

# RxStation User Guide

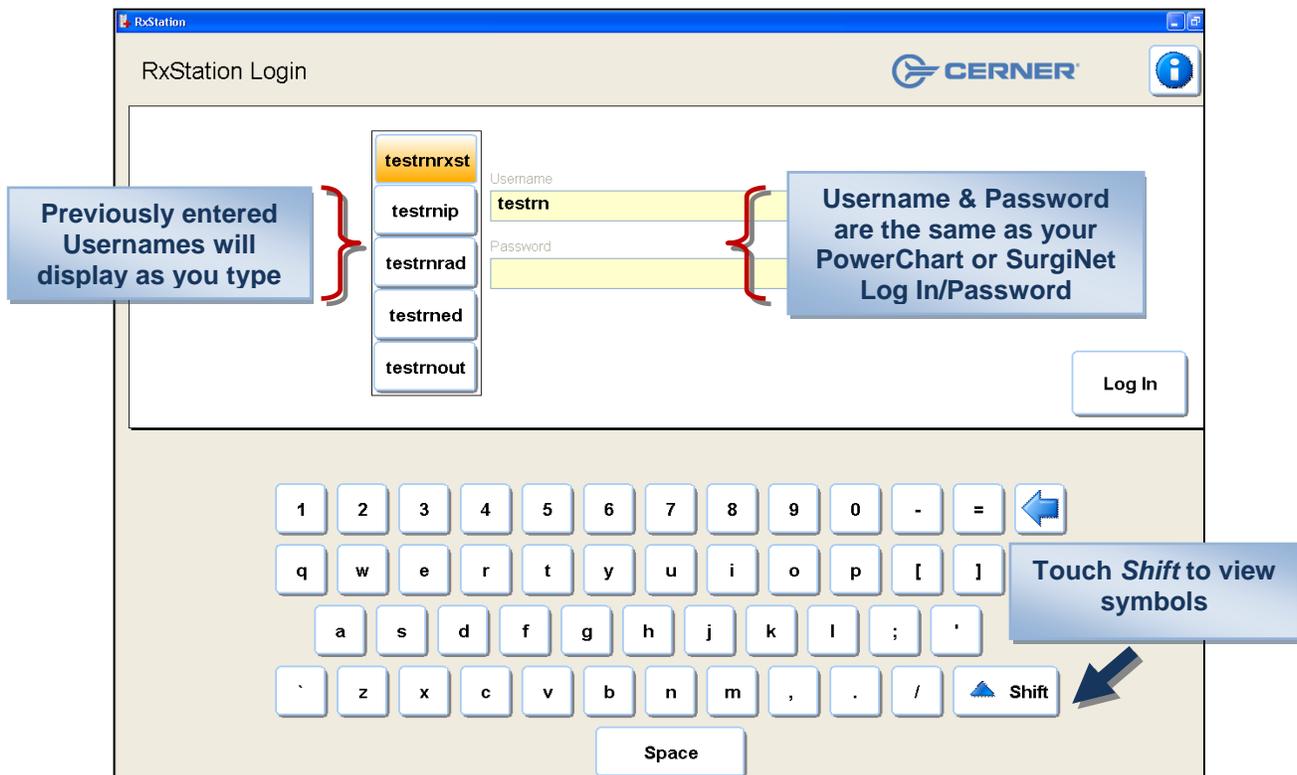
Cerner RxStation is VMMC's Automated Unit-Based Medication Dispensing system and is integrated with PowerChart and the eMAR.

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## RXSTATION LOGIN

### 1. RxStation Login:

- Username: Same User Id as in **PowerChart** or **SurgiNet**.
  - ▶ RxStation will remember **previously entered Usernames** in that location
- Password: **Same password** as in **PowerChart** or **SurgiNet**.
  - ▶ When your password expires and is changed in PowerChart or Surginet this change will be reflected in RxStation as well.

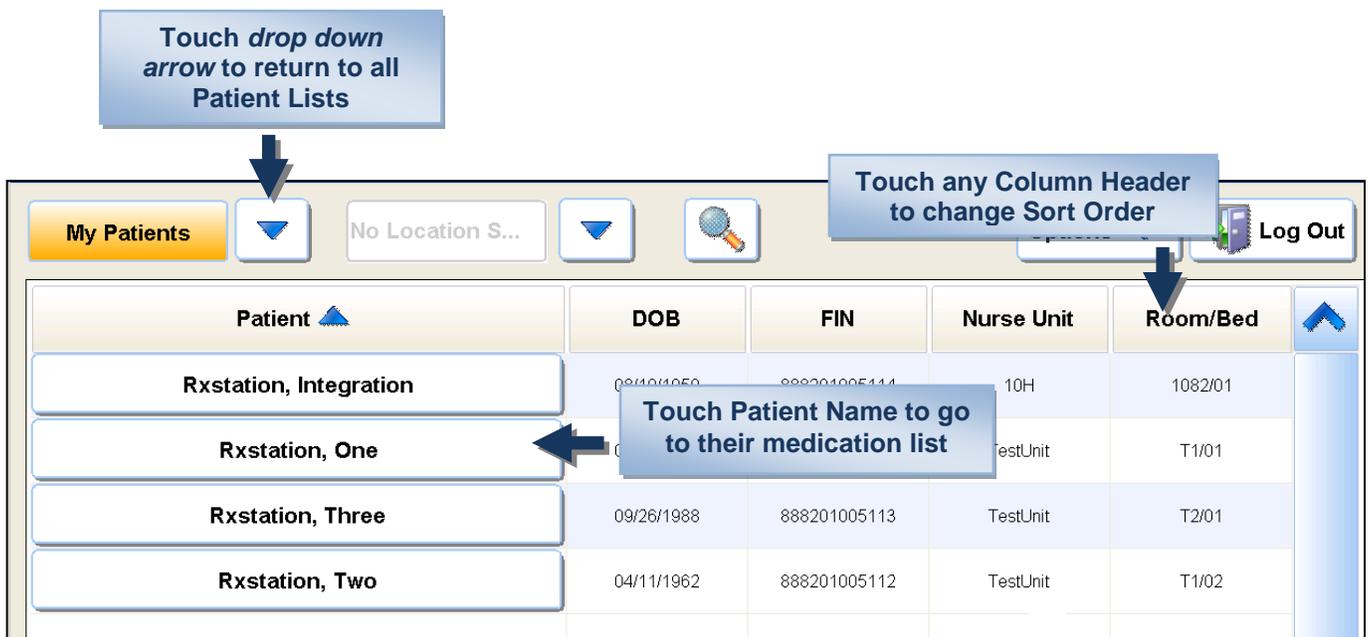


**NOTE:** New users must first log into **PowerChart** or **SurgiNet**, to set their password *before* logging in to the RxStation.

# PATIENT SELECTION

## Patient List Selection

1. Choose a **Patient List**: The options reflect the lists you have built for your Patient Access List (PAL) (**location, custom or assignment**).
2. Or choose **Patient Search** to locate your patient (**see #3**)



- After selecting a patient, RxStation will open to the **Patient's Medication List** and *default* to the **Remove** action.

## Patient Search Selection

### 3. Patient Search:



Patient Search can be used to locate a patient that is *not currently displaying* on your Patient List. A reason to use Patient Search may arise when there is a delay in transferring the patient to or from a temporary location.

**Patient Search** searches by following criteria:

- Last Name
- First Name, Middle Initial
- Gender
- Date of Birth
- FIN Number

**Enter the patient's last name, first name and or/FIN Number. You may also select the Gender and Date of Birth to narrow your search.**

- ▶ The patient will be selected based on their **most recent Active Encounter**.

**NOTE: Discharged patients** may be searched for by the Discharged FIN Number if needed for Waste, Return, or Discrepancy Resolution for approximately **3 hours after discharge**.

**NOTE: Oncology Infusion Center** patients are considered to be in a different facility and therefore their encounters will not 'overlap' with Hospitalized patients.

Search

Last Name: rxstation, First Name: one, Middle Initial: , FIN Number:

Gender: Male, Female, Date of Birth: mm/dd/yyyy

Touch Search to locate patient

Search

Touch Patient's name to Remove meds

Patient	DOB	FIN	Nurse Unit	Room/Bed
Rxstation, One	05/11/1958	888201005111	TestUnit	T1/01

- RxStation will open to the patient's medication profile and default to the **Remove** action.

# REMOVE

## Sorting the Profile on the Remove Screen

1. The patient's profile will display **Medication Tasks** for the **Timeframe** in RxStation.
2. Sort by **Task** (default) or **Alphabetically**
3. **Unverified** medications will display at the bottom of the screen.

**Sort medications by Task or Alphabetically**

Remove  Group By:   Display:

Scheduled 05/25/2010 03:44 to 05/25/2010 09:44

Time	Order	Dispensing Product	Additional Information
05/25/2010 06:00	heparin 5,000 unit(s) / 0.5 mL SUB-Q Q8 HR	heparin 5,000 unit(s)/0.5 mL *SUB-Q* syrin... 1 - heparin	No Remove History Noted
05/25/2010 08:00	metFORMIN 500 mg / 1 tab(s) PO BID With Breakfast and Dinner	metFORMIN 500 mg tablet 1 - metFORMIN	
05/25/2010 09:00	losartan 50 mg / 1 tab(s) PO Daily	losartan 50 mg tablet 1 - COZAAR	
05/25/2010 09:00	aspirin EC 325 mg / 1 tab(s) PO Daily	aspirin EC 325 mg tablet 1 - aspirin enteric coated	
05/25/2010 09:00	amlodipine 5 mg / 1 tab(s) PO Daily	amlodipine 5 mg tablet 1 - amlodipine	
05/25/2010	diclofenac DR 75 mg / 1	diclofenac DR 75 mg tablet	

Jump To:

**NOTE: If a medication is charted before it has been removed from the RxStation the task will no longer display on the list.**  
**Solution: Go to MAR in PowerChart and UNCHART the dose. Task will then display in RxStation again.**

Touch the Medication category to jump to that section

In Alpha sort, touch the bold letter key to jump to those medications

RxStation **Rxstation, One**

Remove  Group By:   Display:

**Show All**

**A B C D E F G H I J K L M**  
**N O P Q R S T U V W X Y Z**

Time	Order	Dispensing Product	Additional Information
		<b>furosemide 20 mg tablet</b> 1 - furosemide	Needs Nurse Review Last Removed at 05/12/2010 09:53, by TESTRNFXST
PRN	metoprolol 10 mg / 10 mL IV Q6 HR PRN	metoprolol 5 mg/5 mL vial 2 - metoprolol tartrate	Needs Nurse Review Status: Not in current Stock No Remove History Noted
PRN	metoprolol 25 mg / 1 tab(s) PO Q6 HR PRN	metoprolol 25 mg tablet 1 - metoprolol 25 mg tablet	Needs Nurse Review Status: Not in current Stock No Remove History Noted

Current Date and Time: 05/12/2010 18:02 Current User: testrnstx

Touch Show All to see all ordered medications

## Selecting Medications to Remove

4. **Medications** can be **multi-selected** by touching each one on the screen *before* touching the **Remove** button.

