

MedSelect™ Nursing WorkStation User Guide

v8.4.5



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Safety Conventions

The following safety conventions are used throughout this manual:

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

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

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



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

Typographic Conventions

bold italic

The names of buttons appear in bold italic Times New Roman or Arial. For example, selecting ***Back*** instructs the user to click/touch on the Back button on the window.

italic

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

SMALL CAPS

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

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Notes:

Introduction

The MedSelect Nursing WorkStation (NWS) from ARxIUM is an integrated hardware and software solution designed to simplify and streamline the routine of dispensing medication for nursing staff.

The NWS is a companion application to the MedSelect Administrative Workstation (AWS) and Display Terminal (DT) pharmacy management tools. The NWS prevents bottlenecks at the DT by allowing nursing staff to queue and track patient dispenses, log and resolve wastes and discrepancies, and pull reports remotely.

This manual describes the user interface of the NWS and provides instructions for performing these tasks, as well as managing NWS user access for supervisors and administrators.

This introduction describes the following:

- How to Use This Manual

- Hardware and Software Requirements
- Other Resources

How to Use This Manual

ARxIUM recommends reading the entire NWS User Guide before you begin using the NWS. Chapters are organized corresponding to the different windows available in the NWS, and individual tasks are presented as numbered lists within these chapters.

Chapter contents are as follows.

Chapter	Description
Introduction	Overview of the MedSelect NWS and its documentation.
Accessing and Navigating NWS	Introduction to logging on and off of the NWS and using its basic interface.
Viewing Patient Dispenses	Description of the Patient List feature of the NWS and its ability to display patient dispense profiles, queue orders, and log wastes and returns.
Generating Reports	Description of reports available through the NWS.
Managing Users	Description of user management features of the NWS available to System Administrators and other qualified users.S.
Managing Discrepancies	Description of discrepancy tracking, annotation, and resolution capabilities of the NWS.
Index	Alphabetical list of topics in this document and their page numbers.

Hardware and Software Requirements

You can install the NWS on a computer that is on the same network as the MedSelect System server. The machine must meet the following specifications.

Components	Description
Microprocessor	80486 or higher.
RAM	1 GB or higher. Performance increases with more memory.
Video monitor	15" or larger (best on 19" with 1600 x 900 resolution). Minimum resolution 1024 x 728.
Operating System	Microsoft Windows 7, 32 or 64 bit.
Input/Output	Keyboard and mouse, or touchscreen.

You must configure the NWS at the AWS before using the NWS for the first time. Refer to the *MedSelect Administrative WorkStation User Guide* for details.

Other Resources

Other resources that may be useful in understanding the NWS are as follows.

Resources	Description
MedSelect Administrative WorkStation (AWS) User Guide	Instructions for using the AWS to configure the MedSelect system, including the NWS environment. Explains how to add new users and assign their access rights in NWS.

Resources	Description
MedSelect Display Terminal (DT) User Guide	Instructions for using the DT to monitor medication supply inventory, dispense medication, and authorize the user to waste or return unused items.
NWS Online Help Panels	User notes placed under question marks in the NWS interface. See Navigational and Informational Buttons on page 10 for more information.

MedSelect customer support is available 24 hours a day, 7 days a week, 365 days a year. If you have questions about the MedSelect system that this document or other MedSelect documentation does not answer, contact the MedSelect Customer Support Center at 1 800 508 4576.

Accessing and Navigating NWS

You must familiarize yourself with certain basic access, layout, and navigation principles before you start using the NWS.

This chapter covers the following topics to help you with this orientation:

- Logging in
- Navigating NWS
- Logging out
- Exiting NWS

Logging in

To log in to the NWS application, first open the application from the Start menu or double-click the program icon on your desktop.

A login window opens.

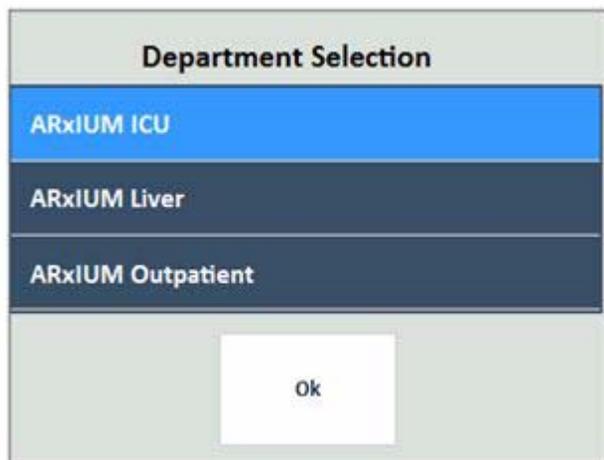


The image shows a login window for ARxIUM. At the top, the text "ARxIUM" is displayed in a dark blue header. Below this is the ARxIUM logo, which consists of the letters "ARxIUM" in a stylized font with a red "x" and a blue swoosh underneath. Below the logo is the text "Innovative Pharmacy Solutions". There is a white rectangular input field above a dark blue horizontal bar. Below the bar is a grey header with the text "Please Login". Underneath this header are two input fields: "User ID:" and "Password:". Each input field has a small keyboard icon on the right side. At the bottom of the window are three buttons: "Exit", "Clear", and "Ok".

Type in your four-digit MedSelect card ID or user ID, and password, using either the actual or virtual keypad. See Virtual Keyboard and Keypads on page 11 for more information about the touchscreen-based keyboard and keypad.

Click or touch **OK**, or press **Enter**.

Depending on how your MedSelect system is set up, and whether you are working in a virtual desktop environment or on a PC set up and dedicated to NWS, you can choose a department when MedSelect displays a window like the one shown below. The department you choose is associated with all the functions you perform during the login session.



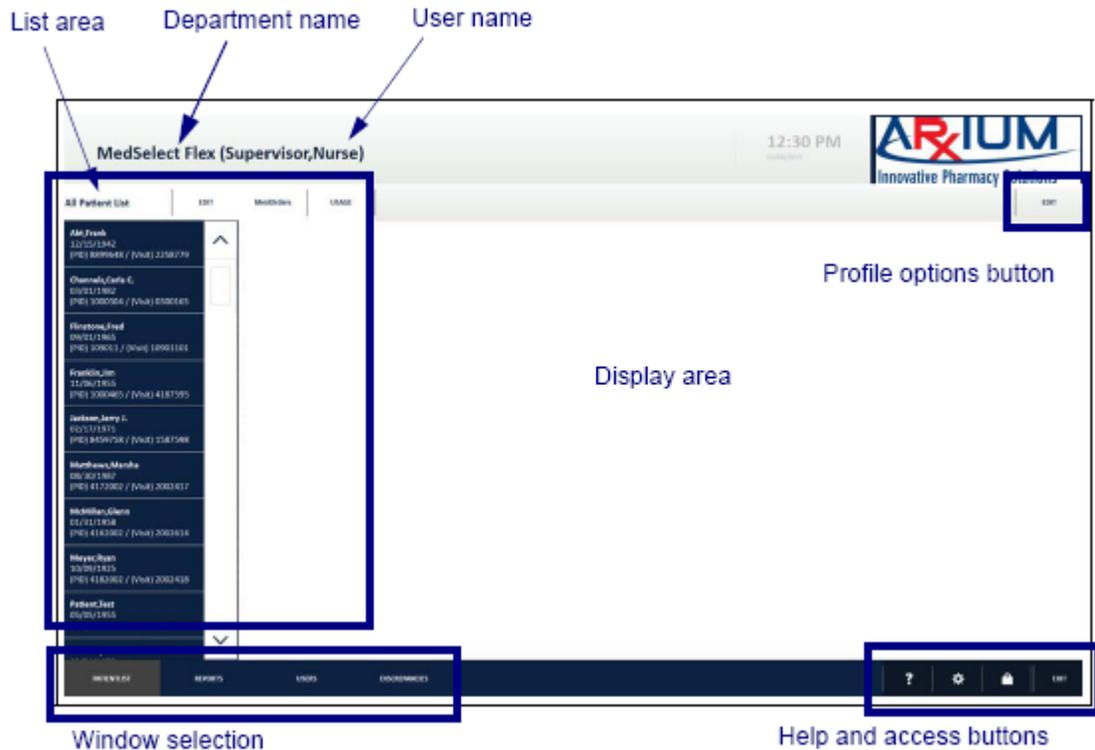
Note: The list of available departments is based on the departments to which you are assigned. If you are only assigned to a single department, the Department Selection window does not appear.

Navigating NWS

To navigate NWS, you need to understand its shell layout, its buttons, and its touchscreen capabilities.

Window Shell Layout

NWS windows share the same shell layout. This layout makes navigating the application easy to learn and carry out. The parts of any NWS window appear as follows.



The overall areas in the window shell are defined as follows.

NWS Shell Area	Description
User name	Name of currently logged-in user in last name first format.
Window selection	Tabbed links to the four windows available in the NWS. The third selection, Users, only appears for System Administrator users and other selected user groups configured at the AWS.
List area	Tabbed lists of patients, reports, medications, or users, depending on the window selected.
Display area	Detailed display of information corresponding to the item selected in the list area.
Profile options button	Edit button appearing only on Patient List page that allows you to toggle display between orders due for a patient and all orders in the department; or between all usage for a patient, and taken orders without wastes or returns.
Help and access buttons	Buttons for logging in and out, requesting help, setting date ranges for reports, and exiting NWS.

Window Selections

Each of the four windows you can select from the bottom left of any page, provides specific kinds of information and management capabilities, as follows.

NWS Window	Functionality
Patient List	Catalogs patients in the nursing coverage area in sortable order and lists medications queued for or dispensed to selected patients. Tracks and records data on wasted or returned medication.
Reports	Provides Patient Usage, Nurse Usage, Inventory Summary, Below Minimum, Discrepancy, and Scanner Verification reports for the nursing coverage area.

NWS Window	Functionality
Users	Allows maintenance of MedSelect NWS users and their accounts. The Users tab only appears for System Administrator users and other selected user groups configured at the AWS.
Discrepancies	Allows tracking and resolution of medication count discrepancies in the coverage area.

The first of these windows, Patient List, appears as the default display when you first log in to the NWS.

Navigational and Informational Buttons

The buttons that appear in NWS windows allow you to navigate through the application and access help panels, as follows.

Button	Function and Operation
	<p>Scroll up or down.</p> <p>Click or touch the up or down arrows next to a list to scroll up or down the list.</p>
	<p>Open a drop-down list.</p> <p>Click or touch a down arrow next to an option to open a drop-down menu.</p>
	<p>Minimize or maximize list.</p> <p>Click or touch an encircled down arrow to minimize a list of MedOrders, and click or touch an encircled up arrow to maximize a hidden list of MedOrders.</p>

Button	Function and Operation
	<p>Access help.</p> <p>Click or touch the question mark button at the lower right of any page to reveal a set of individual help icons on the screen.</p>
	<p>Access individual help.</p> <p>Click or touch a blue question mark anywhere on a page to display specific help panels explaining the area where the marker is located.</p>
	<p>Access settings.</p> <p>Click or touch the gear button at the lower right of any page to set certain parameters for various displays. Currently, this function is not implemented except to set date parameters for reports.</p>
	<p>Log out.</p> <p>Click or touch the padlock button at the lower right of any page to log out. A new login window appears, but NWS does not close.</p>
	<p>Exit NWS.</p> <p>Click or touch the EXIT button at the lower right of any page to close the NWS application.</p>

Virtual Keyboard and Keypads

Because the buttons, icons, and menus in the NWS are large and easy to read, you can use a touchscreen to easily navigate the application using the virtual keyboard and keypads. You can also use the virtual keyboard and keypads with the mouse.

To activate the virtual keyboard, click or touch the keyboard icon at the right of a text box,

such as in the login user name and password boxes.

Click or touch...	To see...
 <p>in a text field</p>	

Click or touch the keys on the virtual keyboard just as if you were typing, and the characters appear in the text box at the top. When you are finished, click or touch ***Enter***.

If you click or touch the keyboard icon at the right of a field that requires numeric data, such as in the card number box, a numeric keypad appears, as follows.

Click or touch...	To see...
<div data-bbox="674 493 761 557" data-label="Image"> </div> <p data-bbox="552 586 789 614">in a numeric field</p>	<div data-bbox="922 493 1212 965" data-label="Image"> </div>

Click or touch the keys on the virtual keypad just as if you were typing, and the numbers appear in the text box at the top. When you are finished, click or touch **OK**.

Finally, date field boxes include a virtual keyboard icon at the right of each box, with which you can open a date chooser keypad, as follows.

Click or touch...	To see...
 <p data-bbox="201 574 386 600">in a date field</p>	

In the date chooser keypad, you can click or touch the **Show Day** button to see an extension of the date chooser. Months, days, and years are automatically punctuated with slashes when you use the keypad. If you do not click or touch **Show Day** and select a day

of the month, the default day is the last day of the month you choose.

Click or touch...	To see...																																																																
<div data-bbox="265 453 458 513" style="background-color: #333; color: white; padding: 5px; text-align: center; font-weight: bold;">Show Day</div>	<div data-bbox="536 456 1358 1315" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #eee; padding: 5px;">End Date</div> <div style="background-color: #eee; padding: 5px;">09/12/2014</div> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> Month Year </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>01</td><td>02</td><td>03</td><td>04</td> <td>2012</td><td>2013</td><td>2014</td><td>2015</td> </tr> <tr> <td>05</td><td>06</td><td>07</td><td>08</td> <td>2016</td><td>2017</td><td>2018</td><td>2019</td> </tr> <tr> <td>09</td><td>10</td><td>11</td><td>12</td> <td>2020</td><td>2021</td><td>2022</td><td></td> </tr> </table> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="background-color: #333; color: white; padding: 10px 20px; border-radius: 5px;">Show Day</div> <div style="background-color: #333; color: white; padding: 10px 20px; border-radius: 5px;">Cancel</div> <div style="background-color: #333; color: white; padding: 10px 20px; border-radius: 5px;">Enter</div> </div> <div style="text-align: center; margin-bottom: 10px;">Day</div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>01</td><td>02</td><td>03</td><td>04</td><td>05</td><td>06</td><td>07</td><td>08</td><td>09</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td> </tr> <tr> <td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> </div>	01	02	03	04	2012	2013	2014	2015	05	06	07	08	2016	2017	2018	2019	09	10	11	12	2020	2021	2022		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
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Clicking or touching a month, day, and year, populates and formats the date in the box at the top of the keypad as DD/MM/YYYY. When you are finished, click or touch **Enter**.

Logging out

To log out of the NWS, click or touch the padlock button at the lower right of any page. The current session ends, and a new login window appears.

You should log out after you finish your task to ensure your account is not associated with another user's actions. If you do not log out after you finish your task, the system logs you out automatically after several minutes.

Exiting NWS

To exit the NWS application, click or touch the **EXIT** button at the lower right of any page.

Managing Patient Dispenses

You can view a list of patients, queue and view dispenses, and log medication wastes or returns through the Patient List window of the NWS. The Patient List provides information about all the patients assigned to the user or in the entire department.

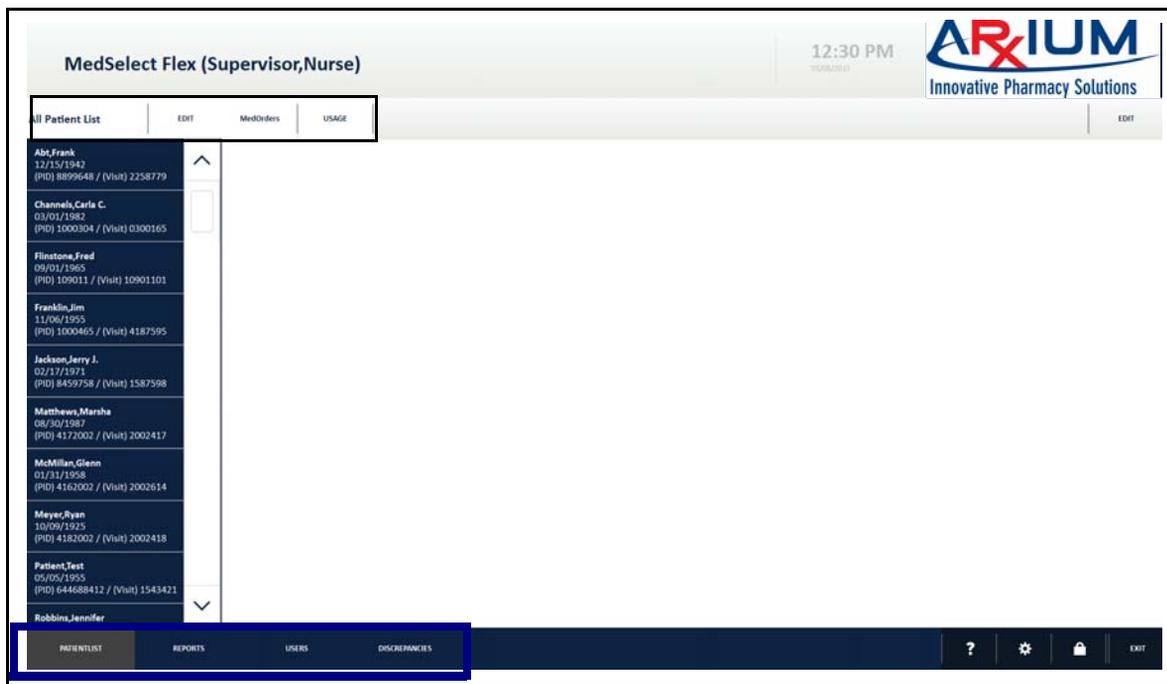
This chapter covers the following topics:

- Accessing the Patient List Window
- Sorting and Filtering the Patient List
- Viewing and Queueing MedOrders
- Viewing and Filtering a Patient's Usage Record
- Wasting and Witnessing

Accessing the Patient List Window

The Patient List window appears by default when you log in.

