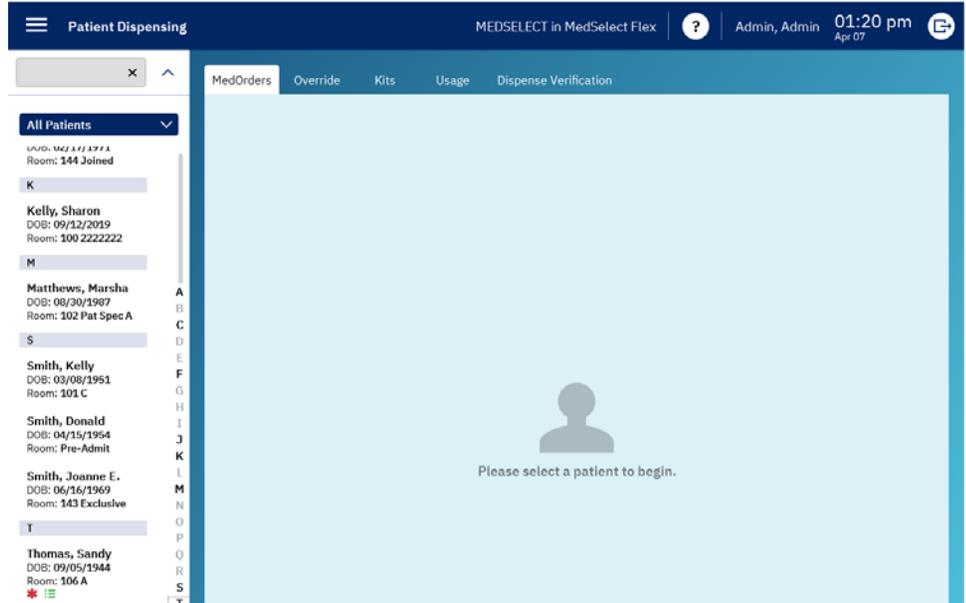


Viewing Medication Details

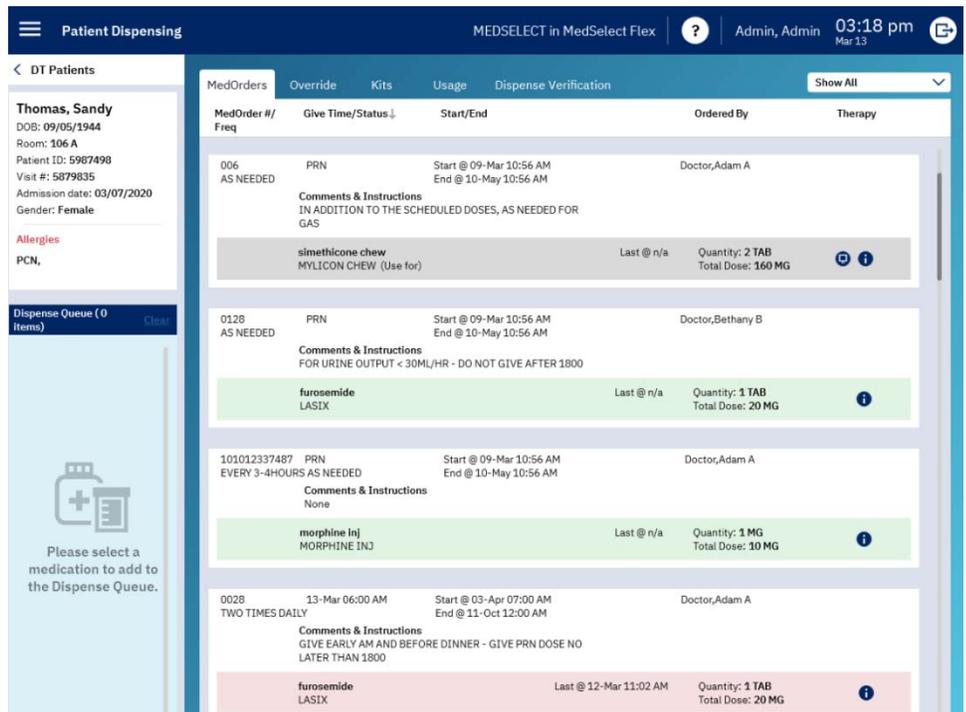
Viewing MedOrder Medication Details

You can view information about any medication or supply before you dispense it. Follow the steps below to view details.

1. Select a patient name on the list of patients.



2. The Patient MedOrder Browser opens.



Note: Therapies (joined, exclusive and chained) are determined by the doctor/pharmacist as the order is entered into the pharmacy information system. The Therapy sort is on by default, which means that linked therapies (joined, exclusive, and chained) will appear together.

Order Type	Description
Joined	Two orders that are active, at the same time, and travel together, for example, Demerol 50 mg and Phenergan 25 mg q4h prn IM. The joined orders are expected to be given together.
Exclusive	Two or more linked therapies, only one of which can be given at a specific administration time. The ones that are not given will be auto-dismissed. When an exclusive MedOrder is selected on the MedOrder Browser, the Exclusive Order Browser window opens.
Chained	A group of orders that may have multiple doses, sigs, and start and stop times. Many times these are PRNs. They may be orders that are tapered to ease the patient off of a med. Not every order must be dispensed. The sort can be turned off by selecting Therapy.



This symbol represents a high alert – It usually indicates a controlled substance and/or possible interaction with another med. It may require a witness, which is configurable (on/off) in AWS.



Orders in green are due to be dispensed.



Orders in pink are outside the due window - either early or late.



Orders in white are PRN meds.



Orders in gray are out of stock, not stocked at this DT, or there is no med due.

Note: Unscheduled meds (no give time) are shown below scheduled meds.

Clinical Comments

The Clinical Comment window appears if your system is configured for routine clinical comments that apply to medication or supply usage.

Note: *the Clinical Comments window, shown here, will not appear if it is not configured to display. Refer to the AWS User Guide for more information.*

Clinical Comment

Clinical comments for:
acetaminophen (TYLENOL) 500MG (U/D)

Maximum dose of acetaminophen per day is 4gm. Check MAR for other sources of Acetaminophen

Cancel
Ok

Pharmacy Check Items

The pharmacy check feature allows users to dispense a supply for a patient via a preapproved pharmacy approval code. You may use the pharmacy check functionality when, for example, a physician verbally approves an order for a controlled medication, but the physical prescription has not yet arrived. Your system administrator will set up the options within AWS.

Call the pharmacy to obtain the approval code, then type the code into the Approval Code field, and click *Accept*.

Please call pharmacy and enter the name of the pharmacist and code provided

<p>Supply modafinil tablet PROVIGIL tablet 1 each 100 mg tablet</p>	<p>Approval Code <input style="background-color: #e0f0ff;" type="text" value="32672"/> ×</p> <p>Approving Pharmacist <input style="background-color: #e0e0e0;" type="text"/> ×</p>
<p>NDC</p>	

Back
Accept

Note: If your system administrator did not enable the pharmacy check feature within AWS, you must still contact the pharmacy for an approval code. However, the corresponding approving pharmacist information will not automatically appear in the Approving Pharmacist field.

Special circumstances in long-term care settings may require use of the MedSelect lockout feature. At times, a nurse may need to access a medication for a patient, but the physician order has not yet been processed.

In some cases, the pharmacy may not be available for approval. In this situation, the nurse must access the medication for a certain period of time. When that period of time is over, the nurse will then be locked out - unable to access that same medication for the same patient for the same period of time. During lockout, the Pharmacist Check window will appear, requiring a valid pharmacy code. Your system administrator configures the access and lockout periods in AWS.

The lockout feature is configurable to be used for override dispenses or MedOrder dispenses, and accounts for equivalencies. If a medication is part of a group of equivalencies, the lockout feature treats equivalent dispenses as if they are the original medication. The dispense reflects the actual medication dispensed.

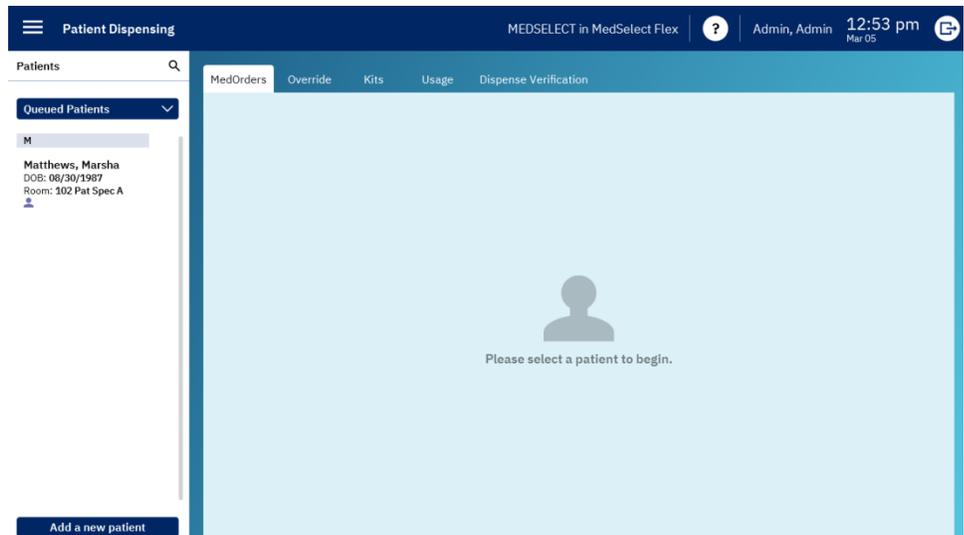
Dispensing Queued Orders

If your department setup includes the Nursing WorkStation (NWS) you will have the ability to queue orders prior to dispensing. Queueing orders saves you time at the DT. Refer to your *MedSelect Nursing WorkStation User Guide* for details on queueing MedOrders.

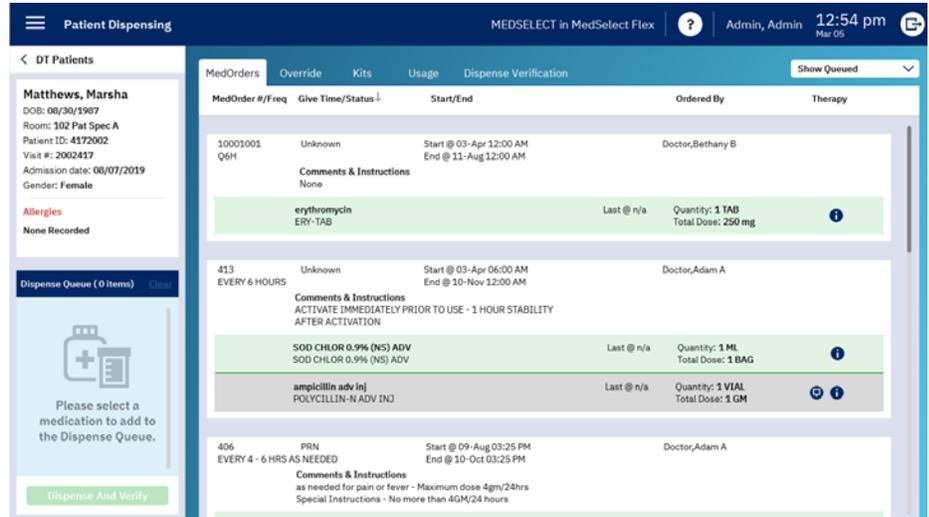
After you queue your orders at the NWS and log on to the DT, the Queued Orders Browser automatically appears.

Follow these steps to work with order queueing.

1. At the NWS, select the patients and the corresponding MedOrders you want to queue. (See the *MedSelect Nursing WorkStation User Guide* for details).
2. Log into the DT. The Queued Orders Browser automatically appears when you log in.
3. Select a patient name.



- Select a medication to add to the queue.



- Select **Dispense and Verify**
- Select another patient name to continue
- Remove the supply.
- Verify the medication by either scanning the barcode using the barcode scanner, or, select Manual verify.
- Repeat steps 3 through 8 for all additional patients whose MedOrders you want to dispense.

PRN Dispense Count Orders

In a long-term care (LTC) environment, a medication may be ordered for a specific period of time, after which the order is to be discontinued. The software tracks the number of dispenses and displays a notification before the final dispense. For example, a MedOrder arrives for five PRN dispenses of a medication.

The system tracks and displays the number of dispenses after each dispense. A system message warning the user that the PRN order will soon expire.

As the number of remaining dispenses nears the limit, the system displays this information; this constitutes the limit of doses against a PRN order.

Additionally, when the dispense limit has been reached, the system sends an email notification to the address set up in AWS department maintenance.

If one of the ordered dispenses is wasted, the system allows the user to re-dispense. If a dispensed medication is returned, the system does not decrement the number dispensed.

Your system administrator sets up, within AWS, the point at which the system will notify you. In the example above, the system was set up to warn the user when only two dispenses remain.

Dismissing a MedOrder

Use the dismiss function to remove a MedOrder from the MedOrder Browser. Once you dismiss a MedOrder, you cannot reverse it. PRN's cannot be dismissed.

Follow the steps below to dismiss a MedOrder.

1. Select a patient on the patient list.
2. Select a medication that has a give time in order to enable the **Dismiss** button.
3. Select **Dismiss**. The Dismiss MedOrder Browser opens.
4. If required, select a reason.
5. Select **Yes** to confirm when the pop-up window opens asking if you want to continue.
6. Select **Dismiss**.
7. Select **Back** to return to the MedOrder browser. The order will no longer be displayed under the Show Due filter but will display under Show All.

Dispensing Exclusive MedOrders

If you choose an exclusive order to dispense on the MedOrder Browser, the Exclusive Order Browser opens. If you clear an exclusive order, the exclusive order process restarts.

1. Select an order.
2. Select **Select**. If there is no stock and there are equivalents, the Equivalency Browser appears. If there are no equivalents, the MedOrder Browser returns.

When you select a stocked order and select **Select**, the MedOrder Browser reappears. The selected order will be highlighted and the non-selected orders will be removed and auto-dismissed. You can then dispense or continue with the selection of other MedOrders.

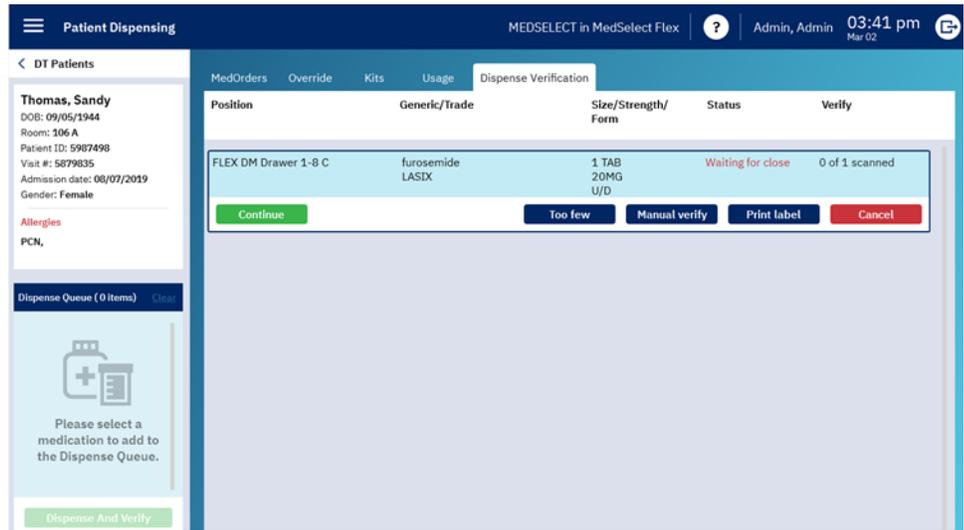
Dispensing Order

In general, orders are dispensed in the following order:

- Unit dose items
- Count remaining items (in a drawer module, for example)
- All other drawer module items
- Count remaining items (in the refrigerator or tower)
- All other refrigerator or tower items

Verifying a Dispense

After dispensing a MedOrder or Picklist item, the Dispense Verification window appears. Depending on the configuration of the system, you may be required to verify dispensed items. If you are required to verify dispenses, and the item has a barcode on it, scan the barcode; the system automatically verifies the correct item. If you scan an incorrect item, a message appears notifying you that the item was incorrect for the order being verified. If the item does not have a barcode, visually verify you have picked the correct item, then select **Manual Verify**.



