

Medication Receiving Process: SC-RF110082 with Verify on Receipt™ and ScanCast™

Standard Operating Procedure

Purpose: This procedure demonstrates the use of ScanCast model RF110082 with ConsortiEX Verify on Receipt™ using ConsortiEX's ScanCast™ product to combine processes and minimize redundant scanning.

Procedure:

Setup (Upon daily delivery):

1. Login to Vendor Workstation
2. 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) SSCC Label
2. Confirm Verify on Receipt™ screen shows container contents.
3. Separate all products into like items
4. Scan the 2D barcode on any product in the tote (if no 2D, then 1D UPC)
For each sequence of NDCs the first scan in a set of items with the same NDC will be output to vendor workstation in UPC-A format.
5. Confirm the Product is present in the vendor formulary (if not set aside for IT to add to Formulary before putting away)
6. Scan remaining 2D barcodes of remaining like product.
7. Repeat steps 4-5 until all products are processed from the tote.
8. Once the tote is empty scan ConsortiEX 'Accept Container'



B. Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D outer 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. Confirm the Product is in the vendor formulary (if not set aside for IT to add to Formulary before putting away)

4. Scan ConsortiEX 'Accept Container

