

## Medication Receiving Process: Cardinal Receiving with Verify on Receipt™ and ScanCast™

### Standard Operating Procedure

Purpose: This procedure combines the receiving process of Cardinal Receiving 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. Sort all totes and boxes into separate areas by PO.
2. Login to Cardinal Receiving
3. Login to ConsortiEX Verify on Receipt™
  - a. Select Site
  - b. Select Receiving Tab

##### Process:

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

1. Select a PO from the List on Cardinal Receiving (may be multiple totes)
2. Scan 1D label on outside of tote, starting with (00)
3. Confirm Verify on Receipt™ screen shows container contents.
4. Separate all products into like items
5. Scan the 2D barcode on any product in the tote (if no 2D, then 1D UPC)
6. If you scanned the 2D first, next scan the 1D barcode on the outside of the product.
7. Repeat steps ii. – iv. for each additional product in the tote.
8. Once the tote is empty scan ConsortiEX “Accept Container”



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

1. Scan 1D label on outside of tote, starting with (00)
2. Confirm Verify on Receipt™ screen shows container contents;
3. Read ConsortiEX Screen 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
4. Scan the **Clear** barcode to remove any bad input from the Cardinal Receiving screen.



5. Scan ConsortiEX 'Accept Container'