Note: You may be required to visually verify an order when the system goes offline and you are unable to dispense from MedOrders.

Dispensing Supplies without a MedOrder

You may want to dispense an item without a MedOrder either because the MedOrder at the DT has been changed or the MedOrder has not been processed by the pharmacy.

Access the Med/Supply Browser to dispense by one of two methods:

If the DT is set up as a picklist station:

1. Select a patient on the Patient Browser.
2. Select **Continue**. The Med/Supply Browser appears.
3. Select an item to dispense from the picklist.
4. Depending on how your system is set up, a clinical comment may appear. Select **Continue**.
5. If a dispense quantity pop-up appears, type the desired quantity. Select **Accept**.
6. Select **Dispense**.

If the DT is set up as a MedOrder station:

1. Select a patient on the Patient Browser.
2. Select **Override**. The Med/Supply Browser appears.

Depending on your assigned privileges, you can access all medications in the cabinet. If the system prompts for a witness, a user with witness privileges must verify all medications in the cabinet as they are being accessed.

3. Select the item you want to dispense from the list on the Med/Supply Browser.
4. Depending on how your system is set up, a clinical comment may appear. Select **Continue**.

If a dispense quantity pop-up appears, type the desired quantity and select **Enter**.

5. Select **Dispense and Verify**.
6. Depending on how the system is set up, you may have to select **Patient Charting** to access the Patient Charting Browser and select a reason or to associate the order with a physician, and select **Ok**.

Patient Charting Without a MedOrder

Depending on how the system is set up, the Patient Charting Browser window may appear when dispensing supplies without a MedOrder.

The window shows the list of reasons associated with the order.

1. Select an entry from the list for the patient chart.
2. Select **Ok**.

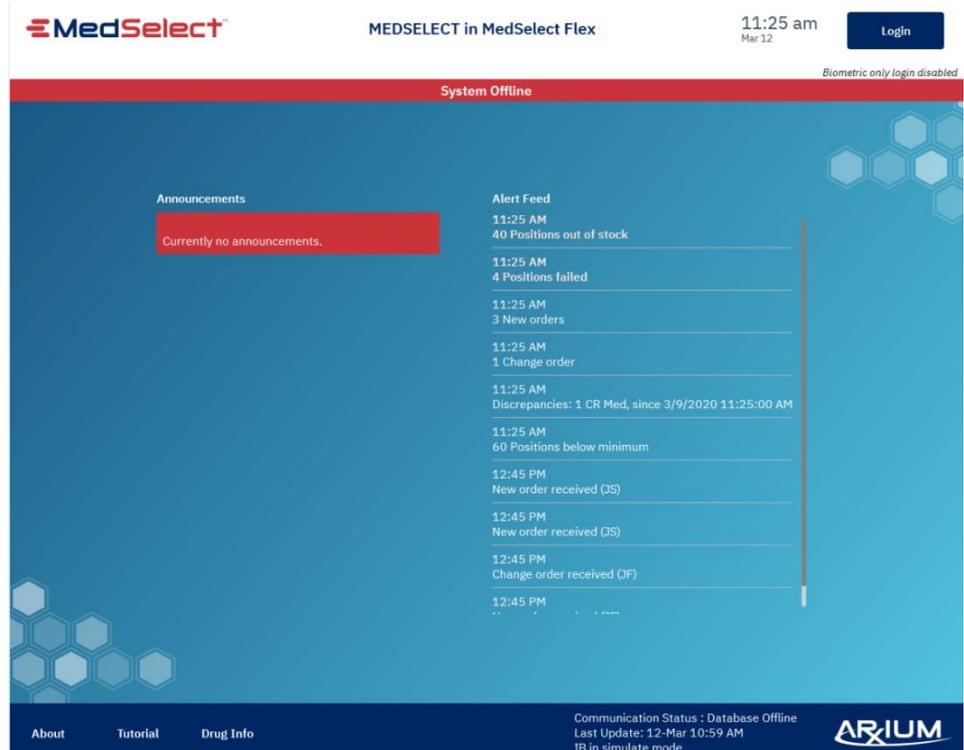
Patient Charting
Please select a route, site and reason.

Routes	Sites	Reasons
Apply Externally	Bilateral Ears	*Dose< qty dispensed
Buccal	Bilateral Nares	ADR - Antibiotic reaction
Dental	Buttock	ADR-other medication reaction
GU Irrigant	Chest Tube	Allergy/Adverse reaction
Gastronomy Tube	Left Antecubital Fossa	Allergy/Adverse reaction
Inhalation	Left Anterior Chest	Brand name change
Internacular	Left Arm	Cancelled/Rescheduled case
Intra-arterial	Left Deltoid	

Back Ok

Working in Offline Mode

When the DT goes offline, a red band appears at the top of the window to alert users, as shown below.



Users can dispense items available at the DT from a picklist, but cannot dispense MedOrders or kits; no patient profile information is available during offline operation. During offline dispensing, transactions are stored in local memory. When the DT returns to online operation, these transactions are executed against the database. Similarly, any changes to user accounts, patient records, or supply details remain in local (DT) memory until the DT is online again. As long as a user is logged in to the DT, the DT will not attempt to reconnect to the database. However, if the DT is idle on the login window, the DT will try to reconnect to the database to return to online status.

The lists below detail the activities you can and cannot do while the DT is offline.

You can:

- view patient allergies
- add a patient to a DT
- perform restocking activities
- perform all barcode scanner activities

You cannot:

- change your Password
- view complete patient information
- locate patients listed on another DT
- dispense kits
- dispense MedOrders
- view, save, or resolve discrepancies
- perform administrative duties

Dispensing in Offline Mode

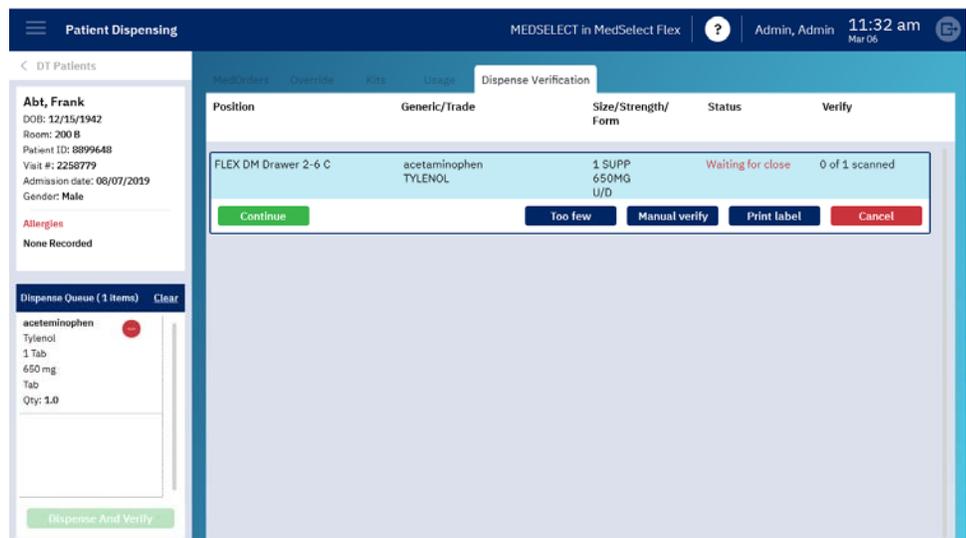
When the DT is offline, you cannot dispense MedOrders or kits. However, you can dispense DT supplies from the picklist on the Med/Supply Browser. Refer to Dispensing Supplies Without a MedOrder.

Printing a Patient-Specific Label

You can print patient-specific labels for any supply. You may want to use this feature to print patient-specific labels for items that are dispensed, but not used immediately or for those that are reusable, such as inhalers or multi-dose items. Prior to using this feature, your system administrator must set up the corresponding access rights within AWS.

Follow these steps to print a patient-specific label.

1. From either the Patient Usage Browser or the Dispense Verification window, select a patient supply.
2. Select **Print Label**



Canceling a Dispense

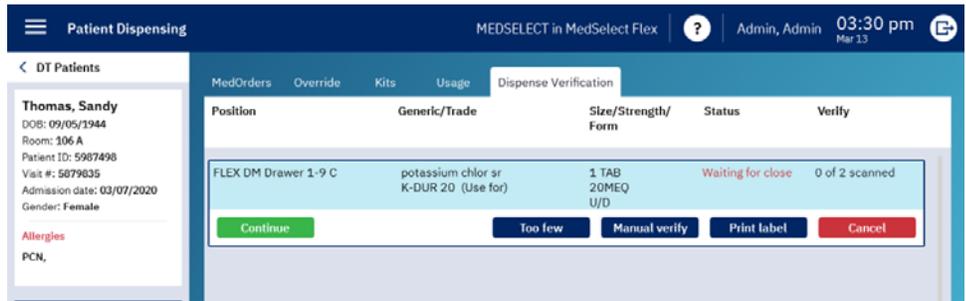
A dispense may be canceled after an item is dispensed. Canceling a dispense means the user did not actually remove any items from the MedSelect System, and the user wants to continue as if an item was never dispensed.

The user can only cancel immediately after selecting Dispense on the Med/Supply Browser; if the user exits the Med/Supply Browser, the dispense can no longer be canceled.

Note: A user cannot cancel a dispense from a Unit Dose Module (UDM); instead the item must be returned or wasted. (Refer to Returning a Supply and Wasting a Supply).

Follow the steps below to cancel a dispense.

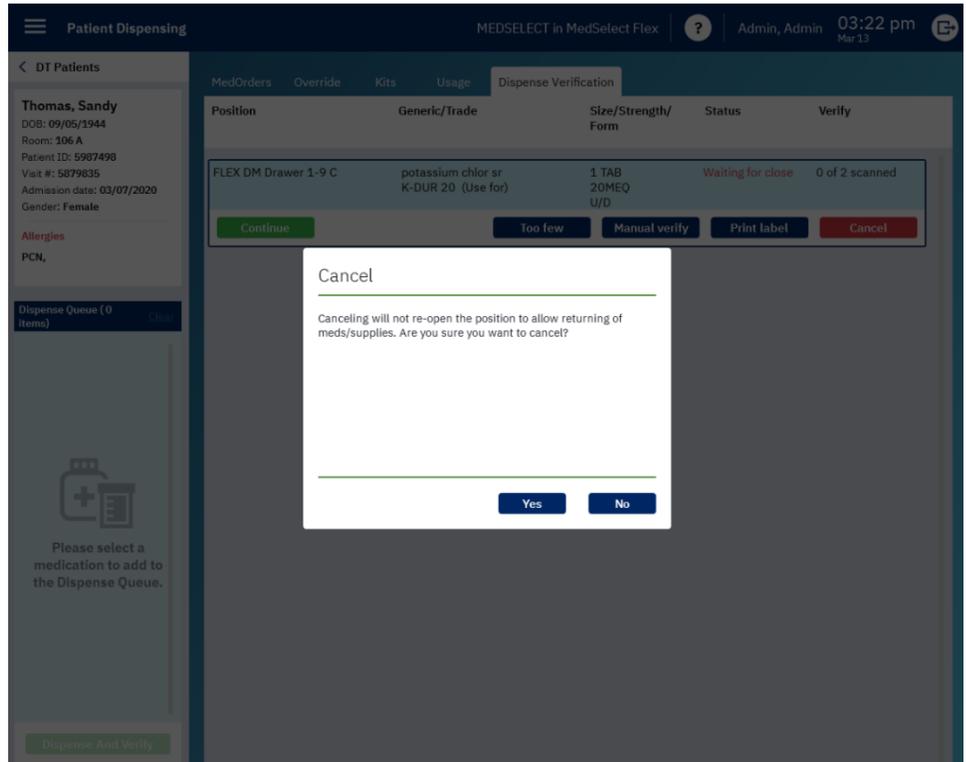
1. Immediately after dispensing an item, in Dispense Verification, select the medication name and select the **Cancel** button as shown below.



2. Do not take any items from the drawer/dispenser.

3. A message box appears notifying the user that the position will not be reopened, and asking if the user is certain he/she wants to cancel. Select **Yes** to cancel the dispense.

If the system setup requires the user to count the remaining supplies, the User Count window will open.



Counting Remaining Items When Canceling a Dispense

When the system requires you to count the remaining items, follow these steps to cancel a dispense.

1. Type the count remaining on the User Count window. The quantity entered represents the quantity in the position after dispensing.
2. Select **Cancel Dispense**.

Count Remaining

Supply
furosemide
LASIX
1
20MG
U/D
Legend
Position
FLEX DM Drawer 1-8 C
Status

Quantity
CR
NDC
0039-0067-70
Lot #

Nearest Expiration
11/05/2015

Cancel Dispense

Reopen

Enter quantity after removing dispense items:

Enter

3. Verify the count remaining quantity on the touch screen matches the number of items in the position. Select **Yes** if the match is correct; select **No** to change the quantity and start at Step 1.

Note: You cannot reopen a position after canceling a dispense.

Returning a Supply by Scanning an Item

Follow these steps to return an item.

1. Open the Patient Usage Browser
2. Scan the item being returned.
3. If there has been only a single dispense of the item, select the reason for the return when the Return Amount window appears.
4. Type the quantity being returned.
5. Select **Return**.

6. If there have been multiple dispenses of the item, a window appears, allowing you to select the appropriate dispense.
7. Choose the supply on the Return Scan Browser.
8. Click **Continue**.
9. When the Return Amount window appears, select the reason for the return.
10. Type the quantity being returned.
11. Select **Return**.

Returning Supplies with More Than One Drawer

When returning a supply, the Return Drawer browser opens when there is more than one return drawer at the DT.

1. Select a location.
2. Select **Open** to open the drawer.

The Position Type column may be:

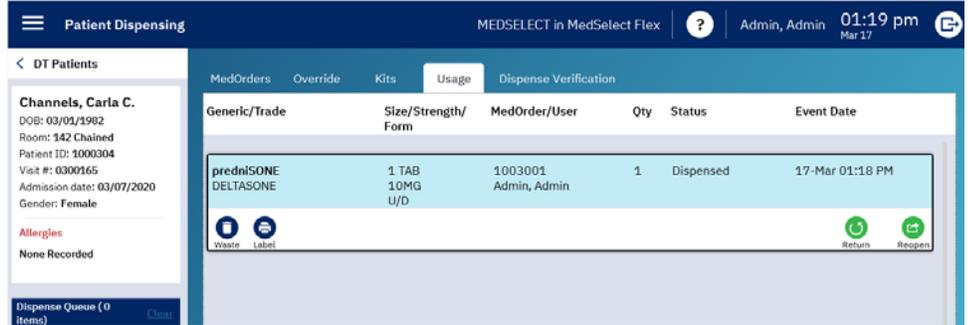
Return Drawer	A return drawer that is connected to the retrieve drawer
Original Position	If the medication is allowed to be returned to its original position (non-UDM positions)
Patient-Specific	If the medication is patient specific and there is a position at this DT assigned to the selected patient

Re-Opening a Position

Re-Open a position when, for example, if an incorrect quantity was removed, and the drawer or door has already been closed.

