

## Medication Receiving Process: ScanCast™ RI110334 with Verify on Receipt™

**Purpose:** This procedure demonstrates how to use ScanCast RI110334 with ConsortiEX Verify on Receipt (VOR) using ConsortiEX's ScanCast to minimize redundant scanning.

**Note:** It is the user responsibility to monitor each integrated application during ScanCast enabled Scanning for correct operation, use at your own risk, warranty does not include correct operation but does include best effort to remedy what can be corrected.

Integrations are not verified by the integration company. Operation may change if integration application is updated, integrations are not verified by the integration company making the changes.

### Procedure:

#### Setup (Upon daily delivery):

1. Login to VOR™ on the VOR™ computer.
2. Login to vendor portal on the designated vendor workstation.
3. Ensure the ScanCast modules are properly connected to both the VOR™ and vendor computers, respectively.
4. Bring the totes to the receiving location.

#### Setup (Upon daily delivery):

1. Login to ConsortiEX Verify on Receipt™
  - a. Select 'Site'
  - b. Select 'Receiving Tab'
2. Login to vendor portal
  - a. Navigate to vendor portal starting screen

### 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 vendor portal screens to make sure the correct action occurred
7. In vendor portal, choose the correct PO and then the corresponding location, by either manually choosing the location with the mouse, or scanning the Up / Down Barcodes.



Up



Down

8. Scan remaining 2D barcodes of remaining like product.
9. Repeat steps 5-8 until all products are processed from the tote.

10. 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 vendor screen to make sure the correct action occurred
4. In vendor portal, choose the correct PO and then the corresponding location, by either manually choosing the location with the mouse, or scanning the Up / Down Barcodes.



Up



Down

5. Scan ConsortiEX 'Accept Container'



C. *Inner/Outer Workflow – Products with Separate Package and Unit Dose NDCs.*

The Inner/Outer Workflow is useful for products that have an exterior package NDC that is not in the vendor database, but an Interior NDC on a unit dose which is in the vendor database.

1. Scan The Outer 2D barcode, this will check the item into VOR. An error message should appear in the vendor portal.
  - a. Scan this barcode to dismiss the error.



2. Scan the 1D inner barcode (unit dose).
  - a. If the barcode is not found in vendor portal, within the application Enter 'Manual Restock Mode' and go to step (3).
  - b. Scan this barcode.



- c. Scan the inner 1D Barcode again.
  - d. In vendor portal, choose the correct PO and corresponding location, by either manually choosing the location with the mouse, or scanning the Up / Down Barcodes.



Up

Down

- e. In vendor portal, add the restock quantity.
  - f. Scan this barcode.



3. Accept by scanning this barcode.



4. Scan the VOR™ Accept Container barcode, this will complete the tote receiving in VOR™.



