Medication Receiving Process: Omnicell CPM with Verify on Receipt™ and ScanCast™™

Standard Operating Procedure

Purpose: This procedure combines the receiving process of Omnicell CPM with the receiving process of ConsortiEX VOR™ using ConsortiEX's ScanCast™ product to minimize redundant scanning.

Configuration:

1. Omnicell CPM only allows one barcode scanner connection at a time, however it is easy to switch back and forth between the ConsortiEX scanner and Omnicell scanner. Refer to the CPM Pairing Instruction Sheet for details.
2. The ScanCast™ module allows for different output format configurations, using the CPM barcode sheet scan one of the 'Format X' barcodes to choose the output format. Once a format is chosen, it is not necessary to keep these barcodes ready for quick access. This setting is saved in the module and retained across power cycles.

Setup:

1. Upon delivery, sort all totes and boxes by invoice.
2. Login to Omnicell CPM.
    a. Navigate to Invoice Receiving Screen
    b. Select the first Invoice.
3. Login to ConsortiEX Verify on Receipt™.
    a. Select Site if prompted.
    b. Select Receiving Tab.

Process:

A. *Using EDI Invoice within CPM (premade Invoice)*
    1. Repeat for each Invoice.
        a. Open the Invoice from the receiving menu in CPM.
        b. Optionally Scan Qty on Request barcode. This will result in the quantity to be output when the "Quantity" wall barcode is scanned.

        c. Scan the 1D tote label barcode starting with (00).
        d. Confirm that the ConsortiEX VOR™ screen updated to list the tote contents.
        e. Scan the 2D barcode of Each product from the tote (OTC items may only have a 1D barcode, scan this instead).
            i. If Omnicell CPM does not recognize the GS1 2D barcode – your database may be missing this representation. Set this product aside for the pharmacist to add to the database.
            ii. When the last item from a line is scanned, the line should go green in VOR™.

f. After all items from the tote are scanned, Scan Accept Container to close the tote.

g. Repeat steps c through f for each tote on the invoice. Also, see the Homogeneous Cases section below.

h. Verify the Quantities in CPM match the count of the products received.

i. If this scanning was done at the put-away location, the invoice can now be sent to the stocking queue. Otherwise leave the invoice and move the products to the put-away location.

B. *Creating an Invoice within CPM While Scanning (No EDI)*

1. Open a blank invoice in CPM.
2. Scan Qty on Request barcode. This will result in the quantity to be output when the "Quantity" wall barcode is scanned.

3. Scan the 1D tote label barcode starting with (00).
4. Confirm that the ConsortiEX VOR™ screen updated to list the tote contents.
5. Open the Tote and sort the items into groups of similar products (same NDC).
6. For each group of similar products.

    a. Scan the 2D barcode from each product (OTC items may only have a 1D barcode, scan this instead).

    b. If Omnicell CPM does not recognize the GS1 2D barcode – your database may be missing this representation. Set this product aside for the pharmacist to add to the database.

    c. When the last item from a line is scanned, the line should go green in VOR™.

    d. If the quantity of the product is 0 in CPM scan **Quantity** barcode to output the number of products scanned. This value may need to be adjusted manually for unit-dose quantities.

    e. If the quantity of the product is not 0, the quantity already in CPM should be increased by the quantity from the current tote. This must be done manually.

7. After all products are scanned from the tote, scan Accept Container to close the tote.

8. Repeat steps 3 through 7 for each tote. Also, see the Homogeneous Cases section below.

9. If this scanning was done at the put-away location, the invoice can now be sent to the stocking queue. Otherwise leave the invoice and move the products to the put-away location.

Homogeneous Cases:

Homogeneous cases often are treated as totes when they have their own 1D SSCC label sticker. A homogeneous case normally has barcodes in the format shown below. If VOR™ shows that expected quantity is 1, Simple scan the 2D barcode (A). If the expected quantity is more than one, or the barcode (A) is not present, scan both 1D barcodes (B) and (C) starting with the longer barcode. Note that the layout of homogeneous case information is manufacturer specific and may not appear exactly as pictured below.