

JITrBUDTM Main

User Guide

Version 5.0

Part Number 108741-01

JITRBUDTM Main

User Guide

Version 5.0

JITRBUD™ Main User Guide

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JITRBUD Main
User Guide
Part # 108741-01

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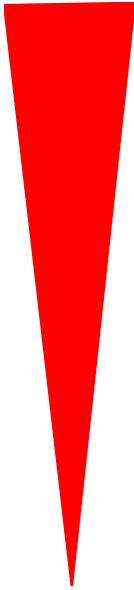
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Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference with radio communications. It has been tested and found to comply with the limits for a Class “A” digital device pursuant to Subpart B of Part 15 of the FCC Rules, which are designed to provide reasonable protection against such interference when equipment is operated in a commercial environment. Operation of this equipment in a residential area may cause interference, in which case the user, at their own expense, will be required to take whatever measures may be required to correct the interference.

This device complies with Part 15 of the FCC Rules and with RSS-210 of Industry Canada. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

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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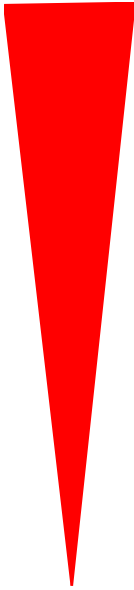
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Preface

Welcome

Thank you for choosing the JI**TR**BUD™ system.

The JI**TR**BUD system consists of two primary components: the SUPPLYCENTER Console and JI**TR**BUD Stations. There are two types of JI**TR**BUD Stations: the JI**TR**BUD Main Station and the SUPPLYSTATION 30 with the JI**TR**BUD option.

This document covers using the JI**TR**BUD Main Station. The user guides for the SUPPLYCENTER Console and the SUPPLYSTATION 30 are provided as separate documents.

The JI**TR**BUD Main User Guide does not cover service and repair procedures. Instead, it focuses on the daily use, minor maintenance, and troubleshooting of the system. For information about the JI**TR**BUD Station that is not covered in this document, please call the Pyxis Worldwide Service Center at 1-800-727-6102.

How this Guide is Organized

This manual is designed to help you quickly gain experience and confidence using the JITrBUD Main Station. The chapters and appendixes are directed to varying levels of need and interests. Refer to the following for more information:

Manual Overview

This manual contains the following:

- **Chapter 1, System Overview** - Introduces the JITrBUD system, its purpose, and components.
- **Chapter 2, Station Basics** - Provides general information about the JITrBUD Main and explains how to use menus and screens.
- **Chapter 3, Patient Care Functions** - Contains information and procedures for using the patient care functions at the JITrBUD Main: Removing Items, Returning Items, and Discarding Items.
- **Chapter 4, Inventory Management Functions** - Provides information and procedures for performing inventory management functions at the JITrBUD Main, including loading and unloading items, taking inventory, and refilling stock.
- **Chapter 5, Station Management Functions** - Explains how to use the JITrBUD Main to manage the supply system at your facility, including defining user and Station access privileges, adding items alias's to your system and assigning them to the Stations; and how to run reports at the Station.
- **Appendix A, Troubleshooting** - Describes troubleshooting techniques for the JITrBUD Main, such as what to do if the Station is down or a if a patient is not appearing at the Station.
- **Appendix B, Safety and Maintenance** - Provides important safety and maintenance information.
- **Appendix C, Specifications** - Describes JITrBUD system equipment, dimensions and components.
- **Appendix D, Glossary** - Definitions of terms used in this guide as they apply to the JITrBUD system.

User Guide Conventions

This guide uses the following conventions.

Text

- The name of a document title, field, screen, or tab is formatted in *italics*.
- The name of a button, command, option, or icon is formatted in **bold**.
- The name of a key on the keyboard is formatted in SMALL CAPS.

Icons

This document uses the following symbols:



Note

Note text contains supplementary information or emphasizes a point or procedure.



Caution indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury. Caution is also used to alert against unsafe practices that could result in unpredictable results or data loss.

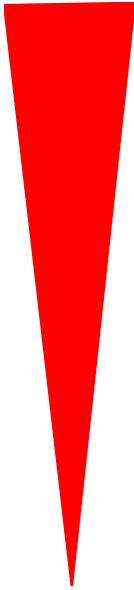


Warning indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.

User Guide Terminology

Familiarity with the following terms will help you to understand and use the information and procedures in this guide. Appendix D provides a glossary of additional terms.

- **Station** — The device that stores and tracks supplies. Each Station has an internal computer that tracks access and item usage information and communicates with the SUPPLYCENTER Console. Station may refer to the Main unit and any attached auxiliaries.
- **SUPPLYCENTER Console** — The central repository for all information is the SUPPLYCENTER Console (also referred to as the Central Console). This computer directs Stations in a facility. The SUPPLYCENTER Console communicates and receives data and updates activity information to all of the Stations. The SUPPLYCENTER Console also maintains all patient and activity information used to generate reports.
- **ProCar Computer** — The ProCar computer is responsible for interface communications, including the ADT, billing, and Material Management Information Systems (MMIS). The interface communications software is developed, configured, and installed by Pyxis during the Station system installation. Pyxis considers this communication hardware and software interface proprietary.
- **Auxiliary Unit** — A unit that can be added to a Station for additional capacity. An auxiliary unit does not have an internal computer; the Station controls access to the auxiliary unit.
- **Users** — Nurses or other personnel in the facility that use the Stations.
- **Item** — A supply that is stored, dispensed, and managed by the system. *Item* is used to refer to the name of the supply assigned to a bin.
- **Bin** — A specific location of an item. Each item is assigned to a Station and to a unique bin within the Station.



Chapter 1

System Overview

The JITRBUD system automates the distribution and management of hospital supplies. The system tracks items when they are removed from the JITRBUD Main and used for a patient. All transaction information including the name of the patient, and the description and quantity of supplies removed, is automatically recorded at the Station and sent to the Console for accounting, restocking, and billing purposes.

The JITRBUD system is used to perform the following:

- ***Control costs and capture lost charges*** by creating an electronic transaction record for supplies managed by the JITRBUD Main.
- ***Increase nursing and central supply productivity*** by reducing or eliminating time-consuming and labor-intensive tasks in these areas.
- ***Improve response time*** by utilizing existing storage solutions and providing information when stock is needed.
- ***Optimize inventory levels*** using real-time usage information.

Benefits and Features

- Open storage system - immediate access to all patient supplies
- Utilizes existing supply storage hardware
- Transmitters have wireless push-to-take buttons that use RF technology
- Expiration date tracking for flagged supplies
- No Patient Mode - eliminates patient selection for appropriate supply areas
- Patient reconciliation - ability to reconcile a temporary patient and all the associated charges to be reconciled with a permanent patient at the SUPPLYCENTER Console and Station
- Refill by Request - when restock report is flagged to notify Station, the associated order appears at the Station with all the items expected to be refilled.
- Ability to interface and send refill orders from vendors to the Station.
- Ability to create item aliases at the Station
- Ability to create user templates

System Components

There is no one-size-fits-all implementation of the JITRUD system; the installation of equipment is configured specifically for your needs and the way you do business. After working with you to evaluate various options, Pyxis implements the required components necessary to meet your specific needs.

JITRUD Stations

There are two types of Stations that utilize JITRUD transmitters: the JITRUD Main and the SUPPLYSTATION System 30 with JITRUD option:

- The JITRUD Main is an open-shelf system that integrates JITRUD transmitters with existing supply storage cabinets, shelves and bins at a hospital facility.
- The SUPPLYSTATION 30 with JITRUD option integrates JITRUD transmitters with SUPPLYSTATION System 30 cabinets to expand system capacity. For more information about the SUPPLYSTATION 30 with JITRUD option, see the SUPPLYSTATION System 30 User Guide (version 6.0+).

The JITRUD transmitters have push-to-take buttons that use radio frequency (RF) to send transaction information from the storage location to the Station computer. Supply inventory information is tracked at the Station and sent to the Console to automate supply distribution and management.

SUPPLYCENTER Console

The SUPPLYCENTER Console is the computer that controls all Stations in your facility. Each Station reports to the SUPPLYCENTER Console every time an item is accessed and whenever a transaction is completed. The SUPPLYCENTER Console is also used to manage users, patients, and inventory throughout the facility. It is interfaced to the Hospital Information System (HIS) through the ProCar for updating patient census information and to the Materials Management Information System (MMIS) for the transfer of usage data.

The Network Information

The ProCar is also part of the SUPPLYCENTER Console communications hub. Since Pyxis systems use information from the hospital and materials management information systems, there must be a way to translate all the information into the format used by Pyxis systems. This translation is the job of the Pyxis ProCar computer which serves as a connection, or interface, between Pyxis systems and hospital and MMIS.

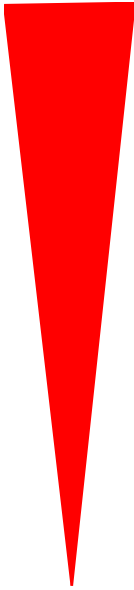
Additionally, the following Station interface options are available:

1. Admission, Discharge and Transfer (ADT)
2. Automated Billing
3. Materials Management Information System (MMIS)
4. Direct Vendor Interfaces

Comprehensive Reporting

Given the possibility of dozens of Stations spread throughout a variety of patient care areas, the need for comprehensive and accurate reporting is critical to Materials and System Managers.

The SUPPLYCENTER Console keeps up to forty five days of transactional data and six months of data summary, including supply removal, refilling, inventory verification, discarding, and returning items from all Stations. This data can be sorted and printed into a variety of reports and kept as a permanent record of supply usage. Reports on every aspect of the Station—including door or bin accesses, inventory, patient ADT, and status—by Station and system-wide are available from the SUPPLYCENTER Console. If you want to electronically store this information for reference, safekeeping, or creating spreadsheets, you can easily archive the SUPPLYCENTER Console's transaction data to diskette and import the data into several popular database and spreadsheet programs.



Chapter 2

Station Basics

This section describes the following information:

- Using the Touch Screen
- Using the Keyboard
- Using the JITRBUD Transmitters
- Using Window and Screen Features
- Logging in and out of the Station
- Changing Your Password
- Using the Main Menu
- Using Additional Tools
- Viewing Communication status



note

The examples used throughout this guide show screens with full access privileges and most Station options turned on. The screens you see on your system may vary depending on your access privileges and Station Option settings.

Station Basics

This section gives an overview of the Station user interface. There are three ways to make selections and enter information at the Station:

- Touch-screen
- Keyboard
- Take/Return Remote Transmitters

Using the Touch-Screen

The Station has a touch-screen. Rather than typing commands, simply touch your selection on the screen. For example, to select a patient, scroll through the list using the up and down arrows to the right of the list until the patient's name appears, then touch the patient's name. The patient is highlighted when selected.

Using the Keyboard

Some information, such as your password, is entered using the keyboard. If you make a mistake, simply press the `BACKSPACE` key to erase keystrokes.

To select an item from a list, type the first few letters of the name to display all items that match your entry. Continue entering letters until the correct item is listed.

The following table lists keyboard keys to perform various functions.

Keys	Function
UP ARROW	Scrolls up a line in a list.
DOWN ARROW	Scrolls down a line in a list.
BACKSPACE	Deleted previous character in a field.
DEL	Deletes one character forward in a field.
HOME	Takes you to the top item in a list.
END	Takes you to the bottom item in a list.
ENTER	Accepts entries and clears open dialog boxes.

Using the JITRBU D Transmitters

JITRBU Ds are battery powered transmitters that use radio frequency (RF) to send transaction data to the Station. Press the **Take** and **Return** buttons on the front of the JITRBU Ds to adjust the inventory count when you remove and return items at the Station.

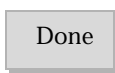

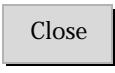



JITRBU D transmitters emit an audible tone to confirm the successful receipt of transaction information. The tone emitted for Take and Return transactions are different so you can distinguish whether you pressed the appropriate button.

Using Window and Screen Features

The features described in the following section will help you navigate through the Station screens.

Command Buttons

Command buttons let you accept and cancel changes and execute a selected option.

Button	Description
	Done —Press this button to accept entries, save changes, and complete an activity. On some screens this button also closes the screen.
	Cancel —On some screens, pressing this button cancels entries and the current operation.
	Close —Press this button to close the screen.
	Continue —Press this button to move forward in the process.
	OK —Press this button to accept entries and settings.
	Next —Press this button to go to the next item.



Scroll Bars

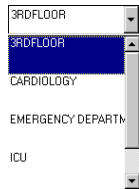
1. Touch the up- and down-arrows. The arrows in the scroll bar are used to move through lists.

– or –

Use the up- and down-arrows on the computer keyboard and scroll one item at a time.

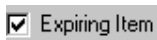
Lists

- Select the desired item. The item will be highlighted.
- To select multiple items in a list, press and hold down the CTRL key and highlight each item.



Drop-down Lists

Select the top arrow to display a list of options.

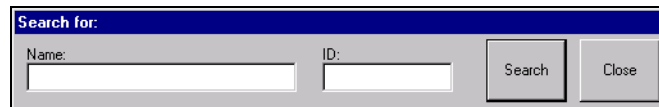


Check Boxes

A check box is used to select multiple options. You can select one, a few, or all options listed. When the option is selected, the box contains a check mark. To clear the selection, touch the box again.

Search Boxes

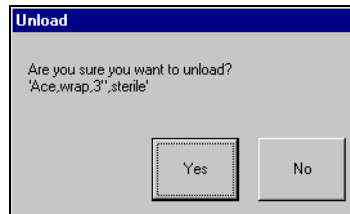
Search boxes are used to find patients or items in a list. The patient search box provides a way to search for the patient name, Room, or ID. The Item search feature provides a way to search for the Item name or ID.



Confirmation Screens

A confirmation screen may appear after selecting an option.

- Press **Yes** to verify the action.
- Press **No** to cancel the action.





Logging In

Only authorized users can access the Station. The system administrator can assign each Station one of the following modes of access:

- User ID only (not recommended by Pyxis)
- User ID and password

You must log in before you can access the system. Logging in verifies your identity and allows the system to track your transactions. You must always log in before performing any activity at the Station.

When you log out, or after the system has been inactive for the pre-determined time-out interval, the screen reverts to the *Login* screen until the next user logs in.

Logging In Using ID and Password

Logging in with a user ID and password protects the security of a Station. Use the touch screen and keyboard to log in to the Station.



To log in using ID and Password

1. Press the **Login** icon.

The Login window appears.

2. Type your *User ID* and press **TAB** or **ENTER**.
3. Type your *Password* and press **OK** or **ENTER**.

The screen that appears depends on your security privileges and the preferences selected on the My Settings window at the Station. The default screen is the Main Menu. To change the default screen, modify your user preferences.



For more information about setting user preferences, refer to *Chapter 5, My Settings*.

Logging Out

You must log out of the system when you leave the Station. As a safeguard determined by the System Manager, the system will automatically revert to the *Login* screen if the Station is inactive for a predetermined period of time even if you have not logged out. However, you should never leave the Station without logging out to ensure transactions are not performed by other users using your login ID.

To log out



1. Press the **Exit** icon to log out when you are finished using the Station.

The Login screen appears and the Station is ready for the next user to login.



Note

If you have initiated an activity that requires a response, you will be prompted to complete the activity.

Changing Your Password

The first time you access the Station, you will use the password assigned to you by the System Manager. If your user ID on the SUPPLYCENTER Console is set to *Expire Initial Password*, you will be prompted to change your password the first time you log in. You can also change your password at any time as a safety measure, or when you are notified that your password is about to expire.



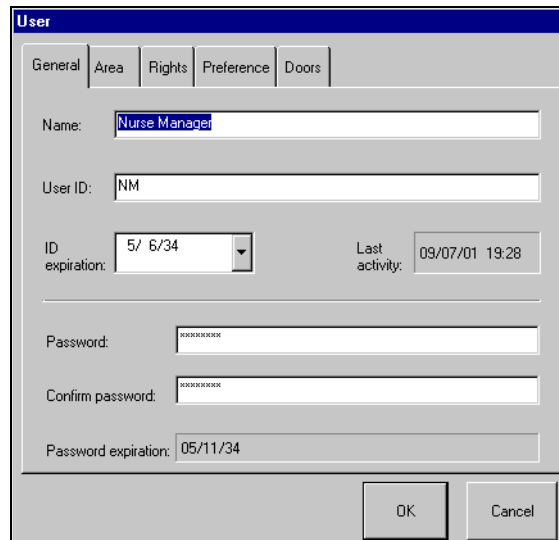
To change your password

1. From the *Main Menu*, press the **Users** icon.

The Users screen appears.

2. Select your name and press **Edit**.

The User window appears.



The screenshot shows a window titled "User" with a tabbed interface. The "General" tab is selected. The fields are as follows:

Field	Value
Name	Nurse Manager
User ID	NM
ID expiration	5/ 6/34
Last activity	09/07/01 19:28
Password	XXXXXXXXXX
Confirm password	XXXXXXXXXX
Password expiration	05/11/34

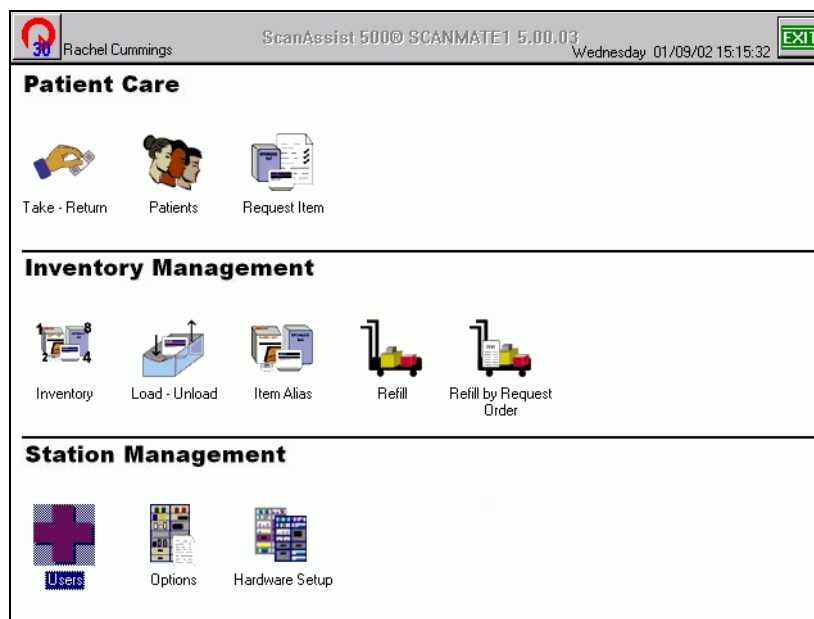
Buttons: OK, Cancel

3. Enter a new password in the *Password* and *Confirm Password* fields.
4. Press **OK**.
5. Press **Exit** to log out of the Station.





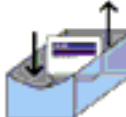


Main Menu





After you successfully login at the Station, the *Main Menu* appears unless you are assigned a different *Start screen* on the *Preference* tab on the *User* window. The *Main Menu* allows you to access all the functions available with your user access privilege level.

- **Patient Care**—Provides access to the Take/Return, Patients, and Request Item features at the Station. Instructions for these functions are included in *Chapter 3, Patient Care Functions*.
- **Inventory Management**—Provides access to the Inventory, Load/Unload, Item Alias, Refill, and Refill by Request Order features at the Station. Instructions for these functions are included in *Chapter 4, Inventory Management Functions*.
- **Station Management**—Provides access to the Users, Options, Hardware and Setup features at the Station. Instructions for these functions are included in *Chapter 5, Station Management Functions*.



Main Menu Functions

Description	Graphic
Use the Take-Return feature to take or return items for patient care.	 <p data-bbox="1013 432 1182 464">Take - Return</p>
Use the Patients feature to add, edit, and delete patients, and reconcile ADT. Only temporary patients can be created at the Station.	 <p data-bbox="1052 657 1149 688">Patients</p>
Use the Request Item feature to inform the SUPPLYCENTER Console that a supply is needed at the Station. The message sent to the SUPPLYCENTER Console contains the Item name, Item ID, User name, User ID and a text message. Upon sending the message, the materials management is alerted.	 <p data-bbox="1019 894 1182 926">Request Item</p>
Use the Inventory feature to maintain current counts of items at the Station.	 <p data-bbox="1036 1129 1149 1161">Inventory</p>
<p data-bbox="483 1201 912 1255">Use the Load feature to assign an item to a location in the Station.</p> <p data-bbox="483 1285 912 1339">Use the Unload feature to remove an item from a location in the Station.</p>	 <p data-bbox="1019 1365 1182 1396">Load - Unload</p>
Use the Item Alias feature to create an alternate name for an item. The alias can be added, edited, or deleted. The item alias appears on the item list.	 <p data-bbox="1044 1591 1157 1623">Item Alias</p>
Use the Refill feature to replenish items at the Station. You can refill items at Below Par, At Refill, At Critical Low, or do a Spot Refill.	 <p data-bbox="1068 1816 1125 1848">Refill</p>

Description	Graphic
<p>Use the Refill by Request Order feature to replenish the Station in one simple step. Replenishment information is received electronically from the SUPPLYCENTER Console or outside vendors and transmits data directly to the Station with an associated PO number.</p>	 <p>Refill by Request Order</p>
<p>Use the Users feature to create a user or a user template. You can also edit user settings, delete a user, or extend an ID Expiration.</p>	 <p>Users</p>
<p>Use the Options feature to customize the Station for specific needs and purposes. Included are General Station Information, Options, Time Options, Printing Options, and Station Communication Settings.</p>	 <p>Options</p>
<p>Use the Hardware Setup feature to add, edit, or delete a cabinet or device. For additional assistance or information call the Pyxis Worldwide Service Center at: 1-800-727-6102.</p>	 <p>Hardware Setup</p>

Using Additional Tools



Select the Pyxis icon to display the toolbar. You can access the tools when you are logged in or out of the Station.

1. Press the Pyxis icon in the upper left corner of the screen.
The Tools drop-down menu appears.
2. Press the icon to select one of the following Station tools:
 - **Help** - provides a Help Menu to display the online Help file
 - **Quick Reference Guide** - provides a Quick Reference Guide for the Station functions.
 - **Tutorial** - provides a tutorial that includes the basic steps of the major tasks you will perform at the Station. You can not run the tutorial while you are logged on to the Station.
 - **COMM** - displays the status of communication between the Station and the Console.
3. Press the close **X** button in the upper right corner of the *Tools* menu to exit.



