

Medication Receiving Process: ScanCast™ MC020085 with Verify on Receipt™

Standard Operating Procedure

Purpose: This procedure demonstrates how to use ScanCast MC020085 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. Sort all totes and boxes into separate areas by PO.
3. On designated computer, login to the vendor portal
 - a. Navigate to PO List Screen

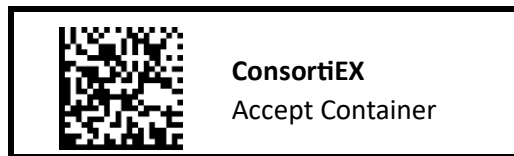
Process:

- 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 from the tote into groups of like items (Same NDCs)
 4. Scan the 2D barcode of each product from one of the groups
This will cause positioning of the carousel to the correct location
 5. Stock the medication into the carousel
 6. Scan the bin label barcode. This completes the put away transaction in the vendor portal.
 7. Scan ConsortiEX 'Accept Container'

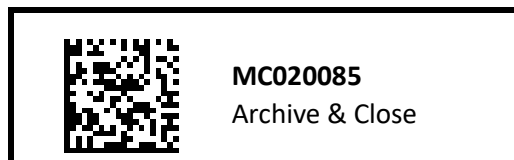


ConsortiEX
Accept Container

- B. *Homogenous Containers – (Boxes with (1) 2D barcode and (2) 1D 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 fields
 - a. If the Quantity field is '1' scan the (1) 2D barcode on the outside of the box
 - b. If the Quantity field is any other number, scan each of the (2) 1D barcodes
 4. Scan the vendor portal shelf Number
 5. Load medications into the Carousel
 6. Scan ConsortiEX 'Accept Container'



- C. *Alternate Method for ONLY Bulk Medication Bottles to be Re-Packaged (Repeat until all totes are processed)*
1. Scan 1st item, incrementing the quantity for each scan
 2. There is not an associated shelf code
 3. Scan 'Archive & Close' to output the quantity



4. Scan 'Continue'

