22.5 Color Touch User Guide

| 60-0507 Rev-A

Omnicell®
Inspired by Care™

About Omnicell

Omnicell is a leader in medication and supply dispensing automation, central pharmacy automation and IV robotics, analytics software, and medication adherence solutions. Hospitals, post-acute care sites, and pharmacies worldwide rely on Omnicell products to increase patient safety, streamline workflow, and more effectively address drug diversion and regulations.

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PACMED	XT Anesthesia Workstation	Connect-Rx
PakPlus-Rx	Anesthesia-Rx	Autobond
ROBOT-Rx	Anywhere RN	Autogen
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NarcStation	SafetyStock	MTS-350
WorkflowRx	FastEntry	MTS-500
MedShelf-Rx	FlexBin	Sureseal
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Contents

Introduction

How to Use this Guide

This guide covers common tasks needed to use the Color Touch software. Administrative and minor system maintenance tasks are also included.

Additional Information

For information about other user guides, visit myOmnicell.com. Additional information and training tools are also available on this site.

- Visit http://www.myOmnicell.com.
- First-time visitors must register to log on to the website.

Technical Support

For service or repair, go to myOmnicell.com and click the **Submit a Request** button.

Use myOmnicell.com for your service requests and inquires:

- Open a service ticket
- Inquire about upgrading your Omnicell products
- Inquire about or purchase Omnicell products

For urgent issues please dial 800-910-2220 toll free for immediate assistance inside the U.S. Outside the U.S. please contact the closest Omnicell office.

Color Touch Software

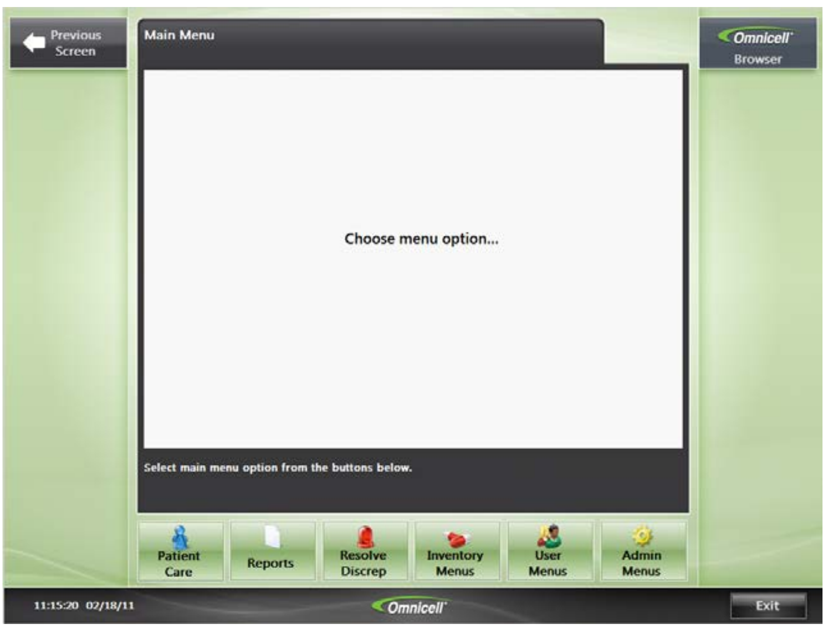
Access to items stocked in the cabinet is controlled by Color Touch software. Most tasks can be completed by interacting with the screen.

- Press the screen to make a selection, press buttons to initiate an action, or place cursor in data fields by touching the field.The Omnicell XT cabinet uses a capacitive touch screen. Use the flat part your finger for best results.
- In some cases, it may be necessary to enter information using the keyboard.
- Arrows and buttons allow you to navigate within a screen or will lead you to another screen.
- When not in use, the system is configured to default to a screen saver after a designated period of time.

Access Main Menu

The Main Menu is accessible once you log on. You can access all main areas of the software from this Main Menu.

- You may be restricted to accessing only certain areas of the software depending on your user access privileges. If so, some buttons on the Main Menu will appear inactive when you log on.
- Your log-on credentials may direct you to a specific area of the software upon log on. For example, users who perform patient care tasks will typically gain direct access to the patient lists upon log on. Similarly, users who perform inventory tasks will typically gain direct access to the inventory menu.
- Tasks covered in this guide will direct you to access a menu option from the Main Menu. If you are not already on the menu screen, press Main Menu, then press the desired menu option.



Main Menu Options	
	Press to access the patient lists and begin patient-related transactions.

Main Menu Options	
Reports	Press to access cabinet reports.
Resolve Discrep	Press to begin the discrepancy resolution process.
Inventory Menus	Press to perform inventory task such as restock, cycle count, and assigning items.
User Menus	Press to add a temporary patient or change your password.
Admin Menus	Press to delete a patient or test the printer.

Basics

Logging On

Use of Omnicell cabinets is restricted, and all users are required to log on. There are multiple ways to log on depending on your health care facility policy.

A User ID is provided to you. The User ID can be unique to Omnicell products or it can be the same ID you use to log on to other applications within the facility, like your email or other third-party systems. Your system administrator will notify you of the ID you need to use to log on.

Strong Passwords

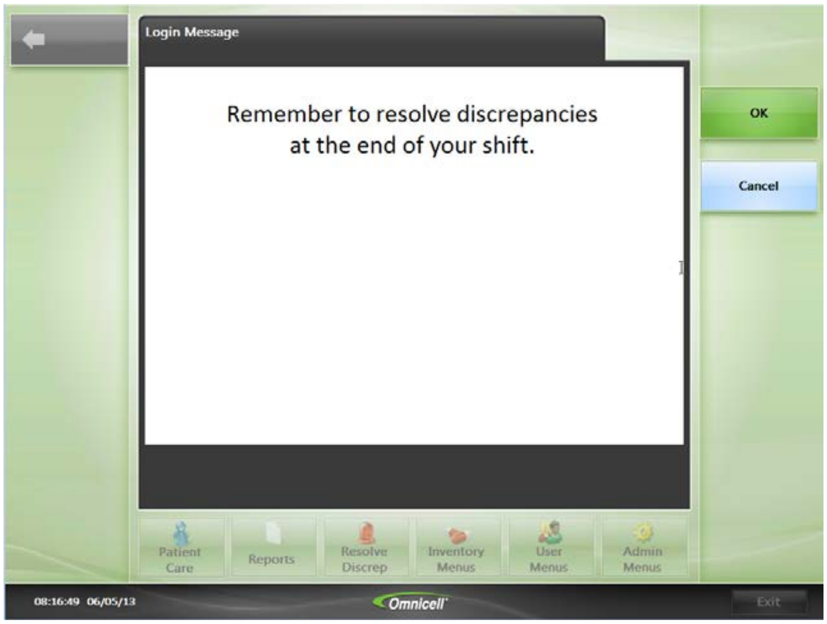
Strong passwords enforce strict security on the cabinets. If a strong password is expected and you did not enter one, you will see a prompt screen that indicates required characters.

- Passwords must be between 6 characters minimum and 18 characters maximum.
- Passwords should not contain letters that are part of your own name and should not contain common words.
- Case-sensitivity may be enforced.
- Spaces are not allowed as the first or last character.
- Passwords must contain three of the four elements:
- lowercase letter
- UPPERCASE LETTER
- Numeral: 0123456789

- Special character: “~!@#$%^&*()_-+={}[]|\:;”’<>,.?/

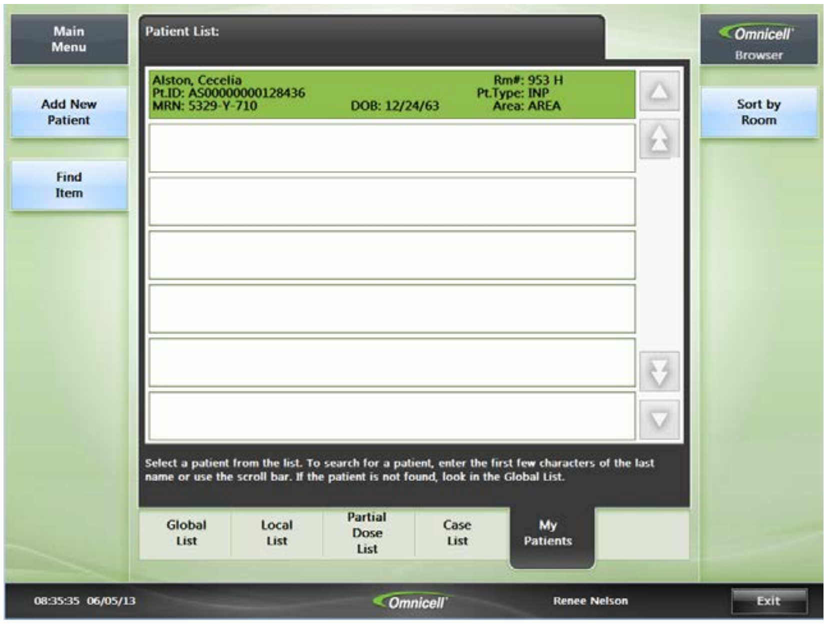
Log-on Message

A log-on message can be configured at your facility and can provide important instructions or reminders. Review any message that appears. Press **OK** to acknowledge the message and proceed.



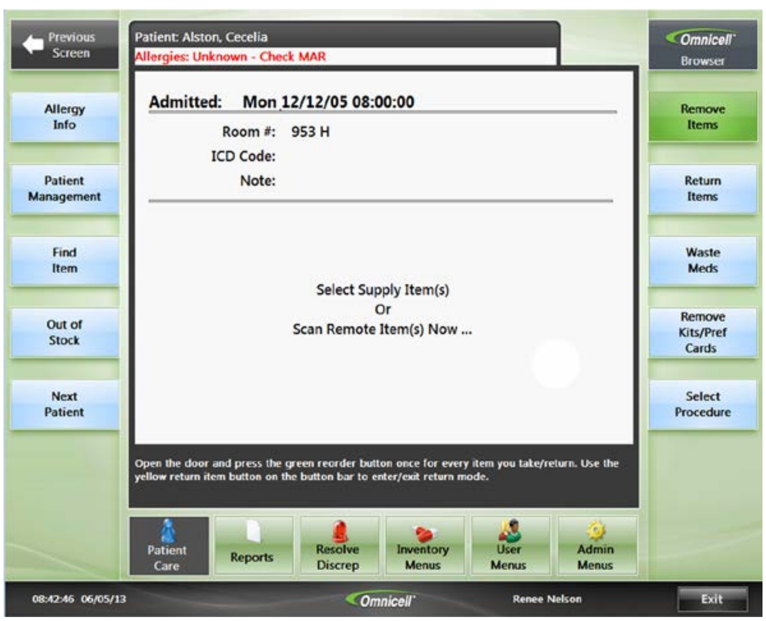
User Name in Screen Footer

Once logged on, your name will appear on the screen footer (bottom right of screen). Your name will show on all screens while you are logged on.



Log Off

Press **Exit** to log off the cabinet when you are done. This ensures that no transactions can be completed by another user with your ID.



Log on Authentication Combinations

Supported log on configurations and two-factor authentication.

There are multiple ways to log on depending on your health care facility policy. Some facilities require two-factor authentication.

Two-factor authentication	Authentication that requires two different types of information: Something that you have, and Something that you know. For example, typing your user ID and scanning your fingerprint.

Table 1: Supported Authentication Combinations (User ID + Password)

Two-Factor Authentication Combinations	Other Authentication Combinations
Keyboard + BioID	Keyboard + Keyboard
Bar Code + Keyboard	Bar Code + BioID
Mag Card + Keyboard	Mag Card + BioID

Log on with Magnetic Card or Bar Code Card Reader

You must be listed as a magnetic card user on the OmniCenter or you will not be recognized as a valid user when the card is swiped. Log on will be denied. You can also use the card to enter your credentials when acting as a witness.

1. Swipe the card through the reader on the cabinet.
   - Vertical orientation: magnetic strip faces to the right.
   - Horizontal orientation: magnetic strip faces away from you.
2. Enter your password, then press **Enter** on the keyboard.

Log on with Bar Code Scanner

If you have a bar code on your badge that matches the *Bar Code* field in the OmniCenter *Users* table (**Database** tab > **Users** table > **Server**) you can log on by scanning your bar code. You can also scan your bar code when acting as a witness.

Before you begin:

- Enable the **Scan Bar Code User Login/Witness** configuration (**Omni Configs** > **Users**).
- Make sure that the scanner is setup as an input device and registered.
  a. Enable the **Scanner/Keyboard - Identify Input Device** configuration (**Omni Configs** > **Hardware**).
  b. Register the scanner (**Exit** > **Bar Code Item Check** > **Register Scanner**).

To log on with a bar code scanner.

1. Scan bar code with the cabinet scanner.

Fingerprint scan is disabled after you scan a bar code for User ID.

2. Type your password, then press **Enter** on the keyboard.

Log on with User ID and Password

Passwords may be case sensitive. If you are having difficulty entering your password, make sure Caps Lock is off. When Caps Lock is on, a message is displayed on the log-on screen, lower right.

1. Enter your User ID, then press **Enter** on the keyboard.
2. Enter your password, then press **Enter** on the keyboard. You may not be prompted to enter your password until you access an item.

Log on with Fingerprint BioID

Your fingerprint must be enrolled in the system before you can log on with a fingerprint scan. If you are not enrolled, contact your designated fingerprint registrar to enroll your fingerprint. Until then, log on with your User ID and password.

- This cabinet will recognize your primary or alternate fingers.
- Either finger can be used to log on. You are NOT required to log on with both.

1. For initial log-on at the beginning of your shift, enter your user User ID first.
2. Place your finger flat on the sensor for at least two seconds, then lift. If your cabinet is enabled for the Short List, once you have logged on with your user ID, you can log on by just scanning your fingerprint for the rest of your shift.

   See "Short List".

Short List

The Short List is a group of users who have recently logged on to a specific cabinet. The Short List allows you to log on quickly with just a fingerprint scan. The cabinet compares your scan to other users on the list. When a match is found, you are logged on.

- The cabinet must be enabled for Short List, and each cabinet maintains its own list.
- The list changes based on user activity over a given time frame.
- Your fingerprint must first be enrolled before you can use it to log on.
- To get on the Short List, you must enter your User ID and scan your fingerprint or enter your password at the beginning of every shift.
- You can fall off the Short List if you have not logged on for an extended period of time or if you are logging onto a cabinet that you do not use often.

- You can also fall off the Short List if the list at the cabinet has reached capacity. Once the list reaches its maximum number of users, the user with the least recent activity will drop off the list.

If you find that you suddenly cannot log on with your fingerprint scan only and you were able to before, you might have fallen off the Short List. To get back on, enter your user ID, then scan your fingerprint.

Fingerprint Scan Guidelines and Help

During log-on, fingerprint images on the top right of the screen give you a visual indicator on how the system is capturing your scan. When the User ID field is highlighted in yellow, this is a prompt to enter your User ID. Enter your User ID and re-attempt your scan.

Fingerprint Image Guides		**What To Do**
	Arrows in the window are meant to guide you to better position your fingers on the sensor. The fingerprint image on-screen should fill the window. If it does not, you should reposition your finger on the sensor. Arrows can point up, down, right, or left.	• Reposition finger in the direction of the arrow. In this example, you should move your finger up to better fill the sensor.
	Try Again indicates that the quality is good enough, but there is no match with this fingerprint scan. After a few attempts at scanning, you may see the message *Fingerprint not recognized*.	• Pay attention to placement: it is important to match the same placement as during enrollment. • Make sure you are using the same finger that you enrolled. • Enter User ID first. The system may not have found a match on the Short List. See "Short List".

Adjust Cabinet Volume

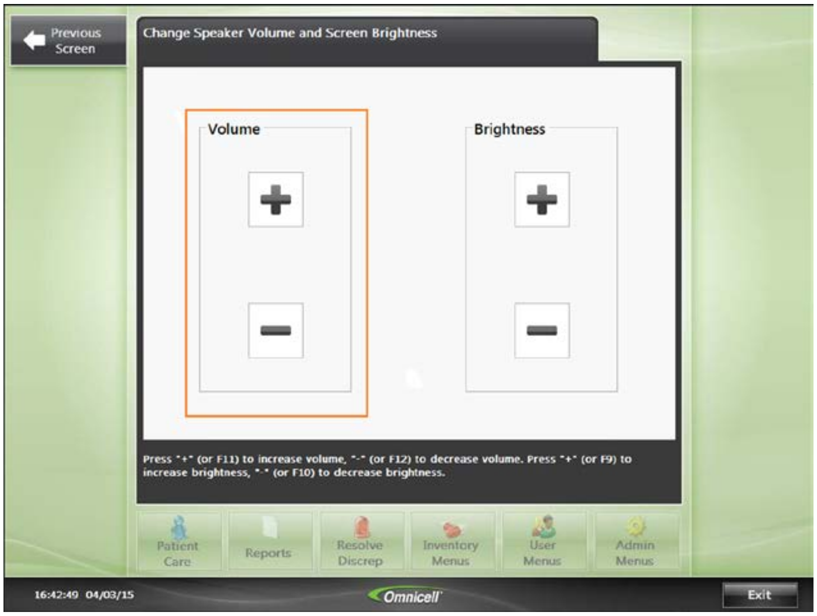
Always check with your facility before adjusting the volume. There may be areas of the facility where the sound is set so that you can hear important alerts and triggers. Other areas may require a quiet environment.

You can adjust volume directly from the log-on screen or by using F11 (+) and F12 (–) on the keyboard. An advantage of using the function keys is that you can adjust the volume any time from any screen.

1. From the log-on screen, press **Change Volume or Brightness**.

   If the button reads **Change Brightness** without the option for volume, then this means that the cabinet is configured for silent mode and volume adjustment is not permitted. Contact your nurse manager or Pharmacy if you need to have this setting changed.

2. Press the "+" or "-" buttons adjust the volume as desired. The buttons will become inactive when you have reached the allowed maximum or minimum setting. You can also use the function keys on the keyboard. F11 increases volume. F12 decreases volume.



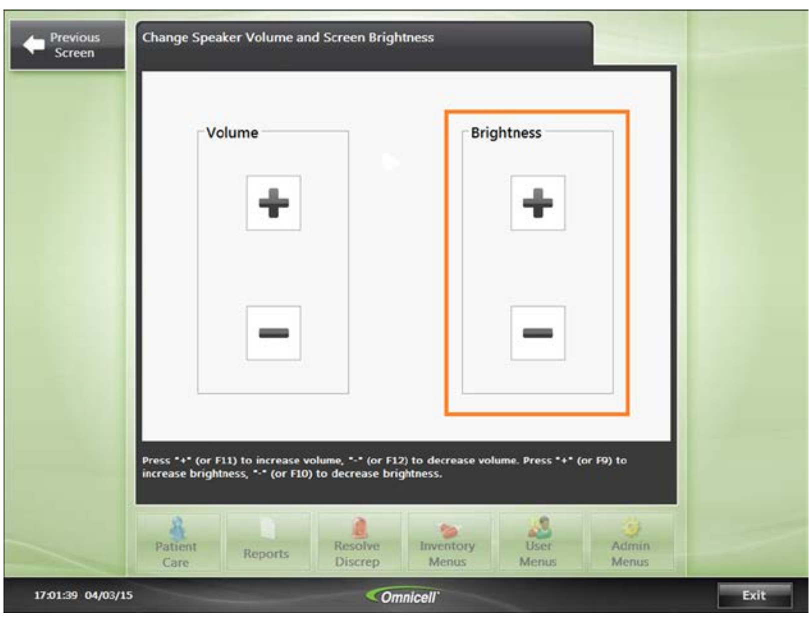
3. Press **Previous Screen** to return to the log-on screen.

Adjust Cabinet Screen Brightness

There may be times when you need to adjust screen brightness. You can do this directly from the log-on screen or by using F9 (+) and F10 (–) on the keyboard. An advantage of using the function keys is that you can adjust the brightness any time from any screen.

1. From the log-on screen, press **Change Volume or Brightness**.

2. Press the "**+**" or "**–**" buttons on screen to adjust the brightness as desired. The buttons will become inactive when you have reached the allowed maximum or minimum setting. You can also use the function keys on the keyboard. F9 increases brightness. F10 decreases brightness.



3. Press **Previous Screen** to return to the log-on screen.

Access the Quick Reference Guide

An online quick reference guide is available to help you perform common tasks associated with this software. The information provided may not match your specific cabinet configuration.

1. Access the quick reference guide by pressing **F1** on the keyboard from any screen after you log on.
2. Select a task from the list.

   To exit the help file, press **Return** on the lower right of the screen. If you access the quick reference file during a task, you will return to the screen you were on.

Access an Item

Cabinets are divided into zones that allow the software to control access to items. Pharmacy zones are intended for pharmacy items where more secure control is required. Supply zones are intended for supply items only. Selecting and accessing items vary slightly depending on the zone or type of bin where the item is physically stocked. Follow screen prompts.

1. Select the item.

   In most cases, items are selected on screen. An exception includes supply items that are stocked on button bar shelves or supply drawers. To access supplies, you will need to open the drawer or door and press the green button associated with the item.
2. Follow the guiding lights and on-screen prompts.

   When you select an item, Omnicell's unique *"guiding lights"* direct you to the item's location while the on-screen message provides the item's location.
3. Open the drawer or door. Follow screen prompts for specific instructions.
   - Open the drawer or door with the green, blinking LED. Once open, a blinking LED indicates the appropriate bin. Raise the bin lid or enter the bin number on screen. If you are selecting an item stocked on a shelf, press the green LED button associated with the item.
   - Once the drawer or bin has been opened, you may be required to modify the quantity to remove, provide witness information, scan a bar code, or provide a countback.

Location Type	How to Access Item
Locking and Sensing Bins	After selecting an item on the screen, the guiding light on the drawer will flash. Follow the lights to locate the correct bin, open the bin, to access the item.