Station Communication

Communication Status at the Station shows diagnostic information about the communication link between the Station and the SUPPLYCENTER Console. The Comm Status window can be accessed from the toolbar menu after logging in or from the Login screen.

There are 5 different types of communication methods:

- XT - Network
- FA - Direct Serial (9600 baud)
- RS - RS 485 (2400 baud, also NS 9600 baud)
- MO - Modem
- DA - Direct Access

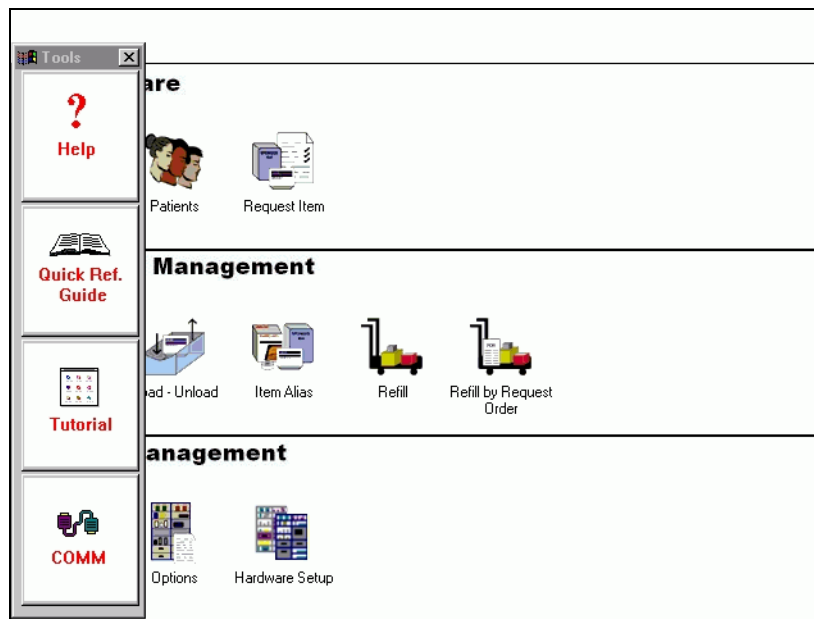
Verifying Communication

To verify communication



1. Press the tools menu icon.

The tools menu appears.



2. Press the **Communication** icon.

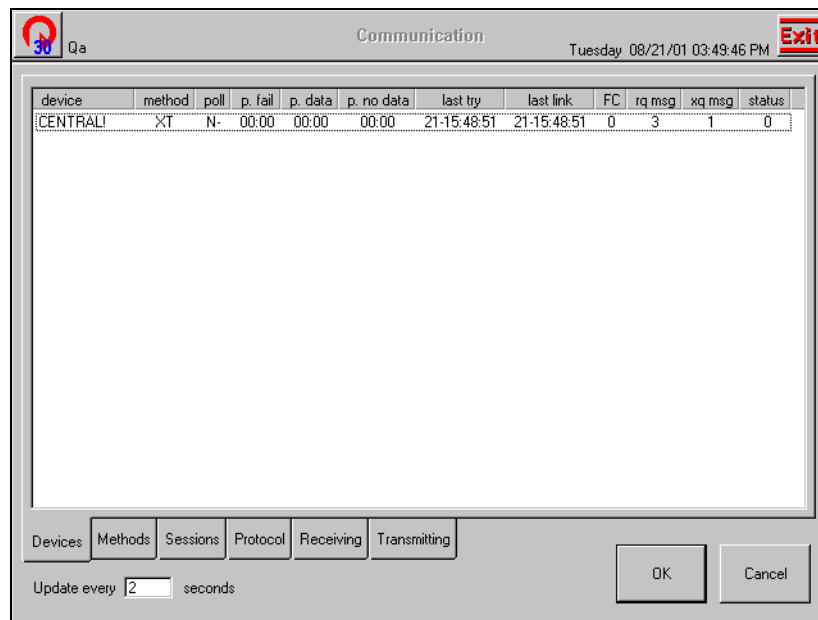
The Device Status screen appears.



Device Status

Device Status is the most commonly used comm status screen, showing the status of the communication links between the Console and the various devices--i.e., Stations, ProCars, etc. Devices list in rows, with columns for the name, the polling status and polling period, the time when last polled, how late the next poll is, the time when the Console and device last communicated successfully, the poll fail count, the number of messages in the memory message queue, the number of messages in the overflow message queue on disk, and the finish status.

The only devices you will see on the Station's communication status is the Console. The Device Status screen is used to check the communications between the Station and the Console. This is the first and most important screen to review if a communication failure is suspected. For information about the Device Status screen, refer to the following table.



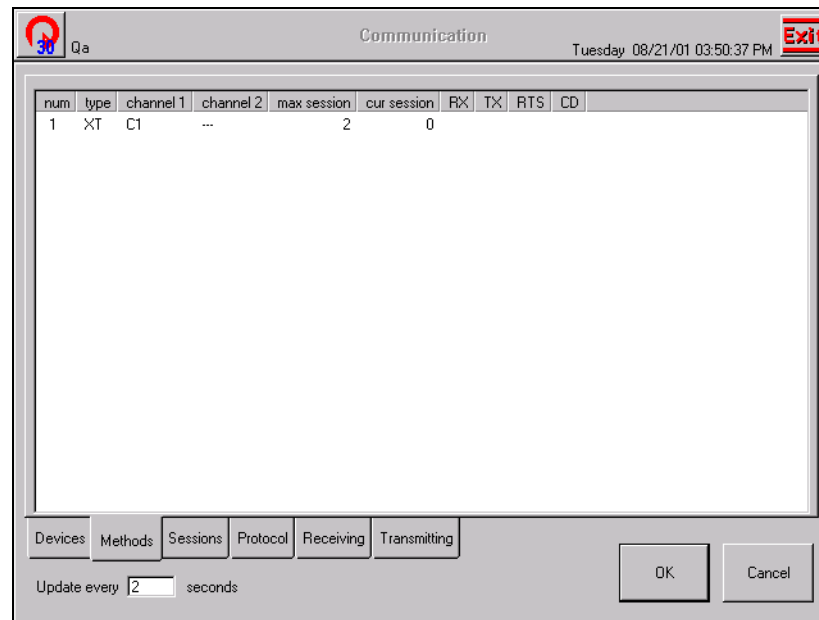
Message	Description
Device	any piece of equipment that communicates directly with the Console, such as the Station or ProCar computer
Method	method type used
Poll	indicates if the device is set up to be polled: Y for Yes, N for No. (The Station should be N unless the Station is polling. Usually, the Console polls the Station.)
p.fail	the Console polls the Station, so value will always be 00:00
p.data	the Console polls the Station, so value will always be 00:00
p. no data	the Console polls the Station, so value will always be 00:00
last try	data and time the device was last polled by the Console

Message	Description
last link	date and time the device was last successfully linked with the Console
FC	(Failure Count) the number of times the Console and Station have failed to link
rq msg	messages received at the Station from other units
xq msg	(Disk Message) number of messages that the Station has temporarily stored in the database for transmission to the Console. This number is normally zero, but it may increment if overall traffic is heavy and memory becomes depleted or if the Stations are off-line. When memory becomes available, the xq msg should quickly drop to zero as the messages are again queued in memory.
status	finish status code. The code shows what the last status was between Station and Console.



Methods Status

Methods Status shows how each method has been set up and which session is active in the event the method supports multiple sessions. Each method has a row. The columns show the method number, method, primary channel (comm port), secondary channel (for serial port expander), maximum sessions allowed, and the number of the current active session. In all the Comm Status screens, pressing a tab (e.g., *Methods*) refreshes the screen. For information about the Methods Status screen, refer to the following table.

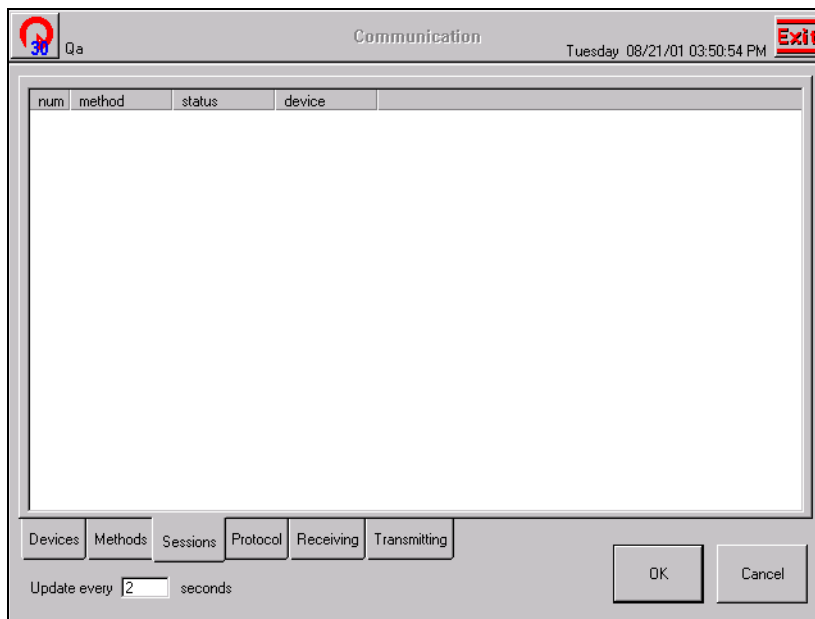


Message	Description
num	method number - number referenced from the Protocol and Session Status screens.
type	method type
channel 1	primary communication channel
channel 2	secondary communication channel
max session	maximum number of sessions allowed
cur session	current number of active sessions
RX	Not Used - no blinking on screen
TX	Not Used - no blinking on screen
RTS	Not Used - no blinking on screen
CD	Not Used - no blinking on screen



Sessions Status

Session Status shows the stage in the session for each device currently in a comm session with the Console. A session is the whole comm process from start to finish. There is a row for each session for each method. The columns for each session include the method number and method, stage in the session, and name of the device with which the Console is communicating in that session. For information about the Session Status screen, refer to the following table.

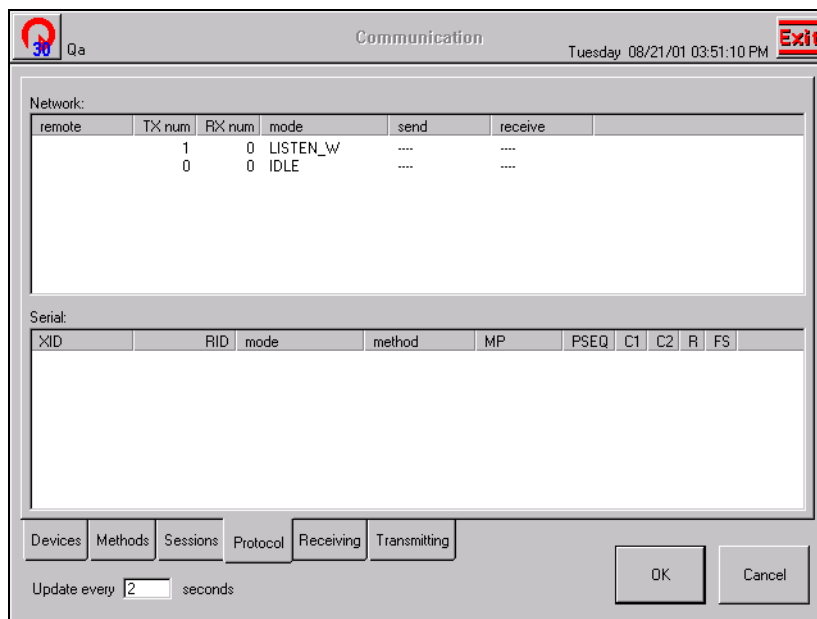


Message	Description
num	session number
method	number and type of method being used
status	current stage in the session for this device (idle, poll, protocol, transmission, end)
device	name of the linked device



Protocol Status

Protocol Status shows the stage in the protocol for each device currently in protocol with the Console. There is a row for each protocol session (the number of sessions per method depends on the method). The columns for each session include the name of the device polled, the name of the device that is polling, the mode or stage in the protocol, method number in the methods.cfg, the 1st few characters of the message, the packet sequence (i.e., the number of messages sent), the retry counter value (fails at 7), a try again status flag of T or F, and finish status. Network protocol has its own, unique status data layout. For information about the Protocol Status screen, refer to the following tables.



Message	Description
Network	
remote	type of device
TX num	messages transmitting
RX num	messages receiving
mode (Network)	current step in the protocol
send	messages sent
receive	messages received

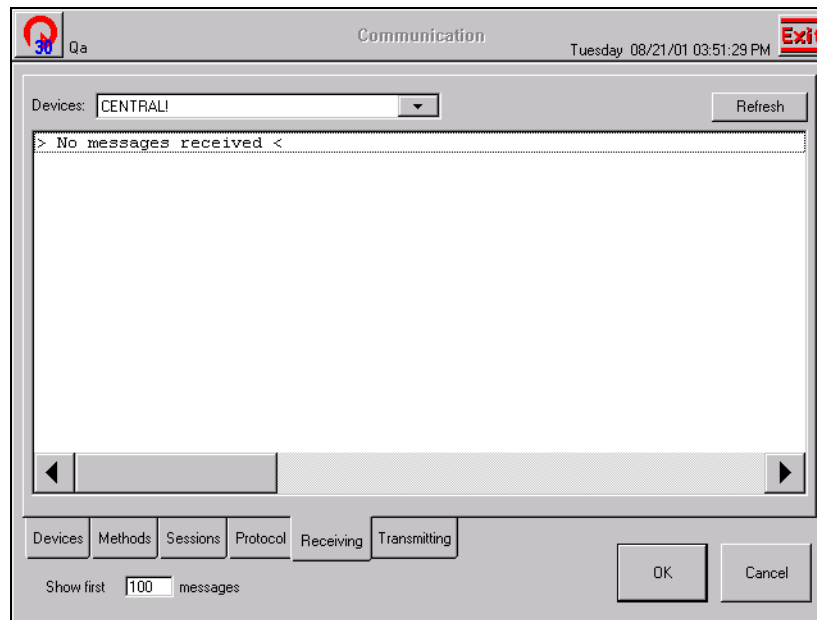
Message	Description
Serial	
XID	The name of the device polled.
RID	The name of the poller, usually the Console.
mode	The current step in the protocol.
method	The method used which corresponds to the method number in the method status screen.
MP	The first few characters of the message being sent.
PSEQ	Packet sequence, the number of messages transmitted during the session.
C1	The first retry counter which increment when a message packet is received with an apparent error. The packet is retransmitted until it is error-free or fails seven times, after which the transmission is aborted.
C2	The second retry counter which increment when a message packet is received with an apparent error. The packet is retransmitted until it is error-free or fails seven times, after which the transmission is aborted.
R	Indicates the direction of transmission: 'T' indicates communications to the polled device not yet reversed). 'F' indicates communications from the device.
FS	Finish status. The result of the last poll.



Receiving Status

The Receiving Status screen displays the messages received from a Console, other Stations, or a Procar. The receiving status screen contains the following:

- Devices choice list - Displays the devices communicating
- Refresh button - Refreshes the display
- Show first ___ messages box - Displays the designated number of messages received.

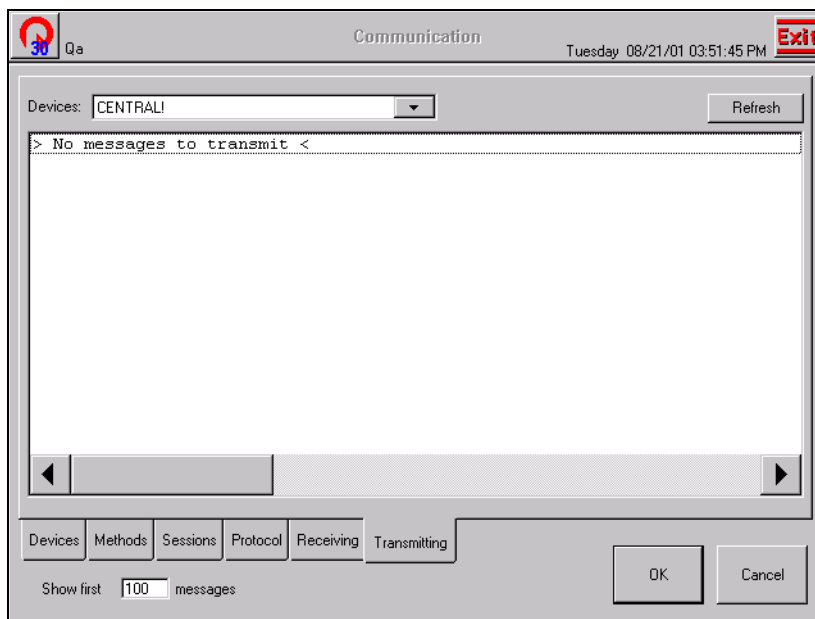


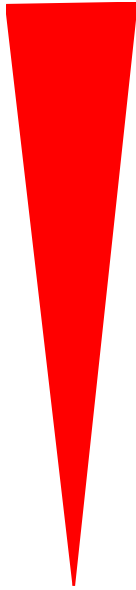


Transmitting Status

The Transmitting Status screen displays outgoing messages to a Console, other Stations, or a PROcar. The transmitting status screen contains the following:

- **Devices choice list**—displays the devices communicating
- **Refresh button**—refreshes the display
- **Show first ___ messages box**—displays the designated number of messages transmitted.





Chapter 3

Patient Care Functions

This chapter provides the following Patient Care features accessed from the Patient Care section of the *Main Menu*:



- **Take/Return**—take or return items for patient care.
- **Patients**—add, edit, and delete patients and reconcile ADT. Only temporary patients are created at the Station.
- **Request Items**—inform the SUPPLYCENTER Console that a supply is needed at the Station.

The appropriate use of the Patient Care features is determined by your hospital's policies and procedures. Your user Rights determine the icons that appear on the *Main Menu*.

Take-Return

Use the Take-Return feature to remove supplies from the system. The Take-Return process records transactional data and sends information to the SUPPLYCENTER Console.



Note

Use the **Emergency Access** feature to quickly take items from the Station without selecting a patient. The Emergency Access feature is available only when the Emergency Access option is selected in Station Options.

Searching for Patients



Take - Return

To search for a patient

1. From the *Main Menu*, press the **Take-Return** icon.

The Patient's window appears.

2. Press the **Patient Search** button.

The Search For window appears.

The screenshot shows a software interface for patient management. At the top, it displays the user name 'Rachel Cummings', the title 'Patients', and the date/time 'Tuesday 01/22/02 10:41:27'. Below this is a table with columns: Name, ID, Nurse Unit, Room, and Admitted. Two rows are visible: 'Smith, Terri' with ID 'MGR020121105228' and 'Smith, Dave' with ID 'MGR020121105758'. A search dialog box is open, titled 'Search for:', with input fields for Name (containing 'smith'), Room, and ID, and buttons for 'Search' and 'Close'. At the bottom of the window are several buttons: 'My List', 'Local', 'Global', 'Add To My List', 'Add Patient', 'Select Items', 'Patient Search', and 'Close'.

Name	ID	Nurse Unit	Room ...	Admitted
Smith, Terri	MGR020121105228	3 East	-	01/22/02 10:41:20
Smith, Dave	MGR020121105758	3 East	-	01/22/02 10:41:20

3. Type the first letters of the name or ID you are searching for. If necessary, press the **Search** button or the ENTER key.

The name appears in the Patients window.



Note

If you type the entire name, the name appears in the window. If you type in the first few letters of the name, a list of names appears to select the appropriate patient.

- To display the entire list again, delete the text in the *Search For* window and press **Search**.

The complete list appears.

Sorting Lists



Take - Return

To sort a list

- From the *Main Menu*, press the **Take-Return** icon.

The Patient's window appears. The patients appear as you have specified on the preference tab in the My Settings window.

- To sort the *Patient's Name, ID, Nurse Unit, or Room and Bed*, press the information bar at the top of the column.

An arrow appears as the system sorts each column in order, as shown in the following illustration.

30 Rachel Cummings		Patients			Monday 01/21/02 10:58:53	EXIT
Name ▲	ID	Nurse Unit	Room ...	Admitted		
Williams, Dave	MGR020121105147	3 East	-	01/21/02 10:52:12		
Smith, Terri	MGR020121105228	3 East	-	01/21/02 10:52:43		
Smith, Dave	MGR020121105758	3 East	-	01/21/02 10:58:09		
Rogers, Bill	MGR020121105245	3 East	-	01/21/02 10:53:00		
Rodriguez, Tony	MGR020121105621	3 East	-	01/21/02 10:56:36		
Phillips, Elizabeth	MGR020121105515	3 East	-	01/21/02 10:56:19		
Mckay, Jason	MGR020121105425	3 East	-	01/21/02 10:55:14		
Jones, Nicole	MGR020121105409	3 East	-	01/21/02 10:54:23		
Hill, Chris	MGR020121105322	3 East	-	01/21/02 10:53:39		
Grant, Stacey	MGR020121105353	3 East	-	01/21/02 10:54:08		

My List Local Global Delete from My List Add Patient Select Items Close

Taking Items

The *Station Options* menu includes the *Multiple Patient Selection* and *No Patient Mode* options. The selected options determine the Take-Return process at the Station.



Note

Use the **Emergency Access** feature to quickly take items from the Station without selecting a patient. The Emergency Access feature is available only when the Emergency Access option is selected in Station Options.

Taking Items with Multiple Patient Selection Feature



Take - Return

To take items with Multiple Patient Selection feature

1. From the *Main Menu*, press the **Take-Return** icon.
2. Select the patient by touching the screen. To take the same item for multiple patients, press and hold down the CTRL key and select multiple patients.



Note

Use the Patient Search feature to quickly find patients. For more information, *Searching for Patients on page 3-2*.

3. Press **Select Items**.
4. Press the **Take** button on the remote transmitter once for each item removed.

Item	Bin	Current	Amount	Type	Patient
Bandage 10 Pack	1-09	49	1	Take	Lieu, Nancy
Bandage 10 Pack	1-09	48	1	Take	Sanford, James

Return Mode	Take Count 1	Procedure Date: 1/22/02	Cancel Trans.	Find Item	Select Patient	Done
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Note

All is displayed in the *Vend For* field when you are taking items for multiple patients. At this point, you can take an item for only one of the patients by selecting the desired patient name from the **Vend For** list.