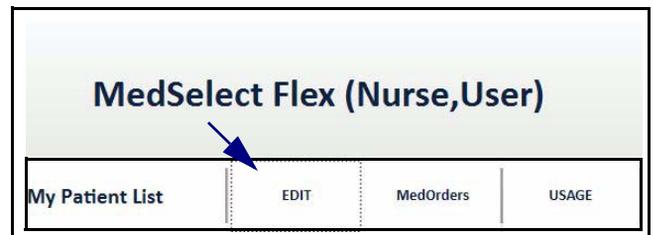
If you ever leave the Patient List window, you can return at any time by clicking or touching the PATIENTLIST tab at the bottom left of the NWS interface shell.



To use this window, you must first sort and filter the patient list and then select a patient whose MedOrders and usage you want to examine or act on.

Sorting and Filtering the Patient List

To sort the patient list, click or touch the EDIT tab at the top of the list.



A Patient List Options window opens indicating that by default you are sorting all patients in the department. Sort criteria appear along the left side of the window, as well as a **Cancel** button to quit the sort or filter operation.

MedSelect Flex (Supervisor,Nurse)

All Patient List

Abt, Frank
12/15/1942
(PID) 8899648 / (Visit) 2258775

Channels, Carla C.
03/01/1982
(PID) 1000304 / (Visit) 0300165

Flinstone, Fred
09/01/1965
(PID) 109011 / (Visit) 1090110

Franklin, Jim
11/06/1955
(PID) 1000465 / (Visit) 4187595

Jackson, Jerry J.
02/17/1971
(PID) 8459758 / (Visit) 1587598

Matthews, Marsha
08/30/1987
(PID) 4172002 / (Visit) 2002417

McMillan, Glenn
08/13/1958

Patient List Options

By Last Name

My Patients

By First Name

All Patients (Dept.)

Patient ID

Manage My Patients List

Visit Number

DOB

Cancel

Click or touch one of the first five buttons on the left to select one of the sort criteria. Sort criteria are as follows.

Sort criterion	Description
By Last Name	Sort alphabetically by patient last name. Default selection.
By First Name	Sort alphabetically by patient first name.
Patient ID	Sort in ascending order by patient number, a number unique to each patient across visits.
Visit Number	Sort in ascending order by visit number, the number assigned to a patient when checked into a hospital, used to tie together all treatment and billing information for a single visit.
DOB	Sort chronologically by patient date of birth.
Room Number	Sort alphabetically by the patient's room and bed.

Here patients are sorted by visit number.

MedSelect Flex (Supervisor,Nurse)

All Patient List

McMillan,Glenn 01/31/1958 (PID) 4162002 / (Visit) 2002614	By Last Name	My Patients
Tinker,Terrence 06/22/1964 (PID) 6623002 / (Visit) 2003266	By First Name	All Patients (Dept.)
Abt, Frank 12/15/1942 (PID) 8899648 / (Visit) 2258779	Patient ID	Manage My Patients List
Robbins, Jennifer 09/21/1973 (PID) 0209003 / (Visit) 3009020	Visit Number	
Thomas, John 05/18/1951 (PID) 2226633 / (Visit) 3366222	DOB	
Franklin, Jim 11/06/1955 (PID) 1000465 / (Visit) 4187595	Cancel	
Thomas, Sandy		

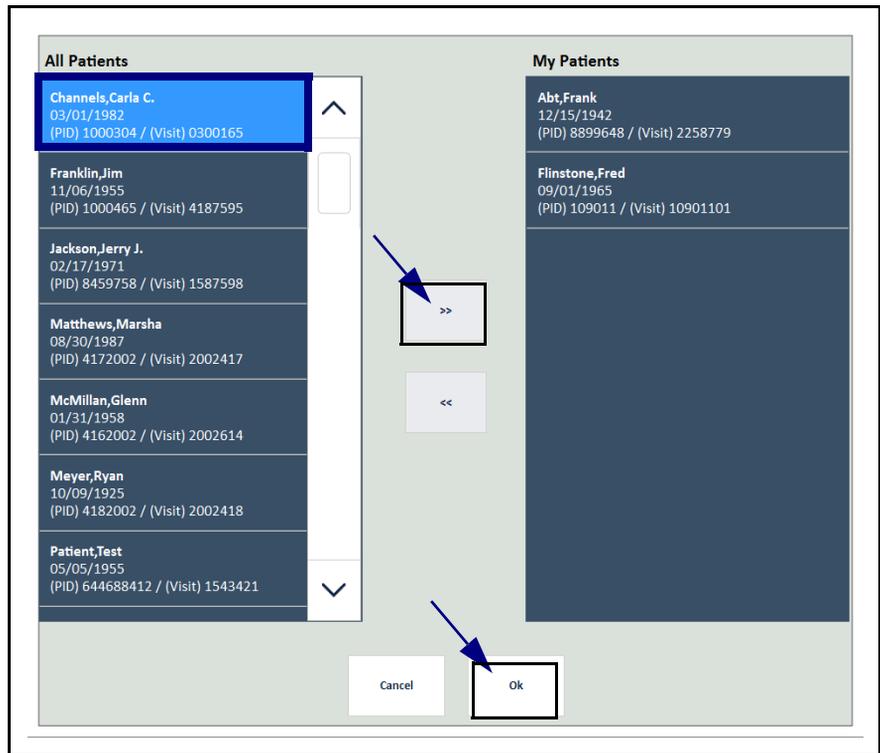
Patient List Options

By Last Name	My Patients
By First Name	All Patients (Dept.)
Patient ID	Manage My Patients List
Visit Number	
DOB	
Cancel	

The default view of the sorted patient list, as shown in the Patient List Options window, is all patients in your department. You can filter the sorted list to show only the patients assigned to you as a user by clicking or touching the ***My Patients*** button in the Patient List Options window. You can switch back to the view of all patients in the department by clicking or touching ***All Patients (Dept.)***.

You can click or touch ***Manage My Patients List*** at the right of the Patient List Options window to add or remove patients from your list of assigned patients. When you click or touch this button, a window opens with a list of all patients on the left, and a list of your assigned patients on the right. Initially, the list of your patients is empty unless a supervisor or administrator has set it up for you. You can highlight a patient entry in either list and use the double-arrow buttons between the boxes to move an entry back or forth between the lists.

In the following example, the user has assigned two patients to the My Patients list and highlighted a third in the All Patients list. Clicking or touching ***OK*** closes the Patient List Options window.



The updated list of your patients appears at the top of the left pane under the heading My Patient List. If you have chosen the My Patients filter in the Patient List Options window and My Patients box in the window is empty, no patients appear under My Patient List at the left of the NWS window.

MedSelect Flex (Miller,Chris)

My Patient List EDIT MedOrders USAGE

Abt, Frank 15/12/1942 (PID) 8899648 / (Visit) 2258779
Flinstone, Fred 01/09/1965 (PID) 109011 / (Visit) 10901101

When you leave and return to the Patient List window, the last sort and filter options you used remain in effect.

Viewing and Queueing MedOrders

When the pharmacy acknowledges a MedOrder and sends dispensing authorization to the DT, a MedOrder entry appears at the NWS, notifying you that the order is ready to dispense. You can queue these orders at the NWS, creating at the DT an

expedited list of patients and the group of medications for each, which you can dispense at the DT serially, patient by patient.

Viewing the MedOrder List

You can view a list of MedOrders for any patient by clicking or touching that patient's name in the All Patient List or My Patient List. Clicking or touching the patient name highlights the name, changes the tab at the top of the list to MedOrders, and shows all current MedOrders for the selected patient in a list in the right pane.

MedSelect Flex (Nurse,User)

All Patient List

EDIT

MedOrders

USAGE

- Abt, Frank**
 12/15/1942
 (PID) 8899648 / (Visit) 2258779
- Channels, Carla C.**
 03/01/1982
 (PID) 1000304 / (Visit) 0300165
- Flinstone, Fred**
 09/01/1965
 (PID) 109011 / (Visit) 10901101
- Franklin, Jim**
 11/06/1955
 (PID) 1000465 / (Visit) 4187595
- Jackson, Jerry J.**
 02/17/1971
 (PID) 8459758 / (Visit) 1587598
- Matthews, Marsha**
 08/30/1987
 (PID) 4172002 / (Visit) 2002417
- McMillan, Glenn**
 01/31/1958
 (PID) 4162002 / (Visit) 2002614
- Meyer, Ryan**
 10/09/1925
 (PID) 4182002 / (Visit) 2002418
- Patient, Test**
 05/05/1955
 (PID) 644688412 / (Visit) 1543421
- Robbins, Jennifer**

Medication	Order Dose	Give Time	Order Qty	Last Dispensed
⤴ Scheduled Orders				
ceftRIAXone inj (ROCEPHIN INJ) 500 MG Freq: Every 8 hrs Instructions: Instructions here! Comments: These are comments	500 mg	05-Mar 1...	1 VIAL	N
Available DTs ✓ MEDSELECT				
⤴ Unscheduled Orders				
azithromax (ZITHROMAX) 250 MG Freq: once Instructions: Give with 2 Gallons of milk! Comments: Give 500mg now, then 250mg daily x 4 more days	500 MG	PRN	2 TAB	N
Available DTs ✓ MEDSELECT				
acetaminophen (TYLENOL) 325MG Freq: q6h as needed for pain Instructions: NONE	650 MG	PRN	2 TAB	N
Available DTs ✓ MEDSELECT ✓ PMDT-1				
hydrocodone/APAP 5/325 (NORCO 5) 5/325 MG Freq: q6h as needed Instructions: Alternative with acetaminophen Comments: for pain unrelieved by Acetaminophen	1 TAB	PRN	1 TAB	N
Available DTs ✓ MEDSELECT ✓ PMDT-1				

Scheduled and Unscheduled Orders

NWS divides the MedOrder list for a given patient into Scheduled and Unscheduled categories. Scheduled MedOrders come first in the list. Scheduled MedOrders are orders that a doctor has prescribed, the pharmacy has approved, and which you should give on a prescribed schedule. The upward-pointing arrow in a circle next to the title Scheduled Orders indicates that the list is maximized.

MedSelect Flex (Nurse,User)

All Patient List
EDIT
MedOrders
USAGE

	Medication	Order Dose	Give Time	Order Qty	Last Dispensed
Abt, Frank 12/15/1942 (PID) 8899648 / (Visit) 2258779	⤴ Scheduled Orders				
Channels, Carla C. 03/01/1982 (PID) 1000304 / (Visit) 0300165	lorazepam (ATIVAN) 1MG Freq: EVERY 3 HOURS Instructions: NONE Comments: DO NOT GIVE IF PATIENT IS ASLEEP	1 MG	06-Mar 1...	1 TAB	N
Flinstone, Fred 09/01/1965 (PID) 109011 / (Visit) 10901101	Available DTs ✓ MEDSELECT ✓ PMDT-1				
Franklin, Jim 11/06/1955 (PID) 1000465 / (Visit) 4187595	guaifenesin DM (ROBITUSSIN DM) 100mg/10mg/5ml Freq: EVERY 4 HOURS Instructions: NONE Comments: MAY HOLD IF ASLEEP	5 mL	06-Mar 1...	1 ML	A
Jackson, Jerry J. 02/17/1971 (PID) 8459758 / (Visit) 1587598	Available DTs ✓ MEDSELECT				
Matthews, Marsha 08/30/1987 (PID) 4172002 / (Visit) 2002417	alprazolam (XANAX) 0.5MG Freq: TID Instructions: NONE	0.50 mg	06-Mar 1...	1 TAB	A
McMillan, Glenn 01/31/1958 (PID) 4162002 / (Visit) 2002614	Available DTs ✓ MEDSELECT ✓ PMDT-1				
Meyer, Ryan 10/09/1925 (PID) 4182002 / (Visit) 2002418	⤴ Unscheduled Orders				
Patient, Test 05/05/1955 (PID) 644688412 / (Visit) 1543421	heparin/250ml 0.45ns (IV-HEPARIN/250ml 0.45NS) 25,000 UNITS Freq: AS NEEDED Instructions: NONE Comments: PER HEPARIN PROTOCOL FOR WEIGHT BASED CAD THERAPY	25000 units	PRN	1 ML	N
Robbins, Jennifer					

You can click or touch the encircled arrow to minimize the Scheduled Orders and show only Unscheduled Orders. When the encircled arrow next to an order title is pointing down, the corresponding category is minimized.

MedSelect Flex (Nurse,User)

All Patient List EDIT **MedOrders** USAGE

	Medication	Order Dose	Give Time	Order Qty	Last Dispensed
Abt, Frank 12/15/1942 (PID) 8899648 / (Visit) 2258779	Scheduled Orders Unscheduled Orders				
Channels, Carla C. 03/01/1982 (PID) 1000304 / (Visit) 0300165	Heparin/250mlcs 5hs (IV-HEPARIN/250ml 0.45NS) 25,000 UNITS Freq: AS NEEDED Instructions: NONE Comments: PER HEPARIN PROTOCOL FOR WEIGHT BASED CAD THERAPY	25000 units	PRN	1 ML	N
Flinstone, Fred 09/01/1965 (PID) 109011 / (Visit) 10901101					
Franklin, Jim 11/06/1955 (PID) 1000465 / (Visit) 4187595	 morphine inj (MORPHINE INJ) 10MG/ML Freq: EVERY 1-2 HRS AS NEEDED Instructions: NONE Comments: DOS=2-10MG EVERY1-2 HOURS PRN PAIN	10 mg	PRN	1 MG	A
Jackson, Jerry J. 02/17/1971 (PID) 8459758 / (Visit) 1587598	 Instructions: NONE Comments: DOS=2-10MG EVERY1-2 HOURS PRN PAIN				
Matthews, Marsha 08/30/1987 (PID) 4172002 / (Visit) 2002417	 OXYcodone/apap (PERCOCET) 5MG/325MG Freq: EVERY 3-4 HRS AS NEEDED Instructions: NONE Comments: DOSE IS 1-2 TABLETS AS NEEDED FOR PAIN - INSTEAD OF MORPHINE	5 MG	PRN	1 TAB	A
McMillan, Glenn 01/31/1958 (PID) 4162002 / (Visit) 2002614	 Instructions: NONE Comments: DOSE IS 1-2 TABLETS AS NEEDED FOR PAIN - INSTEAD OF MORPHINE				
Meyer, Ryan 10/09/1925 (PID) 4182002 / (Visit) 2002418	clopidogrel tab (PLAVIX) 75MG Freq: DAILY IF NEEDED Instructions: NONE Comments: ONLY IF ASPIRIN INTOLERANT - NOTIFY PHARMACY IF PATIENT IS ASPIRIN INTOLERANT	75 MG	PRN	1 TAB	A
Patient, Test 05/05/1955 (PID) 644688412 / (Visit) 1543421					
Robbins, Jennifer					

Unscheduled orders are orders that are prescribed by a doctor, approved by the pharmacy, but do not require you to administer the medication to the patient according to a specific schedule. Such orders include PRNs, 1x (one-time orders), range orders, and unspecified orders.

Reading the MedOrder Record

Each MedOrder entry may contain the following information.