**Remove** Override Group By: **Task** **Alpha** Display: **Generic** **Brand**

Scheduled 05/26/2010 07:07 to 05/26/2010 13:07

Time	Order	Dispensing Product	Additional Information
05/26/2010 08:00	metFORMIN 500 mg / 1 tab(s) PO BID With Breakfast and Dinner	metFORMIN 500 mg tablet 1 - metFORMIN	No Remove History Noted
05/26/2010 09:30	aspirin EC 325 mg/ 1 tab(s) PO *Daily	aspirin EC 325 mg tablet 1 - aspirin enteric coated	Needs Nurse Review No Remove History Noted

Jump To: **Scheduled** **Unscheduled** **PRN** **Continuous** **Unverified** Remove

Current Date and Time: 05/26/2010 11:08 Current User: testtrusrst

Touch the other buttons to *jump* to that section

**Remove** Override Group By: **Task** **Alpha** Display: **Generic** **Brand**

PRN

Time	Order	Dispensing Product	Additional Information
PRN	acetaminophen 650 mg/ 2 tab(s) PO Q4 HR PRN	acetaminophen 325 mg tablet 2 - TYLENOL	No Remove History Noted
PRN	morphine 2-4 mg IV Q1 HR PRN	morphine 2 mg/1 mL syringe 2 - morphine	No Remove History Noted
PRN	nitroglycerin 0.4 mg / 1 tab(s) SL Q5 Minutes PRN	nitroglycerin 0.4 mg tablet 1 - NITROSTAT	

Continuous

Time	Order	Dispensing Product	Additional Information
	Dextrose 5% with 0.45%		

Jump To: **Scheduled** **Unscheduled** **PRN** **Continuous** **Unverified** Remove

Current Date and Time: 05/26/2010 11:09 Current User: testtrusrst

## Performing a Blind Count on a Controlled Substance

The morphine requires a **blind count**. The RN is required to **enter the quantity of medication found in the compartment before removing** any of the medication.

1. Locate the lighted **drawer/tray on the RxStation**, open the drawer and then you will see the **light on the appropriate compartment to perform the count**.



2. **Indicate** the initial count **BEFORE** you remove the medication.

RxStation

Rxstation, One DOB: 05/11/1958

Allergies: NKA Log Out

Count then Remove

Product  
morphine 2 mg/1 mL syringe

Count BEFORE remove  Remove Quantity 2.0

Indicate count BEFORE Remove

Touch OK button

OK

7 8 9  
4 5 6  
1 2 3  
← 0 .

READY\_TO\_OPEN Current Date and Time: 05/26/2010 11:10 Current User: testrxst

3. Remove **required quantity** of medication from the compartment.

**NOTE:** The quantity *offered* reflects the **highest end of the dose range**, in this case 4mg of Morphine in 2 syringes. You must **Change Quantity** at this point if less is needed.

RxStation, One  
DOB: 05/11/1958  
Allergies: NKA

RxStation Dispensing...

Status	RxStation	Dispensing Product	Qty
✓	Test-RxS	morphine 2 mg/1 mL syringe	2
	Test-RxS	metFORMIN 500 mg tablet	1

Order: morphine 2-4 mg IV Q1 HR PRN  
compartment 2  
Dispensing Product: morphine 2 mg/1 mL syringe

Counted Quantity: 20 - Remove Quantity: 2 = Remaining Quantity: 18

Change Quantity...

Special Instructions

Touch Change Quantity button to remove less than maximum dose

STOP

READY\_TO\_CLOSE | Current Date and Time: 05/26/2010 11:11 | Current User: testrxst

4. Change Quantity with the **-** sign or **+** sign button and select a Reason for the quantity change

RxStation, One  
Allergies: NKA

Change Quantity

Dispensed Product: morphine 2 mg/1 mL syringe  
Ordered Quantity: 2 EA  
Actual Remove Quantity: 1 EA

Reason:

Request for extra dose | Quantity change

Dose Range

Select a Reason

Touch - or + button to change quantity to be removed

Touch Save button

Save

READY\_TO\_CLOSE | Current Date and Time: 05/26/2010 11:16 | Current User: testrxst

5. Touch **Save button** to proceed.

6. Remove medication from the **compartment** and **close compartment**.

- If removing multiple medications the next medication will now be selected for removal.

**RxStation, One**      DOB: 05/11/1958      Log Out

RxStation Dispensing...

Status	RxStation	Dispensing Product	Qty
✓	Test-RxS	morphine 2 mg/1 mL syringe	2
✓	Test-RxS	metFORMIN 500 mg tablet	1

**NOTE: If Multiple drugs are selected the drawers/trays will light up in a:**  
*Top to Bottom*  
*Right to Left*  
sequence for removal.

Order: metFORMIN 500 mg / 1 tab(s) PO BID With Breakfast and Dinner  
compartment 1  
Dispensing Product: metFORMIN 500 mg tablet  
Remove Quantity: 1  
Change Quantity...  
Special Instructions

Remove From: **STOP**

**NOTE: Compartment & tray lights** will show where the medication is located.

- Remove this medication and close the tray.

**NOTE: Dispense Complete**



**RxStation, One**      DOB: 05/11/1958      Log Out

RxStation Dispensing...

Status	RxStation	Dispensing Product	Qty
✓	Test-RxS	morphine 2 mg/1 mL syringe	2
✓	Test-RxS	metFORMIN 500 mg tablet	1

**Dispense Complete**

Touch Done, & note you also have the option to Waste a portion of the med at this time

Remove From: **Done** **Waste**

DEVICE\_SESSION\_COMPLETE      Current Date and Time: 05/26/2010 11:12      Current User: testtrusrst

- You also have the option to **Waste a portion of the medication** or select **Done** to return to the **Patient List** or **Log Out** to complete the transaction. **See Waste action on page: 17**

## Removing a Room Specific Medication

A patient's **Room Specific** medications **will display** on their medication list but will appear **light grey in color** and the status will display as 'Not in current Stock'. **Examples are: Inhalers, Ointments, Eye Drops, etc.**

1. Touch **Override** button to remove the Room Specific medication.

**Rxstation, One** | Allergies: NKA | 05/11/1958 | Log Out

Remove **Override** | Group By: Task Alpha | Display: Generic Brand

Time	Order	Dispensing Product	Additional Information
PRN	nitroglycerin 0.4 mg / 1 tab(s) SL Q5 Minutes PRN	nitroglycerin 0.4 mg tablet 1 - NITROSTAT	Insufficient Quantity to Complete Transaction - See Order Details No Remove History Noted
PRN	acetaminophen 650 mg/ 2 tab(s) PO Q4 HR PRN	acetaminophen 325 mg tablet 2 - TYLENOL	No Remove History Noted
PRN	morphine 2.4 mg IV Q1 HR PRN	morphine 2 mg/1 mL syringe 2 - morphine	Last Removed at 06/08/2010 08:18, by TESTRNIP
PRN	albuterol CFC free 90 mcg/inh 8 g aerosol 2 puff(s) ORAL INH QID PRN	albuterol CFC free 90 mcg/inh 8 g aerosol 1 - albuterol CFC free 90 mcg/inh 8 g aerosol	Status: Not in current Stock No Remove History Noted

Continuous

Time	Order	Dispensing Product	Additional Information
Continuous	Dextrose 5% with 0.45% NaCl + D5W/0.45 NaCl *	D5W/0.45 NaCl (PreMix) + KCl 20 mEq ...	No Remove History Noted

Jump To: Scheduled **Unscheduled** PRN Continuous Unverified | Remove

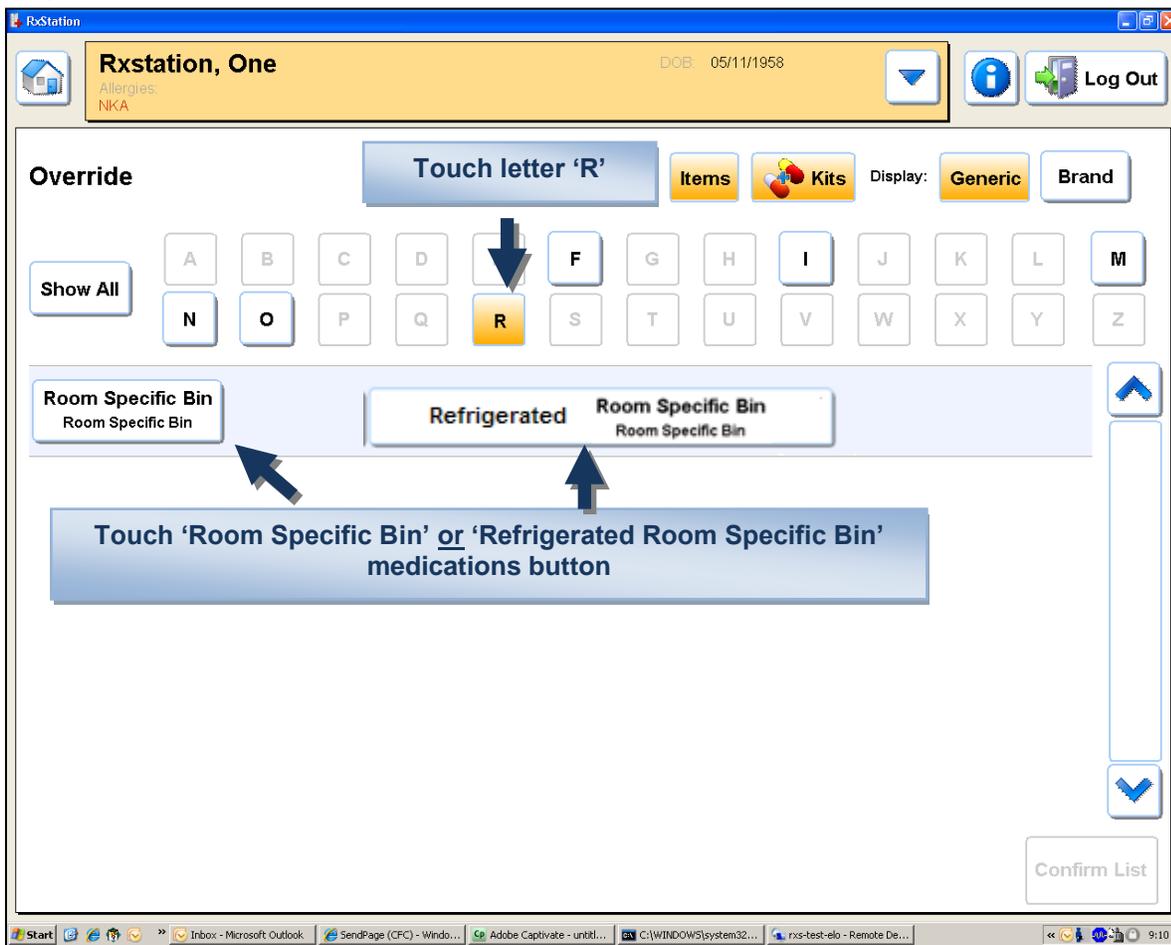
Current Date and Time: 06/08/2010 09:09 | Current User: testrnip

**NOTE: REFRIGERATED Room Specific medications also exist. *If* the medication is not displaying in bold text in the Scheduled, Unscheduled, or PRN sections then use Override and select the Refrigerated Room Specific button.**

