



GSL SOLUTIONS, INC.

WILL-CALL

INTELLICAB™

SYSTEM (GWIS)

USER'S GUIDE

The world's only solution for tracking
prescriptions that streamlines
your pharmacy operation
from end to end...

... by just moving it.



SOLUTIONS, INC.

"...the leader in RFID technology for pharmacy"

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This device complies with Part 15 of the FCC Rules. Operation of this device is subject to the following conditions: this device may not cause harmful interference and this device must accept any interference received, including interference that may cause undesired operation.

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To assure continued compliance, any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

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Le present appareil numerique n.emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de las classe B prescrites dans le Reglement sur le brouillage radioelectrique edicte par les ministere des Communications du Canada.

INTELLICAB™ SYSTEM USER'S GUIDE

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CHAPTER 1. INTRODUCTION

Congratulations on your selection of the Will-Call IntelliCab™ System from GSL Solutions, Inc. Equipped with radio frequency identification, or RFID, the IntelliCab is an intelligent new system designed to provide user accountability as you identify, track, store, and accurately retrieve every prescription — every time!

From the very first day of operation, your new IntelliCab System will make your will-call pharmacy operation more productive, more efficient, and much easier to manage on a day-to-day basis. When your system goes “live,” you’ll experience the benefits of the IntelliCab System firsthand as you streamline your pharmacy workflow, improve accuracy, reduce costs, and deliver outstanding customer service.

The System combines standard RFID tags (affixed to our SmartBaskets™) with GSL’s proprietary RFID readers, our unique lockable electronic cabinet design, our three-dimensional storage drawers, and our real-time IntelliSys™ tracking software. The sleek, uncluttered design of the IntelliCab System creates a professional, HIPAA-compliant appearance. And the system is very easy to use. Once installed, your IntelliCab will virtually eliminate filing and retrieval errors, annoying waiting lines, rummaging through hanging bags or drawers, and dissatisfied customers.

1.1. USING THE INTELLICAB™ SYSTEM

► At its most basic level, the System has two primary user operations:

- 1) Filing prescriptions into the system, and
- 2) Retrieving prescriptions from the system.

Filing Prescriptions: The filing process begins when prescriptions are “linked” for tracking. Each of the GSL workflow baskets, called “SmartBaskets,” has an RFID chip embedded in one end. One or more prescriptions for a single patient are then individually “associated” or linked to the basket(s). GSL refers to this process as “coupling.”

During the coupling process, GSL makes use of the pharmacy management interface to verify that no two patients’ prescriptions are accidentally bundled within the same SmartBasket. This reduces the possibility of “mis-bundling” prescriptions. Once SmartBasket-prescription combinations have been coupled, they can be filed in any available IntelliCab location. Every cell in each of the IntelliCab drawers contains an RFID reader that automatically records the presence and location of the SmartBasket. This feature allows the user to file “coupled” SmartBaskets anywhere they fit within the IntelliCab.

Retrieving Prescriptions: Prescriptions are retrieved using GSL’s intelligent *Pick to the Light* technology. The IntelliCab employs a

combination of *Lights, Sound* and *RFID technology* to deliver **real-time confirmation** that the worker retrieved the correct prescription(s).

1.1.1. SYSTEM OPERATIONS

User accountability is a key feature of the System. During System set-up, each user is given a defined User Role and assigned a User SmartBadge™. The User Role determines which system operations will be available to the particular user, and the SmartBadge confirms the user's access for every operation. From linking prescriptions to opening drawers, user access and all system activity are recorded in real-time.

Five basic user roles must be defined when the system is installed: the Operators, the Pharmacists (RPh), the Vault Tech, the Supervisors, and the Administrators. A checklist for entering users into the system is provided in [Appendix A](#).

1.1.1.1. Operators. In general, all users can perform the following operations:

- **ENTRY [F1]** is used to enter customer data and begin the filing process, including the [linking/unlinking](#) process of associating with SmartBaskets.
- **SEARCH [F2]** is used for will-call lookup and prescription retrieval.
- **RETURN TO STOCK [F4]** is used to locate items to be restocked.
- **HISTORY [F7]** is used to locate available information about single or multiple prescriptions, whether or not they have been delivered.
- **REPORTS [F10]** are used to Print reports or Save them to a file.

1.1.1.2. RPH. Reserved for the Pharmacist. The Pharmacist can override warnings, but does not have access to the Admin [Press Alt+A] screen.

1.1.1.3. Supervisors perform the general operations, above, plus:

- **INSPECT [F6]** – locate prescriptions for verification (does not unlink).

NOTE: The System software provides real-time tracking of prescriptions. All screens are dynamic, and refresh in real time, so users continuously receive accurate information.

1.1.1.4. Administrators have a unique set of functions they must perform to prepare the system for use and maintenance. The Administrator functions are included in *Chapter 9*. A separate function –**ADMIN [A + Alt]**– is available only to Administrative personnel and is used to configure the database, enter

SmartBadge and user I.D. information, set intervals for reports, etc.

1.1.2. TERMS

The following terms are used throughout this Guide.

Coupling Station – The physical location of one of the networked PCs, which may include an RFID pad reader and a barcode scanner, where prescriptions are linked (“coupled”) to their basket I.D., identified in the database, and sealed for shelving.

SmartCells™ – The uniquely-identified locations, or “cubbies,” into which individual SmartBaskets are placed.

FOA – “Fill On Arrival.” Term used in retail. Interchangeable with TOS; “Temporarily Out of Stock” or Partial Fill.

Will-Call Client (WCC) – The interface between the users and the IntelliSys server. Allows the users to access the database and IntelliCabs.

AutoSign™ – An add-on system to IntelliSys to electronically capture, store, and manage signatures. This feature may be configured as signature required for no safety caps, all prescriptions, for controlled substances, or for special handling drugs.

1.1.3. EQUIPMENT DESCRIPTION

IntelliPad™ – RFID pad reader, located on or under the counter at the coupling station.

IntelliCab™ – The cabinets that house 3 to 4 drawers using RFID technology to track prescriptions. Each drawer operates independently of each other. So in an event where a drawer has become unusable, the adjacent drawers can house the prescriptions until the drawer can be repaired.

IntelliSys™ Server – The primary computer containing GSL’s software and the IntelliCab database; used for managing the IntelliCab System. The *IntelliSys Server* includes two customized servers – a primary and a backup.

SmartBaskets™ – GSL’s patented containers equipped with RFID tags and lids. Used as containers for all prescription information and materials throughout the filling, storing and retrieval process.

SmartBadge™ – An I.D. badge that uses the same RFID technology as the SmartBaskets to identify users to the IntelliCab drawers and the Will-Call Client.

2D Scanner – Multiple purpose scanner. Used primarily at customer pickup windows for its ability to read 2 dimensional barcodes on I.D. cards.

Bluetooth scanner – Wireless scanner used to remotely couple items into overstock and refrigerator locations.

Signature Pad – A USB powered device used in conjunction with AutoSign to capture a patient's signature.

1.2. GSL INTELLISYS FEATURES

► Press the associated **Function or Combo keys** to access each of these features:

1.2.1. ENTRY [F1]—to quickly enter customer information via a keyboard or barcode reader and begin the filing process.

1.2.2. VERIFY [F3]—to ...

1.2.3. SEARCH [F2]—to locate a patient's prescriptions and associated items, such as notes, special orders, etc. IntelliSys allows for several ways to search the database. The preferred and most accurate way is to scan the patient's I.D. card. Alternatively, prescriptions can be retrieved using only a few key strokes to identify the customer's name, prescription I.D., etc.

1.2.4. RETURN TO STOCK [F4]—to locate and retrieve items that need to be retrieved from Will Call and returned to stock.

1.2.5. INSPECT [F6] —to locate a prescription, drug, or patient filed in the IntelliCab to verify content, patient, or quantity. After inspection, the SmartBasket does not require re-linking. (User must have supervisor access for this function to be visible).

1.2.6. HISTORY [F7]—to locate available information about single or multiple prescription(s), whether or not they have been delivered.

1.2.7. REPORTS [F10]—to print reports or save to file. Users can view and print reports by drug and quantity, patient name, location, aging status, or partial delivery status.

1.2.8. ADMIN [A + Alt]—available only to Administrative personnel and can be used to configure the database, enter badge and user I.D. information, set intervals for reports, etc. This option is not visible to non-Administrative users.

CHAPTER 2. BASIC SYSTEM OPERATION

The System differentiates between logging in at the beginning of your shift and logging in during your shift to use the System. At the beginning of your shift, an RFID SmartBadge must be associated to the user and log-in credentials must be entered. During your shift, logging in is as simple as placing your associated badge on the RFID pad, by scanning the barcode on your badge, or typing the SmartBadge's three-digit code.

2.1. STARTING INTELLISYS ON THE WORKSTATION

If the software is not yet in use on the workstation, you must begin by **double-clicking the GSL Solutions icon** on the desktop. The software performs an automatic verification to ensure the system is using the most current version. If updates are available, automatic downloading begins and a progress box is displayed.

A splash screen appears containing a series of check boxes. **If any part of the initialization process is interrupted**, the user should contact their IT department. Splash screen initialization includes:

- a. Application server reachable.
- b. Establishing queue service to Location server.
- c. Establishing queue service to Application server.
- d. Heartbeat from Location server.
- e. Heartbeat from Application server.
- f. Getting configuration.



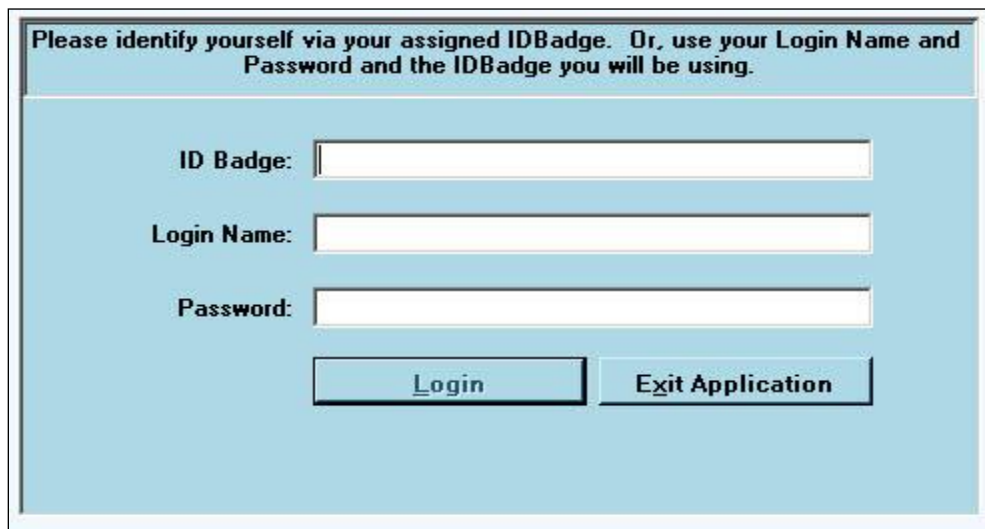
Figure 1. Initialization screen.

2.2. LOGGING IN/OUT OF THE SYSTEM.

2.2.1. LOGGING IN AT THE BEGINNING OF SHIFT.

Users must log-in at the start of each shift. The duration of each shift is determined by the Administrator. To log-in, Users identify themselves by using the User SmartBadge associated with them for that day. Logging in can be accomplished by placing the SmartBadge on an *IntelliPad*, by scanning the SmartBadge I.D. barcode with a barcode scanner, or by typing in the SmartBadge's three-digit code at the Log-in screen.

TIP: You can log-in to the IntelliSys System using any available client workstation.



Please identify yourself via your assigned IDBadge. Or, use your Login Name and Password and the IDBadge you will be using.

ID Badge:

Login Name:

Password:

Figure 2. Log-in screen.

Place your I.D. badge on **the RFID reader or barcode scanner to identify your badge** to the system. You may also enter the three alphanumeric characters displayed on your GSL RFID badge (its “friendly name”).

After you have identified your badge to the system enter your Log-in name and password. The Log-in name is not case sensitive. The password *is* case-sensitive.

You only have to log-in once per day or per shift. After you have logged in, your badge is activated for the duration of your shift.

If you manually enter the information, your log-in Name and Password must be entered accurately before you will be given access to the System.

2.2.2. ACCESSING (USING) THE SYSTEM

After completing the ‘beginning of shift’ log-in; the user can access the System by:

- a) Placing the associated I.D. badge on an RFID reader;
- b) scanning the SmartBadge barcode with any available GSL scanner, or,
- c) typing the SmartBadge “friendly” name and providing username and password.

2.2.3. MULTIPLE SERVER LOG-IN

Some installations of IntelliSys require independent servers for multiple local pharmacies. While each pharmacy “site” is accessible from any location, you must treat each log-in as unique for each location. For instance, if you log-into pharmacy A for the day and later need to access the database at pharmacy B, you must also log-in in for the day at pharmacy B.

When logging into a system with multiple servers, you must first select the proper location and log-in as normal. To access the Log-in screen, press [F9] to log-out and then click the “Switch Servers” button.



Figure 3. The server selection dialog box. Select the server you wish to log-in to and click the OK button.

Please identify yourself via your assigned IDBadge. Or, use your Login Name and Password and the IDBadge you will be using.

ID Badge:

Login Name:

Password:

1.0.30120.0 32-bit **Main Pharmacy**

Figure 4. Multi Server Log-in Box. Note the Server identified in the bottom of the box by name and color. Each server will have a unique name and color associated with it. Click the Switch Server button on the bottom right to return to the server selection dialog box. When working in a multiple-site configuration, make sure to enter prescriptions into the correct pharmacy server.

GSL - Admin - 1

Admin - 1 Recent Allow Rx Scan Without Basket NOT Vault Tech Mode Verify contents Show In-Use Overview

Remote Pharmacy

Entry [F1] Search [F2] Verify [F3] Return to Stock [F4] Inspect [F6] History [F7] Reports [F10] Admin [A, Alt] Inspect Drawers [F6, Alt]

Entry [F1]

Rx or Name:

Customer:
 ID:
 Last: First:
 D.O.B.: Phone:

Associated items:
 Use icon buttons for special actions all items

Fulfills Rx/Item FOA Not Before

Basket/Location: (NONE)

No Baskets:

	Rx/Item	Last Name	First Name	User	FOA	Spon
	2967890	Thornton	Trevor	ALICE	0	37468
	2967499	Clark	Stephen	ALICE	0	18158
	2967700	Lambert	Bradley	barn...	0	73538

Current Status of Recent Transactions:


	Last Name	First Name	DOB	Phone	B
	Jones	Michelle	2/27/1999	501.863.0589	71
	Carter	Alice	3/6/1973	582.419.3370	6

0/0 Admin - 1 GSL Solutions, Inc. [GSLTMPGWIS001, AllZones] Facility: JFPS 2010 1.0.30120.0 32-bit

Figure 5. The Entry Screen [F1].

TIP: Each server location is identified at the top of the screen by name and a color.

2.3. LOGGING OUT

To log-out, press **[F9]** or click the  symbol.

TIP: GSL recommends users log-out whenever they leave the workstation for a period of time. This ensures the system only records transactions performed by active users.