Note: *Only the user who originally opened the position can re-open the position using the re-open position feature.*

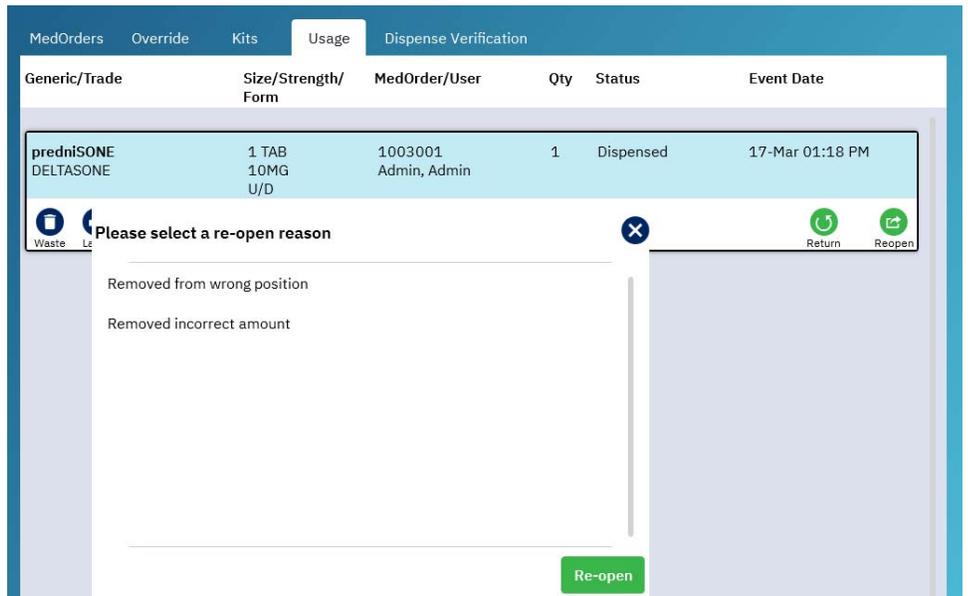
On the Patient Usage Browser, select the line item for the position you want to re-open, then select **Re-open**.



Choose a reason from the list that appears. Two default reasons are configured with your system; however, your system administrator can add additional reasons in the AWS application.

After choosing a reason for re-opening the position, click **Re-open** to proceed.

The system records an open position event.

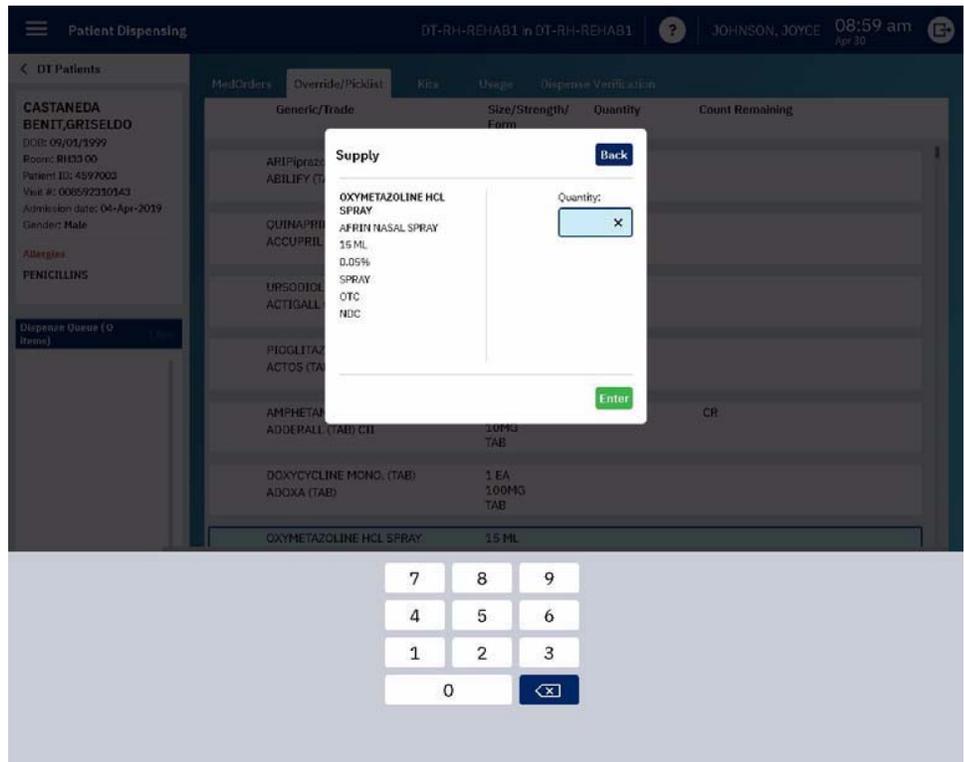


5 - Pick List

You may want to dispense an item without a MedOrder either because the MedOrder at the DT has been changed, or the MedOrder has not yet been processed by the pharmacy.

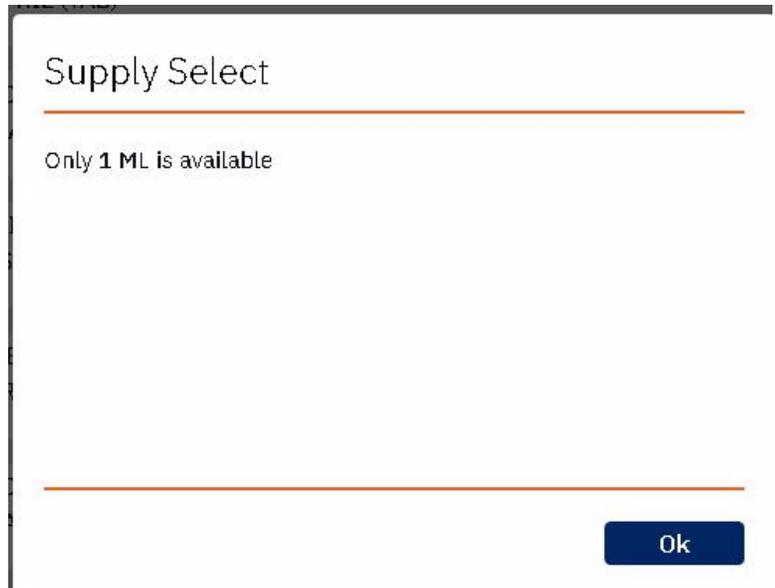
Follow these steps to dispense an item from the pick list.

1. Choose a patient on the MedOrders tab.
2. Open the Override/Pick List tab.
3. Choose an item on the pick list. A window like this opens:

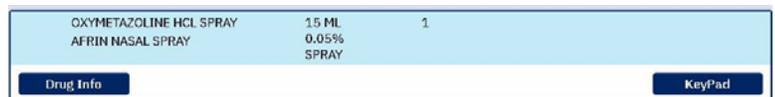


4. Type the quantity you want to pick, using the virtual keyboard at the bottom of the window.
5. Select **Enter**.

- If you request a quantity that is not available, MedSelect presents a message like this.

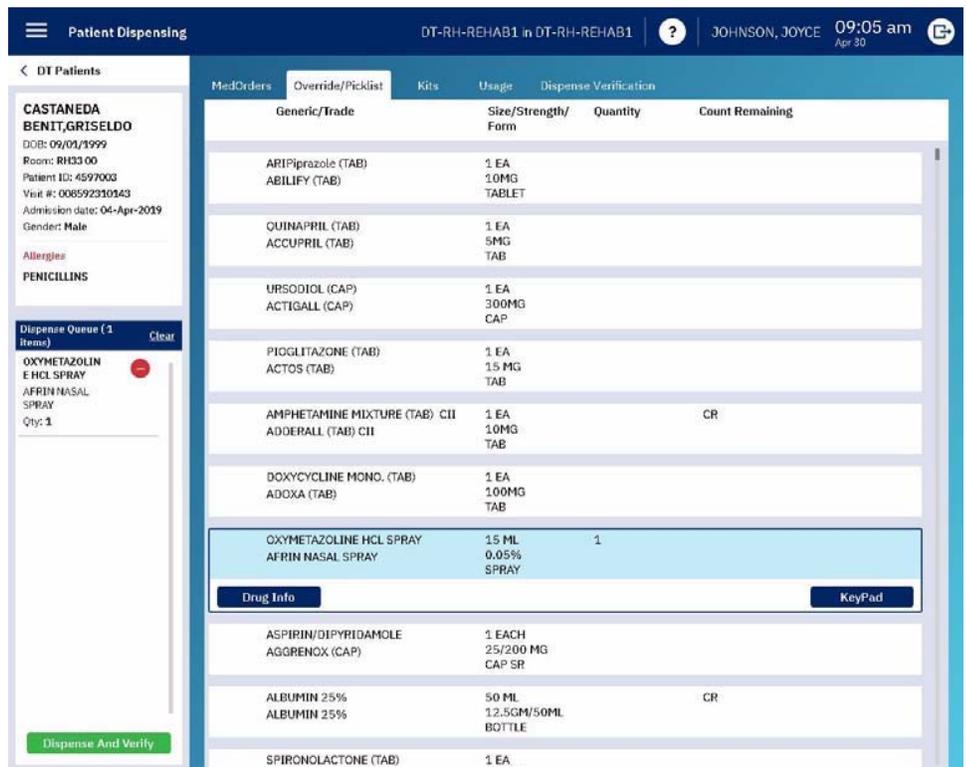


- Select **OK** to return to the pick list, and enter a different quantity. Note that the line item has changed to include **Drug Info** and **KeyPad** options.

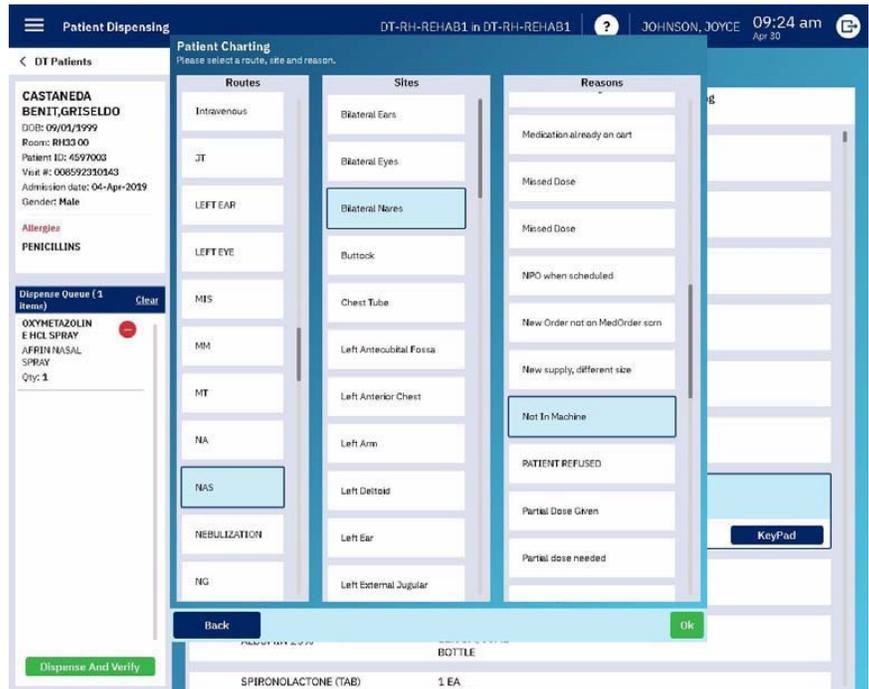


- If desired, select **Drug Info** to read drug information about the item.
- Select **KeyPad** to type a new quantity.

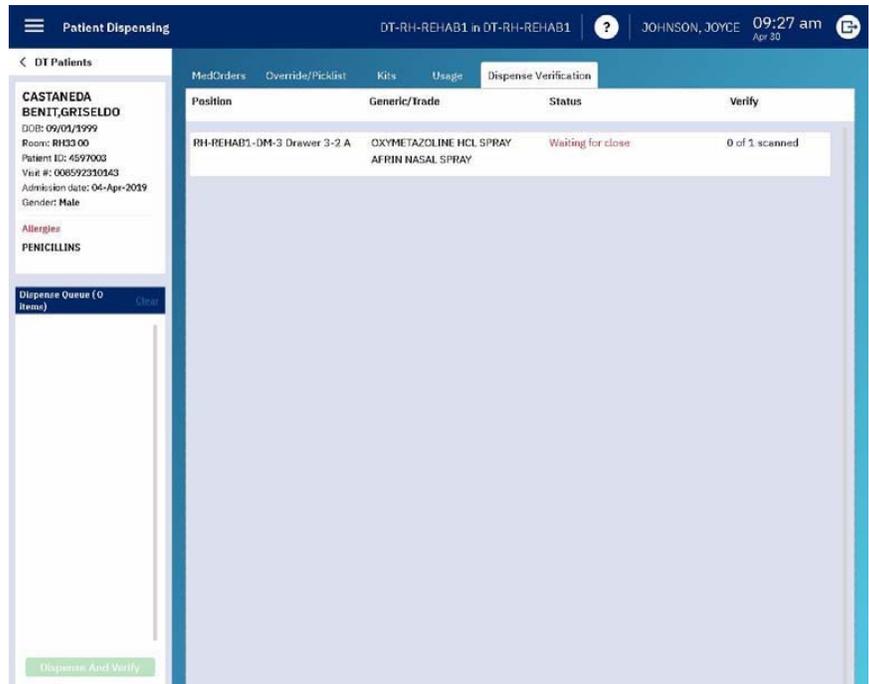
- The requested item moves to the dispense queue on the left.



11. Select **Dispense and Verify**.
12. The Patient Charting window opens.
13. Choose a route, site, and reason from the lists on the Patient Charting window.
14. Select **OK**.



15. When the Dispense Verification tab opens, remove the item from the specified dispensing location, and scan the item.



Viewing Medication Details from a Picklist

This window appears if the station has not been set up to receive information from third-party clinical information solutions (eg. IBM Micromedex® or Wolters Kluwer Lexicomp), and a supply has been selected on the picklist.

Note: in such a case, supply information is displayed as it was entered in AWS. Select Back to close the window.

Supply Info

<p>Supply HydrALAZINE HCL (TAB) APRESOLINE (TAB) 1 EA 25MG</p> <p>Legend Customer Defined Class</p> <p>NDC</p> <p>Item Code 174</p> <p>Count remaining no</p> <p>High alert no</p>	<p>Equivalent supplies 0 equivalent supplies</p> <p>Barcodes 4 registered</p> <p>Medorder required no</p> <p>Supply Alerts</p> <p>Refrigerated no</p>
--	--

Ok

6 - Kits

Kits are created to dispense multiple supplies or medications together. Kits are created and maintained at the administrative workstation by user's that have the right to do so, and can be assigned to departments. When dispensed, all the items belonging to the kit are automatically dispensed, unless an item is out of stock. A kit may consist of all the supplies needed for a GI cocktail, or a Telemetry Kit.