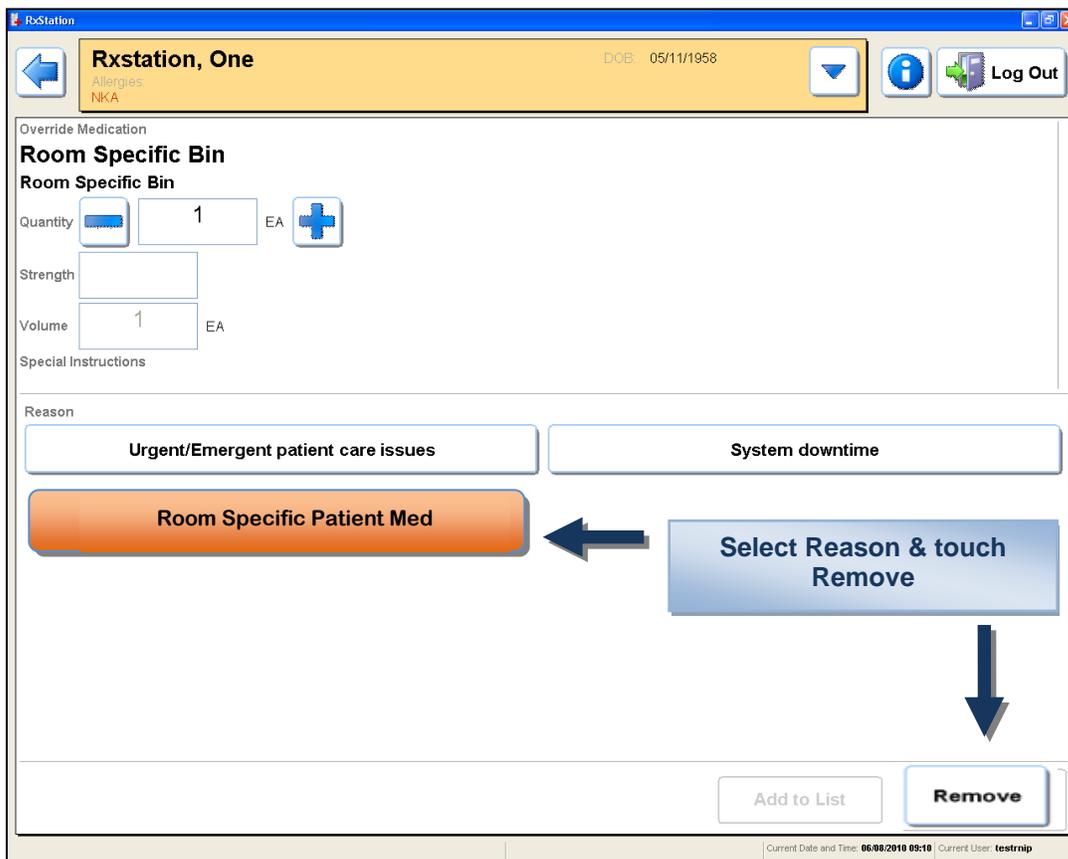
**Remember, if the med requires refrigeration and is in Scheduled, Unscheduled or PRN sections the refrigerator will unlock and will make a whirring sound (without using override)**

**Only go to Override if the medication is greyed out on the med list.**

2. Touch letter 'R' to select a **Room Specific Bin** or **Refrigerated Room Specific Bin** medication for your Patient.



3. Select a **reason** for the Override and touch **Remove** button.



**Additional Features on the Remove Screen**

Touch Home button to select an action other than Remove

The screenshot shows the 'Remove' screen for 'Rxstation, One'. At the top, there is a patient header for 'CISTEST, BECKY' with DOB 03/25/1950 and a 'Log Out' button. Below the header is an 'Available Actions' callout box containing a home icon and buttons for 'Remove', 'Override', 'Waste', and 'Return'. The main screen displays a table of PRN orders:

Time	Order	Dispensing Product	Additional Information
PRN	acetaminophen 650 mg/ 2 tab(s) PO Q4 HR PRN	acetaminophen 325 mg tablet 2 - TYLENOL	No Remove History Noted
PRN	morphine 2-4 mg IV Q1 HR PRN	morphine 2 mg/1 mL syringe 2 - morphine	No Remove History Noted
PRN	nitroglycerin 0.4 mg / 1 tab(s) SL Q5 Minutes PRN	nitroglycerin 0.4 mg tablet 1 - NITROSTAT	No Remove History Noted

Below the PRN orders is a 'Continuous' section with one order:

Time	Order	Dispensing Product	Additional Information
Continuous	Dextrose 5% with 0.45% NaCl + D5W/0.45 NaCl + KCl 20 mEq 1,000 mL IV 100 mL/hr	D5W/0.45 NaCl (PreMix) + KCl 20 mEq ... 1 - D5W/0.45 NaCl (PreMix) + KCl 20 mEq 1,000 mL	No Remove History Noted

At the bottom, there are 'Jump To' buttons for 'Scheduled', 'Unscheduled', 'PRN', 'Continuous', and 'Unverified', along with a 'Remove' button.

Touch arrow to expand patient demographics

This screenshot shows the patient header for 'Rxstation, One' with DOB 05/11/1958. It includes fields for Allergies (NKA), FIN (888201005111), Gender (FEMALE), Age (52 year(s)), and Room (T1/01). Callouts point to an 'Info' button and a keyboard icon. A red box contains the following text:

**NOTE: Touch keyboard icon on Title Bar to open a keyboard in the window for typing**

Touch Info button to open LEXI-COMP

The screenshot shows the LEXI-COMP search interface overlaid on the Rxstation screen. The LEXI-COMP window includes a search bar, navigation buttons (HOME, INDEXES, SEARCH), and search results. The background Rxstation screen shows the 'Additional Information' section with 'No Remove History Noted' entries.

**Medication Order Details**

The **Paper** button  will display the **Order & Order Comment, Dispensing, Administration and Alert History** information. It will also indicate **RxStations in other locations** that also supply the medication.

<b>Continuous</b>			
<b>Time</b> 	<b>Order</b>	<b>Dispensing Product</b>	<b>Location</b>
Continuous	Dextrose 5% with 0.45% NaCl + D5W/0.45 NaCl * + KCl 20 mEq 1,000 mL IV 100 mL/hr	 <b>D5W/0.45 NaCl (PreMix) + KCl 20 mEq ...</b> 1 - D5W/0.45 NaCl (PreMix) + KCl 20 mEq 1,000 mL	Last Removed at 05/24/2010 13:50, by TESTRNIP

**Touch Paper button to open** 

**Rxstation, One**  
Allergies: NKA
DOB: 05/11/1958
  Log Out

---

Order  
**Dextrose 5% with 0.45% NaCl + D5W/0.45 NaCl \* + KCl 20 mEq 1,000 mL IV 100 mL/hr**

Order Comment

Also Available from:  
TestUnit,  
Team 2 Rx

**Additional RxStations stocked with this medication**

Quantity	Dispensing Product	Special Instructions
1	D5W/0.45 NaCl (NO CHARGE) bag	
1	D5W/0.45 NaCl (PreMix) + KCl 20 mEq 1,000 mL	

Dispense History

Dispensed Time	Clinician	Quantity	Type
5/24/10 1:50 PM	Test, RN Inpatient	1 EA	Remove
5/24/10 1:50 PM	Test, RN Inpatient	1 EA	Remove

**Dispense History: Includes Remove, Return and Waste history**

Administration History

Administration Time	Clinician	Administered Dose
No administration documented		

**Administration History**

Alert History - Clinical

Ordered Drug	Alert Type	Alert Severity	Interacting Drug	Interacting Order Sentence	Alert Dt/Tm	Personnel Name	Override Reason
potassium chloride	DRUGDRUG	UG	losartan	losartan 50 mg / 1 tab(s) PO Daily	5/20/10 12:31 PM	Tran, Ryan	

**Alert History**

Alert History - Discern

Alert Title	Alert Dt/Tm	Personnel Name	Override Reason	Alert Text
No Discern Alerts documented				

Ordering Physician **Test MD, Karen**

Order Entered by **Test MD, Karen**

Cosigning Physician

Pharmacy Verified by **Test, PharmIP**

Nurse Reviewer **Test RN, Rxstation**

## Unavailable Medications and Additional Information Column

There are a number of reasons why a medication may be grayed out on the medication list and unavailable.

- Room/Patient Specific Medication
- Out of Stock
- Not in current Stock
- Insufficient Quantity to Complete Transaction

To identify the reason and obtain other important information regarding the medication refer to the **Additional Information** column.

*The Additional Information column displays important information regarding the task:*

- ▶ Remove History (last 12 hours)
- ▶ Witness Requirements
- ▶ Insufficient Quantity to Complete Transaction
- ▶ Status: Not in Stock
- ▶ Nurse Review Needed
- ▶ Future Dose

The screenshot shows the RxStation interface with a medication list. The 'Additional Information' column contains the following data for two scheduled tasks:

Time	Order	Dispensing Product	Additional Information
05/11/2010 12:00	metoprolol 5 mg / 5 mL IV Q6 HR	metoprolol 5 mg/5 mL vial 1 - metoprolol tartrate	Needs Nurse Review Status: Not in current Stock No Remove History Noted
05/11/2010 17:00	furosemide 40 mg / 4 mL IV BID	furosemide 20 mg/2 mL vial 2 - furosemide	Needs Nurse Review Status: Not in current Stock No Remove History Noted Future Dose

## Removing a Refrigerated Medication

- Only medications **requiring refrigeration** will be stored in the refrigerator.
- **Cerner RxStation locks** have been applied to **VMMC unit refrigerators** and when a refrigerated medication is selected for Removal, the lock will release and a 'whirring' sound can be heard.
- **Refrigerated Room Specific Medications** are located here and are removed via the **Override** action.



Refrigerator Lock

## Time Range

When sorting the medication list by TASK, if the **medication task** is not displayed, the task may be outside the default time range.

- The Default time range displays tasks due 4 hours before current time and 2 hours into the future.

1. Increase or decrease the number of hours in the Historical or Pending time range to view additional tasks.

2. If **changes** are made touch the **Save button** to retain the adjustment for this login and return to the Remove screen.

# OVERRIDE

1. From the **Remove** screen touch the **Override** button.

**Rxstation, One**    Allergies: NKA    DOB: 04/15/1946    Log Out

Remove    **Override**    Touch Override button    Group By: Task Alpha    Display: Generic Brand

Scheduled 05/11/2010 09:01 to 05/11/2010 17:01

Time	Order	Dispensing Product	Additional Information
05/11/2010 12:00	metoprolol 5 mg / 5 mL IV Q6 HR	metoprolol 5 mg/5 mL vial 1 - metoprolol tartrate	Needs Nurse Review Status: Not in current Stock No Remove History Noted
05/11/2010 17:00	furosemide 40 mg / 4 mL IV BID	furosemide 20 mg/2 mL vial 2 - furosemide	Needs Nurse Review Status: Not in current Stock No Remove History Noted Future Dose

Unscheduled

Time	Order	Dispensing Product	Additional Information
------	-------	--------------------	------------------------

PRN

Time	Order	Dispensing Product	Additional Information
------	-------	--------------------	------------------------

Jump To: **Scheduled**    Unscheduled    PRN    Continuous    Unverified    Remove

2. Upon selecting **Override**, the medications available for your position or location will display in **bold letters**.

**Rxstation, One**    Allergies: NKA    DOB: 05/11/1958    Log Out

Override    Show: Items Kits    Display: Generic Brand

Show All    A B C D E **F** G H I J K L M  
N O P Q R S T U V W X Y Z

**furosemide 20 mg/2 mL vial**  
furosemide

3. Click **Show All** button for a *complete list*.

**Rxstation, One**    Allergies: NKA    DOB: 05/11/1958    Log Out

Override    Show: Items Kits    Display: Generic Brand

Show All    A B C D E **F** G H I J K L M  
N O P Q R S T U V W X Y Z

**furosemide 20 mg/2 mL vial**  
furosemide    **insulin regular (HUMULIN R) 100 unit(s)/mL 10 mL vial**  
HUMULIN R

**morphine 2 mg/1 mL syringe**  
morphine    **nitroglycerin 0.4 mg tablet**  
NITROSTAT

4. **Adjust Quantity** if needed and note the **Strength** and **Volume will adjust automatically**.