Sort criterion	Description
Medication	Generic and (if available) trade name of primary medication.
Order Dose	Dosage unit of prescribed medication, such as a 75 mg tablet.
Give Time	Date and time of scheduled dose, in military time.
Order Quantity	Number of dosage units prescribed, such as three tablets.
Last Dispensed	Date when the order dose was last dispensed.
Additional Supplies	Additional medications you should dispense with the order. Such a combination is a "complex order" or "multi-segment order."
Frequency	Prescribed frequency of administering the medication, such as BID (twice a day) or TID (three times a day). The frequency for unscheduled orders is usually PRN.
Instructions and Comments	Additional directions clarifying administration, such as Instruction "Give with food" or Comment "Give 500mg now, then 250mg daily x 4 more."
Available DTs	<p>Profiled Display Terminal where the medication is available. This information appears in the MedOrder record and also in the pop-up window that appears when you click or touch the Available DTs tab at the top of the patient list. A "profiled" DT is capable of dispensing medications from MedOrders, but an unprofiled DT can only dispense medication from a pick list.</p> <p>: If an NWS station is assigned to a department that has no profiled DTs, then the queueing feature is not available at the NWS.</p>

Sort criterion	Description
Prescription Status	N (New prescription), C (Changed prescription), or A (Acknowledged prescription, meaning it has been examined at the DT or NWS). Informational only.
Margin Notes	Miscellaneous notations to far left, such as “Multi-” a warning triangle, or a “P” with a check mark. See the following table for more information.

Margin notes are as follows.

Margin note	Description
<i>Multi-</i>	Indicates multi-segment order. Additional supplies information should appear in this order entry.
	Indicates high alert, such as a look-alike or sound-alike medication, or a medication that produces specific reactions to which the user should pay attention.
	Indicates that the user must enter a one-time code issued by the pharmacy in order to fill the prescription. See Pharmacy Check on page 44 for more information about this last indicator.

Here is a sample MedOrder record.

Medication	Order Dose	Give Time	Order Qty	Last Dispensed
<i>Multi-</i> 5%dextrose/0.45% nacl 1000ml (D5% /0.45%NS 1000ML) D5/1/2 NS	1000 ML	16-Jan 17...	1 ML	N
Additional Supplies: ceFAZolin adv inj (KEFZOL ADV INJ) 1GM	1 gm		1 TAB	14-Jan 1556
Freq: BID				
Instructions: NONE				
		Available DTs		
		✓ MEDSELECT		

In this example, a multi-segment order, the “5% dextrose/0.45% NaCl 1000 ml...” is the main ingredient of the order. This type of order includes additional supplies listed under **Additional Supplies**. Orders that contain more than one supply also show a **Multi-** icon to the left.

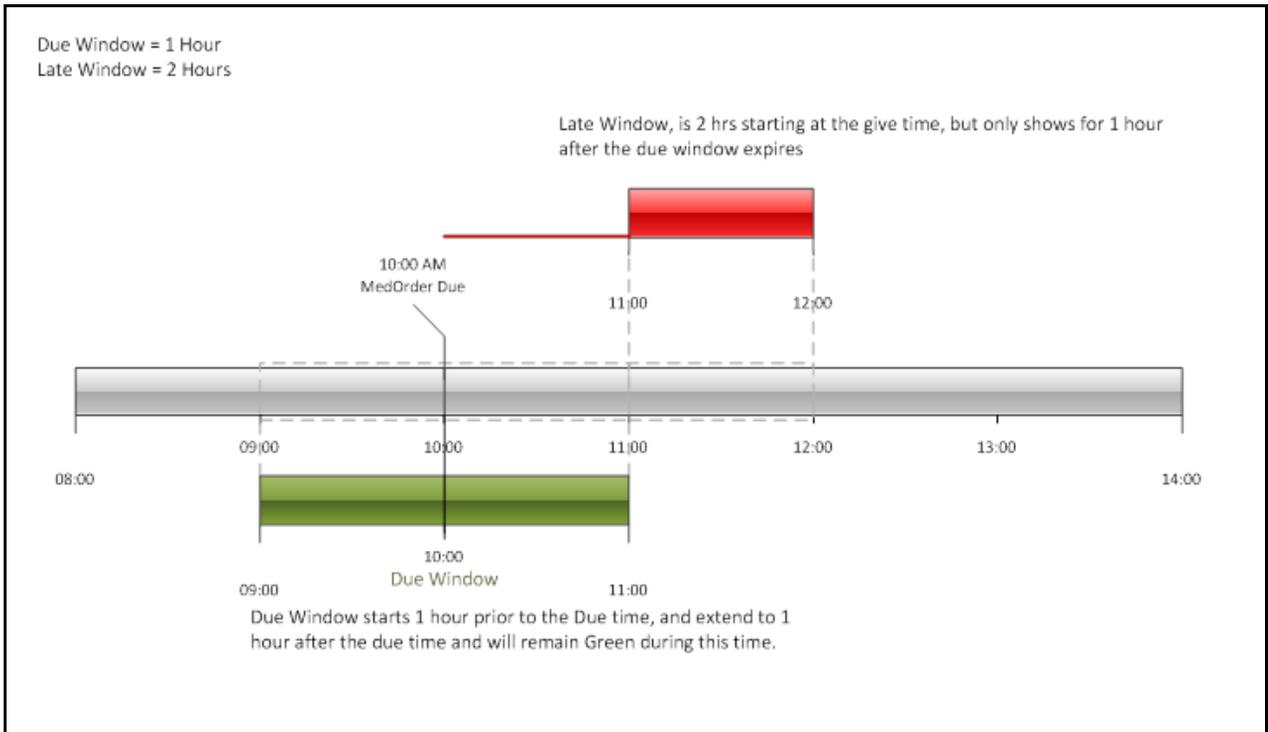
Due and Late Order Windows

In the Queued MedOrder list, order records appear in different colors to indicate due and late give times. These time spans, or order display filters, are known as “windows” of time, not to be confused with user interface windows. Every profiled DT displays scheduled orders according to due/late windows.

Windows of time are configurable at the AWS. See the *MedSelect AWS User Guide* for more information about configuring give time window values.

Order record colors are as follows.

Color of Order	Meaning
Green	<p>Current time is within the set time due window for a scheduled order give time.</p> <p> dronabinol SGC (MARINOL SGC) 2.5 MG 2.50 MG 20-Jan 11... 1 CAP Freq: Two Times daily AC Instructions: NONE Comments: before lunch and dinner</p>
Red	<p>Due window has expired and the scheduled order has entered the non-overlapping late window.</p> <p><i>Mult-</i> 5%dextrose/0.45% nacl 1000ml (D5% /0.45%NS 1000 ML 14-Jan 17... 1 ML 1000ML) D5/1/2 NS Additional Supplies: ceFAZolin adv inj (KEFZOL ADV INJ) 1GM 1 gm 1 TAB Freq: BID Instructions: NONE Available DTs  MEDSELECT</p>



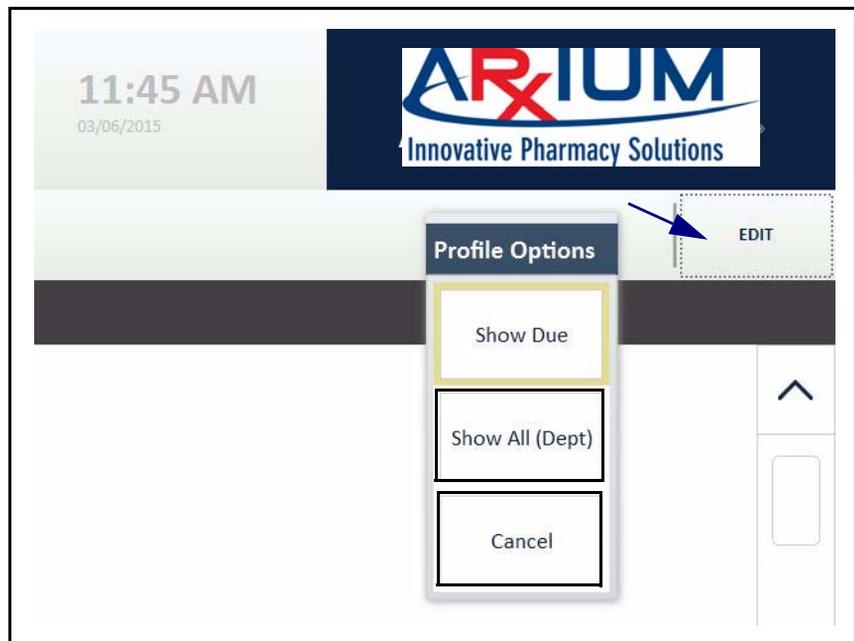
MedOrder Filters

You can filter the number of orders you see in the MedOrder list by clicking or touching the **EDIT** button at the top right of the MedOrder window and selecting one of the two filter options from the Profile Options pop-up window.

The Show Due filter, which is the default filter, shows the scheduled orders while they are in the current combined due and late time windows.

The Show All (Dept.) filter shows the most recent record of any scheduled order in the department that has passed its late window up to 12 hours before the current time, orders currently within its immediate due or late window, and orders whose give time is scheduled up to 12 hours after the current time.

Here the default Show Due filter is selected.



Queueing MedOrders

When you click or touch any MedOrder for the first time at the NWS or DT, the status code “N” or “C” to the far right of the entry changes to “A,” which indicates that you have at some point acknowledged the new or changed order at the NWS or DT. This is the only purpose for the status code.

However, clicking or touching a MedOrder at the NWS, no matter the status, highlights it in gray, moves the patient name to a Queued MedOrder list at the top of the left pane, and queues that MedOrder at the DT, although you can still dispense orders at the DT without using NWS to expedite the process through queueing. Orders disappear from the queue at both the NWS and DT as they are filled, except for recurrent scheduled orders, which appear again when the next due window arrives.

The All Patients List or My Patient List moves to the bottom left, including the name of the Queued MedOrder patient, for whom you can queue another order from the patient’s MedOrder list if you like. Highlighting the patient name again in the All Patient List or My Patient List and selecting any additional orders for that patient queues that order at the DT and adds the order to the Queued MedOrder list.

You can queue MedOrders for multiple patients, bringing their names to the top, but only view MedOrders for one patient at a time.

MedSelect Flex (Nurse,User)

Queued Medorder	Available DTs	MedOrders	USAGE
Abt, Frank 12/15/1942 (PID) 8899648 / (Visit) 2258779		Medication	Order Dose Give Time Order Qty Last Disposed
Flinstone, Fred 09/01/1965 (PID) 109011 / (Visit) 10901101		⌵ Unscheduled Orders	
		famotidine inj (PEPCID INJ) 10MG/2ML Freq: As Needed Instructions: NONE Comments: Not to exceed 40 mg in a 24 hr period	10 mg PRN 1 ML N
		sertraline (ZOLOFT) 50MG/ML Freq: As Needed Instructions: NONE Comments: Take with food. Not to exceed 200 mg daily	50 mg PRN 1 TAB
		metoprolol (LOPRESSOR) 50MG Freq: As needed Instructions: NONE	50 mg PRN 1 TAB N Available DTs ✓ MEDSELECT ✓ PMDT-1
All Patient List	EDIT		
Abt, Frank 12/15/1942 (PID) 8899648 / (Visit) 2258779	⬆		
Channels, Carla C. 03/01/1982 (PID) 1000304 / (Visit) 0300165			
Franklin, Jim 11/06/1955 (PID) 1000465 / (Visit) 4187595			
Jackson, Jerry J. 02/17/1971 (PID) 8459758 / (Visit) 1587598			
Matthews, Marsha 08/30/1987 (PID) 4172002 / (Visit) 2002417	⬇		

When you refresh the list of patients by clicking or touching PATIENTLIST at the bottom of the NWS window and select the patient name at the top of the left pane, NWS filters the list of MedOrders at the

top for the patient to only queued orders, highlighted in gray.

Clicking or touching a highlighted (that is, queued) MedOrder in the right pane removes the highlight in the NWS window and from the queued order list at the DT. Clicking or touching the PATIENTLIST tab after you remove all queued orders for a patient removes the patient from the patient list at the top.

2

The screenshot displays the MedSelect Flex interface for a Nurse/User. The main window is titled "MedSelect Flex (Nurse, User)" and has a navigation bar with tabs: "Queued Medorder", "Available DTs", "MedOrders", and "USAGE".

On the left side, there is a patient list under the heading "All Patient List" with an "EDIT" button. The list contains the following patients:

Patient Name	DOB	PID	Visit
Abt, Frank	12/15/1942	8899648	2258779
Channels, Carla C.	03/01/1982	1000304	0300165
Flinstone, Fred	09/01/1965	109011	10901101
Franklin, Jim	11/06/1955	1000465	4187595
Jackson, Jerry J.	02/17/1971	8459758	1587598

At the bottom of the patient list, there are three tabs: "PATIENTLIST", "REPORTS", and "DISCREPANCIES". The "PATIENTLIST" tab is highlighted with a blue border and labeled with the number "1".

On the right side, there is a medication order table. The table has columns: "Medication", "Order Dose", "Give Time", "Order Qty", and "Last Dispensed". A single row is visible, highlighted with a blue border and labeled with the number "3":

Medication	Order Dose	Give Time	Order Qty	Last Dispensed
sertraline (ZOLOFT) 50MG/ML Freq: As Needed Instructions: NONE Comments: Take with food. Not to exceed 200 mg daily	50 mg	PRN	1 TAB	N

Available DTs

When you select (highlight) a MedOrder, the available profiled DTs where NWS queues the order may appear in the order record, as shown here.

acetaminophen (TYLENOL) 325MG	325 MG	PRN	2 TAB
Freq: EVERY 4-6 HRS AS NEEDED			
Instructions: NONE			
Comments: AS NEEDED FOR PAIN OR FEVER - MAX DOSE 4gm/24hrs			
			Available DTs ✓ MEDSELECT ✓ PMDT-1

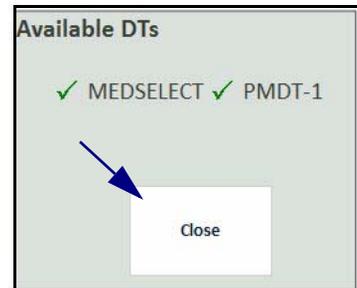
Sometimes, the available DTs for the order do not appear in the order record, as shown here.

metoclopramide (REGLAN) 10 MG/2 ML	10 mg	PRN	1 ML
Freq: q6hprn			
Instructions: NONE			

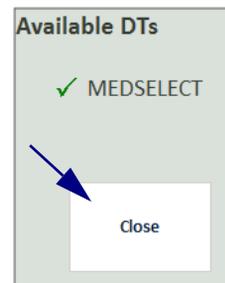
Whether or not the available DTs information shows in the MedOrder record, you can click or touch the Available DTs tab at the top of the left pane to see a list of the DTs where you can dispense the order.



The available DTs information appears in a pop-up window something like this. Click or touch **Close** to close the pop-up window.



If you have not queued any of the MedOrders in the right pane, clicking or touching the Available DTs tab reveals the default DT for the NWS position. Again, click or touch **Close** to close the pop-up window.



Sliding Range Quantity

Sometimes a MedOrder calls for a PRN range of medication for a patient, dependent on need. For example, the following order calls for zero to two 50 mg tablets of metoprolol dispensed PRN.

metoprolol XL (TOPROL XL) 50 MG	50 mg	PRN	0 - 2 TAB
Freq: something		Available DTs	
Instructions: NONE		✓ MEDSELECT	

Queueing this order opens a Range Quantity window containing a virtual keypad. Using the actual keyboard or virtual keypad, indicate in the Intended Qty field how many dosage units you want to dispense.

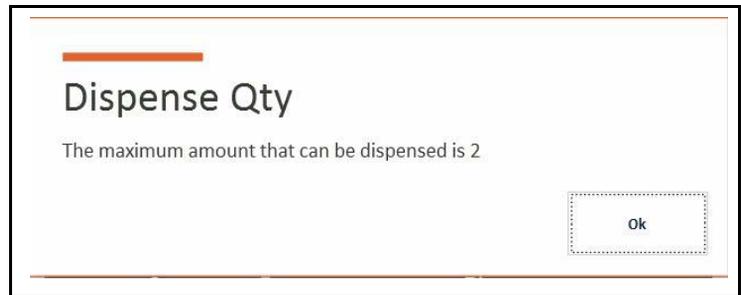
ALPRAZolam tablet (XANAX tablet)
Size: 1 each
Strength: 0.25 mg
Form: tablet
Order Dose: 1 mg

Intended Qty (1-4):

7	8	9
4	5	6
1	2	3
0	Clear	
Ok		Cancel

You must enter a number within the range of dosage specification and click or touch **Ok** to queue the order.

If you enter a value exceeding the order dosage range in the Intended Qty field, the following pop-up error message appears. When you click or touch **Ok** to acknowledge the message, the Range Quantity window remains open.