CHAPTER 3. ENTER PRESCRIPTIONS INTO THE SYSTEM – ENTRY [F1]

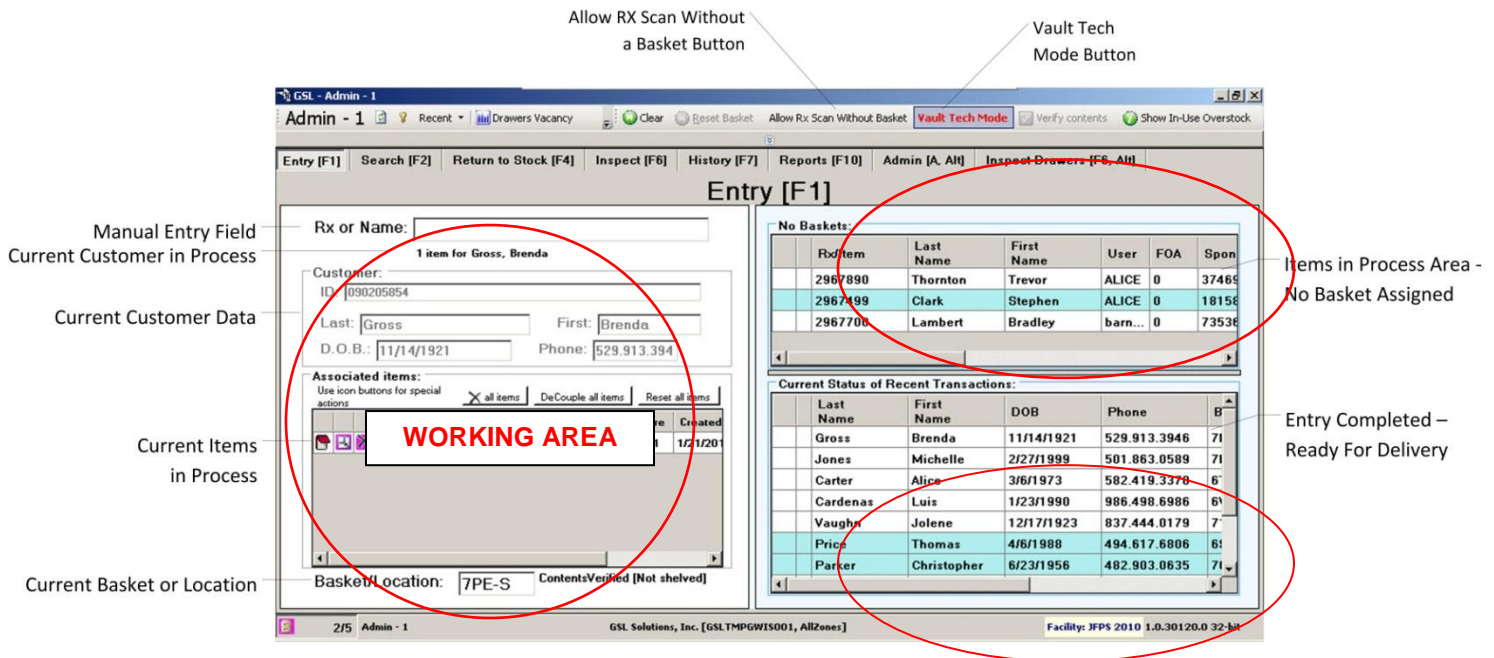


Figure 6. ENTRY [F1] screen. The Working Area is used to provide all the necessary information about a given prescription or set of prescriptions. The right side provides current status of the prescription(s).

Note: For installations where multiple local pharmacies can be accessed, you must first select and log-into the proper location before entering prescriptions into the system. ([See section 2.2.3.](#))

► During the prescription entry process, the System software continuously displays the real-time status of items associated with a given patient, as shown in the two areas on the right side of the entry screen. In the Associated items area on the left side of the ENTRY [F1] screen, icon buttons are used to provide additional information or to modify a prescription entry.

3.1. USING THE ENTRY [F1] SCREEN

The association between a SmartBasket and the prescription(s) it contains must be entered into the system at some time during the production process, before the prescription is filed. This process is known as “coupling” or “linking”.

Types of Coupling:

- Coupling prescriptions to a SmartBasket.
- Coupling prescriptions in the Refrigerator.
- Coupling prescriptions to the Oversized Area.
- Custom Item Coupling (Lost I.D. Card, Hard Copy Prescription, etc.).

Coupling Tip: The System requires coupling to be done in a series of predetermined sequences. First, it wants to see a SmartBasket on the IntelliPad. After the System successfully reads the SmartBasket, you can then scan the Rx number barcode.

3.1.1. NORMAL COUPLING

1. Use your badge to identify yourself and access the database (Log-in).
2. Press F1 to access the ENTRY screen. Note the three main areas of the screen (*Figure 6*).
3. Use the IntelliPad RFID reader to read the SmartBasket RFID tag.
4. Scan the prescription to enter the item number, patient name, etc., into the database. The SmartBasket I.D. is now 'coupled' to the prescription(s); the Basket/Location is shown at the lower left of the screen, and the item is added to the list on the lower right of linked prescriptions ready for filing, under 'Current status of recent transactions.'

TIP: Be sure to wait to hear the confirming beeps before removing or filing the SmartBasket. If you don't hear a confirming beep but the screen acknowledges you have successfully coupled the prescription, check the volume setting on the workstation's external speakers.

Note: If you get out of sequence and scan a prescription barcode and no SmartBasket is present on the IntelliPad RFID reader, a warning is displayed on the screen. Plus, your scanner will alarm and beep until you acknowledge the error. Click the OK button to proceed.

The "No Baskets" section of the screen must be kept empty. This section highlights prescriptions that have been entered into the system but have not yet been associated with a SmartBasket or Oversize bin. Any entries in the "No Baskets" section must be reconciled before proceeding.

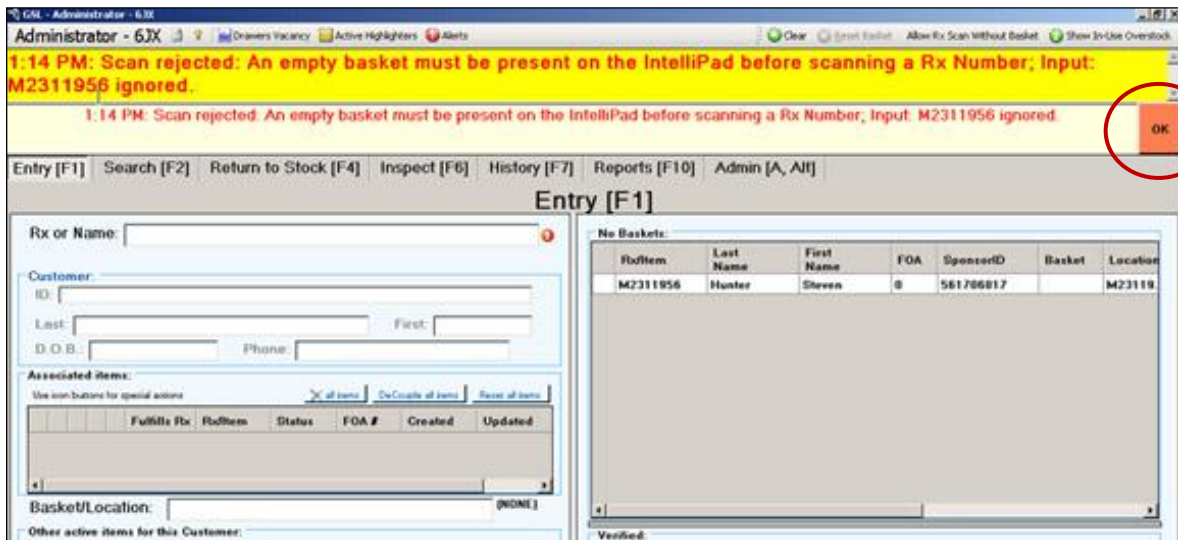


Figure 7. ENTRY [F1] screen: Scan rejected - no SmartBasket present. Click the OK button to proceed.

3.1.2. COUPLING PRESCRIPTION(S) IN THE REFRIGERATOR

Note: You can file refrigerator items using any of the GSL “Workstations” or “Coupling” (with IntelliPad) stations. The filing process is slightly different depending on the type of scanner (tethered or wireless) associated with the workstation.

3.1.2.1. COUPLING STATION WITH WIRELESS SCANNER

If using a GSL Coupling Station (with an IntelliPad), the user must

- a) Click on the ‘Allow RX Scan Without Basket’ button located in the upper-right of the Entry [F1] screen (see Figure 8).
- b) Scan the barcode on the desired prescription(s) with the wireless Bluetooth scanner.
- c) Locate an empty bar-coded storage bin in the refrigerator. Scan the barcode on the empty bin and the user will hear a “happy” chirp indicating the linking occurred.

Note: The “Allow Rx Scan Without a Basket” button will deactivate after each successful coupling attempt and must be relicked to couple to another location.



Figure 8. Entry screen close-up showing the “Allow Rx Scan without Basket” message.

3.1.2.2. COUPLING STATION WITH TETHERED SCANNER

In this case, the user must bring the empty refrigerator basket to the workstation.

The process is similar to 3.1.2.1:

- a) The user must click on the ‘Allow RX Scan Without Basket’ button located in the upper-right of the ENTRY [F1] screen (see Figure 8).
- b) Scan the prescription number barcode(s).
- c) Scan the barcode on the empty bin and the user will hear a “happy” chirp indicating the linking occurred.

3.1.2.3. WORKSTATION WITH TETHERED SCANNER

Note: By definition “Workstations” do NOT have an associated IntelliPad. It is not necessary to click the “Allow RX Scan Without Basket” button. In fact the button won’t be visible in the Workstation configurations.

The process:

- a) Go to the ENTRY [F1] screen.
- b) Scan the prescription number barcode(s)
- c) Scan the barcode on the empty bin and the user will hear a “happy” chirp indicating the linking occurred.

3.1.3. COUPLING PRESCRIPTION(S) TO THE OVERSIZED AREA

To file prescriptions in the oversized area, follow the steps listed above in section 3.1.2 COUPLING PRESCRIPTION(S) IN THE REFRIGERATOR.

3.1.4. CUSTOM ITEM COUPLING

A custom item is any non-prescription item without a barcode. For example you can couple a lost I.D. card or a hard copy prescription, to be handed back to the patient, into a SmartBasket.

1. Press [F1] to access the ENTRY screen.
2. Place a basket on the IntelliPad.
3. Enter the patient's social security number into the "Rx or Name" field.

Note: entering the Patient's social security number allows the items to be found in the Search [F2] tab by scanning the patient's I.D. card. If the social security number is not known enter the patient's last name; when the patient returns the item will have to be found manually.

4. Enter all known customer information in the Customer Data field and click OK. It is important to fill in as much demographic information as possible to enable the Second Patient Identifier feature to work.

The screenshot shows the 'Entry [F1]' screen in the GSL Admin - 1 software. The 'Customer' field is highlighted with a red circle. The interface includes a menu bar with options like 'Entry [F1]', 'Search [F2]', 'Return to Stock [F4]', 'Inspect [F6]', 'History [F7]', 'Reports [F10]', 'Admin [A, Alt]', and 'Inspect Drawers [F6, Alt]'. A status bar at the top displays '1:22 PM: Please complete customer information or select an existing customer from dropdown list'. Below the menu bar, the 'Entry [F1]' title is centered. The main area is divided into two sections: 'No Baskets:' and 'Current Status of Recent Transactions:'. The 'No Baskets:' section contains a table with columns: Rx/Item, Last Name, First Name, User, FOA, and Spon. The 'Current Status of Recent Transactions:' section contains a table with columns: Last Name, First Name, DOB, Phone, and B.

Rx/Item	Last Name	First Name	User	FOA	Spon
2967890	Thornton	Trevor	ALICE	0	37469
2967499	Clark	Stephen	ALICE	0	18156
2967700	Lambert	Bradley	barn...	0	73536

Last Name	First Name	DOB	Phone	B
Gross	Brenda	11/14/1921	529.913.3946	71
Jones	Michelle	2/27/1999	501.863.0589	71
Carter	Alice	3/6/1973	582.419.3370	6
Cardenas	Luis	1/23/1990	986.498.6986	6
Vaughn	Jolene	12/17/1923	837.444.0179	7

Figure 9. Customer data field.

Note: If a patient has had items previously in IntelliSys their information will be saved in the database. Select your patient from the drop-down list and IntelliSys will fill in the fields for you.

5. Enter the item's description into the "Rx or Name" field.

Rx or Name:

Customer: **Collins, Brodie**

Customer:

ID:

Last: First:

D.O.B.: Phone:

Associated items:
Use icon buttons for special actions

					Fulfills	Rx/Item	Status	FOA	Not Before	Created

Basket/Location: Empty [Not shelved]

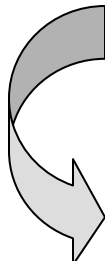
Figure 10. Custom item description.

TIP: When placing the prescription items in the SmartBasket, make sure products containing foil seals and wrappers are not placed at the back of the SmartBasket. Foil packaging can interrupt the successful reading of the RFID tag in the basket (Figures 11 and 12).



Figures 11 and 12. Incorrect and Correct placement of items in SmartBasket. Foil packaging should not be placed at back of basket.

3.2. SPECIAL ACTION ICONS. Special action icons in the *Associated items* window are used to deliver information or manage the status associated with a prescription. For example, notes may be entered with a prescription. You can hover or hold the cursor over each icon to see its function:



Associated items:											
Use icon buttons for special actions											
<input checked="" type="checkbox"/> all items <input type="checkbox"/> DeCouple all items <input type="checkbox"/> Reset all items											
					Fulfills	Rx/Item	Status	FOA	Not Before	Created	Updated
					<input type="checkbox"/>	2962285	Ready	0	2/16/2011	2/14/2011	2/15/2011 7:11:15
					<input checked="" type="checkbox"/>	2962285	Ready	1	2/16/2011	2/14/2011	2/15/2011 7:11:15
					<input checked="" type="checkbox"/>	2962286	Ready	0	2/15/2011	2/15/2011	2/15/2011 7:11:15

Figure 13. ENTRY [F1] screen close-up – Associated items.

3.2.1. NOTES



Notes. Hover over this icon to see any Notes already entered, or click to enter a new Note. Once a Note is entered, the Notes icon will be highlighted yellow. When the retrieval function is performed, a flashing alert above the patient's name will indicate the notes below.

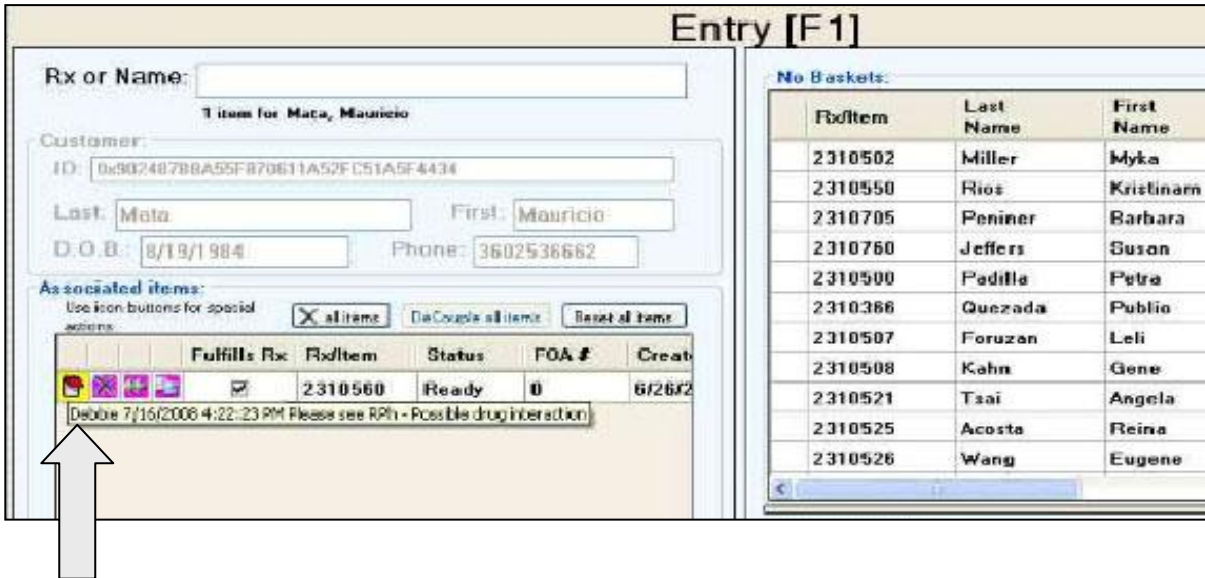


Figure 14. Entry screen close-up – Highlighted Notes icon.