The screenshot shows the RxStation interface for overriding a medication. At the top, the patient's name is "Rxstation, One" with allergies "NKA" and a date of birth of "05/11/1958". The medication being overridden is "furosemide 20 mg/2 mL vial". The quantity is set to "1" EA, strength to "20" mg, and volume to "2" mL. A callout box states: "If the quantity is adjusted the strength and volume will automatically be calculated as the quantity is changed". Below the medication details, a red bracket indicates the "Reason" section, which has two options: "Urgent/Emergent patient care issues" (highlighted in yellow) and "System downtime". A callout box says "Select a Reason for the Override". At the bottom, there are two buttons: "Add to List" and "Remove". A callout box says "Add to List allows selection of additional medications for override" with an arrow pointing to the "Add to List" button. Another callout box says "Touch Remove button" with an arrow pointing to the "Remove" button. The bottom status bar shows "Current Date and Time: 05/26/2010 11:17" and "Current User: testrxsst".

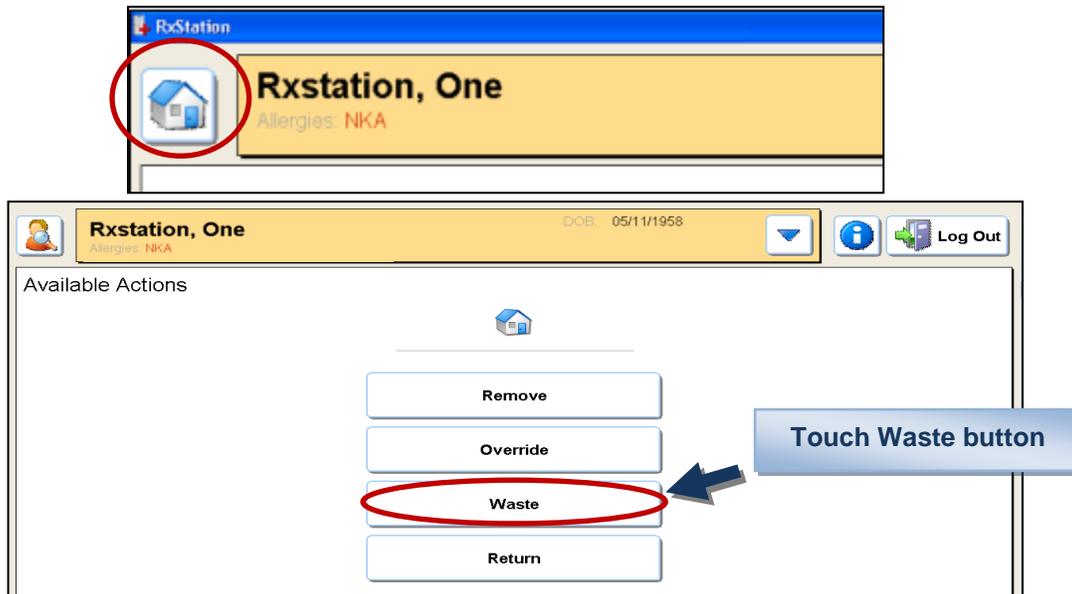
5. **Select a Reason** for the Override. This is **required to activate the Remove** button.

6. Once a reason is selected the **option to Add to List** button will activate and this **allows you to select another medication** for override before removing the first medication.

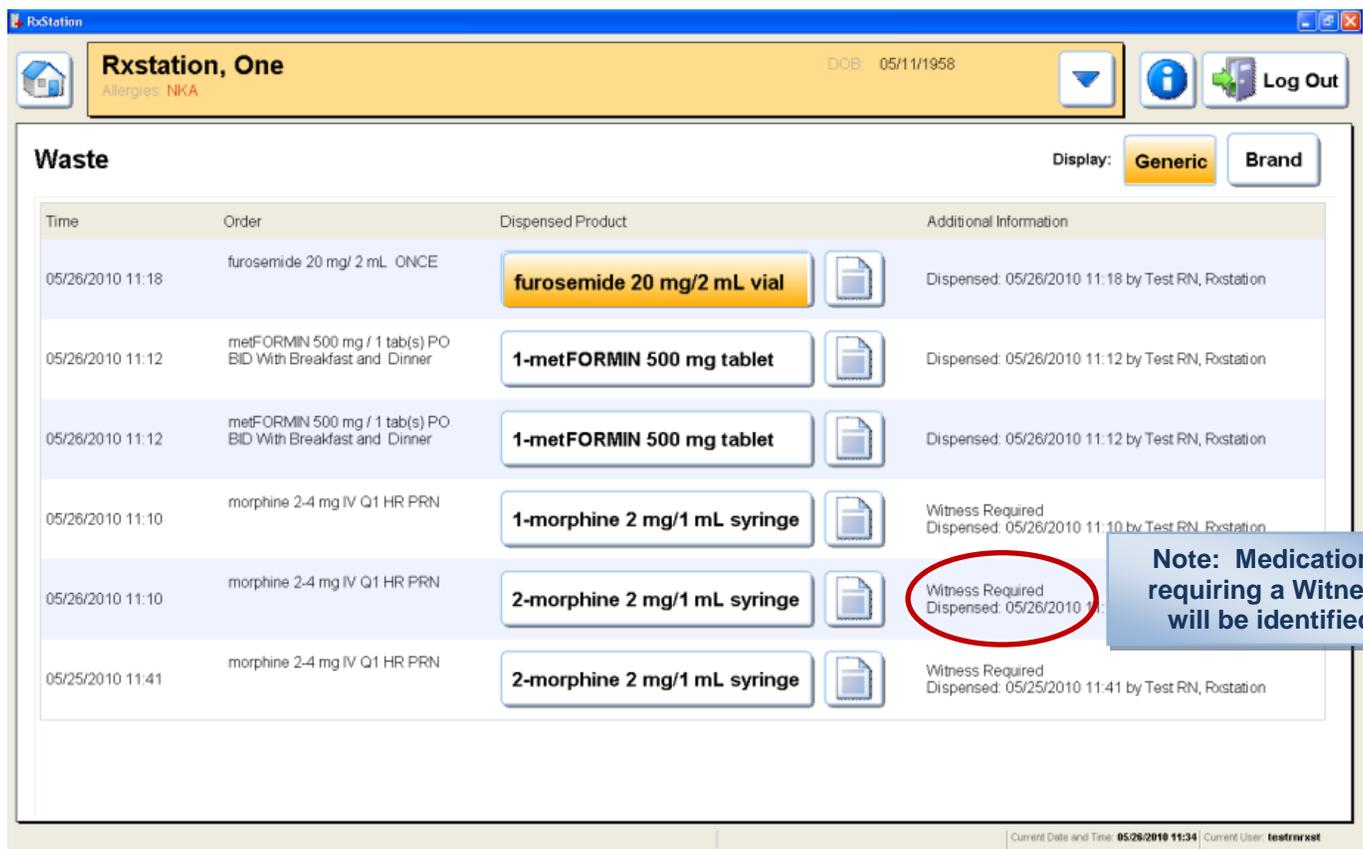
7. Touch **Remove** button when ready to have medication(s) dispensed.

## WASTE

1. To select the **Waste** action from the **Remove** screen, touch the **Home** button and select from all **Available Actions**.



2. Medications **dispensed in the last 24 hours** will be displayed.
3. Select the medication you need to Waste

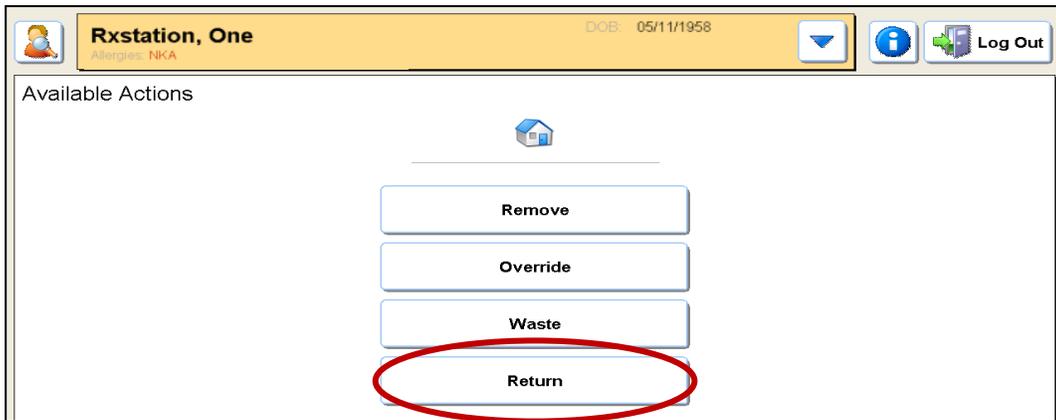


- If a Witness is required the **Witness Waste** screen will open.

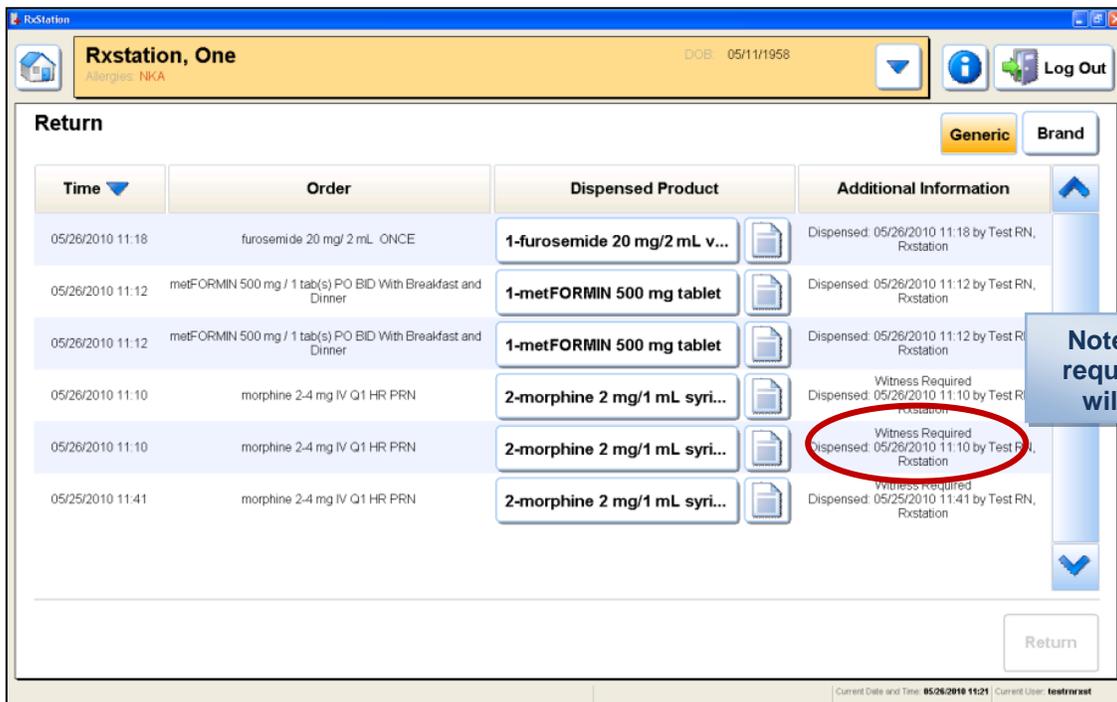
- Enter the **amount to be wasted**. Changing any one of the details will update the others; For example, update the strength, and volume & dose quantity will update automatically.
- Select a **reason**.
- Touch **Done**.