If you click or touch **Ok** on the virtual keypad without entering a number of dosage units, a different pop-up error message appears, as shown here. When you click or touch **Ok** to acknowledge the message, the Range Quantity window again remains open.



Finally, if you click or touch **Cancel** on the virtual keypad, a third pop-up error message appears, as follows. When you click or touch **Ok** to acknowledge the message, the Range Quantity window in this case closes.



Pharmacy Check

As described on page 31, a pharmacy check symbol appears next to some orders, generally controlled substances.



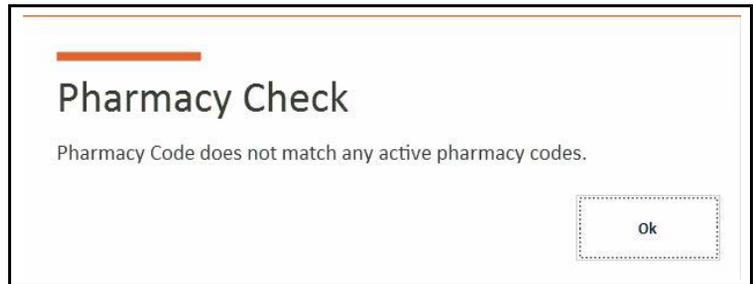
hydrocodone/APAP 5/325 (NORCO 5) 5/325 MG 1 TAB
Freq: q6h as needed
Instructions: Alternative with acetaminophen
Comments: for pain unrelieved by Acetaminophen

When you select the order, a Pharmacy Check window opens, prompting you for a one-time approval code and approving pharmacist ID before the order is queued and can be dispensed at the DT. You must enter the Pharmacy Check code the pharmacist generates at the AWS and communicates to you. See the *AWS User Guide* for more information about this process.

Pharmacy Check

Approval Code	<input style="width: 90%;" type="text"/>
Approving Pharmacist	<input style="width: 90%;" type="text"/>
Trade Name	<input style="width: 90%;" type="text" value="XANAX"/>
Generic Name	<input style="width: 90%;" type="text" value="alprazolam"/>
Item Code	<input style="width: 90%;" type="text" value="Alptab0.5"/>
Form	<input style="width: 90%;" type="text"/>
Size	<input style="width: 90%;" type="text" value="1 TAB"/>
Strength	<input style="width: 90%;" type="text" value="0.5MG"/>
NDC Code	<input style="width: 90%;" type="text"/>
Customer Defined Class	<input style="width: 90%;" type="text"/>
DEA Schedule	<input style="width: 90%;" type="text" value="DEASchedule4"/>

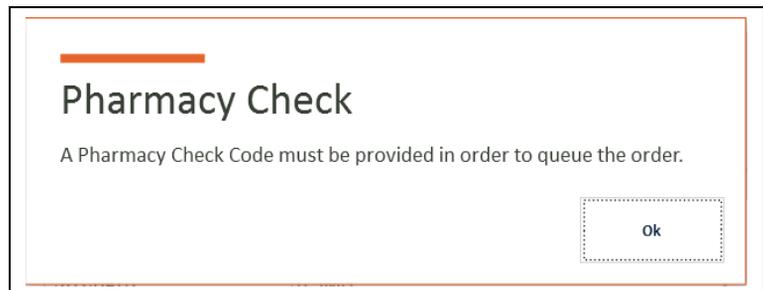
If you enter incomplete or erroneous values for Approval Code or Approving Pharmacist, the following pop-up error message appears. When you click or touch **Ok** to acknowledge the message, the Pharmacy Check window remains open.



If you click or touch **Ok** in the Pharmacy Check window without entering the necessary information, the following pop-up error message appears. When you click or touch **Ok** to acknowledge the message, the Pharmacy Check window remains open.



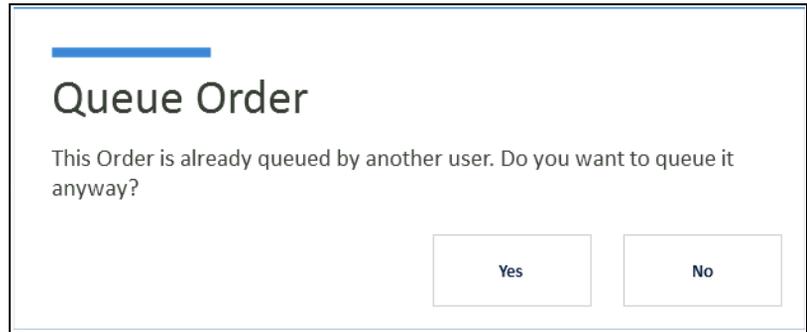
If you click or touch **Cancel** in the Pharmacy Check window, the following pop-up error message appears. When you click or touch **Ok** to acknowledge the message, the Pharmacy Check window closes.



Filling Queued Orders

After queueing orders at the NWS, you can log in at the DT, immediately select one of your assigned patients, and the queued orders appear, ready to be filled all at once. Thus you do not have to search the full patient list and orders at the dispensing point. If you select the Show All filter at the NWS, you can queue and fill orders that have passed their late window up to the 12-hour maximum for displaying late orders. Once you dispense the order, the Last Dispensed value populates in the record for repeating orders.

A user may have queued an order at the NWS but not yet filled it at the DT. The gray background indicating the order has been queued does not appear to another user who views it at the NWS. If you are sharing a patient list with another staff member and attempt to queue that order again before it is dispensed, an informational message appears indicating the order has already been queued, and the NWS prompts you to either re-queue the order or not.



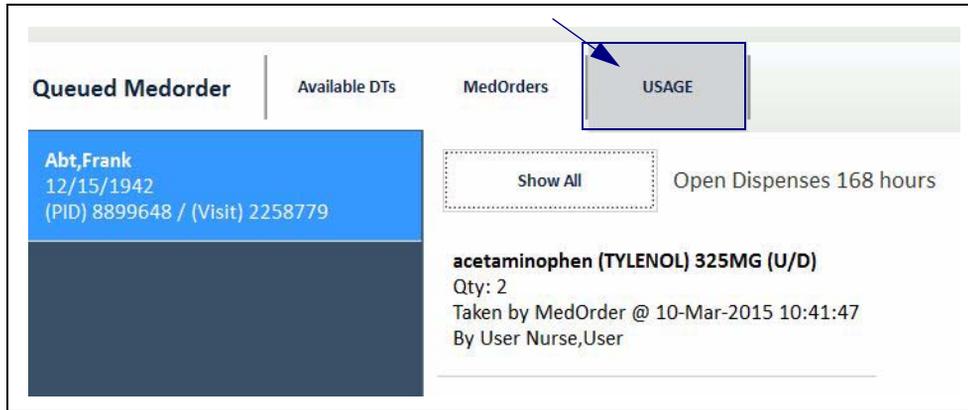
Viewing and Filtering a Patient's Usage Record

You can view a filterable list of a patient's order history from the Patient List window.

Viewing the Usage Record

At the top left of the Patient List window, you can click or touch the USAGE tab to see a highlighted patient's entire taken order history. When you click or touch a patient name in the left pane, a list of medication dispense events for that patient over the last 7 days (168 hours) appears in the right pane,

sorted by descending date and time. This period of time is configurable from the AWS.



Medication usage details may include the following:

- Medication generic name
- Trade name
- Strength
- Form
- Quantity
- Type of event (taken, return, waste)
- Event time and date
- User with whom event occurred
- High alert symbol (when applicable)

The information also indicates whether a dispense was taken, returned, or wasted by MedOrder or by Override.

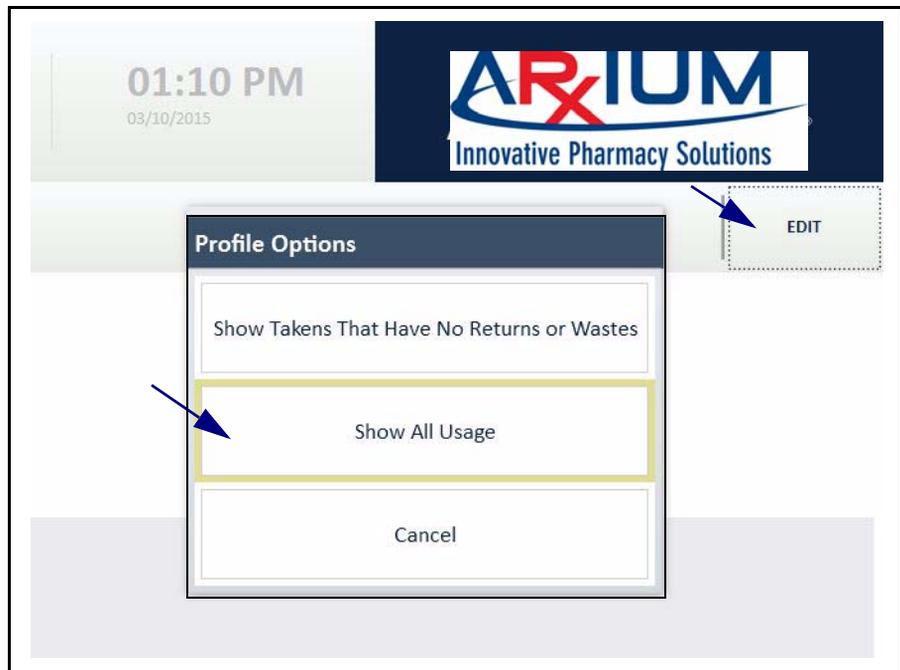
Method of dispense	Description
MedOrder	Medication dispensed, returned, or wasted from prescribed doctor's order and validated by a pharmacist. To show returns or wastes, you must filter the list to include such orders, as described below.
Override	Medication dispensed, returned, or wasted where no prescribed order was received, thus overriding MedOrder. DT function only. To show returns or wastes, you must filter the list to include such orders, as described below.

Filtering Usage Lists

The default view of medications for a patient is filtered to **Show Takens That Have No Returns or Wastes**. To show all medications dispensed to the patient, including returns and wastes, click or touch the **Show All** toggle button at the top of the medication list.

The screenshot displays a patient's medication usage record. At the top, there are tabs for 'Queued Medorder', 'Available DTs', 'MedOrders', and 'USAGE'. The 'USAGE' tab is selected. Below the tabs, the patient's information is shown: 'Abt, Frank', '12/15/1942', and '(PID) 8899648 / (Visit) 2258779'. To the right of the patient information, there is a 'Show All' button with a blue arrow pointing to it, and the text 'Open Disponses 168 hours'. Below this, the medication details are listed: 'acetaminophen (TYLENOL) 325MG (U/D)', 'Qty: 2', 'Taken by MedOrder @ 10-Mar-2015 10:41:47', and 'By User Nurse,User'.

When you have chosen the USAGE tab, you can also click or touch the **EDIT** button at the top right of the Patient List window to see the Profile Options for the medication view. Again, the default is **Show Takens That Have no Returns or Wastes**. Click or touch **Show All Usage** to show all medications dispensed to the patient, including returns and wastes. See Wasting and Witnessing on page 54 for more information on wastes.



When you select **Show All** at the top of the medication list, or **Show All Usage** in the pop-up window at the top right, all dispenses for that patient, including returns and wastes, appear in the medication list. Here the first item in the medication

list has been taken, and the second item has been wasted.

MedSelect Flex (Supervisor,Nurse)

Queued Medorder
Available DTs
MedOrders
USAGE

Abt, Frank
 12/15/1942
 (PID) 8899648 / (Visit) 2258779

All Patient List

Abt, Frank
 12/15/1942
 (PID) 8899648 / (Visit) 2258779

Channels, Carla C.
 03/01/1982
 (PID) 1000304 / (Visit) 0300165

Flinstone, Fred
 09/01/1965
 (PID) 109011 / (Visit) 10901101

Franklin, Jim
 11/06/1955
 (PID) 1000465 / (Visit) 4187595

Jackson, Jerry J.
 02/17/1971
 (PID) 8459758 / (Visit) 1587598

^

v

Show Takens That Have No Returns or Wastes
Open Dispenses 168 hours

acetaminophen (TYLENOL) 325MG (U/D)
 Qty: 2
 Taken by MedOrder @ 10-Mar-2015 10:41:47
 By User Nurse,User

acetamin w/cod #3 (TYLENOL W/COD #3) 30/300MG (U/D)
 Qty: 1
 Taken by Override @ 10-Mar-2015 10:07:58
 By User Miller,Chris

 Qty: 1 TAB
 Waste by Override @ 10-Mar-2015 10:42:19
 By User Nurse,User

ABACAVIR TABLET (ZAGEN-) 300 MG (TAB)

 Qty: 1
 Taken by Override @ 10-Mar-2015 11:17:06
 By User Kent,Clark

PATIENTLIST
REPORTS
USERS
DISCREPANCIES

Clicking or touching the **Show Takens That Have No Returns or Wastes** button either at the top of the medication list or in the pop-up window at the top right toggles the medication display back to takens only.

Wasting and Witnessing

Sometimes, you must report a medication waste, such as when a medication has been dropped on the floor. The Patient List window of the NWS allows you to document a wasted medication. Wasting a medication requires another user as a witness. Returning medications takes place at the DT and cabinet.

Note: The waste feature can be disabled at the department level (facility level if your setup has a virtual desktop configuration). In this scenario, when you click a medication usage record, a message appears to announce that the waste feature is not enabled.

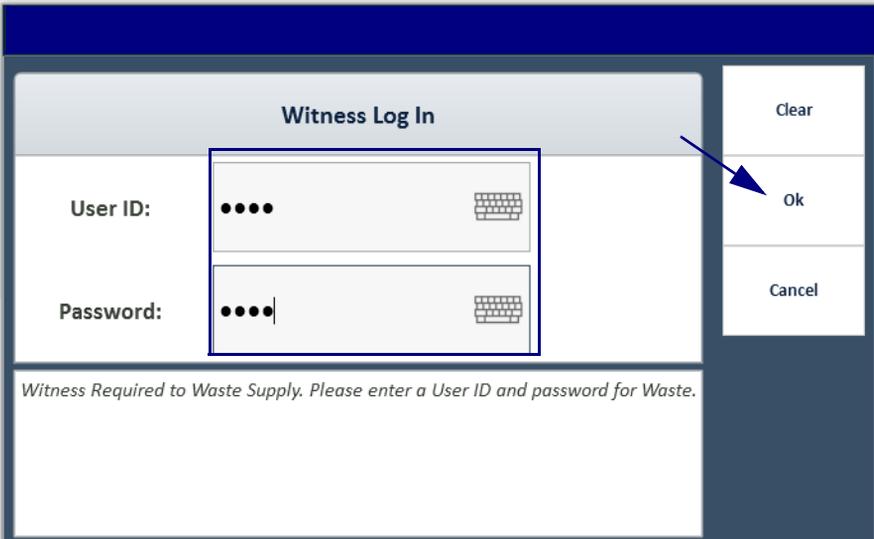
To record a medication waste, perform the following procedure:

1. Click or touch a patient name from the patient list.
2. Select the USAGE tab at the top of the list.
3. Click or touch a taken medication name in the medication list. To avoid errors, you should ensure the filter is set to the default Show Taken that Have No Returns or Wastes.

A Witness Log In window opens, requiring another user to provide his or her credentials to verify the medication waste.

The witness may be anyone in your department who can log in to the NWS. You cannot confirm your own medication waste.

4. The witness should enter his or her credentials and click or touch **Ok**.



Witness Log In

User ID: ●●●● 

Password: ●●●●| 

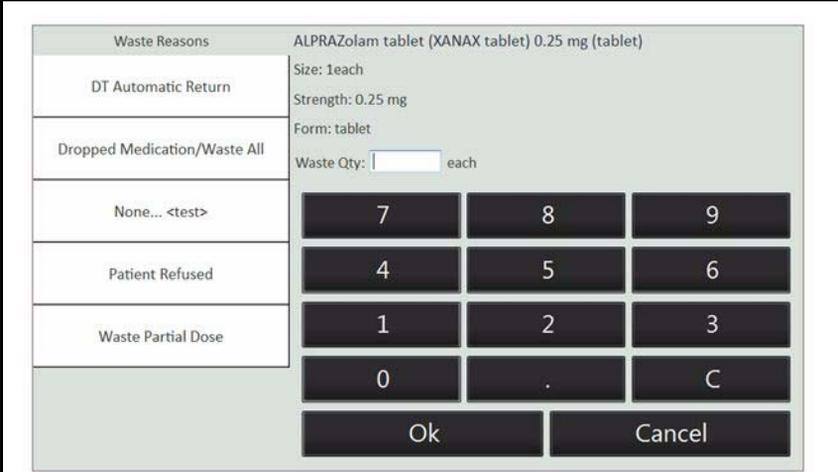
Clear

Ok

Cancel

Witness Required to Waste Supply. Please enter a User ID and password for Waste.