FlexBin, Matrix Bins, Anesthesia Drawers	After selecting the item on screen, the guiding light on the drawer will flash. Open the drawer, but do not push the LED button. Pushing the LED button will cause the system to skip to the next item. Next, follow the lights to locate the correct bin, and remove the item. Alternatively, enter a bin number on screen, if requested.
Shelves (pharmacy zone)	After selecting an item on the screen, open the door, and follow on-screen prompts.
Shelves (supply zone)	Open the door and press the green button to remove the item. The LED above the item will light, indicating that it has been selected. Items in supply zones do not display on screen to select. When you remove items from shelves or supply drawers, press the green button associated with the item. Pressing this button will reorder the item. Failing to press the button will result in the item becoming unavailable.
OmniDispenser	After you select a medication on screen, the guiding light on the dispense drawer will flash. Open the dispense drawer and remove the item. Be sure to open the drawer completely and check to make sure no other items have dropped.
FlexLock	After selecting the item on screen, the guiding light on the FlexLock unit will flash. If the **FlexLock Bin Location Support** configuration is enabled, the refrigerator bin number is displayed (**Admin Menus** > **Omni Config** > **Pharmacy** > **FlexLock Bin Location Support**). Open the refrigerator door and remove the item.

Conclude Tasks

Make sure all door, bins, and drawers are closed completely. Follow screen prompts for specifics.

1. Acknowledge expiration date.

   If prompted, enter or verify expiration date on screen. Use the earliest date found. If the system detects an expired expiration date, a warning may be displayed, prompting you to enter a new date.

2. Close lid, drawer, or door.

When you are finished with a transaction, make sure to close bins, drawers and doors completely. Always check to make sure that the bins and drawers are not filled beyond capacity and that there are no obstructions blocking the bin lids and drawers from closing and locking. The system may prompt you with an audible beep and screen message in the event that a bin or drawer is improperly closed, which will prevent you from concluding the task.

Locking and Sensing Bins	Close lid. If you are finished with all items in drawer, close the drawer.
FlexBins	Press the bin lid down to close. You should hear a click indicating that the bin is locked. Check to verify. If the bin does not lock or pops open, make sure the item packaging is not obstructing the bin from closing completely. Close the drawer.
Matrix Bins	Close the bin. Make sure items in the drawers are lying flat and that there are no obstructions blocking the drawer from closing completely. Close the drawer.
Shelves (pharmacy zone)	Close the door.
Shelves (supply zone)	To conclude restock in this location, press the green button associated with the item first. Close the door.
Remote Items	Press Next Item to go to the next item, if necessary. If you are finished with remote items, press Item Completed.

3. Press **Exit** to log off. Always press **Exit** to log off the cabinet when you are done. This ensures that no transactions can be completed by another user with your ID.

Guidelines for Using Specific Bin Types

Your cabinet may be installed with different drawers and bins. The following are general guidelines for interacting with different bin types during patient care and inventory tasks. Your individual cabinet may not have all locations depicted.

General Guidelines

Always check to make sure that the bins and drawers are not filled beyond capacity and that there is nothing blocking the bin lids and drawers from closing and locking. The system may prompt you with an audible beep and screen message in the event that a bin or drawer is improperly closed, which will prevent you from concluding the task.

Locking Bins

Locking bins provide a high level security by restricting access to one pre-selected medication at a time. Audible and visual feedback informs users who attempt to open bins for items that have not been pre-selected.

- After selecting an item on the screen, the guiding light on the drawer will flash. Follow the lights to locate the correct bin, open the bin, and access the item.
- When you are done, close the lid. Make sure nothing is blocking the bin or drawer from closing completely. Close the drawer.

Sensing Bins

Sensing lids provide a medium level of security. Special sensors on the bin lids provide audible and visual feedback to users attempting to open bins for items that have not been pre-selected.

- After selecting an item on the screen, the guiding light on the drawer will flash. Follow the lights to locate the correct bin, open the bin, and access the item.
- When you are done, close the lid. Make sure nothing is blocking the bin from closing completely. Close the drawer.

FLEXBINS

The FlexBin Single-dose drawer provides a high level of security for medications. Access to medications is restricted to the item selected by the user. Specific bin configurations may vary. Available configurations include FlexBin 96 Single Dose, FlexBin 3131 Single Dose, and FlexBin 2222 Single Dose.

- After selecting the item on screen, the guiding light on the drawer will flash. Open the drawer. The bin will pop open.
- To conclude the task, press bin lid down to close. You should hear a click indicating that the bin is locked. Close the drawer.
- When placing items in FlexBins, do not fill the bin beyond the bin depth. Items must fit completely within the bin so that the bin closes and locks. Obstructions like bulky item packaging may prevent the bin from closing and locking properly.

Make sure items placed in FlexBins do not go over this line. Applies to all FlexBin configurations.

MATRIX **DRAWERS**

Matrix drawers are high capacity, lower security drawers and are available with guiding lights or without. Once the drawer is open, you have access to all items in the bin.

- After selecting the item on screen, the guiding light on the drawer will flash. Open the drawer. If no guiding lights are installed on the drawer, use the screen prompts to guide you to the correct item.
- To conclude the task, close the bin. Make sure items in the drawers are lying flat and items are in their appropriate bin locations and that there is nothing blocking the drawer from closing completely. Close the drawer.

SHELVES

Shelf location can stock either medications or supplies depending on how the cabinet is configured.

- If meds are stocked in the shelf location, select the item on screen, then open the door to access the item.
- If supplies are stocked in the shelf location, open the door and press the green button associated with the item.
- When you are done, close the door.

OmniDispenser

Used to dispense and house unit-dose medications, the OmniDispenser Module is a single-dose dispenser that ensures controlled and secure access to medications. Dispensers and cassettes accommodate different packaging dimensions. The Dispense Drawer sits below the restock door of an OmniDispenser Module. After issuing a medication in the system, it drops it into the Dispense Drawer, and the drawer unlocks. Then the system prompts you to open the drawer and retrieve the medication.

Remote Locations

Items can be stocked remotely and managed using the Omnicell system. All interaction for selecting the item is done on screen.

- Select the item on screen.
- Press **Next Item** to go to the next item, if necessary.
- If you are finished with remote items, press **Item Completed**.

Browse Drug Info

Browse Drug Info allows you to access the Gold Standard Media (GSM) Clinical Pharmacology online database to reference drug information. This option is available on cabinets that have internet connectivity.

Browse drug information during the following tasks:

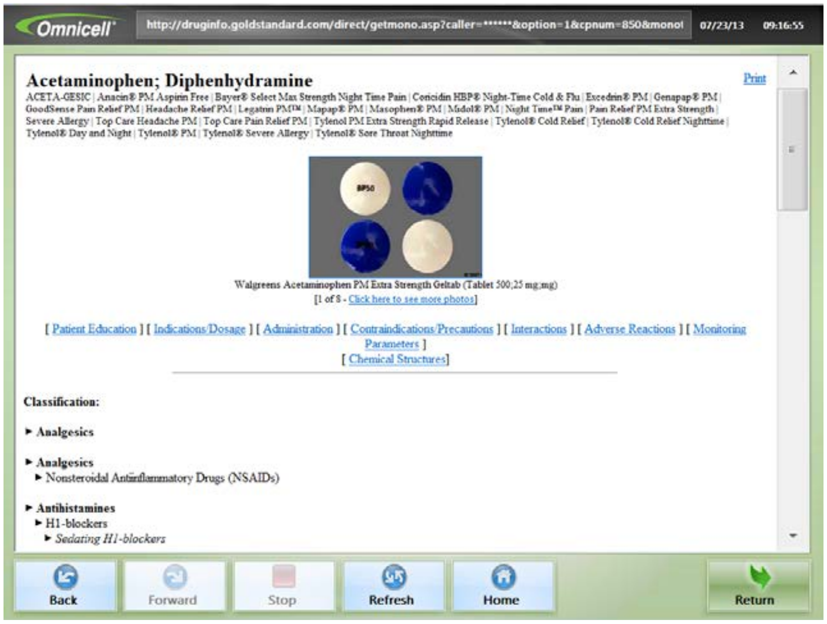
- Issue and when viewing Med Order detail
- Return
- Supplemental Restock
- Destock

The **Browse Drug Info** button is only displayed when the feature is enabled, as follows. Administrative access is required to change these settings. Contact your system administrator for help.

- At Color Touch, select Omni Config > Web Browser > Support Drug Info Interface > Enable.
- At OmniCenter, select Database > Items > select item > select Pharmacy radio button > select Item Details tab > enter NDC in the Drug Identifier field.

Browse Drug Info is not available for nurse-prepared or pharmacy-prepared medications orders.

1. Press **Browse Drug Info**.
2. Select the specific medication from the linked choices on screen. Related options may also be displayed. Depending on how the item is set up, you may be sent directly to the item monograph.



3. Press **Return** to go back to the task.

Check Item Availability

Check Item Availability allows you to find other cabinets that stock the selected item. This option is available on cabinets that are enabled for this feature and that are communicating with OmniCenter over the network.

Check item availability during the following tasks:

- Issue and when viewing Med Order detail
- Return
- Supplemental Restock
- Destock

Check Item Availability is not available for nurse-prepared or pharmacy-prepared med orders.

1. Press **Check Item Availability**.
2. Review information on screen.

3. Press **Return** to go back to the task.

> If your cabinet is connected to a network printer, then you may have the option to print information from Browse Drug Info or Item Availability screens.

Change Unit of Issue/Unit of Stock

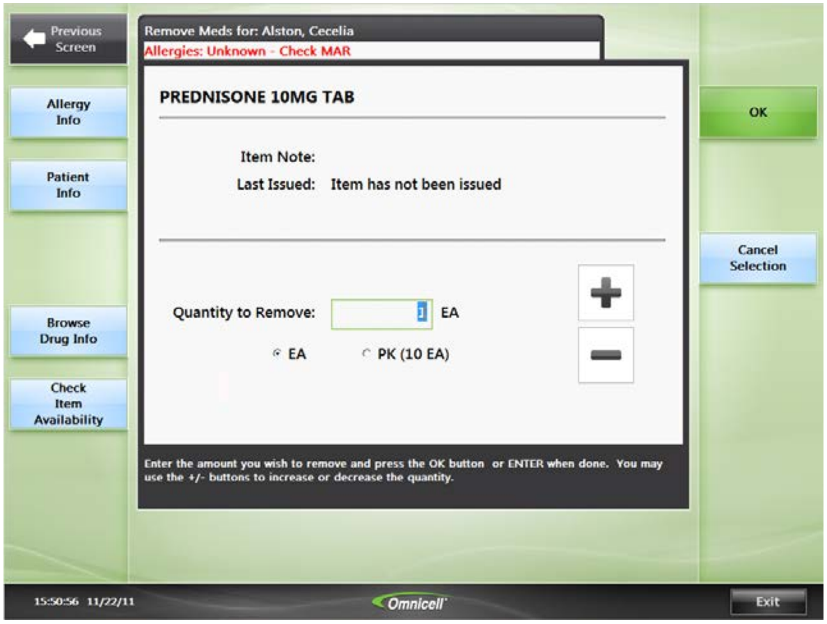
The ability to change the unit type allows you to choose between unit of issue and unit of stock for an item at your discretion. This is an area-level setting; if enabled, all cabinets in a given area will support it.

Changing the unit type is available after you select the item during the following tasks:

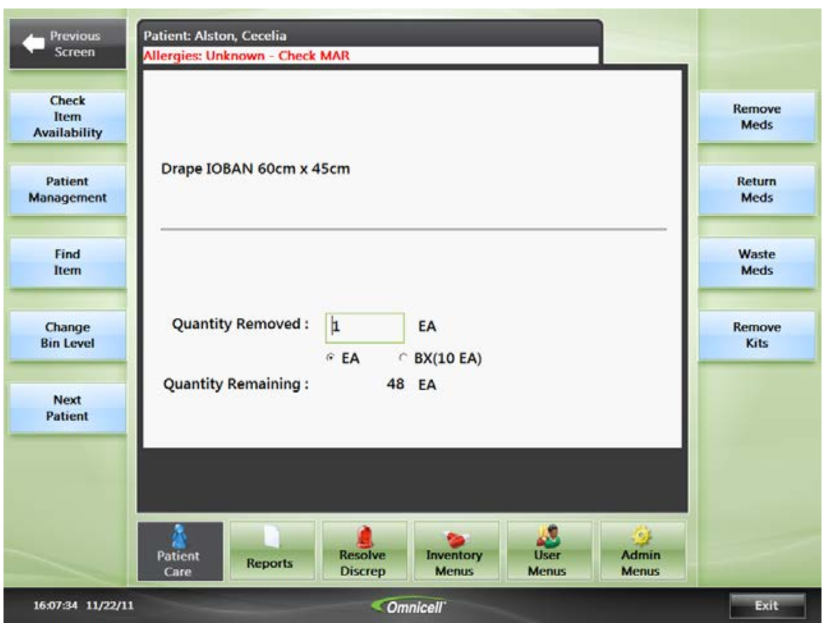
- Issue
- Return
- Supplemental Restock
- Destock

1. Change the option, if necessary.

   Example: medication issue



Example: supply issue



2. Continue the task.

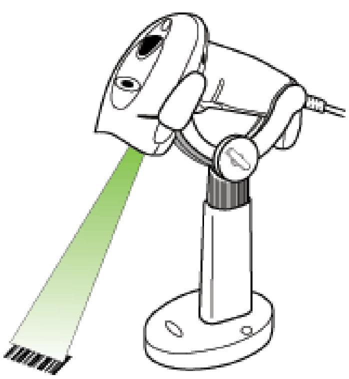
Bar Code Scanners

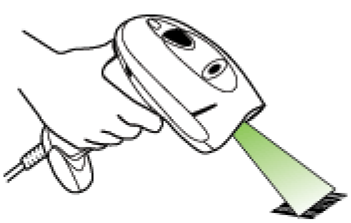
Your cabinet or Open Supply station may be equipped with a bar code scanner. If so, you can use the scanner to perform different tasks, such as scanning an item bar code to issue items to patients or verifying that the item selected is correct.

Most items are cross-referenced in the system so that you can simply scan the bar code directly on the product packaging. In some cases, you may be required to scan a specific bar code. Follow your site policy and procedures. The bar code scanner that you use could vary depending on the specific requirements of your facility and the workflows configured.

Scan Guidelines

- For best results, aim the scanner at an angle, not directly over the bar code. The scanner can tilt up to 65 degrees forward or backward.
- Either place the bar code directly under the scanner beam while in its stand (if a stand is present) or hold it in your hand and aim the scanner at the bar code.
- If you experience trouble scanning the bar code, you may have the option to enter the fields manually or skip the item depending on your specific configuration.





Troubleshoot the Scanner

If you experience any issues using the scanner, there are some basic troubleshooting tasks that you can try. If this does not work, contact your system administrator.

- Unplug power (any scanner)
  a. Unplug the scanner from the power supply.
  b. After five seconds, plug the scanner back in.
- Re-pair the scanner (wireless scanners only)

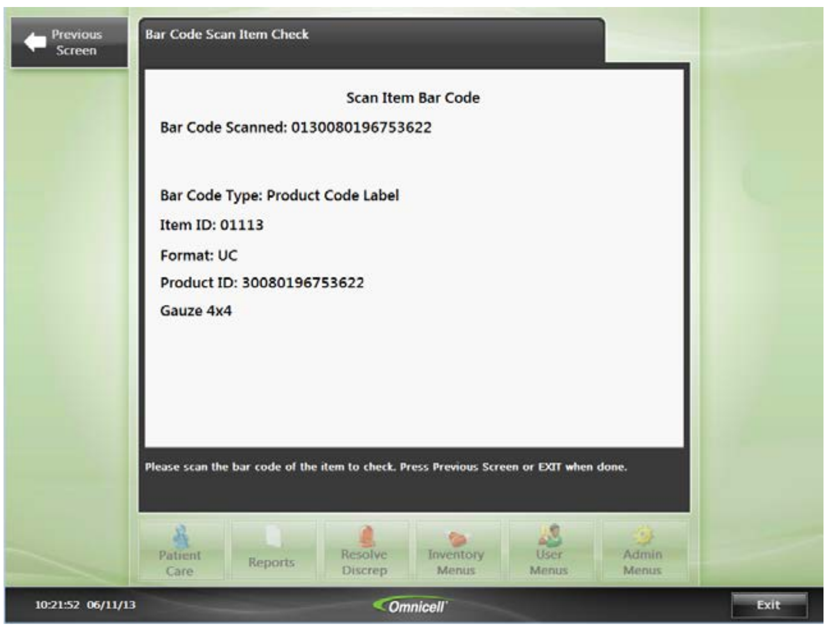
a. Scan the PAIR bar code on the scanner cradle.
b. After a few seconds, you should hear four short beeps (Hi/Lo/Hi/Lo). This process synchronizes the scanner with its cradle so that it can communicate properly.

Verify Item by Bar Code Scan

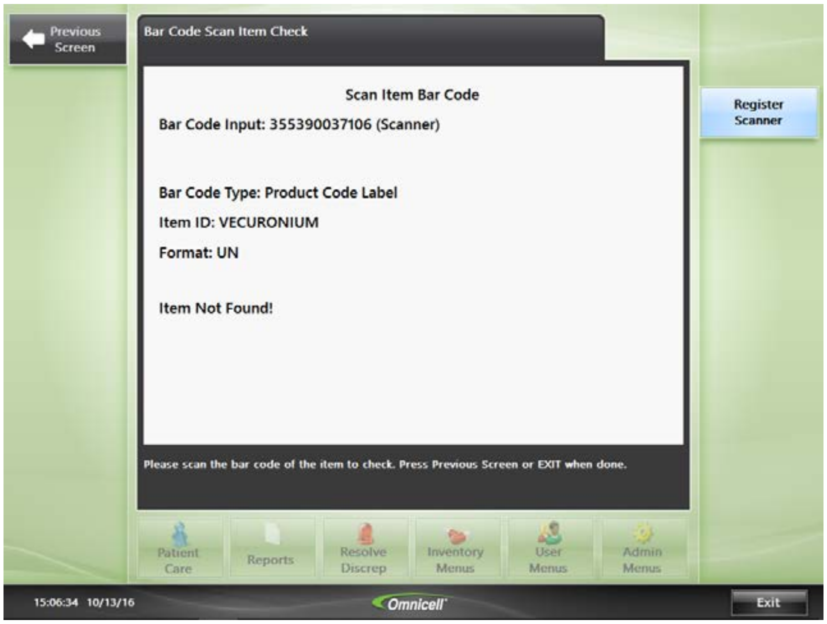
Use this task to verify an item via a bar code scan. You can also use this task to test the bar code scanner by scanning a known item to make sure that it is reading the scan correctly.

1. On the log-on screen, press **Bar Code Item Check**.
2. Scan the item bar code.

   If the item is recognized, you will see item-specific information displayed on screen.



If the item is not recognized, you will see the message *Item Not Found*. Contact your system administrator.



Register the Scanner

The scanner and keyboard are identified as an input device without being distinguished. You can identify the scanner as a separate input device type from the keyboard to enforce either scanner input only or keyboard input only.

Scanner registration is automatic for any scanner that is connected to the cabinet when the cabinet is started (including restart on upgrade).

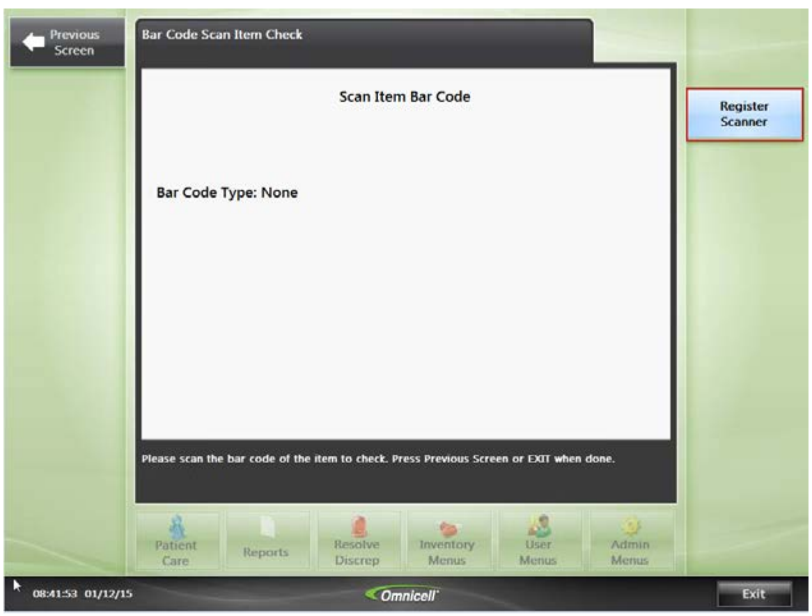
Registering the scanner as a separate input device enables the Color Touch software to apply rules restricting input device types so that there is no confusion of keyboard input with scanner input. The scanner will be identified as a separate input device type from the keyboard. This functionality must be enabled at the cabinet by using **OmniConfig** > **Hardware** > **Scanner/Keyboard - Identify Input Device**. This configuration is disabled by default. When disabled, the **Register Scanner** button is not displayed.

If the same scanner device type is used when the scanner is changed, the device name stays the same. If the device type changes, the device name might change, requiring re-registration of the device. If a new scanner is connected after the cabinet is started, the scanner must be registered to take advantage of this functionality.

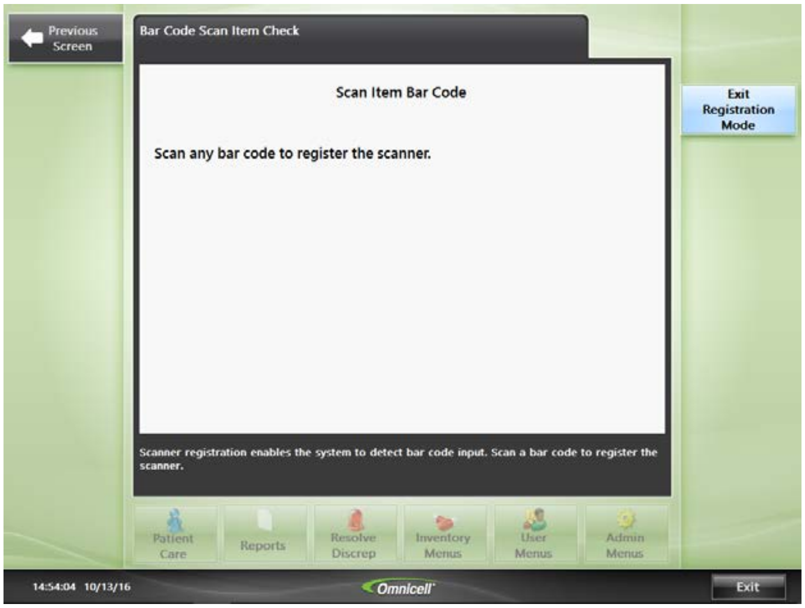
To register the scanner as a non-keyboard device:

1. At the cabinet logon screen, press **Bar Code Item Check**.

2. Press **Register Scanner**.



3. Scan any bar code to register the scanner.



SafetyStock

SafetyStock enforces the use of a bar code scan to ensure accurate placement of items during restock and/or to confirm correct item access during patient issue. This is an optional feature that helps to support both patient safety and workflow efficiency. Only items that have been set to require item confirmation will prompt you for a bar code scan.