# RETURN

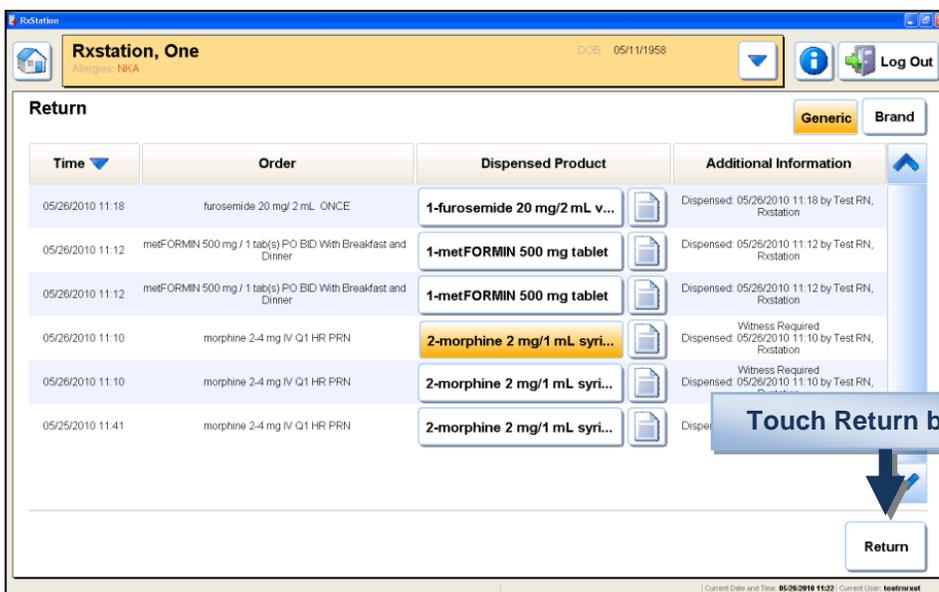
1. Select **Return** from the **Available Actions** screen.



2. After selecting **Return**, the history of dispensed medications for the **previous 24 hours** will display for your selection.

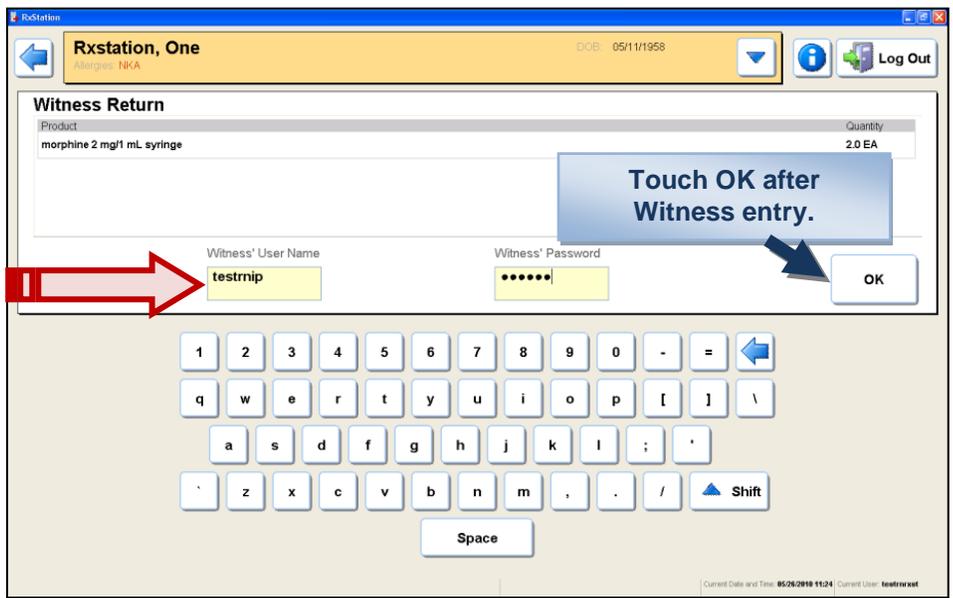


3. Select the medication you need to **return**.



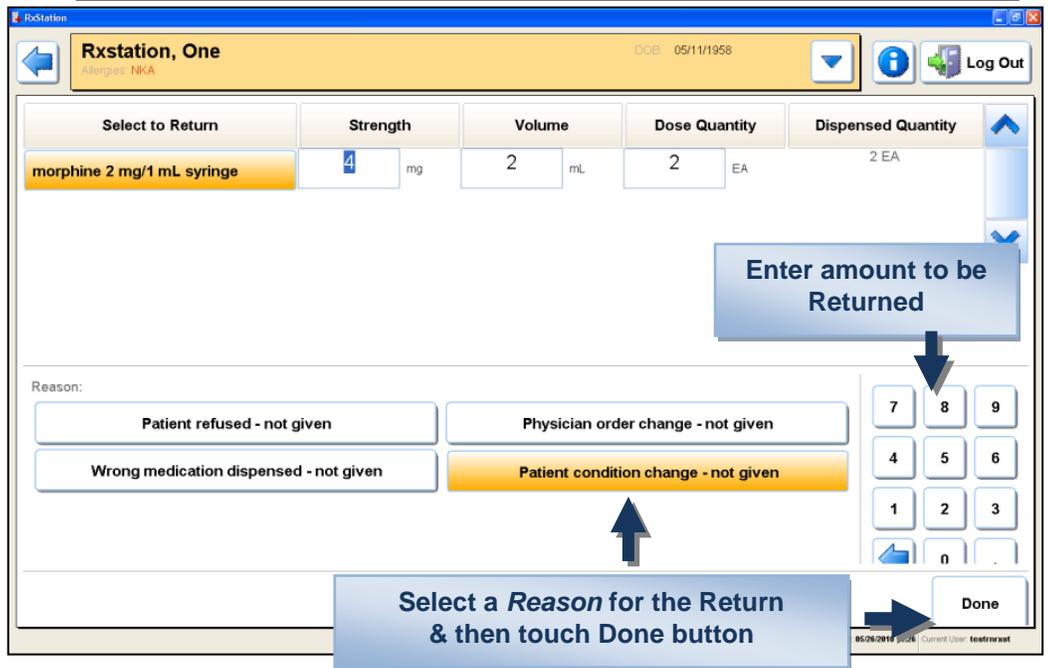
4. In the case of a **controlled substance** a **Witness** is required.

5. The **RN Witness** must enter their **user name & password**.

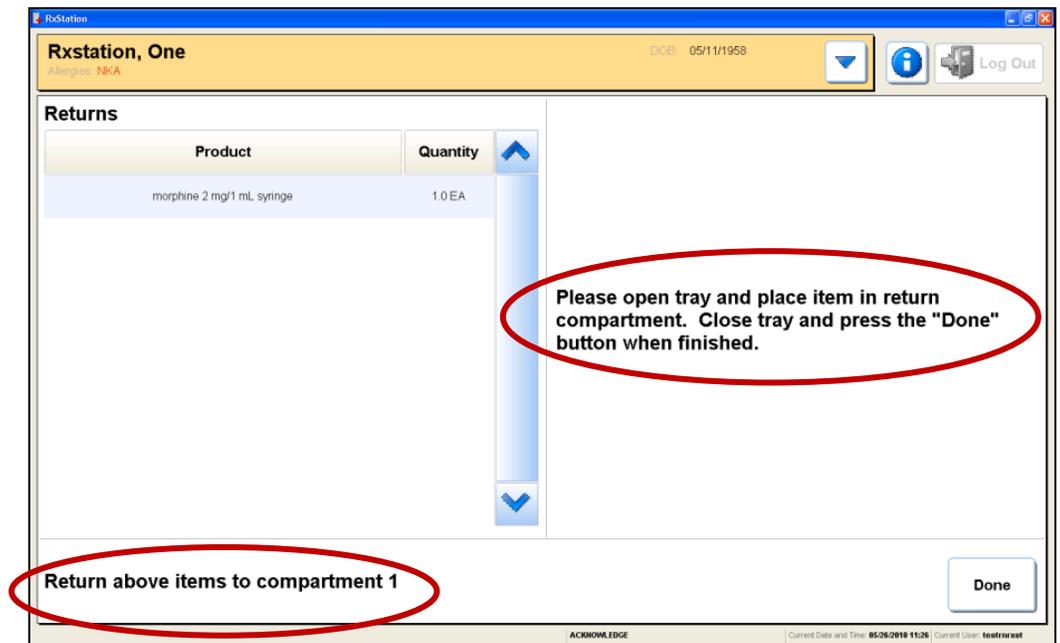


6. The **amount dispensed** will default. Enter the amount to be returned via the **number pad**.

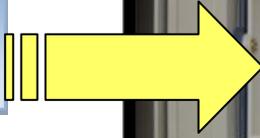
7. Select a **Reason** for the return and then touch **Done** button.



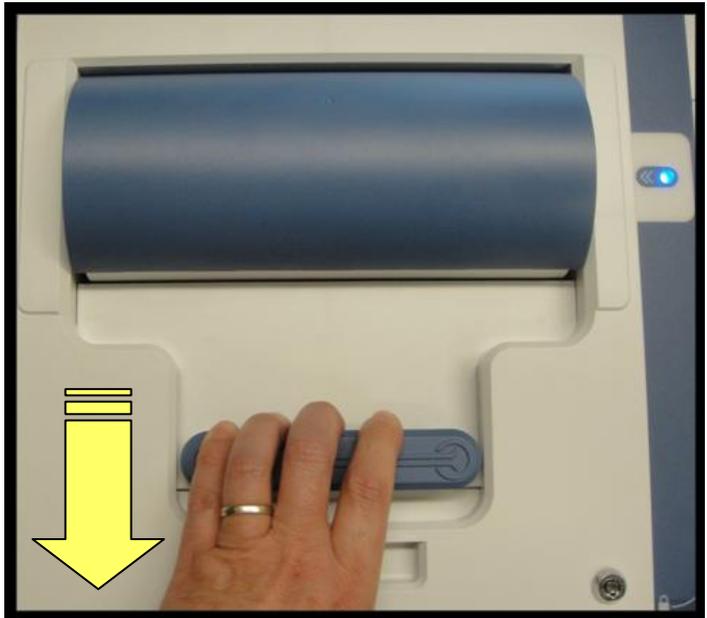
8. Look for the **lighted** tray/drawer that contains the **return compartment**.



