

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

### Standard Operating Procedure

**Purpose:** This procedure combines the receiving process of Meditech with the receiving process of ConsortiEX Verify on Receipt™ using ConsortiEX's ScanCast™ to minimize redundant scanning.

#### Procedure:

##### Configuration:

1. Verify on Receipt™ Zebra Scanner Setup
  - a. Navigate to the Verify on Receipt™ Setup Manual
  - b. Scan ScanCast™ 'Enable Aim Code'
2. Verify on Receipt™ TX Module Setup
  - a. Print ConsortiEX Verify of Receipt™ TX Barcode document (locate on QR accessible webpage or 'Help Center')

##### Setup (Upon daily delivery):

1. Login to ConsortiEX Verify on Receipt™
  - a. Select 'Site'
  - b. Select 'Receiving Tab'
2. Login to Meditech
  - a. Navigate to Meditech starting screen

##### Process:

- A. *Totes – (Repeat until all totes are processed)*
1. Select a PO from the List in Verify on Receipt™ (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. Review Meditech screen to make sure the correct action occurred.
  7. Scan remaining 2D barcodes of remaining like product.
  8. Repeat steps 5-7 until all products are processed from the tote.
  9. 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; 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. Review Meditech screen to make sure the correct action occurred
4. Scan ConsortiEX 'Accept Container'

