RFID Quick Reference Guide

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How to Tag and Encode Medications

IMPORTANT! This is a CRITICAL step in the process

- **ALL medication "Encoded" at the same time MUST have the SAME:**
  - **NDC/DIN**
  - **Lot #**
  - **Expiration Date**

STEP 1 Tag

- Tag medication and separate by lot
- Record quantity that is tagged in each lot to make checking easier

NOTE: Please review document on proper tagging to ensure system can read the tags

STEP 2 Encode

- Press "Bulk Inventory Encode"
- Scan barcode on medication packaging
- Ensure correct medication populates, including: name, dose, manufacturer, package
- and NDC/DIN
- Enter Lot # and expiration date
- If Lot #/Exp. combo already exists in the system, select from the list and press
- "Enter"
- If not, re-enter two (2) times to ensure accuracy

*STEP 3 Scan

- Place medication inside enclosure
- Press "Scan"
- Confirm quantity of medication encoded
- Quantity in red
- Verify that counts are accurate

STEP 4 Accept

- At summary screen, press "Yes" if information is correct
- Press "No" if information is incorrect, edit information and press "Accept"

STEP 5 Quarantine

- Place medication in quarantine bin
- This is a visual reminder that medication needs pharmacist approval

Pharmacist Approval of Inventory

IMPORTANT: This is a CRITICAL step in the process

- **For this step, different medications (including different NDC/DIN, different Lot #'s and/or different Expiration Dates) may be placed inside the enclosure and checked/approved simultaneously**

STEP 1 Scan

- Press "Approve Inventory"
- Place medication inside the enclosure
- Press "Scan"

STEP 2 Confirm

- If there are any errors, remove the incorrect medication (using detailed view may be helpful)
- Scan again
- Visually spot check to ensure the correct medication populates, including: name,
- dose, Lot #, expiration date and quantity
- If any medication were entered incorrectly, check the corresponding box and press
- "Edit Inventory"
- Correct the medication info and press "Accept"
- Verify that counts are accurate

STEP 3 Approve

- Confirm approval
- Press "OK"

STEP 4 Bins

- Place approved medication in corresponding approval bin
    - Remove medication from manufacturer box or plastic bag, if necessary

NOTE:

- All drug kits for the crash carts (amiodarone, magnesium, Levophed) will now be checked by a pharmacist
- Each kit has a sticker with included materials and a place for the pharmacist to initial that all materials are present
- The medications and fluids in these kits will still be RFID tagged and the system will be able to determine if they are in the tray
- Also ensure that the Amidoarone and Magnesium kits have an additional instruction sticker so the end user knows how to assemble.

Restock the Trays

STEP 1 Visual Inspection

- Visually inspect tray and remove all used medications
- Ensure that medications are in the correct pocket

*STEP 2 Scan

- Place tray inside enclosure, turn latch to securely lock the enclosure door
- Press "Restock Tray" and press "Scan"

STEP 3 for Restocking Medication Tray

- Print "Expiring Medication" and/or "Medication Pick List", if desired
- Restock tray with medication from the approved inventory bins ONLY
- Press "Rescan Tray"

STEP 3 for Restrocking Materials Tray

- After scanning the tray only one medication will appear as tagged, entitled “Manual Fill”
- Select “Rescan Tray”
- Restock all materials that are missing
- Enter the expiration date of each of the supplies in the tray
    - If item does not have an expiration date, assign a date 5 years from stocking
- Accept and then select “Finalize for approval”
- Set tray aside for a pharmacist check

STEP 4 Save

- 1st medication to expire will appear in the green box
- Press "Finalize for Approval"
- If applicable, follow instructions on final checklist

Pharmacist Approval of Trays

STEP 1 Visual Inspection

- Visually inspect tray
- Ensure that medications are in the correct pocket

STEP 2 Scan

- Place Tray inside enclosure, turn latch to securely lock the enclosure door
    - Press “Approve Tray” and press “Scan”

STEP 3 Check Complete Medication List

- Ensure tray is restocked properly by confirming quantities are appropriate
    - It total quantity is highlighted green then quantities are correct
    - If total quantity is highlighted red check for override medications, also highlighted red on the complete medication list
    - Press “Save and Proceed”
    - NOTE: For materials trays, there will only be one medication scanned called “Manual Fill.” Manually check that all materials have been placed in the cart and initial on the print out report

STEP 5 Save

- Press “Approve This Tray”
- Tray is ready to be used

Moving Carts and Location in the System

With the Virtual Logbook you have the ability to deploy a tray to a location or to a cart. You also can remove a
tray from a location or a cart. You can also run a report to find the location of a tray or a cart.

Assigning a Tray to a Location

· Select “Manage/Edit Trays” button from Main Menu
· Next select “Tray Type” from drop down list
· Next select “Tray Name” from drop down list
· Optional – select “Clinician”
o If you add a Clinician you must select “Accept” to continue managing your tray
· Next Select “Location Type” from drop down list
· Next select “Location”, select where tray will be assigned to from drop down list
· Next Select “Accept” to save tray deployed location

Assigning a Tray to a Cart

· Select “Manage/Edit Carts” button from the Main Menu
· Next select “Cart Type” you want to deploy from drop down list
· Next select “Cart Name”, select which cart you want to deploy tray to from drop down list
· Next select “Tray Type” from drop down list
· Next select “Tray Name” you want to add to cart from drop down list
· Optional – select “Clinician”
o If you add a Clinician you must select “Accept” to continue managing your tray
· Select “Location Type” from drop down list
· Next select “Location”, select where tray will be assigned to from drop down list
· Next Select “Accept” to save cart deployed location

Remove a Tray from a Location or a Cart

· From the Manage/Edit Trays or the Manage/Edit Carts screen
· Once a tray is listed you will see a “Remove” button on the row of the tray
· Select the “Remove” button of the tray you want to remove
· A notification will display asking if the tray was used or not
· If the tray was not used select this button and the tray will be ready for deployment
· If the tray was used select this button and the tray will be placed in processing
· Select “Accept” and confirmation will appear that the tray was removed

Run Tray Report

· Select “Tray Report” from Main Menu
· Select “Tray Type” select “All” or the tray type you want to run a report for
· Next select “Tray Name” select “All” or tray you want to run a report for
· Next select “Search”

Run Cart Report

· Select “Cart Report” from Main Menu
· Select “Cart Type” select “All” or the cart type you want to run a report for
· Next select “Cart Name” select “All” or cart you want to run a report for
· Next select “Search”