A Waste Record window opens



Waste Reasons

ALPRAZolam tablet (XANAX tablet) 0.25 mg (tablet)

Size: 1each

Strength: 0.25 mg

Form: tablet

Waste Qty: each

DT Automatic Return

Dropped Medication/Waste All

None... <test>

Patient Refused

Waste Partial Dose

7 8 9

4 5 6

1 2 3

0 . C

Ok Cancel

5. Scroll down the Waste Reasons list at the left of the Waste Record window and click or touch the appropriate waste reason.

You can declare waste of some or all of a taken medication order for one of the following reasons:

- Dose < qty dispensed
 - Allergy/Adverse reaction
 - Cancelled/Rescheduled case
 - Contaminated medication
 - Different route given
 - Dropped medication
 - Emesis/Spit out
 - Given in OR
 - Not needed
 - Off Unit
 - Order changed/DC'd
 - Patient/Parent refused
 - Wrong admin time
 - Wrong med selected
 - Wrong patient
6. Type a number of units wasted in the Waste Qty field using the virtual keypad or actual keyboard.

7. Click or touch *Ok*.

Waste Reasons

5	*Dose< qty dispensed	^
	Allergy/Adverse reaction	
	Cancelled/Rescheduled case	
	Contaminated medication	
	Different route given	7
	Dose < than dispense qty	→
	Dropped Medication	∨

promethazine (PHENERGAN) 50MG/ML (INJ)
 Size: 1ML AMP
 Strength: 50MG/ML 6
 Waste Qty: 1 ML AMP

7 8 9
 4 5 6
 1 2 3
 0 . C

Ok Cancel

A waste acknowledgement pop-up window opens.

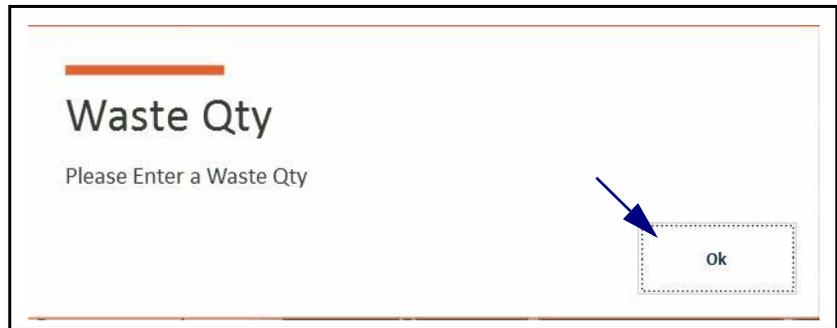
8. Click or touch *Ok*.

Waste

Waste Saved

Ok

If you leave out a number in the Waste Qty field or do not select a waste reason on the left, an error pop-up window appears.



Click or touch **Ok** to close the pop-up window, select a reason or supply the waste quantity, and click or touch **Ok** again on the virtual keypad.

Note: If the filter for the medication list is set to Show All instead of Show Takens that Have No Returns or Wastes, you may erroneously attempt to request waste of an already eliminated medication.

In this example, the Usage list is set to Show All. The medication shown has already been wasted in full.

The screenshot displays a software interface with a top navigation bar containing tabs: "Queued Medorder", "Available DTs", "MedOrders", "USAGE", and a partially visible "WASTES" tab. The "USAGE" tab is selected. On the left, a dark blue box contains patient information: "Abt, Frank", "12/15/1942", and "(PID) 8899648 / (Visit) 2258779". To the right of this box is a button labeled "Show Takens That Have No Returns or Wastes". Further right, the text "Open Dispenses 168 hours" is visible. Below the patient information, a list of medication events is shown. The first event is for "acetaminophen (TYLENOL) 325MG (U/D)" with a quantity of 2, taken on 10-Mar-2015 at 10:41:47 by a Nurse. The second event is a waste of 2 TAB on 11-Mar-2015 at 09:14:49 by a Supervisor.

If you select the acetaminophen for a waste, NWS goes so far as to ask for a witness and provide a Waste Record window, but upon entering a non-zero waste quantity and clicking or touching **Ok**, an error message window appears.

The screenshot shows a white error message window with a thin orange border. At the top left, there is a thick orange horizontal bar. The title "Waste Qty" is displayed in a large, dark font. Below the title, the text reads "The maximum amount that can be wasted is 0 TAB". In the bottom right corner, there is a button with a dashed border labeled "Ok".

In other words, you can never waste or return more medication than exists in the remaining order.

Notes:

Generating Reports

The NWS can generate on-demand reports to quickly isolate information in six categories: Patient Usage, Nurse Usage, Inventory Summary, Below Minimum, Discrepancies, and Scanner Verification. You can view, save, or print these reports from the NWS interface.

This chapter discusses how to generate and manipulate these reports and is organized into the following parts:

- Accessing the Reports Window
- Reports Window Layout
- Report Types
- Setting Report Date Ranges
- Viewing, Saving, and Printing Reports

Accessing the Reports Window

You can go to the Reports window by clicking or touching the REPORTS tab at the bottom left of the NWS interface shell.

The screenshot displays the MedSelect Flex interface for a Supervisor or Nurse. The top header shows the time as 12:31 PM on 03/06/2015 and the ARXIM logo with the tagline 'Innovative Pharmacy Solutions'. The main content area is titled 'Inventory Summary Report' and shows a table of inventory items. The bottom navigation bar is highlighted with a blue box, and the 'REPORTS' tab is also highlighted with a blue box.

Cabinet	Position	Trade Name Generic Name Lot Number	Item Code DEA Schedule	Size Strength	Expiration	Current	Min	Max
DTED CDM	DTED CDM Drawer 2-1 A	TYLENOL W/COD #3 acetamin w/cod #3	Ty#3 #3	1 TAB 30/300MG		26	0	30
	DTED CDM Drawer 2-1 B	ACETAMIN W/COD 300#0 (#4) acetamin w/cod #4 (300#0)	T4 #8	1 TAB 60/300mg		26	0	30
	DTED CDM Drawer 2-1 C	TYLENOL acetaminophen	AP#325JRL#83 OTC	1 TAB 325MG		26	0	30
	DTED CDM Drawer 2-1 D	TYLENOL acetaminophen	AP#600R OTC	1 SUPP 650MG		24	0	30
	DTED CDM Drawer 2-1 E	TYLENOL acetaminophen	ACETAB500 OTC	1 TAB 500MG		25	0	30
	DTED CDM Drawer 2-1 F	DIAMOX SEQUELS acetazolamide ER sequelets	Diamoxq Legend	1 CAP 500MG		27	0	30
	DTED CDM Drawer 2-2 A	ZOVIRAX acyclovir	Zovira200 Legend	1 CAP 200MG		26	0	30



Reports Window Layout

The layout of the Reports window is as follows.

Report List

Report Selection

Report

MedSelect Flex (Supervisor, Nurse) 07:51 05/12/2015

Report List

Patient Usage

Nurse Usage

Inventory Summary

Below Minimum

Discrepancies

Scanner Verification

MedSelect™ Nurse Usage Report
An ARxJUM™ Solution

User: Miller, Chris

Date	Patient Name	Trade Name	Generic Name	Item Code	Size	Strength	DEA Schedule	Qty	Status	Defined Class	Route	Site	Supply Position
04-Dec-2014 16:40:21	Franklin, Jim	SURFAK	docusate calcium	Surf240	1	240MG	OTC	1	Taken		Oral		FLEX DM Drawer 3-4
04-Dec-2014 16:40:19	Franklin, Jim	MARINOL SGC	dronabinol SGC	MAR2.5	1	2.5 MG	II	1	Taken		Oral		FLEX UDM Shelf 2-7
04-Dec-2014 13:30:12	Matthews, Marsha	ERY-TAB	erythromycin	Eryl250	1	250MG	Legend	1	Taken		Oral		FLEX DM Drawer 3-1
04-Dec-2014 13:30:09	Matthews, Marsha	ATIVAN	lorazepam	LOR1	1	1MG	IV	1	Taken		Oral		FLEX UDM Shelf 1-1

Click or touch a report name from the report list in the left pane, and a PDF of the corresponding report appears in the right pane.

Depending on the amount of data being collected and organized, it might take several seconds for the complete report to appear.

The NWS does not save reports unless you specifically request it. See *Viewing, Saving, and Printing Reports* on page 78 for information about saving reports.

Report Types

The reports available through the NWS are as follows.

Report	Description
Patient Usage	List of dispensed medication grouped by patient name. Includes date of dispense; medication name, size, strength, and quantity; prescribing physician; visit number; and room and bed.
Nurse Usage	List of medication grouped by dispensing nurse name. Includes date of dispense; medication name, size, strength, and quantity; prescribing physician; visit number; and room and bed.
Inventory Summary	List of all medication on hand grouped by supply location. Includes supply position; medication name, size, strength, and quantity; and expiration date.
Below Minimum	List of all medication on hand, by position and name, whose on-hand quantity is below minimum recommended quantity.

Report	Description
Discrepancy	List of medications with system and user counts mismatched at an inventory position.
Scanner Verification	List of correct scan percentages for each user.

Patient Usage Report

The Patient Usage Report allows nurses to see the number of dispenses against a patient for historical reference, charting comparison, or billing verification.

The report includes the following fields:

- Patient Name
- ID number
- MRN number
- Date
- Medication Trade Name
- Generic Name
- Item Code
- Size
- Strength
- DEA Schedule
- Quantity
- Status
- Defined Class
- Route Site
- Supply Position
- Physician

- User
- Visit Number
- Visit Status
- Room/Bed

The report appears something like this.

 MedSelect™ <small>An ARxJUM™ Solution</small>		<h2>Patient Usage Report</h2>		<small>21/01/2015 07:47:57</small>		
Patient: McMillan, Glenn		ID#: 4162002		MRN:		
Date	Trade Name Generic Name Item Code	Size Strength DEA Schedule	Qty Status Defined Class	Route Site Supply Position	Physician User	Visit Number Visit Status Room/Bed
20-Jan-2015 12:17:02	BISACODYL biscodyl bisa5	1 5 MG OTC	1 Taken	DTED CDM Drawer 2-7	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02	ROCALTROL calcitriol Rocal0.25	1 0.25MCG Legend	1 Taken	DTED CDM Drawer 2-10	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02	CAPOTEN captopril Cap12.5	1 12.5MG Legend	1 Taken	DTED DM Drawer 1-1	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02	SENSORCAINE 0.25% INJ bupivacaine 0.25% inj Marc0.25	30 75MG/30ML Legend	1 Taken	DTED CDM Drawer 2-8	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02	PROVENTIL INHALER albuterol mdi *ALBINH	17 90MCG/PUFF Legend	1 Taken RESP THER	DTED CDM Drawer 2-2	Supervisor, Nurse	2002614 Visit_Open 134 B

Nurse Usage Report

The Nurse Usage Report allows supervisors to see how many medications of what type each nurse is dispensing.

The report includes the following fields:

- User
- Date
- Patient Name
- Patient ID
- Medication Trade Name
- Generic Name
- Item Code
- Size
- Strength
- DEA Schedule
- Quantity
- Status
- Defined Class
- Route Site
- Supply Position
- Physician
- Visit Number
- Visit Status
- Room/Bed

The report looks something like this.



Nurse Usage Report

21/01/2015 07:49:44

User: Supervisor,Nurse

Date Patient Name Patient ID	Trade Name Generic Name Item Code	Size Strength DEA Schedule	Qty Status Defined Class	Route Site Supply Position	Physician User	Visit Number Visit Status Room/Bed
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	BISACODYL bisacodyl bisa5	1 5 MG OTC	1 Taken	DTED CDM Drawer 2-7	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	ROCALTROL calcitriol Rocal0.25	1 0.25MCG Legend	1 Taken	DTED CDM Drawer 2-10	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	CAPOTEN captopril Cap12.5	1 12.5MG Legend	1 Taken	DTED DM Drawer 1-1	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	SENSORCAINE 0.25% INJ bupivacaine 0.25% inj Marc0.25	30 75MG/30ML Legend	1 Taken	DTED CDM Drawer 2-8	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	PROVENTIL INHALER albuterol mdi *ALBINH	17 90MCG/PUFF Legend	1 Taken RESP THER	DTED CDM Drawer 2-2	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	PHOSLO calcium acetate Phoslo667	1 667MG OTC	1 Taken	DTED CDM Drawer 2-10	Supervisor, Nurse	2002614 Visit_Open 134 B
20-Jan-2015 12:17:02 McMillan,Glenn 4162002	BUMEX INJ bumetanide inj Bumex2l	2 0.25MG/ML Legend	1 Taken	DTED CDM Drawer 2-8	Supervisor, Nurse	2002614 Visit_Open 134 B

Inventory Summary Report

The Inventory Summary Report allows nurses and supervisors to see an overall picture of the medication on hand in the coverage area and where it is.

The report contains the following fields:

- Cabinet
- Position
- Medication Trade Name
- Generic Name
- Lot Number
- Item Code
- DEA Schedule
- Size
- Strength
- Expiration Date
- Quantity Current
- Quantity Min
- Quantity Max

The report looks something like this.

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Inventory Summary Report

21/01/2015 07:53:30

Cabinet	Position	Trade Name Generic Name Lot Number	Item Code DEA Schedule	Size Strength	Expiration	Current	Min	Max
DTED CDM	DTED CDM Drawer 2-1 A	TYLENOL W/COD #3 acetamin w/cod #3	Ty#3 III	1 TAB 30/300MG		28	0	30
	DTED CDM Drawer 2-1 B	ACETAMIN W/COD 300/60 (#4) acetamin w/cod #4 (300/60)	T4 III	1 TAB 60/300mg		27	0	30
	DTED CDM Drawer 2-1 C	TYLENOL acetaminophen	APA325JBLABS OTC	1 TAB 325MG		28	0	30
	DTED CDM Drawer 2-1 D	TYLENOL acetaminophen	APAP600R OTC	1 SUPP 650MG		26	0	30
	DTED CDM Drawer 2-1 E	TYLENOL acetaminphen	ACETAB500 OTC	1 TAB 500MG		27	0	30
	DTED CDM Drawer 2-1 F	DIAMOX SEQUELS acetaZOLAMIDE ER sequels	DiamSeq Legend	1 CAP 500MG		27	0	30
	DTED CDM Drawer 2-2 A	ZOVIRAX acyclovir	Zovcap200 Legend	1 CAP 200MG		27	0	30

Below Minimum Report

The Below Minimum Report allows nurses and supervisors to order medication whose quantities are too low to serve demand in the coverage area. Nurses need to track inventory in some small facilities, such as outpatient and long-term care facilities, where no on-site pharmacy is available.

The report includes the following fields:

- Cabinet
- Position
- Medication Trade Name
- Generic Name
- Lot Number
- Item Code
- DEA Schedule
- Quantity Current
- Quantity Min
- Quantity Max
- Number to Restock

The report looks something like this. This example shows only one entry.

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Below Minimum Report

21/01/2015 07:57:00

Cabinet	Position	Trade Name Generic Name Lot Number	Item Code DEA Schedule	Current	Min	Max	Restock
FLEX UDM	FLEX UDM Shelf 5-3	MORPHINE CARPUJECT morphine carpject	MS2carp II	3	10	20	17

Discrepancy Report

The Discrepancy Report allows nurses and supervisors to track patterns or trends of missing or surplus medication. You can print this report and take it to a discrepant position to determine a resolution. See *Annotating and Resolving Discrepancies* on page 109 for information about resolving discrepancies.

The Discrepancy Report includes the following fields:

- Patient Display
 - Name
 - Date
 - Time
- Drug Name Display
 - Trade Name
 - Generic Name
 - Strength
- Dispense Quantity
- System Count
- User Count
- User Dispense Count
- System Dispense Count

The report looks something like this.