Hold the cursor over the highlighted **Notes** icon to see any notes entered regarding the prescription, including by whom and when the item was entered.

[Figures 15 -21. Icons and messages in the Associated items window.]

To add a note to a prescription, click the **Notes** icon, type in the information, and then close the box by clicking the “x” in the right corner or by moving the cursor outside the box.

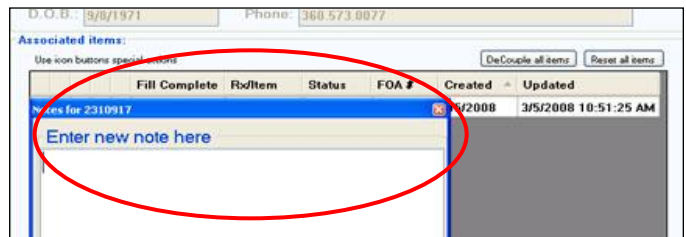


Figure 15. ENTRY [F1] screen close-up – Notes Window.

3.2.2. REMOVE ITEMS FROM THE SYSTEM



Remove this item from the system.

Use this option in case of an incorrect entry. Click this icon to completely redo the entry. This will disassociate the prescription from the SmartBasket and remove it from the system. This can also be done by clicking on the “X all Items” button above the window.



Figure 16. Remove item from system.

3.2.3. RESET ITEMS FROM A SMARTBASKET



Reset and remove this item from this SmartBasket.

Click this icon to go back to the start of the prescription entry process without removing the item’s history. This should be used when single items need to be removed, rather than taking out all the contents of the container. The removed items will be

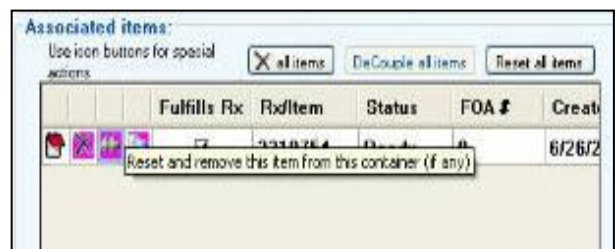


Figure 17. Reset and remove items.

shown in the “No Baskets” section of the screen. To remove the item(s) from the “No Baskets” section, re-scan the Rx into the same or another container.

3.2.4. REMOVE ITEMS FROM A SMARTBASKET



Remove this item from this SmartBasket.

This option lets the user move an item to a different SmartBasket, but it retains all of the pharmacist’s verification information. For example, if several prescriptions for a single patient are being filled and the SmartBasket is full, select this option to move one or more of the materials to a different basket. The removed items will be shown in the “No Baskets” section of the screen. To remove the item(s) from the “No Baskets” section, re-scan the Rx into the same or another SmartBasket.

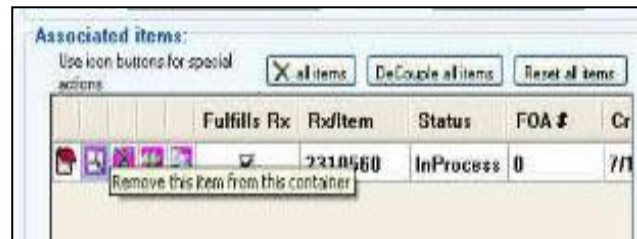



Figure 18. Remove items from SmartBasket.

3.2.5. CREATE A FOA/TOS FOR AN ITEM

 **Create a FOA/TOS for this item.** Click this option to keep track of partial fills or FOAs. When the prescription is completely filled, the “Fulfills Rx” box should be checked. If it is not checked, more product will have to be provided when available.

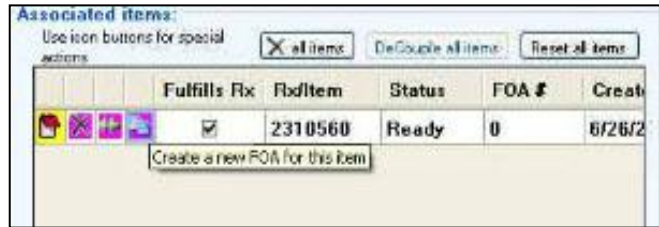


Figure 19. Create a FOA/TOS for an item.



Figure 20. Error message – partial fill status.

An error message at the top of the working area will alert the user to the partial fill status of the prescription (Figure 20).

When the prescription is filled, the *Associated items* screen indicates the prescription is complete.

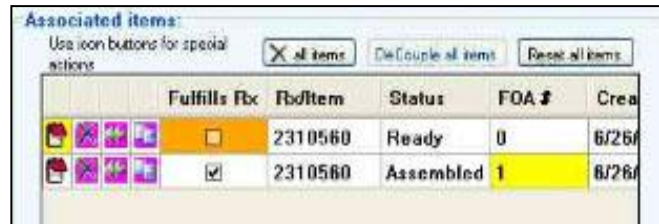


Figure 21. “Fulfills Rx” shows prescription completed.

3.2.6. DO NOT DISPENSE BEFORE DATE

IntelliSys gives you the ability to change the date the item is available for pickup. A user attempting to dispense the items will receive a warning that the item is not due to be dispensed until a specific date and will not have access to the items prior to the entered date.

To change the date click on the date in the “Not Before” column and enter a new date in the MM/DD/YYYY format, either by typing or by using the date picker, and press [Enter]. After the date has been changed it will be highlighted yellow to indicate the date has been modified.

Associated items:										
Use icon buttons for special actions					all items		DeCouple all items		Reset all items	
					Fulfills	Rx/Item	Status	FOA	Not Before	Created
					<input checked="" type="checkbox"/>	2962285	Ready	0	2/16/2011	2/10/201
					<input checked="" type="checkbox"/>	2962286	Ready	0	2/10/2011	2/10/201

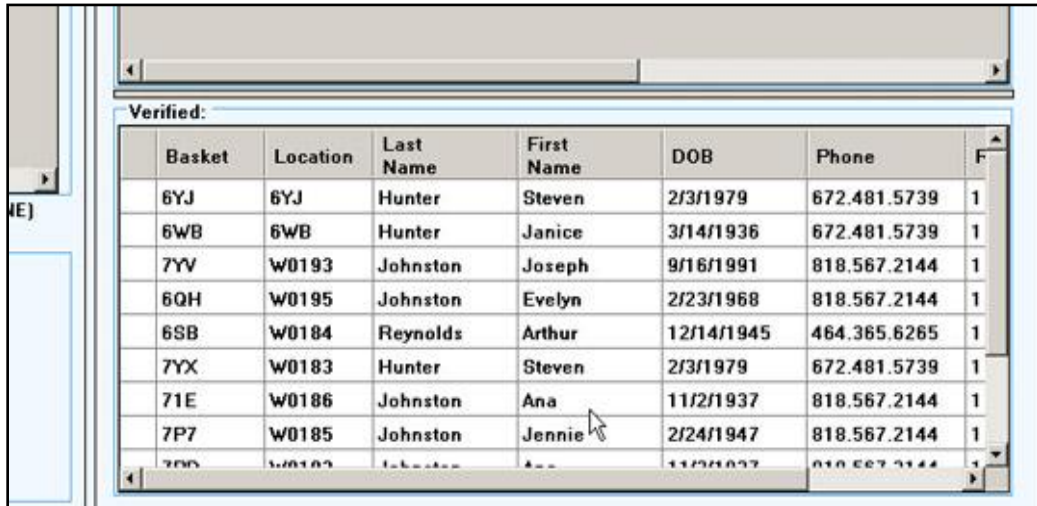
Figure 22. The yellow highlighted date indicates a modified date.

Note: Supervisors and Pharmacists will still get a warning when attempting to pull an item before a “Do Not DSP Before” date but they may choose to override it.

3.2.7. CREATION DATE. You may also edit the creation date using the same methods as described for changing the do not dispense date. Changing this date will only affect when the item will be pulled for non-compliance. You cannot enter a future date into this field. A date picker is also provided here for easier editing.

3.3. COUPLED PRESCRIPTION(S) AND SMARTBASKETS

► Prescriptions entered into the System’s database and “coupled” or associated with a particular SmartBasket are then ready to be shelved (placed into the IntelliCabs). All coupled prescriptions, shelved or unshelved, are displayed on the lower right side of the Entry screen under the heading ‘Verified’ (Figure 23).



Basket	Location	Last Name	First Name	DOB	Phone	F
6YJ	6YJ	Hunter	Steven	2/3/1979	672.481.5739	1
6WB	6WB	Hunter	Janice	3/14/1936	672.481.5739	1
7YV	W0193	Johnston	Joseph	9/16/1991	818.567.2144	1
6QH	W0195	Johnston	Evelyn	2/23/1968	818.567.2144	1
6SB	W0184	Reynolds	Arthur	12/14/1945	464.365.6265	1
7YX	W0183	Hunter	Steven	2/3/1979	672.481.5739	1
71E	W0186	Johnston	Ana	11/2/1937	818.567.2144	1
7P7	W0185	Johnston	Jennie	2/24/1947	818.567.2144	1
7DD	W0182	Johnston	Ana	11/2/1937	818.567.2144	1

Figure 23. ENTRY [F1] screen close-up – Prescriptions ready for delivery.



Figure 24. Coupling Stations associate prescriptions with SmartBaskets for filing and retrieval.

3.3.1. FILE COUPLED PRESCRIPTIONS IN THE INTELLICAB

With multiple IntelliDrawers available, the users need to know which IntelliDrawer has the most available “cubbies” for each size SmartBasket. To find the most available, the user simply presses the round blue button on ANY IntelliDrawer and the GSL Logo will light up the most available of each size SmartBasket (small, medium, and large).

Once an IntelliCab drawer is identified as having the most available space, the user must “authenticate” access to the IntelliCab by holding his/her SmartBadge up to the numeric pad on the IntelliDrawer. (Users must log-in at the start of the shift before they are allowed to access the IntelliDrawers. See *Chapter 2, section 2.1.*) When authenticated, the GSL Logo flashes to notify the user that access has been granted.

Once authenticated, open the drawer and place the appropriate SmartBasket in any available cubby. The SmartBasket is placed into the cubby with the opening facing out. Once the SmartBasket is “shelved,” green indicator lights flash below the SmartBasket and a “happy” chirp notifies the user the SmartBasket has been shelved successfully.

After the user shelves all available SmartBaskets of a particular size, or when there are no empty cubbies remaining, simply close the drawer. Repeat as necessary.

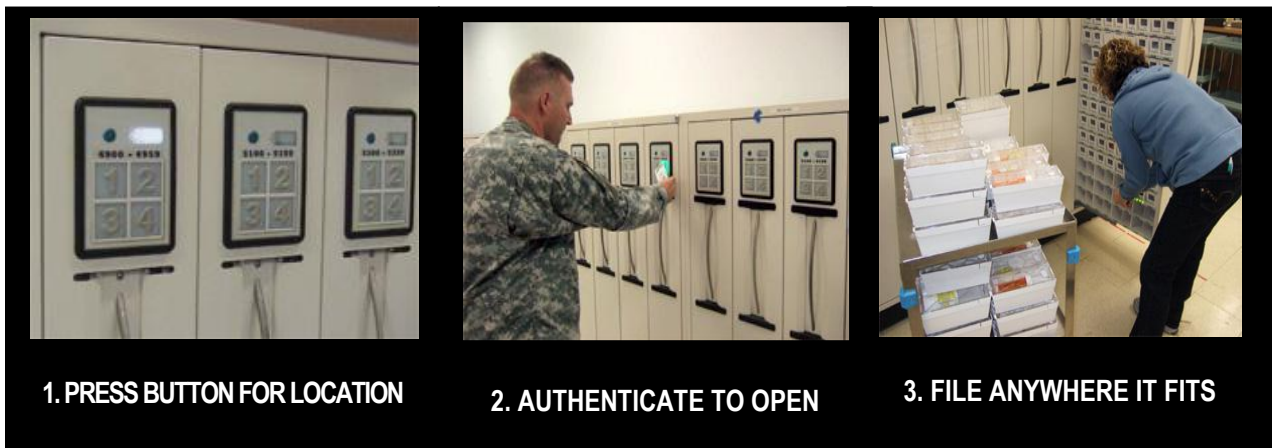


Figure 25. Filing linked SmartBaskets into the IntelliCab.

TIP: Be sure to wait until you see the lights below the baskets blink and hear the confirmation beeps before proceeding. This ensures any defective SmartBaskets, or a SmartBasket without a linked or verified prescription, can be quickly replaced or corrected.

CHAPTER 4. RETRIEVE PRESCRIPTIONS - SEARCH [F2]

4.1. THE RETRIEVAL PROCESS: PHOTO OVERVIEW



Figure 26. The Prescription Retrieval Process – Look-up, Get Pick Number, Follow the Lights.

4.2. LOCATE A PRESCRIPTION FOR RETRIEVAL

Prescriptions can be located in several ways, depending on how the system is configured. Identification information used to search for a prescription may include entering several letters of the patient's name, the customer I.D., SmartBasket number, Item number, etc.

1. Press or click on the SEARCH [F2], if it is not currently displayed.
2. Enter the information associated with the prescription you want to locate. You can place the cursor in any of the white boxes associated with a particular data field, such as "Last Name," "First Name," "DOB," etc., and then enter the I.D. information. If only a partial name or other I.D. is

entered, all possible matches will be highlighted. The default search setting is by last name.

Administrator - 12

Entry [F1] Search [F2] Return to Stock [F4] Inspect [F6] History [F7] Reports [F10] Admin [A, Alt]

Search [F2]

All Descriptions

By Customer By BatchID By SponsorID By Basket By Item

RU

Last Name	First Name	DOB	Phone	Basket Count	Rx Count
Beck	Wendell	9/4/1956	360.263.7810	1	2
Castaneda	Salvador	9/4/2008	360.885.0292	1	1
Cunningham	Mark	8/30/1939	360.775.8700	1	1
Darby	Sister, Barbara	8/30/1994	360.574.3611	1	1
Duarte	Patsy	8/28/1928	360.225.9751	1	1
Fong	Allan	9/3/1961	360.834.1125	1	1
Fujimoto	Ether	8/27/1970	360.280.2574	1	1
Littfield	Angela	8/10/1953	360.885.7945	1	1
Lopez	Alberto	9/2/1992	360.892.2607	1	1
Mahdy	Mohammed	8/21/1899	360.253.8185	1	1
Neeris	Rex	8/30/1972	360.695.3757	1	1
Ramirez	Maria	8/20/2001	360.892.1729	1	1
Rodarte	Cesar	5/18/1965	360.573.2991	1	1
Ruiz	Romelia	9/2/1936	360.573.3773	1	1
Spray	Robert	8/20/2004	360.573.8800	1	1
Villamor	Taurino	9/2/1972	360.993.4073	1	1

Items Selectable for Retrieval

Ruiz, Romelia

C1103 - ContentsVerified

Status: Ready

Items Selectable for Retrieval

Ruiz, Romelia

Phone: (360) 573-3773s Verified

DOB: 9/2/1936

Status: Ready

Rx: 2310111

Individual arrows show each separate location of items for this patient/customer.

