

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

Standard Operating Procedure

Purpose: This procedure combines the receiving process of Swisslog with Swisslog TX with the receiving process of ConsortiEX Verify on Receipt™ using ConsortiEX's ScanCast™ to minimize redundant scanning. This SOP is to be used with Single Scan Mode On barcode for the medications to enter this mode.

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
 - a. Navigate to Swisslog starting screen
 - b. Navigate to the Receiving Screen
 - c. Select the Invoice
 - d. Click into the "Scan Item" text field

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. For each group of products, scan the 2D barcode of the first item
 6. Review Swisslog screen to make sure the correct action occurred
 7. Scan remaining 2D barcodes of remaining like product.
 8. Scan "Accept" the quantity of items scans will be outputted
 9. Verify that all data is correct.
 10. Scan "Confirm"
 11. Repeat steps 5-10 until all products are processed from the tote.
 12. 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 Swisslog screen to make sure the correct action occurred
 4. Scan ConsortiEX 'Accept Container'