Dispensing a Kit

Follow these steps to dispense a kit:

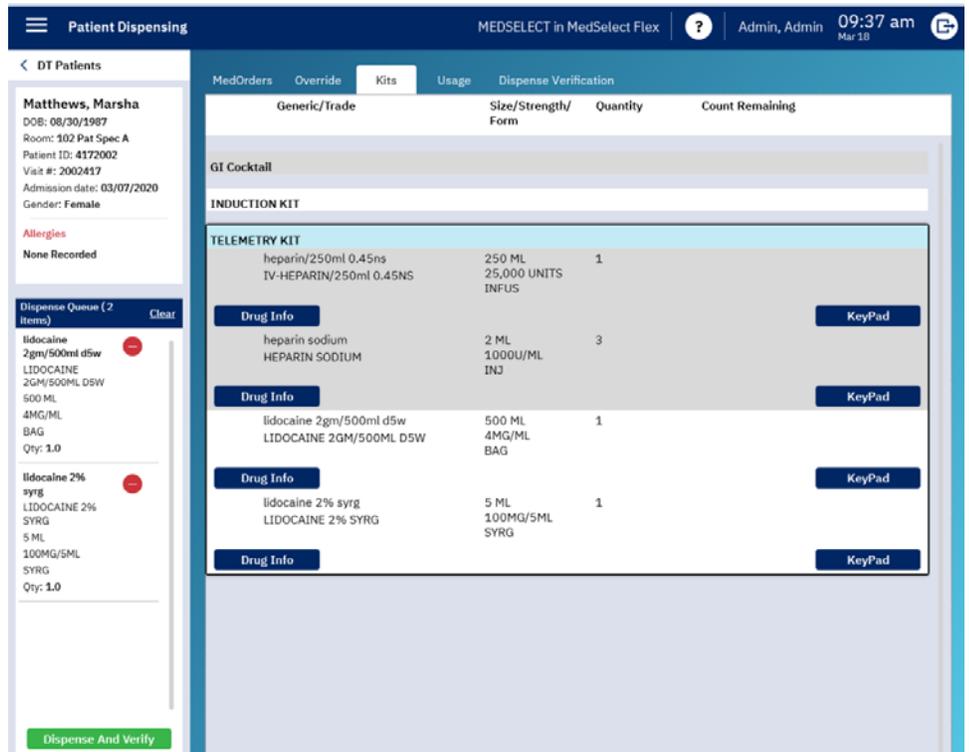
1. On the MedOrders tab, choose a patient for whom you want to dispense a kit.

2. Open the Kits tab.

3. Choose the kit you want to dispense so the items from the kit move to the dispense queue.



4. Select **Dispense and Verify**.



5. Gather all the kit contents from the drawers/ shelves/positions that opened.

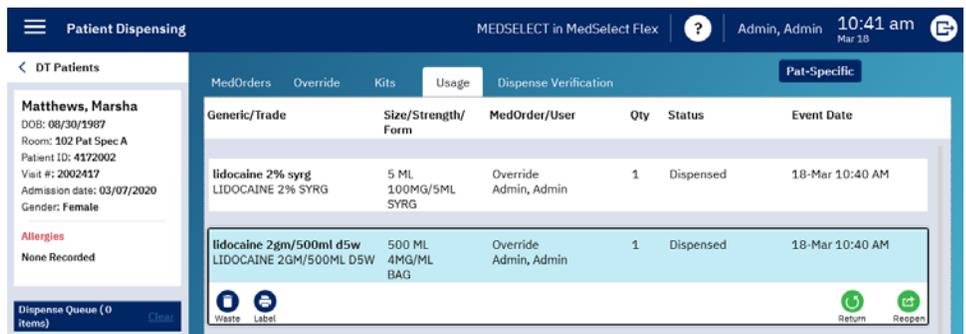
- Verify the contents of the kit by either scanning the barcode using the barcode scanner, or by selecting Manual Verify.
- Select **Continue** if your policy is to dispense without verifying the kit contents



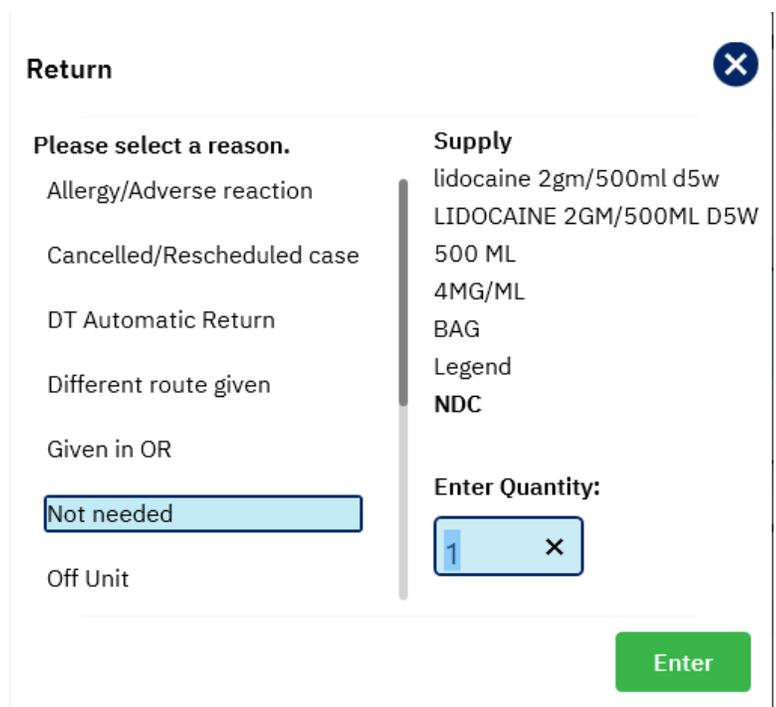
Returning Kit Supplies

If you find that you do not need the kit, or an item in the kit, you can return the kit or individual items as you return any other dispensed item. Follow these steps.

- Select the patient from the Patient Browser and **Usage**.
- Select the dispense event by selecting the event on the screen or by scanning the medication with the barcode scanner, and select the **Return** icon.



- Select a reason and quantity for the return, and select **Enter**.



4. Place the medication in the open position, and select **Ok**.

Please return lidocaine 2gm/500ml d5w (LIDOCAINE 2GM/500ML D5W) 4MG/ML (BAG) to open position.

Ok

7 - Equivalents

Equivalent Supplies

Equivalent items are defined in AWS. When one item is out of stock, another equivalent item may be dispensed in its place. These should be the same items with a different identifier within the system that would satisfy the order.

When dispensing a MedOrder, the specific item may have insufficient quantity to fulfill the order. In this case, the Equivalent window will display to allow selection of an equivalent item. A different quantity of the item may be entered.

When selecting an equivalent, the quantity(ies) necessary to provide the desired dose are not automatically calculated.

Finding Supply Equivalents

Some supplies have equivalent(s) as defined in AWS. The Equivalency Browser opens if meds are out of stock, not stocked or there is not enough stock to fill the order.

Follow these steps to find an equivalent item:

1. Select a patient
2. Select a MedOrder
3. Item would be available for reasons specified earlier.
4. Equivalent window displays to allow selection of an equivalent item
5. If no item is selected when the OK button is clicked, no item will be placed in the dispense queue

Please select an equivalent supply to be dispensed for the following supply:

morphine oral solution		Strength: 2.5 mg/1.25 mL	
morphine oral solution		Size: 1.25 mL	
Order quantity: 2		Form:	

Supply	Size/Strength/Form	Max Quantity	Quantity	Count Remaining
morphine oral solution	7.5 mL	2	1	
morphine oral solution	15 mg/7.5 mL			
Drug Info		KeyPad		
morphine oral solution	2.5 mL	6		
morphine oral solution	5 mg/2.5 mL			

ok

- Note:** An order on a green background may be out of stock but have equivalents. When you select such an order. A list of equivalent items does not appear if the supply is not available at the location and there are no equivalents. In this case, an Insufficient Quantity prompt will open.

The Supply Location Browser shows all locations that stock the item. You may not have access to the DTs in all those locations.

8 - Usage

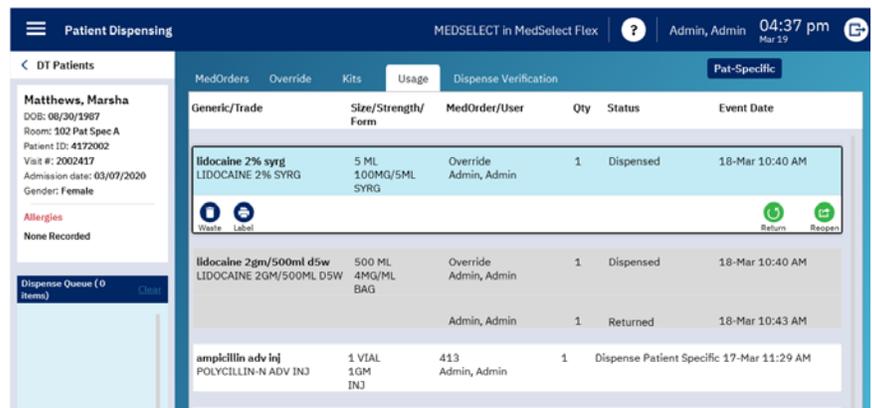
MedSelect provides information on dispensed items, by patient. On the Usage tab, you can see the items that a patient has been dispensed, as well as view information on when an item was dispensed.

Follow these steps to view patient usage.

1. Choose a patient on the list of DT patients.
2. Select the Usage tab to see a window like this.



3. Select a line item to enable additional functions.



-  Select the waste icon if you want to waste this item. (See page x for more information on wasting.)
-  Select the print icon if you want to print a patient-specific label for this item.
-  Select the return icon if you want to return the item either to the original position or to the return drawer.
-  Select the re-open icon if you want to re-open the position.

Note: Re-Opening is configurable at the department level and can be disabled. Using the re-open function does not increment or decrement inventory. A typical re-open event may occur when a dispense calls for two tablets, but you inadvertently take only one tablet. Use re-open to open the drawer again and remove the second tablet.

9 - Auditing

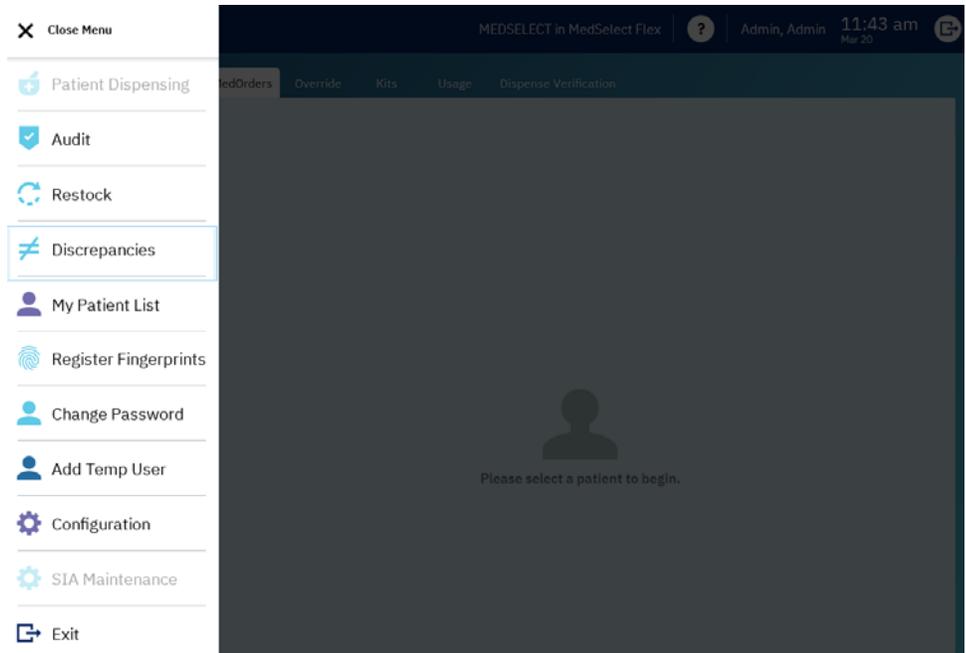
Use the Audit function to count inventory within a position. Depending on your MedSelect system and your facility policies, you may perform audits by shift, by day, by week, or any other interval.

Similarly, you may audit any number of positions or drug classes. For example, your facility may require routine audits only of controlled substances. Or you may only use the audit function to resolve discrepancies.

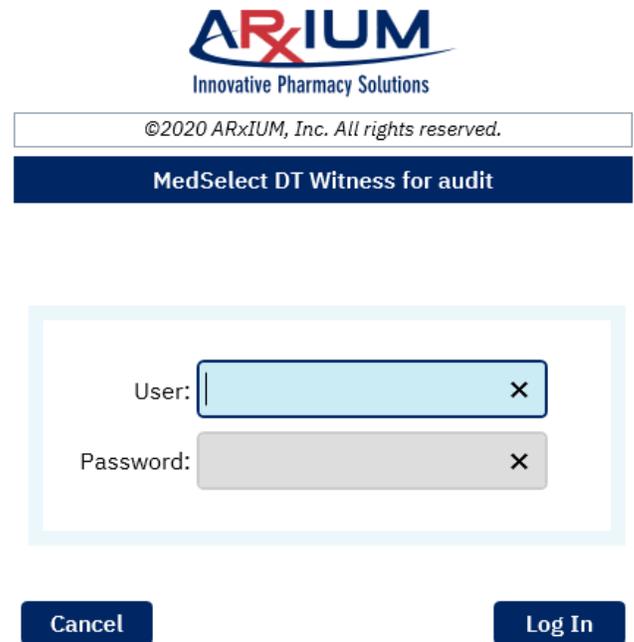
Your system administrator configures settings (in AWS) that control who performs audits and the frequency with which audits are to be performed. Settings may also specify whether your facility requires the presence of a witness to audits. Only those users with audit privileges may perform audits.

Follow these steps to use the Audit function. Only users with audit privileges may audit supplies.

1. Open the Navigation Menu (“hamburger” icon) to choose the Audit option.



- When the Audit window opens, you may be asked to have a DT Witness sign in.