Place medication  
in the lighted  
Return Bin

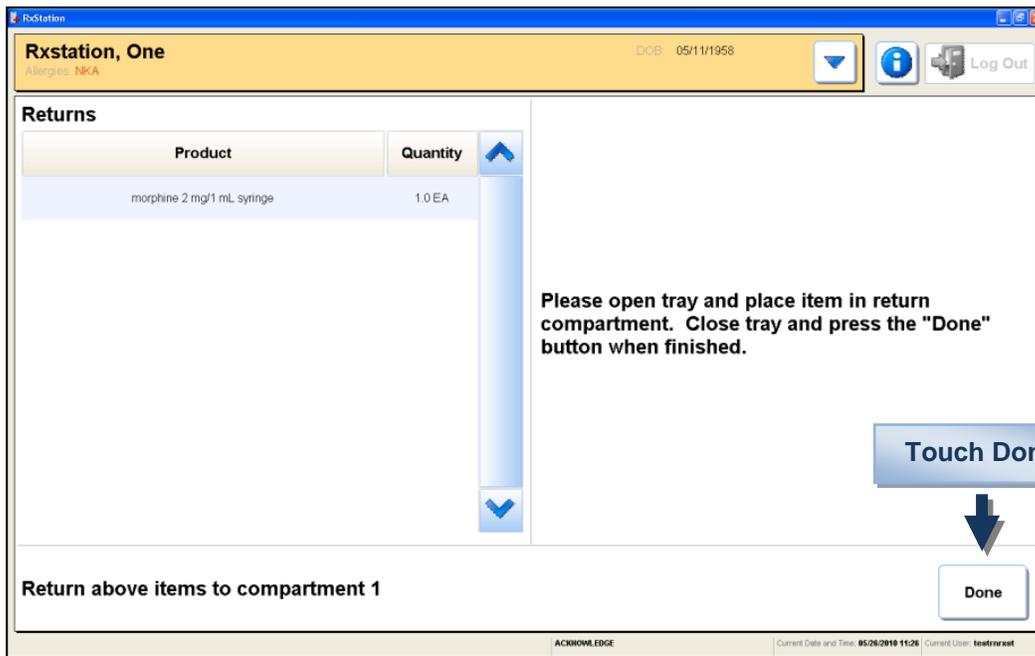


Pull the handle towards the front of  
the drawer  
Bin will rotate and deposit the  
medication



Release the handle  
Close the tray/drawer  
Light will go out

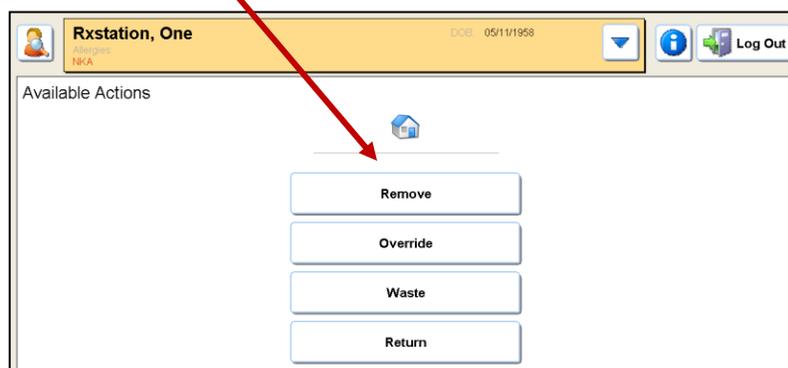
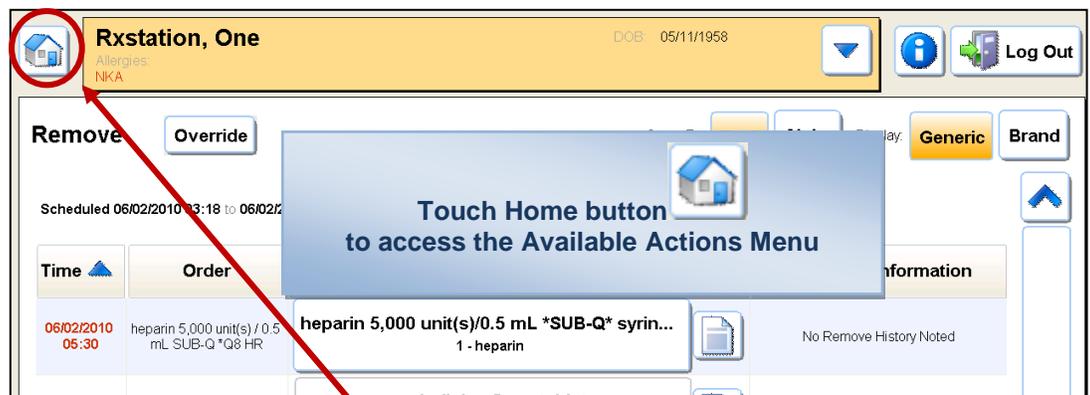




9. After completing the **Return** action you will go back to your **Patient List**. **Log out to administer meds.**
10. If a **new action** is needed for the *same patient*, select their name again from your list.

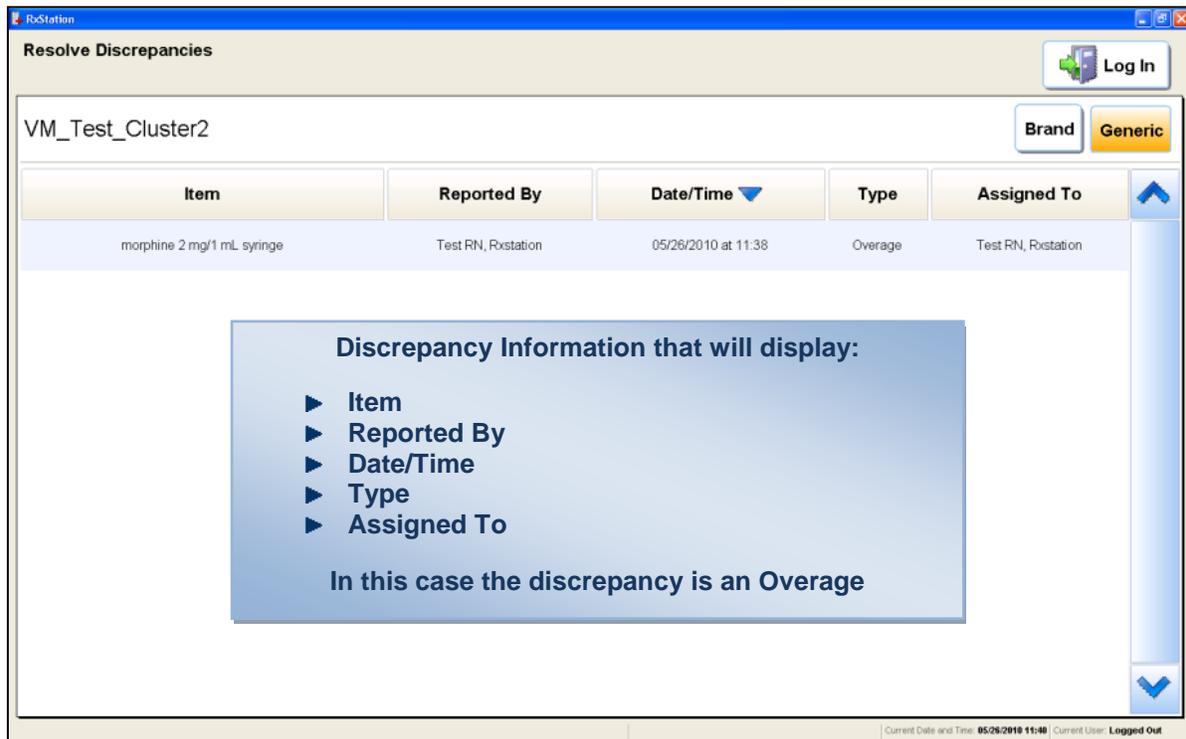
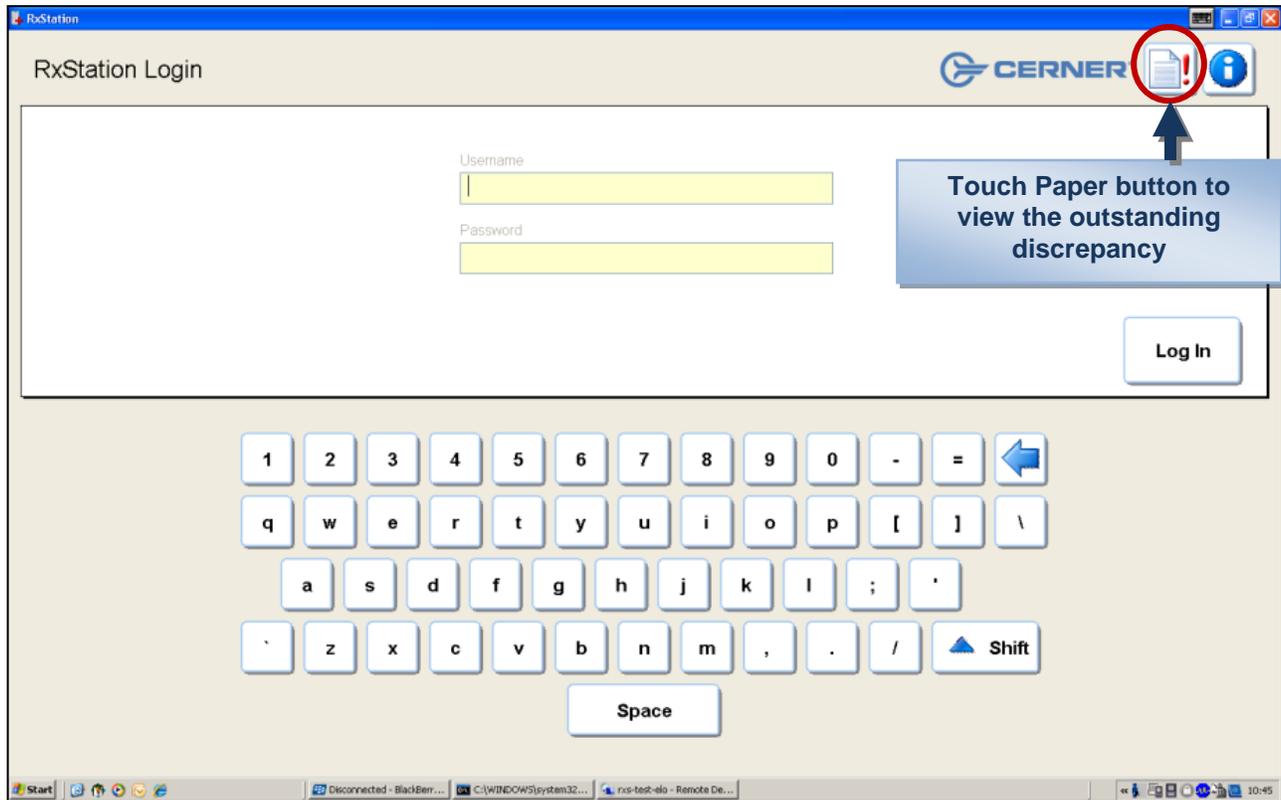