6:20 AM: RfidPad DCS01 is not working properly. Please check error logs for details. [Ping to address 192.168.1.166 failed: TimedOut]

Administrator - 12

GSL Solutions, Inc. [DCS01]

1.8.1.10

Figure 27. Search using two letters of the patient name.

Once a single patient is located, users can hold the cursor over the Phone or DOB column to see and confirm the customer's telephone number or date of birth if additional identification is required. (See inset above). Click on a column header to prioritize your search by that column's information. Data will be resorted in alphanumeric fashion.

TIP: To see a detailed history of a particular item, right-click the mouse to open a pop-up window. Notes can be added to this box as needed. Close the window by clicking on the X in the upper right corner, or by moving the cursor anywhere outside the window.

Using the mouse, left click on the correct selection. If the item cannot be retrieved, an X is shown instead of an arrow in the box next to the patient name. Hold the cursor over the X to see the explanation.

Location and status of the prescription are shown to the right of the Search window: 'Items Selectable For Retrieval.' Information provided includes shelving

status, FOA/TOS, verification, etc. The status window on the Search screen can display prescription status as well as notes regarding the order.

NOTE: If you click on the arrow to search for the prescription and it can't be located, a Caution Screen will appear.

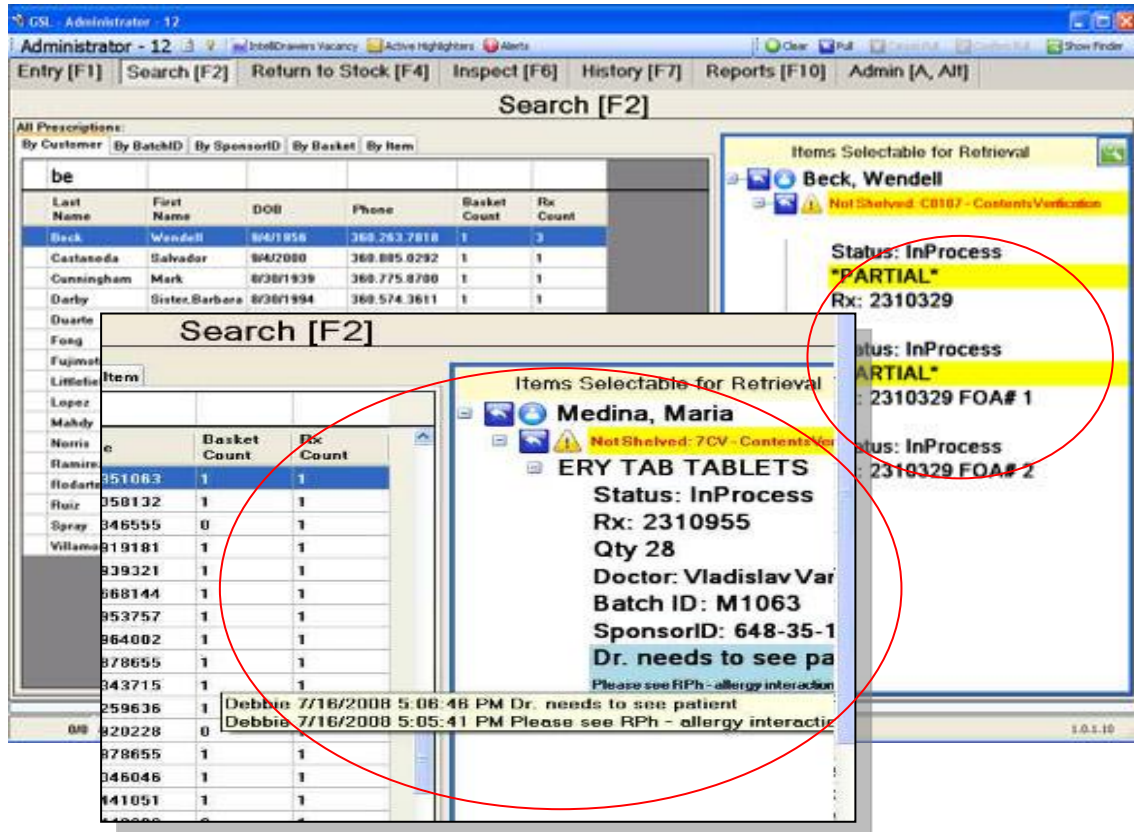


Figure 28. Search results are displayed in the status window.

Search can deliver a special results screen that displays the notes and other prescription information, along with information regarding where the items are located. This is especially helpful for oversized or hard to shelve items such as bottles of liquid, durable medical equipment, etc. (Figure 28).

Multiple items and containers or locations can be included in Search results (Figure 29).

The screenshot displays the 'Search [F2]' interface. At the top, a yellow banner reads: **CAUTION: Item 2310560 is in a basket that is not shelved.**

The navigation bar includes: Entry [F1] | Search [F2] | Verify [F3] | Return to Stock [F4] | History [F7] | Reports [F10] | Admin [A, All]

Search [F2]

Your Current Intelli-Drawer Pick List:
 This symbol: **3** is illuminated on the Intelli-drawer or drawers containing the prescription(s)

Your Current Manual Pick List:
 Retrieve the items at the indicated locations. Then confirm using 'Confirm Pull' button above; or scan the basket shelf

Area	Location	Basket	RxCount	Last Na
IntelliDrawer	W0714	77W	1	Mata
In Basket Not Shelved	7CV	7CV	1	Mata

All Prescriptions:
 By Customer | By BatchID | By SponsorID | By Basket | By Item

Last Name	First Name	DOB	Phone	Basket Count	Rx Count
mat					
Mata	Mauricio	5/15/1974	30757662	1	1
Marrige	Josephine	3/30/1996	3607350002	1	1
Modlock	Courtney Ann	5/27/1967	3602581682	0	1
M...	E...	3/18/1974	3602965002	1	1

Items Selectable for Retrieval

- Mata, Mauricio
- 3** Not Shelved: 7CV - Contents Verified
- ACYCLOVIR TABLETS
 - Status: Ready
 - Rx: 2310560 FOA# 1

Figure 29. Search Results for multiple locations.

4.3. PICK TO THE LIGHT

4.3.1. FOLLOW THE LIGHTS. Once a patient is selected, press [F12] or click on the “Pull” button in the top right corner of the screen to initiate retrieval. Proceed to the IntelliCab which displays the light and number matching that on the workstation.

4.3.2. SECOND PATIENT IDENTIFIER. The Second Patient Identifier feature codifies Pharmacy “Best Practice and Rules” that requires the dispensing clerk to ask the patient for a second patient identifier such as Date of Birth, Telephone Number, Dr. Name, or Patient Street Address to ensure dispensing accuracy. The dispensing clerk enters this information into the “Confirmation Status: Not Confirmed” screen (*Figure 30*) and presses [Enter]. When the screen displays “Confirmation Status: Confirmed” (*Figure 31*), press [Enter] once more and the “Pick” screen (*Figure 32*) is displayed. The dispensing clerk’s name and pick assignment number will be displayed on the workstation screen. Proceed to the IntelliCab which displays the light and number matching that on the workstation.

Last Name	First Name	DOB	Phone	PCode	Address	Rx ID
Hoffman	Eva					2972123

Figure 30. Second Patient Identifier: Confirmation Status screen.

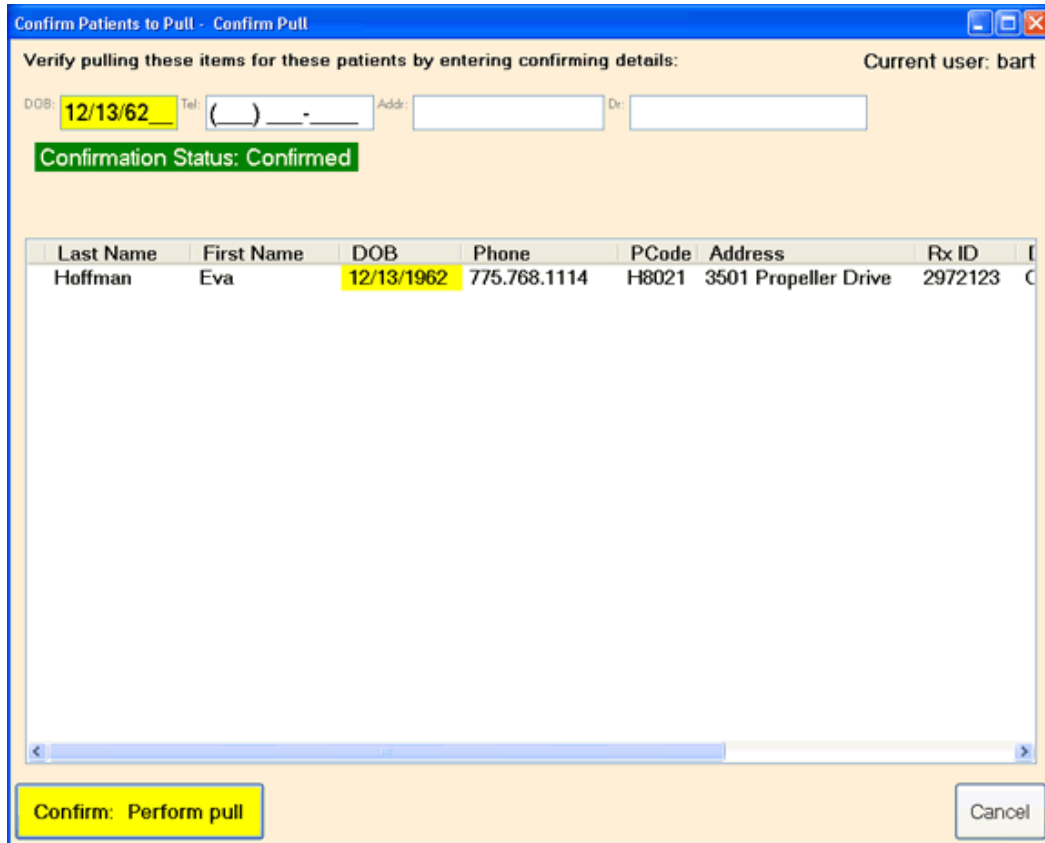


Figure 31. Second Patient Identifier: Confirmation Status Confirmed.

If the person picking up for the patient does not know the secondary information, the RPh must become involved. The dispensing clerk clicks on the [Override] button on the bottom of the screen (Figure 30) and another log-in screen appears (Figure 33) and the RPh must log-in in order to override. Note at the top of the screen (Figure 34) that the RPh now has control. At this point, if the RPh has enough information to discover if the person picking up the prescription is picking up for the correct patient, they may now press the [Confirm: Perform Pull] button, or press [Enter] on the keyboard.

Control then reverts back to the dispensing clerk who now receives a "Pick" screen (Figure 35). All overrides and actions are logged within the system in the prescription's History.

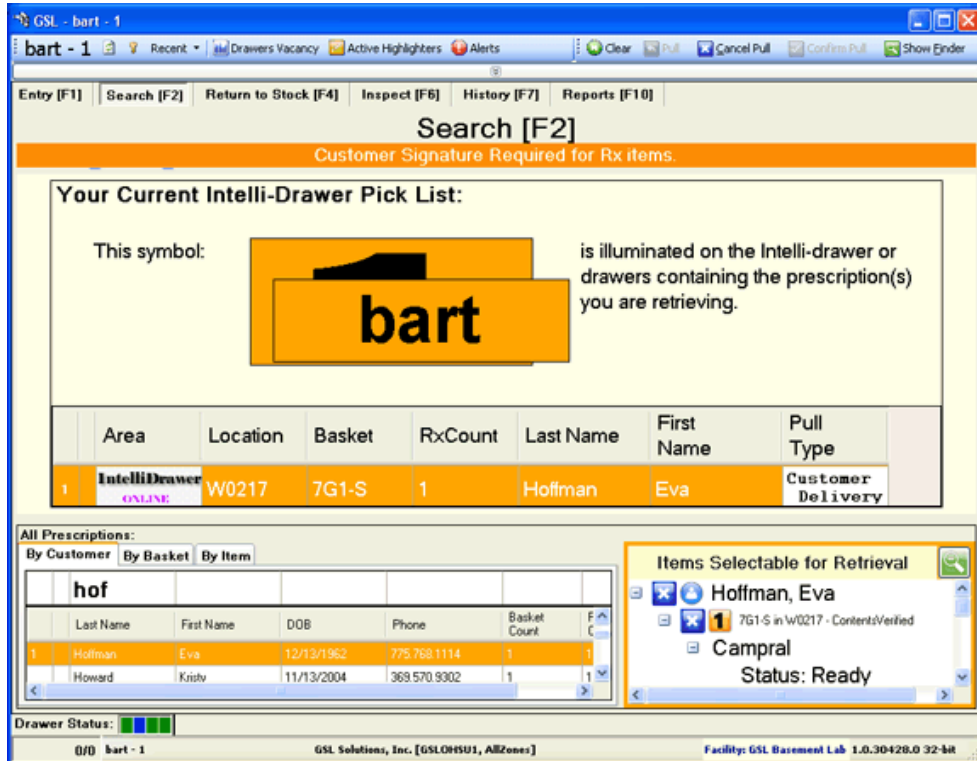


Figure 32. Second Patient Identifier: Standard Pick screen.

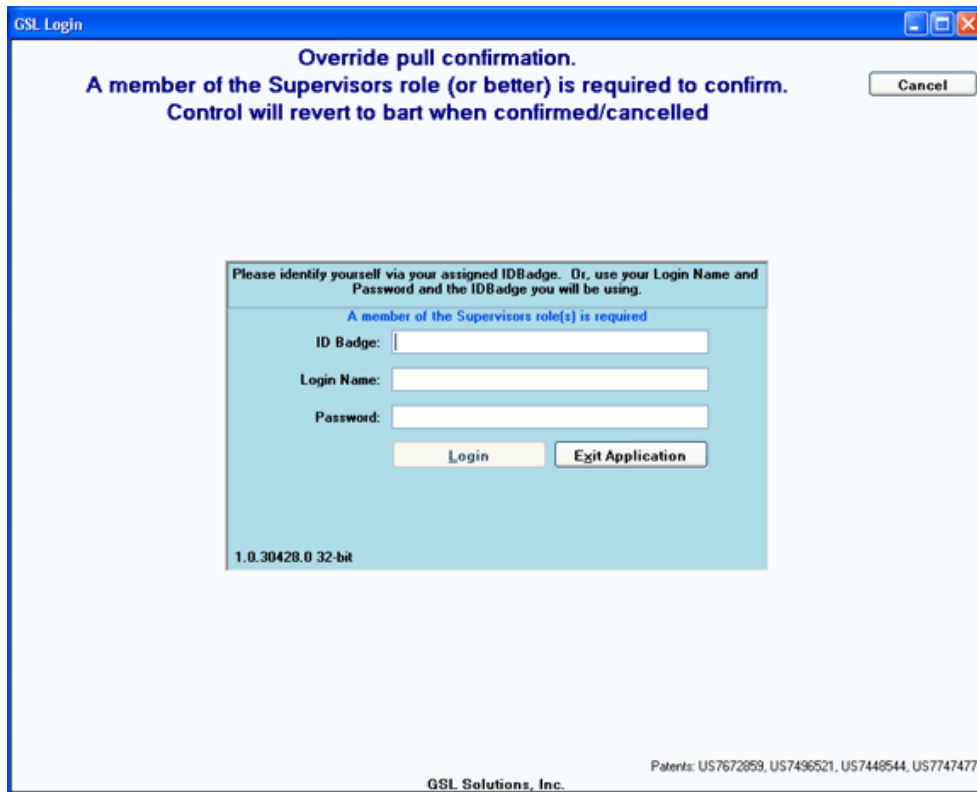


Figure 33. Second Patient Identifier: Pharmacist's Log-in screen.