SafetyStock can be enabled for the following workflows:

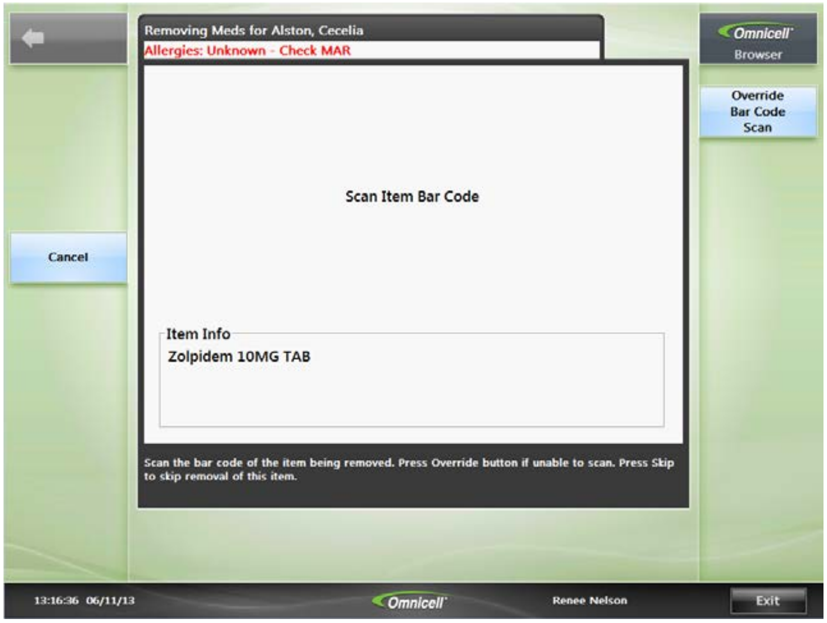
- Issue
- Return
- Normal Restock
- Supplemental Restock
- Set Bin Level

Confirm Item via Bar Code Scan

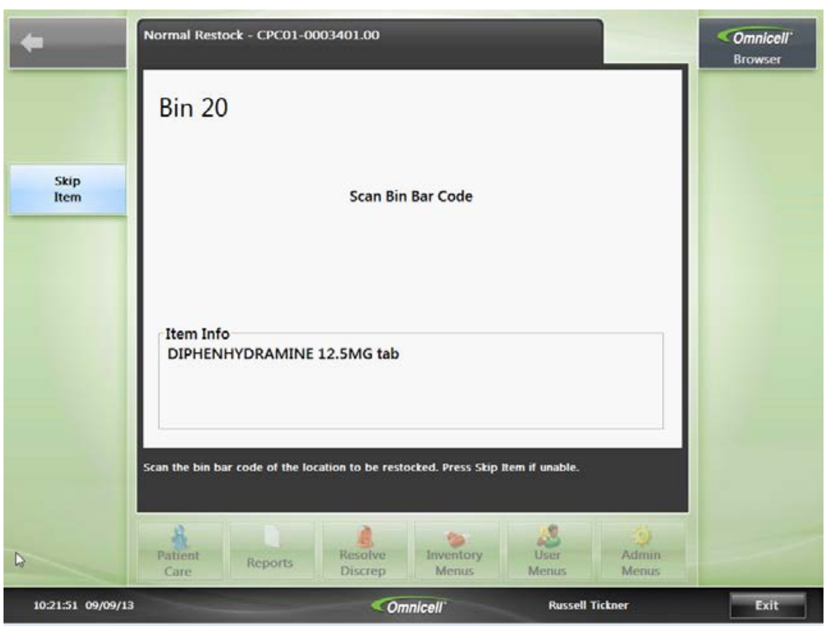
You will be prompted to scan the bar code when you access the item bin, if the item is enabled for item confirmation. You may be prompted during the following workflows: issue, return, set bin level, normal restock, or supplemental restock.

During normal restock, if Normal Restock Mode is set to Scan to Restock, scanning the item bar code satisfies the SafetyStock requirement. Scanning the restock bar code or selecting the item from the screen does not satisfy this requirement, and in such case you are prompted to scan the item bar code.

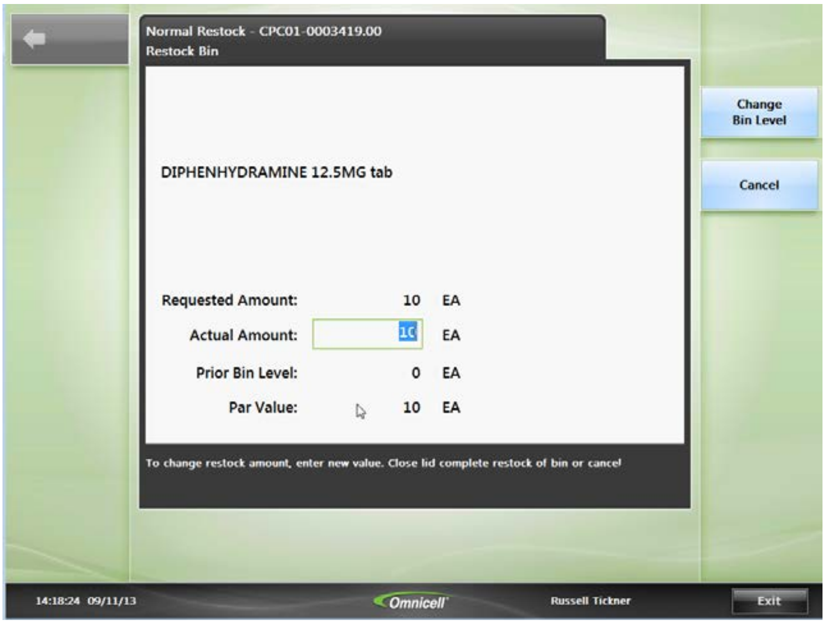
1. Follow screen prompts to access the item.
2. At the screen prompt, scan the appropriate bar code. You may be prompted to scan the item, bin, or restock bar code depending on how the item is configured. In this example, the item is configured for item and bin confirmation.



3. Scan the item bar code.
   If bin confirmation is configured, the following screen displays.



4. Scan the bin bar code.
   The following screen displays.

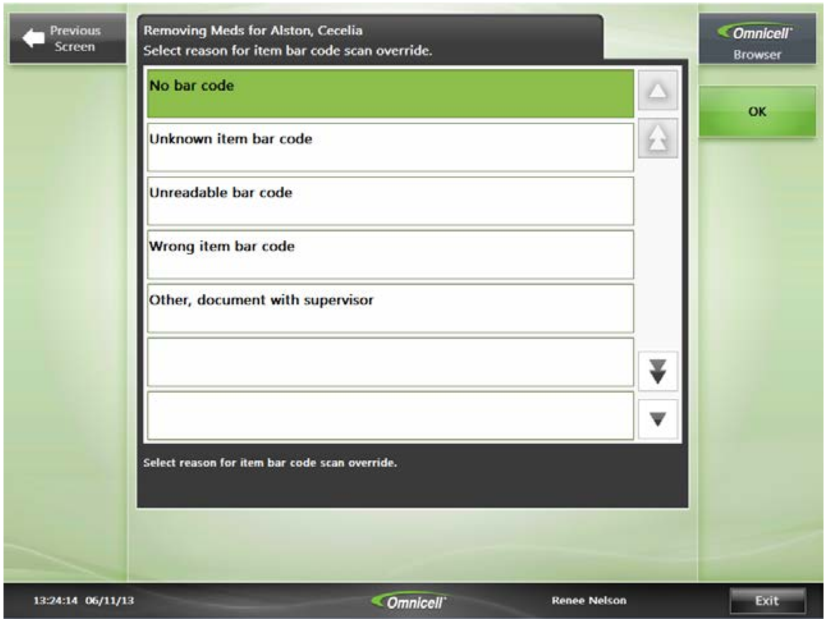


5. Enter the quantity to restock and close the drawer.

Override Bar Code Scan

When issuing an item, you can override the bar code scan if you are having trouble scanning. The option to override the scan is available during the issue workflow only.

1. Press **Override Bar Code Scan**.
2. Select an override reason from the list; press **OK**.



Sort Lists

Patient lists and item lists can be sorted so that you can quickly find what you need. Patient list can be sorted by room or name. Item lists can be sorted by alphabet or due time (when viewing items on the Scheduled Meds tab).

Select a Patient

The first step to any patient care transaction is to select your patient from either a global list of all patients within the facility or a local list of patients within the cabinet's area.

1. From the Main Menu, press **Patient Care**.
2. Select the desired patient from the patient list screen.
3. To find the desired patient, enter the first few letters of the patient's last name or use the up/down arrows.
4. If your patient is not on the Local or Global lists, press **Add New Patient** to add him or her to the system. See "Add New Patient".

   Once you select a patient, the patient screen is displayed. You are ready to begin issuing items to the patient.

Global Patient List	Lists all patients in the facility.
Local Patient List	Lists all patients in the patient's area.

Partial Dose List	Displays a list of patients who have undocumented medication issues.

Patient Bar Codes

You can scan a patient's bar code by using the bar code scanner or by entering the patient ID number on the keyboard. Once the number is entered, the system searches for the patient in the list of patients.

If a match is found, the patient screen automatically appears. If no match is found, a new patient screen appears and you can enter information for the new patient. When the OmniCenter polls the cabinet, the new patient will be assigned a permanent ID number and the patient status will be updated from temporary.

Patient Medication Accounts (PMAs)

The PMA is a method that the system uses to track the amount of medication you have outstanding for a given patient. When you issue an item for a patient, the system automatically creates a PMA in your name for the amount of the item you removed. The PMA remains open until you reconcile the outstanding amount. When the PMA equals zero, it is considered reconciled and closed.

The PMA is comprised of three components: unique user (you), unique patient, and unique item (by item ID). If you issue two different items to the same patient, you will have two PMAs open for that patient.

Only certain items will require this type of reconciliation, as determined by your facility. Examples may include high-security, high-priority medications. Follow your health care facility policy for reconciliation requirements.

Amount added to PMA	**Amount subtracted from PMA**
You issue an item from the cabinet to administer it to a patient.	You indicate how much of the item was actually administered to the patient on screen.
	You choose to automatically commit the previous dose as administered during the current issue of the item. This prompt is configurable.
	You return the item to the cabinet.

Amount added to PMA	Amount subtracted from PMA
	You record a waste amount.

PMA Details

- You can have multiple PMAs open for a single patient and multiple PMAs open for multiple patients.
- Once the PMA is closed, it is no longer active in the system. If you issue the same item to the same patient again, you will generate a new PMA.
- You can reconcile after each individual issue (recommended) or a sum of the total amount outstanding.
- You are allowed to waste and return against another user's PMA, but you can only issue to your own.
- You can issue at any cabinet that stocks the item, and you can waste and return at any cabinet (provided an issue was already generated).
- If you have an open PMA, it is your responsibility to reconcile the outstanding amount.

Outstanding Waste Prompts

System prompts may appear to remind you of outstanding waste. Note the following:

- Upon log-on, you see the message *You Have Partial Dose Issues That Require Waste*. Press OK to acknowledge.
- Before selecting a patient, the Partial Dose List tab is populated with patient names who have undocumented medication issues.
- After selecting a patient and pressing the Waste Meds button, the Meds Requiring Waste tab is displayed by default with a list of items that require waste.
- You generate a transaction report and filter it to view Waste Required Items.

Witness Requirements

Some transactions may require a witness. Witness requirements may be set per item, per control level, or per transaction, as determined by health care facility policy. You must have your witness present to enter their user ID and password otherwise you will not be permitted to complete the transaction. It is recommended that your witness remain present during the entire length of activity on the cabinet in case they are prompted to enter their user ID and password multiple times during the same log-on session.

Single Witness

The cabinet can be enabled to allow a witness to enter their user ID and password once to satisfy witness requirements for multiple items during the same log-on session (per transaction type and per patient). For items requiring witness verification, your witness may be required to re-enter their user ID and password during the same log-on session when:

- You change transaction type (issue, return, waste). The witness must enter their user ID and password once per transaction type.
- You select more than one patient. The witness must enter their user ID and password once per patient for each transaction type.
- You change transaction type (restock, destock, cycle count etc). The witness must enter their user ID and password once per transaction type.
- You issue an item against a med order or you waste partial dose at time of issue. Single witness is not supported for these transactions; therefore, the witness must enter their user ID and password for each item individually.
- If single witness is disabled, a witness is required for each bin that requires witness verification.

The chart below lists the transactions that may require a witness.

Transaction	Witness Rules	Single-Witness Support
Issue with MO	A witness icon is displayed to the left of the listed med order, indicating that a witness is required.	No
Issue w/o MO	Witness may be required.	Yes
Issue Partial Dose	Required if item selected for partial dose issue requires a witness.	No
Return, Waste, Admin Witness	Required if item selected requires a witness. Items can be configured so that a witness is required for some transactions and not others.	Yes
Post-Case Reconciliation	**20.5 and earlier**: Only required if one or more items on the PCR screen requires a waste witness and if the cabinet is configured to require a witness. **21.0 and later**: a witness may be required to complete the reconciliation, even if none of the items on the PCR screen requires a witness.	No
Discrepancy Resolution	• If the user to resolve the discrepancy is the same user listed on the transaction, a witness will always be required. • If user is not the user listed on the transaction, then witness requirements follow configuration settings, none or by control level. If the configuration is set to a control level that matches the item in the discrepancy, then a witness will be required.	No

Transaction	Witness Rules	Single-Witness Support
Cycle Count, Destock, Restock, Expire/Recall, Return Bin Audit	Required if item selected requires a witness. Items can be configured so that a witness is required for some transactions and not others. Witness requirements for cycle count and return bin audit are linked. If the item requires a witness during cycle count, then the item will also require a witness during return bin audit.	Yes

Cabinet Receipts

The Color Touch cabinets can be configured to print receipts automatically for select transactions. Follow your health care facility's policy for handling these receipts. All receipts include the date/time stamp for the transaction and list the cabinet where the transaction occurred.

Available Receipts

- Clear Return Bin
- Cycle Count
- Discrepancy
- Dispense
- Inventory
- Issue
- Print Temp User
- Return
- Waste

Clear Return Bin Receipt

Lists the contents of the return bin when cleared. Includes items that are selected for return bin audit only.

Receipt components:

- Omni
- Area
- Date and time
- User
- List of audited items and quantities
- Witness name

Cycle Count Receipt

Identifies the item, user, quantity expected, found, and remaining. If the discrepancy receipts is also enabled and a discrepancy exists, both receipts will print.

Cycle count receipts prints automatically following an item count. The receipt is configured to print by cabinet and by selected control level. If cycle count receipts and discrepancy receipts are both enabled and a discrepancy exists, both receipts will print.

Receipt components:

- Omni
- Area
- Date and time
- Item
- User
- Quantity Expected
- Quantity Found
- Quantity Counted
- Quantity Remaining
- Witness Name

Discrepancy Receipt

Helps to isolate the cause of the discrepancy by printing the discrepancy transaction plus the last two transactions.

Discrepancy receipts prints for configured control level only.

Receipt components:

- Omni
- Area
- Item
- Date and time
- Zone, Drawer, and Bin
- User
- Discrepancy Transaction
  - Quantity Expected
  - Quantity Found
  - Quantity Adjusted Up
  - Quantity Remaining
- Last Transaction Details
  - Transaction type details
  - Quantity Expected
  - Quantity Found
  - Quantity Adjusted Up
  - Quantity Remaining
- Previous Transaction Details
  - Transaction type details
  - Quantity Expected
  - Quantity Found
  - Quantity Adjusted Up
  - Quantity Remaining

Dispense Receipt

Dispense receipts enables users to print a list of medications issued to a patient. You can use the receipt to add to the bag of medications for the patient. Follow policy and procedure for how to handle receipts.

This cabinet configuration can be set to Enable or Disable (default is Disable). If this cabinet configuration is set to Enable, a summary of the issued medications for a patient prints automatically after completing the transaction. Regardless of the configuration setting, users have the option to print a dispense receipt for the selected patient, on demand, via the Patient Management screen.

- When enabled, the receipt prints automatically (or re-prints on demand) after all items have been issued for a patient.
- When disabled, users can print the receipt on demand from the *Patient Management* screen at the cabinet.
- On-demand printing must be performed directly after the selected patient's medications are dispensed.
- The receipt prints or re-prints for the last patient for whom medications were dispensed.

Receipt components:

- Omni
- Area
- Date and time
- User
- Patient name and ID
- Room number
- List of items and quantities removed

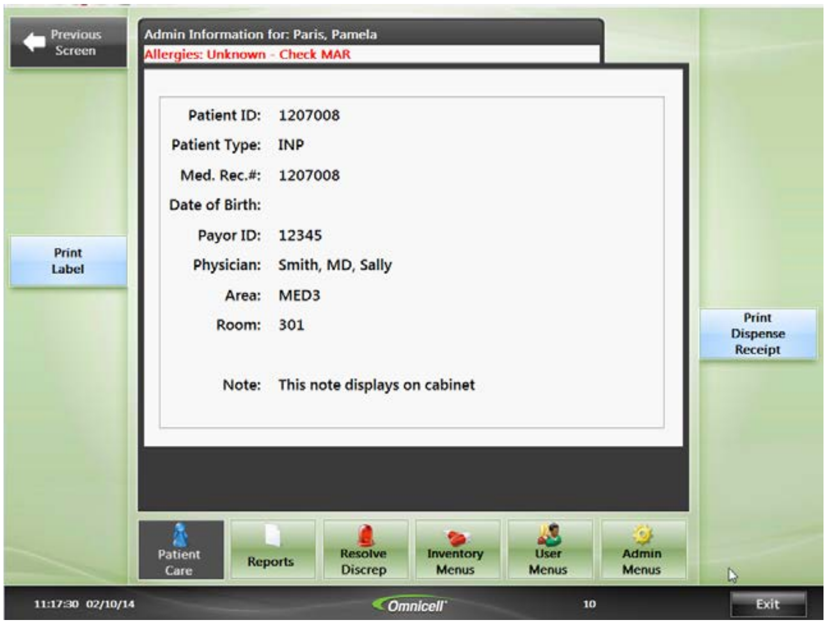
The issue receipt provides a record of the individual item issued while the dispense receipt provides a summary of all items issued for the selected patient. If both types of receipts are enabled, individual item receipts will print as well as the dispense summary at the conclusion of the issue transaction.

Print Dispense Receipts On Demand

Depending on how the cabinet is configured, a dispense receipt might print automatically when you dispense medications. If it does not, you have the option to print the receipt on demand from the Patient Management screen. Follow health care facility policy when handling dispense receipts.

Dispense receipts print for one patient at a time. After all medications are dispensed for a patient, go to **Patient Management** to print or re-print the receipt. The dispense receipt can only be printed after you have removed the items for the selected patient and before you log out. You will not be able to print the dispense receipt after you log out or select another patient within the same log-on session.

1. Immediately after dispensing medications for a patient, press **Patient Management**.
2. Press **Print Dispense Receipt**.



Inventory Receipt

Identifies the item, user, quantity expected, found, and remaining. Prints for the following inventory workflows: destock, normal restock, supplemental restock, expire and recall.

Inventory receipts print for configured control levels only.

Receipt components:

- Omni
- Area
- Date and time
- Item
- User
- Quantity Expected
- Quantity Found
- Quantity Restocked, Destocked, Expired, or Recalled
- Quantity Remaining

Issue Receipt

Provides a record of an individual item issued for a patient.

Issue receipts print for configured control levels only.

Receipt components:

- Omni
- Area

- Date and time
- Item
- User
- Patient Name, ID, and DOB (if configured)
- Room number
- Intended dose (if known)
- Quantity expected
- Quantity Found
- Quantity Removed
- Quantity Remaining

Print Temp User Receipt

Prints when a new temporary user is added to the cabinet. Identifies the temporary user's name and ID, the user who added them, the date, and the specific cabinet.

Receipt components:

- Date and time
- Omni
- Area
- User
- Temporary User Name
- Temporary User Type
- Temporary User ID

Return Receipt

Provides a record of an individual item returned for a patient.

Return receipts print for configured control levels only.

Receipt components:

- Omni
- Area
- Date and time
- User
- Patient name and ID
- Room number
- Quantity returned
- Return reason

Waste Receipt

Identifies the item, user, patient name and ID, room, waste amount, and waste reason.

Waste receipts print for configured control levels only.

Receipt components:

- Omni

- Item
- Date and time
- User
- Patient name and ID
- Room number
- Waste amount
- Waste reason
- Witness

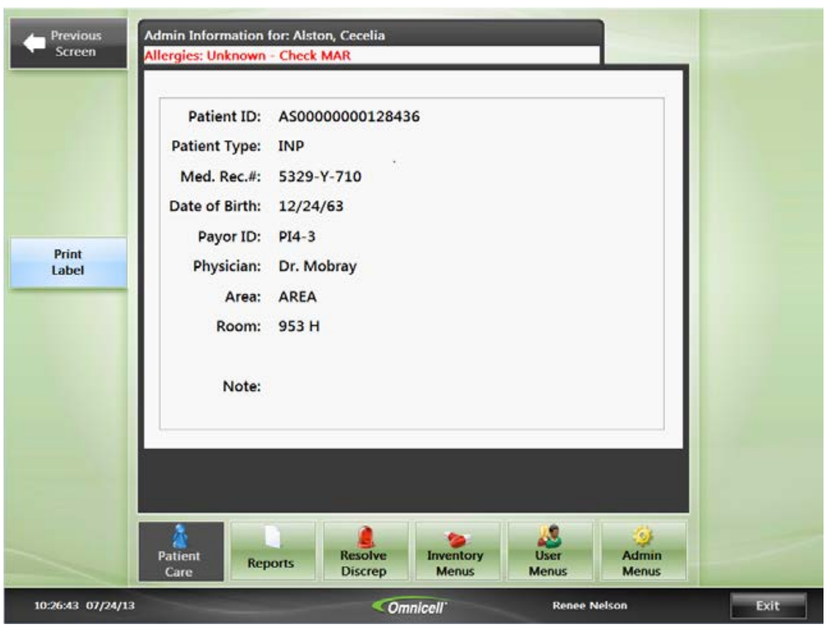
Patient Care

View Patient and Transaction Info

All transactions associated with a patient are tracked by the system and can be generated on screen. Once you select a patient, information about that patient can be accessed, and transactions can be initiated. You can log on to any cabinet in the system to initiate a transaction.