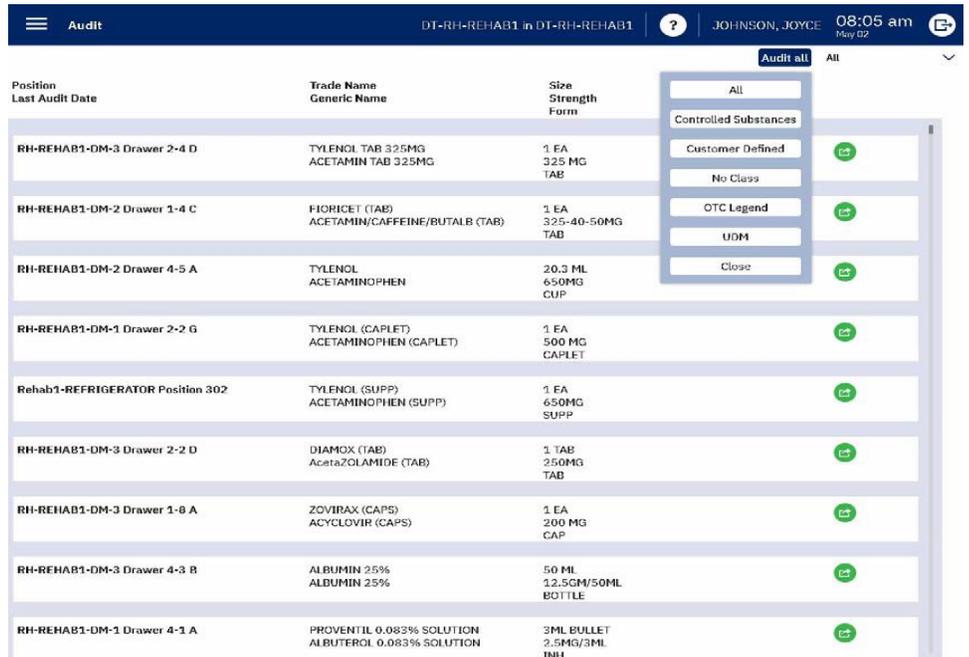

 Innovative Pharmacy Solutions
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MedSelect DT Witness for audit

User:

Password:

Cancel
Log In

- You can choose a filter from the drop-down list in the upper right corner, if you want to change the view. The default view is Audit All.



Position Last Audit Date	Trade Name Generic Name	Size Strength Form	
RH-REHAB1-DM-3 Drawer 2-4 D	TYLENOL TAB 325MG ACETAMIN TAB 325MG	1 EA 325 MG TAB	<input type="checkbox"/>
RH-REHAB1-DM-2 Drawer 1-4 C	FIORICET (TAB) ACETAMIN/CAFFEINE/BUTALB (TAB)	1 EA 325-40-50MG TAB	<input type="checkbox"/>
RH-REHAB1-DM-2 Drawer 4-5 A	TYLENOL ACETAMINOPHEN	20.3 ML 650MG CUP	<input type="checkbox"/>
RH-REHAB1-DM-1 Drawer 2-2 G	TYLENOL (CAPLET) ACETAMINOPHEN (CAPLET)	1 EA 500 MG CAPLET	<input type="checkbox"/>
Rehab1-REFRIGERATOR Position 302	TYLENOL (SUPP) ACETAMINOPHEN (SUPP)	1 EA 650MG SUPP	<input type="checkbox"/>
RH-REHAB1-DM-3 Drawer 2-2 D	DIAMOX (TAB) AcetaZOLAMIDE (TAB)	1 TAB 250MG TAB	<input type="checkbox"/>
RH-REHAB1-DM-3 Drawer 1-8 A	ZOVIRAX (CAPS) ACYCLOVIR (CAPS)	1 EA 200 MG CAP	<input type="checkbox"/>
RH-REHAB1-DM-3 Drawer 4-3 B	ALBUMIN 25% ALBUMIN 25%	50 ML 12.5GM/50ML BOTTLE	<input type="checkbox"/>
RH-REHAB1-DM-1 Drawer 4-1 A	PROVENTIL 0.083% SOLUTION ALBUTEROL 0.083% SOLUTION	3ML BULLET 2.5MG/3ML INH	<input type="checkbox"/>

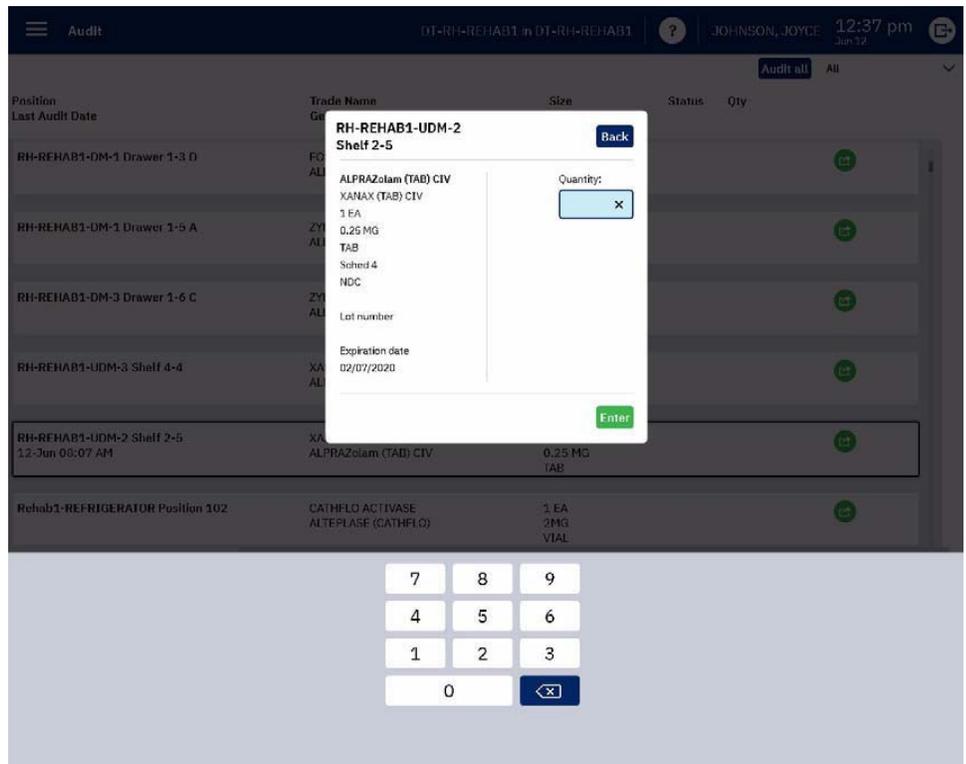
Audit all All

- All
- Controlled Substances
- Customer Defined
- No Class
- OTC Legend
- UDM
- Close

Filter definitions are as follows:

All	Supplies only seen by the rights allowed to the user
Controlled Substances	Schedule 1-V drugs
Customer Defined	A class defined by the hospital, such as Respiratory
No Class	Supplies with no class assigned
OTC Legend	Over-the-counter and Schedule VI drugs
UDM	All supplies in the unit dose module

- Choose an item to audit. Note that items are listed alphabetically, by generic name.
- Select the audit icon  to see a window shown.



- Count the number of items in the position.
- Using the numeric keypad at the bottom of the window, type the quantity you counted.
- Select **Enter**.

9. If the number you typed resulted in a discrepancy, the status of the position displays like this when the Audit window opens again.

The text that displays as highlighted, indicates the status and quantity that have been counted, shown as circled in this figure.

Position Last Audit Date	Trade Name Generic Name	Size Strength Form	Status	Qty
RH-REHAB1-DM-1 Drawer 1-3 D	FOSSAMAX (TAB) ALENDRONATE (TAB)	1 TAB 70 MG TAB		
RH-REHAB1-DM-1 Drawer 1-5 A	ZYLOPRIM (TAB) ALLOPURINOL (TAB)	1 EA 100 MG TAB		
RH-REHAB1-DM-3 Drawer 1-6 C	ZYLOPRIM (TAB) ALLOPURINOL (TAB)	1 EA 300MG TAB		
RH-REHAB1-UDM-3 Shelf 4-4	XANA: (TAB) ALPRAZolam (TAB)	1 TAB 0.5 MG TAB		
RH-REHAB1-UDM-2 Shelf 2-5 12-Jun 08:07 AM	XANA: (TAB) CIV ALPRAZolam (TAB) CIV	1 EA 0.25 MG TAB	Discrepant	0
Rehab1-REFRIGERATOR Position 102	CATHFLO ACTIVASE ALTEPLASE (CATHFLO)	1 EA 2MG VIAL		
RH-REHAB1-DM-1 Drawer 2-7 B	SYMMETREL (CAP) AMANTADINE HYDROCHLORIDE (CAP)	1 EA 100MG CAP		
RH-REHAB1-DM-1 Drawer 1-8 B	CORDARONE (TAB) AMIODARONE (TAB)	1 EA 200 MG TAB		
RH-REHAB1-DM-1 Drawer 3-2 C	ELAVIL (TAB) AMITRIPTYLINE (TAB)	1 EA 10MG TAB		

10. If there is no discrepancy you will see the status as Audited as shown below.

Position Last Audit Date	Generic Name Trade Name	Size Strength Form	Status	Qty
FLEX DM Drawer 1-1 A 20-Mar 11:30 AM	ALLEGRA fexofenadine	1 CAP 60MG U/D	Audited	4

Auditing Without Login Ability

You may audit a DT when you do not have login rights to the DT.

If you have only audit rights, when you log in, the Audit window appears automatically. Similarly, when you have only restock rights, the Restock window appears. However, if you have both audit and restock rights, the Restock window will appear.

10 - Discrepancies

A discrepancy occurs when the user count is different than the system count.

Facilities differ in their policies for resolving discrepancies. Please refer to your facilities policy.

Only select users can resolve discrepancy issues. The person that reported the discrepancy cannot resolve their own discrepancy.

Resolving Count Discrepancies

While dispensing, a user may discover a count discrepancy. Users cannot resolve discrepancies that occurred during their access.

A user must have discrepancy resolution access rights to resolve a discrepancy or correct a failed flag. Refer to the *MedSelect Administrative WorkStation User Guide*, for further information.

A count discrepancy occurs if the remaining supply count does not agree with the system count. This occurs for supplies that require remaining inventory to be counted after dispensing. If this occurs, the count entered is used as the corrected quantity, and the user is recorded as the person who corrected the discrepancy.

Also, the dispense receipt indicates a discrepancy at a count remaining position if the DT has a printer and a dispense count discrepancy occurs. This happens if the remaining count doesn't match the automatic position count on the receipt.

The Discrepancy Resolution window contains discrepancy details including the cabinet position, user and system count, discrepant quantity, the patient's name, and the user's name. There is an area that describes the discrepancy and its resolution.

The screenshot shows the 'Discrepancies' window in the MedSelect system. The window title is 'Discrepancies' and it includes a search bar set to 'All'. The main table lists the following events:

Date	Event	Type	Supply	Size/Strength/Form	Count Remaining
20-Mar 11:29 AM	Audit	Dept. Resolve Charge	fexofenadine ALLEGRA	1 CAP 60MG U/D	
12-Mar 11:02 AM	Dispensed	Dept. Resolve Charge	furosemide LASIX	1 TAB 20MG U/D	CR
11-Mar 04:34 PM	Dispensed	Dept. Resolve Credit	furosemide LASIX	1 TAB 20MG U/D	CR
05-Mar 04:40 PM	Dispensed	Dept. Resolve Credit	furosemide LASIX	1 TAB 20MG U/D	CR

Buttons at the bottom right of the table: 'Show previous accesses' and 'Open position'.

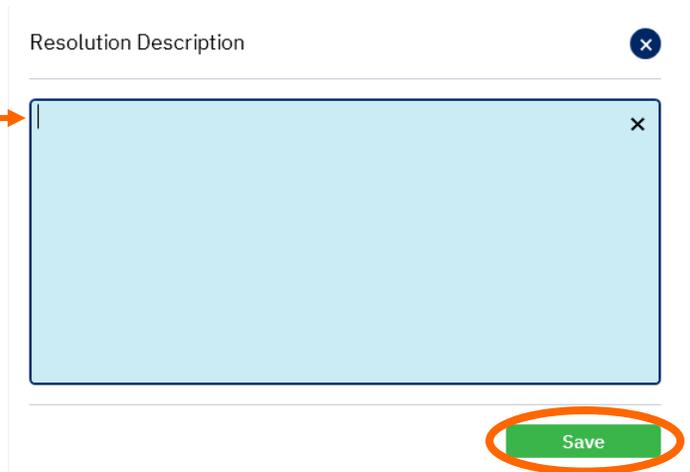
Summary section below the table:

User	Event Quantity	Resolution Description
Admin, Admin	1	
Position	User Count	
FLEX DM Drawer 1-8 C	5	
Supply	System Count	
furosemide LASIX 20MG U/D	9	
Patient	Discrepant Count	
Thomas, Sandy	-4	
Room/Bed		
A		

To Log in:

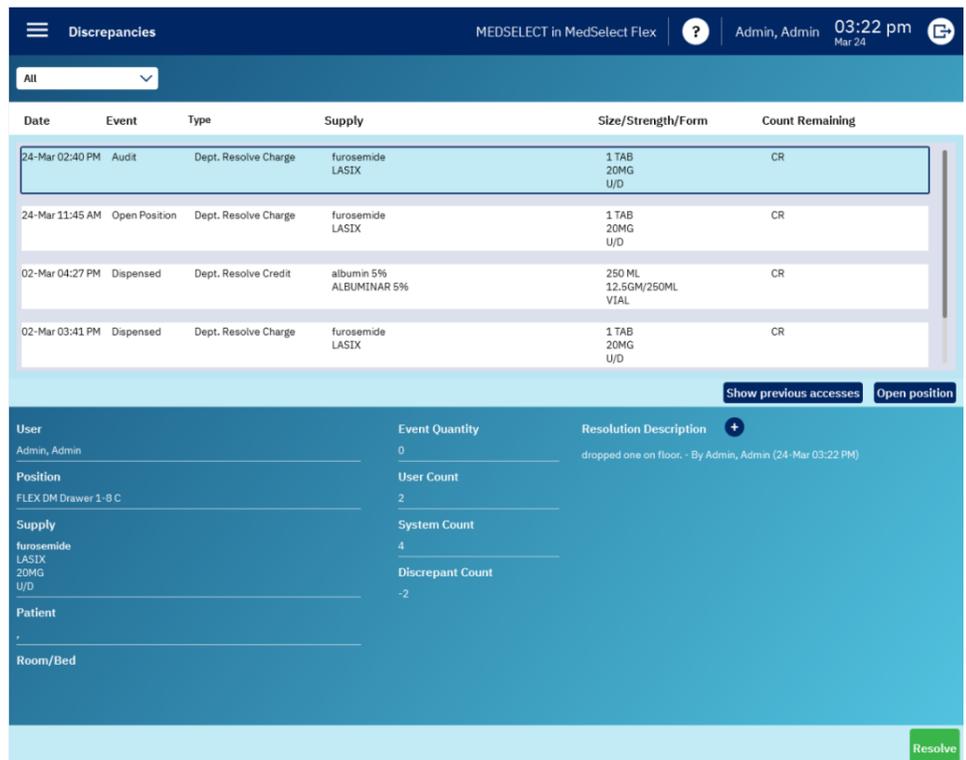
Login for those that have access to Discrepancy Resolution:

1. Log into the Display Terminal.
2. Open the Navigation Menu (“hamburger” icon), and select **Discrepancies**.
3. Select the discrepancy by selecting the medication name.
4. Select the **Resolution Description** icon to add a reason.
5. Put your description here, then select **Save**.



6. Select **Resolve** in the lower right corner of the Discrepancy browser.

There are three ways to resolve a discrepancy, but only manual resolution with a count requires a witness with audit witness rights other than the user who accessed the DT to resolve the discrepancy.



Follow the steps below.

Auto resolve

1. Return to the Patient Browser.
2. Select **Audit** to open the Audit window.
3. Select the position at which the discrepancy occurred.
4. Count the items in the location, and type the quantity in the Enter Audit Quantity text box.
5. Select **Back** to return to the Audit window.

Manual resolve

1. Select the Resolution Description icon on the Discrepancy Resolution window.
2. Enter the resolution in the box beneath it.
3. Select **Resolve**.

Note: A prompt displays if a user tries to resolve his/her own discrepancy. It also displays if that user selects **Open Position**. Select **OK** to return to the Discrepancy Resolution window.