5. To adjust the *Take Count*, select the item and press the **Up** or **Down** arrow buttons.
6. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Quick Take



Take - Return

To take items (Multiple Patient Selection option deselected)

1. From the *Main Menu*, press the **Take-Return** icon.
2. Select a patient.
3. Press the **Take** button on the remote transmitter once for each item removed.

Item	Bin	Current	Amount	Type	Patient
Bandage 10 Pack	1-09	47	1	Take	Lieu, Nancy

Return Mode	Take Count 1	↑ ↓	Procedure Date: 1/22/02	Cancel Trans.	Find Item	Select Patient	Done
--------------------	-------------------------------	--------	----------------------------	---------------	-----------	----------------	------

4. To adjust the *Take Count* using the touch screen, select the item and press the **Up** and **Down** arrow buttons.
5. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Taking Items in No Patient Mode

The *No Patient Mode* feature does not require you to select a patient in order to perform Take and Return transactions. Use the *No Patient Mode* feature if you do not want to associate supplies with patient records for billing purposes. The *No Patient Mode* feature is available in *Station Options*.



To take items in No Patient Mode

1. From the *Main Menu*, press the **Take-Return** icon.
2. Press the **Take** button on the remote transmitter once for each item removed.

Item	Bin	Current	Amount	Type
Bandage 10 Pack	1-11	27	1	Take

Return Mode: 1 (with up/down arrows)

Procedure Date: 1/22/02

Buttons: Cancel Trans., Find Item, Done

3. To adjust the *Take Count* using the touch screen, select the item and press the **Up** and **Down** arrow buttons.
4. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Taking Items with Lot/Serial Number Tracking

To track an item with a lot and/or serial number, the item must be flagged at the SUPPLYCENTER Console and the *Lot/Serial Number* option must be selected in *Station Options*.



Take - Return

**Note**

To take items with lot/serial number tracking

1. From the *Main Menu*, press the **Take-Return** icon.
2. Select a patient.

Use the Patient Search feature to quickly find patients. For more information, *Searching for Patients on page 3-2*.

3. Press **Select Items**.
4. Press the **Take** button on the remote transmitter.

The Enter Lot and Serial number window appears.

The screenshot shows the 'Take/Return' software interface. At the top, it displays 'Rachel Cummings' and 'Tuesday 01/22/02 17:56:48'. Below this, there is a 'Vend for:' field with 'Lieu, Nancy' selected. A table lists items with columns for Item, Bin, Current, Amount, Type, and Patient. The first row shows 'Bandage 10 Pack' in bin '1-12' with a yellow background. An 'Enter Lot and Serial Number' dialog box is overlaid on the table. The dialog has a title bar 'Enter Lot and Serial Number' and contains the following fields:

Action:	Description:	Remaining:
Take	Bandage 10 Pack	26
Lot:		
Serial:		

At the bottom of the dialog are 'OK' and 'Cancel' buttons. The main interface also has a 'Return Mode' button, up/down arrows, a 'Procedure Date:' field with '1/22/02', and buttons for 'Cancel Trans.', 'Find Item', 'Select Patient', and 'Done'.

5. Type the *Lot* and/or *Serial* numbers.
6. Press **OK**.

The screenshot shows a software interface for 'Take/Return'. At the top, it displays the user name 'Rachel Cummings', the title 'Take/Return', and the date/time 'Tuesday 01/22/02 17:58:05'. There is an 'EXIT' button in the top right corner. Below this is a 'Vend for:' dropdown menu set to 'Lieu, Nancy'. A table with the following columns is shown: 'Item', 'Bin', 'Current', 'Amount', 'Type', and 'Patient'. The table contains one row: 'Bandage 10 Pack', '1-09', '46', '1 Take', and 'Lieu, Nancy'. At the bottom of the screen is a control panel with a 'Return Mode' button, a 'Take Count' display showing the number '1', and two arrow buttons (up and down) for adjusting the count. To the right of these are a 'Procedure Date:' dropdown menu set to '1/22/02', and buttons for 'Cancel Trans.', 'Find Item', 'Select Patient', and 'Done'.

Item	Bin	Current	Amount	Type	Patient
Bandage 10 Pack	1-09	46	1 Take	Lieu, Nancy	

7. To adjust the *Take Count* using the touch screen, select the item and press the **Up** and **Down** arrow buttons.
8. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Using the Procedure Date Feature

The *Procedure Date* feature is designed for the Supply application in an O.R. setting. It allows users to remove items for a patient and select a procedure date (typically for the purpose of delaying the charge until the patient's procedure date).

The system logs the actual time the item is removed to ensure inventory and activity reports are accurate. The procedure date is also noted.



Note

The Procar computer must be set up properly for the *Procedure Date* feature to function correctly.



Take - Return

To Take Items using the Procedure Date feature

1. From the *Main Menu*, press the **Take-Return** icon.
2. Select a patient.



Note

Use the Patient Search feature to quickly find patients. For more information, *Searching for Patients on page 3-2*.

3. Press **Select Items**.
4. Press the **Take** button on the remote transmitter once for each item removed.
5. Press the arrow next to the **Procedure Date** field.

The Procedure Date calendar appears.

The screenshot shows the 'Take/Return' application interface. At the top, it displays the user name 'Rachel Cummings' and the date 'Tuesday 01/22/02 18:00:41'. Below this is a 'Vend for:' dropdown menu set to 'Lieu, Nancy'. A table lists items with columns for 'Item', 'Bin', 'Current', 'Amount', 'Type', and 'Patient'. The first row shows 'Gloves 10 Pack' with bin '1-10', current '49', amount '1', type 'Take', and patient 'Lieu, Nancy'. A calendar for 'January 2002' is displayed, with the date '22' circled in red. Below the calendar, a 'Today: 1/22/02' field is also circled in red. At the bottom, there are buttons for 'Return Mode', 'Cancel Trans.', 'Find Item', 'Select Patient', and 'Done'. A blue arrow points to the 'Take' button on the left side of the interface.

6. Select a procedure date for the selected items on the **Procedure Date** calendar.
7. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Patient Lists

There are three patient list tabs at the bottom of the Patients screen: *My List*, *Local*, and *Global*.

Global Patient List (Global)

The *Global* patient list tab allows you to select all patients from the hospital's ADT. When the *Global* patient list is active, it appears as a tab on the Patient List screen under Take-Return and Discard.



Note

The Global patient list is a Station option and can be turned on and off in the *Station Options* window. For more information, see *Station Options on page 5-25*.

Local Patient List (Local)

The *Local* patient list tab includes patients whose nursing unit is assigned to a specific Station's area (for example, CCU or ER only).

My Patient List (My List)

The *My List* tab is a customized patient list that each user can use to include or delete patients under their care.



Note

When you take an item for a patient, the patient is automatically added to your patient list (My List).

Adding Patients to My List



Take - Return

To add a patient

1. From the *Main Menu*, press the **Take-Return** icon.

The Patients window appears.

**Note**

The *Global* tab contains a list of patients from all Stations for purposes of transaction activity. The *Global*, *Local*, and *My List* tabs are present at the *Patient List* screen for the Take/Return, and Discard functions if privileges are assigned and options are turned on in *Station Options*.

2. Select the *Local* or *Global* tab.
3. Select the patient to add to the *My List* tab. To select multiple patients, press and hold down the CTRL key while you highlight the patients.

**Note**

The *Multiple Patient Selection* option must be selected in *Station Options* to select multiple patients.

30 Rachel Cummings		Patients			Tuesday 01/22/02 11:39:47	EXIT
Name	ID	Nurse Unit	Room ...	Admitted		
Smith, Stacey	MGR020122113120	3 East	-	01/22/02 11:39:34		
Jackson, Tom	MGR020122113130	3 East	-	01/22/02 11:39:34		
Johnson, Tonya	MGR020122113138	3 East	-	01/22/02 11:39:34		
Brown, Kerri	MGR020122113151	3 East	-	01/22/02 11:39:34		
Davis, Jason	MGR020122113206	3 East	-	01/22/02 11:39:34		
Grant, Nancy	MGR020122113215	3 East	-	01/22/02 11:39:34		
Little, Mary	MGR020122113233	3 East	-	01/22/02 11:39:34		
Phillips, Jackson	MGR020122113301	3 East	-	01/22/02 11:39:34		
Smith, Paul	MGR020122113312	3 East	-	01/22/02 11:39:34		
Thompson, Jaimie	MGR020122113336	3 East	-	01/22/02 11:39:34		

My List Local Global Add To My List Add Patient Select Items Patient Search Close

4. Press **Add To My List**.
The patients appear under the My List Patients tab.
5. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Deleting Patients from My List



To delete a patient

1. From the *Main Menu*, press the **Take-Return** icon.
The Patients window appears.
2. Select the *My List* tab.
3. Select the patient to delete from the *My List* tab. To select multiple patients, press and hold down the CTRL key while you highlight the patients.



The *Multiple Patient Selection* option must be selected in *Station Options* to select multiple patients.

30 Rachel Cummings		Patients			Tuesday 01/22/02 11:43:57	EXIT
Name	ID	Nurse Unit	Room ...	Admitted		
Brown, Kerri	MGR020122113151	3 East	-	01/22/02 11:32:05		
Davis, Jason	MGR020122113206	3 East	-	01/22/02 11:32:14		
Jackson, Tom	MGR020122113130	3 East	-	01/22/02 11:31:37		
Phillips, Jackson	MGR020122113301	3 East	-	01/22/02 11:33:11		
Smith, Paul	MGR020122113312	3 East	-	01/22/02 11:33:35		
Thompson, Jaimie	MGR020122113336	3 East	-	01/22/02 11:33:46		
Werner, Jamie	MGR020122113347	3 East	-	01/22/02 11:33:54		

My List Local Global Delete from My List Add Patient Select Items Close

4. Press **Delete From My List**.
The patients are deleted from the My List tab.
5. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Finding Items



To find an item at the Station

1. From the *Main Menu*, press the **Take-Return** icon.
The Patients window appears.
2. Select a patient.
3. Press **Select Items**.
4. Press **Find Item**.
The Search For window appears.
5. Type the first few letters of the item name or ID.

Description	ID	Location
Tray, Urethral Cath 14fr	101667	(1-11) Shelf 1
Tray, Foley 5cc	101996	(1-10) Shelf 1

Search for:

Name: ID:

All stations

6. If necessary, press the **Search** button.
The item appears on the Find Item screen.
7. To display the entire list again, delete the text in the *Search For* window and press **Search**.
The complete list appears.

Global Find Item

The *Global Find* feature is used to locate an item that is in another Station if the item is Out of Stock or not stored at your Station.



Note

The *Global Item Find* feature must be selected in *Station Options* to locate items in other Stations.



Take - Return

To find an item at another Station

1. From the *Main Menu*, press the **Take-Return** icon.

The Patients window appears.

2. Select a patient.

3. Press **Select Items**.

4. Press **Find Item**.

The Search For window appears.

Description	ID	Location
Baby Diapers	BAB-3200	(1-12) Remote 1
Bandage 10 Pack	BAND-10P	(1-11) Remote 1
Blanket	BL-3457	(1-13) Remote 1
Box 20 Pack	Box20P	(1-16) Remote 1
First Aid		
First Aid Kit 2	Kit ID- 2	
First Aid Kit 3	Kit ID- 3	
First Aid Kit 4	Kit ID- 4	
First Aid Kit 5	Kit ID- 5	

5. Select the **All Stations** check box.

6. Enter the item *Name* or *ID*.

7. Press **Search**.

The item appears in the Find Item screen. The system identifies the location of the item at all Stations.

The screenshot shows a software interface titled "Find Item". At the top left, there is a user profile for "Rachel Cummings" with a red circular icon containing the number "30". To the right of the title, the date and time "Tuesday 01/22/02 18:04:30" are displayed, along with an "EXIT" button. Below the header is a search input field. The main area contains a table with the following columns: "Description", "ID", and "Location". A single row is highlighted in blue, containing the text "Bandage 10 Pack", "BAND-10P", and "(1-11) SCANMATE2 Remote 1". At the bottom of the interface, there are three buttons: "Take Return", "Search For...", and "Done".

Description	ID	Location
Bandage 10 Pack	BAND-10P	(1-11) SCANMATE2 Remote 1

8. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.
9. Go to the identified Station to take the item.

Returning Items

Use the *Return* feature to return an unused item to inventory and credit the associated patient billing record.



Take - Return



Note

To return items

1. From the *Main Menu*, press the **Take-Return** icon.
2. Select a patient.

Use the *Patient Search* feature to quickly find patients. For more information, *Searching for Patients on page 3-2*.

3. Press **Select Items**.
4. Press the **Return** button on the remote transmitter once for each item returned.

Item	Bin	Current	Amount	Type	Patient
Airway, Large	1-09	20	1	Return	Davis, Jason

Return Count: 1

Post Date: 1/22/02

Buttons: Return Mode, Cancel Trans., Find Item, Select Patient, Done

5. To adjust the *Return Count* using the touch screen, select the item and press the **Up** and **Down** arrow buttons.
6. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Returning Items in No Patient Mode



To return items in No Patient Mode

1. From the *Main Menu*, press the **Take-Return** icon.
2. Press the **Return** button on the remote transmitter once for each item returned.

The screenshot shows the 'Take/Return' interface. At the top, it displays 'Rachel Cummings', 'Take/Return', and 'Tuesday 01/22/02 15:58:48'. Below this is a 'Vend for:' field with 'Davis, Jason' selected. A table lists items with columns: Item, Bin, Current, Amount, Type, and Patient. One item is listed: 'Airway, Large' with Bin '1-09', Current '20', Amount '1', Type 'Return', and Patient 'Davis, Jason'. At the bottom, there is a 'Return Count' section with a large blue '1' and up/down arrow buttons. To the right are buttons for 'Post Date:' (1/22/02), 'Cancel Trans.', 'Find Item', 'Select Patient', and 'Done'. An 'EXIT' button is in the top right corner.

Item	Bin	Current	Amount	Type	Patient
Airway, Large	1-09	20	1	Return	Davis, Jason

3. To adjust the *Return Count* using the touch screen, select the item and press the **Up** and **Down** arrow buttons.
4. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Emergency Access

Use the *Emergency Access* feature to quickly take or return items without selecting a patient. The *Emergency Access* option must be selected in *Station Options* to enable the *Emergency Access* feature.



Note

The *Emergency Access* feature is not available if the *No Patient Mode* feature is selected.



Take - Return

To gain emergency access from Take-Return

1. From the *Main Menu*, press the **Take-Return** icon.

The Patients screen appears.

30 Rachel Cummings		Patients		Tuesday 01/22/02 15:43:04		EXIT
Name	ID	Nurse Unit	Room ...	Admitted		
Brown, Kerr	MGR020122113151	3 East	-	01/22/02 11:32:05		
Davis, Jason	MGR020122113206	3 East	-	01/22/02 11:32:14		
Jackson, Tom	MGR020122113130	3 East	-	01/22/02 11:31:37		
Phillips, Jackson	MGR020122113301	3 East	-	01/22/02 11:33:11		
Smith, Paul	MGR020122113312	3 East	-	01/22/02 11:33:35		
Thompson, Jaimie	MGR020122113336	3 East	-	01/22/02 11:33:46		
Werner, Jamie	MGR020122113347	3 East	-	01/22/02 11:33:54		

My List Local Global Delete from My List Emergency Access Add Patient Select Items Close

2. Press **Emergency Access**.
3. Press the **Take** or **Return** button on the remote transmitter to indicate the item quantity you are taking or returning.



Note

The **Return Count** or **Take Count** appears in the lower left portion of the window to indicate the quantity returned or taken.

Item	Bin	Current	Amount	Type	Patient
Airway, Large	1-09	19	1	Take	eap1011742993

Return Mode: 1

Take Count: 1

Post Date: 1/22/02

Buttons: Cancel Trans., Find Item, Select Patient, Done



NOTE

An emergency access patient is created for the emergency access transaction. The emergency access patient is listed in the *Vend For* field. You must reconcile the emergency access patient with the real patient at a later time.

- To adjust the *Take Count* or *Return Count* using the touch screen, select the item and press the **Up** and **Down** arrow buttons.
- Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Patients

Use the *Patients* feature to view, add, edit, or reconcile patients. You must have patient management rights to use the *Patients* feature.



Note

Unlike patients added through ADT, all patients added at the Station are temporary patients.

Searching for Patients

To search for a patient



Patients

1. From the *Main Menu*, press the **Patients** icon.

The Patients window appears.

2. Type the first letters of the patient name.

The Search For window appears.

The screenshot shows the 'Patients' window interface. At the top, it displays the user 'Rachel Cummings', the title 'Patients', and the date/time 'Tuesday 01/22/02 16:20:34'. There is an 'EXIT' button in the top right corner. Below this is a table with columns: Name, ID, Nurse Unit, Room, and Admitted. Two rows are visible: 'Smith, Stacey' with ID 'MGR020122113120' and 'Smith, Paul' with ID 'MGR020122113312'. A 'Search for:' dialog box is open in the center, containing three input fields: 'Name:' with 'smith', 'Room:', and 'ID:'. There are 'Search' and 'Close' buttons. At the bottom of the window, there is a toolbar with buttons: 'My List', 'Local', 'Global', 'Add To My List', 'Edit', 'Add Patient', 'Reconcile ADT', 'Patient Search', and 'Close'.

3. If necessary, press the **Search** button or the ENTER key.

The patient appears in the Patients window.



Note

If you type the entire patient name, the patient appears in the patients window. If you type the first few letters of the patient name, a list of patients appears to select the appropriate patient.

You can add patients to the Patient List if they are not found in the search.

- To display the entire patient list again, delete the text in the *Search For* window and press **Search**.

The patient list appears.

Adding Patients

To add a patient



Patients

- From the *Main Menu*, press the **Patients** icon.

The Patients window appears.

- Press **Add Patient**.

The Add Patient window appears with the Patients Information tab selected.

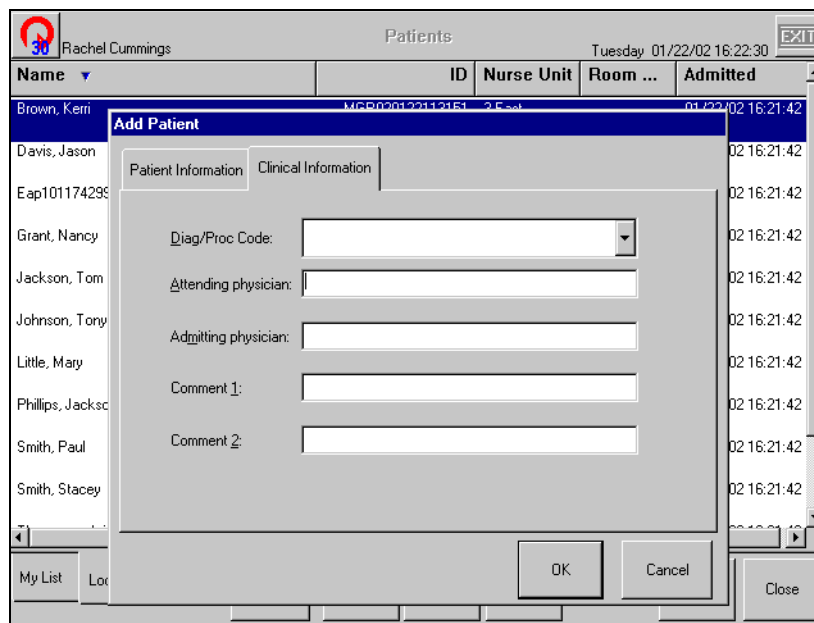
- Enter the *Patient's Name and ID* (Optional - *Room Number, Medical Record Number, Discharge Date, and Bed Number*).



Note

The *Patient ID* auto fills in with date and time created along with the *Discharge Date*. To delete the predetermined *ID*, highlight and press the **DELETE** key. You can then add a new patient *ID* if available. *Nursing unit* defaults to the Nursing Unit that the Station is assigned to.

- Check the *Private* check box if you do not want the patient information listed on the *Global* patient list.
- Select the *Clinical Information* tab.



6. (Optional) Enter the *Attending Physician*, *Admitting Physician*, and any *Comments* if needed.
7. Press **OK** to save the new patient information.
8. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.



Note

You can also add a patient in the *Take/Return* screen.

Editing Patients



Patients

To edit a patient

1. From the *Main Menu*, press the **Patients** icon.

The Patients window appears.

2. Select a patient.

3. Press **Edit**.

The Edit Patient window appears with the Patients Information tab selected.

Name	ID	Nurse Unit	Room ...	Admitted
Brown, Kerri	MGR0201221131E1	3 East		01/22/02 16:21:42
Davis, Jason				02 16:21:42
Eap101174293				02 16:21:42
Grant, Nancy				02 16:21:42
Jackson, Tom				02 16:21:42
Johnson, Tony				02 16:21:42
Little, Mary				02 16:21:42
Phillips, Jacksc				02 16:21:42
Smith, Paul				02 16:21:42
Smith, Stacey				02 16:21:42

4. Edit the *Patient's Name*, *Nursing Unit*, *Room Number*, *Medical Record Number*, *Discharge Date*, and *Bed Number*.
5. Select the *Private* check box if this patient's information is not to be viewed on the *Global* patient list.
6. Select the *Clinical Information* tab.
7. (Optional) Edit the *Attending Physician*, *Admitting Physician*, and any *Comments* if necessary.
8. Press **OK** to save the new patients information.
9. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Reconcile ADT

Use the *Reconcile ADT* feature to match temporary patient records with permanent patient records. The temporary patient transaction information is transferred to the permanent patient record.

The *Reconcile ADT* feature is necessary when a user takes an item for a patient that is not in the system (for example, when the patient record has not come across the ADT interface into Pyxis). The user can create a temporary patient record or use the *Emergency Access* feature. The *Emergency Access* feature automatically creates an Emergency Access Patient (EAP) record. Without the *Reconcile ADT* feature, the process of reconciling temporary patient activity to the permanent patient record must be completed outside of the Pyxis system.



Note

The Procar manages the billing of the reconciled patients.

You must have patient management rights to reconcile a temporary patient record with a permanent patient record.



Note

The *Reconcile ADT* feature is also available at the SUPPLYCENTER Console.



Patients

To reconcile ADT

1. From the *Main Menu*, press the **Patients** icon.
2. Select a temporary patient.
3. Press **Reconcile ADT**.

The Reconcile Patients window appears.

