

Medication Receiving Process: BD Logistics Carousel with Verify on Receipt™ and ScanCast™

Standard Operating Procedure

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

Procedure:

Setup (Upon daily delivery):

1. Sort all totes and boxes into separate areas by PO.
2. Login to BD Pyxis Carousel
 - a. Navigate to PO List Screen
3. Login to ConsortiEX Verify on Receipt™
 - a. Select 'Site'
 - b. Select "Receiving Tab"

Process:

A. *Totes – (Repeat until all totes are processed)*

1. Scan 1D label on outside of tote, starting with (00)
2. Confirm Verify on Receipt™ screen shows container contents.
3. Separate all products into like items.
4. Scan the 2D barcode of the first product, positioning the carousel in the correct location; stock the medication.
5. Scan 'Confirm'



6. When scanning multiples of the same product, make sure to not scan the same barcode twice, doing so will trigger a 'Duplicate Detected' exception.
7. Repeat steps 4-7 until all products in a tote have been scanned and stocked.
8. 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 the Expected Quantity fields
 - a. If the Quantity field is '1' scan the (1) 2D barcode on the outside of the box
 - b. If the Quantity field is any other number, scan each of the (2) 1D barcodes
4. Scan the BD Shelf Number
5. Load medications into the Carousel

6. Scan ConsortiEX 'Accept Container'



C. *Alternate Method for ONLY Bulk Medication Bottles to be Re-Packaged*

1. Scan 1st item, incrementing the quantity for each scan
2. There is not an associated shelf code
3. Scan 'Archive & Close' to output the quantity



4. Scan 'Continue'



5. Scan 2nd item and follow process as above; repeat for all products