Manual resolve with a count

1. Select **Open Position** on the Discrepancy Resolution window to open the drawer.

The User Count window appears.

2. Count the supplies in the drawer.
3. Enter the count in the User Count window.
4. Select **Accept**.

Note: If necessary, select **Re-open Position** to open the position again.

5. Select the Resolve check box on the Discrepancy Resolution window.
6. Enter the resolution in the box beneath it.
7. Select **Resolve**.

Note: There may be **Notes** in the Resolution Description box. View them and other **Notes** in the Previous Access window by selecting **Previous Accesses**. Refer to Viewing Previous Accesses to a Discrepant Position for more information.

Viewing Previous Accesses to a Discrepant Position

1. Select **Discrepancies** from the Navigation Menu (“hamburger” icon).
2. Select the medication or supply in question.
3. Select **Show previous accesses**.

The Previous Accesses window will open, displaying previous accesses.

The screenshot shows the 'Discrepancies' window in the MEDSELECT in MedSelect Flex interface. At the top, it displays the user 'Yates, Jay' and the time '03:14 pm Mar 25'. Below the header is a table with columns: Date, Event, Type, Supply, Size/Strength/Form, and Count Remaining. The table lists several events for 'opium-belladonna B & O 16A SUPPS' and 'furosemide LASIX'. Below the table is a summary section with fields for User, Position, Supply, Patient, and Room/Bed. To the right of this section are fields for Event Quantity, User Count, System Count, and Discrepant Count. A button labeled 'Resolution Description' with a plus sign is circled in orange. Other buttons include 'Show previous accesses', 'Open position', and 'Resolve'.

4. Select **Ok** to close the Previous Accesses window.

This screenshot shows the 'Discrepancies' window with the 'Previous Accesses' modal window open. The modal window has a table with columns: User, Qty, Patient, Count Remaining, System Count Remaining, Date, and Event Type. It lists three entries for 'Admin, Admin' and 'McGuinn, Dylan' with their respective counts. The background shows the same 'Discrepancies' table as the previous screenshot, but with the 'Previous Accesses' window overlaid. Buttons for 'Show previous accesses', 'Open position', and 'Ok' are visible.

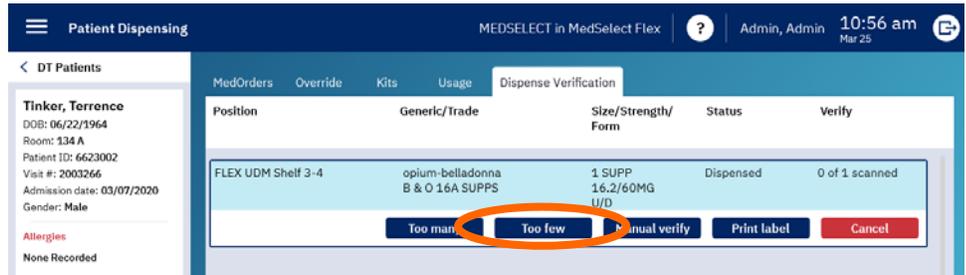
5. Select the Navigation Menu (“hamburger” icon) icon to exit out of the Discrepancies window.

Resolving Too Few Dispensed Discrepancies

A user with witness rights must witness a resolution. Refer to the *Administrative WorkStation Guide*, User Rights for user and group profiles to assign rights.

During a dispense, a UDM may release too few supplies. Follow the steps below to record a discrepancy.

1. Within the Dispense Verification window, select **Too Few** to open the User Count window.



2. Type the actual quantity of the supply that was dispensed, and select **Enter** to accept the quantity typed to return to the MedOrder browser.

Too Few ✕

<p>FLEX UDM Shelf 3-4 opium-belladonna B & O 16A SUPPS 1 SUPP 16.2/60MG U/D Sched 2 NDC</p>	<p>Actual Quantity Dispensed:</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100px; display: inline-block;">0 ✕</div>
--	---

Enter

3. A Failed Supply Position window appears. The position is flagged as failed.

4. Select **Ok**. The user is recorded as the person who corrected the discrepancy.

Supply Position has been failed

Ok

Note: If the supply is stored in the UDM, only that particular coil is failed. If it is stored in the DM, the drawer is failed. A system administrator can clear the position from either the DT, or AWS.

Resolving Too Many Dispensed Discrepancies

A user must have discrepancy resolution access rights to resolve a discrepancy. Refer to the *Administrative WorkStation Guide*, User Rights for user and group profiles to assign rights.

During a dispense, a UDM may release too many items. Follow the steps below to record a discrepancy when an error causes too many items to be dispensed.

1. After selecting Dispense and Verify on the MedOrder Browser, the Dispense Verification window opens.
2. Select **Too Many** to open the User Count window.
3. Type the actual quantity of the supply that was dispensed.
4. Select **Enter** to accept the quantity you typed to return to the MedOrder browser.
5. If your station is configured with a return drawer, a message will appear asking if you want to return the supplies. Select **Yes** and return the extra items that were dispensed. Select **No** if you want to make the discrepancy a part of your dispense (and have the discrepancy not be logged).
6. A Failed Supply Position window appears only if the items were returned. The position containing the supply is flagged as failed. The user is recorded as the person who corrected the discrepancy. Return the extra items that were dispensed if there is no message.

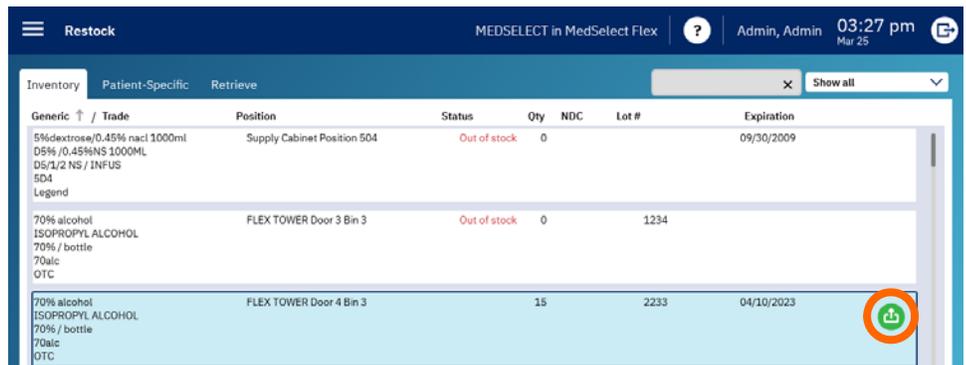
Resolving Restock Discrepancies

Only users with restock access rights may restock the DT. A user with witness access rights is required to resolve the discrepancy. Refer to the *Administrative WorkStation Guide*, User Rights for user and group profiles to assign rights.

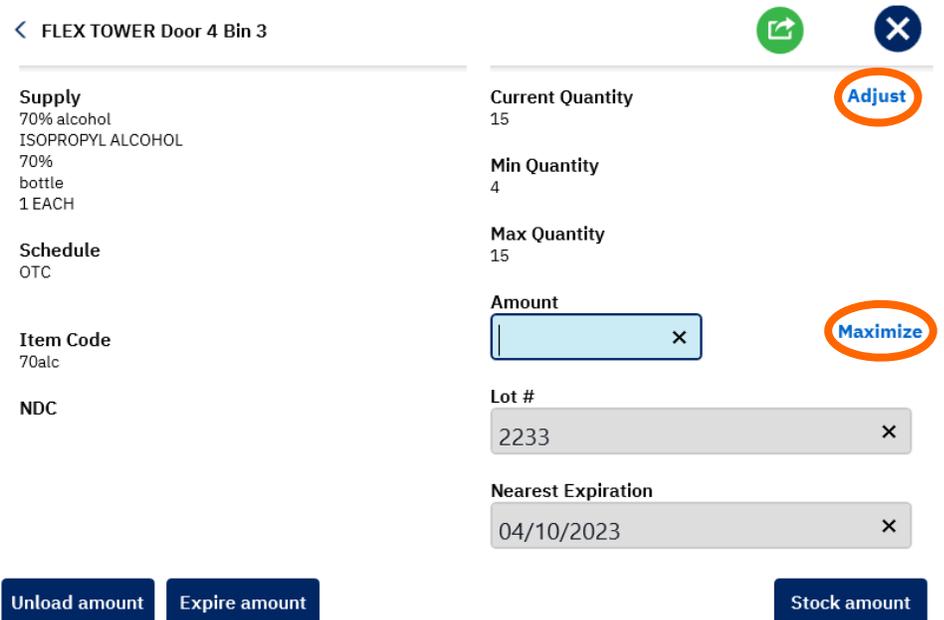
A discrepancy may be discovered while restocking. If the quantity on the screen does not match the supply quantity in the drawer, the discrepancy must be corrected. When a discrepancy is identified, it is logged before restocking the position.

Follow the steps below to resolve a discrepancy:

1. Select the Restock icon for the supply.



2. Select **Adjust** to adjust the quantity if different than the Current Quantity.



- Type in the Actual Quantity and select **Enter**.

Adjustment ✕

FLEX TOWER Door 4 Bin 3
70% alcohol
ISOPROPYL ALCOHOL
473 ML
bottle
bottle

Actual Quantity:
 ✕

70alc

Enter

- Add the amount to restock in the Amount field and select **Stock amount**.

< FLEX TOWER Door 4 Bin 3 🔄 ✕

<p>Supply 70% alcohol ISOPROPYL ALCOHOL 70% bottle 1 EACH</p> <p>Schedule OTC</p> <p>Item Code 70alc</p> <p>NDC</p>	<p>Current Quantity Adjust 14</p> <p>Min Quantity 4</p> <p>Max Quantity 15</p> <p>Amount Maximize <input type="text" value="1"/> ✕</p> <p>Lot # <input type="text" value="2233"/> ✕</p> <p>Nearest Expiration <input type="text" value="04/10/2023"/> ✕</p>
---	---

Unload amount
Expire amount
Stock amount

The quantity is now updated and correct.

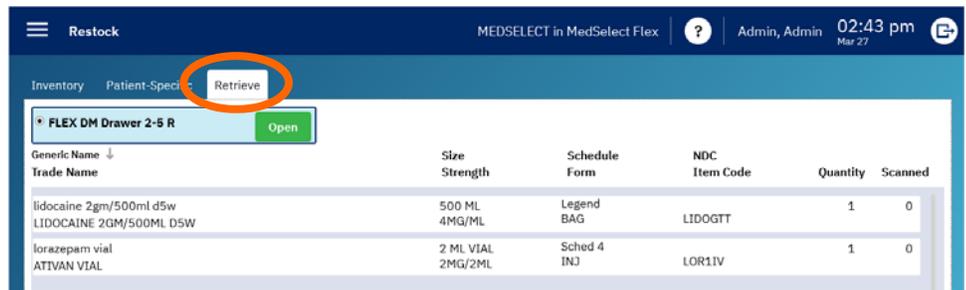
Restock		MEDSELECT in MedSelect Flex		Admin, Admin		03:31 pm	
Inventory		Patient-Specific		Retrieve		Show all	
Generic ↑ / Trade	Position	Status	Qty	NDC	Lot #	Expiration	
5% dextrose/0.45% nacl 1000ml D5% /0.45% NS 1000ML D5/1/2 NS / INFUS 504 Legend	Supply Cabinet Position 504	Out of stock	0			09/30/2009	
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 3 Bin 3	Out of stock	0		1234		
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 4 Bin 3		15		2233	04/10/2023 🔄	

Resolving Retrieve Discrepancies

Only users with retrieve access rights may retrieve at the DT. A user with witness access rights is required to resolve a discrepancy. Refer to the *Administrative WorkStation Guide*, User Rights for user and group profiles to assign rights.

When retrieving supplies, the actual quantity may differ from the quantity on the screen. Follow the steps below to resolve a retrieve discrepancy.

1. Select the discrepant item from the list on the Retrieve Drawer Inventory window within Restock.



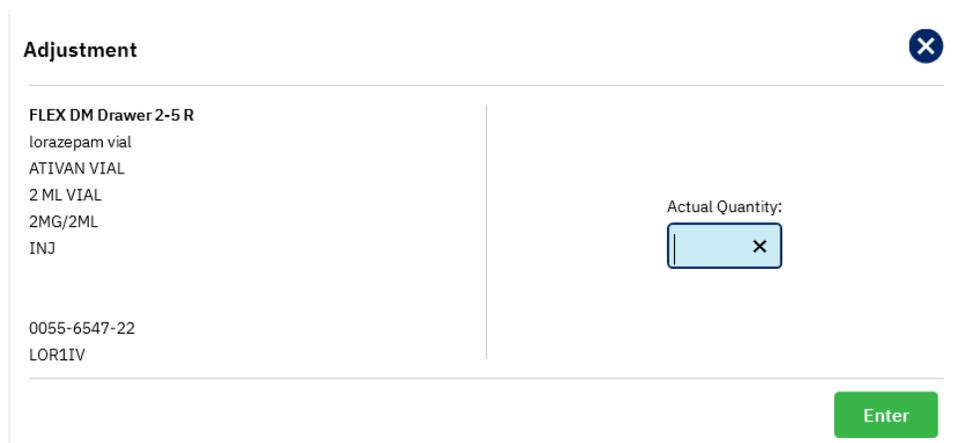
2. Select **Open**.



3. Select **Adjust**.



4. Type in the Actual Quantity, and select **Enter**.



Clearing Failed Position Flags

A position is flagged as failed when a quantity discrepancy indicates a problem. Resolving the discrepancy will clear the failed flag.

Users with restock access rights can manually clear a failed flag. Follow the steps below to clear a failed position flag.

1. Select **Restock** from the Navigation Menu (“hamburger” icon)

Generic ↑ / Trade	Position	Status	Qty	NDC	Lot #	Expiration
OTC						
epinephrine 1:1000 amp EPINEPHRINE 1:1000 amp 1 mg/ml / Ampule EpiAmp Legend	FLEX DM Drawer 3-7 C	Below min	4			
erythromycin ERY-TAB 250MG / U/D Eryt250 Legend	FLEX DM Drawer 3-1 A	Failed	10	0074-6304-11		12/31/2014
famotidine PEPCID 20MG / U/D peptab20 Legend	FLEX DM Drawer 2-2 A		4	0006-0963-48		03/12/2013
famotidine inj PEPCID INJ 10MG/2ML / INJ Pepec20i Legend	Refrigerator Position 1		7			06/12/2015

2. Select a failed position from among the list items.
3. Select the open position icon.

Failed	10	0074-6304-11	12/31/2014	
--------	----	--------------	------------	--

The Stock Amount window appears.

4. Check the Current Quantity field and compare this number with the quantity in the position. If the physical quantity does not match the number in the Current Quantity field, you must resolve the restock discrepancy (See “Resolving Count Discrepancies”).

- If the quantity is correct, select the Red Flag to clear the failed position. and then select the Close icon to close the window.

FLEX DM Drawer 3-4 C

Supply
furosemide
LASIX
40MG
U/D
1 EACH

Schedule
Legend

Item Code
Furtab40

NDC
0781-1966-01

Current Quantity
15 Adjust

Min Quantity
5

Max Quantity
15

Amount
 Maximize

Lot #

Nearest Expiration

Unload amount Expire amount Stock amount

Adjusting a Drawer Count

The User Count window opens when you select the green Open Position icon. It is used when the count from the drawer does not match what is displayed on the Stock Amount window.