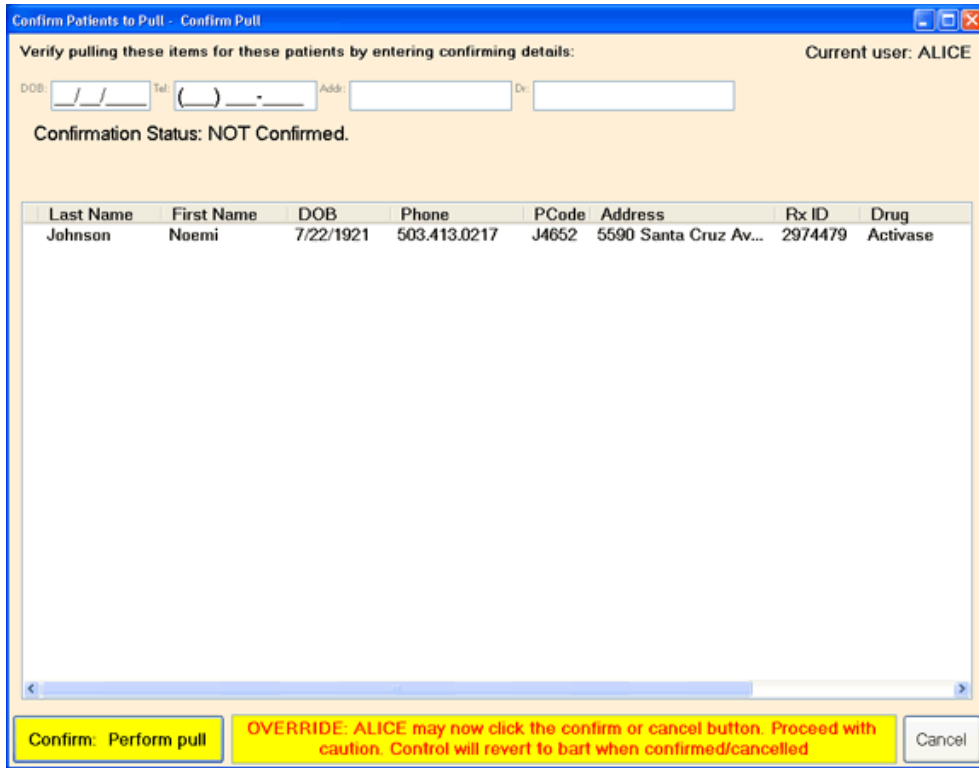


Figure 34. Second Patient Identifier: Pharmacist Controls Confirmation Status screen.



Figure 35. Second Patient Identifier: Returned to Standard Pick screen.

4.3.3. MANDATORY CONSULT. The Mandatory Consult feature involves drugs that need special handling by the RPh in order to ensure that the prescription is dispensed to the correct patient.

The dispensing clerk attempts to perform the retrieval operation and receives a message that a RPh MUST become involved. (Figure 36) At this point the RPh needs to log-in and perform the Pull [F12], retrieval and deliver functions.

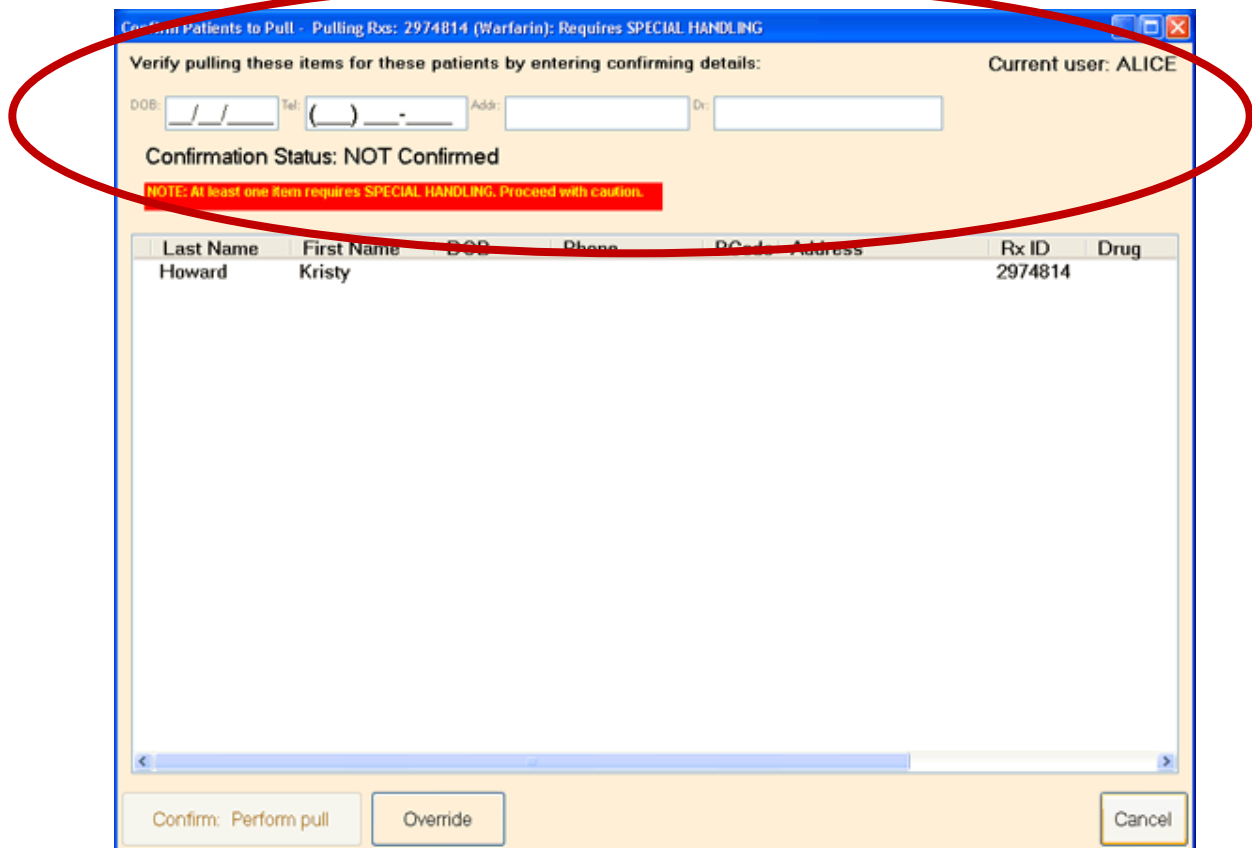


Figure 36. Mandatory Consult. Special Handling Required.

The RPh logs-in, receives the Second Patient Identifier screen and must enter the secondary identification or override. (Figures 37 and 38). The RPh clicks the [Confirm: Perform Pull] button on the screen, or press [Enter] on the keyboard. At this point they will receive the normal retrieval screen. (Figure 39). Note the message on screen saying to *Proceed with Caution*. Alert tones also occur, further indicating this is a special case.

The RPh retrieves the Rx, consults, and then logs off [F9], allowing the dispensing clerk to proceed.

Confirm Patients to Pull - Pulling Rx: 2974814 (Warfarin): Requires SPECIAL HANDLING

Verify pulling these items for these patients by entering confirming details: Current user: ALICE

DOB: Tel: () - Add: Dr:

Confirmation Status: NOT Confirmed

NOTE: At least one item requires SPECIAL HANDLING. Proceed with caution.

Last Name	First Name	DOB	Phone	PCode	Address	Rx ID	Drug
Howard	Kristy					2974814	

Confirm: Perform pull Override Cancel

Figure 37. Mandatory Consult. RPh must enter secondary identification or override.

Confirm Patients to Pull - Pulling Rx: 2974814 (Warfarin): Requires SPECIAL HANDLING

Verify pulling these items for these patients by entering confirming details: Current user: ALICE

DOB: **11/13/2004** Tel: () - Add: Dr:

Confirmation Status: Confirmed

NOTE: At least one item requires SPECIAL HANDLING. Proceed with caution.

Last Name	First Name	DOB	Phone	PCode	Address	Rx ID	Drug
Howard	Kristy	11/13/2004	369.570.9302	H9868	3128 Oak Hill Road	2974814	Warfarin

Confirm: Perform pull Cancel

Figure 38. Mandatory Consult. RPh secondary identification is confirmed

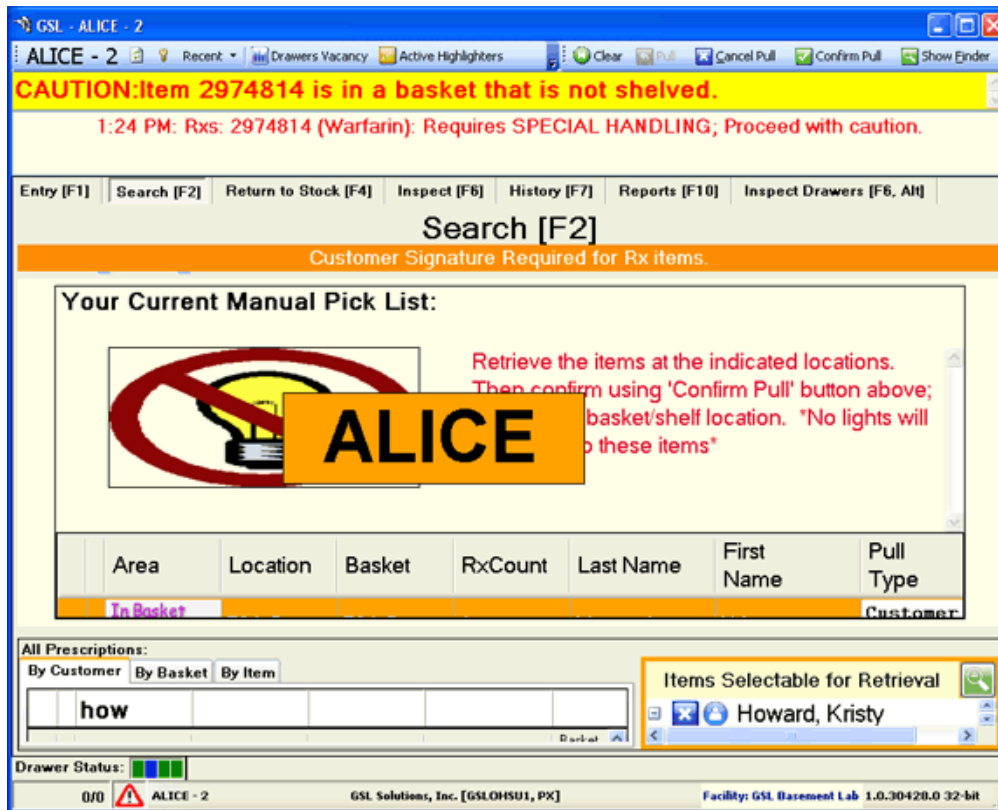


Figure 39. Mandatory Consult. Normal retrieval screen showing an Rx that is in a basket that has not been shelved.

- 4.3.4. AUTHENTICATE.** After identifying the IntelliCab which displays the light and number matching that on the workstation, hold the SmartBadge up to the front panel on the IntelliCab to authenticate access to the cabinet. The SmartBadge should be held there until the identified number and light start blinking.
- 4.3.5. RETRIEVE.** Once authenticated to access the IntelliCab, the user opens the drawer and locates the SmartBasket with the 3 green LED lights displayed BELOW the SmartBasket. The user removes the SmartBasket and returns to the workstation. A patient may have prescriptions in multiple SmartBaskets. If more than one SmartBasket is lit, remove ALL SmartBaskets as noted above. If more than one IntelliCab is displaying the user's number and light, this process can be repeated as necessary. Once all SmartBaskets are retrieved, the workstation will return to the Search [F2] screen.
- 4.3.6.** If the workstation displays 'Your Current Manual Pick List:' the user proceeds to the location listed on the screen and retrieves the items.

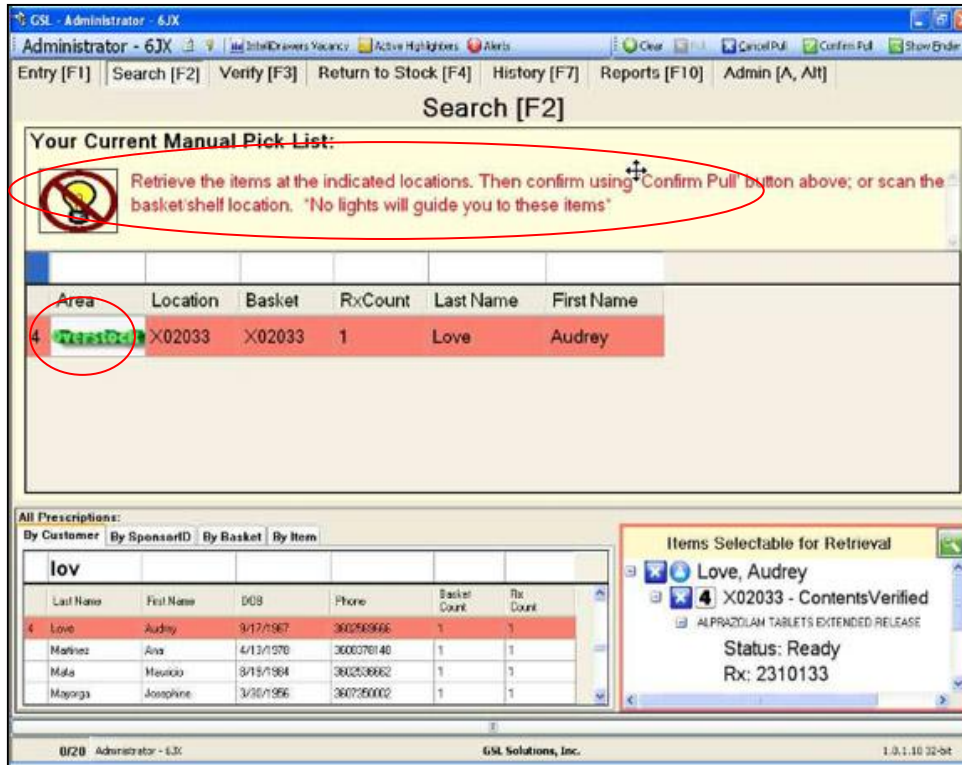


Figure 40. Search results may vary, depending on the system configuration. Oversized or unusual items can be located readily using flexible location identification during prescription linking.

- 4.3.7.** When retrieving items from the Oversized or Refrigerated area, the user must return to the workstation and scan the Rx number. A warning screen will be displayed if the user forgets to confirm or cancel the manual pull of the item (see Figure 41). If this occurs, the user may click on the "confirm pull" button in the upper right side of the Search [F2] screen. Only use this method if the user can confirm they did dispense to the patient and forgot to scan the medication out of the system.