PATIENT MANAGEMENT

Press Patient Management from the patient screen to review the patient's admission stats.



Active Omni	Cabinet in which all med order items are stocked for the patient.
Area	Patient's active room number.
Date of Birth	Patient's date of birth; can be used as a second identifier for the patient.
ICD9	Diagnosis code from ADT or DRG interface.

Med. Rec. #	Patient's medical record number.	
Patient ID #	Patient's identification number.	
Payor ID	Insurance plan identification number.	
Physician	Patient's primary doctor.	
Room	Patient's active room number.	
Patient Type	CF Confidential (1-4) ERM Emergency Room INP Inpatient MS Other Type (1-4) OP1 Same Day outpatient	OPB Outpatient in bed REC Recurring (series) O/P SDS Same Day Surgery TMP Temporary Patient

If you have SinglePointe enabled, then you have additional patient-specific functionality available from this screen. You can transfer the patient and/or their meds to this cabinet. You can also stock patient-specific meds or remove any meds that patient brought from home that were stocked in this cabinet.

Allergy Information

Known patient allergy information is available by pressing Allergy Info from the patient screen. Check MAR if no known allergies are displayed.

Patient Lists

When you log on, tabs on the bottom of the screen help you locate the patient you need. Some tabs may not show on all cabinets.

Global Patient List	Lists all patients in the facility.
Local Patient List	Lists all patients in this area.
Partial Dose List	Displays a list of patients who have undocumented medication issues.

Case List	Displays a list of all cases.
My Patients	Displays a list of patients assigned to you (used with Anywhere RN).

View Last Issued Details

All items or kits will display last-issued date and time information. Depending on how your cabinet is configured, you may see cabinet-specific information or system-wide information. System-wide support lists the most recent issue information, per patient and item, from all cabinets. Cabinet-specific support lists the most recent issue information for the cabinet in use only.

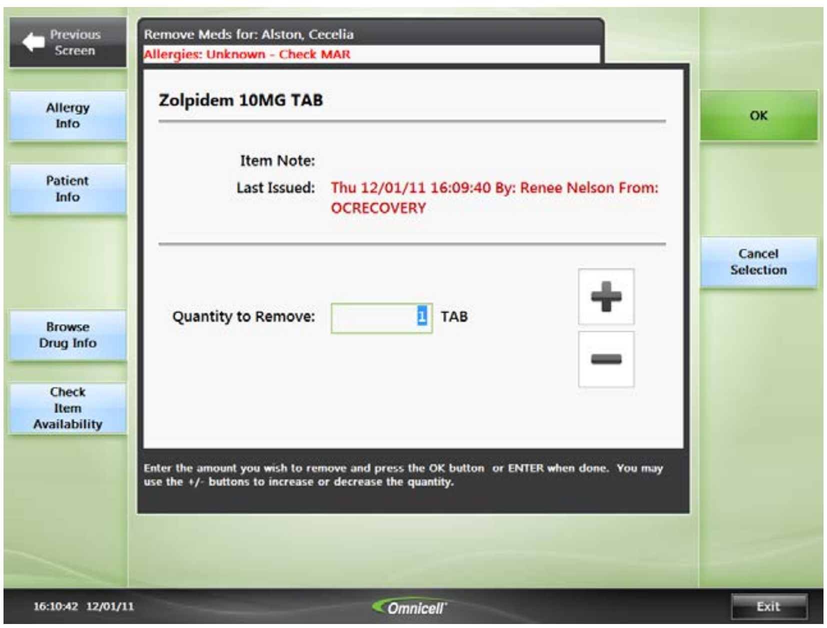
Last-issued information is not displayed for supply items.

System-wide support	
Issued: Month/Date/Year Time Issued: 08/02/09 2:59 PM	Last issue from the cabinet in use or another cabinet in system.
Item has not been issued	This item has not yet been issued to the selected patient.
Information not available	Cannot obtain last issue information; check MAR.
Cabinet-specific support	
Issued: Month/Date/Year Time Issued: 08/02/09 2:59 PM	Last issue from the cabinet in use.

System-wide support	
Item has not been issued	This item has not yet been issued to the selected patient from the cabinet in use only. No time/date stamp is provided even if the item was issued for that patient from another cabinet.

Last Issued Alert

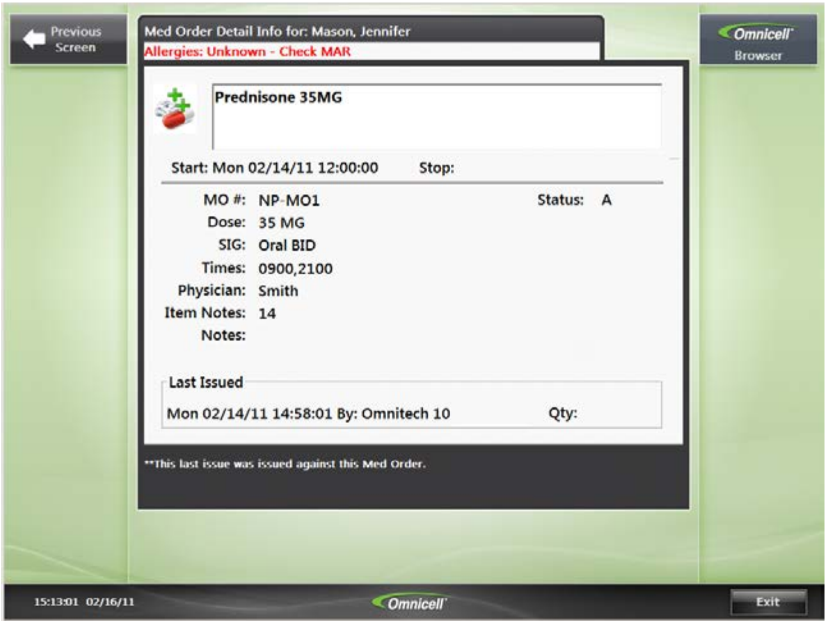
If configured for the cabinet, you may see the message: *This item was recently issued on [Date] at [Time]. Do you want to continue?* Click **OK** to acknowledge the message or **Cancel** to cancel issue of the medication. If a medication has been issued recently, then the last issued information will also be displayed on screen in red, bold text.



View Med Order Information

When necessary, you can review a patient's medication order information. Med order information is available when you access a med order from the *Active*, *Scheduled Meds*, and *PRN Only* tabs.

1. From the ***Remove Meds*** screen, press **Med Order** Info.
2. Press **Previous Screen** to return to the ***Remove Meds*** screen.



Browse Transactions

Browse Transactions is an optional feature that allows you to review item-patient-specific transaction history for the selected med order.

1. From the *Med Order Detail* screen, press **Browse Transactions**.
2. Select a date range: 24, 48, or 72 hours. Press **OK**.
3. Select a transaction to review the details.
4. Click **OmniCT Return** to return to the med order screen.

View OmniLinkRx Order Status

Only med orders in OmniLinkRx will be available to view.

Refer to the *OmniLinkRx Nurse User Guide* for more information on OmniLinkRx.

1. From any tab on the *Remove Items* screen, press View **OLRx Order Status**.
2. Select a document from the List of Documents from OmniLinkRx.

   Med order status is indicated for each patient-associated document: New, Clarification, or Complete.
3. Rotate or zoom for a closer view of the document. Use the scroll bar to adjust the view. Or, press and hold the document and move it as needed.
4. Press **OmniCT Return** to return to *Remove Items* screen.

🗋	Page View: Choice of three views: actual size, fit page, and fit width.

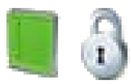
	Rotate Document Views: Rotates document clockwise or counter-clockwise.
	Zoom In/Out: Expands portion of document and aids in document interpretation. Zoom out to decrease size of document.
	Pages Tab: Thumbnails of document pages are displayed. Select thumbnail to view page.

Med Order Icons

Med orders may be tagged with an icon or group of icons to visually express important information about the order.

	This med order requires a witness.
	Give this med order as needed.
New	This med order is new. The med order is considered new until an issue has been made against it or the first due time has passed.

These icons may appear on the *Inactive Med Order* tab:

	This med order cannot be issued because it is not time to administer it to the patient. Note that the notebook icon is in color indicating that the med order will be active once within its designated timeframe. These two icons will always appear together when applicable.
	This med order cannot be issued because it is not an active order. This is the most common icon that you will see on this tab.

Item Lists

Several tabs are available on the remove items screen to provide you with a quick way to find the item you need for the patient. Certain tabs are configurable per cabinet.

Display Items to Remove — This tab displays the list of items that you have selected to remove for this patient during this session.

Stocked Items — This tab is a list of all items stocked in this cabinet. Use this tab when you cannot find an item on the *Scheduled Meds* or *Active Med Order* tabs. Note that items stocked in supply zones do not display on this list.

Active Med Orders — This tab displays a list of the profiled orders for the patient, including PRN and STAT items. A profiled order is one that has been reviewed and approved by a pharmacist.

Inactive Med Orders — This tab displays med orders that are currently inactive, on hold, have not yet started, or have been discontinued.

Scheduled Meds — This tab displays a filtered list of active med orders that are due to be administered. This list is updated as scheduled times are updated. From this tab, you have the option to select all items from this list to issue to the patient. If you need to issue an item that is outside of the scheduled time window, press the *Active Med Orders* tab. PRN and STAT items are not included on this list.

When an item is issued, it is removed from the scheduled meds list. You must exit and log in again to see this update on screen. If you later return the item to the cabinet, the returned item will re-appear on the list if still within its issue timeframe.

PRN Only — This tab displays a filtered list of pro re nata (as needed) med orders only. These PRN med orders will remain displayed on the *Active Med Orders* tab as well.

Remote Requests

Remote requests can be completed for issues and/or returns requested from Anywhere RN™. Anywhere RN is an optional, licensed feature that allows you to create a request for items remotely before accessing the cabinet.

For more information on Anywhere RN, see the *Anywhere RN User Guide*.

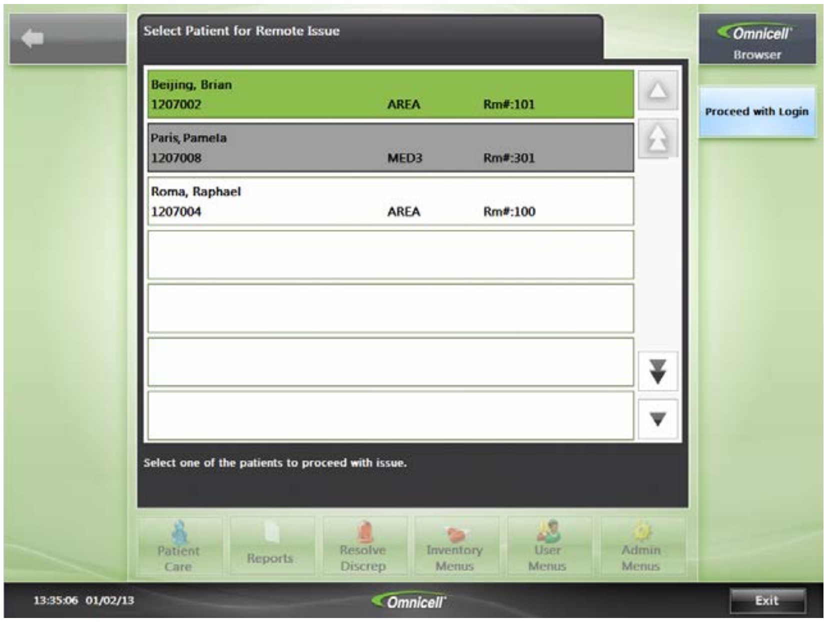
Complete Remote Requests

This task assumes that you have already created a pending issue or return request in Anywhere RN. Although remote requests can be generated for any patient on your *My Patients* list, you can only complete an issue or return request for patients in the same area as the cabinet you are logged on to. Issues and returns are completed for one patient at a time.

1. Log on. Acknowledge the pending issue and/or return request.
   - Press **Issue** to initiate the issue process for items on your pending issue list.
   - Press **Return** to initiate the return process for items on your pending return list.
   - Press **Proceed with Login** to ignore your remote requests and access the Color Touch software. You will be able to access your pending issue/return requests the next time you log on if the requests are still open.

2. Select patient, if multiple patients are listed. Patient names that appear gray on screen are outside the area and cannot be selected.

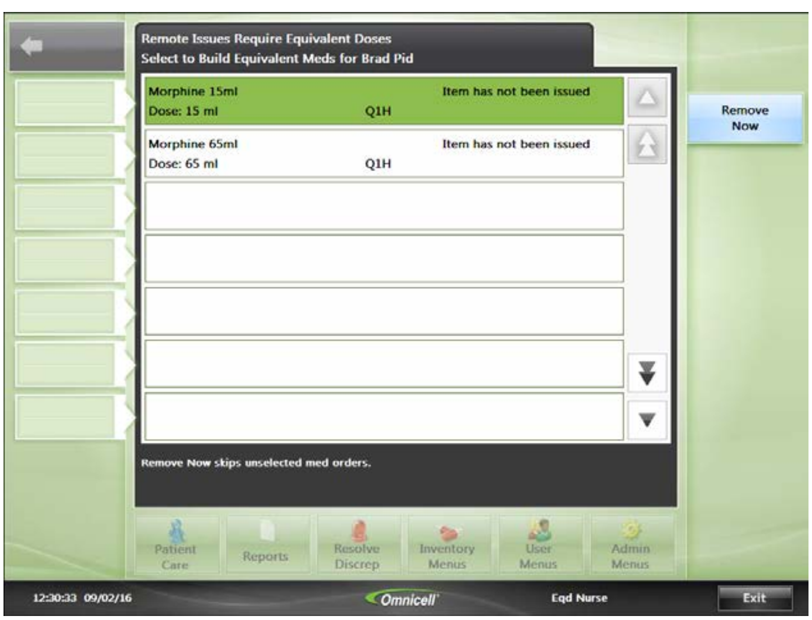
   If a remote request is made for one patient only, then the system bypasses this step and directs you to the location of the items automatically.



A witness may be required to conclude this task.

3. If the med has insufficient quantity and the med has equivalent doses:

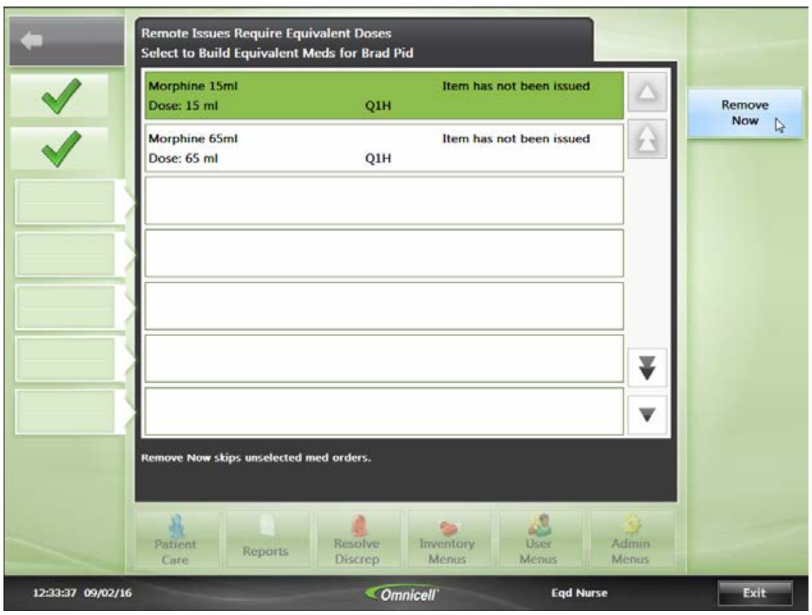
   a. Select each med to build an equivalent dose.



b. Use the **+/-** buttons to enter the intended dose.
   - Dose and quantity list to the left of the item.
   - At the bottom of the screen, a summary of the equivalent issue is listed.
   - To deselect an item, click to the left of the item, where the quantity is displayed. The quantity is removed, and the item will not be issued. All equivalent dose selections for that med order are deselected.

c. Press **OK**.

d. After you select each med that has equivalent doses, press **Remove Now**.



4. Follow prompts and guiding lights to access item(s) for the selected patient.
5. If the amount you are removing is greater than the intended dose, you can press Waste Partial Dose to record the waste. Have your witness enter their user name and password, if required.

Follow hospital policy for partial dose wasting. Waste Partial Dose is a configurable option and may not appear on all cabinets.

6. Select the next patient, if necessary.

See "Issue Items" and "Return Items".

Remote Request Processing

Processing remote requests can take several seconds. Keep this in mind if you do not see your remote request at the cabinet immediately. In addition, if a user is logged on to the cabinet when you send the request, then it can take a few seconds after the user logs off for the cabinet to be updated with any new requests.

If you do not see your remote request at the cabinet, try the following:

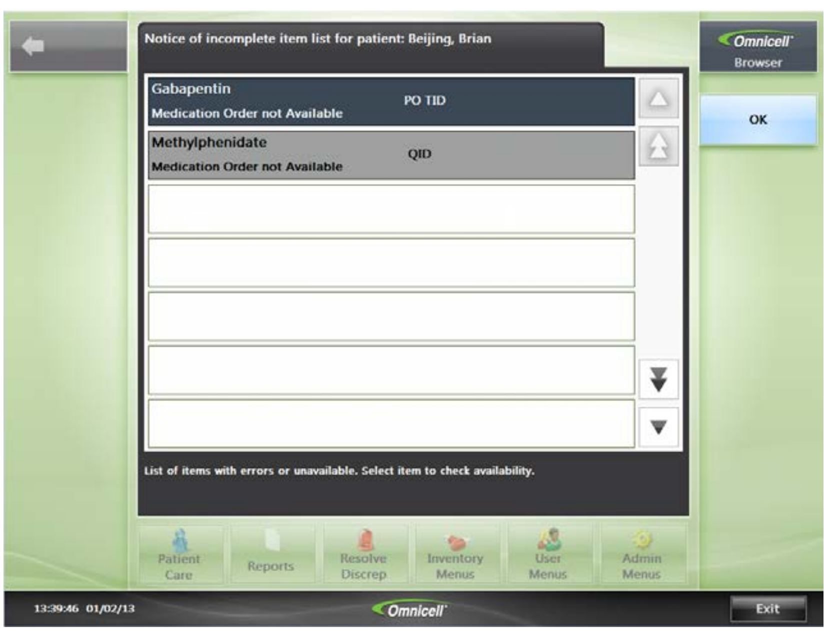
- Wait a few seconds before logging on to the cabinet.
- Watch for the flashing *Data Processing* message to clear from the lower left of the log-on screen.
- If you have already logged on and do not see your remote requests, log off, wait a few seconds, then log on again.
- Issue via standard issue process. In this case, remember to cancel your remote request when it eventually processes at the cabinet. See "Issue Items".

Notice of Incomplete Items

Remote requested items that cannot be issued or returned will be identified in a list on screen when you log on to the cabinet.

Reasons an item cannot be issued or returned include the following:

- Item is not in database and/or not assigned to cabinet.
- Cabinet did not have sufficient quantity to complete issue.
- You do not have access rights to the item.
- The item is not permitted to be returned to the cabinet, and there is no available return bin.
- The Patient Medication Account (PMA) status for the item is closed.
- There are no active or future med orders for the item or the med order was discontinued.



Remote Request Issued by Another User

If you or another user issued an item that is on your pending issue list, then you will be notified with a message on screen upon selecting the patient.

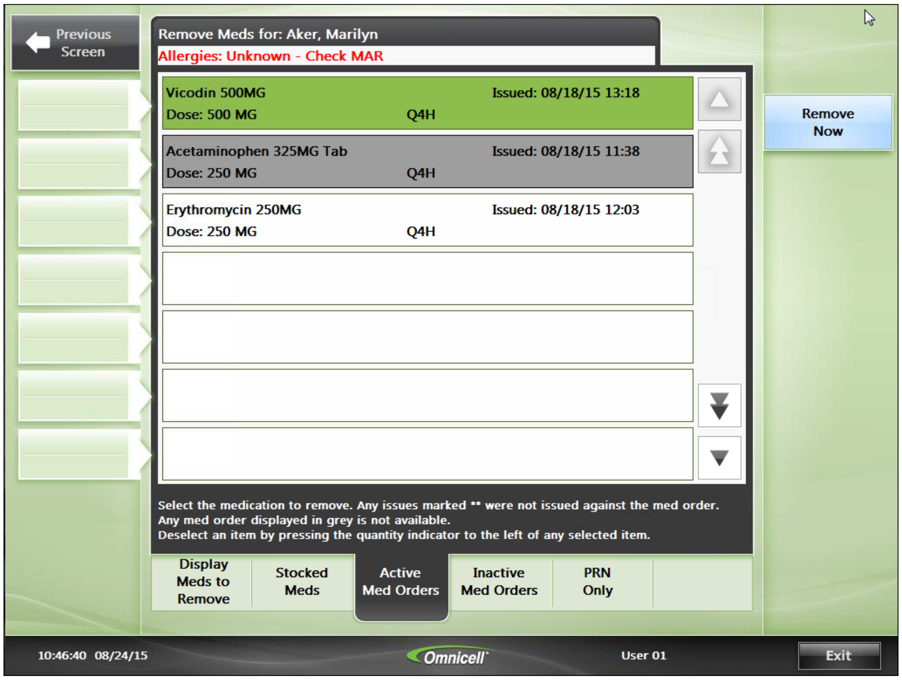
- Press **Continue Issue** to continue item issue.
- Press **Skip Item** to skip the item but keep the request active.
- Press **Cancel Request** to remove the request.

Issue Items

You will either issue items by quantity or by dose depending on how your cabinet is configured.