11. Touch the **Home** button.



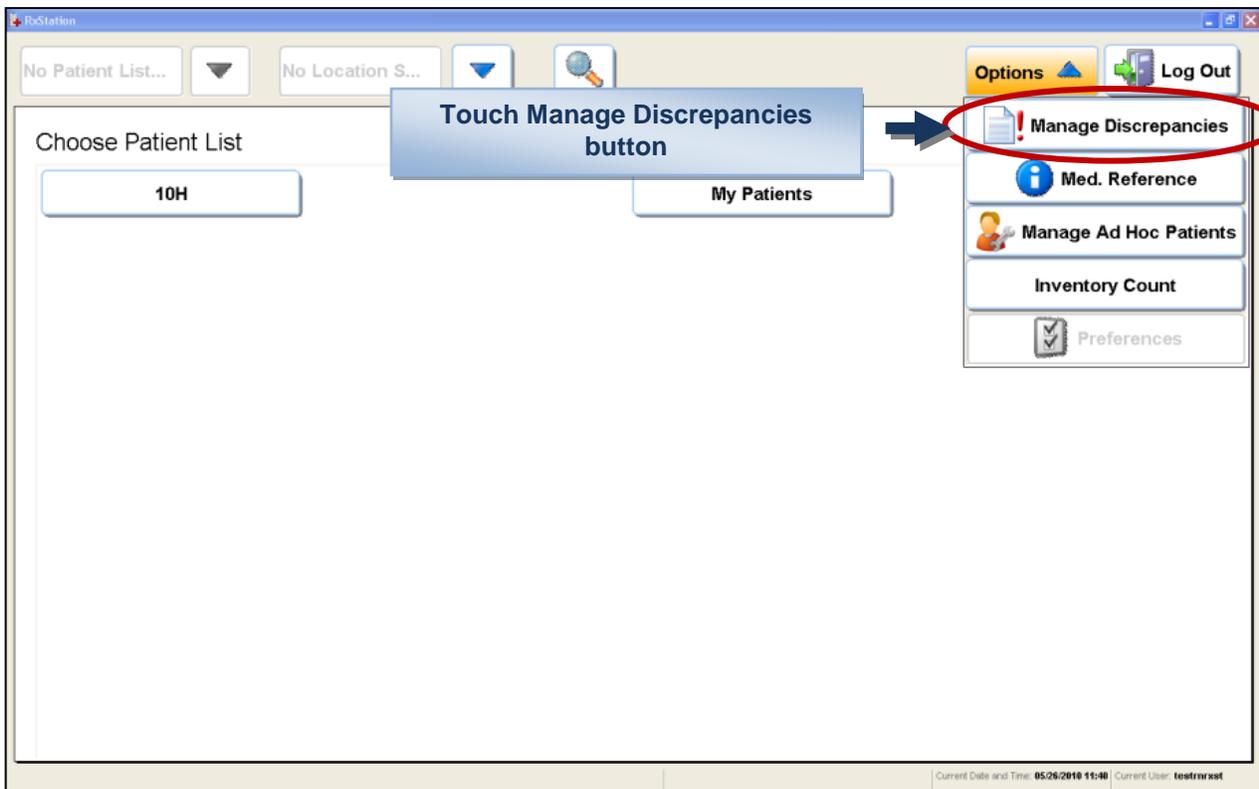
## DISCREPANCIES

1. If a discrepancy exists for a patient, the RxStation will display a **paper button with a red exclamation point**  on the **Login screen**.
2. Touch **Paper button** to view the discrepancy, you do not have to login first to view discrepancies on the RxStation.



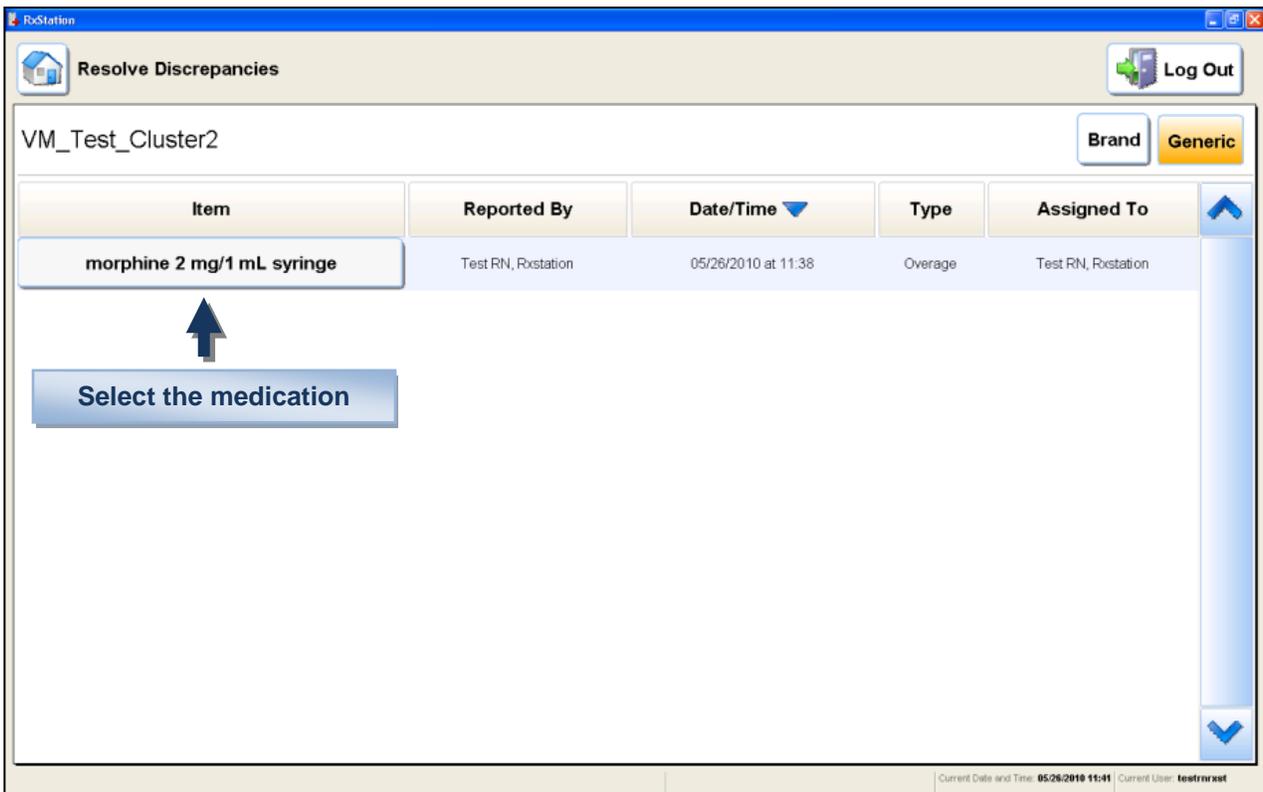
3. **Log in to Manage Discrepancies.**

4. When a discrepancy exists the **Options Button** will offer **Manage Discrepancies**.



5. **Resolve Discrepancies** screen will open

6. Select the **medication** with the discrepancy you want to resolve.



7. The history of that medication's activity will display. Touch **Count** button to Resolve the Discrepancy

**Resolve Discrepancies** Log Out

morphine 2 mg/1 mL syringe(morphine)

Print Get More

User/Witness	Patient	Activity	Date/Time	Expected	Counted	Activity	Remaining
Test, RN Inpatient	Rxstation, One	Device Dispense	06/08/2010 at 08:18	! 14	15	-1	14
Test, RN Inpatient	Rxstation, One	Device Dispense	06/08/2010 at 08:16	15	15	-1	14
Test, RN Inpatient	Rxstation, One	Device Dispense	06/08/2010 at 08:11	17	17	-2	15
Harley, Katherine A		Inventory Count	06/08/2010 at 07:40	17	17	0	17
Harley, Katherine A		Adhoc Refill	06/08/2010 at 07:39	1	1	16	17
Harley, Katherine A		Inventory Count	06/08/2010 at 07:38	1	1	0	1
Test, RN Inpatient	Rxstation, One	Device Dispense	06/01/2010				

**NOTE: The history supplies information to assist with the resolution of the discrepancy:**

- ▶ Previous Counts and Removals
- ▶ Inventory Counts by Pharmacy
- ▶ Adhoc Refills by Pharmacy

**Count**

Current Date and Time: 06/08/2010 09:02 Current User: testrnp

8. A Witness is required.

**Resolve Discrepancies** Log Out

**Witness**

Product: morphine 2 mg/1 mL syringe Quantity: 17.0 EA

**Witness will enter their Username & Password and then touch OK button**

Witness' User Name:       Witness' Password:

**OK**

1 2 3 4 5 6 7 8 9 0 - = ←

q w e r t y u i o p [ ] \

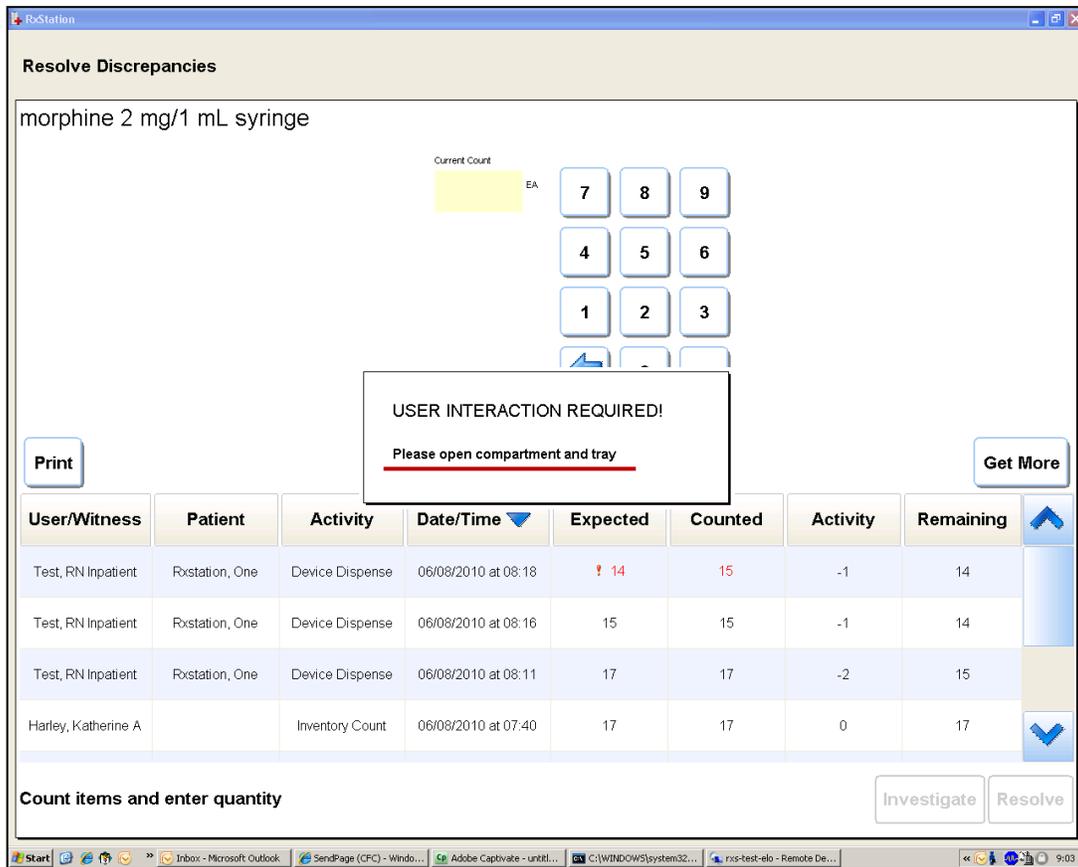
a s d f g h j k l ; ' .