Patient Display	Drug Name Display	Dispense Qty	System Count	User Count	User Dispense Count	System Dispense Count
13/01/2015 09:08:09	morphine carpuject (MORPHINE CARPUJECT) 2MG/ML (INJ)	0	1	0	0	0
13/01/2015 09:07:14	fentanyl citrate (SUBLIMAZE) 0.05MG/2 ML (INJ)	2	3	2	0	0
12/12/2014 15:06:45	Fentanyl patch (Fentanyl patch) 50 mcg (patch)	0	5	20	0	0
McMillan, Glenn 12/12/2014 14:58:46	lorazepam (ATIVAN) 1MG (U/D)	1	37	0	0	-1
20/11/2014 08:52:51	acetaZOLAMIDE ER sequels (DIAMOX SEQUELS) 500MG (U/D)	0	20	10	0	0
20/11/2014 08:52:36	acetaminophen (TYLENOL) 650MG (U/D)	0	20	10	0	0
Patient, Test 07/10/2014 11:21:55	ibuprofen (MOTRIN) 800MG (U/D)	1	16	0	0	-1
Meyer, Ryan 30/09/2014 15:27:06	aceteminophen (Tylenol) 650 mg (Tab)	7	3	0	-5	-7

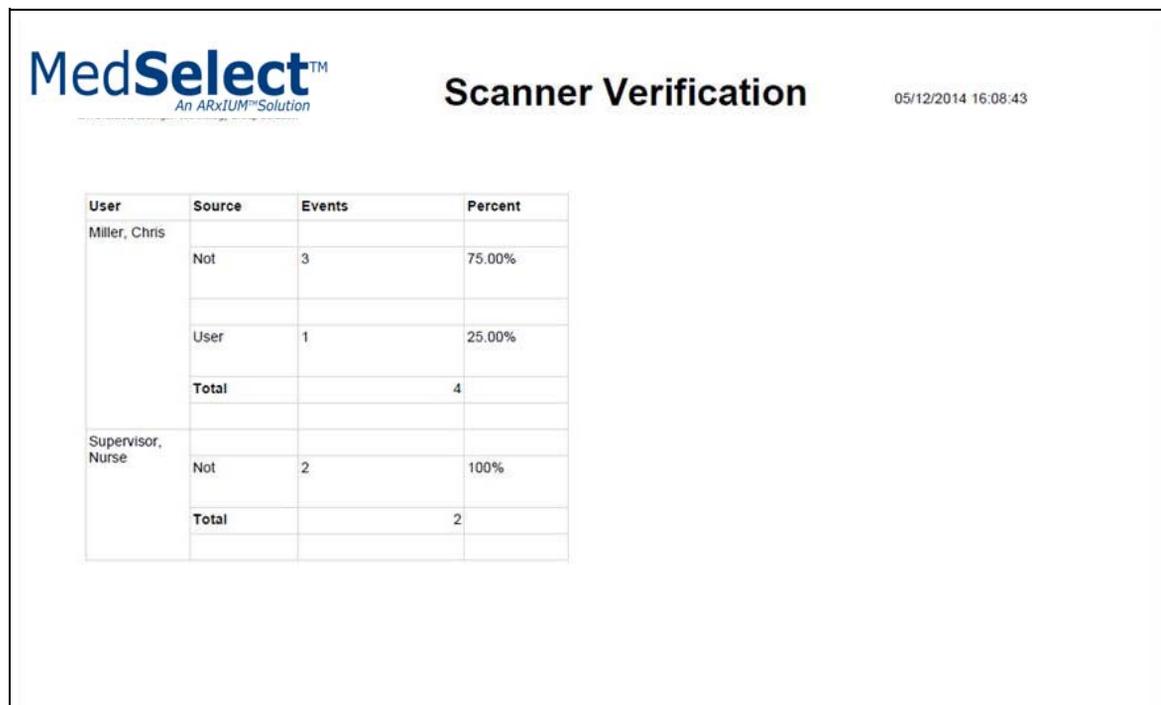
See Managing Discrepancies on page 101 for more information about discrepancies.

Scanner Verification Report

The Scanner Verification Report lists the percent of correct medication scans performed at the DT for each user. This report allows supervisors to track patterns or missed scans and identify problem areas.

The Scanner Verification Report includes the following fields:

- User
- Source
- Event
- Percent



User	Source	Events	Percent
Miller, Chris	Not	3	75.00%
	User	1	25.00%
	Total		4
Supervisor, Nurse	Not	2	100%
	Total		2

Setting Report Date Ranges

You can set the period over which a currently displayed report runs by clicking or touching the gear (or settings) button at the lower right of the NWS window shell.

MedSelect Flex (Supervisor, Nurse) 12:31 PM 03/06/2015 ARX IUM Innovative Pharmacy Solutions

Report List Patient Usage Nurse Usage Inventory Summary Below Minimum Discrepancies Scanner Verification

MedSelect® Inventory Summary Report 03/06/2015 12:31:54

Cabinet	Position	Trade Name Generic Name Lot Number	Item Code DEA Schedule	Size Strength	Expiration	Current	Min	Max
DTED CDM	DTED CDM Drawer 2-1 A	TYLENOL W/COD #3 acetamin w/cod #3	Ty#3 III	1 TAB 30/300MG		26	0	30
	DTED CDM Drawer 2-1 B	ACETAMIN W/COD 300#0 (#4) acetamin w/cod #4 (300#0)	T4 III	1 TAB 60/500mg		26	0	30
	DTED CDM Drawer 2-1 C	TYLENOL acetaminophen	APA325,BLABS OTC	1 TAB 325MG		26	0	30
	DTED CDM Drawer 2-1 D	TYLENOL acetaminophen	APAP600R OTC	1 SUPP 650MG		24	0	30
	DTED CDM Drawer 2-1 E	TYLENOL acetaminophen	ACETAB500 OTC	1 TAB 500MG		25	0	30
	DTED CDM Drawer 2-1 F	DIAMOX SEQUELS acetaZOLAMIDE ER sequels	DiamSeq Legend	1 CAP 500MG		27	0	30
	DTED CDM Drawer 2-2 A	ZOVIRAX acyclovir	Zovcap200 Legend	1 CAP 200MG		26	0	30

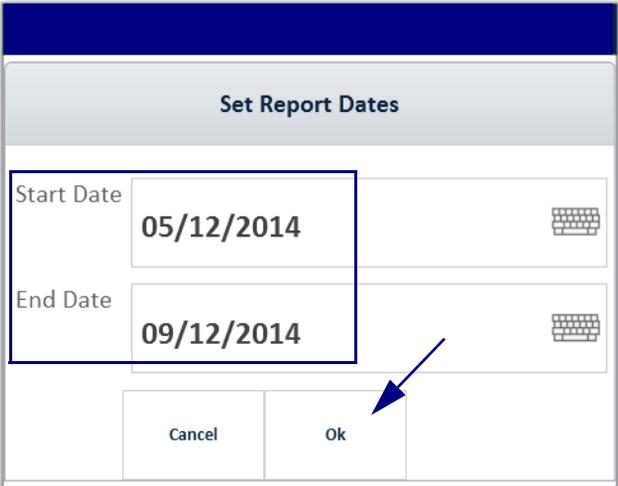
PATIENTLIST REPORTS USERS DISCREPANCIES ? ⚙️ 🔒 EXIT



A Set Report Dates window opens. Using the format DD/MM/YYYY, type in the start and end dates for which you want the report to return data. The default range is over the past 24 hours.

You can also click or touch month, year, and day buttons on the virtual keypad. See Virtual Keyboard and Keypads on page 11 for more information about this method of input.

Click or touch **OK**.



The screenshot shows a mobile application dialog box titled "Set Report Dates". The dialog has a white background with a blue header bar. It contains two input fields for dates. The "Start Date" field is highlighted with a blue border and contains the text "05/12/2014". The "End Date" field contains the text "09/12/2014". To the right of each date field is a small icon of a virtual keypad. At the bottom of the dialog, there are two buttons: "Cancel" and "Ok". A blue arrow points to the "Ok" button.

The report refreshes with data falling between the start and end dates you have selected. Once you set the date range for one report, all reports adhere to this date range.

Viewing, Saving, and Printing Reports

NWS generates reports as PDFs. When you touch or hover the cursor over a report, a small PDF operations bar appears. The different buttons on the bar allow you to save, print, zoom in or out of the report view, or open the report in Acrobat PDF Reader.

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Patient Usage Report

05/12/2014 07:58:22

Patient: Franklin, Jim

ID#: 1000465

MRN: 10040

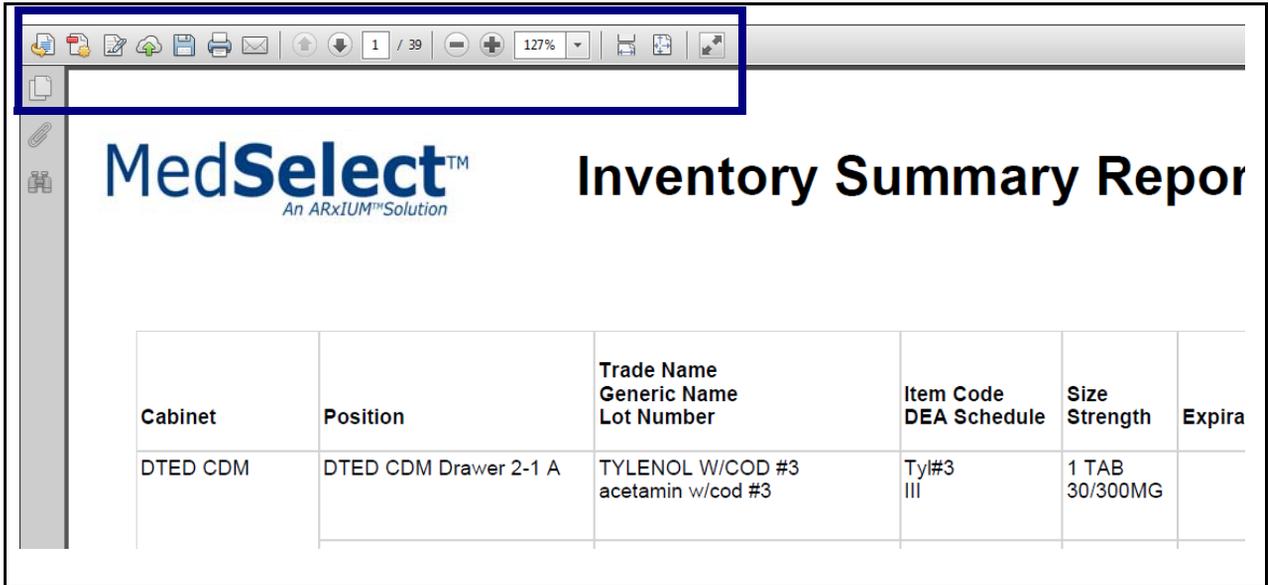
Save

Print

Zoom in or
out

Open in Acrobat PDF
Reader

Clicking or touching the Acrobat PDF Reader option displays a much more detailed PDF toolbar.



MedSelect™
An ARxIUM™ Solution

Inventory Summary Report

Cabinet	Position	Trade Name Generic Name Lot Number	Item Code DEA Schedule	Size Strength	Expira
DTED CDM	DTED CDM Drawer 2-1 A	TYLENOL W/COD #3 acetamin w/cod #3	Tyl#3 III	1 TAB 30/300MG	

This toolbar enables the following actions:

- Show page thumbnails
- Search for a word or phrase
- Save and optionally add an electronic signature
- Print the file
- Send as email attachment
- Jump to a certain page
- Zoom in or out by a percentage
- Fit to window width and permit scrolling
- Fit one page per window
- View file in read mode

To exit the Acrobat Reader view, click or touch the current report name or any other report name in the left pane of the NWS display.

Managing Users

Individual staff members need different levels of permission to access functions required to perform their job duties. These permissions can be grouped together and stored in *profiles*. Profile groups are configured in the AWS on a custom basis upon MedSelect installation. Possible profiles include System Administrator, Registered Nurse, RN-Manager-Supervisor, LPN, Pharmacy Tech, and Student Nurse.

The System Administrator profile allows full management of NWS users. Other profiles can manage users only if assigned NWS User Management rights in the AWS for one or more other profile types.

Only users assigned to group profiles with the Show in NWS setting turned on, or those users that do not have a group profile assigned to them will appear.

User Management is conducted from the Users window of the NWS. Only users with NWS User Management rights can see this window.

This chapter discusses user management functions for System Administrators and other qualified users and covers the following topics:

- Accessing the Users Window
- Users Window Layout
- Sorting Users
- Creating Users
- Editing User Information
- Disabling and Enabling Users
- Resetting User PIN

Accessing the Users Window

Administrators and other qualified users can go to the Users window by clicking or touching the USERS tab at the bottom left of the NWS interface shell. This tab appears only to System Administrators and other qualified users.

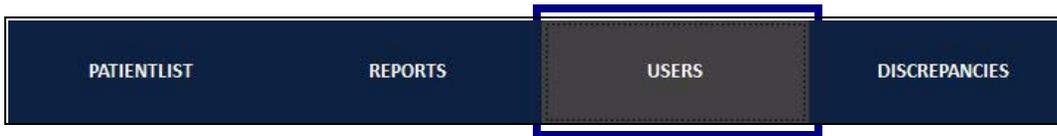
MedSelect Flex (Supervisor,Nurse) 12:21 PM
09/11/2015 

User List | EDIT

Admin, Admin admin/1234 System Administrator	First: Admin	DT Login: Admin	ER Dispense
Alonso, Frank 5516 System Administrator	Middle:	Override MedOrder	ER Restock
ANESTHESIA, DOCTOR 1313 ANESTH	Last: Admin	Restock	Rx use only Dispense
ANESTHETIST, NURSE 2121 ANESTH	CardID: 1234	Retrieve	Rx use only Restock
Applesseed, Johnny 2343 LPN	UserName: admin	Witness	RESP THER Dispense
Barton, Craig craig/50508 System Administrator	Profile: System Administrator	Schedule I Dispense	RESP THER Restock
Becks, Cindy cindyb/01106 System Administrator		Schedule II Dispense	ANESTH Dispense
Blazer, Joe joeb/01000 System Administrator		Schedule III Dispense	ANESTH Restock
Bobby, Bob bbob/071541 Registered Nurse		Schedule IV Dispense	ANESTH Audit
		Schedule V Dispense	ER Audit
		Schedule VI Dispense	RESP THER Audit
		OTC Dispense	Rx use only Audit
		Legend Dispense	
		Schedule I Restock	
		Schedule II Restock	
		Schedule III Restock	
		Schedule IV Restock	
		Schedule V Restock	
		Schedule VI Restock	
		Patient-Specific Restock	
		OTC Restock	
		Legend Restock	
		Audit	
		Audit Witness	
		Schedule I Audit	
		Schedule II Audit	

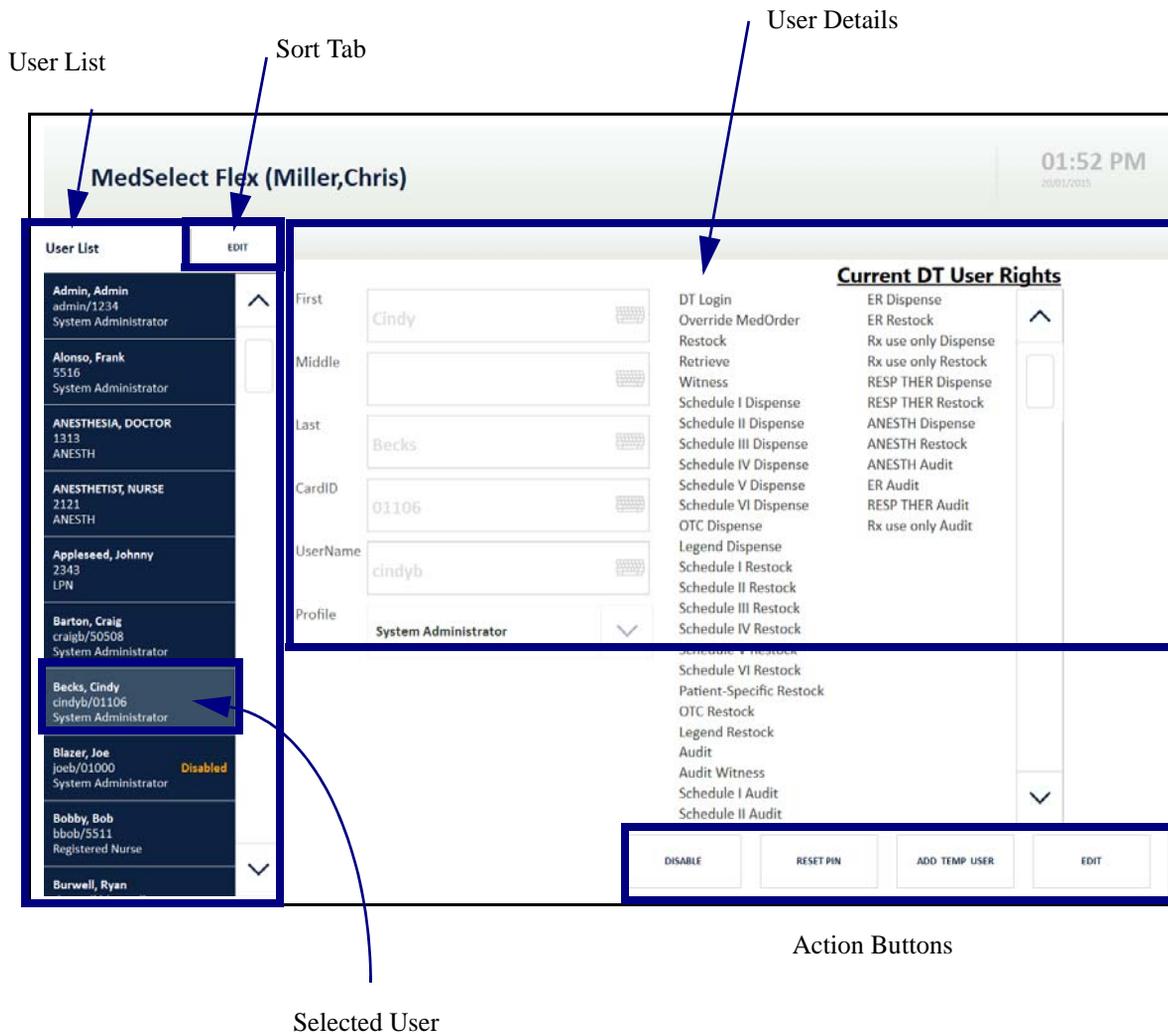
Buttons: DISABLE, RESET PIN, ADD TEMP USER, EDIT

Navigation: PATIENTLIST, REPORTS, **USERS**, DISCREPANCIES



Users Window Layout

The layout of the Users window is as follows.