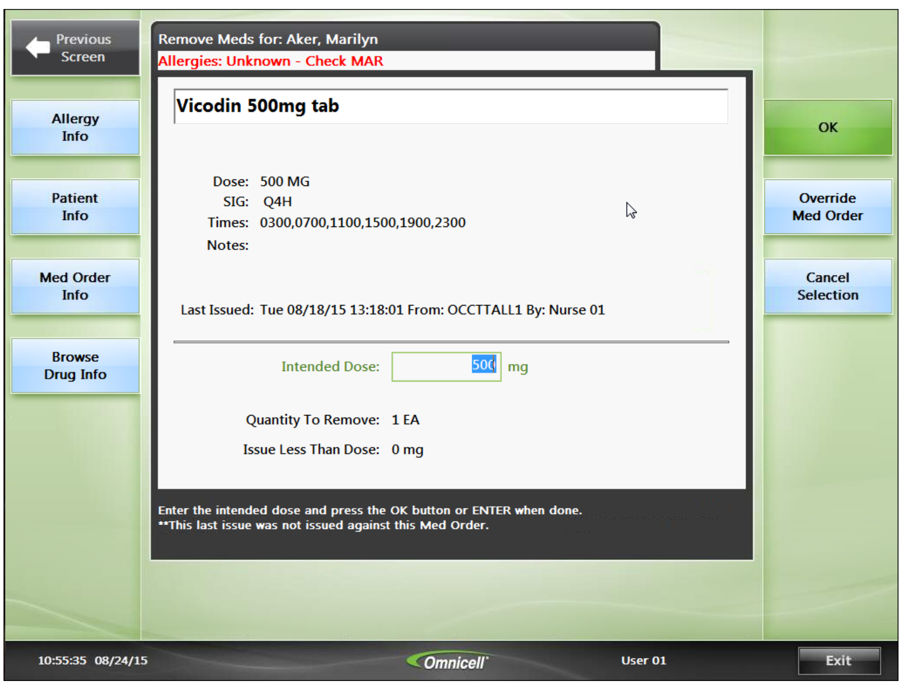
You cannot issue items that are grayed out on screen. These items are either not assigned to the cabinet or you do not have permission to access them.

1. From the *Main Menu*, press **Patient Care**.
2. Select a patient.
3. Press Remove Meds.
   The button could also read Remove Items depending on how your cabinet is set up.
4. From the **Active Med Order** tab, select the desired item.



5. Acknowledge on-screen alerts, if prompted.

6. Modify the amount to remove, if necessary. Press **OK**.



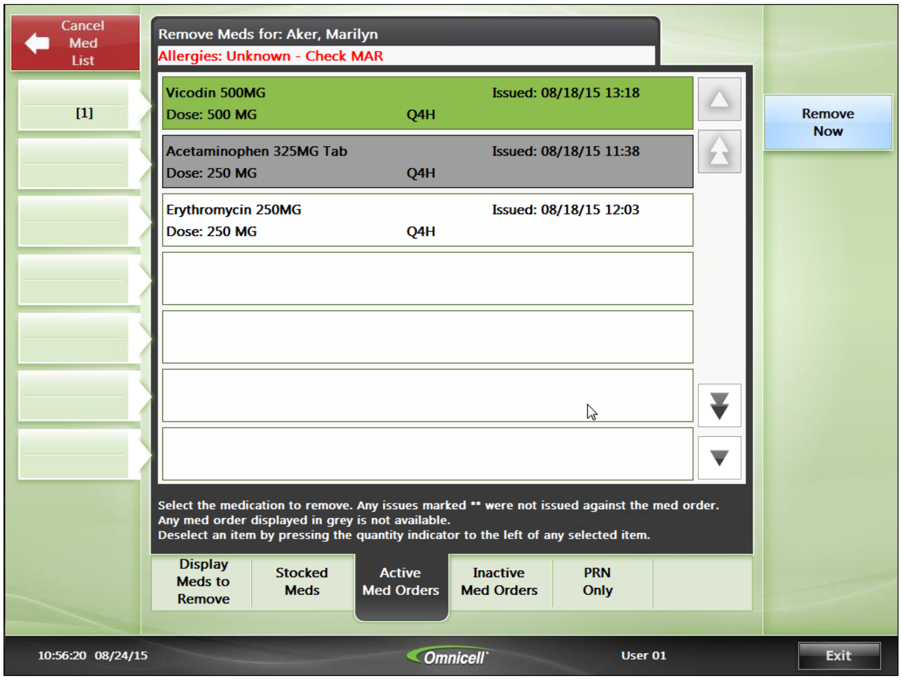
- To modify quantity to remove, use the +/- buttons or enter a number on the keyboard.
- When modifying the dose, the system will compute the quantity to remove based on the intended dose entered.

7. Select the next item.

The quantity to remove is displayed in the left column beside the selected item(s).

8. To deselect an item, press the column next to the item. The quantity is removed, and the item is not issued.

9. When all desired items are selected, press **Remove Now**.



10. Indicate whether to commit previous dose as administered, if prompted. If you choose to commit, the previous dose amount is considered administered. The previous PMA is then closed.

11. Follow prompts and guiding lights to access item(s).

12. Have your witness enter user ID/password, if prompted.

13. Confirm or edit correct count for the item, if prompted. Press **OK**.

14. Scan issue confirmation bar code, if prompted.

15. Confirm or edit issue information:
    - Edit or enter expiration date, if requested. Use the earliest date found.
    - If you need to modify the existing bin level amount, press **Change Bin Level.** Enter the correct quantity Press **OK**. The bin level is updated.
    - Press **Skip Item** to remove the specific item from the selection list and discontinue issue of it.

16. Close bin and drawer.

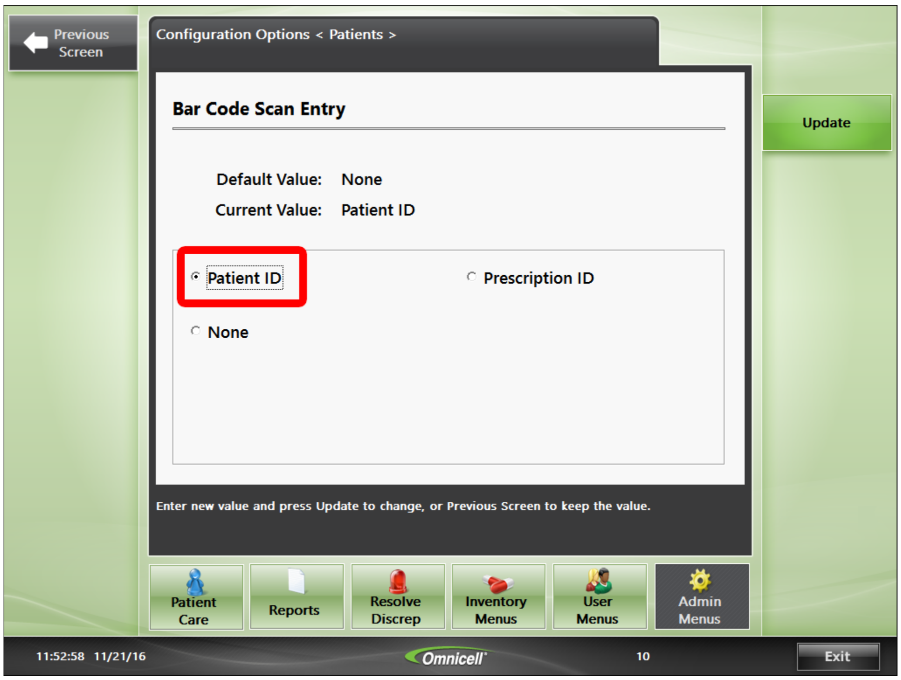
17. Press **Exit**.

Issue Items by Scanning Patient ID

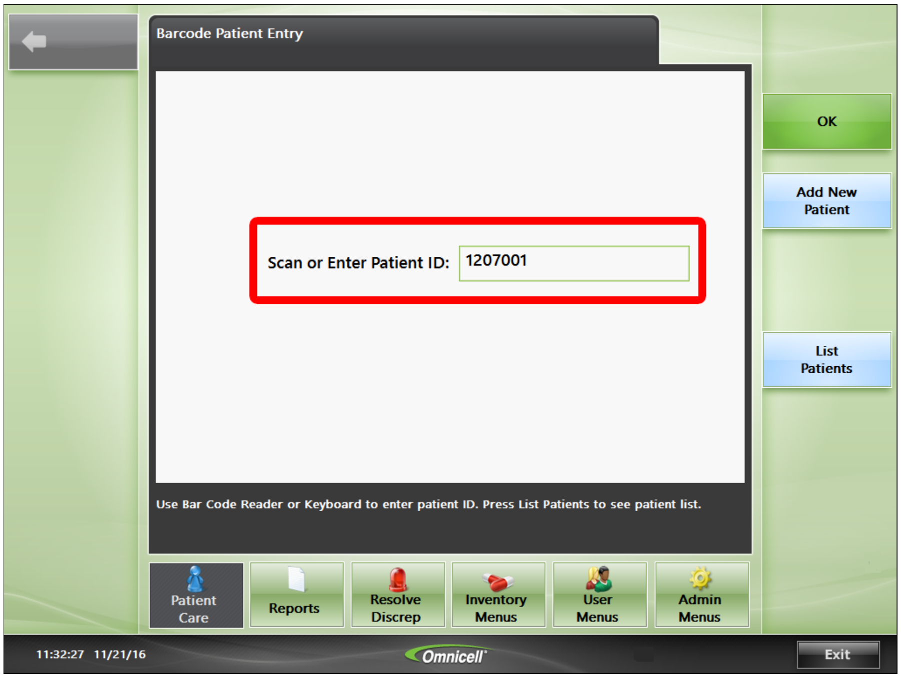
Cabinets can be configured to require the user to scan a patient ID bar code to issue medications.

If the Patient ID option is enabled, the nurse will be prompted to scan or enter a Patient ID on the Patient Care screen. The nurse can then choose to remove, return, or waste the patient's medications.

1. With administrative credentials, log on to the cabinet.
2. Select **OmniConfig** > **Patients** > **Bar Code Scan Entry** > **Patient ID**.
3. Press **Update** to save the change.



4. When the **Patient Care** button at bottom left is selected, the nurse is prompted to scan or enter a Patient ID.



Issue Items by Scanning Prescription ID

Cabinets can be configured to require the user to scan a prescription ID bar code to issue medications.

If the Prescription ID option is enabled, the nurse will be prompted to scan or enter a prescription ID on the Patient Care screen. The nurse can then choose to remove, return, or waste the patient's medications.

Following are prerequisites for the Prescription ID setting:

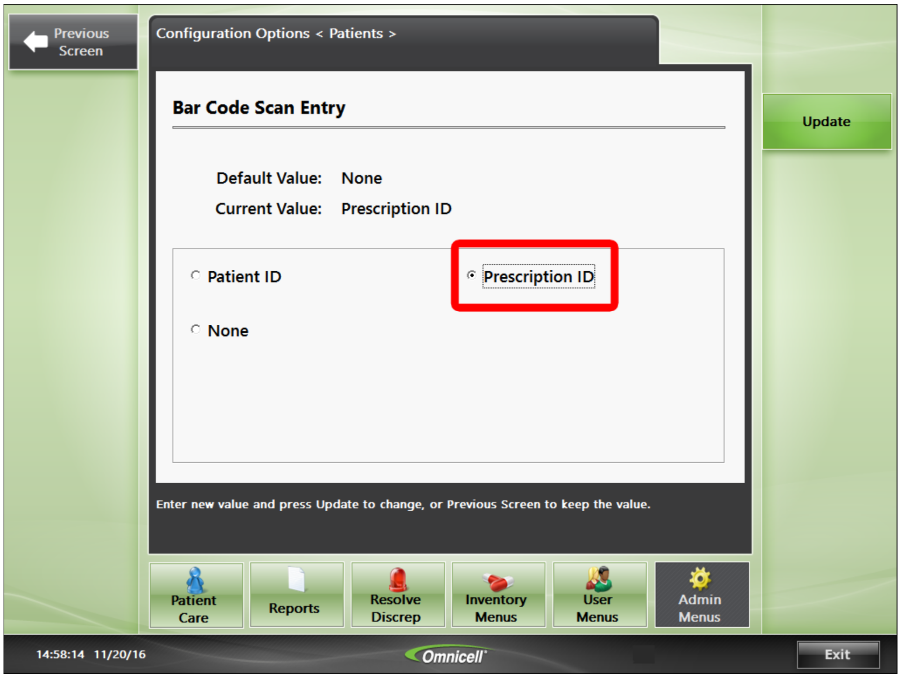
- The cabinet must be profiled.
- An RXP interface must be active between the hospital PIS and the Omnicell OIS.

Following are process impacts of enabling Prescription ID:

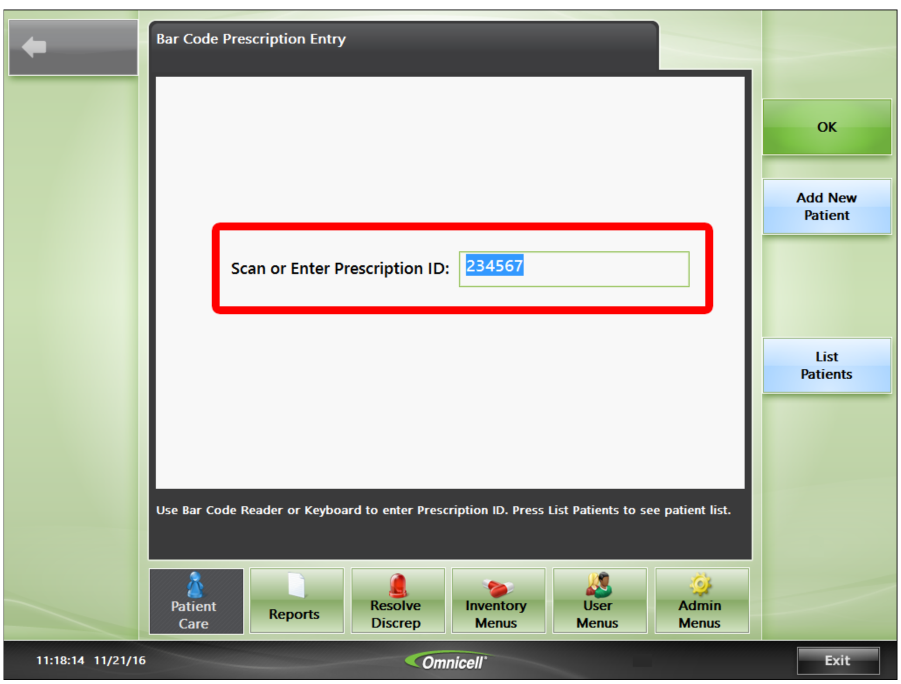
- Override is not allowed.
- Med Order amounts cannot be changed during issue.
- Alerts and warnings, such as dispensing alerts and last issue warnings, are honored. If items are flagged to require alerts or warnings, the alerts or warnings will be displayed and user feedback will be required before the medication can be removed from the cabinet.

To configure the cabinet to prompt for a Prescription ID:

1. With administrative credentials, log on to the cabinet.
2. Select **OmniConfig** > **Patients** > **Bar Code Scan Entry** > **Prescription ID**.
3. Press **Update** to save the change.



4. When the **Patient Care** button at bottom left is selected, the nurse is prompted to scan or enter a Prescription ID.



Issue Nurse-prepared Med Orders

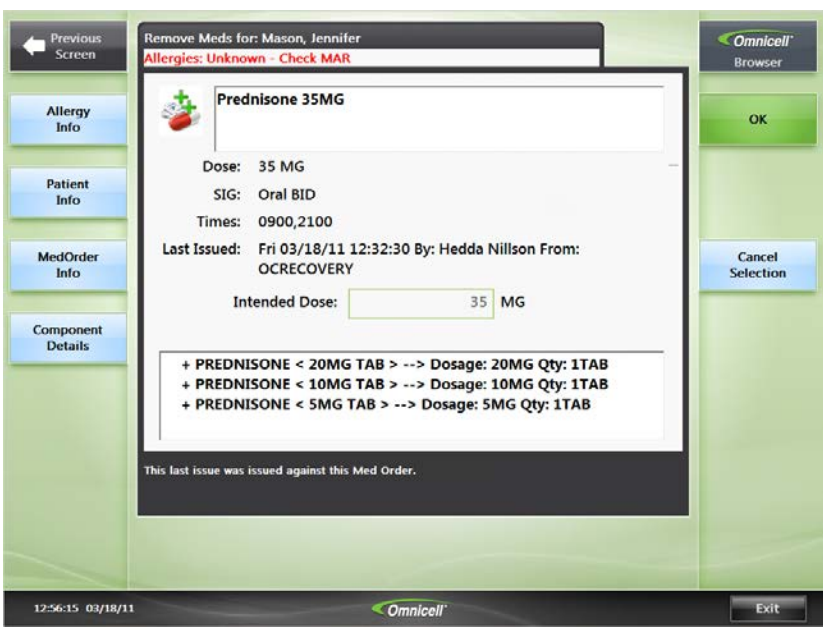
Nurse-prepared orders are medication orders comprised of multiple items. Nurse-prepared med orders are always identified with the icon on the Remove Meds, Med Order Detail, and item access screens. Follow hospital policy for preparing the med order, if necessary.

Selecting the med order selects all components for this med order. Once selected for issue, you will be guided to each item until all items are issued. Components that make up the order are listed on screen.

- If any of items that make up this med order is unavailable, either not stocked or assigned at this cabinet or the item is not within your access rights, then the med order will not be available for issue. The med order will appear gray on screen.
- If you have selected an item from a different med order or as an override and that item is a component of this med order, you will not be allowed to issue this med order.
- Overrides are not permitted for nurse-prepared med orders.
- Browse Drug Info and Check Item Availability are not available for these items.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. Press **Remove Meds**. From any med order tab, select desired nurse-prepared med order. The med order will be labeled Nurse-prepared on screen.
3. Acknowledge on-screen alerts, if prompted.
4. Press **Component Details** or **Med Order Details** to view additional item and/or med order details, if necessary. See "View Component Details" and "View Med Order Information".

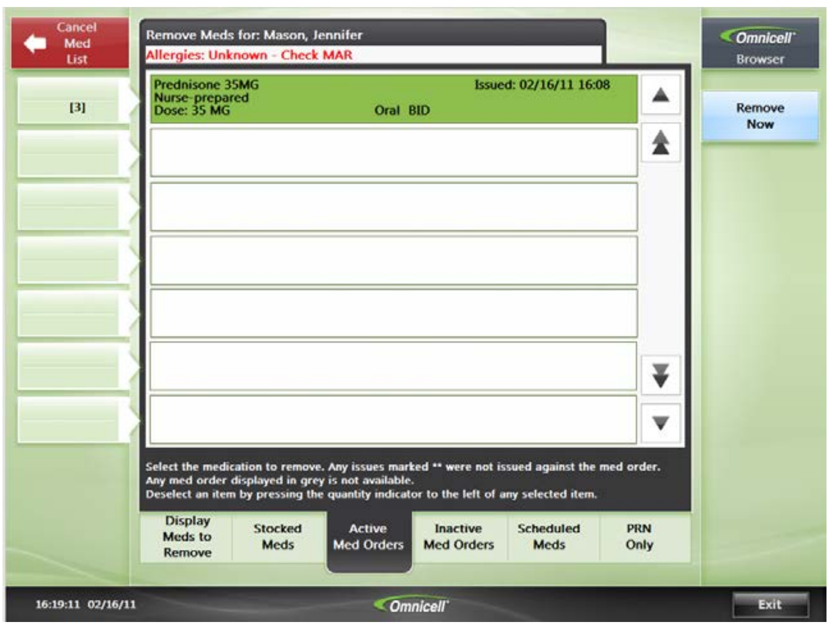
   The Component Details button is configurable and may not be available on all cabinets.
5. Press **OK**.



You cannot modify the intended dose or quantity.

6. Press **Remove Now**.

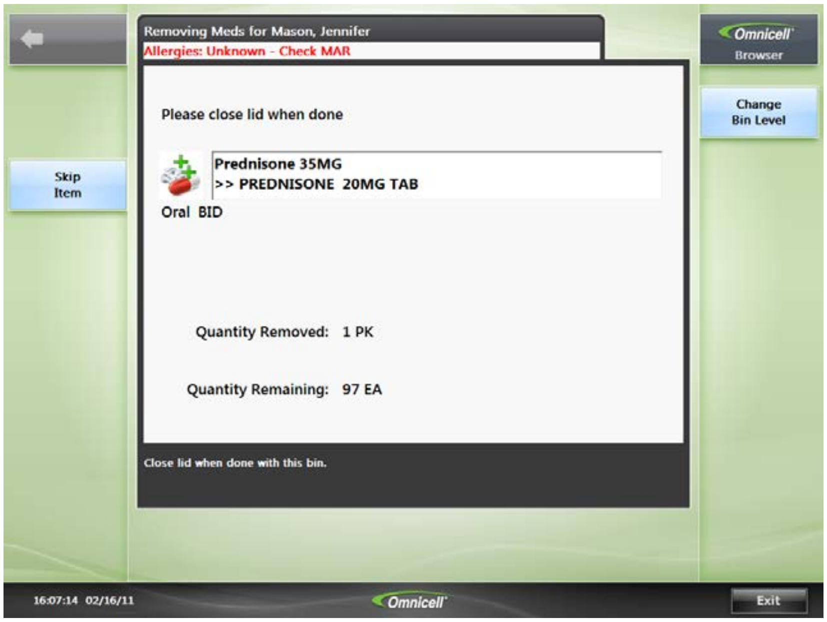
   The quantity listed on left-hand side indicates the total number of items that make up this med order, which also indicates the number of items you will be removing from the cabinet for this med order. You can select the quantity to deselect the entire med order, but you cannot decrease this number.



You cannot remove individual items from issue on this screen. If you must remove items from issue, press Display Meds to Remove. This tab lists all components of the med order individually. Removing an item from this list will result in a partial issue of the med order. Follow hospital policy.

7. Follow prompts and guiding lights to access items.

   Items that are part of the nurse-prepared order are identified on screen by the nurse-prepared icon. Also, the med order display name is referenced on screen.



8. Have your witness enter user ID/password, if prompted.
9. Confirm or edit correct count for the item(s), if prompted. Press **OK**.
10. Scan issue confirmation bar code, if prompted.
11. Confirm or edit issue information:
    - Edit or enter expiration date, if requested. Use the earliest date found.
    - If you need to modify the existing bin level amount, press **Change Bin Level**. Enter the correct quantity Press **OK**. The bin level is updated.
    - Press **Skip Item** to remove the specific item from the selection list and discontinue issue of it. See "Skip Items During Nurse-prepared Med Order Issue".
12. Close bin, door, or drawer.
13. Press **Exit** to conclude.
14. Prepare the med order prior to patient administration. Follow hospital policy.