z x c v b n m , . / ↑ Shift

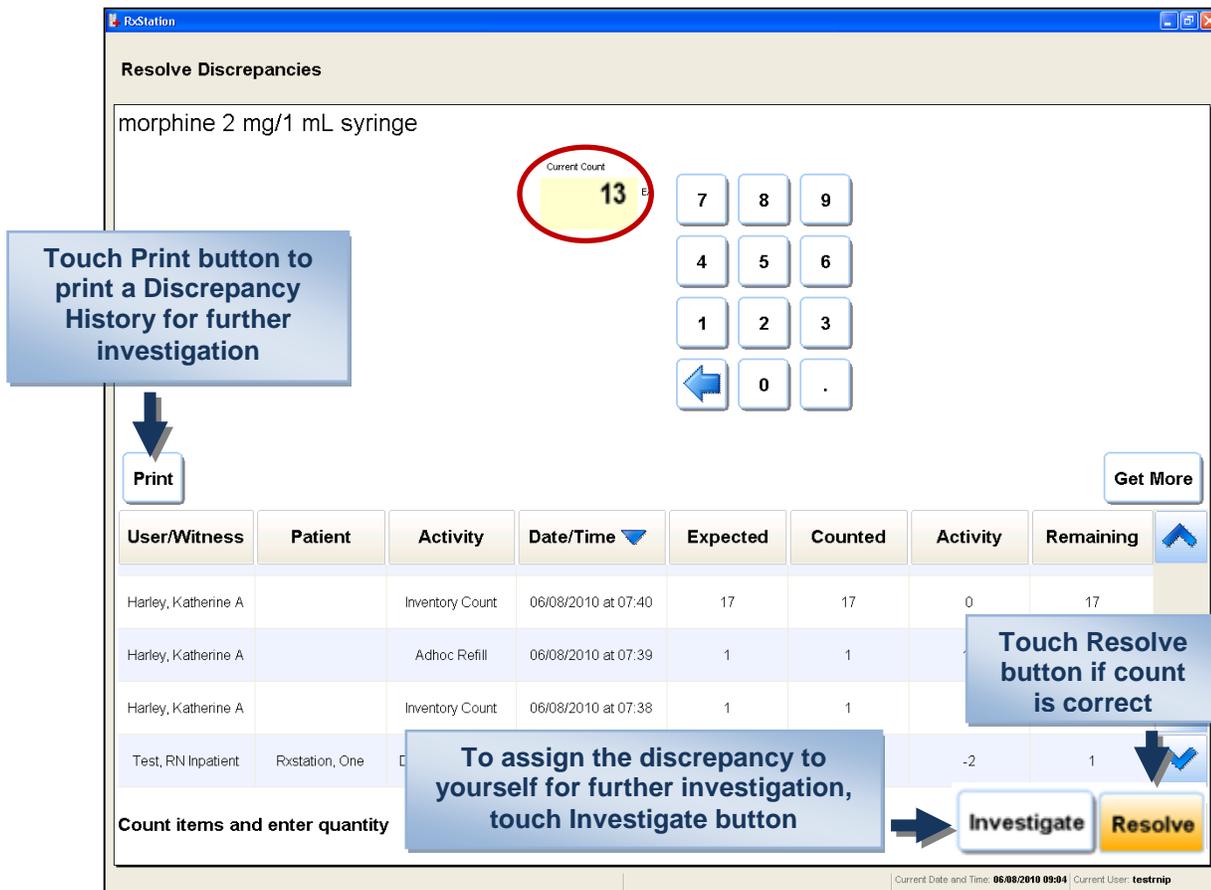
Space

Current Date and Time: 05/28/2010 11:01 Current User: testrnp

9. Open the lighted drawer/tray & compartment.



10. Perform the count and touch the Resolve button.



11. Close **compartment and drawer/tray** to continue.

**Resolve Discrepancies**

morphine 2 mg/1 mL syringe

Current Count **13** EA

7 8 9  
4 5 6  
1 2 3

**USER INTERACTION REQUIRED!**  
Close compartment and tray to continue with workflow.

Print Get More

User/Witness	Patient	Activity	Date/Time	Expected	Counted	Activity	Remaining
Test, RN Inpatient/Test RN, Rxstation		Discrepancy	06/08/2010 at 09:05	! 14	13	0	13
Test, RN Inpatient	Rxstation, One	Device Dispense	06/08/2010 at 08:18	! 14	15	-1	14

Note: the Expected, Counted, & Remaining counts are now correct

Count items and enter quantity Investigate Resolve

12. Select and **Resolution Reason** and add **Other Reason/Comments for Discrepancy** as appropriate.

**Resolve Discrepancies**

Prior user removed 2

See Comments

**Miscounted - inventory correct**

Prior user removed 1

Drawer failure noted

Other Reason/Comment For Discrepancy

Touch Reason for Discrepancy button.  
NOTE: Type up to 256 characters when adding 'Other Reason' & Touch Done

Done

1 2 3 4 5 6 7 8 9 0 - = [Backspace]

q w e r t y u i o p [ ] \

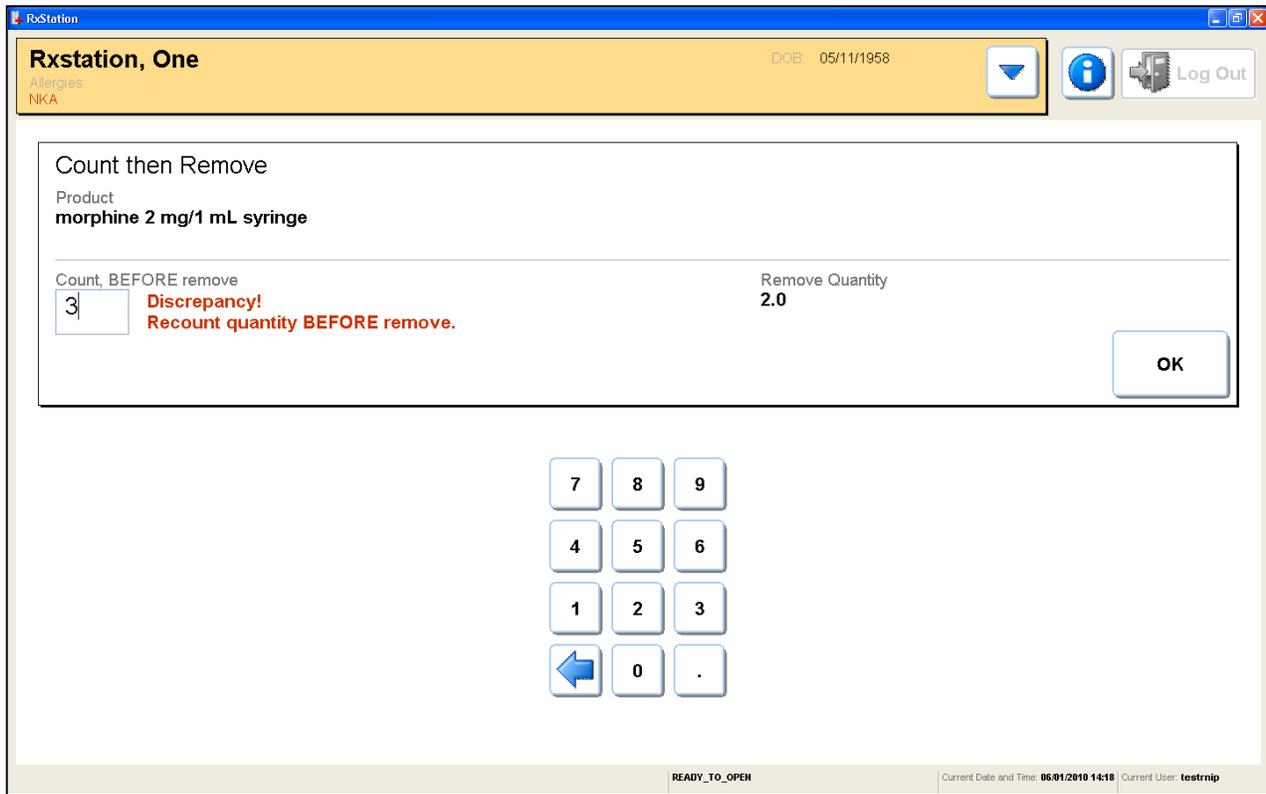
a s d f g h j k l ; ' .

z x c v b n m , . / [Shift]

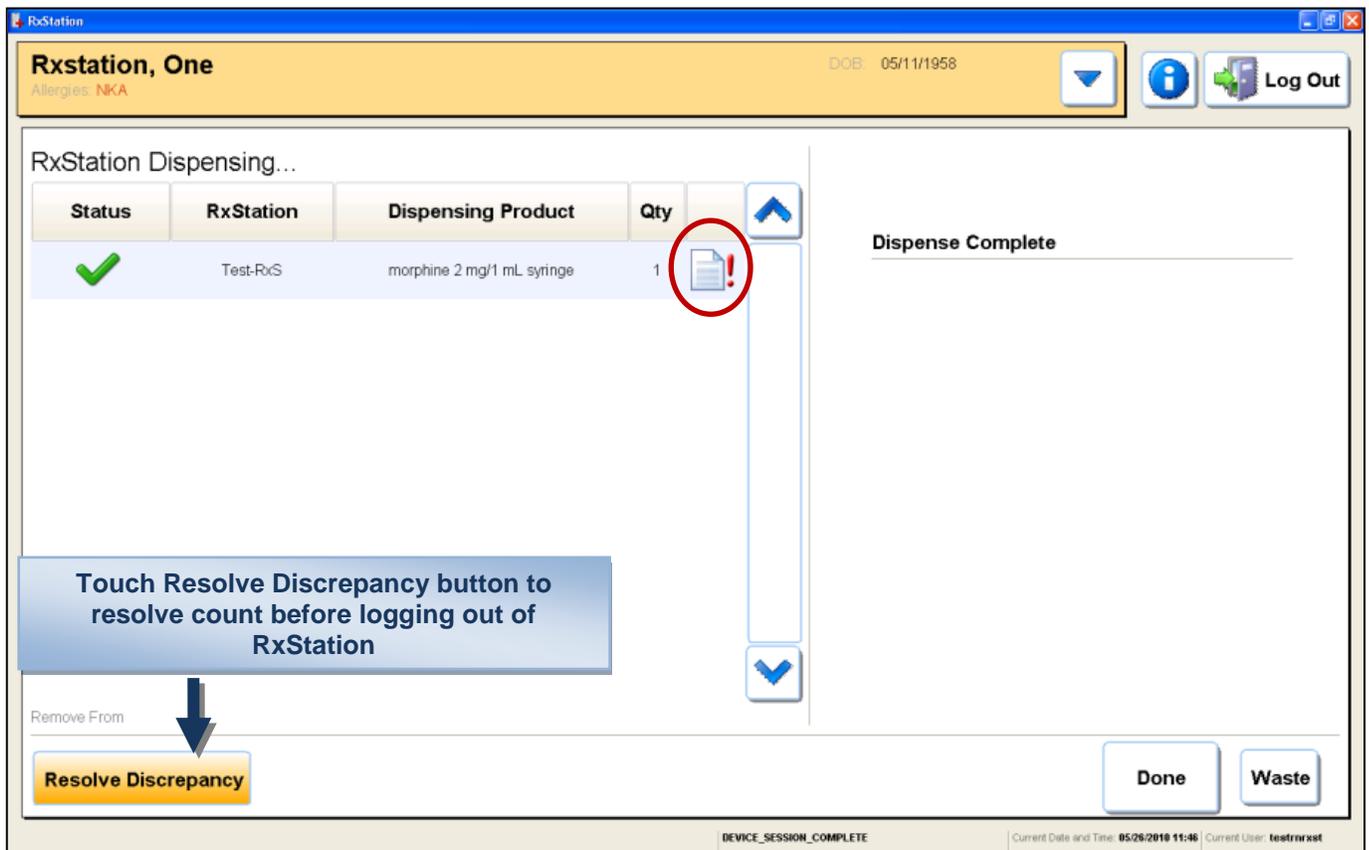
Space

Current Date and Time: 05/26/2010 11:43 Current User: testrxnet

**NOTE:** If an **incorrect count is entered** during the initial removal, a **Discrepancy alert will display**. The RN can **Resolve the Discrepancy** *before logging out* of the RxStation and administering the medication to the patient.



- RxStation will allow a second count before dispensing the medication.
- If two incorrect counts are entered a discrepancy will be logged, but the med can still be removed.
- Any discrepancy after removal will be indicated by the **Discrepancy button**, touch **Resolve Discrepancy** button to recount.



**NOTE:** The **Pharmacy will review all discrepancies and discrepancy resolutions** on a daily basis.