

Standard Operating Procedure

Purpose: This procedure demonstrates the use of ScanCast RC110083 with the receiving process of ConsortiEX Verify on Receipt using ConsortiEX's ScanCast product to combine processes and minimize redundant scanning.

Procedure:

Setup (Upon daily delivery):

1. Sort all totes and boxes into separate areas by PO
2. Login to Vendor Portal
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. Repeat until all products have been scanned for this Container
 - a. Separate all products into like items
 - b. Scan the 2D barcode of the first product, the carousel will spin to the correct location
 - c. Scan remaining 2D barcodes of like products
 - d. Stock medications into the appropriate bin
 - e. Verify the quantity to stock on the vendor workstation screen
 - f. Scan the bin location barcode
 - g. Repeat steps 3b-3f for each group of like items
4. Scan ConsortiEX “Accept Container” to finish the now empty tote



B. Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D outer barcodes)

1. Scan 1D label on outside of tote (or box), 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 is any other number, starting with the longer barcode, scan each of the (2) 1D barcodes
4. Scan the vendor bin barcode
5. Load medications into the Carousel
6. Scan ConsortiEX “Accept Container”