Generic ↑ / Trade	Position	Status	Qty	NDC	Lot #	Expiration
5% dextrose/0.45% nacl 1000ml D5% /0.45%NS 1000ML D5/1/2 NS / INFUS SD4 Legend	Supply Cabinet Position 504	Out of stock	0			09/30/2009
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 3 Bin 3	Out of stock	0		1234	
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 4 Bin 3		15		2233	04/10/2023
acetaminophen TYLENOL 325MG / U/D APAP325/BLABS OTC	FLEX DM Drawer 2-3 C		4		5111148893	12/30/2012
acetaminophen TYLENOL 650MG / U/D APAP600R OTC	FLEX DM Drawer 2-6 C		16			12/30/2030

1. Select **Adjust**.

< FLEX DM Drawer 2-6 C ↻ ✕

<p>Supply acetaminophen TYLENOL 650MG U/D 1 EACH</p> <p>Schedule OTC</p> <p>Item Code APAP600R</p> <p>NDC</p>	<p>Current Quantity Adjust 16</p> <p>Min Quantity 5</p> <p>Max Quantity 20</p> <p>Amount <input type="text" value=""/> Maximize</p> <p>Lot # <input type="text" value=""/></p> <p>Nearest Expiration <input type="text" value="12/30/2030"/></p>
---	--

Unload amount
Expire amount
Stock amount

2. Type in the Actual Quantity, select **Enter**, and select the Close icon to close the Stock Amount window.

Adjustment ✕

<p>FLEX DM Drawer 2-6 C acetaminophen TYLENOL 1 SUPP U/D U/D</p> <p>APAP600R</p>	<p>Actual Quantity: <input type="text" value="14"/></p>
--	---

Enter

11 - Returning and Wasting

How and when you return or waste an item is dependent on the guidelines at your facility, as well as the recommended practices for using the MedSelect system. Typically, you are required to return an item when the patient refuses it. Returned items must be in their complete form with the packaging intact so that they can be dispensed to another patient without possible contamination.

Most controlled substances are returned to a secure return bin at the Display Terminal. Some items are required to be returned to their original position.

Returns of multidose items may be made to a patient specific position. For example, you may return a bottle of Children's Tylenol, for example, after administering a typical 20 ml dosage from a 280 ml container.

Returned items may not fit into the secured return position at the Display Terminal. These items must be placed elsewhere in accordance with your facility's policies and procedures. When an item has been placed in the secure return drawer at the Display Terminal, only users with Retrieve rights will be able to remove the item from the drawer. Pharmacy personnel or other designees will retrieve the item from the drawer and then restock it to the Display Terminal or return it to the pharmacy.

Items can be wasted through the Display Terminal software; however, wasted items are not physically stored in the MedSelect System. Wasted items must be disposed of according to facility policy and procedures. For example, you may be required to always waste narcotics, or items dispensed from a refrigerator.

Returning a Supply

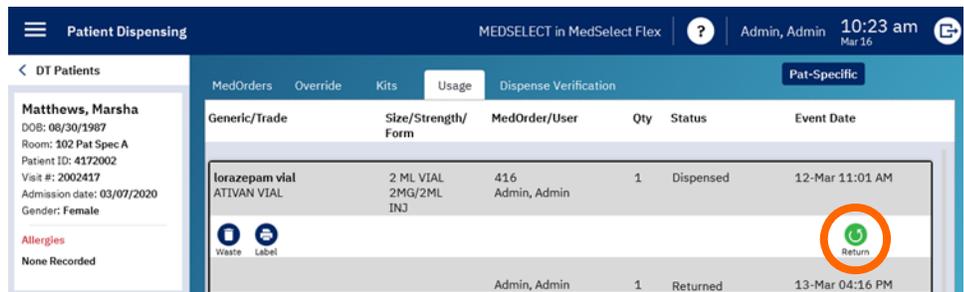
There are two ways to return a dispensed supply that has not been administered.

- selecting the item from the Usage window
- scanning the item barcode

Returning a supply from the Usage tab

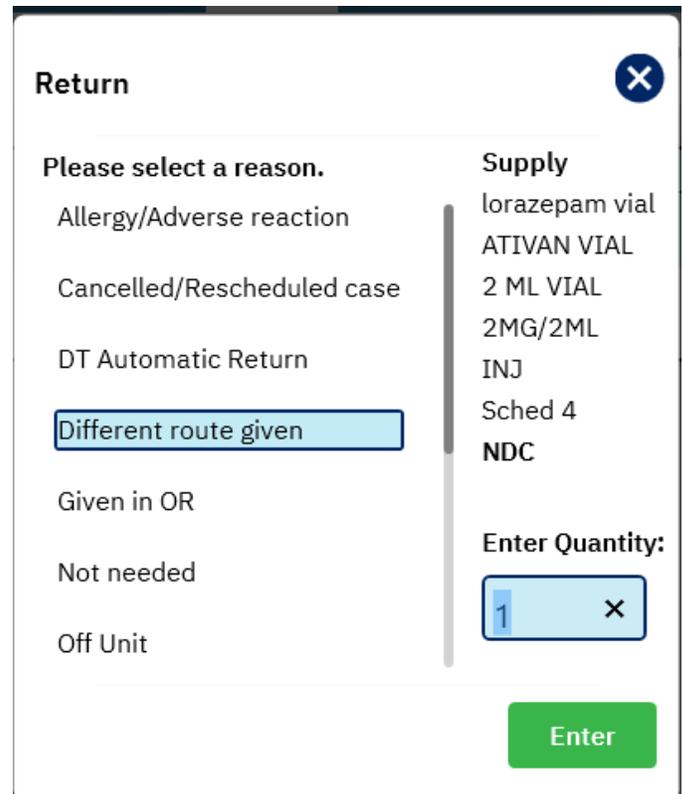
Follow these steps to return an item from the Usage tab.

1. Select a patient from the list of DT patients.
2. Select the Usage tab.
3. Select the line item you want to return.
4. Select the return icon.



Note: Depending on your configuration, the system may require you to select a location for the return when there is more than one return drawer at the DT.

5. Choose the reason for the return, then type the quantity being returned, and select **Enter**.



6. Place the item in the designated return location.

Returning a supply by scanning an item

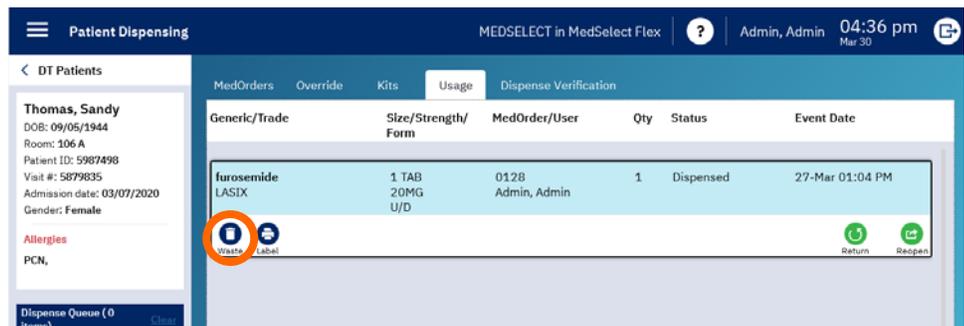
Follow these steps to return an item.

1. Select a patient from the list of DT patients.
2. Select the Usage tab.
3. Scan the item being returned.
4. If there has been only a single dispense of the item, select the reason for the return when prompted.
5. If there have been multiple dispenses of the item, MedSelect prompts you to select the appropriate dispense.
6. At the prompt, select the reason for the return.
7. Type the quantity being returned.
8. Select **Enter**.
9. Place the item in the designated return location, as specified in the prompt on the DT.

Wasting a Supply

Waste a supply when the medication is no longer needed, the medication changed, or any number of other situations that may arise, or are mandated by your facility. Follow these steps to waste a supply.

1. Select a patient from the list of DT patients.
2. Select the Usage tab.
3. Choose the item you want to waste, then select the Waste icon.



- When the Waste window opens, select a reason for waste.

Waste
✕

Please select a reason.

- *Dose < qty dispensed
- Allergy/Adverse reaction
- Cancelled/Rescheduled case
- Contaminated medication
- Different route given
- Dose < than dispense qty
- Dropped Medication

Supply

- furosemide
- LASIX
- 1 TAB
- 20MG
- U/D
- Legend
- NDC**

Enter Quantity:

✕
TAB

Enter

- Enter the quantity you are wasting, and select **Enter**.
- Waste the item per facility instructions
- When the Usage tab returns, note that the name of the person who wasted the supply, the quantity wasted, and the date of the wasting appear.

Patient Dispensing		MEDSELECT in MedSelect Flex		Admin, Admin		12:36 pm Mar 31	
DT Patients		MedOrders	Override	KGs	Usage	Dispense Verification	
Generic/Trade	Size/Strength/Form	MedOrder/User	Qty	Status	Event Date		
furosemide LASIX	1 TAB 20MG U/D	0128 Admin, Admin	1	Dispensed	27-Mar 01:04 PM		
		Admin, Admin	1	Wasted	30-Mar 04:38 PM		

Returning Supplies with More Than One Drawer

When returning a supply, the Return Drawer browser opens when there is more than one return drawer at the DT.

1. Select a location.
2. Select **Open** to open the drawer. The Position Type column may be:

Return Drawer	A return drawer that is connected to the retrieve drawer or a return position designated virtually
Original position	If the medication is allowed to be returned to its original position (non-UDM positions)
Patient-Specific	If the medication is patient specific and there is a position at this DT assigned to the selected patient

Returning and Wasting in Offline Mode

Returning and wasting supplies in offline mode is similar to performing the same tasks in online mode, except you choose the item you want to return or waste from the Med/Supply Browser instead of the Usage tab. When you return or waste an item in offline mode, the item is marked as unknown. When the DT returns to online mode, an administrator must adjust any unknown transactions by assigning the item to a patient record, as follows.

1. Select a patient from list of DT patients.
2. Click Override.
3. Select the supply to be returned or wasted.
4. Select **Return** or **Waste**.
5. Return/Waste the supply.

12 - Retrieving

Pharmacy personnel (or other authorized users) retrieve your returned items in order to restock them for re-dispensing, or return them to the pharmacy.

Retrieving Supplies

When you return a supply, you place it in the return drawer. When retrieved, the supply may be returned to stock, may be wasted, or may be returned to the pharmacy.

Only users with retrieve privileges may retrieve supplies. Refer to the *AWS User Guide* for details on assigning user privileges.

If a witness is required, s/he must log in. Refer to the

AWS User Guide for information on witness rights.

Perform the following to retrieve supplies.

1. Select **Restock** from the Navigation Menu (“hamburger” icon) to open the Restock tab window.
2. Select the Retrieve tab to see all retrieve positions across the top of the window.
3. The first retrieve position may already be selected. Select the Retrieve position to be emptied.
4. Select the **Open** button for the retrieve position, and both the return and retrieve drawers open.

Note: *this isn't necessary if the position is configured as a virtual return retrieve.*

Generic Name ↓	Trade Name	Size Strength	Schedule Form	NDC Item Code	Quantity	Scanned
abiximab & injection	REOPRO injection	1 each 10 mg/5 mL	Legend injection	ABCI10	1	0
acetaminophen chew tablet	TYLENOL tablet	1 each 80 mg	Legend chew tablet	A80CHEW	1	0
acetaminophen oral solution	TYLENOL oral solution	1 each 40 mg/1.25 mL	Legend oral solution	APAP40SOLN	1	0
ampicillin injection	ampicillin injection	1 each 500 mg	injection	AMP500D	1	0
vancomycin in NaCl 0.9% bag	vancomycin in NaCl 0.9% bag	1 each 2 gm/250 mL	bag	VANI2000	1	0

5. If the quantity displayed on the Retrieve window and quantity in the drawer match, you may empty the retrieve drawer contents in any of 3 ways:

- Scan each supply while removing them
 - Select each supply and click **Empty**
 - Select **Empty All** (as configured in AWS) and remove the supplies from the retrieve drawer.
6. If scanning each supply from the drawer. The scanned quantity will reflect the scan(s).

7. If the supply cannot be scanned, the supply may be retrieved manually. Select the supply in the list to show the Empty button. Clicking the **Empty** button will record the retrieval for all contents for this supply only.

Generic Name	Trade Name	Size Strength	Schedule Form	NDC Item Code	Quantity	Scanned
abxiximab & injection	REOPRO injection	1 each 10 mg/5 mL	Legend injection	ABCI10	1	0
acetaminophen chew tablet	TYLENOL tablet	1 each 80 mg	Legend chew tablet	A80CHEW	1	0
acetaminophen oral solution	TYLENOL oral solution	1 each 40 mg/1.25 mL	Legend oral solution	APAP40SOLN	1	0
ampicillin injection	ampicillin injection	1 each 500 mg	injection	AMP5000	1	0
vancomycin in NaCl 0.9% bag		1 each			1	0

8. If the supply remaining has a quantity that does not match the drawer contents, select the supply in the list to show the **Adjust** button. Clicking the Adjust button will display the Adjustment window to provide the actual quantity of the supply in the retrieve drawer.

Entering a different quantity will create a discrepancy associated with the retrieve event. This could result from a user that did not return the correct quantity to the return drawer, or from a user that did not retrieve the correct quantity from the retrieve drawer.

9. Clicking the **View returns** button will list all returns of the supply to the return drawer, including date, time, and the user.
10. Click the **Empty All** button to remove and record all retrieved supplies remaining in the drawer. The **Empty All** button is only available if the *Allow Retrieve All* setting is turned on in the AWS Department Maintenance function.

Adjusting a Retrieve Drawer Count

The User Count window opens when you select **Adjustment** on the Retrieve Drawer Inventory window. Use the adjustment functionality when the count from the retrieve drawer does not match what is displayed on the Retrieve Drawer Inventory window.

1. Enter the amount counted in the retrieve drawer in the Actual Quantity box and select **Enter**.
2. Select the close icon to return to the Retrieve window.

Adjustment

Arx-NICU-DM Drawer 1-5 R
acetaminophen oral solution
TYLENOL oral solution
1 each
40 mg/1.25 mL
oral solution

9999464005
APAP40SOLN

Actual Quantity:
x

Enter

1 each
500 mg injection AMP500D

1 each

7 8 9
4 5 6
1 2 3
. 0 X
Hide

Restocking/Auditing Without Login Ability

You may audit or restock a DT when you do not have login rights to the DT.

If you have only audit rights, when you log in, the Audit window appears automatically. Similarly, when you have only restock rights, the Restock window appears. However, if you have both audit and restock rights, without dispense rights, the Restock window appears automatically.

13 - Restocking

Restocking Supplies

When a supply is dispensed, it is assumed it will be administered. However, sometimes the patient refuses it, or a nurse may have another reason to return and restock the supply.

Only users with restock privileges may restock supplies (refer to the *AWS User Guide* for more information on user privileges). Depending on your setup, a witness may be required to access the Restock window (refer to Department Maintenance, in the *AWS User Guide* to specify a witness login is required).