4. Press the **Change** button next to the *Permanent Patient Room-Bed* field to access the list of permanent patients.
5. Select the permanent patient to reconcile.
6. Press **Continue**.

The screenshot shows the 'Patients' application window. At the top, it displays the user name 'Rachel Cummings', the title 'Patients', and the date/time 'Tuesday 01/22/02 16:24:03'. Below this is a table with columns: Name, ID, Nurse Unit, Room ..., and Admitted. The table lists two patients: 'Brown, Kerri' (ID: MGR020122113151, Nurse Unit: 3 East, Admitted: 01/22/02 16:21:42) and 'Davis, Jason' (ID: MGR020122113206, Nurse Unit: 3 East, Room: 3-12-3, Admitted: 01/22/02). A dialog box titled 'Reconcile patients' is open over the table. It has two sections: 'Permanent patient' and 'Temporary patient'. The 'Permanent patient' section has fields for Name (Smith, Greg), ID (MGR02012216234), and Room - Bed (-), with a 'Change' button. The 'Temporary patient' section has fields for Name (Eap1011742993), ID (eap1011742993), and Room - Bed (-), with a 'Change' button. Below these sections is a text box explaining the reconciliation process: 'Reconcile a permanent patient with a temporary patient: The temporary patient will be discharged. The permanent patient will remain in the system and all of the temporary history will be transferred to the permanent patient.' There are 'Reconcile' and 'Cancel' buttons. At the bottom of the application window, there is a toolbar with buttons: My List, Local, Global, Add To My List, Edit, Add Patient, Reconcile ADT, Patient Search, and Close.

7. Press **Reconcile**.
A confirmation window appears.

The screenshot shows a confirmation dialog box titled 'System30'. The text inside the dialog asks: 'Are you sure you want to reconcile these patients?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

8. Press **Yes** to reconcile the patient records or press **No** to cancel the transaction.
If you select Yes, the temporary patient is deleted and all the temporary history is transferred to the permanent patient.
9. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Request Item

Use the *Request Item* feature to send a message to the SUPPLYCENTER Console when a supply is needed at the Station. The message sent to the SUPPLYCENTER Console contains the Item name, Item ID, User name, User ID and a free format message. A message is printed in the *Attention* window and a report is printed at the SUPPLYCENTER Console.

Requesting Items



Request Item

To request items

1. From the *Main Menu*, press the **Request Item** icon.

The Request Item window appears.

2. Press **Select Item**.

The Item List window appears.



Note

To quickly select the items, use the *Search For* box, the PAGE UP and PAGE DOWN keys, or the UP and DOWN arrows to scroll through the list until the name appears.

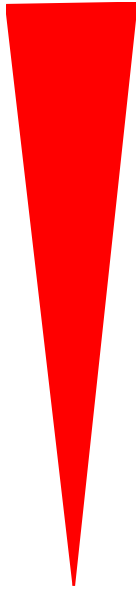
3. Select the item and press **Request Item**.

The selected item appears in the Item Name field.

The screenshot shows a 'Request Item' dialog box. It contains the following fields and controls:

- Item:**
 - Name:** 5cc Syringe
 - ID:** 745876
 - Quantity:** 1
 - Select Item** button
- Text Message:** Please send down right away
- Send Request** button
- Cancel** button

4. Enter the quantity needed in the *Quantity* field and enter any additional notes (optional) in the *Text Message* field.
5. Press **Send Request** to complete the transaction.
The message is sent to the SUPPLYCENTER Console.



Chapter 4

Inventory Management Functions



Inventory



Load - Unload



Item Alias



Refill



Refill by Request Order

This chapter provides the following Inventory Management functions accessed from the Inventory Management section of the *Main Menu*. The functions you have access to depend on the privileges that have been assigned to you.

- **Inventory**—maintain current and accurate counts of items at the Station.
- **Load-Unload**—assign an item to a specific location in a Station. The Unload function removes items from the Station.
- **Item Alias**—create an alternate name for an item. The item alias can be added, edited, or deleted.
- **Refill**—replenish items at the Station. You can refill items at Below Par, At Refill, At Critical, or do a Spot Refill.
- **Refill by Request Order**—replenish items at a Station that are associated with a PO# generated from the SUPPLYCENTER Console or Vendor.

All Station items are tracked by bin location. The bin is a location of a single supply. A bin will be in one of three states:

- Loaded—supplies have been assigned to and physically placed in the bin
- Unloaded—supplies have not been assigned to or physically placed in the bin.
- Pending—supplies have been assigned to but not yet physically placed in the bin.



Inventory

Inventory

Inventory is the process of verifying the current supply of items in one or more bins. The Inventory feature uses the standard count verification process for each bin. The edit function provided in Inventory allows the User to update Par, Refill Point, Critical Low, and Current fields for the bin. Flags for the Expiring Item, Standard Stock and Chargeable Item can also be set. The Expiration date for an expiring item can be set and any items that are expired can be outdated.

Searching for Items



Inventory

To search for an item

1. From the *Main Menu*, press the **Inventory** icon.

The Inventory window appears.

2. Press **Search For**.

The Search For window appears.

The screenshot shows the 'Inventory' application window. At the top, it displays the user name 'Rachel Cummings', the title 'Inventory', and the date/time 'Thursday 01/10/02 15:29:13'. Below this is a search bar. The main area contains a table with the following columns: Description, ID, Location, Par, Current, and Verify. The table lists several items, including 'Contact 20mg', 'Item C', 'Item A', 'Item D', 'Item B', and 'Consign Item'. A 'Search for:' dialog box is overlaid on the table, with 'Name:' set to 'tape' and 'ID:' empty. There is a checkbox for 'All stations' and buttons for 'Search' and 'Close'. At the bottom of the window, there are buttons for 'Loaded', 'Below Par', 'At Refill', 'At Critical', 'Edit', 'Search For...', and 'Done'.

Description	ID	Location	Par	Current	Verify
Contact 20mg	CON-20...	(1-01) Remote 1	120	120	
Item C	C-ID	(1-02) Remote 1	12	12	X
Item A	ID-A	(1-03) Remote 1	5200	5196	
Item D	D-ID	(1-05) Remote 1	120	118	
Item B					
Consign Item	CI-520	(10-01) last bar	12	1	

3. Type the first letters of the item name and press **Search**.

The item appears in the Inventory window.



Note

If you type the entire item name, the item appears in the inventory window. If you type in the first few letters of the item name, a list of items appears to select the appropriate item.

4. To display the entire item list again, delete the text in the *Search For* window and press **Search**.

The item list appears.

Verifying Quantity



Inventory

To verify quantity

1. From the *Main Menu*, press the **Inventory** icon.

The Inventory screen appears.

Inventory						EXIT
Rachel Cummings		Thursday 01/10/02 15:42:19				
Description	ID	Location	Par	Current	Verify	
Contact 20mg	CON-20...	(1-01) Remote 1	120	120		
Item C	C-ID	(1-02) Remote 1	12	12		
Item A	ID-A	(1-03) Remote 1	5200	5196		
Item D	D-ID	(1-05) Remote 1	120	118		
Item B	B-ID	(1-06) Remote 1	120	118		
Tape	TA-100	(1-07) Remote 1	123	122		
Consign Item	CI-520	(10-01) last bar	12	1		

Loaded Below Par At Refill At Critical Edit Search For... Done

**Note**

Notice the tabs at the bottom of the screen. The *Loaded* tab lists all loaded items in the Station. The *Below Par* tab lists only items that are at or below Par levels. The *At Refill* tab lists only items at Refill level. The *At Critical* tab lists all items at or below Critical levels.

2. Select the item to verify by pressing the **Take** or **Return** button on the JITRBUD transmitter.

An X appears in the Verify column to indicate the item has been selected for inventory.

3. Count the quantity of the item.
4. If you need to edit the item information, press **Edit**. If not, repeat Steps 2-3 for each Inventory item.

30 Rachel Cummings Inventory Thursday 01/10/02 15:42:44

Inventory: Item C (Item ID: C-ID)
[1- 02] Remote 1

Enter a value for the Current field

Par: 12

Refill Point: 6

Critical low: 1

Current: 12

Item Settings

Standard Stock Outdate

Chargeable

Expiring Item Expiration date: 1/ 4/02

OK Cancel

7 8 9
4 5 6
1 2 3
0 C

5. Edit the quantity in the *Current* field. Press **OK**.
6. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Editing Items in Inventory



Inventory

To edit an item in Inventory

1. From the *Main Menu*, press the **Inventory** icon.

The Inventory screen appears.

Inventory					
Rachel Cummings		Thursday 01/10/02 15:42:19		EXIT	
Description	ID	Location	Par	Current	Verify
Contact 20mg	CON-20...	(1-01) Remote 1	120	120	
Item C	C-ID	(1-02) Remote 1	12	12	
Item A	ID-A	(1-03) Remote 1	5200	5196	
Item D	D-ID	(1-05) Remote 1	120	118	
Item B	B-ID	(1-06) Remote 1	120	118	
Tape	TA-100	(1-07) Remote 1	123	122	
Consign Item	CI-520	(10-01) last bar	12	1	

Loaded Below Par At Refill At Critical Edit Search For... Done



NOTE

Notice the tabs at the bottom of the screen. The *Loaded* tab lists all loaded items in the Station. The *Below Par* tab lists only items that are at or below Par levels. The *At Refill* tab lists only items at Refill level. The *At Critical* tab lists all items at or below Critical levels.

2. Select the item on the screen, or press the **Take** or **Return** button on the JITRBU transmitter.
3. Press **Edit**.

Inventory: Item C (Item ID: C-ID)
[1- 02] Remote 1
Enter a value for the Current field
Par: 12
Refill Point: 6
Critical low: 1
Current: 12
Item Settings
Standard Stock
Chargeable
Expiring Item
Outdate
Expiration date: 1/ 4/02
OK Cancel

4. Edit the item information as necessary.
 - Press the **Expiring Item** button if item has an expiration date. Select the *Expiration date* for the item.
 - Press the **Standard Stock** button to label the item as standard stock.
 - Press the **Chargeable** button to allow the item to be charged to patients.
5. Press **OK**.
6. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Outdating Expired Items in Inventory



The *Outdate* feature is used to outdate an item and remove it from inventory due to expiration. Items that are configured with an expiration date will be tracked by the system and a calendar icon will appear on the Inventory list when the item is expired, or will expire within the specified *Item outdated warning days*. When an item that has a calendar icon is selected for Inventory, an expiration warning message will appear.



Note

The **Expiring Item** option and *Expiration Date* is assigned to an item in the *Edit Bin* window.

The *Item outdated warning days* is the number of days before an item is set to expire that the system is configured to display the calendar icon. The *Item outdated warning days* is configured in Station Options on the Time Options tab. For more information, see *Station Options* on page 5-25.

You can also outdate an item that is not configured with an expiration date. However, if an item is not configured with an expiration date in the system, the calendar icon will not appear for the item and the system will not warn users to check the expiration date of the item.



Inventory

To outdate an expired item in Inventory

1. From the *Main Menu*, press the **Inventory** icon.
2. Select the item on the screen, or press the **Take** or **Return** button on the JITRBUD transmitter.
3. Press **Edit**.
4. Press **Outdate**.

The Outdate Item screen appears.

Outdate Item: Tape

Amount to Expire: ←

Current:

7 8 9
4 5 6
1 2 3
0 C

OK Cancel

5. Enter the amount of the item to outdate in the *Amount to Expire* field.
6. Press **OK**.
7. Select the expiration date for the item in the bin that will expire next from the *Expiration date* calendar.



Note

The expiration date calendar is not available if the item is not flagged as an expiring item.

The pull-down menu displays a calendar to select an appropriate date.

Inventory: Tape (Item ID: TA-100)
 (1- 07) Remote 1
 Enter a value for the Current field

Par: 24
 Refill Point: 12
 Critical low: 6

Current: **January 2002**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today: 1/10/02

Expiring Item: 1/17/02

OK Cancel

8. Press **OK**.
9. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.
10. Dispose of the outdated item(s) according to the policies and procedures at your facility.



Load-Unload

Use the *Load-Unload* feature to load or unload the inventory of items in bins. You can load empty bins, load pending items, edit bin settings, outdate any expired items and unload loaded bins. You can also move the items to a new location in the Station or to a new location at a different Station.

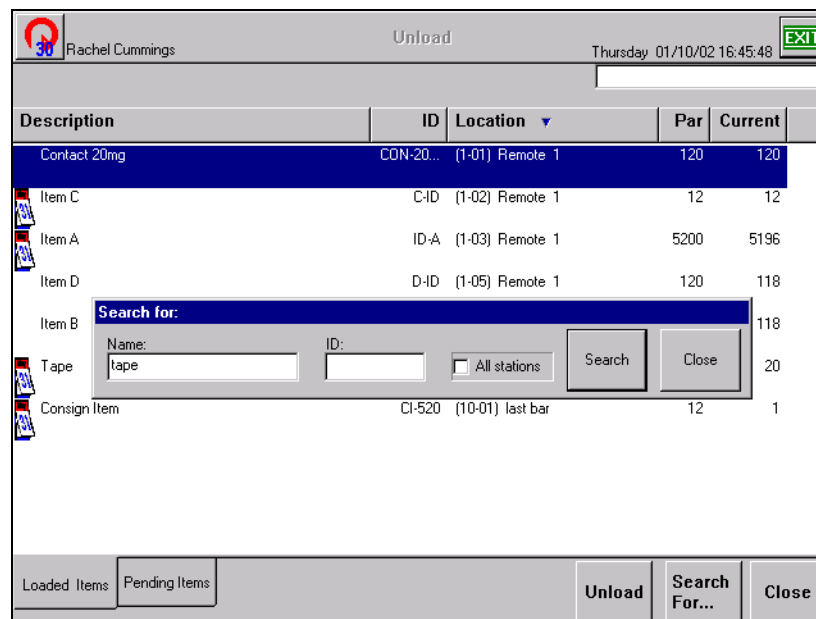
Load is used to assign an item to a specific location, or bin, in the Station. Unload is used to remove items from the Station. The unload process removes an existing item at the Station to make the bin available for a different item.

Searching for Items

To search for an item



1. From the *Main Menu*, press the **Load-Unload** icon.
2. Press **Load Items** or **Unload Items**.
3. Press **Search For**.
The Search For window appears.
4. Type the first letters of the item name and press **Search**.



NOTE

If you type the entire item name, the item appears in the window. If you type in the first few letters of the item name, a list of items appears to select the appropriate item.

5. To display the entire item list again, delete the text in the *Search For* window and press **Search**.
The item list appears.



Loading Items

Load is the process of initially supplying a Station with an item. In order to load an item at a Station, the item must be entered in the system at the SUPPLYCENTER Console. You can load items to empty bins from the item list or you can load pending items sent by the SUPPLYCENTER Console to the Station for a designated location.

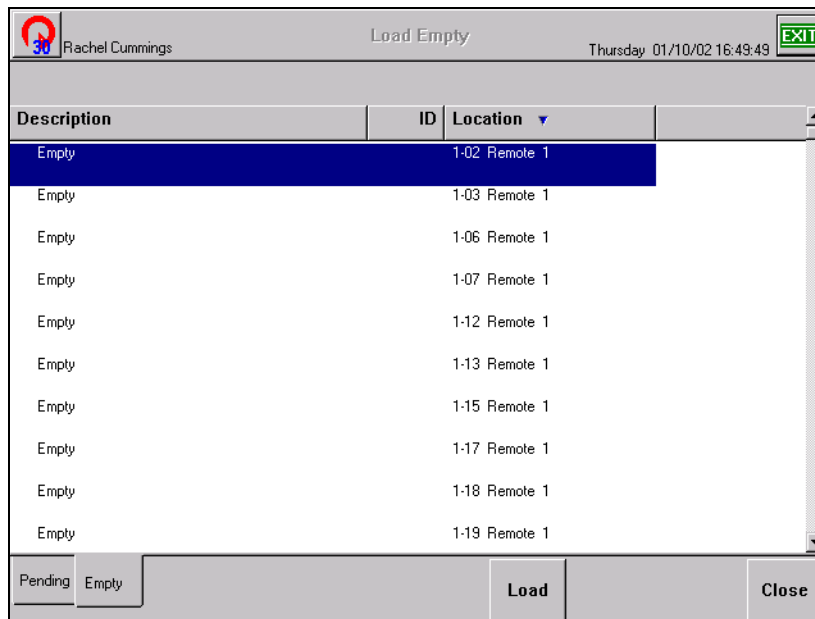
When the pending item is loaded, it disappears from the Pending list (the SUPPLYCENTER Console inventory screen also updates the status of the item from pending to loaded).

Loading Empty Bins



To load an empty bin

1. From the *Main Menu*, press the **Load-Unload** icon.
2. Press **Load Items**.
3. Select the *Empty* tab.



4. Select an empty location by pressing the **Take** or **Return** button on the JITRBUD transmitter.
5. Press **Load**.
The Item List appears.
6. Select the item from the item list and press **Add To Bin**.
The Load Item window appears.

30 Rachel Cummings Load Empty Thursday 01/10/02 16:52:56

Load Item: Bandage 10 Pack (Item ID: BAND-10P)

Enter a value for the Refill Point field

Par: 24

Refill Point: 12

Critical Low: 2

Current: 24

Item Settings

Standard Stock

Chargeable

Expiring 1/10/02

7 8 9

4 5 6

1 2 3

0 C

OK Cancel

- Enter the maximum quantity in the *Par* field and press the TAB key on the keyboard.



note

The **Refill Point (50% of Par)**, **Critical Low (10% of Par)**, **Current (equal to Par)** and **Phys Max (equal to Par)** fields will fill automatically based on the **Par** level. The quantities can be changed if needed.

- Press the **Standard Stock** button to label the item as standard stock.
- Press the **Chargeable** button to allow the item to be charged to patients.
- Press the **Expiring Item** button if item has an expiration date. Select the *Expiration date* of item from the calendar.
- Press **OK**.
The item is listed on the Loaded tab.
- Press **Close** and **Main Menu** to return to the *Main Menu*, or **Exit** to log out of the Station.

Loading Pending Bins



To load a pending bin

1. From the *Main Menu*, press the **Load-Unload** icon.
2. Press **Load Items**.
3. Select the *Pending* tab.

Description	ID	Location	Par	Current
Notepad 20 Pack	NOT-20P	2-01 Remote 2	20	0
Blanket	BL-3457	2-02 Remote 2	5	0
Needles 2 Pack	NID-2P	2-06 Remote 2	50	0
Pencils 20 Pack	PENC-2...	2-10 Remote 2	100	0

4. Select the item from the item list and press **Load**.
The Load Item window appears.

Load Item: Needles 2 Pack (Item ID: NID-2P)

Enter a value for the Par field

Par: 50

Refill Point: 25

Critical Low: 5

Current: 0

Item Settings

Standard Stock

Chargeable

Expiring: 1/10/02

OK Cancel

5. Edit the item information if necessary.

- Press the **Standard Stock** button to label the item as standard stock.
 - Press the **Chargeable** button to allow the item to be charged to patients.
 - Press the **Expiring Item** button if item has an expiration date. Select the *Expiration date* of item from the calendar.
6. Press **OK**.
The item is listed on the Loaded tab.
 7. Press **Close** and **Main Menu** to return to the *Main Menu*, or **Exit** to log out of the Station.



Load - Unload

Unloading Items

Unload is the process of physically removing the entire supply of an item from a location. After an item is unloaded, the bin is available for another item.

If an item is loaded in multiple bins, the Station will provide a prompt to select the location you want to unload. When the item is unloaded, the item is no longer assigned at that location on the SUPPLYCENTER Console *Inventory* screen.

To unload an item

1. From the *Main Menu*, press the **Load-Unload** icon.
2. Press **Unload Items**.
3. Select the *Loaded Items* tab.

Description	ID	Location	Par	Current
Utility Knife	UK-400	(1-01) Remote 1	2	2
Bandage 10 Pack	BAND-1...	(1-02) Remote 1	24	24
Hand Lotion	HANL-1...	(1-03) Remote 1	5	5
Bandage 10 Pack	BAND-1...	(1-04) Remote 1	100	100
Baby Diapers	BAB-3200	(1-07) Remote 1	50	50
Napkins 20 Pack	NAP-20P	(1-08) Remote 1	30	30
Gloves 10 Pack	GLO-10P	(1-09) Remote 1	75	75
Tape	TA-100	(1-10) Remote 1	24	20
Pen 20 Pack	PEN-20P	(1-11) Remote 1	50	50
Consign Item	CI-520	(10-01) last bar	12	1

4. Select the item to unload by pressing the **Take** or **Return** button on the JITRBUD transmitter.
5. Press **Unload**.
A confirmation screen appears.
6. Press **Yes**.
The item is removed from the bin location.
7. Press **Close** and **Main Menu** to return to the *Main Menu*, or **Exit** to log out of the Station.

Moving Items to a New Location

To move an item from one location to another, perform an Unload transaction to remove the item from its current location and then perform a Load transaction to move the item to its new location.



Load - Unload

To move items to a new location

1. From the *Main Menu*, press the **Load-Unload** icon.
2. Press **Unload Items**.
3. Select the *Loaded Items* tab.

Description	ID	Location	Par	Current
Utility Knife	UK-400	(1-01) Remote 1	2	2
Bandage 10 Pack	BAND-1...	(1-02) Remote 1	24	24
Hand Lotion	HANL-1...	(1-03) Remote 1	5	5
Bandage 10 Pack	BAND-1...	(1-04) Remote 1	100	100
Baby Diapers	BAB-3200	(1-07) Remote 1	50	50
Napkins 20 Pack	NAP-20P	(1-08) Remote 1	30	30
Gloves 10 Pack	GLD-10P	(1-09) Remote 1	75	75
Tape	TA-100	(1-10) Remote 1	24	20
Pen 20 Pack	PEN-20P	(1-11) Remote 1	50	50
Consign Item	CI-520	(10-01) last bar	12	1

4. Select the item to move by pressing the **Take** or **Return** button on the JITRBU transmitter.
5. Press **Unload**.
A confirmation screen appears.
6. Press **Yes**.
The item is removed from the bin location.
7. Press **Close**.
8. Press **Load Items**.
9. Select the *Empty* tab.
10. Select a new location for the item by pressing the **Take** or **Return** button on the JITRBU transmitter.
11. Press **Load**.
12. Select the item to move and press **Add to Bin**.