Skip Items During Nurse-prepared Med Order Issue

During an issue of a nurse-prepared med order, you may notice that there is insufficient quantity of a particular item to fulfill the med order needs. In this case, you can opt to skip the item. This means that you will skip issue of this item only not the entire med order, which will result in a partial issue of the med order. Follow hospital policy.

1. On the item access screen during med order issue, press **Skip Item**.

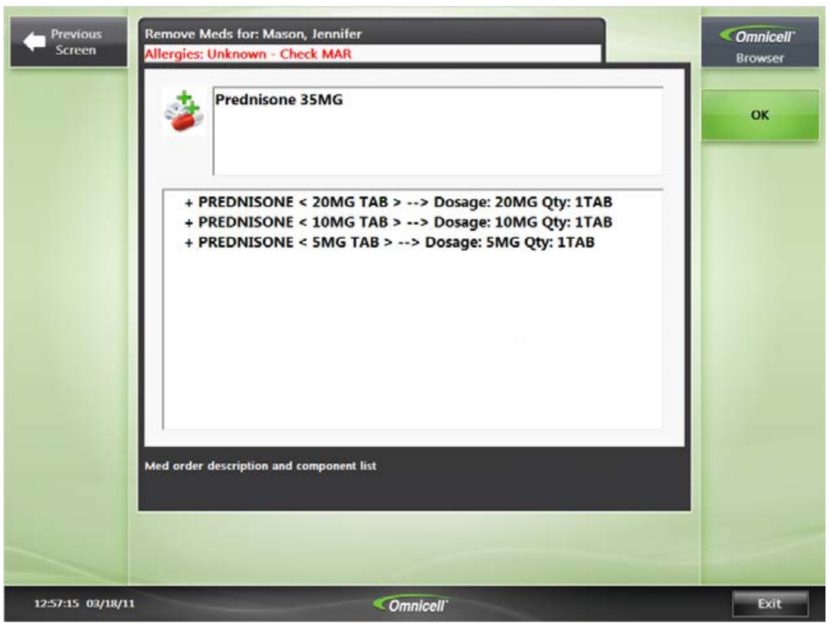
   Once you select skip, do not attempt to remove the item from the cabinet, even if there is some quantity available.
2. Acknowledge the confirmation prompt.

– Press **Yes** to confirm the skip and move on to the next item.
– Press **No** to cancel the skip and return to the item access screen.

View Component Details

The components that make up the nurse-prepared order are provided in a list at the bottom of the Remove Meds screen. In addition, you may also be able to press a button to access a list of components that make up the med order.

1. From the *Remove Meds* screen, press **Component Details**. Each item in the med order is listed on screen, including dosage and strength information.
2. Press **OK** to return to the *Remove Meds* screen.



The Component Details button is configurable and may not be available on all cabinets.

Issue Item(s) of Equivalent Dose

You can issue the an item in a different strength to equal the total strength of the med order. You can issue an equivalent dose at your discretion or if the item on the med order is not stocked or available in the cabinet. You must have rights to the equivalent items.

1. Select a med order from the *Active Med Orders, PRN Only, or Scheduled Meds,* tab.

   If the selected item is out of stock, and the item is part of an equivalent dose group, then a message automatically displays indicating that the issue can be fulfilled with equivalent items for the med order item. Press **OK**. Then, proceed with "Issue Item(s) of Equivalent Dose".

2. Press **Select Equivalent Meds**.

   The list of equivalent items are displayed.

3. Use the +/- buttons to enter the intended dose. You cannot issue an equivalent amount greater than the med order.
   - Dose and quantity list to the left of the item.
   - At the bottom of the screen, a summary of the equivalent issue is listed.
   - To deselect an item, click to the left of the item, where the quantity is displayed. The quantity is removed, and the item will not be issued. All equivalent dose selections for that med order are deselected.

4. Press **Remove Now**.
5. Follow prompts and guiding lights to access item(s).
6. Have your witness enter user ID/password, if prompted.
7. Confirm or edit correct count for the item, if prompted. Press **OK**.
8. Scan issue confirmation bar code, if prompted.
9. Close bin, door, or drawer.
10. Press **Exit** to conclude

Issue Kits

Kits will only be available for issue if you have access rights to all items in the kit.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. From the patient's screen, press **Remove Kits**.
3. Select desired kit.
4. Acknowledge on-screen alerts, if prompted.
5. Verify quantity on screen, if necessary.
6. To add another kit, press **Add Kits**.

   The *Display Selected Items* tab lists the items from the kit(s) that will be added.

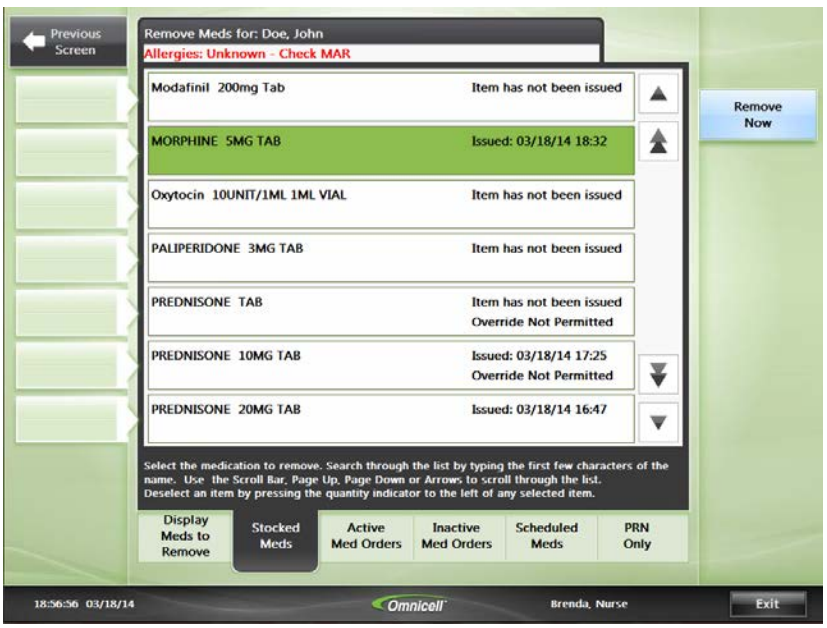
7. Press **Remove Now**.
8. Follow prompts and guiding lights to access item(s).
9. Have your witness enter user ID/password, if prompted.
10. Confirm or edit correct count for the item, if prompted. Press **OK**.
11. Scan issue confirmation bar code, if prompted.

12. Close bin and drawer.

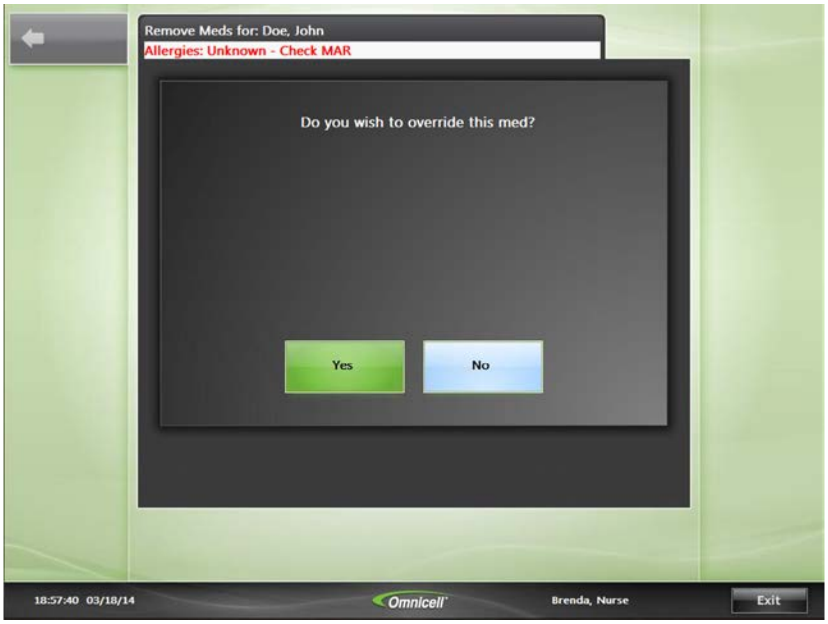
Override a Medication

Use this task to override a medication where the med order is not in the Omnicell system yet (before pharmacy has reviewed the order). Only select medications can be overridden, as determined by your facility. User permission is required. A witness may also be required. Follow hospital policy and procedure.

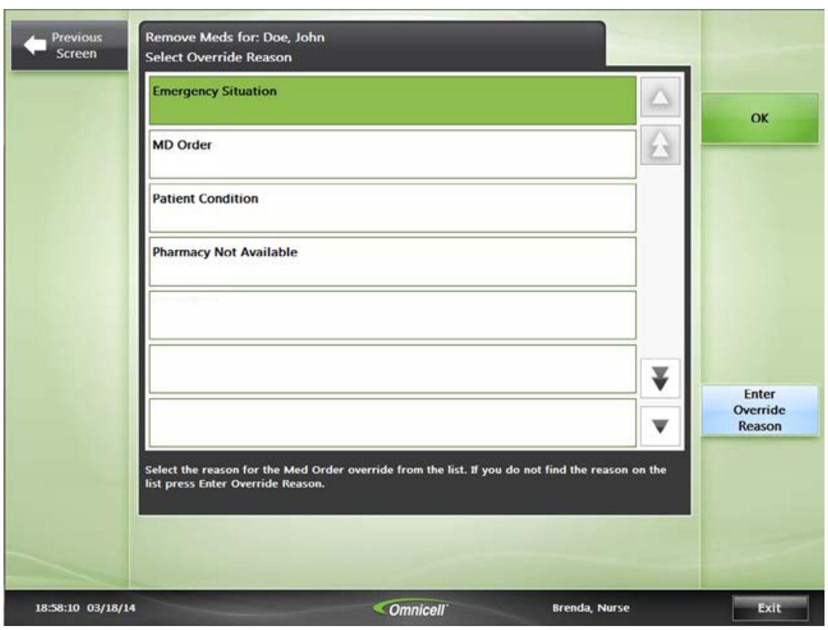
1. From the patient screen, press **Remove Meds**.
2. Select the **Stocked Meds** tab.
3. Select the desired item. Items that do not permit overrides are noted on screen.



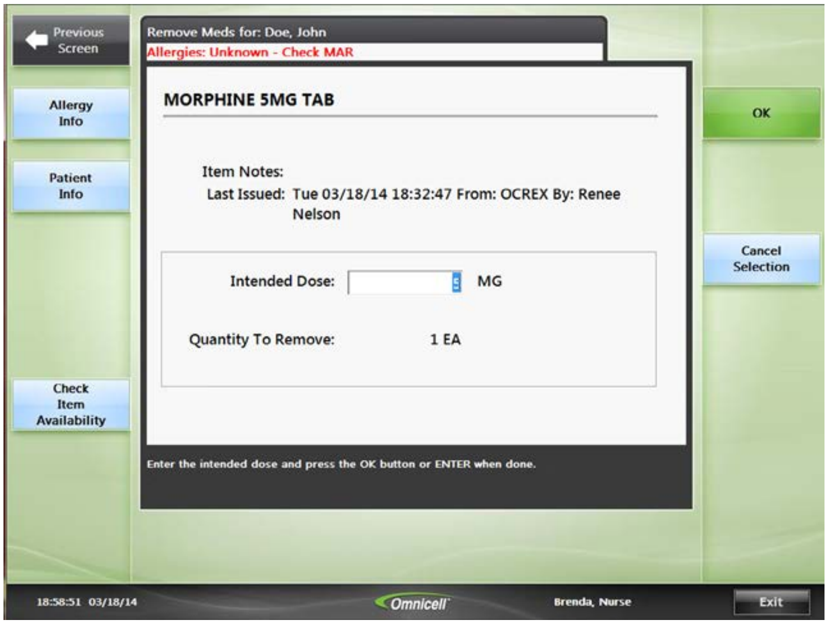
4. Press **Yes** to confirm that you wish to override the medication, if prompted. Depending on your user permissions, this prompt may or may not appear.



5. Select an override reason, then press **OK**. If none of the reasons apply, then press **Enter Override Reason** to enter your own.



6. Enter the dose or quantity to issue, then press **OK**.

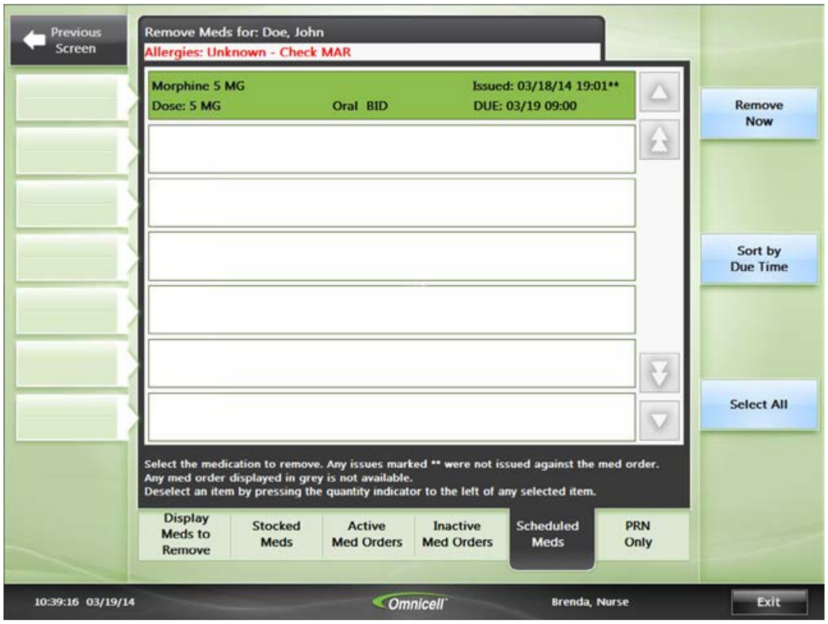


7. Press **Remove Now**.
8. Open the drawer.
9. Open the bin and remove the medication.
10. Close the bin and the drawer.

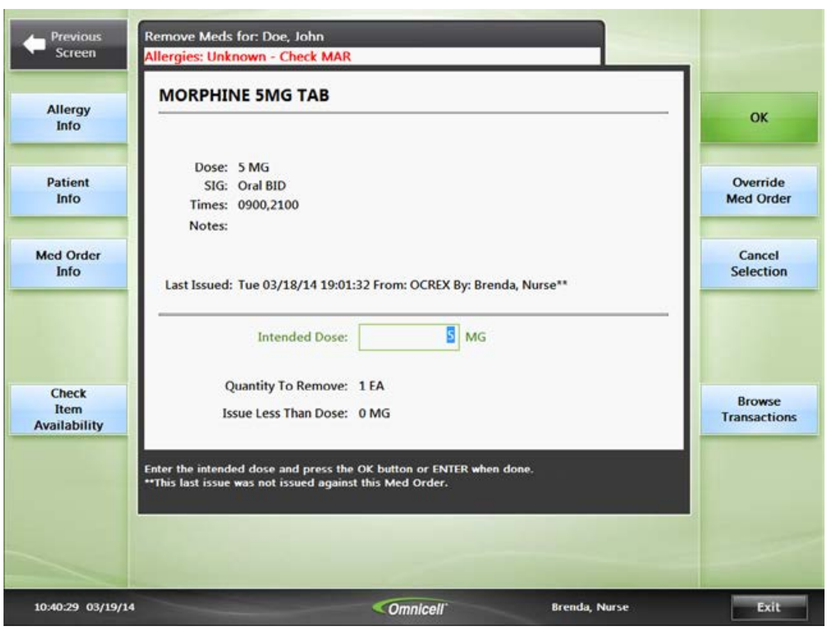
Override an Active Med Order

Only select medication can be overridden, as determined by your facility. User permission is required. A witness may also be required. Follow hospital policy and procedure.

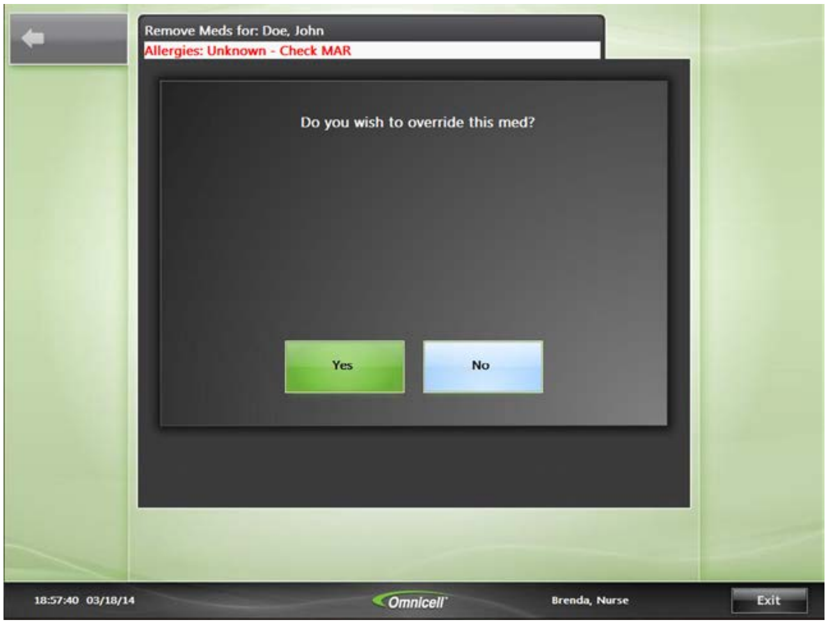
1. From the patient screen, press **Remove Meds**.
2. Select the active med order from either one of the active med order tabs or from Stocked Meds.



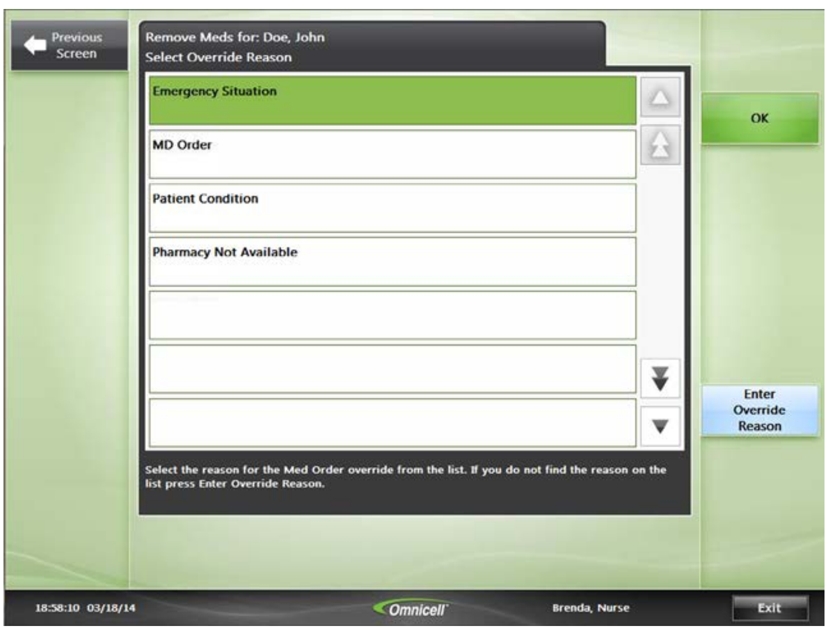
3. Press **Override Med Order**. If you do not see the button on screen, this indicates that the cabinet does not permit overrides of active med orders. Contact Pharmacy.



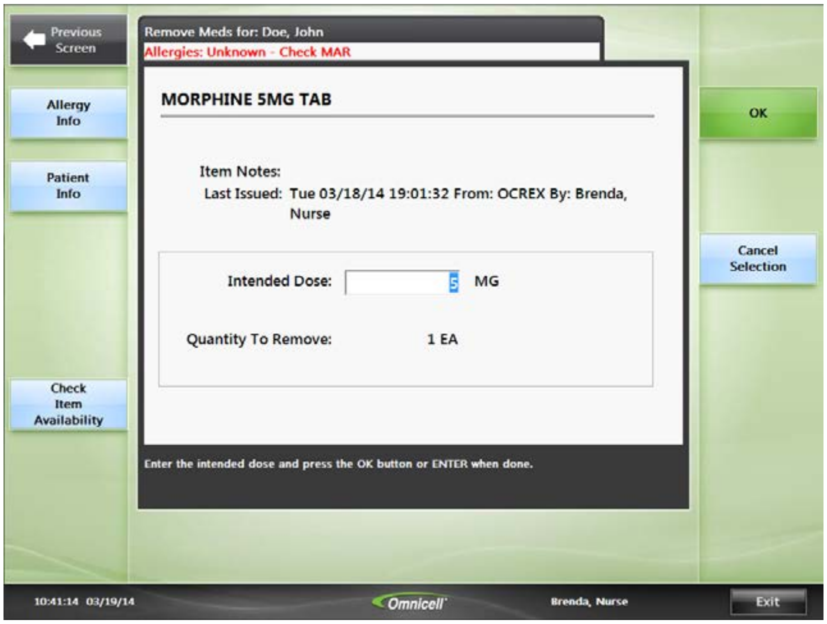
4. Press **Yes** to confirm that you wish to override the medication, if prompted. Depending on your user permissions, this prompt may or may not appear.



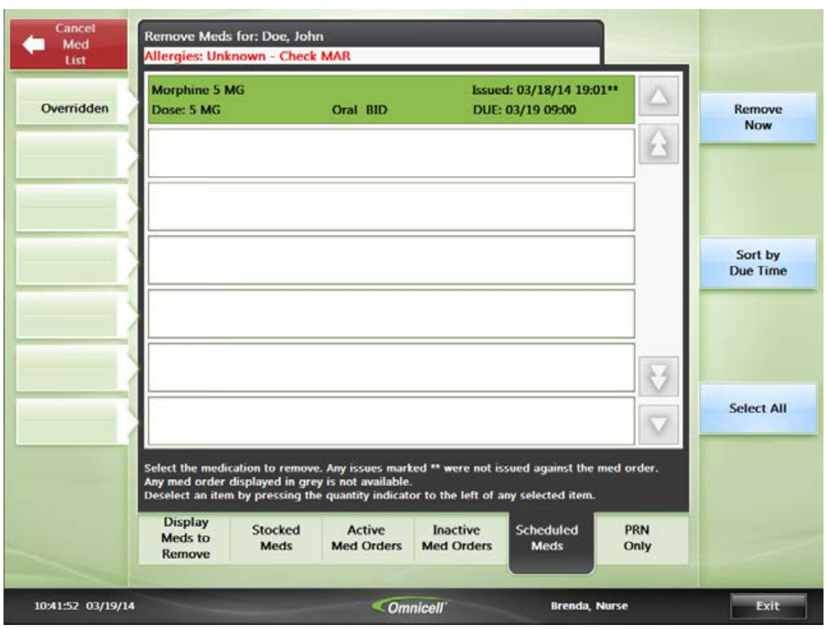
5. Select an override reason, then press **OK**. If none of the reasons apply, then press **Enter Override Reason** to enter your own.



