

## Medication Receiving Process: ScanCast™ RF090158 with Verify on Receipt™ Standard Operating Procedure

**Purpose:** This procedure demonstrates how to use ScanCast RF090158 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:

#### 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 the vendor portal
  - a. Navigate to the 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 the vendor screen to make sure the correct action occurred.
  7. Scan remaining 2D barcodes of remaining like product.
  8. Repeat steps 5-7 until all products are processed from the tote.

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9. 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 the vendor screen to make sure the correct action occurred
4. Scan ConsortiEX 'Accept Container'