13. Enter the maximum quantity in the *Par* field and press the TAB key on the keyboard.



note

The **Refill Point (50% of Par)**, **Critical Low (10% of Par)**, **Current (equal to Par)** and **Phys Max (equal to Par)** fields will fill automatically based on the **Par** level. The quantities can be changed if needed.

14. Press the **Standard Stock** button to label the item as standard stock.
15. Press the **Chargeable** button to allow the item to be charged to patients.
16. Press the **Expiring Item** button if item has an expiration date. Select the *Expiration date* of item from the calendar.
17. Press **OK**.
The item is listed on the Loaded tab.
18. Press **Close** and **Main Menu** to return to the *Main Menu*, or **Exit** to log out of the Station.

Item Alias

An Alias is an alternate name for an item that is created by a user.

Searching for Items



Item Alias

To search for an item

1. From the *Main Menu*, press the **Item Alias** icon.
The Item Alias window appears.
2. Press **Search For**.
The Search For window appears.
3. Type the first letters of the item name and press **Search**.

The screenshot shows the 'Item Alias' window with a search overlay. The window title bar includes 'Rachel Cummings', 'Item Alias', and 'Thursday 01/10/02 17:37:23'. The main area is a table with columns 'Name' and 'ID'. A 'Search for:' dialog box is open over the table, with 'bandage' entered in the 'Name' field. The table lists items such as Ambicillin 20mg, Aspirin 20mg, Baby Diapers, Bandage 10 Pack, Blanket, Box 20 F, Chargeable Item, Consign Item, Contact 20mg, and Embeso 20mg. The bottom of the window has buttons for 'Add Alias', 'Edit Alias', 'Delete Alias', 'Search For...', and 'Close'.

Name	ID
Ambicillin 20mg	AM-20MG
Aspirin 20mg	ASP-20MG
Baby Diapers	BAB-3200
Bandage 10 Pack	BAND-10P
Blanket	
Box 20 F	
Chargeable Item	CHRG-600
Consign Item	CI-520
Contact 20mg	CON-20MG
Embeso 20mg	EB-20MG



Note

If you type the entire item name, the item appears in the Item Alias window. If you type in the first few letters of the item name, a list of items appears to select the appropriate item.

4. To display the entire item list again, delete the text in the *Search For* window and press **Search**.
The item list appears.

Creating an Item Alias



Item Alias

To create an item alias

1. From the *Main Menu*, press the **Item Alias** icon.
The Item Alias screen appears.
2. Select the item for which you are creating an alias.
3. Press **Add Alias**.
The Item window appears.

Name	ID
Box 20 Pack	Box-20P
Chargeable Item	CHRG-600
Consign Item	CI-520
Contact 20mg	CON-20MG
Embeso 20mg	EB-20MG
Gloves 10 Pack	GLO-10P
Hand Lotion	HANL-120
Item A	ID-A
Item B	B-ID
Item C	C-ID

4. Enter the *Alias name* for the item.
5. Press **OK**.
The Alias name is added to the item list.
6. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.



Note

You can create up to 25 aliases per item.

Editing an Alias



Item Alias

To edit an alias

1. From the *Main Menu*, press the **Item Alias** icon.
2. Highlight the item alias to edit.
3. Press **Edit Alias**.

Name	ID
Alias24	F-ID3
Alias25	F-ID3
Lotion	HANL-120
333	F-ID3
333ee	333ee
Ambicillin 20mg	AM-20MG
Aspirin 20mg	ASP-20MG
Baby Diapers	BAB-3200
Bandage 10 Pack	BAND-10P
Blanket	BL-3457

4. Edit the *Alias name*.
5. Press **OK**.
The change will be reflected in the item list.
6. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

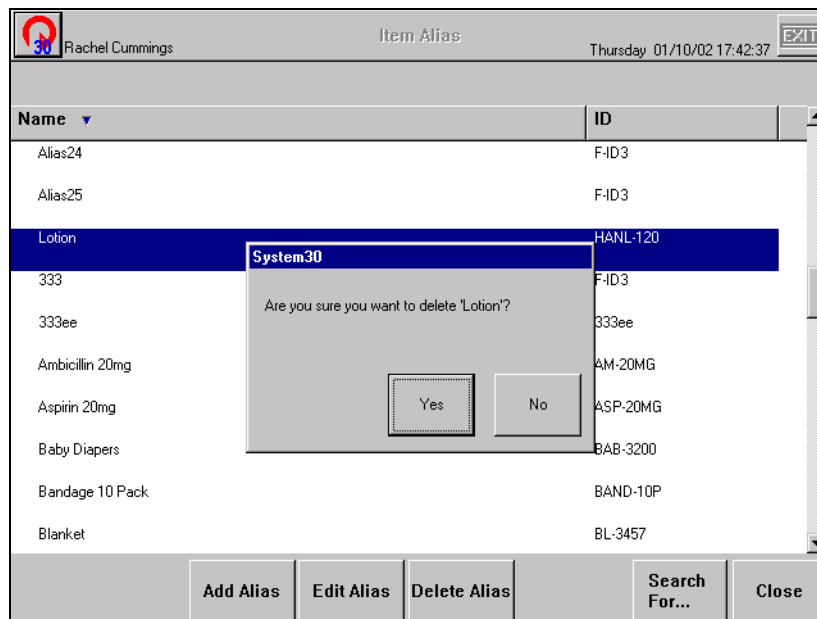
Deleting an Alias



To Delete an Alias

1. From the *Main Menu*, press the **Item Alias** icon.
2. Highlight the item alias to delete.
3. Press **Delete Alias**.

A confirmation window appears.



4. Press **Yes**.
The item alias no longer appears on the item list.
5. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.



Refill

Use the Refill feature to restock items in the JITrBUD system. The Refill screen has four tabs that list items that are Below Par, At Refill or At Critical.



The default tab that is selected on the *Refill* screen is set in the *Station Options* window on the *General Configuration* tab.

After you select the appropriate tab, you can select items to refill on the screen. The *Refill Amount* and *Current Amount* appears for the selected item. The *Refill Amount* and *Current Amount* can be adjusted using the keyboard. Complete the refill process by pressing the **Done** button. A message is sent to the SUPPLYCENTER Console and a refill receipt is printed at the Station (if configured to print a receipt for refill).



The calendar icon appears in front of *Expiring Items* that will expire within the time period specified in the *Item outdated warning days* field on the *Time Options* tab in *Station Options*.

Refilling Items



Refill

To Refill Items

1. From the *Main Menu*, press the **Refill** icon.
The Refill screen appears.
2. Select the appropriate tab at the bottom of the screen.

Description	ID	Location	Par	Current	Refill
"band La-rub 2x5"" 36 S Cs	01113037	(1-01) Remote 1	15	5	0
"catheter,jel 24gx.75 Ea"	01113939	(1-02) Remote 1	10	4	0
"airway,berman 6cm,50 S Bx	01113314	(1-03) Remote 1	25	1	0
"tape,foam,1"" ,12 S Bx"	01113814	(1-04) Remote 1	24	1	0
"catheter,16fr X 16"" Ea E	01114222	(1-05) Remote 1	16	2	0
Jitem-1	s	(1-07) Remote 1	120	86	0
"stapler, Reg Skin 6s Bx"	01113015	(1-08) Remote 1	12	0	0

3. Select the item to refill using the touch screen, or by pressing the **Take** or **Return** button on the JITRUBUD transmitter.
The Refill Item screen appears.

Refill Item: "tape,foam,1"" ,12 S Bx"
 Item ID: 01113814
 At Location: (1-04) Remote 1

Amount to Refill

Refill Amount:

Current Amount:

7 8 9
 4 5 6
 1 2 3
 0 C

OK Cancel

4. Edit the *Refill Amount* and *Current Amount* if necessary.
5. Press **OK**.
6. Place the items in the bin.
7. Select the next item to refill and repeat steps 3-6 until you are finished refilling items.
8. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Spot Refill



Refill

To spot refill

1. From the *Main Menu*, press the **Refill** icon.
The Refill screen appears.
2. Select the *Spot Refill* tab at the bottom of the screen.
Items are not listed on the Spot Refill list.

30 Rachel Cummings		Refill		Tuesday 01/15/02 14:44:01		EXIT
Description ▼	ID	Location	Par	Current	Refill	
Below Par	At Refill	At Critical	Spot Refill	Outdate and Expire	Cancel	Done

3. Select the item to refill by pressing the **Take** or **Return** button on the JITRUD transmitter.
The Refill Item screen appears.

The screenshot shows a 'Refill' window with the following elements:

- Header: 'Rachel Cummings' on the left, 'Refill' in the center, and 'Tuesday 01/15/02 14:50:17' on the right. An 'EXIT' button is in the top right corner.
- Item Information: 'Refill Item: "COLD PACKS - NECK 23"' EA', 'Item ID: 01113220', and 'At Location: (1- 10) Remote 01'.
- Amount Fields: 'Amount to Refill' section with 'Refill Amount: 40' and 'Current Amount: 10'. A blue arrow points to the 'Refill Amount' field.
- Keypad: A numeric keypad with buttons for 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, and C.
- Buttons: 'OK' and 'Cancel' buttons at the bottom.

4. Adjust the *Refill Amount* and *Current Amount* if necessary.
5. Press **OK**.
6. Place the items in the bin.
7. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Outdating Expired Items in Refill



Use the *Outdate and Expiration* feature to outdate an item and remove it from the Station due to expiration. Items that are flagged as *Expiring Items* are tracked by the system. When an expiring item is expired, or will expire within the specified *Item outdated warning days*, a calendar icon appears next to the item name on the *Refill* list. If an item with a calendar icon is selected for refill, an expiration warning message appears.



Note

The *Expiring Item* option and *Expiration Date* is configured using the **Edit** button in *Inventory*.

The *Item outdated warning days* is the number of days before an item is set to expire that the system is configured to display the calendar icon. The *Item outdated warning days* is configured in *Station Options* on the *Time Options* tab. For more information, see *Station Options* on page 5-25.

You can outdate an item that is not configured with an expiration date. However, if an item is not configured with an expiration date in the system, the calendar icon will not appear for the item and the system will not warn users to check the expiration date for the item.



Refill

To outdate expired items

1. From the *Main Menu*, press the **Refill** icon.
2. Select the expired item to outdate using the touch screen, or by pressing the **Take** or **Return** button on the JITRBUD transmitter.

The Please Check the expiration date window appears.

3. Press **Outdate**.

The Outdate Item window appears.

30 Rachel Cummings Refill Tuesday_01/15/02 15:05:06 EXIT

Outdate Item: "dressing,hydro,3/4x12"

Amount to Expire: ←

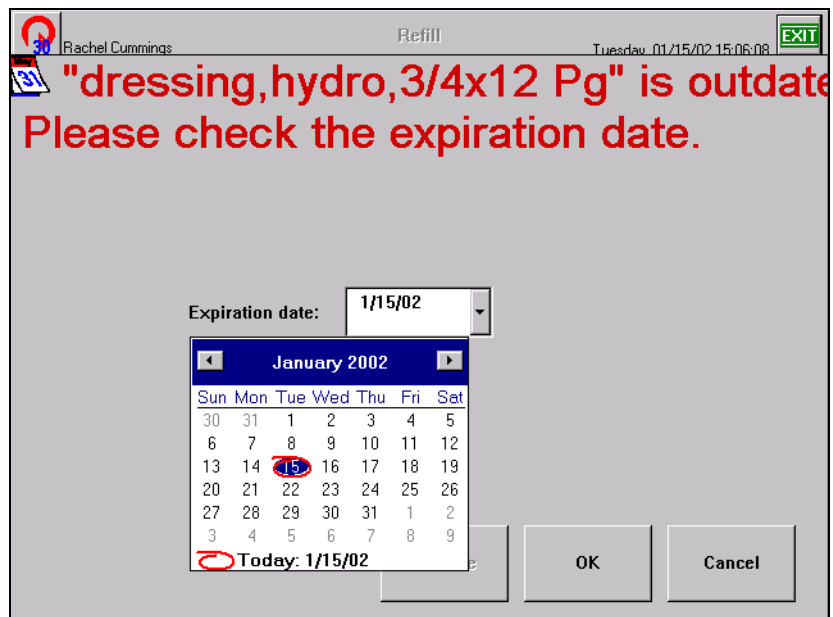
Current:

7 8 9
4 5 6
1 2 3
0 C

OK Cancel

4. Enter the quantity of expired items in the *Amount to Expire* field.
5. Press **OK**.

The Please Check the expiration date window appears.



6. Select the new expiration date for the remaining items using the calendar.
7. Press **OK**.
8. Physically remove the expired items from the bin and press **OK**.
9. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.



Refill

To outdate items not configured with Expiring Item feature

1. From the *Main Menu*, press the **Refill** icon.
2. Select the item to outdate using the touch screen, or by pressing the **Take** or **Return** button on the JITRBUD transmitter.

The Refill Item window appears.

3. Press **Cancel** to return to the *Refill* screen.
4. Press **Outdate and Expiration**.

The Outdate and Expire Item window appears.

5. Press **Outdate**.

The Outdate Item window appears.

6. Enter the quantity of expired items in the *Amount to Expire* field.
7. Press **OK**.
The Outdate and Expire Item screen appears.
8. Press **OK**.
9. Press **Done** to return to the *Main Menu*, or **Exit** to log out of the Station.

Refill By Request Order

Use the Refill by Request Order feature to restock the Station with items identified by a purchase order or report number. The Refill by Request Order feature enables refill technicians to replenish the Station in one simple step, by receiving replenishment information electronically from the SUPPLYCENTER Console or outside vendor and transmitting the data directly to the Station.

To view a refill request order, select the **Refill by Request Order** icon on the *Main Menu*. A list of outstanding refills sent from the SUPPLYCENTER Console or outside vendor is displayed with an associated PO or Report ID. Select the refill order number and press the **Continue** button. A list of all items in the order appears with the Location, Current amount, and the Refill amount.



Note

To send a Refill Report ID from the SUPPLYCENTER Console to the Station, select the *Notify Station of restock* check box when printing a Restock List or Pick List report.

You can select individual items on the Refill Order list screen, or you can press the **Refill All** button to refill all items in the refill order. The bin lights identify the location of the items on the Refill Order List. A receipt will print for each line item refilled at the Station, if the print option is selected in Station Options.



To Refill By Request Order

1. From the *Main Menu*, press the **Refill by Request Order** icon.

The Refill by Request Order screen lists the refill orders for the Station.

Refill #	Vendor	Request Date	Est. Delivery
RPT0001	UNASSIGNED	01/15/02 15:30	01/15/02 15:30

General Nurse Refill by Request Order Tuesday 01/15/02 15:31:27 EXIT

Continue Close



NOTE

If *Notify Station of restock* check box was selected at the SUPPLYCENTER Console, the Console Restock Report will have same number as Refill Number at the Station.

2. Select the refill order and press **Continue**.

The Refill Order List screen appears.

30 General Nurse		Refill Order List				Tuesday 01/15/02 15:32:21		EXIT
Description	ID	Location	Refill #	Par	Current	Refill		
Chargeable Item	CHRG...	(1-01) Remote 1	RPT0001	420	410	10		
Consign Item	CI-520	(1-04) Remote 1	RPT0001	42	30	12		
Baby Diapers	BAB-3200	(1-05) Remote 1	RPT0001	420	417	3		
Bandage 10 Pack	BAND-1...	(1-06) Remote 1	RPT0001	123	10	113		
Ambicillin 20mg	AM-20MG	(1-07) Remote 1	RPT0001	120	45	75		
Nyquil 20mg	NIQ-20...	(2-02) Remote 2	RPT0001	90	82	8		
Tape	TA-100	(3-01) Remote 3	RPT0001	50	5	45		
Tylenol 100mg	TY-100...	(9-02) Remote 9	RPT0001	42	38	4		
Theraflu 50mg	THE-50...	(13-01) Remote 13	RPT0001	12	4	8		

- To change the *Refill Count*, double tap the *Refill* field on the screen and enter the correct quantity using the keyboard.
 - To change the *Current Count*, double tap the *Current* field on the screen and enter the correct quantity on the keyboard.
3. To refill individual items, select an item using the touch screen, or by pressing the **Take** or **Return** button on the JITRBUD transmitter. To select multiple items using the touch screen, press and hold down the CTRL key. Press **Refill the bin(s)**.

- or -

To refill all items on the *Refill Order List*, press **Select All**.

The selected items are removed from the Refill Order List.

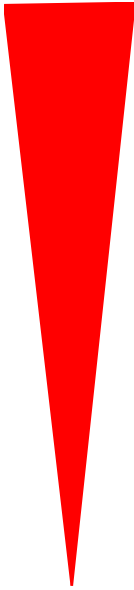
4. Physically refill the items.
5. Press **Close**.
6. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.



NOTE

The refill order is not complete until all items are refilled or the refill amount for the items is changed to zero.

If you do not complete the refill order, the refill order will remain at the Station until it is removed by the system maintenance program. For more information about the maintenance program, see the *SUPPLYCENTER Console User Guide*.



Chapter 5

Station Management Functions

This chapter provides the following Station Management functions accessed from the Station Management section of the *Main Menu*. The functions you have access to depend upon the privileges that have been assigned to you.



Users



Options



Hardware Setup

- **User**—create a user with or without a template. Rights, privileges, and door access are assigned at this screen.
- **Options**—customize each Station for specific needs and purposes. Included are General Station Information, Options, Time Options, Printing Options, and Station Communication Settings.
- **Hardware Setup**—add, edit, or delete a device at the Station.

Users

Use the *Users* feature to add users to the system. You can also add users to the system at the SUPPLYCENTER Console.

Searching for Users



Users

To search for a User

1. From the *Main Menu*, press the **Users** icon.

The Users window appears.

2. Type the first letters of the user name.

The Search For window appears.

The screenshot shows the 'Users' window with a search overlay. The window title bar includes 'Rachel Cummings', 'Users', and 'Tuesday 01/15/02 16:32:51'. The main area contains a table with columns 'Name', 'ID', and 'Expiration'. The table lists 'Rachel Cummings' (ID: RC, Expiration: 01/10/03) and 'Randy Mckinney' (ID: RM, Expiration: 01/10/03). A 'Search for:' dialog box is open, with 'Name:' containing 'ra' and 'ID:' empty. Buttons for 'Search' and 'Close' are visible. At the bottom, there are buttons for 'User Templates', 'Users', 'Add', 'Edit', 'Delete', 'Search For...', and 'Close'.

Name	ID	Expiration
Rachel Cummings	RC	01/10/03
Randy Mckinney	RM	01/10/03

3. If necessary, press the **Search** button or ENTER key.

The User appears in the Users window.



Note

If you type the entire user name, the user appears in the Users window. If you type in the first few letters of the user name, a list of users appears to select the appropriate user.

4. To display the entire user list again, delete the text in the *Search For* window and press **Search**.

The user list appears.

Creating Users



To create a user

1. From the *Main Menu*, press the **Users** icon.

The Users screen appears.

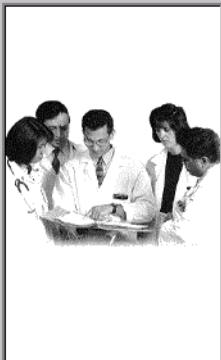
Name	ID	Expiration
Jingjing Luo	JL	01/09/03
Lester Lamb	LL	01/09/03
Mary Lou	M1	01/10/03
Mark Smith	M2	01/10/03
Prabha Pyati	PP	01/09/03
Qa	QA	01/09/03
Rachel Cummings	RC	01/10/03
Randy Mckinney	RM	01/10/03
Vtest	VTEST	01/09/03

At the top of the window, it shows 'Rachel Cummings' and 'Users' with a date and time 'Tuesday 01/15/02 16:34:57'. At the bottom, there are buttons for 'User Templates', 'Users', 'Add', 'Edit', 'Delete', 'Search For...', and 'Close'.

2. Press **Add**.

The Create User window appears.

Create User



Don't use templates
 Create user from a template

3. Select the **Don't use template** button.

4. Press **Next**.

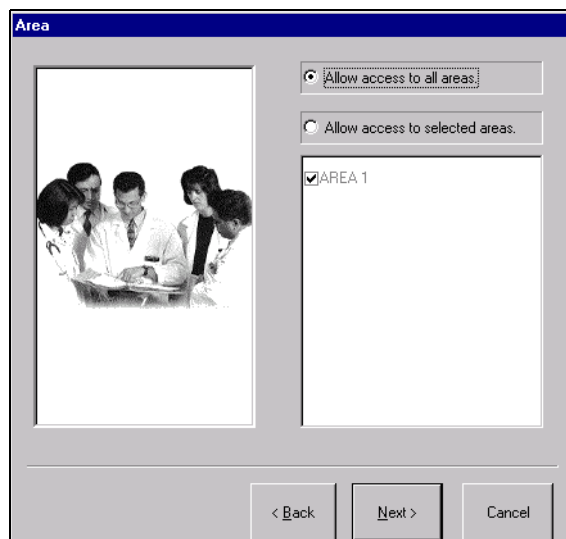
The General window appears.

The screenshot shows a 'General' dialog box with the following fields and controls:

- Name:** A text input field.
- User ID:** A text input field.
- ID expiration:** A dropdown menu showing '1/10/03'.
- Last activity:** A text input field showing 'NEVER'.
- Password:** A text input field.
- Confirm password:** A text input field.
- Password expiration:** A text input field showing '07/14/02'.
- Navigation:** Three buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

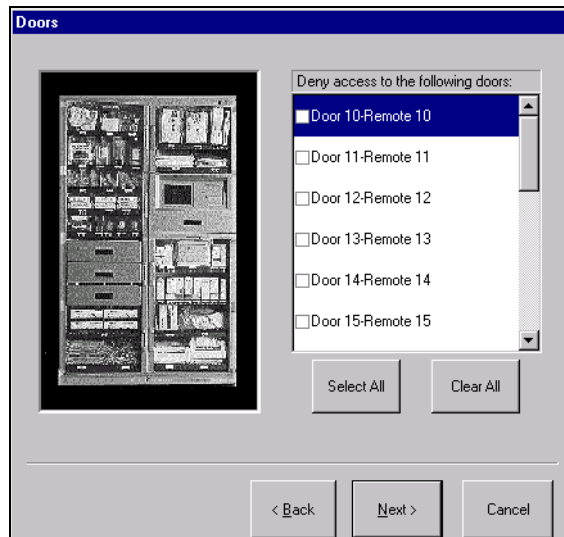
5. Enter the user's information:
 - **Name**—name of the user.
 - **User ID**—ID of the user.
 - **ID expiration**—expiration date of the User ID.
 - **Password**—password for the user.
 - **Confirm password**—confirmation of the password for the user.
 - **Password expiration**—expiration date of the user password (configured at the SUPPLYCENTER Console).
6. Press **Next**.

