Medication Receiving Process: Swisslog with Verify on Receipt™ and ScanCast™

Standard Operating Procedure

Purpose: This procedure combines the receiving process of Swisslog 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 Swisslog Pharmacy Manager.

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 Swisslog screen to make sure the correct action occurred.
7. Sort the remaining like products in the tote by expiration date.
8. Scan like products with a matching expiration date, keeping count.
9. Scan the Swisslog "Accept" barcode.

10. Confirm the fields on the Swisslog screen are populated with correct data.
11. Scan the Swisslog "Confirm" barcode.

12. Repeat steps 5-11 for all products in the tote.

13. 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 expected 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 Swisslog screen to make sure the correct action occurred.
   4. Scan the Swisslog "Accept" barcode.

   5. Confirm the fields on the Swisslog screen are populated with correct data.

   6. Scan the Swisslog "Confirm" barcode.

   7. If no more of the Product is in the tote, scan ConsortiEX "Accept Container".