

Standard Operating Procedure

Purpose: This procedure combines the receiving process of EPIC Formulary with the receiving process of ConsortiEX Verify on Receipt™ using ConsortiEX's ScanCast™ product to combine processes and minimize redundant scanning.

Procedure:

Setup (Upon daily delivery):

1. Login to Epic Formulary
2. Login to ConsortiEX Verify on Receipt™
 - a. Select 'Site'
 - b. Select 'Receiving Tab'

Process:

A. Totes – (Repeat until all totes are processed)

1. Scan 1D label on outside of tote, starting with (00)
2. Confirm Verify on Receipt™ screen shows container contents.
3. Separate all products into like items
4. Scan the 2D barcode of the first product (if no 2D, then 1D UPC)
5. Confirm the Product is in the Epic Formulary (if not set aside for IT to add to Formulary before putting away)
6. Scan remaining 2D barcodes of remaining like product.
- 7. Repeat 4-6 until all products are processed from the tote.**
8. Once the tote is empty scan ConsortiEX 'Accept Container'



B. Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D outer barcodes)

1. Scan 1D label on outside of tote, starting with (00)
2. Confirm Verify on Receipt™ screen shows container contents; check for expected quantity
 - a. If the Quantity field is '1'; scan the (1) 2D barcode on the outside of the box
 - b. If the Quantity is any other number; scan each of the (2)1D barcodes
3. Confirm the Product is in the Epic Formulary (if not set aside for IT to add to Formulary before putting away)
4. Scan ConsortiEX 'Accept Container'