The Area window appears.



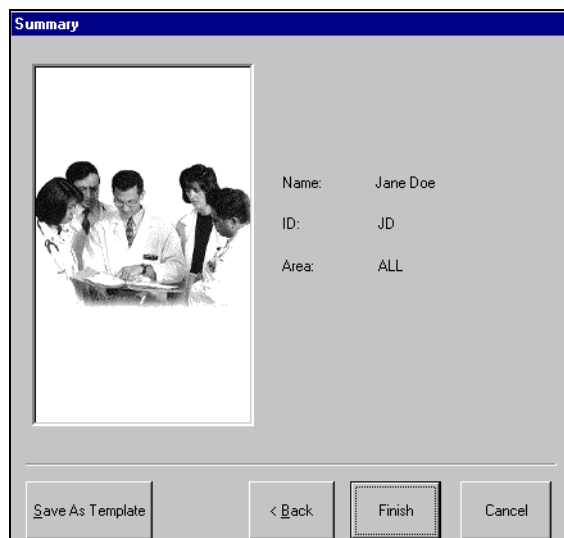
7. Select the *Area* access information:
 - **Allow access to all areas**—select option to allow the user to access all areas in the system.
 - **Allow access to selected areas**—select option to allow the user to access limited areas in the system. Select the check boxes next to the appropriate areas on the Area list.
8. Press **Next**.

The Doors window appears.



9. Select the doors to **Deny** access (if applicable).
 - **Select All**—option allows you to quickly select the *Deny access* check box for all doors at the Station. You can deselect the appropriate doors if needed.
 - **Clear All**—option allows you to quickly deselect the *Deny access* check box for all doors at the Station. You can select the appropriate doors if needed.
10. Press **Next**.

The Summary window appears.



11. Press **Finish**.



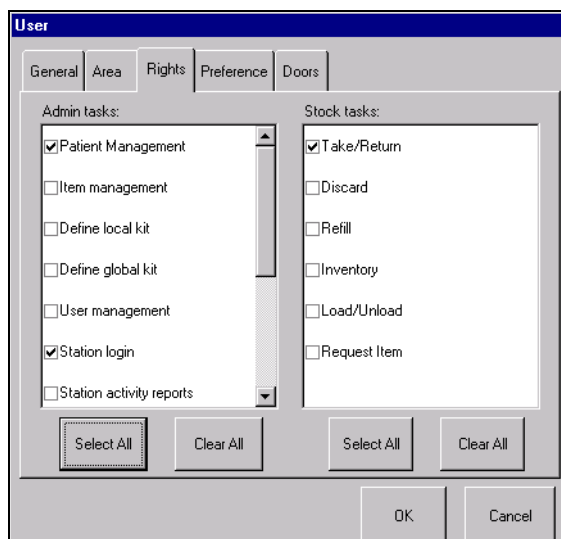
Note

You must select the new patient on the User List and select Edit to assign user rights and set user preferences.

12. Select the new user on the *User List* and press **Edit**.

The User window appears.

13. Select the *Rights* tab.



14. Select the appropriate rights for the new user.

Admin tasks:

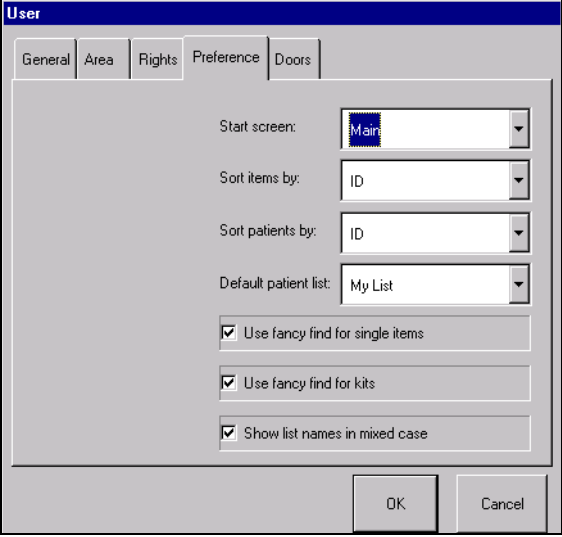
- **Patient Management**—allows the user to view, add, edit, and reconcile patients.
- **Item Management**—allows the user to create and edit item aliases.
- **Define Local Kit**—allows the user to define a kit specific to an area.
- **Define Global Kit**—allows the user to define a kit that can be accessed globally in the system.
- **User Management**—allows the user to create users and assign rights, areas, and door access.
- **Station Login**—allows the user to Login to the Station.
- **Station Activity Reports**—not applicable to the JI TRBUD Main.
- **Station System Report**—not applicable to the JI TRBUD Main.
- **Print to Non-Station Printer**—not applicable to the JI TRBUD Main.
- **Modify Config**—allows the user to modify Station configurations.
- **Station Global Patient Access**—allows the user to select a patient from any Station for purposes of transactional activity.

Stock tasks:

- **Take/Return**—allows the user to Take and Return Items and add patients.
- **Discard**—not applicable to the JI TRBUD Main.
- **Refill**—allows the user to Refill bins and perform Refill by Request orders.

- **Inventory**—allows the user to Inventory items.
- **Load/Unload**—allows the user to Load and Unload items.
- **Request Item**—allows the user to Request items needed at the Station.

15. Select the *Preference* tab.



The screenshot shows a dialog box titled "User" with five tabs: "General", "Area", "Rights", "Preference", and "Doors". The "Preference" tab is selected. The dialog contains the following settings:

- Start screen: Main (dropdown menu)
- Sort items by: ID (dropdown menu)
- Sort patients by: ID (dropdown menu)
- Default patient list: My List (dropdown menu)
- Use fancy find for single items
- Use fancy find for kits
- Show list names in mixed case

At the bottom right, there are "OK" and "Cancel" buttons.

16. Select the preferences for the new user.

- **Start screen**—screen that appears upon initial login to the Station.
- **Sort items by**—sort option for item lists.
- **Sort patients by**—sort option for patient lists.
- **Default patient list**—default patient list that appears during patient care functions.
- **Use fancy find for single items**—not applicable to JITrBUD Station.
- **Use fancy find for kits**—not applicable to JITrBUD Station.
- **Show list names in mixed case**—displays names in capital and lower case letters (example, patient John McCoy).

17. Press **OK**.

The User screen appears.

18. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Editing Users

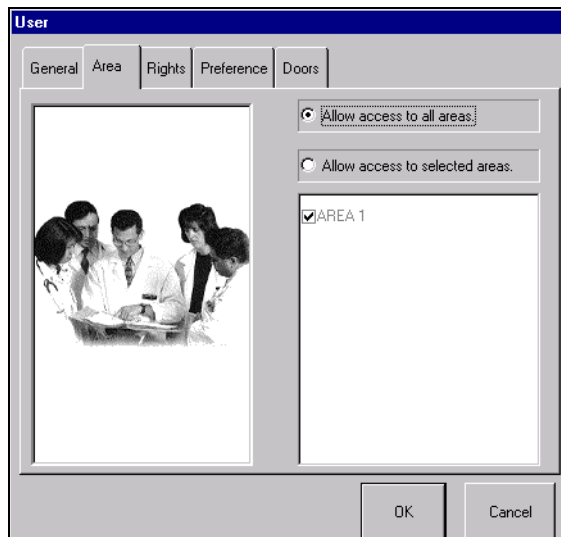


Users

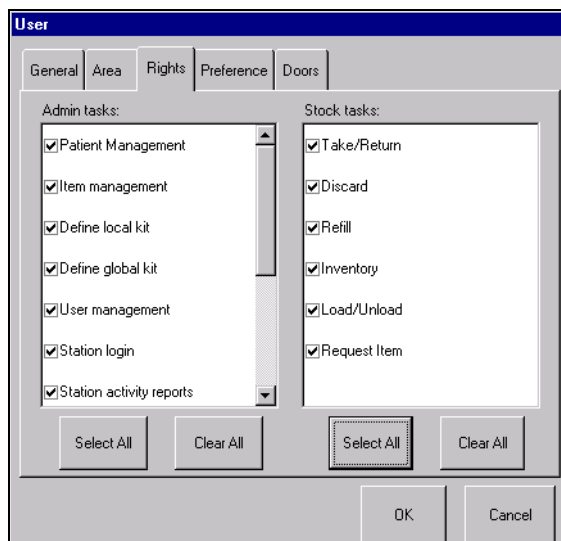
To edit a user

1. From the *Main Menu*, press the **Users** icon.
The Users screen appears.
2. Highlight the user to edit and press **Edit**.
The User window appears with five tabs including General, Area, Rights, Preferences, and Doors.
3. Select the *General* tab.

4. Edit the user's information:
 - **Name**—name of the user.
 - **User ID**—ID of the user.
 - **ID expiration**—expiration date of the User ID.
 - **Password**—password for the user.
 - **Confirm password**—confirmation of the password for the user.
 - **Password expiration**—expiration date of the user password (configured at the SUPPLYCENTER Console).
5. Select the *Areas* tab.



6. Edit the *Area* access information:
 - **Allow access to all areas**—select option to allow the user to access all areas in the system.
 - **Allow access to selected areas**—select option to allow the user to access limited areas in the system. Select the check boxes next to the appropriate areas on the Area list.
7. Select the *Rights* tab.



8. Edit the rights for the user.

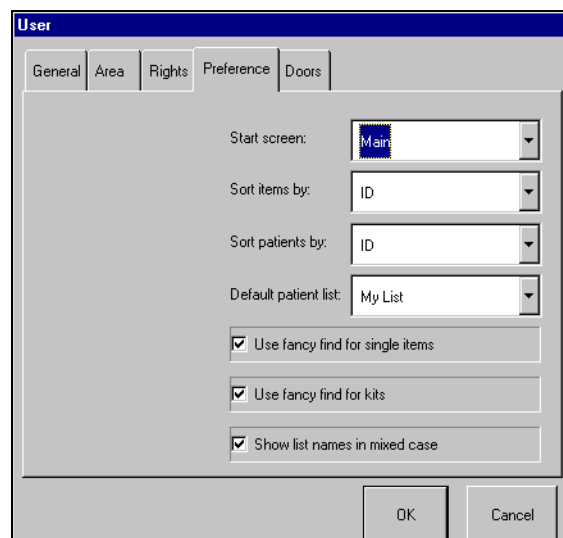
Admin tasks:

- **Patient Management**—allows the user to reconcile patients.
- **Item Management**—allows the user to create and edit item aliases.
- **Define Local Kit**—allows the user to define a kit specific to an area.
- **Define Global Kit**—allows the user to define a kit that can be accessed globally in the system.
- **User Management**—allows the user to create users and assign rights, areas, and door access.
- **Station Login**—allows the user to Login to the Station.
- **Station Activity Reports**—allows the user to generate Station activity reports
- **Station System Report**—allows the user to create system reports.
- **Print to Non-Station Printer**—allows the user to print to a non-Station printer.
- **Modify Config**—allows the user to modify Station configurations.
- **Station Global Patient Access**—allows the user to select a patient from any Station for purposes of transactional activity.

Stock tasks:

- **Take/Return**—allows the user to Take and Return Items, access patients, and add patients.
- **Discard**—allows the user to Discard items.
- **Refill**—allows the user to Refill bins and perform Refill by Request orders.
- **Inventory**—allows the user to Inventory items.
- **Load/Unload**—allows the user to Load and Unload items.
- **Request Item**—allows the user to Request items needed at the Station.

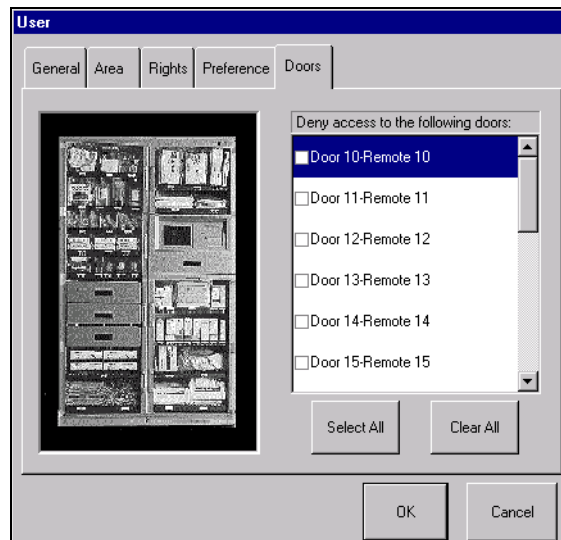
9. Select the *Preference* tab.



10. Edit the preferences for the user.

- **Start screen**—screen that appears upon initial login to the Station.
- **Sort items by**—sort option for item lists.
- **Sort patients by**—sort option for patient lists.
- **Default patient list**—default patient list that appears during patient care functions.
- **Use fancy find for single items**—not applicable to JITrBUD Station.
- **Use fancy find for kits**—not applicable to JITrBUD Station.
- **Show list names in mixed case**—displays names in capital and lower case letters (example, patient John McCoy).

11. Select the *Doors* tab.



12. Select the doors to **Deny** access (if applicable).
13. Press **OK**.
14. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Deleting Users



Users

To delete a user

1. From the *Main Menu*, press the **Users** icon.
The Users screen appears.
2. Highlight the user record to delete and press **Delete**.
A confirmation window appears.

The screenshot shows the 'Users' screen with a table of user records. A confirmation dialog box is overlaid on the table, asking 'Are you sure you want to delete 'Nicole Doe'?'. The dialog has 'Yes' and 'No' buttons. The table has columns for Name, ID, and Expiration. The user 'Nicole Doe' is highlighted in blue. The dialog box title is 'System30'.

Name	ID	Expiration
Adam Doe	AD	01/16/03
Jamie Doe	JMD	01/16/03
Jane Doe	JD	01/16/03
John Doe	JND	01/16/03
Nicole Doe		01/16/03
Rachel Cummings		01/16/03
Stacey Doe		01/16/03

System30
Are you sure you want to delete 'Nicole Doe?'

Yes No

User Templates Users Add Edit Delete Search For... Close

3. Press **Yes** to confirm the deletion of the record.
4. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Creating User Templates

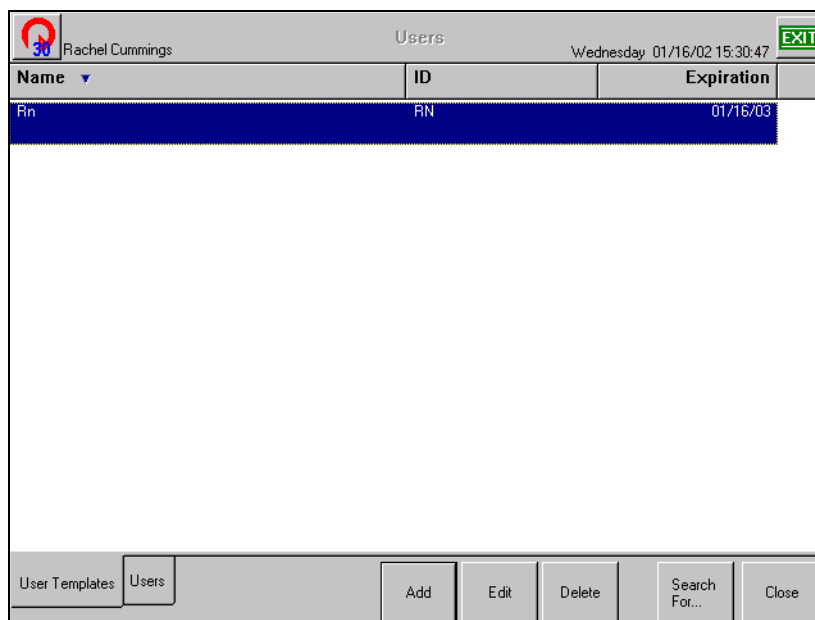


Users

To create a user template

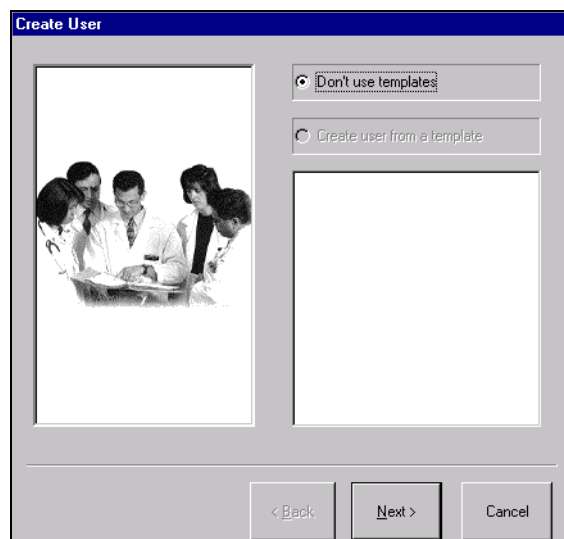
1. From the *Main Menu*, press the **Users** icon.

The Users screen appears.



2. Press **Add**.

The Create User window appears.



3. Select the **Don't use template** button.
4. Press **Next**.

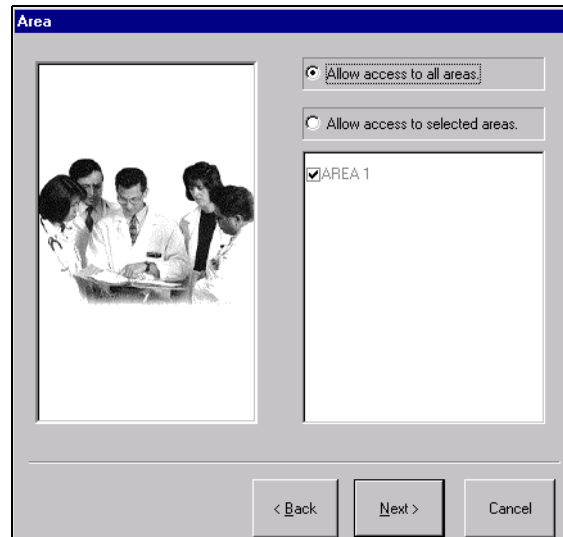
The General window appears.

The screenshot shows a 'General' configuration window with the following fields and controls:

- Name:** A text input field.
- User ID:** A text input field.
- ID expiration:** A dropdown menu showing '1/10/03'.
- Last activity:** A text input field showing 'NEVER'.
- Password:** A text input field.
- Confirm password:** A text input field.
- Password expiration:** A text input field showing '07/14/02'.
- Navigation:** Three buttons at the bottom: '< Back', 'Next >', and 'Cancel'.

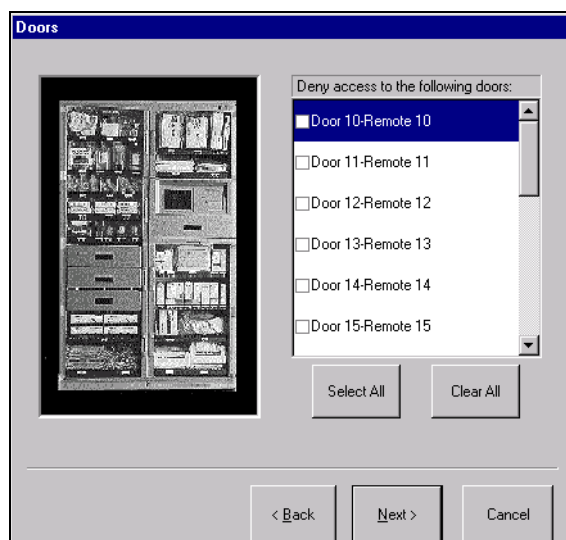
5. Enter the information for the new template
 - **Name**—name of the template.
 - **User ID**—ID of the user template.
 - **ID expiration**—expiration date of the User ID.
 - **Password**—password for the user template.
 - **Confirm password**—confirmation of the password for the user template.
 - **Password expiration**—expiration date of the template password (configured at the SUPPLYCENTER Console).
6. Press **Next**.

The Area window appears.



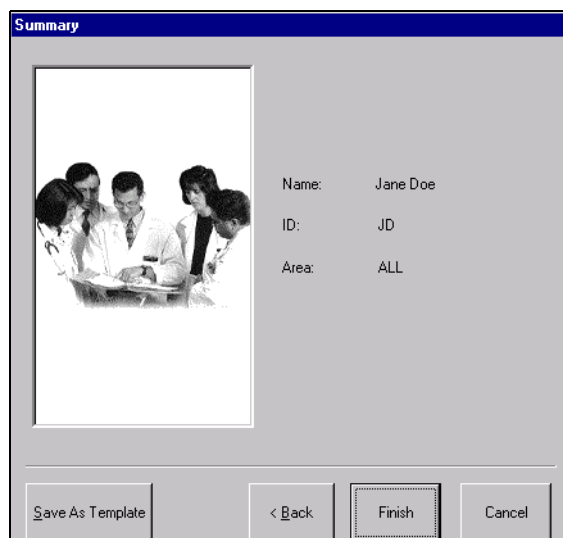
7. Select the *Area* access information:
 - **Allow access to all areas**—select option to allow the user to access all areas in the system.
 - **Allow access to selected areas**—select option to allow the user to access limited areas in the system. Select the check boxes next to the appropriate areas on the Area list.
8. Press **Next**.

The Doors window appears.



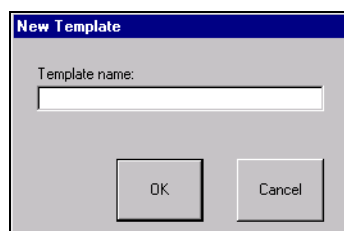
9. Select the doors to **Deny** access (if applicable).
 - **Select All**—option allows you to quickly select the *Deny access* check box for all doors at the Station. You can deselect the appropriate doors if needed.
 - **Clear All**—option allows you to quickly deselect the *Deny access* check box for all doors at the Station. You can select the appropriate doors if needed.
10. Press **Next**.

The Summary window appears.



11. Press **Save As Template**.

The New Template window appears.