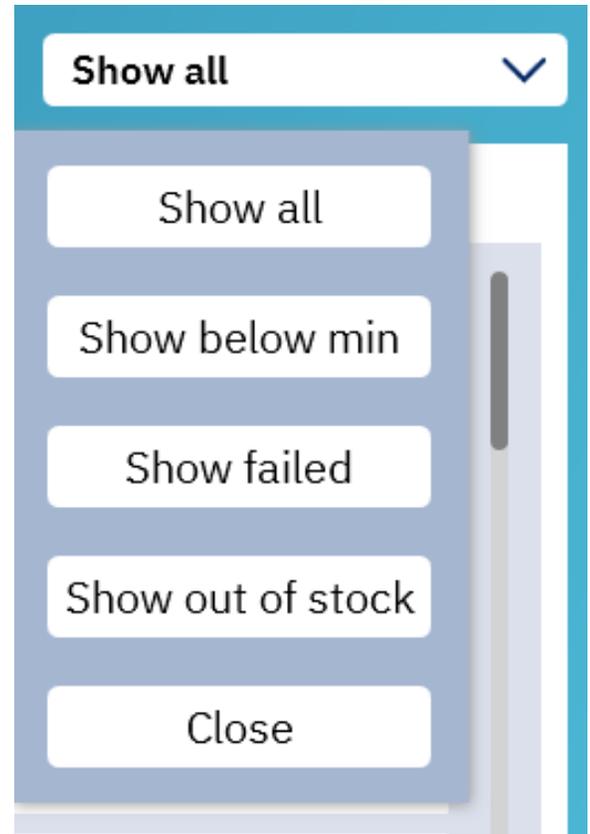
Restocking Standard Drawers

1. Select **Restock** from the main Navigation Menu (“hamburger” icon) to open the Restock window.

Supply (generic name)	Position	Status	Qty	NDC	Lot #	Expiration
naloxone injection NARCAN injection 0.4 mg/1 mL / injection NALLA	Arx-NICU-DM Drawer 1-3 C		15	0409121501		
acetaminophen oral solution TYLENOL oral solution 40 mg/1.25 mL / oral solution APAPINOSOLN Legend	Arx-NICU-DM Drawer 1-4 A		23	9999464005		
0.9% NaCl (mini-bag plus) bag(FLR STOCK) 0.9% NaCl (mini-bag plus) bag 100 mL / bag MBPLUS100 Legend	Arx-NICU-DM Drawer 1-4 B	Failed	28	0338055310	my lot	04-04-2010
erythromycin ophthalmic ointment ILOTYCIN ophthalmic oint 1 gm / ophthalmic oint ERYEOPED	Arx-NICU-DM Drawer 1-4 C	Below min	4	4810200811		04-30-2017
0.9% NaCl (mini-bag plus) bag(FLR STOCK) 0.9% NaCl (mini-bag plus) bag 100 mL / bag MBPLUS100 Legend	Arx-NICU-DM Drawer 1-4 D		101	0338055318	89us4	01-25-2020
racipinephrine 2.25% nebulizer solution MICRONEPHRIN or S2 nebulizer solution 2.25% / nebulizer solution RACB	Arx-NICU-DM Drawer 1-6 A	Out of stock	0	0487590199		03-30-2017
lidocaine/prilocaine 2.5-2.5 % cream EMLA cream 5 g / cream	Arx-NICU-DM Drawer 1-7 A	Out of stock	0	0168035755		

2. If desired, select a column header to sort the information on the browser. By default, the positions are sorted by Supply or Position, based on the AWS department sort setting for the Restock Window.

3. The position list may be filtered by selecting a filter on the top right of the restock window.
 - Show All – Shows all positions at this station
 - Show below min – Shows all positions that are below minimum
 - Show failed – Shows all positions that are marked as failed
 - Show out of stock – Show all positions that are out of stock
 - Close – Closes the popup menu



4. Select the position you want to restock.

The position row is highlighted and a green Open icon appears.

Supply (generic name)	Position	Status	Qty	NDC	Lot #	Expiration
naloxone injection NARCAN injection 0.4 mg/1 mL / injection NALL4	Arx-NICU-DM Drawer 1-3 C		15	0409121501		
acetaminophen oral solution TYLENOL oral solution 40 mg/1.25 mL / oral solution APAP40SOLN Legend	Arx-NICU-DM Drawer 1-4 A		23	9999464005		
0.9% NaCl (mini-bag plus) bag(FLR STOCK) 0.9% NaCl (mini-bag plus) bag 100 mL / bag MRPI1R100	Arx-NICU-DM Drawer 1-4 B	Failed	28	0338055318 mylot		04-04-2018

When you restock a count remaining item, a window like that shown below appears, and the system prompts you to count the position contents.

5. After counting, select **Enter** and proceed to restock.

The screenshot shows a software interface for a Display Terminal (DT). At the top, it says "Count Remaining" with a "Re-open" button. Below this, the "Supply" section lists: "midazolam injection", "VERSED injection", "2", "2 mg/2 mL", "injection", and "Sched 4". The "Position" is "Arx-NICU-DM Drawer 1-2 A" and "Status" is blank. The "Quantity" section is empty. Below that, "NDC" is "0409230517" and "Lot #" is blank. The "Nearest Expiration" is "02-01-2017". To the right of the "Status" field is a text input field labeled "Enter quantity in position:" with a small "x" icon. At the bottom right of the main window is a green "Enter" button. Below the main window is a numeric keypad with buttons for digits 0-9, a decimal point, a backspace key, and a "Hide" button.

Restocking Using a Barcode Scanner

1. Log in to the DT. If you only have the restock access right but not the DT login right, the Restock window displays.

Note: Select **Restock** if the *Patient Browser* displays when you log in.

2. Scan the barcode on the supply you want to restock. The Stock Amount window displays with the correct position. If the supply is stocked in multiple positions, a window will open asking you to select the position to restock.

Note: if you scan a supply barcode, but the barcode is not registered in the system, a prompt asks if you want to register the barcode. Select **Yes**. The Barcode Registration window opens. Follow the steps described in "Registering Barcodes for Restocking".

3. Provide a quantity and select **Stock Amount**, then, as necessary, provide the lot number and/or earliest expiration date.

Adjusting a Stock Amount

Use Restock to verify and change the quantity of a supply in a drawer or unit dose bin.

Perform the following to adjust a stock amount.

1. Select a position on the Restock window and select the green Open Position icon as shown in the second picture to open the Stock Amount window.

The screenshot shows the Restock window with the following data:

Generic ↑ / Trade	Position	Status	Qty	NDC	Lot #	Expiration
5% dextrose/0.45% nacl 1000ml D5% /0.45% NS 1000ML D5/1/2 NS / INFUS 5D4 Legend	Supply Cabinet Position 504	Out of stock	0			09/30/2009
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 3 Bin 3	Out of stock	0		1234	
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 4 Bin 3	15	15		2233	04/10/2023

The screenshot shows the Restock window with the same data as the first screenshot. The second row is highlighted in blue, and a green Open Position icon is visible in the bottom right corner of its row.

2. Select **Adjust**

3. If your Department Maintenance settings include the Audit Failed Position option, a window would appear and you would be required to do an audit. Refer to the Auditing section of this manual.

4. Type in the Actual Quantity of the contents and select **Enter**. If your count does not match the system count, a discrepancy will be created.
5. Select **Unload** to remove supplies that you may want to Unload, and select **Expire** if you want to remove Expired items.
6. Select **Stock amount** to restock supplies to the proper count. .
7. Select **Maximize** if you want to maximize the quantity identified on the Stock Amount window.
8. Enter the Lot number and earliest expiration.

- Select the Close icon to return to Restock.

< FLEX TOWER Door 3 Bin 3
↗
✕

Supply
70% alcohol
ISOPROPYL ALCOHOL
70%
bottle
1 EACH

Schedule
OTC

Item Code
70alc

NDC

Current Quantity Adjust
0

Min Quantity
1

Max Quantity
5

Amount
 Maximize

Lot #
 ✕

Nearest Expiration
 ✕

Unload amount
Expire amount
Stock amount

Adjusting a Drawer Count

The User Count window opens when you select **Adjust** on the Stock Amount Browser. It is used when the count from the drawer does not match what is displayed on the Stock Amount window.

< FLEX DM Drawer 2-6 C
↗
✕

Supply
acetaminophen
TYLENOL
650MG
U/D
1 EACH

Schedule
OTC

Item Code
APAP600R

NDC

Current Quantity Adjust
14

Min Quantity
5

Max Quantity
20

Amount
 Maximize

Lot #
 ✕

Nearest Expiration
 ✕

Unload amount
Expire amount
Stock amount

1. Enter the amount counted in the drawer in the Actual Quantity box, and select **Enter**.

Adjustment ✕

FLEX DM Drawer 2-6 C

acetaminophen
TYLENOL
1 SUPP
U/D
U/D

Actual Quantity:
 ✕

APAP600R

Enter

2. Select **Stock Amount** to add any quantity needed, and enter a lot number and expiration date.

< FLEX DM Drawer 2-6 C 🔄 ✕

Supply acetaminophen TYLENOL 650MG U/D 1 EACH	Current Quantity 12 Adjust
Schedule OTC	Min Quantity 5
Item Code APAP600R	Max Quantity 20
NDC	Amount <input type="text"/> ✕ Maximize
	Lot # <input type="text" value="22222"/> ✕
	Nearest Expiration <input type="text" value="12/30/2030"/> ✕

Unload amount **Expire amount** **Stock amount**

3. Select the Close icon to return to the Inventory window as shown below. The correct inventory amount will be displayed.

Restock MEDSELECT in MedSelect Flex Admin, Admin 04:03 pm Apr 08

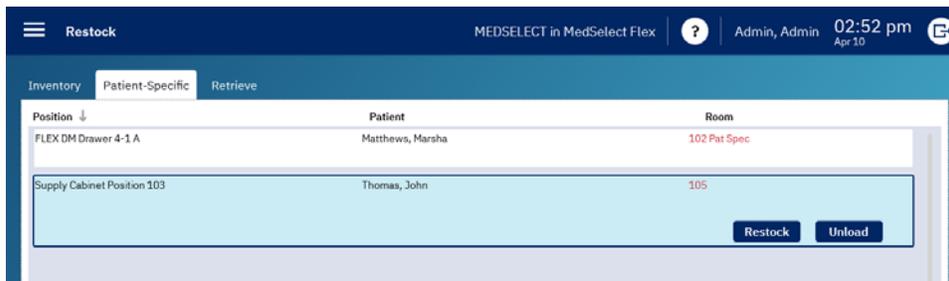
Inventory Patient-Specific Retrieve ✕ Show all

Generic ↑ / Trade	Position	Status	Qty	NDC	Lot #	Expiration
5% dextrose/0.45% nacl 1000ml D5% /0.45%NS 1000ML D5/1/2 NS / INFUS 504 Legend	Supply Cabinet Position 504	Out of stock	0			09/30/2009
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 3 Bin 3		5		1234	03/10/2025
70% alcohol ISOPROPYL ALCOHOL 70% / bottle 70alc OTC	FLEX TOWER Door 4 Bin 3		15		2233	04/10/2023
acetaminophen TYLENOL 325MG / U/D APAP325BLABS OTC	FLEX DM Drawer 2-3 C		4		5111148893	12/30/2012
acetaminophen TYLENOL 650MG / U/D APAP600R OTC	FLEX DM Drawer 2-6 C		15		22222	12/30/2030 🔄

Restocking Patient-Specific

Restocking patient-specific is different than restocking standard drawers because no count is required.

1. In Restock, select the Patient-Specific tab.
2. Select a position to open the drawer.
3. Select **Restock** to restock supplies.
4. Select **Unload** to remove supplies.



5. Select the Navigation Menu (“hamburger” icon) icon to return to the Navigation Menu (“hamburger” icon).

Registering Barcodes for Restocking

When you scan a barcode and the scan does not match a registered barcode within the system, a prompt asks you to register the barcode.

1. Select **Yes**.

Restock

Barcode not recognized: 04100257. Would you like to register this new barcode?

Yes

No

- Select the product that will be associated with the scanned barcode.

Note: Select the highlighted **Back** button to return to the Restock window.

< Barcode Registration

Generic Name Trade Name	Size Strength	Schedule Form	NDC Item Code
P			
*PT MED - REFRIGERATED	1 EA	Sched 6	
*Refrigerated Pharmacy Doses		N/C	6526
A			
ACEBUTOLOL (CAP)	1 EA	Legend	
SECTRAL (CAP)	400MG	CAP	3028
ALBUMIN 5%	50 ML	Legend	
ALBUMINAR-5 5%	2.5GM/50MLINJ		1637
ALBUTEROL	30 ML	Legend	
PROVENTIL	2MG/5ML	SYRUP	60
ALBUTEROL INH bullet	0.5 ML	Sched 6	
PROVENTIL INH bullet	2.5MG/0.5MLINHALATION		6765
ALPRAZOLAM (TAB)	1 EA	Sched 4	
XANAX (TAB)*	0.25 MG	TAB	2735
ALPRAZOLAM (TAB)	1 EA	Sched 4	
XANAX (TAB)	0.5MG	TAB	2736
AMOXICILLIN/K CLAVULANATE (TAB)	1 EA	Legend	
AUGMENTIN (TAB)	875MG	TAB	5395
AMPHETAMINE MIXTURE (TAB)	1 EA	Sched 2	
ADDERALL (TAB)	10MG	TAB	6281
AMPHOTERICIN B LIPID (INJ)	50 ML	Legend	
AMPHOTEC (INJ)	100MG/50MLVIAL		5731
AMPICILLIN/NSS (IV)	100 ML	Legend	

- Select **Register** to register the barcode

< Barcode Registration

Generic Name Trade Name	Size Strength	Schedule Form	NDC Item Code
P			
*PT MED - REFRIGERATED	1 EA	Sched 6	
*Refrigerated Pharmacy Doses		N/C	6526
A			
ACEBUTOLOL (CAP)	1 EA	Legend	
SECTRAL (CAP)	400MG	CAP	3028
ALBUMIN 5%	50 ML	Legend	
ALBUMINAR-5 5%	2.5GM/50MLINJ		1637
ALBUTEROL	30 ML	Legend	
PROVENTIL	2MG/5ML	SYRUP	60
ALBUTEROL INH bullet	0.5 ML	Sched 6	
PROVENTIL INH bullet	2.5MG/0.5MLINHALATION		6765
ALPRAZOLAM (TAB)	1 EA	Sched 4	
XANAX (TAB)*	0.25 MG	TAB	2735
ALPRAZOLAM (TAB)	1 EA	Sched 4	
XANAX (TAB)	0.5MG	TAB	2736
AMOXICILLIN/K CLAVULANATE (TAB)	1 EA	Legend	
AUGMENTIN (TAB)	875MG	TAB	5395
AMPHETAMINE MIXTURE (TAB)	1 EA	Sched 2	
ADDERALL (TAB)	10MG	TAB	6281
AMPHOTERICIN B LIPID (INJ)	50 ML	Legend	
AMPHOTEC (INJ)	100MG/50MLVIAL		5731
AMPICILLIN/NSS (IV)	100 ML	Legend	

4. Select **Yes** if the barcode will be used both for restocking and dispensing.

- OR -

Select **No** if the barcode will be used only for restocking.

Note: After a selection is made, the application automatically returns to the Restock window.

Restock

Should this barcode be used for dispensing? If not, it will only be used for restocking.

Yes

No

Restocking/Auditing Without Login Ability

You may audit or restock a DT when you do not have login rights to the DT.

If you have only audit rights, when you log in, the Audit window appears automatically. Similarly, when you have only restock rights, the Restock window appears.

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