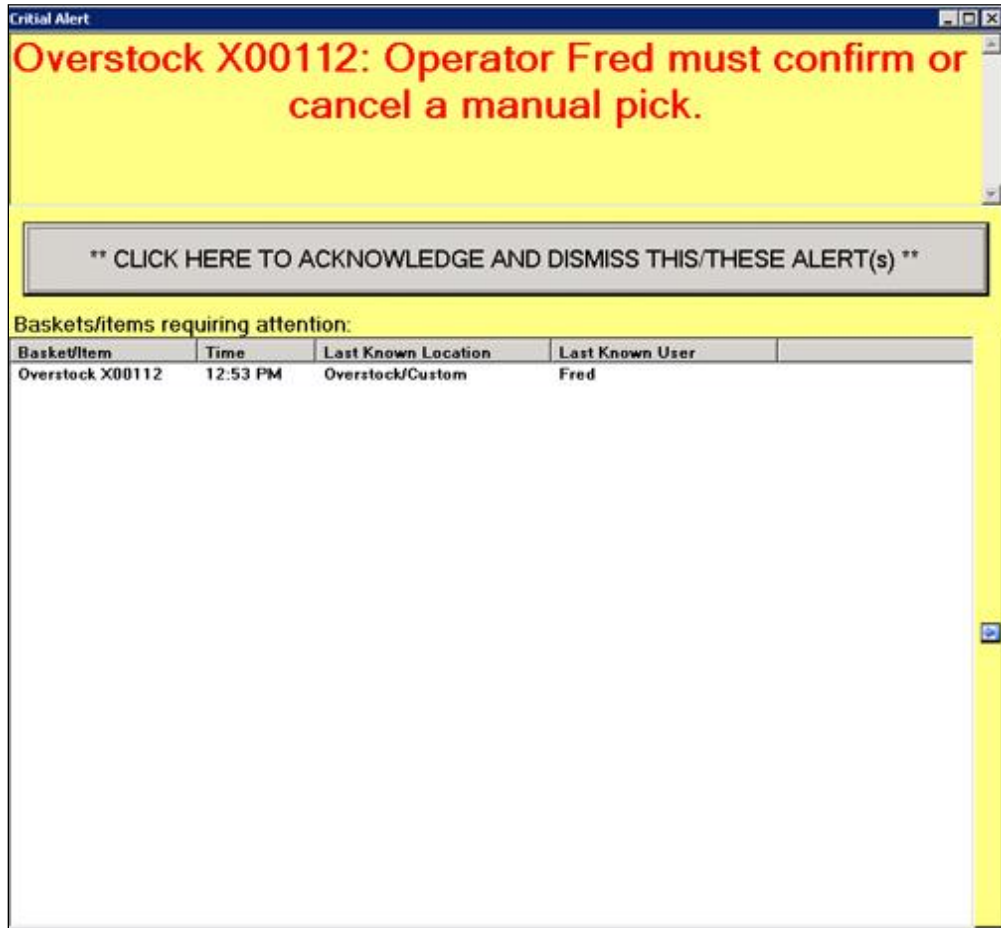


Figure 41. Warning screen advises user to either Confirm or Cancel a manual pull operation.

4.4. AUTOSIGN. AutoSign is an add-on subsystem for IntelliSys. AutoSign enables the pharmacy to electronically capture a patient's signature for an item(s) at pickup. The AutoSign feature may be configured as signature required for no safety caps, all prescriptions, for controlled substances, or for special handling drugs

4.4.1. BASIC AUTOSIGN PROCEDURE

1. Follow our normal selection and retrieval process for retrieving a patient's prescriptions. When the last item is retrieved from the drawer or confirmed from the refrigerator/overstock area, the signature pad is automatically loaded with prescription and patient information and the pick screen changes to the AutoSign screen.
2. The patient signs the signature pad and pushes "ok."
3. The user verifies the information is correct (driver's license number, phone number) accepts the signature and processes the items.

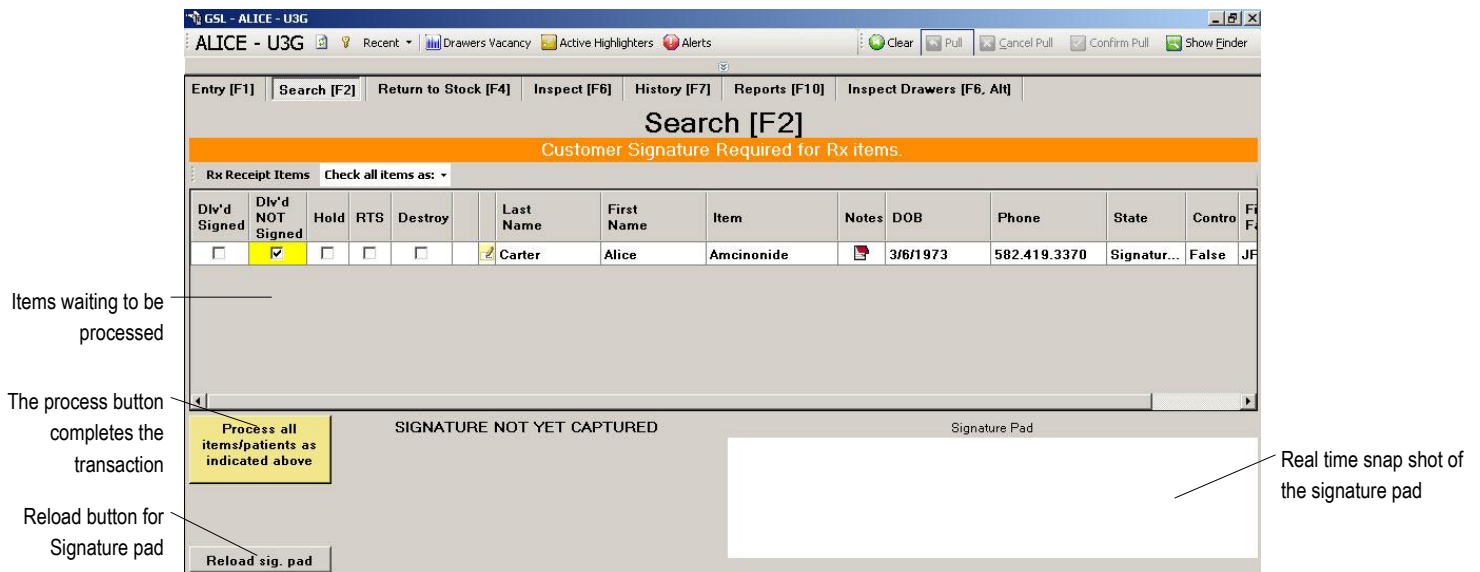


Figure 42. AutoSign screen

4.4.2. AUTOSIGN PROCESSING OPTIONS.

4.4.2.1 The user can choose to process the prescriptions in a number of different ways by selecting the appropriate check box for each individual item.

4.4.2.2 Delivered-signed. Check this box when the recipient has signed for the item.

Note: Once the patient has signed and pushed “OK” on the signature pad, AutoSign will check this box automatically.

4.4.2.3 Delivered-not signed. Check this box if a patient received and item(s) and did not sign for it.

4.4.2.4 Hold. Check this box if a prescription needs to be returned to the IntelliCab.

Note: Items that have been marked as “hold” must be recoupled before they are filed back into the IntelliCab.

4.4.2.5 RTS. Check this box when a patient does not receive the item and it is returned to stock (non-compliance).

4.4.2.6 Destroy. Check this box when a patient does not receive an item and the item is not returned to stock.

4.4.2.7 Notes. A note may still be added to a prescription (similar to adding a note when coupling) for future reference. The note may

be retrieved from the History [F7] tab. (See Chapter 7 for more information on the History [F7] tab).

Once all the correct boxes have been chosen for each item simply click the “process all items” button to complete the process and return to the SEARCH [F2] screen.

4.5. OTHER FEATURES

EASYOFF CAPS AUTHORIZATION

To capture a signature for EasyOff caps, click on the History tab or press F7.

Locate, highlight, and right click on the patient's name. Then select Show Patient/Customer.

Click the Capture button and have the patient sign on the signature pad and click OK.

After the patient clicks OK, click the Accept Signature button on your Workstation.

Last Name	First Name	Age (days)	Location	Basket	DOB	Phone	State	Shelved	RxCount	Notes	Creation Time	Last Modified
Adkins	Karen	5	X00121	X00121	6/29/1920	642.219.7836	Ready	True	1		2/15/2011	2/19/2011 9:35 AM
Anderson	Emma	5	X00109	X00109	8/16/1923	924.574.7747	Ready	True	1		2/15/2011	2/19/2011 9:28 AM
Anderson	Emma	5	X00110	X00110	8/16/1923	924.574.7747	Ready	True	1		2/15/2011	2/19/2011 9:28 AM
Baker												2/19/2011 8:59 AM
Bennett												2/19/2011 8:56 AM
Bush												2/19/2011 8:57 AM
Davis												2/19/2011 8:59 AM
Davis												2/19/2011 9:35 AM
Ford												2/19/2011 9:00 AM
Foster												2/19/2011 9:00 AM
Green												2/19/2011 8:59 AM
Greer												2/19/2011 8:55 AM
Gross												2/19/2011 8:54 AM
Higgins												2/19/2011 9:01 AM
Johnson												2/19/2011 8:57 AM
Kelley												2/19/2011 9:00 AM
Lambert												2/15/2011 2:04 PM
Marsh												2/19/2011 9:28 AM
Miller												2/19/2011 8:57 AM
Monroe												2/19/2011 9:02 AM
Petersen	Kathy	10	X00100	X00100	4/12/1945	262.732.8935	Ready	True	1		2/10/2011	2/10/2011 10:36 AM
Petersen	Kathy	6	X00101	X00101	4/12/1945	262.732.8935	Ready	True	3		2/14/2011	2/15/2011 7:11 AM
Ross	Marisa	5	X00106	X00106	11/25/1933	348.332.4282	Ready	True	1		2/15/2011	2/19/2011 9:28 AM

Figure 43. EasyOff Caps Authorization. After the patient has authorized EasyOff caps, IntelliSys will display a reminder when the prescriptions are coupled and retrieved.

Rx or Name:

2 items for Anderson, Emma

Customer:

ID: **EasyOffs**

Last: First:

D.O.B.: Phone:

Associated items:

Use icon buttons for special actions all items DeCouple all items Reset all items

				Fulfills	Rx/Item	Status	FOA	Not Before	Created	Updated
				<input checked="" type="checkbox"/>	2967710	InProcess	0	2/19/2011	2/19/2011	2/19/2011 5:35:33
				<input checked="" type="checkbox"/>	2967709	InProcess	0	2/19/2011	2/19/2011	2/19/2011 5:35:56

Figure 44. EasyOff caps reminder during coupling.

GSL - Admin - 1

Admin - 1 Recent Drawers Vacancy Active Highlighters Alerts Show Ender Clear Pull Cancel Pull Confirm Pull

Entry [F1] Search [F2] Return to Stock [F4] Inspect [F6] History [F7] Reports [F10] Admin [A, Alt] Inspect Drawers [F6, Alt]

Search [F2]

All Prescriptions:
By Customer | By BatchID | By SponsorID | By Basket | By Item

Last Name	First Name	DOB	Phone	Basket Count	Rx Count
Anderson	Emma	8/16/1923	924.574.7747	1	2
Baker	Richard	9/28/1977	476.482.0506	1	1
Bennett	Mark	5/5/2010	328.914.0253	1	1
Bush	Hubert	11/24/1938	567.328.2109	1	1
Clark	Stephen	1/27/1932	645.663.3094	1	1
Davis	Elizabeth	9/6/1984	867.976.4644	1	1
Davis	Ryan	7/5/2008	853.461.2265	1	1
Dunn	Boyd	7/8/1976	513.951.3061	1	1
Ford	Frank	2/5/1986	635.275.5953	1	1
Foster	Edward	12/6/1959	912.381.3069	1	1
Green	Theresa	11/19/2007	808.381.2302	1	1
Greer	Eric	5/8/1986	285.750.3284	1	1

Items Selectable for Retrieval

- Anderson, Emma *EasyOffs*
- X00222 - ContentsVerified
 - Kinevac
 - Status: Ready
 - Rx: 2967709
 - Filled by JFPS 2010
 - Rx Qty: 10
 - NDC: 00270-0556-15
 - Doctor: Glen Leblanc
 - CoPay: \$45.00
 - >Sponsor: Anderson, Nicole
 - Januvia
 - Status: Ready

Figure 45. EasyOff caps reminder during searching.

CHAPTER 5. RETURN PRESCRIPTIONS TO STOCK (RTS) - [F4]

The System streamlines the Return to Stock (RTS) process. IntelliSys tracks the age of a prescription, in real time, from the moment it was coupled. Depending on the system's configuration, the Return to Stock [F4] screen displays the currently defined pick list. Note that the Initial Creation date (ENTRY [F1] screen) may be modified to change when prescriptions are returned to stock (*Figure 46*).

5.1. RTS PROCESS

Press [F4] or click the Return to Stock [F4] button to access the Return to Stock screen.

5.1.1. Highlight the prescriptions you want to pull for return.

There are multiple ways to highlight the items you wish to pull for RTS.

5.1.1.1. Enter the number of days you wish to pull above the Age column.

Return to Stock [F4]											
All prescriptions older than 1 days											
	Age (days)	Location	Basket	Last Name	First Name	DOB	Phone	RxCount	Notes	Filling Facility	Contro
	129	X02003	X02003	Watson	Jason	9/12/1929	832.633.6611	1		JFPS 2010	False
	30	X00102	X00102	Thornton	Trevor	4/1/1942	760.691.7975	1		JFPS 2010	False
	30	X00103	X00103	Lambert	Bradley	5/30/1944	299.312.9790	1		JFPS 2010	False
	30	X00104	X00104	Clark	Stephen	1/27/1932	645.663.3094	1		JFPS 2010	True
	10	X00100	X00100	Petersen	Kathy	4/12/1945	262.732.8935	1		JFPS 2010	False
	6	X00101	X00101	Petersen	Kathy	4/12/1945	262.732.8935	3		JFPS 2010	False
	5	X00030	X00030	Williams	Jeanne	4/20/1972	424.533.2865	2		JFPS 2010	True
	5	X00106	X00106	Ross	Marisa	11/25/1933	348.332.4282	1		JFPS 2010	False
	5	X00107	X00107	Vaughn	Stanley	3/9/1924	837.444.0179	1		JFPS 2010	False
	5	X00109	X00109	Anderson	Emma	8/16/1923	924.574.7747	1		JFPS 2010	False
	5	X00110	X00110	Anderson	Emma	8/16/1923	924.574.7747	1		JFPS 2010	False
	5	X00120	X00120	Marsh	Sergio	9/7/1985	739.316.6316	1		JFPS 2010	False
	5	X00121	X00121	Adkins	Karen	6/29/1920	642.219.7836	1		JFPS 2010	False
	5	X00127	X00127	Henry	Jacob	9/4/1974	537.316.8019	1		JFPS 2010	True
	5	X00128	X00128	Davis	Ryan	7/5/2008	653.461.2265	1		JFPS 2010	False
	5	X00130	X00130	Williams	Erica	4/12/1957	424.533.2865	2		JFPS 2010	False
	5	X00227	X00227	King	Harvey	1/26/1966	365.649.3772	1		JFPS 2010	True

Figure 46. Return to Stock [F4] screen. Selected items ready to pull. Blue highlighted items are controlled substances.

5.1.1.2. [SHIFT] click. To use [SHIFT] click, click on the uppermost item you wish to RTS. Then scroll down and hold the shift key on the keyboard and click the last prescription you want to RTS. Every prescription between the two items clicked will automatically be highlighted.

5.1.1.3. Click on the Pull button located in the upper-right side of the SEARCH [F2] screen or push [F12].

Follow the usual *Pick to the Light* retrieval steps. After the items are retrieved from the IntelliCabs, follow normal DRX procedures.