12. Enter a name for the new user template.

13. Press **OK**.

14. Press **Cancel**.

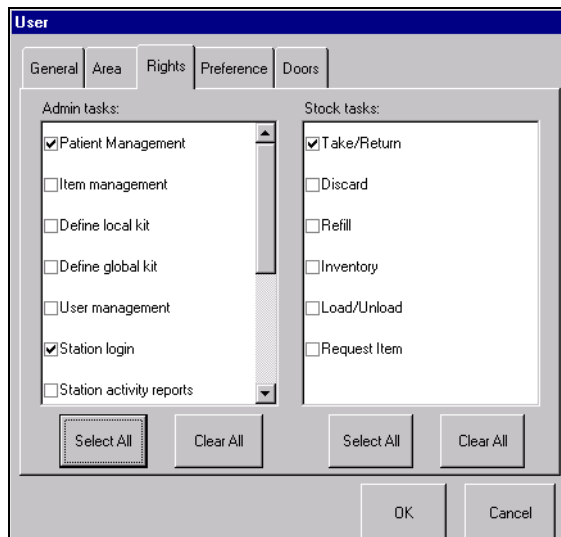
The new template appears on the User Templates list.

15. Select the *User Templates* tab.

16. Select the new template and press **Edit**.

The User window appears.

17. Select the *Rights* tab.



18. Select the appropriate rights for the new user template.

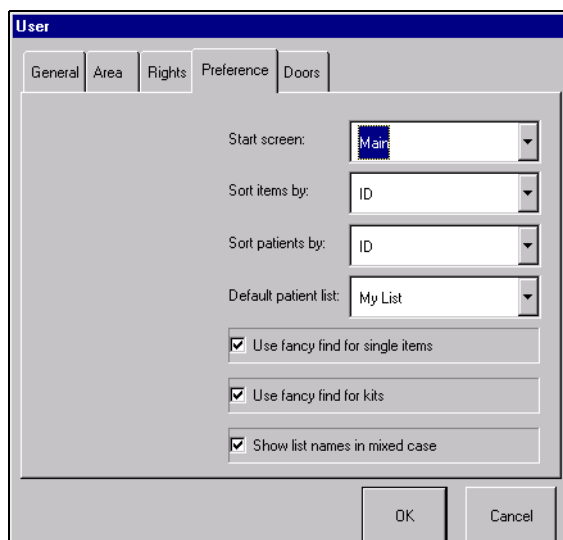
Admin tasks:

- **Patient Management**—allows the user to view, add, edit, and reconcile patients.
- **Item Management**—allows the user to create and edit item aliases.
- **Define Local Kit**—allows the user to define a kit specific to an area.
- **Define Global Kit**—allows the user to define a kit that can be accessed globally in the system.
- **User Management**—allows the user to create users and assign rights, areas, and door access.
- **Station Login**—allows the user to Login to the Station.
- **Station Activity Reports**—not applicable to the JITRBUD Main.
- **Station System Report**—not applicable to the JITRBUD Main.
- **Print to Non-Station Printer**—not applicable to the JITRBUD Main.
- **Modify Config**—allows the user to modify Station configurations.
- **Station Global Patient Access**—allows the user to select a patient from any Station for purposes of transactional activity.

Stock tasks:

- **Take/Return**—allows the user to Take and Return Items, access patients, and add patients.
- **Discard**—not applicable to the JITRBUD Main.
- **Refill**—allows the user to Refill bins and perform Refill by Request orders.
- **Inventory**—allows the user to Inventory items.
- **Load/Unload**—allows the user to Load and Unload items.
- **Request Item**—allows the user to Request items needed at the Station.

19. Select the *Preference* tab.



20. Select the preferences for the new user template.

- **Start screen**—screen that appears upon initial login to the Station.
- **Default patient list**—default patient list that appears during patient care functions.
- **Sort items by**—sort option for item lists.
- **Sort patients by**—sort option for patient lists.
- **Use fancy find for single items**—not applicable to JITRBUD Station.
- **Use fancy find for kits**—not applicable to JITRBUD Station.
- **Show list names in mixed case**—displays names in capital and lower case letters (example, patient John McCoy).

21. Press **OK**.

The User Templates screen appears.

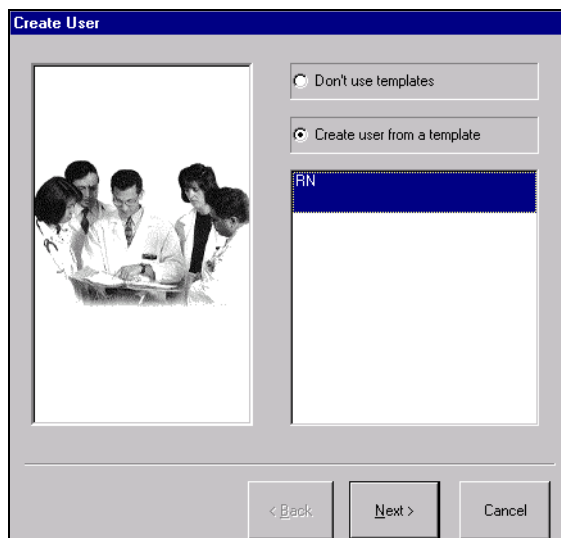
22. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Creating Users From Templates



To create a user from template

1. From the *Main Menu*, press the **Users** icon.
The Users screen appears.
2. Press **Add**.
The Create User screen appears.



3. Select the **Create User from a Template** option.
4. Select a template from the list.
5. Press **Next**.
The General window appears.
6. Enter the *Name*, *User ID*, *ID Expiration*, *Password*, and *Password Confirmation*.
7. Press **Next**.
The Areas window appears. Areas are preselected if using template.
8. Press **Next**.
The Doors window appears. Doors are preselected if using template.
9. Press **Next**.
The Summary screen appears.
10. Press **Finish** to save the information.
The new user appears on the User List.



Note

To edit the user rights and preferences, select the new template on the *User List* and select **Edit**.

Editing User Templates



Users

To edit a user template

1. From the *Main Menu*, press the **Users** icon.
The Users screen appears.
2. Select the **User Templates** tab.

Name	ID	Expiration
Rn	RN	01/16/03

3. Highlight the user template to edit and press **Edit**.
The User window appears with five tabs including General, Area, Rights, Preferences, and Doors.
4. Select each tab and edit the template information, as necessary.

**Note**

See *Creating Users on page 5-3* for more information about each tab in the User window.

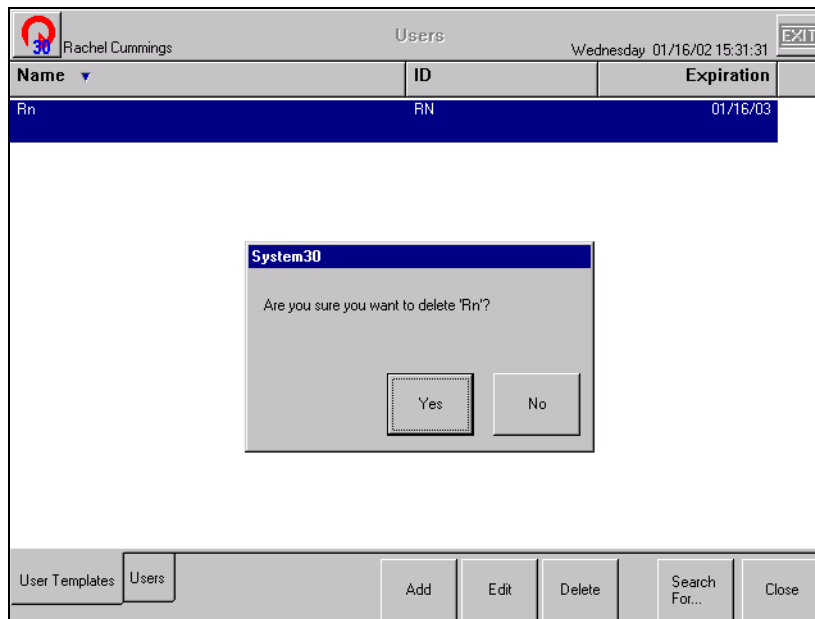
5. Press **OK**.
6. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Deleting User Templates



To delete a user template

1. From the *Main Menu*, press the **Users** icon.
The Users screen appears.
2. Select the *User Templates* tab.
3. Highlight the user template to delete and press **Delete**.
A confirmation window appears.



4. Press **Yes** to delete the template.
5. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Station Options

The Station Options screen contains a variety of options for the selected Station including general information, Station options, time options, printing and communication options. These allow you to tailor the Station to meet the particular needs of the nursing unit.



Note

The Pyxis Application Specialist initially configures the Station. Use this feature to fine tune the Station to changing needs.

Setting Station Options

To set Station Options



Options

1. From the *Main Menu*, press the **Options** icon.

The Station Options window appears.

2. Select the *General Info* tab and edit the general Station information, as necessary.
 - **Cost Center**—cost center associated with the Station.
 - **Care Area**—care area associated with the Station.
 - **Zone**—zone that the Station belongs to (defined by facility).
 - **Station Type**—type of Station.
 - **Login Mode**—type of login for the Station.
 - **Refill Mode**—mode of refill for the Station.
 - **Station Area**—area that the Station is assigned to.

3. Press **Station Name** to change the name of the Station.

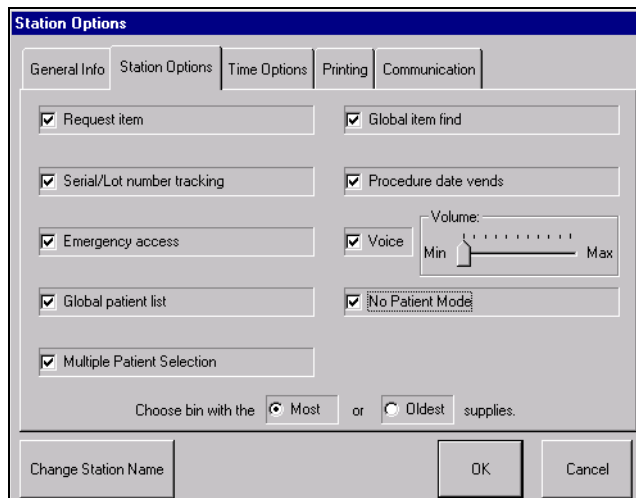
The Change Station Name window appears.



Caution

You should always consult a Pyxis representative before changing the name of the Station.

4. Enter a new name for the Station and press **OK**.
5. Select the *Station Options* tab.



6. Edit the *Station Options*, as necessary.
 - **Request Item**—enables users to request items needed at the Station from the SUPPLYCENTER Console.
 - **Serial/Lot Number Tracking**—tracks the lot and/or serial numbers of items associated with lot and/or serial numbers.
 - **Emergency Access**—provides immediate access to the Station without selecting a patient.
 - **Global Patient List**—provides access to all patients in the system.
 - **Multiple Patient Selection**—allows users to select multiple patients from the Patient list. Deselect this option to use the Quick Take feature.
 - **Global Item Find**—enables users to locate items in all Stations that communicate to the same SUPPLYCENTER Console.
 - **Procedure Date Vends**—allows users to remove or return items associated with a procedure date (typically used in the OR for the purpose

of removing or returning items associated with the patient's procedure date).

- **Voice**—enables the dynamic voice feature. The volume control slides from Min to Max to control the volume of the voice feature (only if Station is configured with the dynamic voice feature).
- **No Patient Mode**—disables the Patients feature and removes patient selection from the Take-Return process.
- **Choose Bin With The Most/Oldest Supplies**—if the same item is located in more than one bin at a Station, the option will control the bin that is selected during the Take process.

7. Select the *Time Options* tab.

The screenshot shows the 'Station Options' dialog box with the 'Time Options' tab selected. The dialog is divided into several sections: 'General Info' (Time zone: US Eastern Standard Time), 'Transaction keep (days)' (7), 'Maintenance start time' (01:30), 'Anchor Page' (Anchor page: None, Warning (min): 0), 'Time Outs' (Event (sec): 999, Desktop (sec): 999, Inventory/Refill/Load-Unload (sec): 999), and 'Patient/Item Settings' (Tmp. Patient Keep Time (hrs): 1, Patient delete delay (hrs): 1, Item outdated warning (days): 7, Time out (hrs): 0, Extend time (min): 0). At the bottom, there are buttons for 'Change Station Name', 'OK', and 'Cancel'.

8. Edit the time parameters for transactions and system maintenance, as necessary.

- **Transaction Keep (days)**—number of days a transaction record is kept at a Station for reporting purposes. The maximum is 45 days. (Recommended setting at 7 days)
- **Maintenance Start Time**—time the database maintenance program is scheduled to begin (usually set at the SUPPLYCENTER Console). The maintenance program is run daily. The Station is available for login when the maintenance program is running.
- **Tmp. Patient Keep Time (hrs)**—number of hours (1-24) a temporary patient record is kept at a Station until it is automatically discharged from the system.
- **Patient Delete Delay (hrs)**—number of hours (1-99) that patient information is kept at the Station for charging purposes after the patient is discharged or transferred.
- **Item Outdated Warning (days)**—number of days before the expiration date that the Station displays an expire warning for an item.

- **Anchor Page**—screen that the system can be anchored to for a predetermined period of time without timing out.



Note

In some situations, a Station may be set up to remain available without going through an access process. Use Anchor page to set (or anchor) the Station screen. The Anchor time will be preset at each Station and can be modified at the SUPPLYCENTER Console.

It is possible to anchor onto Patients or Take/Return. Anchor on Take/Return is commonly used in the OR setting or cath lab where items are used throughout the procedure.

- **Event (sec)**—number of seconds (10-999) before the Station will beep and time out of an event when there is no keyboard or Station activity.
- **Desktop (sec)**—number of seconds (10-999) before the Station will revert to the *Standby* screen when there is no keyboard or Station activity.
- **Inventory/Refill (sec)**—number of seconds (10-999) before the Station will revert to the *Standby* screen when there is no activity during inventory refill.

9. Select the *Printing* tab.

The screenshot shows the 'Station Options' dialog box with the 'Printing' tab selected. The dialog has a title bar 'Station Options' and several tabs: 'General Info', 'Station Options', 'Time Options', 'Printing', and 'Communication'. The 'Printing' tab is active. It contains the following fields and options:

- 'Maximum hours of transaction to be printed at the Station printer.' with a text box containing '24' and a printer icon.
- 'Print transaction receipt for:' section with several checked checkboxes:
 - Take/Return
 - Discard
 - Cancel Transaction
 - Outdate Item
 - Inventory
 - Load/Unload
 - Refill
 - Move/Transfer
- 'Change Station Name' button.
- 'OK' and 'Cancel' buttons.

10. Identify the transactions that will generate a printed receipt.

- **Maximum hours of transaction to be printed at the Station printer**—enter the maximum hours (1-72) of transactions to be printed at the Station printer.
- **Print transaction receipt for**—select the transaction types that will generate a printed receipt at the Station.

11. Select the *Communication* tab.**Note**

You can select the *Communication* tab to identify the connection between the Database server, SUPPLYCENTER Console name, method of communication, SUPPLYCENTER Console IP Address, and DSN Settings.

The screenshot shows the 'Station Options' dialog box with the 'Communication' tab selected. The fields are as follows:

Field	Value
DB Server:	MAVERICK
Console name:	CENTRAL
Method:	XT - TCP/IP
IP address:	192.1168.167.21

Buttons visible: Change Station Name, DSN Settings..., OK, Cancel.

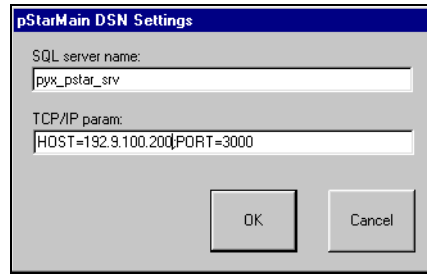
**Caution**

Only the System Managers should have access to the *Communication* tab. Incorrect changes to the Station Communication Options may adversely affect the Station and can render it inoperable. It is recommended that you only make changes to the Communication screens with Pyxis assistance.

12. Change the *Communication* options, as necessary.

- **DB Server**—name of the database server for the Station.
- **Console name**—name of the SUPPLYCENTER Console for the Station.
- **Method**—communication method for the Station.
- **IP address**—IP address for the Station.

13. Press **DSN Settings** to change the server name and TCP/IP parameters.



SQL server name:
pyx_pstar_srv

TCP/IP param:
HOST=192.9.100.200PORT=3000

OK Cancel



The Pyxis Application Specialist initially configures the Station. Only use this feature to fine tune the Station to the changing needs of your facility.

14. Press **OK**.
15. Press **OK** to save the options and return to the *Main Menu*.
16. Press **Exit** to log out of the Station.



Hardware Setup

Use the *Hardware Setup* feature to add and configure the physical locations used to store items that are managed by the JITrBUD Station. The hardware setup process involves adding JITrBUD cabinets, or locations, to the system and configuring the appropriate remote devices within the location.



Only the System Managers should have access to the *Hardware Setup* screen. It is recommended that you only make changes to hardware configurations with Pyxis assistance.

Name	Typ	Dr	N	S	Addr
JITrBU...	Jbud	1	1	0	0030BF 1
JITrBU...	Jbud	2	2	0	00307C 1
JITrBU...	Jbud	3	3	0	0030BE 1
JITrBU...	Jbud	4	4	0	00308F 1
JITrBU...	Jbud	5	5	0	00307B 1
JITrBU...	Jbud	6	6	0	003078 1
JITrBU...	Jbud	7	7	0	0030B1 1
JITrBU...	Jbud	8	8	0	0030C7 1
JITrBU...	Jbud	9	9	0	003079 1
JITrBU...	Jbud	10	10	0	0030B7 1
JITrBU...	Jbud	11	11	0	003081 1

Order	Description
Left Side Tree View	The tree view on the left side of the screen shows the logical groupings of the cabinets & devices (i.e., doors, drawers, and shelves). Cabinets or Doors that have more devices within them have a “+” to the left of the icon.
Name Column	The Name column shows the names of the devices. Names can be edited on this screen.
Typ Column	The Typ column shows the device type (Shelf).
Dr Column	The Dr column is door number that the device is in. Within coupled doors, a device can have the same door number.
N Column	The N column is the device number. This number MUST be unique for each device.
S Column	The S column is sequence number of the device within a door or attached to a shelf. If the device is a drawer, the sequence number will be a drawer letter.
Addr Column	The Address column is the micro ID of the device board. The micro ID MUST be unique for each device.
Last 4 Column	The last 4 untitled columns are for bin information: the first untitled column will show bin 1 if there is a transmitter in that position. The maximum configuration is 1.



Note

The *Station Configuration* report, available at the SUPPLYCENTER Console, can provide more information about the hardware setup at the Station.

Adding JITrBUD Cabinets (Locations)

Configure the JITrBUD Station according to the item storage structure at your facility. You can add multiple JITrBUD cabinets (locations) with their respective remove devices, or you can add a single JITrBUD cabinet that contains all remote devices in the system. Contact your Pyxis support representative for assistance with your hardware configuration.

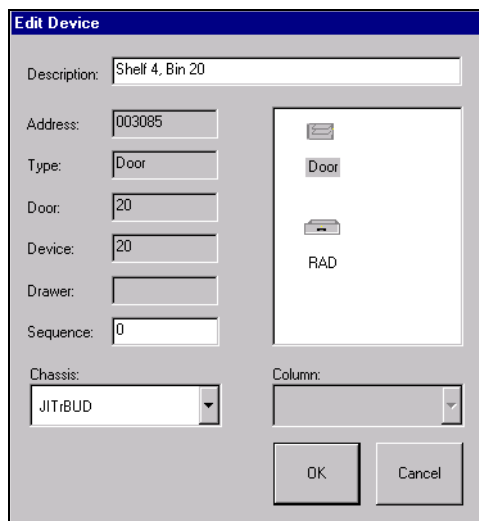


Hardware Setup

To Add a JITrBUD Cabinet

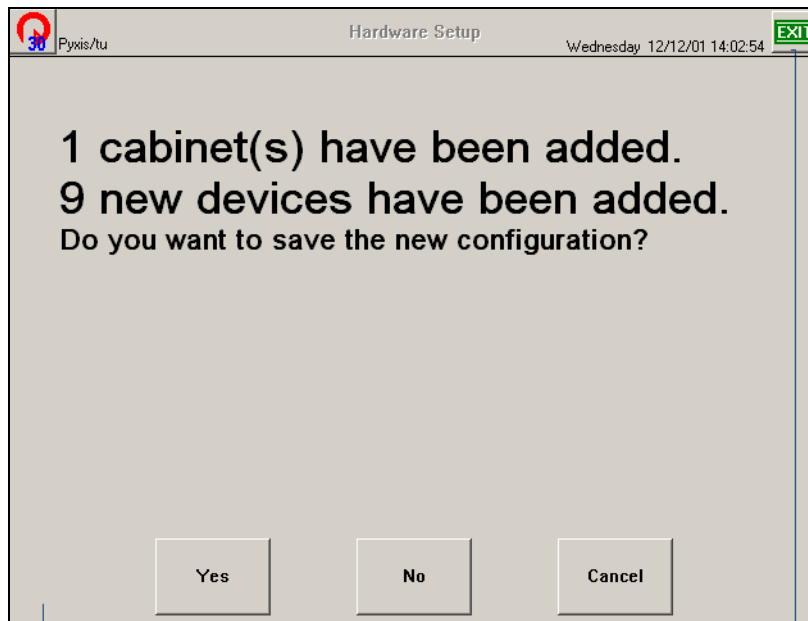
1. From the *Main Menu*, press the **Hardware Setup** icon.
1. Press **Add Cabinet**.
2. Select the **Scan Assist** icon.
3. Enter a description for the JITrBUD cabinet in the *Description* field.
4. Enter a serial number for the JITrBUD cabinet in the *Serial #* field.
5. Enter a product number for the JITrBUD cabinet in the *Product #* field.

6. Press **Add**.
The JITrBUD cabinet is listed on the left side of the screen.
7. Select the JITrBUD cabinet and press **Configure**.
8. Press the **Take** or **Return** button on the first JITrBUD transmitter to install.
The transmitters appear on the screen as the system detects them.
9. Repeat Step 8 for each transmitter.
10. When you are finished adding transmitters, press **Finish**.
11. (Optional) To edit the name of the transmitters, select a device and press **Edit**.
The Edit Device window appears.



12. Enter a name for the transmitter in the *Description* field.
13. Press **OK**.
14. Press **Close**.
1. Press **Close**.

A confirmation screen appears.



2. Press **Yes** to save the configuration.



Note

You can now Load items at the new Station and the items will be available for Take/Return, Inventory, and Refill functions at the Station.

