

Medication Receiving Process: ScanCast™ RI170507 with Verify on Receipt™ Standard Operating Procedure

Purpose: This procedure demonstrates how to use ScanCast RI100239 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 starting screen for medication receiving
3. Sort all totes based on the Zone location indicated on the SSCC barcode and take to the associated Zone

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. Scan the shelf tag
 9. Scan "Quantity" barcode
 10. Scan the QR code on the ID badge

11. Scan "Enter"
12. Repeat steps 5-11 until all products are processed from the tote.
13. Once the tote is empty scan ConsortiEX "Accept Container"



B. *Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D barcodes) (Repeat until all totes are processed)*

Normal process: the case is opened and one of the bottles/bags/packages inside is

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. To populate the vendor porta:
 - a. Scan "Skip Next" for VOR



- b. Open the case and scan one of the bottles/bags inside
 - c. Manually enter the total quantity in the vendor portal
 - d. Scan the shelf label
 - e. Scan the QR code on the ID badge
5. Complete the multi-scan function in VOR
6. Scan ConsortiEX "Accept Container"



EXCEPTIONS:

For products that are received that are until of use: split decimals (ex. Enoxaparin), package level versus quantity in the package (ex. Birth control), package level versus vial versus vial volume (ex. Methotrexate):

1. Scan the tote label
2. Scan the medication

3. Scan the shelf tag
4. Manually enter the quantity
5. Scan the QR code on the ID badge
6. Repeat steps 2-5 until all products are processed in the tote
7. Scan ConsortiEX "Accept Container"

Example: Enoxaparin 60mg/0.6mL

- Box scan produces #1 of 0.6mL
- Need to show #10 syringes
- Enter "10" in the quantity field