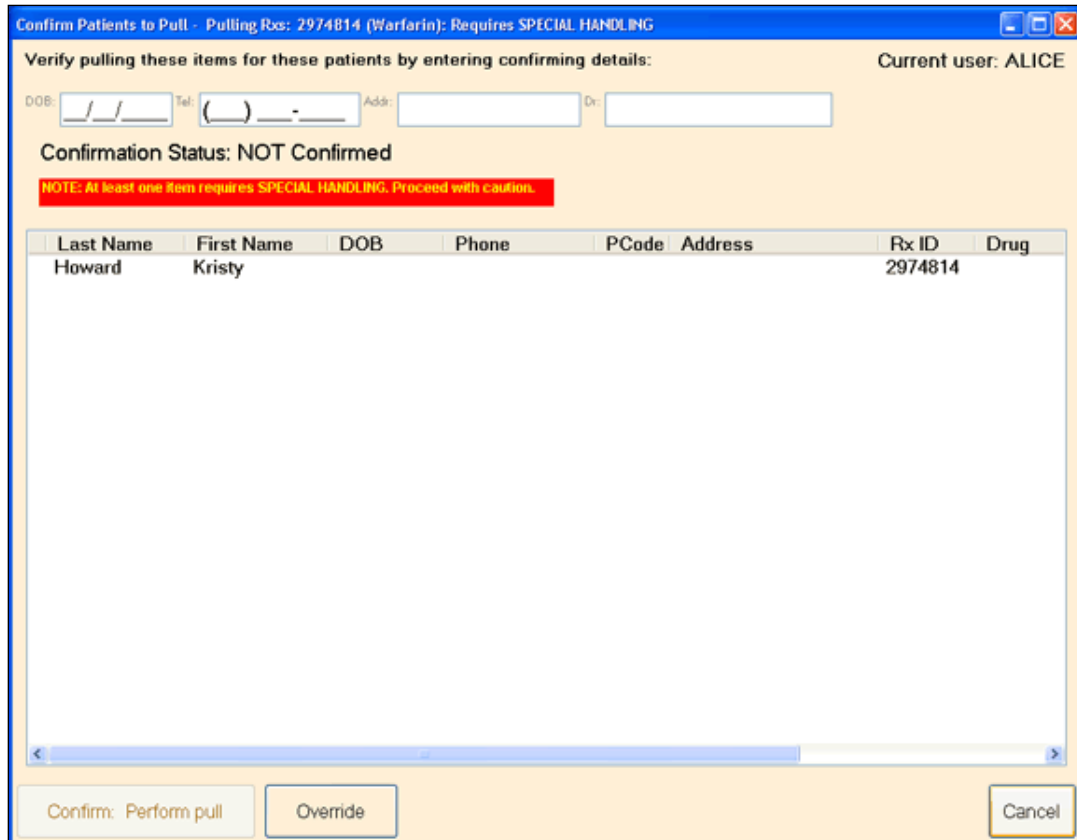


Figure 47. Return to Stock [F4] screen – find everything in a specified age range.

Note: only users identified as RPh or Administrators are allowed access to controlled substances for RTS.



Figure 48. Return to Stock [F4] – Controlled substances warning.

5.2. **RTS REPORTS** can be output to a printer, saved as a PDF file, or exported to Microsoft® Excel (see *Figure 49*). [For more on reports see Chapter 7.](#)

Reports [F10]

By Patient | By Location | **Rbx Aging** | Partially Delivered Orders | Tag Misreads

Return to Stock Report
7/21/2008 4:07:00 PM

Location	Age (Days)	Rx Number	Patient Name	Phone Number
W0141	25	2310533	Svellana, Tracey	(360) 695-2006
W0142	25	2310555	Jimenez, Rudolph	(360) 690-4313
W0143	25	2310527	Brenner, Ross	(360) 687-5077
W0144	25	2310757	Weber, Daphne	(360) 695-2180
W0145	25	2310558	Ruiz, Sophia	(360) 883-1274
W0146	25	2310759	Rowden, Suzanne	(360) 256-4425
W0147	25	2310504	Goldsmith, Camille	(360) 696-1351
W0148	25	2310536	Flores, Connie	(360) 750-0049
W0149	25	2310542	Ellott, Kristopher	(360) 882-8162
W0150	25	2310541	Alvarez, Javier	(360) 887-9039
W0151	25	2310513	Hoffman, Jill	(360) 571-9811
W0152	25	2310511	Chondor, Mary	(360) 737-0406
W0153	25	2310371	Villereal, Christina	(360) 835-5719
W0154	25	2310543	Cela, Angelina	(360) 694-2681
W0155	25	2310524	Montson, Sherron	(360) 693-9321
W0156	25	2310716	Abot, Andraye	(360) 699-0981
W0157	25	2310765	Rowden, Dr. Suzanne	(360) 699-4999
W0158	25	2310553	Lakree, Steve	(360) 882-2900
W0159	25	2310546	Shepherd, Julie	(360) 834-9280
W0160	25	2310707	Tazawa, Atsuko	(360) 737-0406
W0161	25	2310582	Hoeffinger, Joan	(360) 834-5556
W0162	25	2310708	Chen, Jeannie	(360) 891-4436
W0164	25	2310516	Yates, Martha	(360) 892-4453
W0165	25	2310549	Ruiz, Refugio	(360) 735-8223
W0167	25	2310745	Pert, Su	(360) 882-9048
W0168	25	2310724	Chuong, Mehzi	(360) 883-3070

Figure 49. *REPORTS [F10]* can be generated based on RTS.

CHAPTER 6. INSPECT PRESCRIPTIONS - INSPECT [F6]

The **INSPECT [F6]** function allows a user to retrieve and inspect the contents of a linked SmartBasket(s). After the SmartBasket is retrieved, it may either be unlinked or re-shelved without having to re-link the contents to the SmartBasket.

Tip: This function can be very useful if you want to find all locations of prescriptions for drug recalls.

Controlled Substance Filter

Search Bar

Search Results Area

Last Name	First Name	Age (days)	Location	Basket	DOB	Phone	State	Shelved	RxCount	Notes	Creation Time	Last Modified
Adkins	Karen	5	X00121	X00121	6/29/1920	642.219.7836	Ready	True	1		2/15/2011	2/19/2011 9:35 AM
Anderson	Emma	5	X00109	X00109	8/16/1923	924.574.7747	Ready	True	1		2/15/2011	2/19/2011 9:28 AM
Anderson	Emma	5	X00110	X00110	8/16/1923	924.574.7747	Ready	True	1		2/15/2011	2/19/2011 9:28 AM
Baker	Richard	1	X00177	X00177	9/28/1977	476.482.0506	Ready	True	1		2/19/2011	2/19/2011 8:59 AM
Bennett	Mark	1	X00148	X00148	5/5/2010	328.914.0253	Ready	True	1		2/19/2011	2/19/2011 8:56 AM
Bush	Hubert	1	X00151	X00151	11/24/1938	567.328.2109	Ready	True	1		2/19/2011	2/19/2011 8:57 AM
Clark	Stephen	30	X00104	X00104	1/27/1932	645.663.3094	Ready	True	1		1/21/2011	2/15/2011 2:04 PM
Davis	Elizabeth	1	X00188	X00188	9/6/1984	867.976.4644	Ready	True	1		2/19/2011	2/19/2011 8:59 AM
Davis	Ryan	5	X00128	X00128	7/5/2008	653.461.2265	Ready	True	1		2/15/2011	2/19/2011 9:35 AM
Dunn	Boyd	1	X00150	X00150	7/8/1976	513.951.3061	Ready	True	1		2/19/2011	2/19/2011 8:56 AM
Ford	Frank	1	X00157	X00157	2/5/1986	635.275.5953	Ready	True	1		2/19/2011	2/19/2011 9:00 AM
Foster	Edward	1	X00211	X00211	12/6/1959	912.381.3069	Ready	True	1		2/19/2011	2/19/2011 9:00 AM
Green	Theresa	1	X00199	X00199	11/19/2007	808.381.2302	Ready	True	1		2/19/2011	2/19/2011 8:59 AM
Greer	Eric	1	X00231	X00231	5/8/1986	285.750.3284	Ready	True	1		2/19/2011	2/19/2011 8:55 AM
Gross	Brenda	1	X00321	X00321	11/14/1921	529.913.3946	Ready	True	1		2/19/2011	2/19/2011 8:54 AM
Henry	Jacob	5	X00127	X00127	9/4/1974	537.316.8019	Ready	True	1		2/15/2011	2/15/2011 2:12 PM
Higgins	Monica	1	X00168	X00168	3/22/1967	911.797.0232	Ready	True	1		2/19/2011	2/19/2011 9:01 AM
Johnson	Teresa	1	X00175	X00175	9/3/1997	587.372.7405	Ready	True	1		2/19/2011	2/19/2011 8:57 AM
Kelley	Marcella	1	X00156	X00156	11/23/1959	890.995.5659	Ready	True	1		2/19/2011	2/19/2011 9:00 AM
King	Harvey	5	X00227	X00227	1/26/1966	365.649.3772	Ready	True	1		2/15/2011	2/15/2011 2:11 PM
Lambert	Bradley	30	X00103	X00103	5/30/1944	299.312.9790	Ready	True	1		1/21/2011	2/15/2011 2:04 PM
Marsh	Sergio	5	X00120	X00120	9/7/1985	739.316.6316	Ready	True	1		2/15/2011	2/19/2011 9:28 AM
Miller	Bernadette	1	X00160	X00160	5/10/1945	419.797.4591	Ready	True	1		2/19/2011	2/19/2011 8:57 AM
Monroe	Debra	1	X00155	X00155	7/20/1963	214.250.1545	Ready	True	1		2/19/2011	2/19/2011 9:02 AM
Petersen	Kathy	10	X00100	X00100	4/12/1945	262.732.8935	Ready	True	1		2/10/2011	2/10/2011 10:36 AM
Petersen	Kathy	6	X00101	X00101	4/12/1945	262.732.8935	Ready	True	3		2/14/2011	2/15/2011 7:11 AM
Rivera	Billy	1	X00200	X00200	7/12/2003	967.448.7463	Ready	True	1		2/19/2011	2/19/2011 8:58 AM
Ross	Marisa	5	X00106	X00106	11/25/1933	348.332.4282	Ready	True	1		2/15/2011	2/19/2011 9:28 AM
Serrano	Eunice	1	X00167	X00167	12/11/1947	886.800.8358	Ready	True	1		2/19/2011	2/19/2011 9:01 AM
Thornton	Trevor	30	X00102	X00102	4/1/1942	760.691.7975	Ready	True	1		1/21/2011	2/15/2011 2:04 PM
Vaughn	Stanley	5	X00107	X00107	3/9/1924	837.444.0179	Ready	True	1		2/15/2011	2/19/2011 9:28 AM

Drawer Status: []

Admin - 1

GSL Solutions, Inc. [GSLTMPGWIS001, AllZones]

Facility: JFPS 2010 1.0.30120.0 32-bit

Figure 50. INSPECT [F6] screen.

NOTE: The INSPECT [F6] screen is only visible to users authorized by a supervisor. The setting must be selected in the system configurator located on the server (see your GSL site administrator).

6.1. FINDING PRESCRIPTIONS USING THE INSPECT TAB

If access is granted by a supervisor, the INSPECT [F6] tab is visible on the top banner of the screen. Click or press [F6] to display the Inspect screen.

Finding and selecting prescriptions in the Inspect tab works very similarly to the Search and RTS tabs. You may sort the database by clicking the header at the top of the columns, typing in the white boxes located above each column, or by using the search bar unique to the Inspect tab.

A combination of search strings can be entered in the search bar. The following table lists all the possible searchable data.

Searchable Data Identifiers	
Search Syntax	Field Database Category
DQ:	Dispense Quantity
DRNF:	Doctor's First Name
DRNL:	Doctor's Last Name
DRP:	Doctor's Phone Number
DRS:	Doctor's State (postal abbreviation)
DRZ:	Doctor's Zip Code
DM:	Drug Manufacturer
DN:	Drug Name
DP:	Drug Package
DS:	Drug Strength
IAN:	Insurance Authorization Number
ICN:	Insurance Company Name
NN:	NDC Number
PA:	Patient Street Address
PC:	Patient City
PCP:	Patient's Copay
PD:	Patient DOB (MM/DD/YYYY)
PI:	Patient I.D. number
PNF:	Patient First Name
PNL:	Patient Last Name
PP:	Patient Phone Number
PS:	Patient State (postal abbreviation)
PZ:	Patient Zip Code
RX:	Prescription Number
SID:	Sponsor's I.D.

You can also distinguish between Controlled and Non-controlled substances by using the controlled substance filter.

CS: A shadowed check will include all items in the list.

CS: A checked box will list only Controlled substances.

CS: An unchecked box will list only Non-controlled items.

Simply type the information you are searching for and click the Filter button on the right side of the screen. A table will appear with the results (*Figure 51*).

Left mouse click on the first item to highlight; then right mouse click to see a text box of options. At this point you have two choices: *Enable the item to pull for inspection, or Show Details for...1. Container or 2.Patient name and prescription data.*

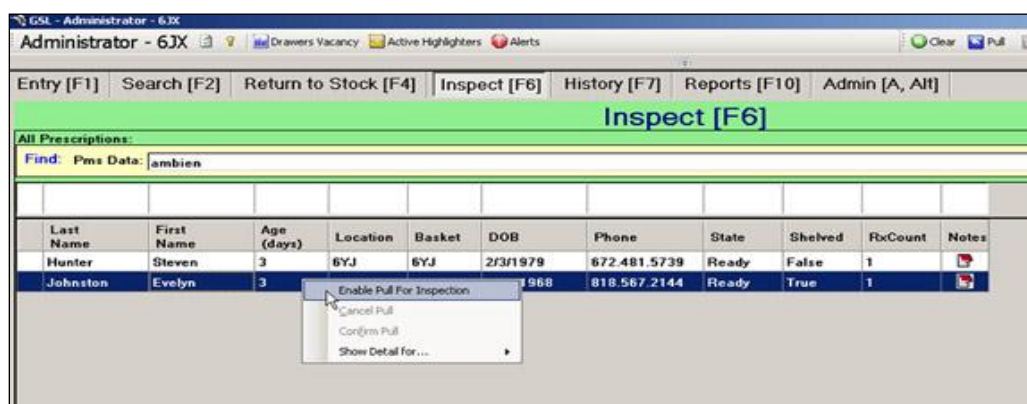


Figure 51. INSPECT [F6] screen – right mouse click to enable pull for inspection.

If an item is *Enabled to pull for inspection*, then follow the lights to the IntelliCab that displays the number and color displayed on the screen (same as the retrieval process).

Once you retrieve the item for inspection, the prescription may be decoupled from the SmartBasket (see ENTRY [F1] screen) or re-shelved. If you want to return the prescription to the cabinet (in the original SmartBasket) you may simply return it to any open cubby in the same IntelliDrawer as long as the drawer remained open during inspection. If you closed the drawer after retrieval, the item must be Verified [F3] before returning it to the IntelliDrawer.

Last Name	First Name	Age (days)	Location	Basket	DOB	Phone	State	Shelved	RxCou
Adkins	Karen	5	X00121	X00121	6/29/1920	642.219.7836	Ready	True	1
Anderson	Emma	5	X00109	X00109	8/16/1923	924.574.7747	Ready	True	1
Anderson	Emma	5				924.574.7747	Ready	True	1
Baker	Richard	1				476.482.0506	Ready	True	1
Bennett	Mark	1				328.914.0253	Ready	True	1
Bush	Hubert	1						True	1
Davis	Elizabeth	1	X00188	X00188	9/6/1984			True	1
Davis	Ryan	5	X00128	X00128	7/5/2008			True	1
Ford	Frank	1	X00157	X00157	2/5/1986	635.275.5953	Ready	True	1
Foster	Edward	1	X00211	X00211	12/6/1959	912.381.3069	Ready	True	1
Green	Theresa	1	X00199	X00199	11/19/2007	808.381.2302	Ready	True	1
Greer	Eric	1	X00231	X00231	5/8/1986	285.750.3284	Ready	True	1
Gross	Brenda	1	X00321	X00321	11/14/1921	529.913.3946	Ready	True	1

Figure 52. INSPECT [F6] screen – right mouse click to Show Detail for... patient.

If you choose to *Show Detail for...* then you must click on either the container button, patient name button or the prescription button.

Clicking on the patient name button allows the user to see the prescription history, i.e., drug name and quantity.

Clicking the container button allows the user to see the history of the container and its current location.