Editing Cabinet Information



Hardware Setup

To edit a cabinet

1. From the *Main Menu*, press the **Hardware Setup** icon.
2. Select a cabinet and press **Edit**.

The screenshot shows a dialog box titled "Add/Edit Cabinet". On the left side, there is a "Required Fields" section with three text input fields: "Description:" containing "ER Storage 1", "Serial #:" containing "123", and "Product #:" containing "321". Below these fields, it says "This cabinet is 1 of 1". There are two spin boxes: "Door Boards on Left" and "Door Boards on Right", both set to "4". At the bottom left are "OK" and "Cancel" buttons. On the right side of the dialog, there is a large empty area with a "Scan Assist" icon and label at the top.

3. Edit the device information, as necessary.
4. Press **OK**.
5. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Clearing the Hardware Setup Table

The **Clear Device Tables** button will erase the device (doors/drawers) table. Pressing it again will erase the cabinet table. This was done in two steps because most people want to keep the cabinets when they reconfigure the devices.

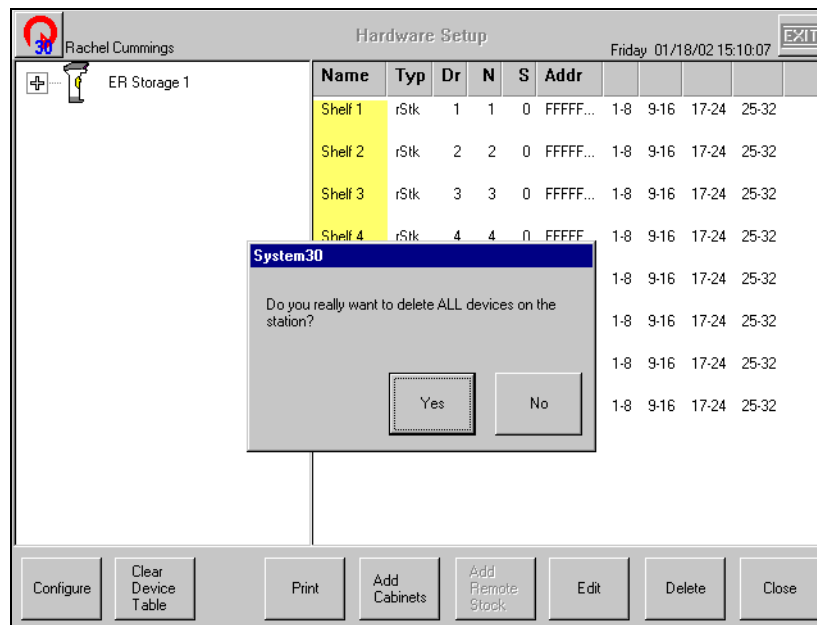


Hardware Setup

To clear the hardware setup table

1. From the *Main Menu*, press the **Hardware Setup** icon.
2. Press **Clear Device Table** to erase all devices (transmitters).

A warning message appears.



3. Press **Yes** to delete all devices at the Station.
4. Press **Clear Device Table** again to erase all cabinets.
A warning message appears.
5. Press **Yes** to delete all cabinets at the Station.
6. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.

Deleting Devices

You can only select the last cabinet or device in the table for deletion. Any other selection will prompt an error message.



Hardware Setup

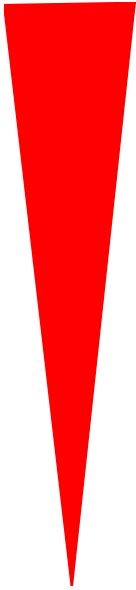
To delete a device

1. From the *Main Menu*, press the **Hardware Setup** icon.
2. Select the last device on the hardware setup table.

The screenshot shows the 'Hardware Setup' window for user 'Rachel Cummings'. The window title is 'Hardware Setup' and the date/time is 'Friday 01/18/02 15:11:45'. There is an 'EXIT' button in the top right corner. On the left, a tree view shows 'ER Storage 1' expanded to show 'Shelf 1' through 'Shelf 8'. On the right, a table lists the shelves. The last row, 'Shelf 8', is highlighted in blue, indicating it is selected. Below the table is a control bar with buttons: 'Configure', 'Clear Device Table', 'Print', 'Add Cabinets', 'Add Remote Stock', 'Edit', 'Delete', and 'Close'.

Name	Typ	Dr	N	S	Addr				
Shelf 1	rStk	1	1	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 2	rStk	2	2	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 3	rStk	3	3	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 4	rStk	4	4	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 5	rStk	5	5	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 6	rStk	6	6	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 7	rStk	7	7	0	FFFFF...	1-8	9-16	17-24	25-32
Shelf 8	rStk	8	8	0	FFFFF...	1-8	9-16	17-24	25-32

3. Press **Delete**.
A warning message appears.
4. Press **OK** to delete the device.
5. Press **Close** to return to the *Main Menu*, or **Exit** to log out of the Station.



Appendix A

Troubleshooting

In this chapter we review possible Station error conditions and offer solutions to get you up and running quickly. We've tried to address potential problems at either Station or Console, but in some situations the distinctions about where the problem has originated may not be clear. If you feel that a problem you are experiencing is Station-specific, first review Troubleshooting the Station. Likewise, if the problem seems Console-specific, first review Troubleshooting the SUPPLYCENTER Console.

If you do not find a solution that quickly fixes your problem with the Station, refer to your hospital's Service Agreement with Pyxis or call our Customer Support department, toll free at this number:

1-800-727-6102

Transmitters Not Communicating to Receiver

Each time a transmitter button is pressed, the system should acknowledge the transmission with a beep tone. If a receiver is having difficulty receiving transmissions, do the following:

Description	Remedy
Problem - Transmitter not confirming transmission with beep tone	
Has the receiver antenna been moved?	If Yes , reposition the antenna in its original installation configuration and test the transmitter buttons.
Has the problem been fixed?	If No , Contact the Pyxis Worldwide Service Center.

Patients Not Showing Up At A Station

If a patient's data does not appear as expected at a Station, the problem could be either a communications problem or that the patient data has not been received via the interface from the host system. If the patient's data still has not appeared, consider the following possibilities:

Description	Remedy
Problem - Patient Not Showing Up At A Station	
Is there a lot of data traffic within the system?	If Yes , wait a few minutes. Call the nursing unit that identified the problem and have them check to see if the patient has shown up at the Station.
Is the patient in the admission system?	Check the terminal at the nurses' Station and then ask System Manager to check for the patient at the Console. Check all lists at the Station which include global and local if privileged.
Is the private check box selected for the patient?	If Yes , the patient will not show up on the Global patient list. The patient will only show up on the Local patient list for the Station area.
Is there a communications interface problem between the Console and the Station?	Check the Comm Status screen on the Station. If the column labeled L shows a value other than 0 this would indicate a communications problem between the Console and the Station. Contact the Pyxis System Manager.
Has the problem been fixed?	If No , Contact the Pyxis Worldwide Service Center.

Station Screen Is Black

If nothing shows on the screen, check the following:

Description	Remedy
Problem - Station Screen is Black	
Is the Station still plugged into the wall?	Plug Station into the wall and turn power on. Contact the Pyxis Worldwide Service Center.

Keyboard Is Unresponsive

Sometimes the *Station* keyboard may seem unresponsive because the computer is processing another transaction. Wait a few moments and try again. If the keyboard is still unresponsive, check the following:

Description	Remedy
Problem - Keyboard is Unresponsive	
Does the keyboard remain unresponsive?	If Yes , turn the power switch (located on the top left of the Station) to the off position and wait at least three minutes before turning the Station on. Try to type on the keyboard again. Call the Pyxis System Manager.
Are you at a screen other than the standby screen?	If Yes , wait a few minutes to see if the Station will time out and return to the standby screen. If it does not time out, call the Pyxis Worldwide Service Center.
Note: Always call The Pyxis Worldwide Service Center after troubleshooting so the potential problem can be logged into the database	

Touch Screen Is Unresponsive

Sometimes the Station touch screen may seem unresponsive because the computer is processing another transaction. Wait a few moments and try again. If the touch screen is still unresponsive, check the following:

Description	Remedy
Problem - Touch Screen is Unresponsive	
Are you logged in?	If Yes , touch the screen and listen for the beep the screen makes when active. Call the Pyxis Worldwide Service Center.
Does the touch screen remain unresponsive?	If yes, turn the power switch (located on the top left of the Station) to the off position and wait at least three minutes before turning the Station on. Touch the screen again. Call the Pyxis Worldwide Service Center.
Are you at a screen other than the standby screen?	If Yes , wait a few minutes to see if the Station will time out and return to the standby screen. If it does not time out, call the Pyxis Worldwide Service Center.
Note: Always call The Pyxis Worldwide Service Center after troubleshooting so the potential problem can be logged into the database	

Supply Is Not Listed In Find Item

If a supply does not show on the Find Item list, either the supply was not loaded or it was unloaded from the Station.

Description	Remedy
Problem - Supply is not listed in Find Item	
Is the supply loaded?	Print out an Inventory report to verify.
Was the supply unloaded?	Print out an activities report to see. If you suspect the supply was unloaded more than 24 hours prior, you must contact the System Manager for this information. If it is necessary to reload the supply, contact the Pyxis System Manager.

Wrong Supply Removed

Description	Remedy
Problem - Wrong Supply Removed	
Did you remove the wrong supply for a patient?	If so, select the Take/Return, select patient, and return the item to the bin and press Return to make sure the patient is not charged for the supply. Go back and remove the correct item for the correct patient.

ID Is Not Working

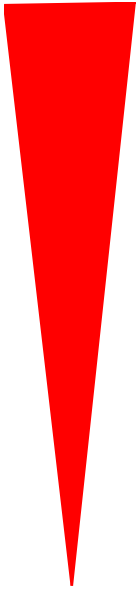
Description	Remedy
Problem - ID/Password Is Not Working	
Did a user ID and/or password fail to gain access to the <i>Station</i> ?	Call the System Manager and verify that the correct ID/password is being used and the ID is not expired.
Is the user entering the correct password?	The first time a user enters a user ID, the Station requires the user to enter a new password. Make sure the new password is being used. If the user has forgotten the new password, issue a new password.
Has the user successfully logged in before?	If not, issue a new user ID and password and determine if the new ID works. If not, contact the System Manager to set up the user from the Console.

Brain Transplant

Brain Transplant is a metaphor for the process of restoring a Station's database by giving the Station back its memory from the data stored in the SUPPLYCENTER Console.

A number of error conditions at the Station could signal the need for a Brain Transplant, but you should always consult with Pyxis WorldWide Service Center or your Application Specialist prior to initiating the process (it is best to have the Application Specialist supervise the transplant).

If timing and circumstances preclude having a Pyxis Application Specialist on site to complete the Brain Transplant, and you have discussed the situation with Pyxis WorldWide Service Center, you may proceed with a Brain Transplant following the instructions provided by the Pyxis WorldWide Service Center representative.



Appendix B

Safety and Maintenance

This appendix provides important safety information and gives suggestions for routine maintenance procedures to keep your Station in good working order. While Pyxis has made every effort to ensure the integrity and durability of the Station, you do need to exercise some care in maintaining the Station and other components of your Station.

General Safety Tips



The JITRBUD Station contains electrical and mechanical components that can cause injury if not handled appropriately.

The following cautions apply to the JITRBUD system:

- Do **not** use the top of the Station computer as storage.
- **Never store fluids on the Station.** If anything should accidentally spill, clean it up immediately, diverting the spill from any seams or openings.
- Do **not** touch any electrical or interior mechanical components while electrical power is still coming into the device. Simply turning off the device is not enough—always shut down the device per instructions and unplug any electrical connection.
- Do **not** attempt to repair a Station. If you suspect that the system needs repair, contact Pyxis Customer Support.
- Do **not** attempt to force open a stuck door or drawer. Contact Pyxis Customer Support.
- The Stations are heavy. If a Station must be moved more than a few feet, make sure you have adequate help to prevent the Station from falling over. Stations can be top heavy and must be moved with extreme care once they are loaded.
- Do not place liquids on or near the keyboard.
- *Never* turn the Console computers or the Stations off and on. **If either needs to be restarted, call Pyxis Customer Support.**
- After positioning the Station, extend the levelers to prevent the Station from rolling on its casters.
- The maximum capacity for each drawer is 50 lbs. Distribute items evenly throughout the drawer.

Safe Computing

We highly recommend that you only use disks available from Pyxis Corporation for Station use, Console archiving, and Console backups. These high-quality disks are tested rigorously to ensure their suitability and reliability.

To prevent the introduction of a computer virus into the JItrBUD system, always use new, blank disks. If you must recycle disks, run a competent antiviral program on the disk and reformat before using.



Failure to follow the *Safe Computing* guidelines may result in the loss of data.

Regulatory Compliance

This device complies with Part 15 of the FCC Rules and with RSS-210 of Industry Canada. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.



Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Electrical Guidelines

For best operation

- Do not operate heavy inductive loads such as floor polishers, drill motors, or other heavy motor driven equipment on the same circuit as hospital electronic equipment. These devices may cause unacceptable line voltage transients and operational problems with associated equipment.
- Verify that the circuit on which the Station is installed is not already overloaded with other equipment. Use the information above to size your circuit.
- During warmer months, electric circuits can be overloaded with air conditioning loads. This may have an adverse effect on the quality of the electric power at your facility. Have a qualified electrician check your facility for quality electrical power during these times.
- Do not install Stations where the flexible power cord is likely to be removed from the wall receptacle before the Station is properly powered down.

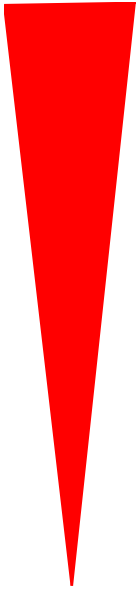
Power Requirements

The JITrBUD computer requires the following power resources:

- **AC Input**— 115-230 Volts, 60/50 Hz, 10/5 Amps.

In addition, the Remote Power Interface requires the following power resources:

- **Input**—100-240 Volts, 50/60 Hz, 2 Amps.
- **Output**—36 Volts DC, 2 Amps.

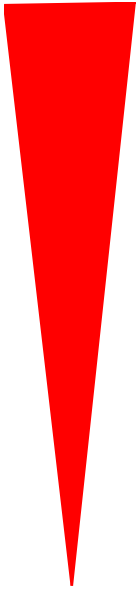


Appendix C Specifications

Refer to the following for JITrBUD specifications.

System Features

Features	Description
Processor/Memory	Pentium-III 800 MHz 256 MB RAM
Monitor	15" color touchscreen CRT Monitor
Keyboard	full size CPU keyboard
RF Transmitters	Wireless, battery powered radio frequency (RF) transmitter cubes. Transmitter cubes emit two frequencies simultaneously for redundancy (315 and 433 mHz). Batteries are non-replaceable. Battery life estimated at approximately 3-5 years or 100,000 button presses. Maximum range is approximately 75 feet. Environmental variables may affect the range.
Receivers (2)	2 receivers for redundancy: 314 mHz and 433mHz
Translator Box	Translates take and return data from receivers into Pyxis internal message format and passes message to SCATE board within the Station PC.
External Power Supply	Provides 36 volt power to SCATE board within Station PC.
Software Information	Pyxis proprietary System 30 automated inventory management system software
Operating System	Windows NT Workstation 4.0 with service pack 6a
Database Engine	Sybase SQL Anywhere 7.0.1
Communication	Serial (RS), modem, and network (TCP/IP over ethernet) - one drop/line required per main unit
Overvoltage Category	2, Indoor use only
LCD Contrast Control	Readily accessible up/down contrast control from keyboard numeric pad
Altitude	2000m
Humidity	30-80% rH non-condensing
Temperature	25°C
Pollution	Degree 2



Appendix D

Glossary

Actual Count

The physical count of an item in a bin. Depending upon your *Station* configuration, you may be asked to verify the actual count during the refill process.

ADT

An abbreviation for the Admission, Discharge, and Transfer records for a patient or group of patients. The ADT is sent from the facility's host system to the SUPPLYCENTER Console via the Pyxis Procar interface.

Auxiliary

A secure storage cabinet connected to a Main Unit. Auxiliary units contain no screen, printer, or disk drive and are intended for storing additional supplies and, depending on the model, bulky items. The Main and any attached Auxiliaries make up the Station. See also Main Unit.

Bin

The specific location of a single item within a door or drawer. A bin may also refer to the physical container in which the item is stored.

Bin Drawer

A flexible matrix drawer which is twice the height of a single drawer and can be configured to accommodate small items in individual spaces.

Brain Transplant

This term is a *metaphor* for the procedure of using the SUPPLYCENTER Console's up-to-date stored information to restore or correct a Station's unique database.

Compliance

Calculation based on number of transactions and number of discrepancies to determine system compliance.

Device

Any component of the Station that sends or receives messages: Station, SUPPLYCENTER Console, and PROCAR (interface).

Discrepancy

During an item count verification, if the amount you find does not match the amount expected by the system, when you enter the correct amount, you create a discrepancy that is recorded at the Station.

Expansion

The installation of additional Station units in a hospital with a JITrBUD Station already in place.

Expected Count

The amount of an item in a bin that a Station expects you to find.

Global Find

A feature that allows you to search all Stations for a particular item.

Global Kit

A feature that allows you to create a kit for use throughout all Stations.

Global Patient

A feature at the Station which allows you to search all Stations for a patient.

Go-Live

The date when a facility begins using a Station to dispense supplies, replacing the existing manual system. This implies the Station is in place, fully configured, and at least one Station is ready for use.

Hospital Supplies List

See *Item List*.

Interface

Means by which information is translated from a hospital's computer system and the SUPPLYCENTER Console. Information obtained via the interface includes patient admissions, discharges, transfers, billing data, and the Materials Management Information System. (See ProCar)

Inventory

Supplies that are selected to be loaded into Stations from the master, or SUPPLYCENTER Console list of supplies. The inventory process is counting and verifying item counts.

Inventory Management

The function of monitoring utilization of supplies to meet the needs of the patient care areas. Information at the SUPPLYCENTER Console provides the tools to maintain stock at the Stations, monitor usage and refill Stations accordingly.

Item

A supply managed at the SUPPLYCENTER Console and dispensed at the Station.

Item List

A database of all supplies used by the hospital in any Station. The list of supplies must be created and maintained by material management personnel for items to be loaded and refilled in the Stations.

Load

The process of loading supplies into the Station. Assigning an item to a specific location (bin) within a Station.

Main Unit

A Station that contains a touchscreen, keyboard and computer.

Maintenance

A process to purge old data from the SUPPLYCENTER Console databases which usually occurs every 24 hours, usually late at night when system use is light.

Maximum (Max) Level

PAR level. The maximum number of a specific item you have loaded in a bin.

Minimum (Min) Level

The standard point at which an item is refilled. If a supply gets at or below min level, it will show up in the material management reports for refill. The minimum levels can be adjusted to reflect changing patterns of usage and demand.

Mirror Station

Using a template to add a Station to the system is known as a Mirror Station. The template feature adds a Station to the system with the same bin items and locations as the Station template.

Modem

A device that encodes data for transmission over a particular medium, such as telephone lines, coaxial cables, or fiber optics.

Outdate

The process of removing expired items using the Outdate feature.

Par Level

The maximum number of this item you want loaded in the bin.

Pending Supplies

Supplies that have been assigned at the SUPPLYCENTER Console to Station bins, but have not yet been physically loaded.

Phys Max

Maximum number of items that can be physically loaded in a bin.

Pick Area

A storage area in your facility which you have designated for storing supplies. If you associate a supply with an inventory pick area, that area is identified on certain reports to help with picking supplies for delivery to the Stations.

Polling

The continuous communication between the SUPPLYCENTER Console and the Station. The SUPPLYCENTER Console polls all Stations to update transactional information.

ProCar Computer

A second PC connected to the SUPPLYCENTER Console. The PROCAR's essential task is to obtain ADT information from the hospital's computer, which it then translates properly and communicates to the SUPPLYCENTER Console for distribution to the appropriate Stations. The ProCar computer can also be configured to send billing and MMIS information to the hospital's host system.

Quick Take

Process used to quickly take items for a single patient. The Quick Take function is available when the *Multiple Patient Selection* check box is **not** selected in Station Options.

Refill

The procedure designed to replenish or restock loaded inventory in the Stations.

Refill by Request Order

Used to replenish item at Station and is associated with a PO# generated from the SUPPLYCENTER Console or Vendor.

Remote Diagnostics

A process in which the Pyxis Customer Support technician is given access dial into the SUPPLYCENTER Console's operating system to use advanced diagnostics and troubleshooting techniques.

Resource Nurse

A nurse who is initially trained by the Pyxis Application Specialist and is then responsible for assisting at go-live and helping to educate other nurses to use the JITrBUD Station.

Return

A procedure to return a supply to the Station and credit the patient.

RS

An acronym for Recommended Standard, refers to a communication method of linking remote Stations to the SUPPLYCENTER Console.

SUPPLYCENTER Console

The central processing unit (CPU), typically located in materials management, which manages and monitors all Stations located throughout the hospital. Reporting capabilities to manage inventory, refills, users, and discrepancies, etc.

System Manager

A system manager is a designated hospital employee who has the responsibility of overseeing the daily management of the Station equipment to meet the needs and goals of the hospital.

Task Interrupt

A feature that allow a second user to perform a Take/Return transaction during the Refill or Inventory process.

Transaction

Any activity, such as a remove, return, or discard, performed at the Station.

Transaction Queue

The accumulation of messages waiting to be communicated to the SUPPLYCENTER Console, Station, or PROCAR computer.

UPS

The uninterrupt power supply (UPS) is a power storage device connected between the SUPPLYCENTER Console and wall electrical outlet. It detects power loss from the outlet and immediately provides the SUPPLYCENTER Console with approximately 15 minutes of power. The UPS beeps continuously to warn of the power failure.

Verify Count

An option that requires the user to confirm the correct count of supplies during the refill process.

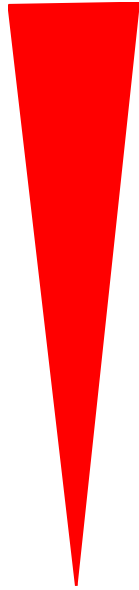
XQ

See Transaction Queue.

Zones

A convenient way to group areas to be able to expedite the refill process at the Stations. You can distribute inventory and refill tasks and generate reports sorted by and assigned by zone.





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