Medication Receiving Process: ScanCast™ RR010089 with Verify on Receipt™

Standard Operating Procedure

Purpose: This procedure demonstrates how to use ScanCast RR010089 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.

This is a template and is meant to be tailored to your location's specific needs. Please make updates to language, add more specific details and references, and include screenshots if desired.

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. On designated computer, login to ConsortiEX Verify on Receipt
    a. Select 'Site'
    b. Select 'Receiving Tab'
2. On designated computer, login to the vendor portal

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. Separate all products in the tote into like items.
   4. Scan the 2D barcode of the first product (if no 2D, then 1D UPC)
       a. If connected, the carousel will spin to the correct location
   5. Scan remaining 2D barcodes of remaining like product.
   6. Stock medications into the appropriate bin.
   7. Confirm the quantity to stock on the vendor screen.
   8. Scan ConsortiEX 'Accept Container' Action Barcode.

ConsortiEX
Accept Container

B. *Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D barcode outer barcodes)*
   (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. Read ConsortiEX screen for the Expected Quantity field.
        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
   4. Stock medications into the appropriate bin
   5. Scan ConsortiEX 'Accept Container' Action Barcode.

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Accept Container