Clicking on the prescription button displays the patients name, I.D., DOB, and phone number.

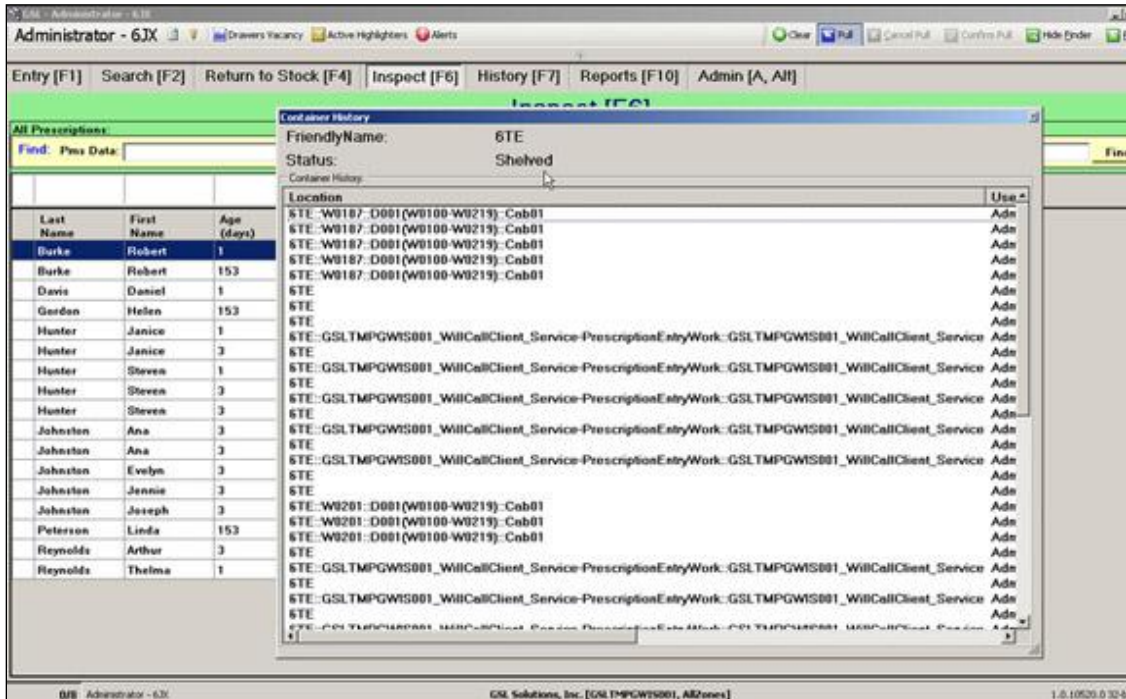


Figure 53. INSPECT [F6] screen with container contents displayed.

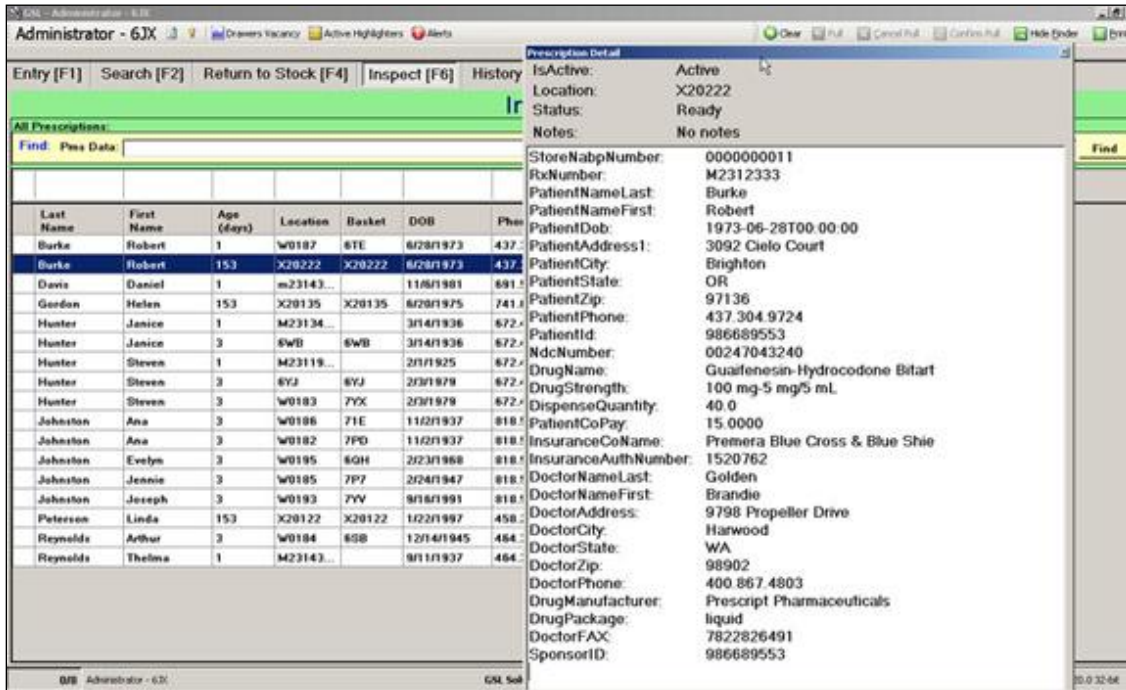


Figure 54. INSPECT [F6] screen with patient contents displayed.

CHAPTER 7. IDENTIFY PRESCRIPTION STATUS - HISTORY [F7]

The HISTORY [F7] screen can display detailed information about every item in the database. Users can choose to review the history of every prescription, or only those which have been delivered.

History [F7]

StartDate: 02/18/2011 EndDate: 02/19/2011 MostRecent: CS: Operators: States: Filter:

Last Name	First Name	Location	Basket	State	Rx#/Item	User	Time	NDC
Monroe	Debra	Oversto...	X00155	Shelved	2979991	Admin	2/19/2011 9:0...	00078-0346
Monroe	Debra	GSLTM...	X00155	Coupled	2979991	Admin	2/19/2011 9:0...	00078-0346
Monroe	Debra	GSLTM...	X00150	Couplin...	2979991	Admin	2/19/2011 9:0...	00078-0346
Monroe	Debra	GSLTM...		RxEntered	2979991	Admin	2/19/2011 9:0...	00078-0346
Webster	Ed	Oversto...	X00169	Shelved	2977777	Admin	2/19/2011 9:0...	00904-3524
Webster	Ed	GSLTM...	X00169	Coupled	2977777	Admin	2/19/2011 9:0...	00904-3524
Webster	Ed	GSLTM...		RxEntered	2977777	Admin	2/19/2011 9:0...	00904-3524
Higgins	Monica	Oversto...	X00168	Shelved	2974444	Admin	2/19/2011 9:0...	51285-0523
Higgins	Monica	GSLTM...	X00168	Coupled	2974444	Admin	2/19/2011 9:0...	51285-0523
Higgins	Monica	GSLTM...		RxEntered	2974444	Admin	2/19/2011 9:0...	51285-0523
Serrano	Eunice	Oversto...	X00167	Shelved	2973333	Admin	2/19/2011 9:0...	63004-7731
Serrano	Eunice	GSLTM...	X00167	Coupled	2973333	Admin	2/19/2011 9:0...	63004-7731
Serrano	Eunice	GSLTM...		RxEntered	2973333	Admin	2/19/2011 9:0...	63004-7731
Ford	Frank	Oversto...	X00157	Shelved	2972222	Admin	2/19/2011 9:0...	66685-1002
Ford	Frank	GSLTM...	X00157	Coupled	2972222	Admin	2/19/2011 9:0...	66685-1002
Ford	Frank	GSLTM...		RxEntered	2972222	Admin	2/19/2011 9:0...	66685-1002
Kelley	Marcella	Oversto...	X00156	Shelved	2971111	Admin	2/19/2011 9:0...	00186-0016
Kelley	Marcella	GSLTM...	X00156	Coupled	2971111	Admin	2/19/2011 9:0...	00186-0016
Kelley	Marcella	GSLTM...		RxEntered	2971111	Admin	2/19/2011 9:0...	00186-0016
Foster	Edward	Oversto...	X00211	Shelved	2979990	Admin	2/19/2011 9:0...	00182-1543
Foster	Edward	GSLTM...	X00211	Coupled	2979990	Admin	2/19/2011 9:0...	00182-1543
Foster	Edward	GSLTM...		RxEntered	2979990	Admin	2/19/2011 8:5...	00182-1543
Green	Theresa	Oversto...	X00199	Shelved	2978880	Admin	2/19/2011 8:5...	00085-0571
Green	Theresa	GSLTM...	X00199	Coupled	2978880	Admin	2/19/2011 8:5...	00085-0571
Green	Theresa	GSLTM...		RxEntered	2978880	Admin	2/19/2011 8:5...	00085-0571
Davis	Elizabeth	Oversto...	X00188	Shelved	2975770	Admin	2/19/2011 8:5...	00904-1477
Davis	Elizabeth	GSLTM...	X00188	Coupled	2975770	Admin	2/19/2011 8:5...	00904-1477
Davis	Elizabeth	GSLTM...		RxEntered	2975770	Admin	2/19/2011 8:5...	00904-1477
Baker	Richard	Oversto...	X00177	Shelved	2975660	Admin	2/19/2011 8:5...	00074-3163
Baker	Richard	GSLTM...	X00177	Coupled	2975660	Admin	2/19/2011 8:5...	00074-3163
Baker	Richard	GSLTM...		RxEntered	2975660	Admin	2/19/2011 8:5...	00074-3163

History for RxItem: 2979991
Initial Creation: 2/19/2011

State	Date/Time	Basket/Location	User
Shelved	2/19/2011 9:02:14...	X00155	Admin
Coupled	2/19/2011 9:02:14...	X00155:GSLT...	Admin
CouplingRejected	2/19/2011 9:02:04...	X00150:GSLT...	Admin
RxEntered	2/19/2011 9:01:53...	GSLTMPGWIS001	Admin

Drawer Status: Admin - 1
GSL Solutions, Inc. [GSLTMPGWIS001, AllZones] Facility: JFPS 2010 1.0.30120.0 32-bit
2:12 PM

Figure 55. History [F7] screen.

Press F7 or click on the History [F7] button to access the History screen.

7.1. NARROWING YOUR SEARCH

The History [F7] tab has a comprehensive filter bar to assist you in searching for data.

7.1.1. Start and End date.

Use this to reduce the table to a manageable size by limiting the range of dates.

7.1.2. Most recent.

Check this box to display only the most recent activity for each prescription in the database. If left unchecked each action for each prescription will be individualized and listed in the database area of the history screen.

7.1.3. Controlled Substance Filter

This filter works identically to the INSPECT Controlled substance filter.

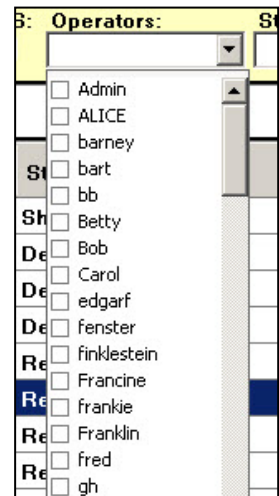
CS: A shadowed check will include all items in the list.

CS: A checked box will list only Controlled substances.

CS: An unchecked box will list only Non-controlled items.

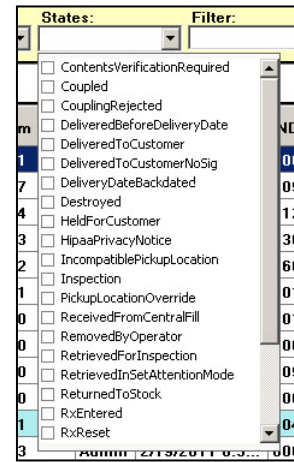
7.1.4. Operators

The Operators drop down box contains a list of all users. To include specific users check the box located next to their name. More than one user may be selected at a time. To select all users you may either check or uncheck all the boxes.



7.1.5. States

The States drop down box is a list of all the possible actions that may have been taken on a particular prescription. Check the box to select the appropriate action.



7.1.6. Filter

The filter is used to filter specific elements from the database. The filter works exactly as the filter in the Inspect [F6] tab. [See 6.1 for more information](#). Once a prescription is delivered, it will no longer show an association with a Basket.

Notes can be added to specific prescriptions and recalled later from this screen by clicking on *Add Notes*.

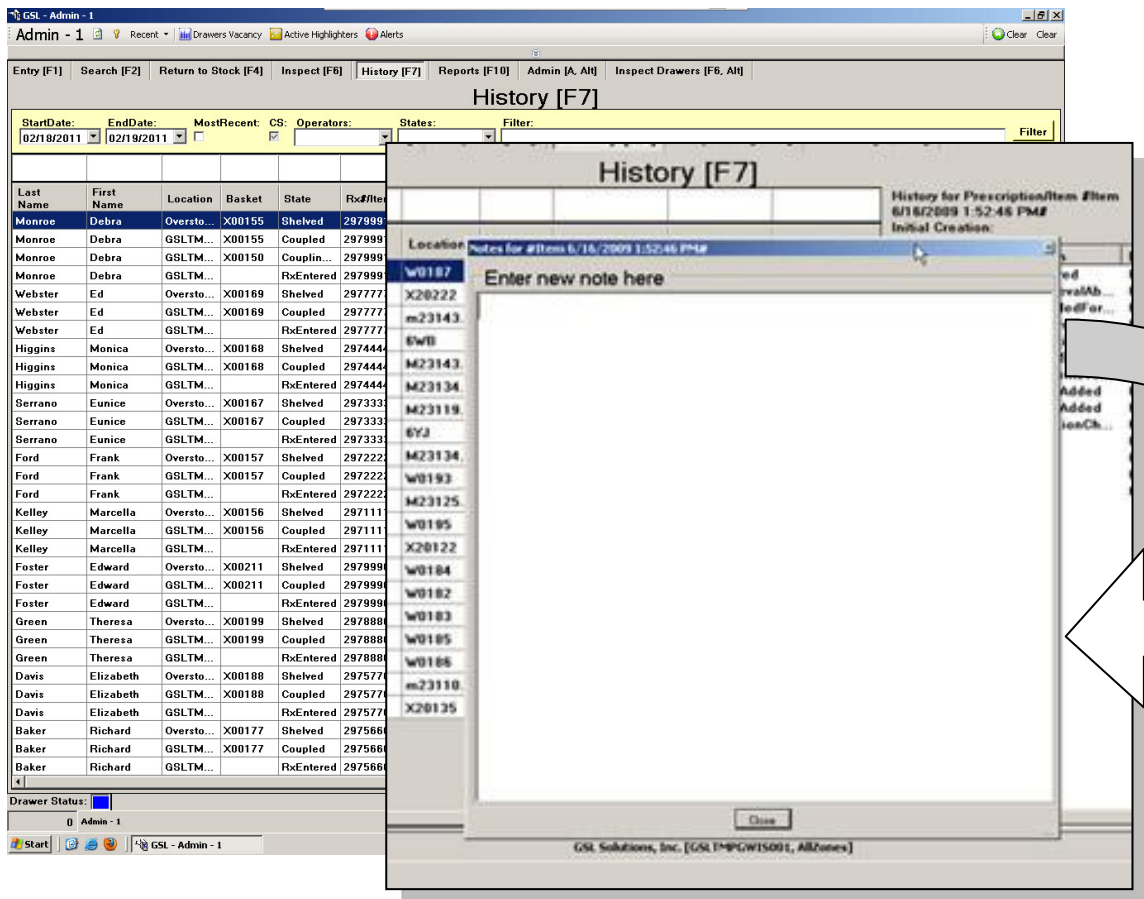


Figure 56. HISTORY [F7] screen – view detailed information on prescription status and notes.