

## Medication Receiving Process: Omnicell Workflow Manager with Verify on Receipt™ and ScanCast™

**Purpose:** This procedure combines the receiving process of Omnicell Workflow Manager (WFM) with the receiving process of ConsortiEX Verify on Receipt™ (VOR™) using ConsortiEX's ScanCast™ to minimize redundant scanning.

### Procedure:

#### Setup (Upon daily delivery):

1. Login to VOR™ on the VOR™ computer.
2. Login to Omnicell Workflow Manager on the Omnicell computer.
3. Ensure the ScanCast™ modules are properly connected to both the VOR™ and WFM computers, respectively.
4. Bring the totes to the receiving location.

#### Setup (Upon daily delivery):

1. Login to ConsortiEX Verify on Receipt™
  - a. Select 'Site'
  - b. Select 'Receiving Tab'
2. Login to Omnicell Workflow Manager
  - a. Navigate to Omnicell WFM 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 Omnicell WFM screen to make sure the correct action occurred
7. In WFM, choose the correct PO and then the corresponding Zone location, by either manually choosing the zone location with the mouse, or scanning the Up / Down Barcodes.



Up



Down

8. Scan remaining 2D barcodes of remaining like product.
9. Repeat steps 5-8 until all products are processed from the tote.

10. 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 Omnicell WFM screen to make sure the correct action occurred
4. In WFM, choose the correct PO and then the corresponding Zone location, by either manually choosing the zone location with the mouse, or scanning the Up / Down Barcodes.



Up



Down

5. Scan ConsortiEX 'Accept Container'



C. Inner/Outer Workflow – Products with Separate Package and Unit Dose NDCs.

The Inner/Outer Workflow is useful for products that have an exterior package NDC that is not in the WFM database, but an Interior NDC on a unit dose which is in the WFM database.

1. Scan The Outer 2D barcode, this will check the item into VOR™. An error message should appear in WFM.

- a. Scan Omnicell Only barcode. This will dismiss the error.



2. Scan the 1D inner barcode (unit dose).

- a. If the barcode is not found in WFM, within WFM application Enter 'Manual Restock Mode' and go to step (3).

- b. Scan WFM Reset barcode.



- c. Scan the inner 1D Barcode again.

- d. In WFM, choose the correct PO and then the corresponding Zone location, by either manually choosing the zone location with the mouse, or scanning the Up / Down Barcodes.



Up



Down

- e. In WFM add the restock quantity.

- f. Scan WFM Manual Save barcode.



3. Scan WFM Accept barcode.



4. Scan the VOR™ Accept Container barcode, this will complete the tote receiving in VOR™.