6. Enter the dose or quantity to issue, then press **OK**.



7. Press **Remove Now**. Note the transaction annotation in the left column—this is a visual confirmation that this med order was overridden.



8. Open the drawer.
9. Open the bin and remove the medication.
10. Close the bin and the drawer.

Sorting Medication Orders by Start Time

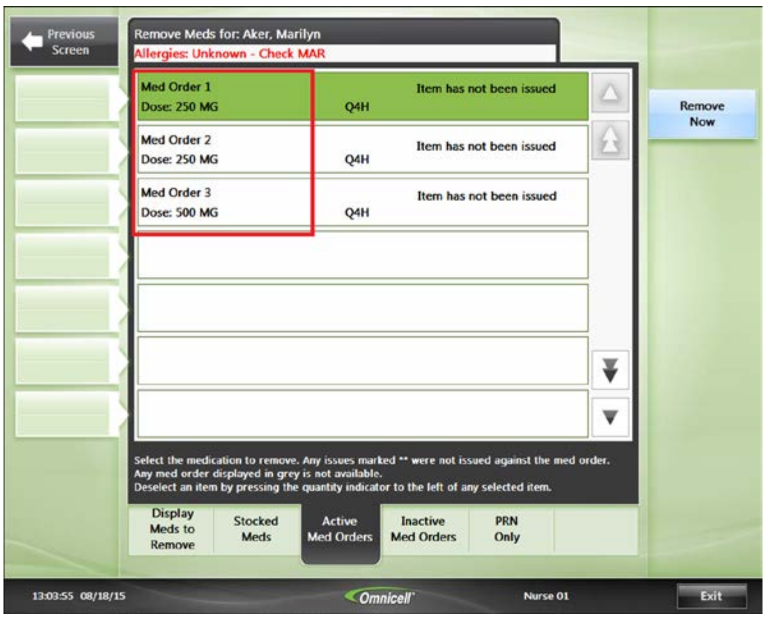
The Active Med Orders list can be sorted by medication order start time, allowing the nurses to quickly see the order with the earliest time at the top of the list. This option is best suited to hospital information systems (HIS) that send one medication order per dose. Configurable per cabinet.

The examples provided shows the difference in sort order.

- All medication orders shown are scheduled to be administered every 4 hours.
- Med Order 3 has the earliest start time, then Med Order 2, then Med Order 1.

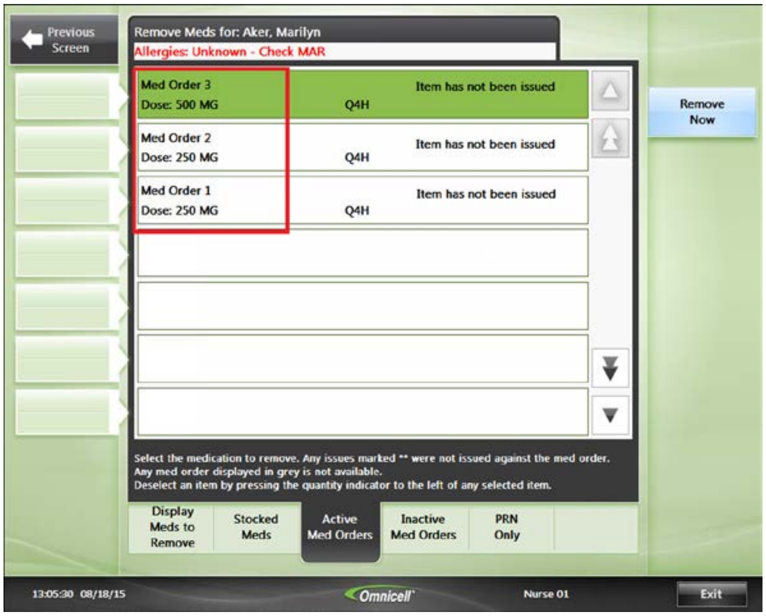
Active Med Orders List Sorted by Medication Order Description

This list is sorted by medication order description. Med Order 1 is listed first.



Active Med Orders List Sorted by Medication Order Start Time

This screen shows the same medication orders, but this time, the list is sorted by medication order start time. Med Order 3 is listed first because it has the earliest start time.

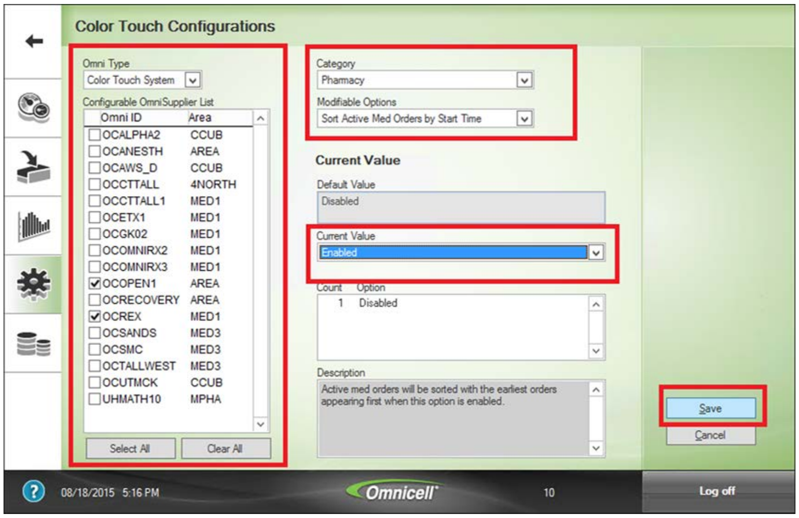


Change Med Order List Sort Order at OmniCenter

The configuration "Sort by Active Med Order List by Start Time" controls the sort order for the Active Meds list. When enabled, the Active Meds list sorts by medication order start time. When disabled (default), the list sorts by medication order description.

This task is performed on OmniCenter and allows you to enable on multiple cabinets at the same time. You must have administrative privileges. To enable this configuration at the cabinet, see "Change Med Order List Sort Order at OmniCenter".

1. Go to **Administration > Global Modify Type > Color Touch Configurations**. Click **Continue**.
2. On the **Color Touch Configurations** screen, select the following:
   a. For **Omni Type**, select **Color Touch Systems**.
   b. In the **Configurable OmniSupplier List**, select each desired cabinet or select all.
   c. For **Category**, select **Pharmacy**.
   d. For **Modifiable Options**, select **Sort Active Med Orders by Start Time**.
   e. Change **Current Value** to **Enabled**.



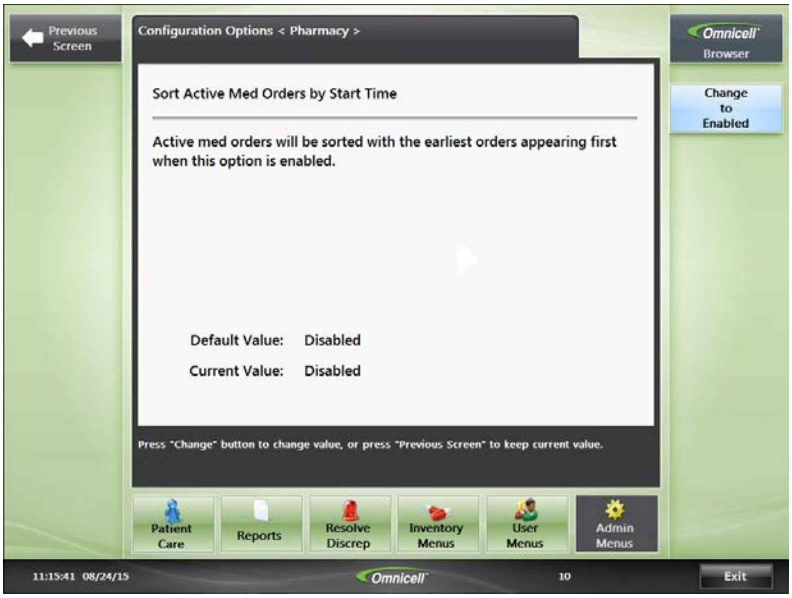
3. Click **Save**.

Change Med Order List Sort Order at the Cabinet

The configuration "Sort by Active Med Order List by Start Time" controls the sort order for the Active Meds list. When enabled, the Active Meds list sorts by medication order start time. When disabled (default), the list sorts by medication order description.

This task is performed at the Omnicell cabinet. You must have administrative privileges. To enable this configuration on multliple cabinets at once, see "Change Med Order List Sort Order at OmniCenter".

1. Log on.
2. From **Administration Menus**, press **Omni Config**.
3. Select **Pharmacy** category.
4. Select **Sort Active Med Orders by Start Time**.



5. Press **Change to Enabled**. The configuration value is updated.

Return Items

Depending on hospital policy, you will either be directed to return an item back to the original location in the cabinet or to the external return bin. Return any unused items first before proceeding with your waste transactions.

- You can return an item from one issue (recommended) or from multiple issues.
- You can enter the return amount on *any* cabinet.
- Miscellaneous returns, (returns not linked to their original issue transaction) may allow the option to select the unit of return—each or box. This option is configurable and may not be available on all cabinets.

1. From the *Main Menu*, press **Patient Care**.
2. Select a patient.
3. Press **Return Meds**.
   - The button name could read Return Items if the cabinet is stocked with a combination of medications and supplies.
   - For multi-dose items, confirm that you want to return the container with an unused portion back to the original bin or to the return bin. Skip to Step 5.
4. From the *Meds Eligible to Return* tab, select the desired item(s). This list displays your open PMAs.

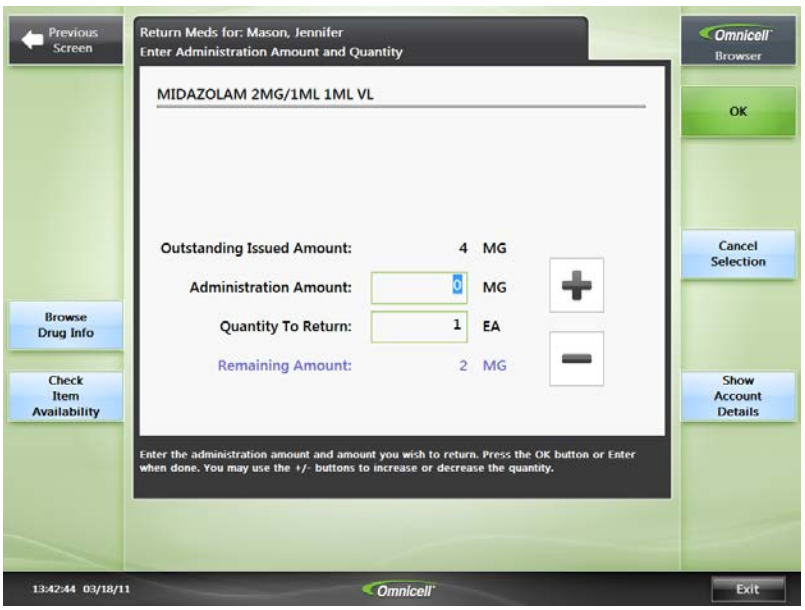
   The *Display Meds to Return* tab lists the items that you have selected to return.
   - If you cannot find the item you need, press **All Meds** to show a list of undocumented items.
   - If you still cannot find the item, select it from the *Stocked Meds* tab. Reconciling an item from this tab may result in a *Miscellaneous Return*.

5. Once the item is selected:

   a. Enter or modify the **Administration Amount**, if requested. Enter an amount even if the amount is zero.

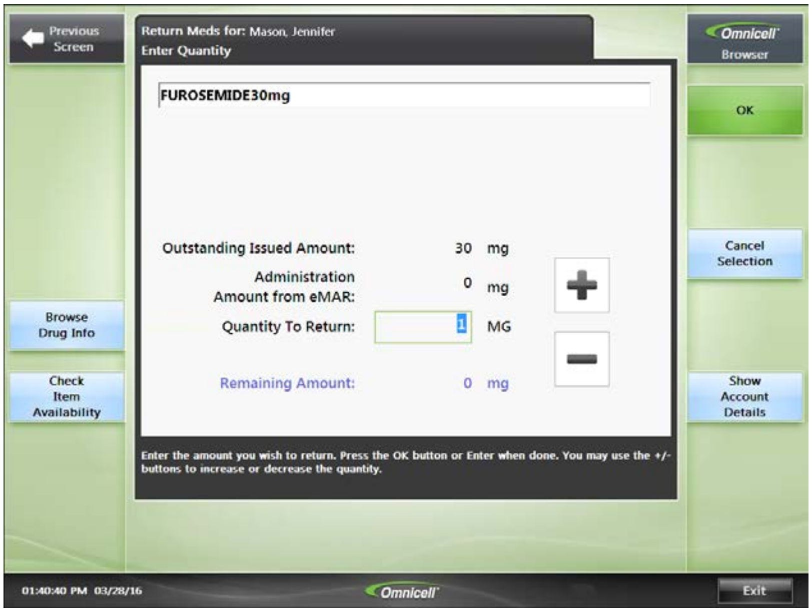
   b. Enter or modify the **Quantity to Return**. Press **OK**.

   The administration and return amounts when combined cannot be greater than the outstanding issued amount.



To ensure proper account balance, you may be asked to enter the administration amount on this screen. If so, enter the total amount administered to this patient, not just the amount of the most recent issue. Use the outstanding issued amount as a guideline.

If the cabinet is located in an admin-based area, the **Administration Amount** field label is changed to **Administration Amount from eMAR**. The field is not editable, because the amount is taken from the electronic medical administration record.



6. Select the next item.
7. When all desired items have been selected, press **Return Now**.
8. Follow screen prompts for where to return the med.
9. Have your witness enter user ID/password, if prompted.
10. Or, if directed, open the return bin and place contents inside. Enter or select a return reason, if requested.

    Returns made to a return bin can be identified with a printed receipt to assist the pharmacy in return reconciliation. If enabled, press Print Receipt to generate the receipt to be enclosed with the item when placed in the bin.
11. Confirm or edit correct count for the item, if prompted. Press **OK**.
12. Scan item or bin confirmation bar code, if prompted.
13. Close bin and drawer.
14. Press **Exit**.

Outstanding Issued Amount	Indicates the total amount you have issued to this patient. View only.
Remaining Amount	Amount of this item that you have outstanding on your PMA after subtracting the return and administration amount. The system computes this amount based on the information you provide.

Show Account Detail

If you need to view your PMA details to verify transactions and totals, you can press Show Account Details, available during waste or return transactions. Account details displays an itemized list of transaction types and amounts that you have in the selected PMA. The total quantity in this detail should equal the *Outstanding Issued Amount* on the waste and return screens.

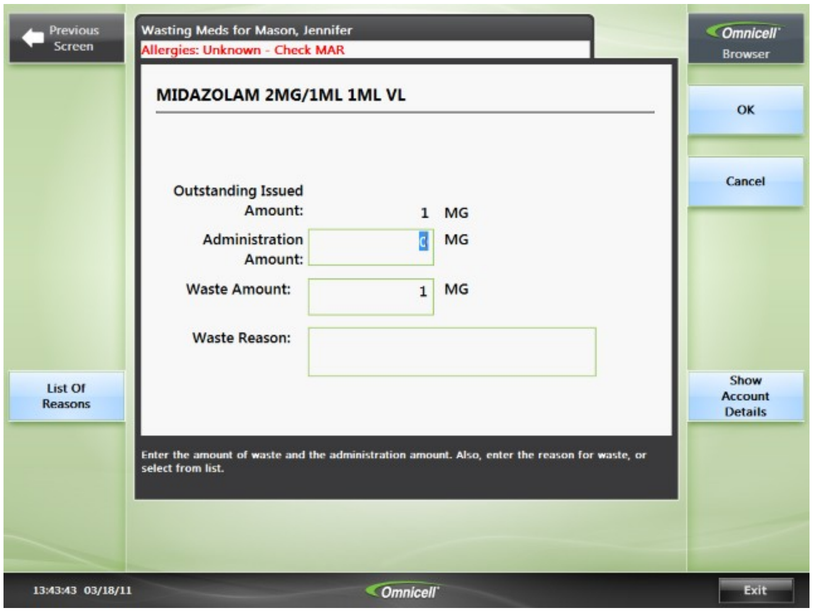
Viewing account details is only available for items set to require reconciliation.

Record Waste

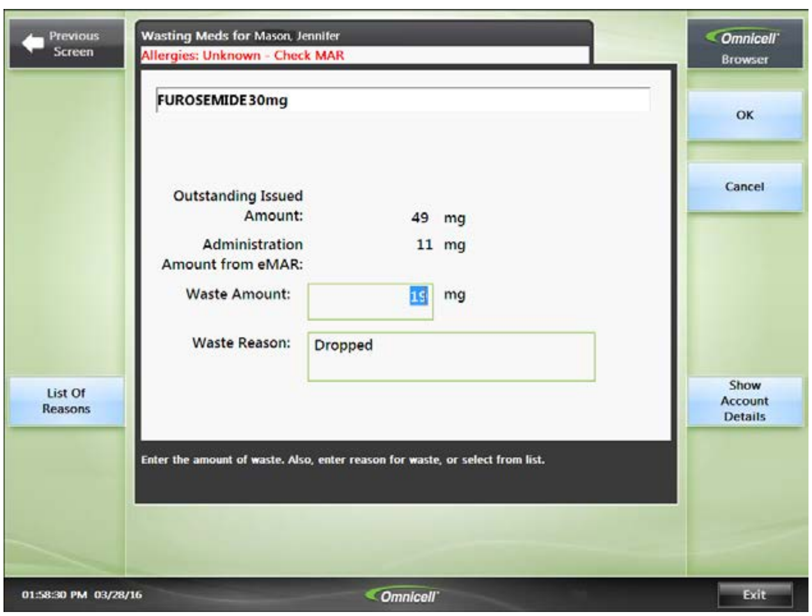
Use this task to record waste for an item. You must provide a reason for the waste. A witness may be required to complete this transaction.

Complete any returns you may have before starting the waste transaction. See "Return Items".

1. From the *Main Menu*, press **Patient Care**.
2. Select a patient.
3. Press **Waste Meds**.
4. From the *Meds Requiring Waste* tab, select the desired item.
   - If you cannot find the item, press **All Meds** to show a list of undocumented items by all users.
   - If you still cannot find the item, select it from the *Stocked Meds* tab.
     Reconciling an item from Stocked Meds may result in a Miscellaneous Waste.
5. Once the item is selected:
   - Enter or modify the **Administration Amount**, if requested.
   - Enter the waste amount.
   - Enter or select a waste reason. Press **OK**.



– If the cabinet is located in an admin-based area, the **Administration Amount** field label is changed to **Administration Amount from eMAR**. The field is not editable, because the amount is taken from the electronic medical administration record.



6. Acknowledge on-screen alerts, if prompted.
7. Have your witness enter user ID/password, if requested.
8. Follow on-screen prompts for where to place the waste contents.

   If prompted, indicate whether you want to place the contents into the return bin.

- If yes, press **Yes**. Press **Access Return Bin Now**. Place waste in return bin; close lid. Wastes made to a return bin can be identified with a printed receipt to assist the pharmacy in waste reconciliation. If enabled, press **Print Receipt** to generate the receipt to be enclosed with the item when placed in the bin.
- If no, press **No**. Press **Record Waste Now**. Follow hospital policy for properly disposing of waste.

9. Submit the waste receipt to pharmacy if required by hospital policy.
10. Press **Exit**.

Use Volume Converter

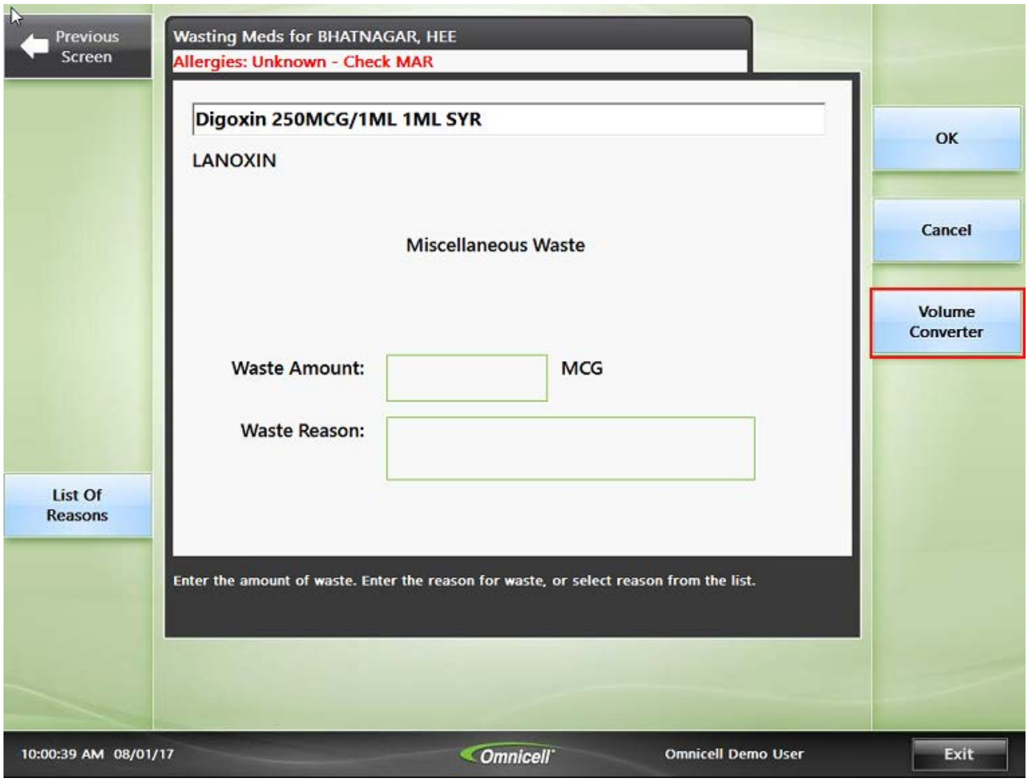
The volume converter computes measurements for liquid medications.