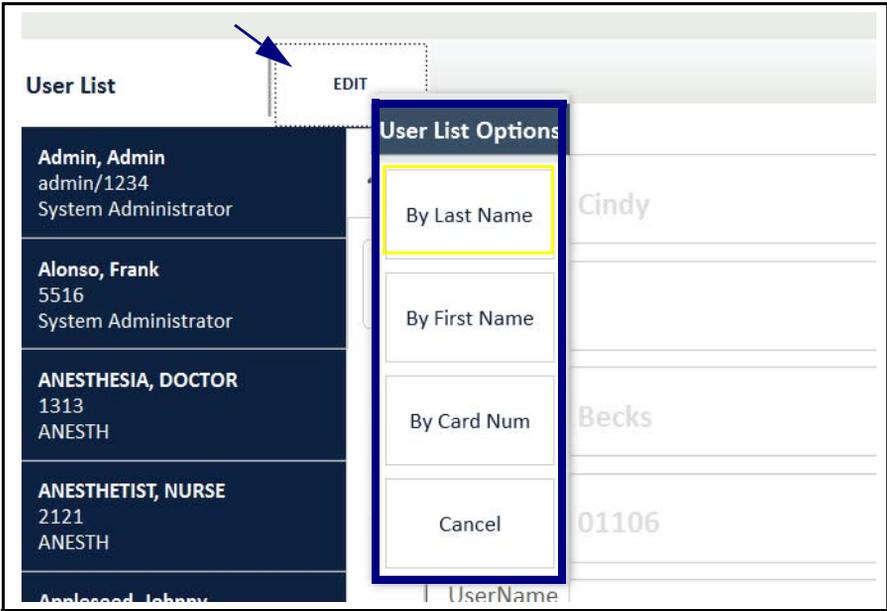
In this window, users appear in a list sorted by the selected attribute from the Sort Users pop-up window described in the section below, Sorting Users. When you click or touch a user in the left pane, details about that user appear in the right pane.

These details include the user's full name, access card ID, system user name, assigned role profile, and Display Terminal permissions associated with that profile.

Except for profile and permissions, user details are grayed out except when you specifically request to edit them. See Editing User Information on page 93 for details.

Sorting Users

You can select a sort order for users by clicking or touching the EDIT tab at the top of the User List and then clicking or touching one of the sort buttons in the User List Options pop-up window. The default is By Last Name. Click or touch **Cancel** to leave the sort order as it is.



Sort options are as follows.

Sort criterion	Description
By Last Name	Sort alphabetically by user last name. Default selection.
By First Name	Sort alphabetically by user first name.
By Card Num	Sort by identification number from magnetic card, card used to enter the building, or barcode card. To enter a MedSelect application, a nurse needs one of these cards and a PIN.

Creating Users

Over time, you may need to grant new users access to the MedSelect NWS system. System Administrators can add temporary users and make these users permanent. Other qualified users can add temporary users and make them permanent only if given NWS User Management rights over these profile types in the AWS.

Creating Temporary Users

To create a temporary user, perform the following steps:

1. Click or touch the **ADD TEMP USER** button in the Action Buttons section at the bottom of the NWS Users window.



An Add Temporary User window opens.

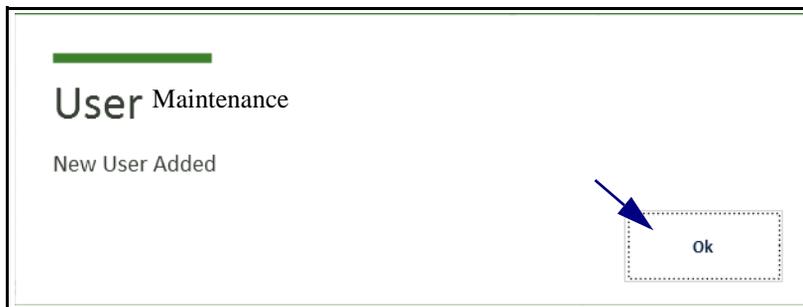
- Using the actual or virtual keyboard, complete the fields, and select a drop-down value for Profile. NWS creates the user profile with corresponding user rights.
- Set expiration time in days (under the Days drop-down menu) and hours (using the actual keyboard or virtual keypad). The maximum expiration time is 5 days.
- Click or touch **Ok** to save the temporary user. You can click or touch **Clear** to clear the fields of values and keep the Add Temporary User window open. You can also click or touch **Cancel** to close the Add Temporary User window without saving the new entry.

The screenshot shows the 'Add Temporary User' window with the following data:

Field	Value
First	Johnny
Last	Appleseed
CardID	2342
Profile	LPN
Expires Days	3
Expires Hours	12

Buttons: Cancel, Clear, Ok (indicated by a blue arrow).

A successful addition produces a New User Added pop-up window. Click or touch **Ok** to close the window.



The new user appears in the User List on the left of the Users window.



If you do not have a System Administrator profile but have NWS User Management rights, you can only create users of the types accessible by your profile in the AWS. The only profile types visible in the drop-down menu under Profile when you are creating the user are the ones you are authorized to add or change.

In the following example, the user creating a temporary account is profiled as Nurse Supervisor with purview over only LPN, Registered Nurse, and Student Nurse profiles. These three profile choices are the only ones that appear in the Profile drop-down menu in the Add Temporary User window.

The screenshot displays the 'Add Temporary User' window. It features a title bar with the text 'Add Temporary User'. Below the title bar, there are several input fields: 'First' with the value 'John', 'Last' with the value 'Doe', and 'CardID' with the value '3333'. Each of these fields has a keyboard icon on the right. The 'Profile' field is a dropdown menu that is currently open, showing three options: 'LPN', 'Registered Nurse', and 'Student Nurse'. The 'Expires' field is also visible but empty. The window has a blue header bar and a light gray background.

Making Users Permanent

If you have sufficient permissions, you can make temporary users permanent.

When you click or touch the name of a temporary user in the User List to the left, the User Details appear as grayed-out values in the right pane. These values only appear black if you are editing the user information, as described in [Editing User Information](#) on page 93. User information includes the expiration date in format DD/MM/YYYY.

A fifth action button, ***MAKE USER PERMANENT***, appears at the bottom right of the window. To make a user permanent, click or touch this button.

MedSelect Flex (Miller,Chris) 10:05 AM
11/01/2015

User List EDIT

User List	Form Fields	Current DT User Rights
<ul style="list-style-type: none"> Burwell, Ryan rburwell/rburwell System Administrator Campbell, Abby abbyc/tier123 Registered Nurse Case, Teresa caset/50536 System Administrator Disabled Hays, Colin haysc/01008 System Administrator Disabled Judge, Judy jjudyj/34334 Student Nurse Kosarych, Mark markk/01022 System Administrator Disabled Kosarycs, Russ russk/01010 System Administrator Disabled LastName, FirstName lname/9191 LPN Disabled Loman, Biff 6756 Registered Nurse Longshot, Billy 	<p>First: <input type="text" value="Biff"/></p> <p>Middle: <input type="text"/></p> <p>Last: <input type="text" value="Loman"/></p> <p>CardID: <input type="text" value="6756"/></p> <p>UserName: <input type="text"/></p> <p>Profile: <input type="text" value="Registered Nurse"/></p> <p>Expiration: <input type="text" value="26/01/2015 10:02:04"/></p>	<p>Current DT User Rights</p> <ul style="list-style-type: none"> DT Login Witness Schedule II Dispense Schedule III Dispense Schedule IV Dispense Schedule V Dispense Schedule VI Dispense OTC Dispense Legend Dispense Patient-Specific Restock Audit Schedule II Audit Schedule III Audit Schedule IV Audit Schedule V Audit Schedule VI Audit OTC/Legend Audit UDM Audit ER Dispense RESP THER Dispense ANESTH Dispense
	<p>DISABLE RESET PIN ADD TEMP USER EDIT MAKE USER PERMANENT</p>	

If you have System Administrator profile permissions, or have NWS User Management rights and you are authorized to perform changes to the type of profile of the displayed user, the expiration date box disappears and the user becomes permanent. No confirmation window appears.

If you have NWS User Management rights but are not authorized to change the profile type of the displayed user, an error pop-up window appears, and the system blocks the change. Click or touch **Ok** to close this window.



Note: You cannot change a permanent user back to temporary.

Editing User Information

If you have sufficient permissions, you can edit user information. To do so, perform the following steps:

1. Select a user from the left pane of the Users window.
2. Click or touch the **EDIT** button in the Action Buttons area at the bottom of the Users window right pane.

The grayed-out values become black and editable.

3. Using the actual or virtual keyboard and keypads, change the user field values as necessary.
4. You can also change drop-down menu choices for profile and, if applicable, for temporary user expiration date and time. Remember the expiration date format is DD/MM/YYYY, not MM/DD/YYYY.

- Where the **EDIT** button was located before, a **SAVE** button now appears. After you finish your edits, click or touch **SAVE**.

MedSelect Flex (Miller,Chris) 10:08 AM 2/11/2015

User List EDIT 3

Current DT User Rights

DT Login	ER Dispense
Witness	RESP THER Dispense
Schedule II Dispense	ANESTH Dispense
Schedule III Dispense	
Schedule IV Dispense	
Schedule V Dispense	
Schedule VI Dispense	
OTC Dispense	
Legend Dispense	
Patient-Specific Restock Audit	
Schedule II Audit	
Schedule III Audit	
Schedule IV Audit	
Schedule V Audit	
Schedule VI Audit	
OTC/Legend Audit	
UDM Audit	

First: Biff
Middle: Willison
Last: Loman
CardID: 6756
User Name:
Profile: Registered Nurse
Expiration: 26/01/2015 10:02:04

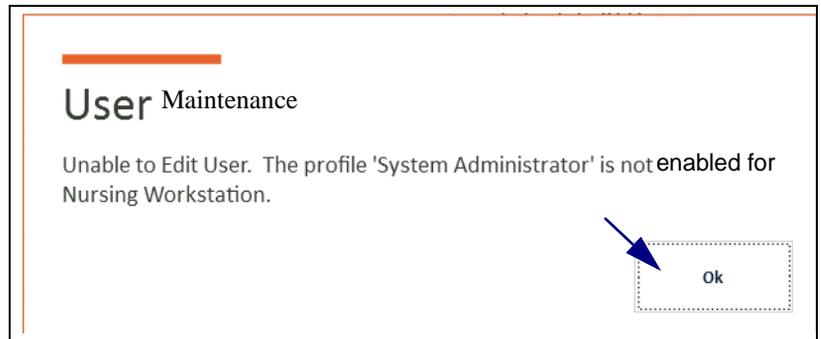
4

5

DISABLE RESET PIN ADD TEMP USER SAVE MAKE USER PERMANENT

If you have a System Administrator profile or have NWS User Management rights for the type of profile being displayed, the values return to grayed-out status, and the new values appear the next time you leave and return to the Users window.

If you do not have management rights for the type of profile being displayed, an error pop-up window appears, and the system blocks the changes. Click or touch **Ok** to close this window.



Disabling and Enabling Users

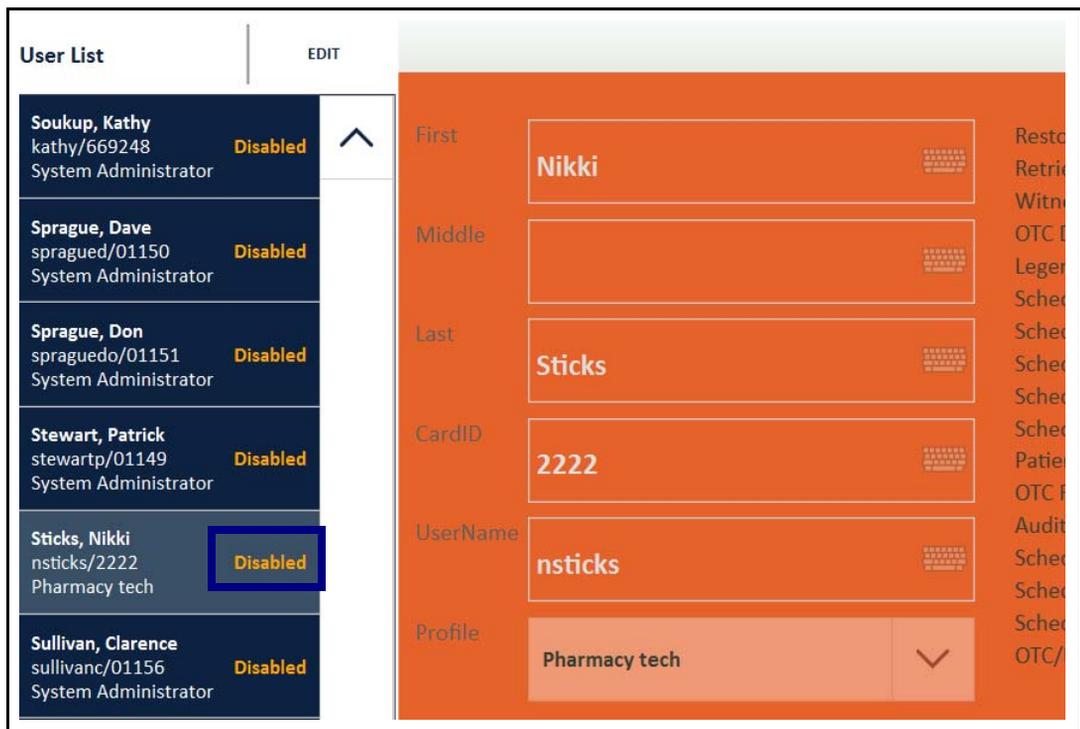
Certain users can disable or enable other users.

Disabling a User

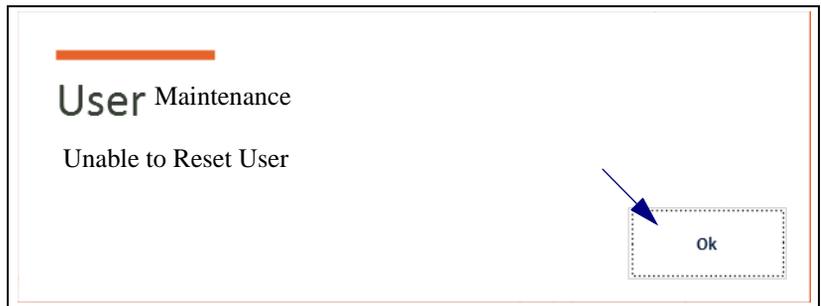
If you have sufficient permissions, you can disable an existing user. To disable the user, select the user from the User List in the left pane and click or touch the **DISABLE** button at the bottom of the Users window right pane.



If you have a System Administrator profile or have NWS User Management rights for users of the type displayed, the background of the right pane turns orange, and the label **Disabled** appears in orange next to the user name in the User List. You can only disable one user at a time.



If you do not have NWS User Management rights for the type of profile being displayed and you click or touch **DISABLE**, an error pop-up window appears, and the system blocks the change. Click or touch **Ok** to close this window.



Enabling a User

As explained in Disabling a User on page 95, when you disable a user or view a disabled user, the background of the right pane turns orange. At the bottom of the Users window right pane in the Action Buttons area, an **ENABLE USER** button appears where the **DISABLE** button was previously located when the user was active.

To enable the disabled user, click or touch this button.



If you have a System Administrator profile or have NWS User Management rights for users of the type displayed, the label **Disabled** next to the user name on the left disappears, and the background of the right pane returns to white. No confirmation pop-up window appears.

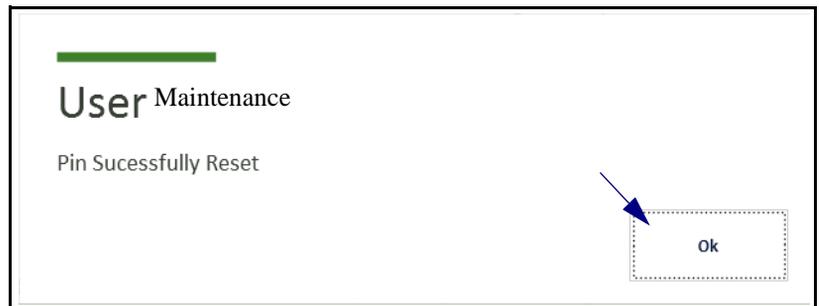
If you do not have NWS User Management rights for the type of profile being displayed, the same Unable to Reset User pop-up window appears as shown for Disabling a User on page 95. The system blocks the enable request. Click or touch **Ok** to close this window.

Resetting User PIN

If you have sufficient permissions, you can reset the PIN for a user by clicking or touching the **RESET PIN** button in the Action Buttons area at the bottom right of the Users window right pane. Doing so resets the PIN to 9999. The user is prompted to reset his or her PIN when he or she next logs in.



If you are a System Administrator or have NWS User Management rights for the profile type of the user, a reset acknowledgement pop-up window appears. Click or touch **Ok** to close this window.



If you do not have NWS User Management rights for the type of profile being displayed, the same Unable to Reset User pop-up window appears as shown for Disabling a User on page 95. The system blocks the reset request. Click or touch ***Ok*** to close this window.

Notes:

Managing Discrepancies

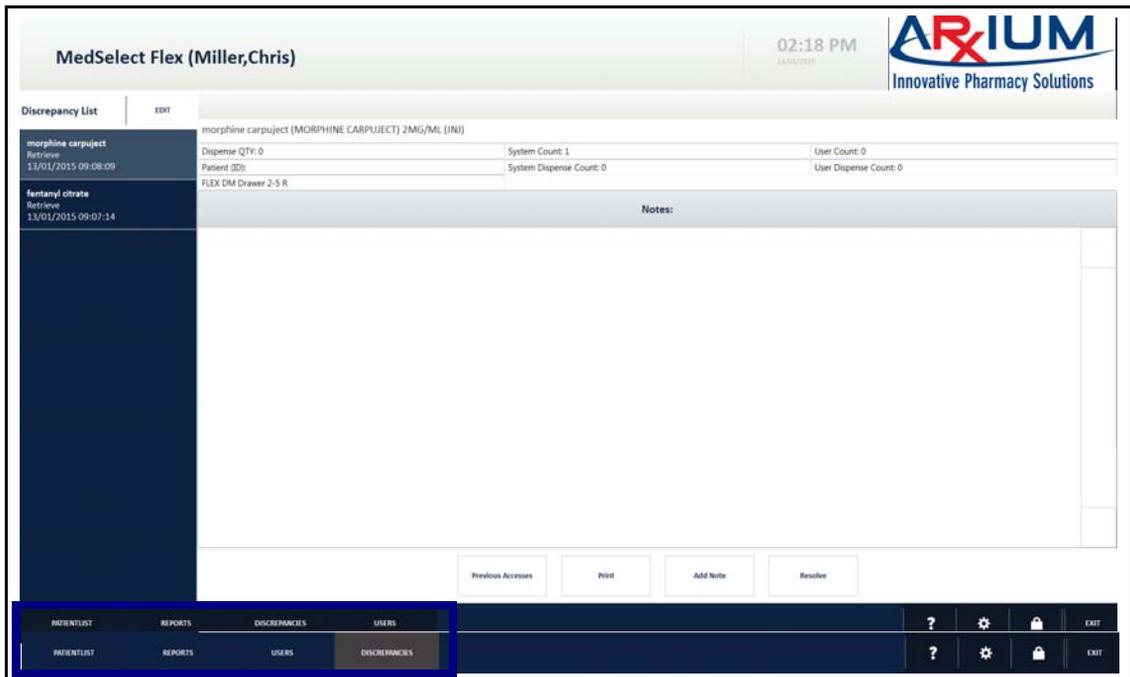
Discrepancies are instances when the system count for a medication does not match the count a user makes of the medication at a point of inventory. You can view, annotate, and resolve medication count discrepancies through the Discrepancies window of the NWS.

This chapter covers the following topics:

- Accessing the Discrepancies Window
- Discrepancies Window Layout
- Sorting Discrepancies
- Viewing and Printing Discrepancies
- Annotating and Resolving Discrepancies

Accessing the Discrepancies Window

You can go to the Discrepancies window by clicking or touching the DISCREPANCIES tab at the bottom left of the NWS interface shell.



Discrepancies Window Layout

The layout of the Discrepancies window is as follows.

Discrepancy List

Sort Tab

Discrepancy Details

The screenshot shows the MedSelect Flex interface. At the top, the user name 'MedSelect Flex (Miller,Chris)' and the time '02:18 PM' on '14/01/2015' are displayed. The main area is divided into a 'Discrepancy List' on the left and 'Discrepancy Details' on the right. The list contains two entries: 'morphine carpuject' (retrieved 13/01/2015 09:08:09) and 'fentanyl citrate' (retrieved 13/01/2015 09:07:14). The 'morphine carpuject' entry is selected, and its details are shown in the right pane, including 'Dispense QTY: 0', 'System Count: 1', 'User Count: 1', 'Patient (ID):', 'System Dispense Count: 0', and 'User Dispense Count: 0'. An 'EDIT' button is visible above the details. At the bottom, there are four action buttons: 'Previous Accesses', 'Print', 'Add Note', and 'Resolve'.

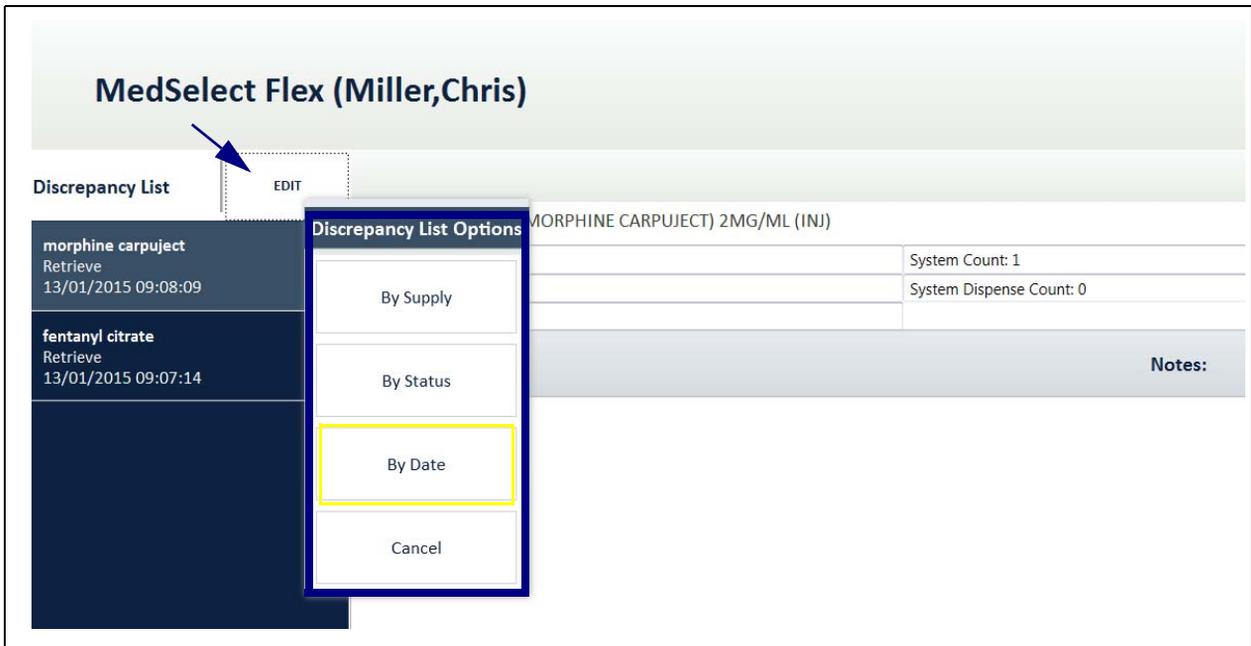
Selected Discrepancy

Action Buttons

In this window, discrepancies appear in a list sorted by the selected attribute from the sort menu at the top. When you click or touch a discrepancy in the left pane, details about that discrepancy appear in the right pane.

Sorting Discrepancies

You can select a sort order for discrepancies by clicking or touching the EDIT tab at the top of the Discrepancy List and selecting one of the sort criteria in the Discrepancy List Options pop-up window. Select **Cancel** to leave the order of the Discrepancy List as it is.



Sort options are as follows.

Sort criterion	Description
By Supply	Sort discrepancies alphabetically by name.
By Status	Categorize and sort by point at which the discrepancy is created: <i>Taken</i> , when the discrepancy is created during a dispensing event; <i>Retrieve</i> , when the discrepancy is created as the pharmacy user is retrieving returns from the retrieve bin; or <i>Unknown</i> , when the discrepancy is created at a point of audit or some other event. MedSelect NWS sorts each status category in reverse chronological order.
By Date	Sort discrepancies in reverse chronological order, using both date and time. Default selection.

Viewing and Printing Discrepancies

You can view and print discrepancy data from the Discrepancies window.

Discrepancy Details

The Discrepancy Details section in the right pane of the Discrepancies window contains several kinds of information.

Medication Details

Counts

midazolam (VERSED) 1MG/1ML (VIAL)		
Dispense QTY: 1	System Count: 5	User Count: 0
Patient (ID): Patient,Test (644688412)	System Dispense Count: 1	User Dispense Count: 2
FLEX UDM Shelf 3-6		
This is a note! (Miller,Chris - 9/8/2014 3:24:33 PM)		
This is a different note!! (Miller,Chris - 9/8/2014 4:12:52 PM)		
This is a note from a different user! (Nurse,User - 9/8/2014 4:13:31 PM)		

Notes

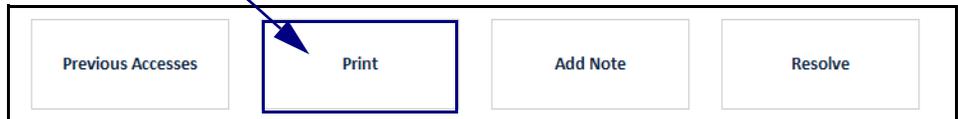
The information is grouped as follows.

Type of information	Description
Medication Details	Medication generic and trade names, dispense quantity, patient ID, and location position.
Counts	Discrepant system counts and user counts.
Notes	Notes about the discrepancy, including possible reasons. You must add a note before resolving a discrepancy.

Counts are differentiated as follows.

Count type	Description
System Count	Actual inventory count MedSelect System has detected for a position.
System Dispense Count	Count that MedSelect lists for number of inventory items dispensed.
User Count	Count user lists as remaining in a position after a dispense.
User Dispense Count	Number of inventory items that were dispensed.

Clicking or touching the ***Print*** button in the Action Buttons area at the bottom of the Discrepancies window prints the Discrepancy Details information.



Previous Accesses

Clicking or touching the *Previous Accesses* button in the Action Buttons area of the Discrepancies window opens a second window that shows all previous user contact with the medication in descending date order. This information allows you to track when in the history of the medication accesses a discrepancy occurred.

Click or touch *OK* or *Cancel* at the lower right to exit this window.

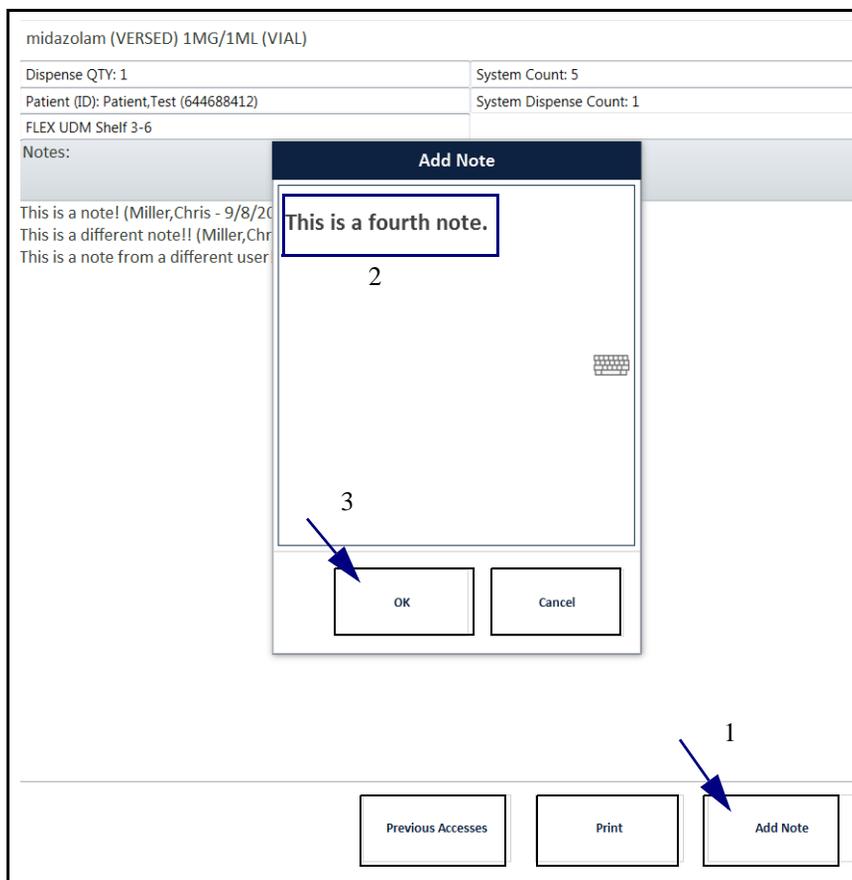
Previous Accesses									
Date	Position Description	Status	User	Patient	User Cnt Remaining	User Dispense...	System Cnt Remaining	System Dispense Cnt	
20/11/2014 08:52:44	FLEX DM Drawer 1-2 D	Open Position Overhead	Burwell,Ryan				20		
07/10/2014 11:20:34	FLEX DM Drawer 1-2 D	Taken	Miller,Chris	Matthews,Marsha		0	16	4	
18/09/2014 09:29:44	FLEX DM Drawer 1-2 B	Taken	Nurse,User	McMillan,Glenn			6		
15/09/2014 16:40:49	FLEX DM Drawer 1-2 B	Taken	Miller,Chris	McMillan,Glenn			7		

Annotating and Resolving Discrepancies

To remove a discrepancy from the Discrepancies List, you must *resolve* the discrepancy. Before doing so, you must add a note to the discrepancy record describing the basis for resolution, as follows:

1. In the Actions Buttons area at the bottom of the Discrepancies window, click or touch the **Add Note** button. An Add Note window opens.
2. Enter a note in the window using the actual or virtual keyboard.
3. Click or touch **OK** in the Add Note window.

In this example, three notes already exist. You must add a fourth.



To then resolve the discrepancy, simply click or touch the **Resolve** button in the Action Buttons area.



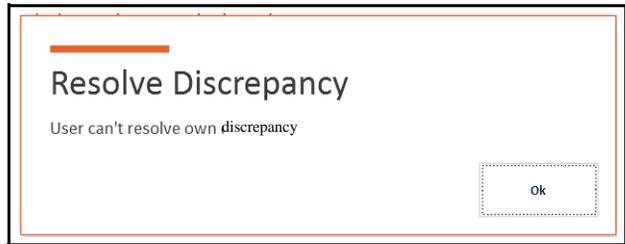
A resolution acknowledgement window appears. In the window, click or touch **OK**.



The resolved discrepancy disappears from the Discrepancies List.

Note: You cannot resolve your own discrepancy. If the discrepancy occurred when you were the logged-in user, another staff nurse or supervisor must annotate and resolve the discrepancy.

If you attempt to resolve your own discrepancy, an error window appears.



Click or touch **OK** and request another staff member or supervisor to resolve the discrepancy.

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