When wasting liquid medications, users can enter either the volume or the amount to waste. The volume converter converts volume to amount and vice versa. The user can toggle the display to show volume or amount.

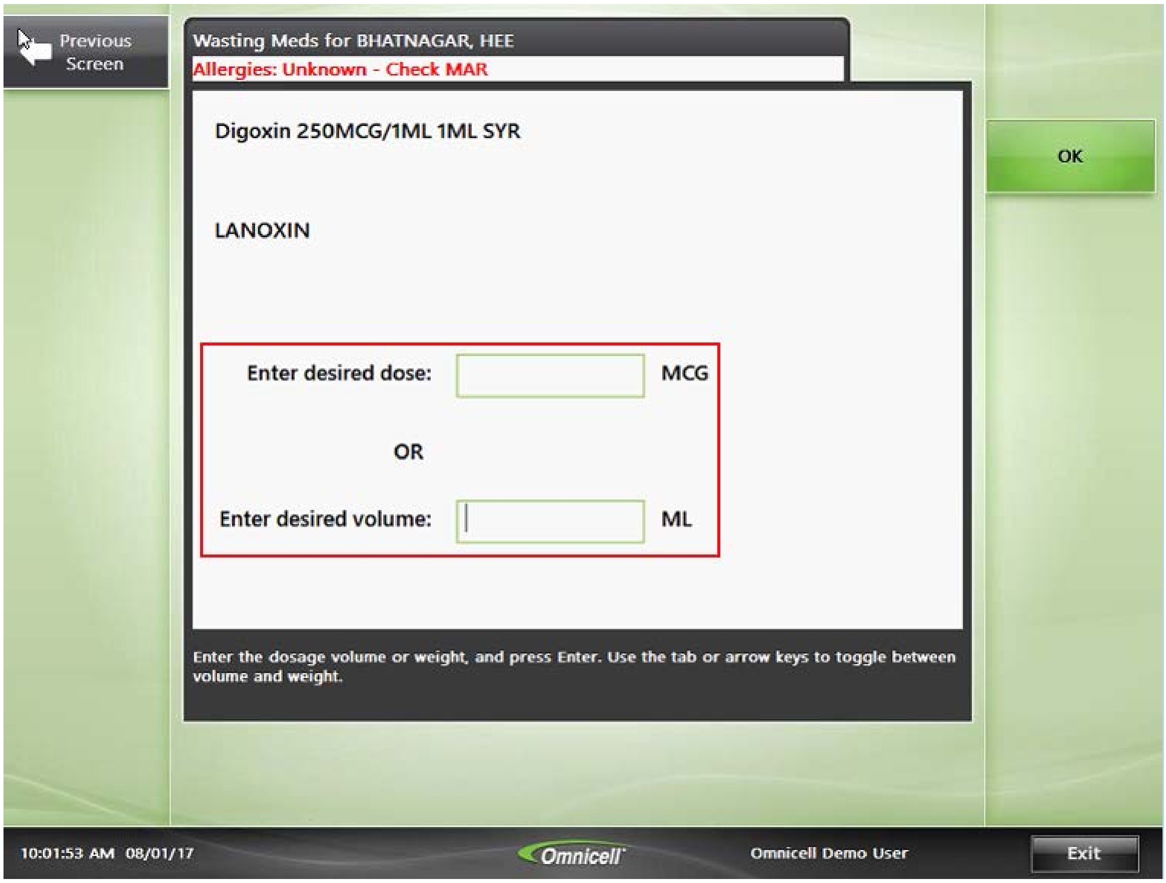
The volume converter is not supported for invalid, non-standardized, or multi-use liquid items, or for valid solid items.

On the **Wasting Meds** screen:

1. Enter a **Waste Amount** and then press **Volume Converter**.



2. Enter either the dose or the volume to waste, and then press **Enter**. Use the tab or arrow key to toggle between display of weight and volume.



3. Press **OK**.

   The give amount and waste amount will be displayed on screen and will print on the cabinet receipt.

Waste Partial Dose During Issue

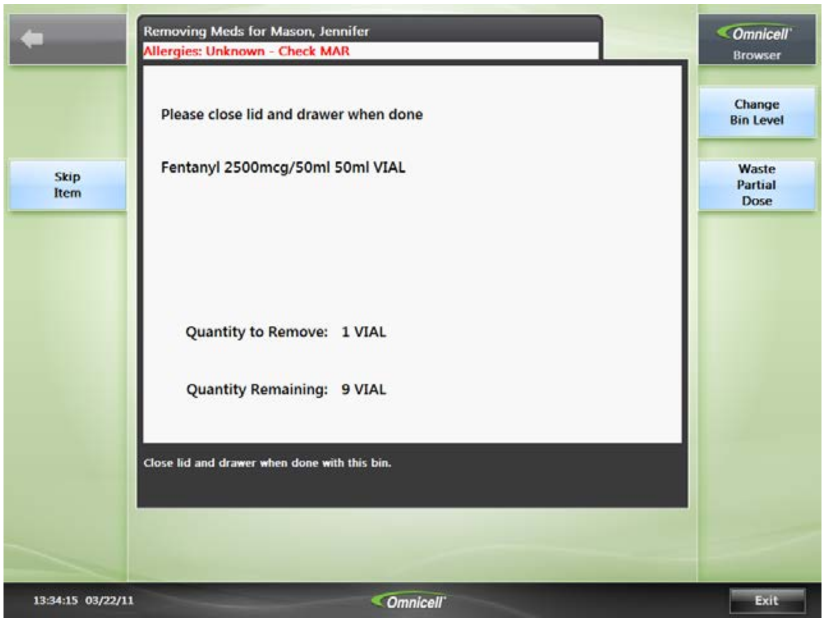
Use this task to record waste of an item during item issue.

The ability to waste partial doses at time of issue is a configurable option and may not be available on all cabinets. If not available, waste transactions must be performed separately from issue transactions.

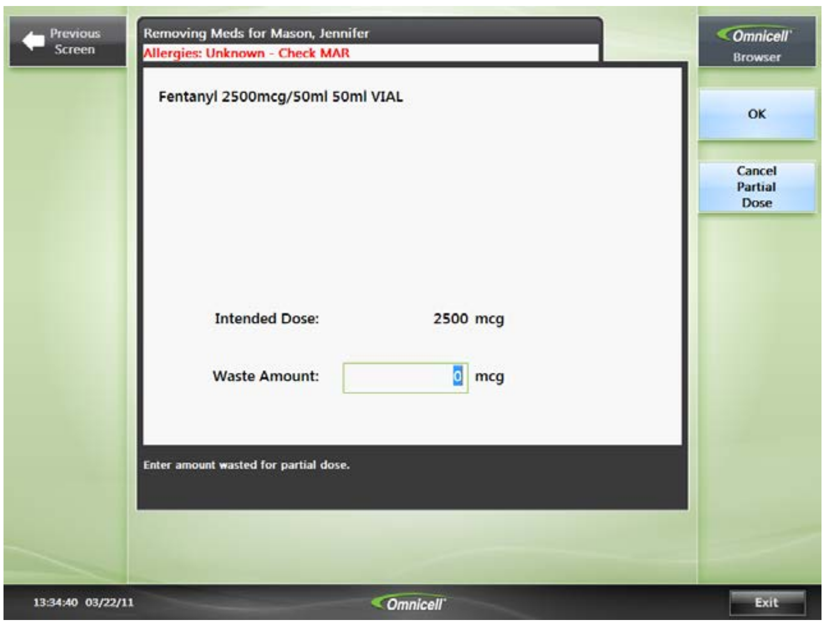
1. During issue, after you select the item, edit the **Intended Dose**. Press **OK**.

   The quantity to remove is noted in the left margin.
2. Press **Remove Now**.
3. Follow prompts and guiding lights to access item(s).
4. Have your witness enter user ID/password, if prompted.
5. Confirm or edit correct count for the item, if prompted. Press **OK**.

6. Press **Waste Partial Dose**. This button is displayed only after you access the bin.



7. Modify the waste amount, if necessary. Press **OK**.
The waste amount is computed automatically based on the intended partial dose.



8. Have your witness enter user ID/password, if prompted.

9. Close bin and drawer.
10. Press **Exit**.

Floor Charge Items

The patient list may include an entry for Floor Charge, which typically appears as first or last entry, or alpha sorted in the list, depending on how your cabinet is configured. Floor charge items can be extra rolls of cabinet printer paper, paychecks, keys, surgical masks, etc.

Issue floor charge items as you would other items except, instead of selecting a patient, select Floor Charge instead. Your facility may use a different term for Floor Charge.

Items Set to Record Lot/Serial Number Information

The Omnicell system can track information embedded within the item's bar code, which can include lot number, serial number, and/or expiration date. If enabled for the item, you will be prompted to scan a bar code during patient care and inventory tasks.

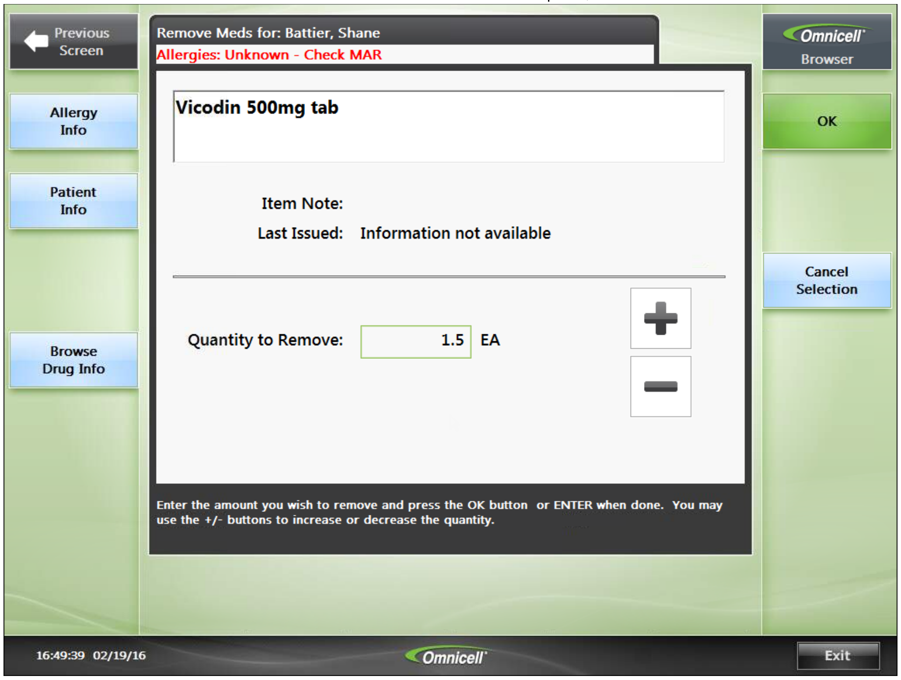
Multi-dose Items

A container that holds more than one dose may be considered a multi-dose item. If you are issuing a multi-dose item, the amount you remove will be in units of issue, not total package amount. Return the container when finished. Multi-dose items can be returned to the original bin without incrementing the count. The system calculates waste amounts based on the strength amount of the unit of issue, not the total package.

Fractional Dose

The fractional dose feature enables a decimal quantity entry for valid solid multi-dose items.

You can issue, return, waste, cycle count, countback, destock, and supplemental restock a fraction of a valid solid multi-dose item. For example, a nurse could remove 1.5 tablets from a cabinet.



The use of fractional doses of solid medications is discouraged in some regions. Please review and follow your site policies and procedures.

1. Enable the fractional dose feature in OmniCenter.
   a. Log on to OmniCenter as an authorized user.
   b. Select **Administration**>**Inventory Setup**, then check the **Multi-dose support for valid solids** check box.

      This is a global setting that applies to items that are valid solids configured for **Multi-Dose** (**Database**>**Items**>**Search**>**Modify**>**Pharmacy**>**Multi-Dose**).
2. Verify that multi-dose support for valid solids is enabled on the Color Touch cabinet.
   a. Log on to a Color Touch cabinet.
   b. Select **OmniConfig**>**Global Settings**>**Inventory Setup**, then verify that Multi-dose Support for Valid Solids is enabled.

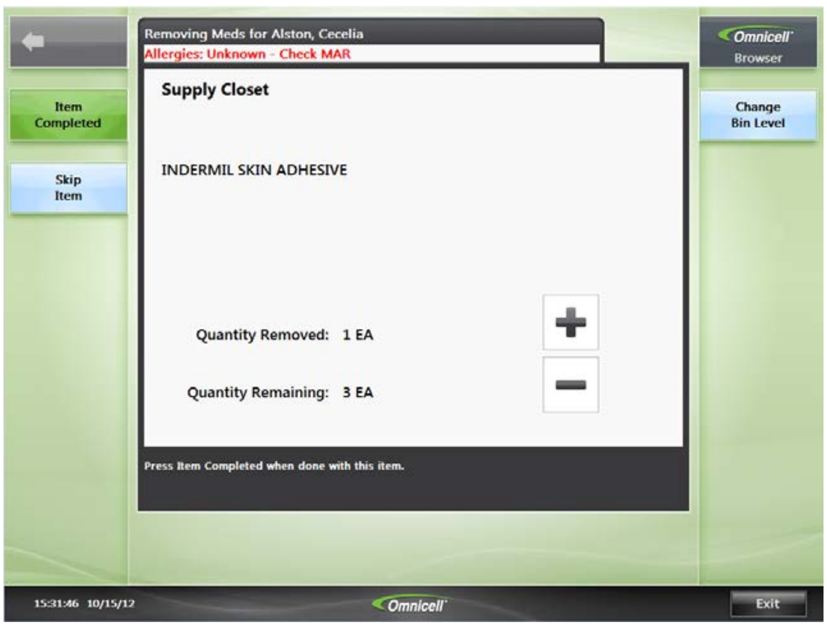
You can now enter decimal quantities for valid solid multi-dose items.

Change Bin Level

This task describes how to change the bin level amount during a task if you notice that the amount specified in the bin is incorrect.

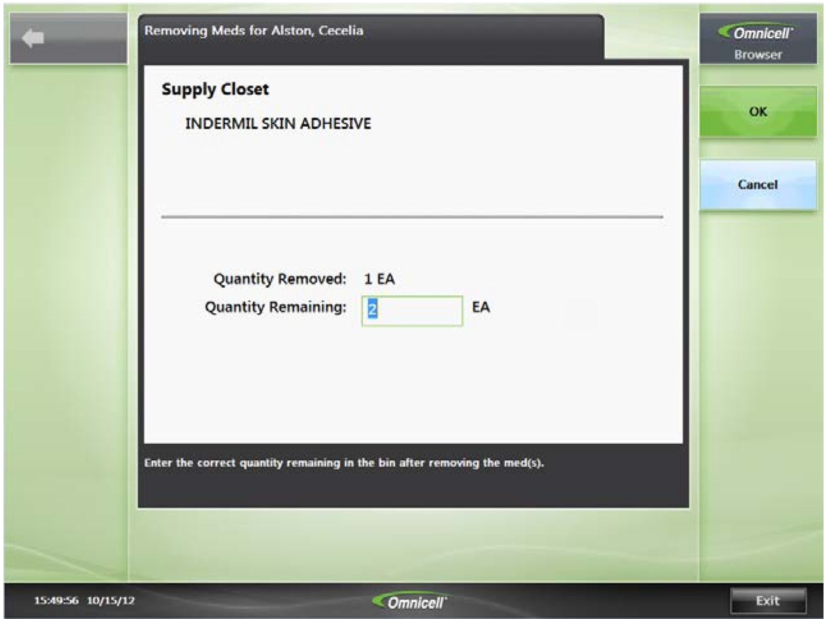
- Change bin level is configurable and may not be available on all cabinets or Open Supply stations.
- Change bin level is available on the item confirmation screen for any item (medication or supply) stocked in the cabinet or stocked remotely during these workflows: issue, return, supplemental restock, and destock.

1. On the item confirmation screen, press **Change Bin Level**.



2. Count the items in the bin or remote location.
3. Enter the actual bin level *after* performing your task; press **OK**.

   For example, during item issue, count the number of items after you remove the item(s). During item return, count the number of items after you return the item(s).

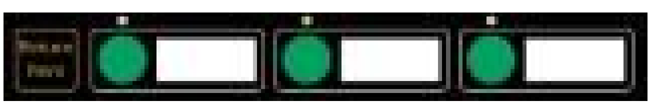


You are automatically returned to the previous screen. The Quantity Remaining is updated to reflect the corrected bin level.

Issue Supplies Stocked in the Cabinet

When issuing supplies stocked in supply zones, most interaction is done through the shelf buttons where the supplies are stocked, not on the screen.

1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select patient. The supply doors will unlock.
3. Open the door.
4. Press the green shelf button to select the desired item. The green LED above the button lights to indicate that it is selected. Implant items will require that you scan or enter a lot/serial number.

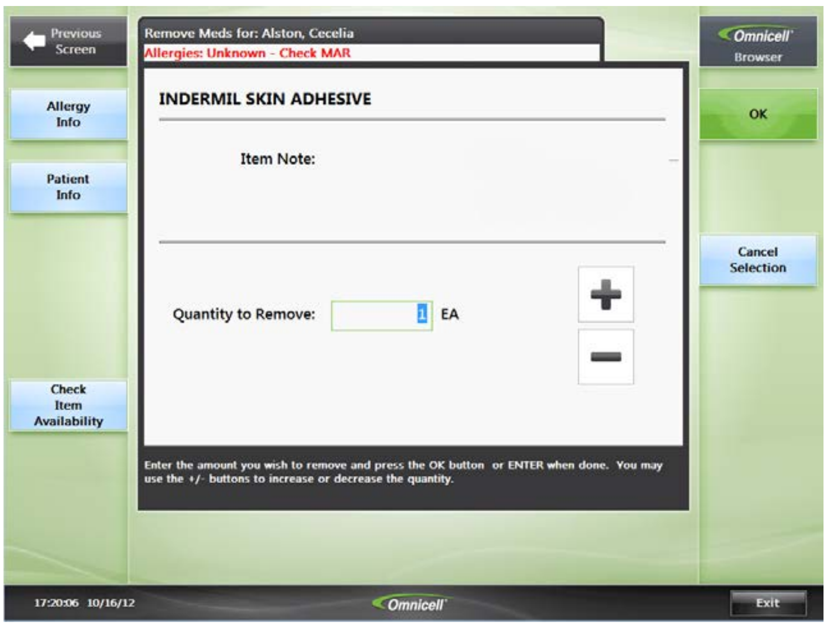


5. Press the green shelf button again to increase the quantity to remove. Implant items will require that you scan or enter a lot/serial number for each individual implant issued.
6. Remove the item(s). Close door.

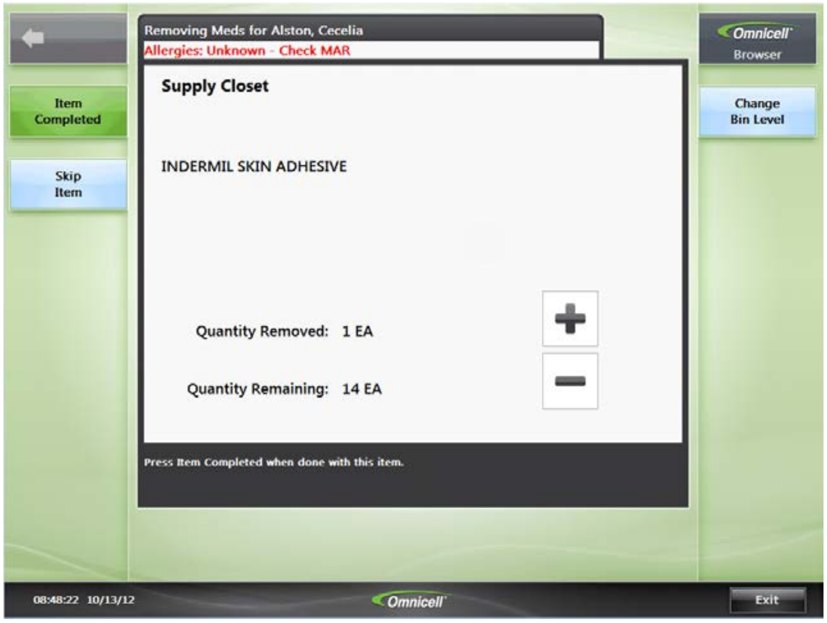
Issue Supplies Stocked Remotely

Use this task to issue supply items stocked in locations outside of the cabinet bins.

1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select patient.
3. Press **Remove Supplies**. This button could be labeled *Remove Items*.
4. Select the desired item from the list on screen.
   Only remote items are displayed on this list.
5. Enter the quantity to remove; press **OK**.



6. Press **Remove Now**.
7. Press **Item Completed**.



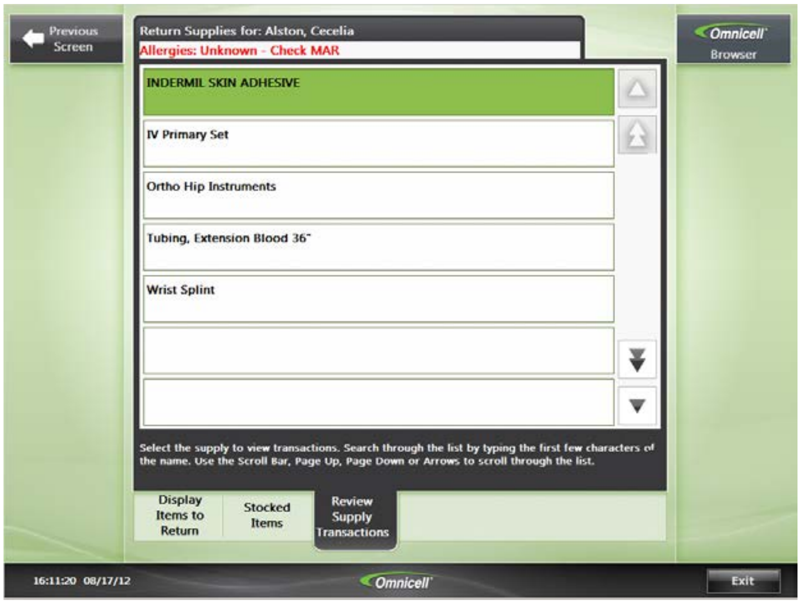
Review Supply Transactions

At any time, you can review a list of supplies issued and returned for a given patient. The read-only list includes the date and time the supply was issued or returned, quantity, and the user who performed the transaction. The list will also display expiration date, lot and/or serial number if entered for the item.

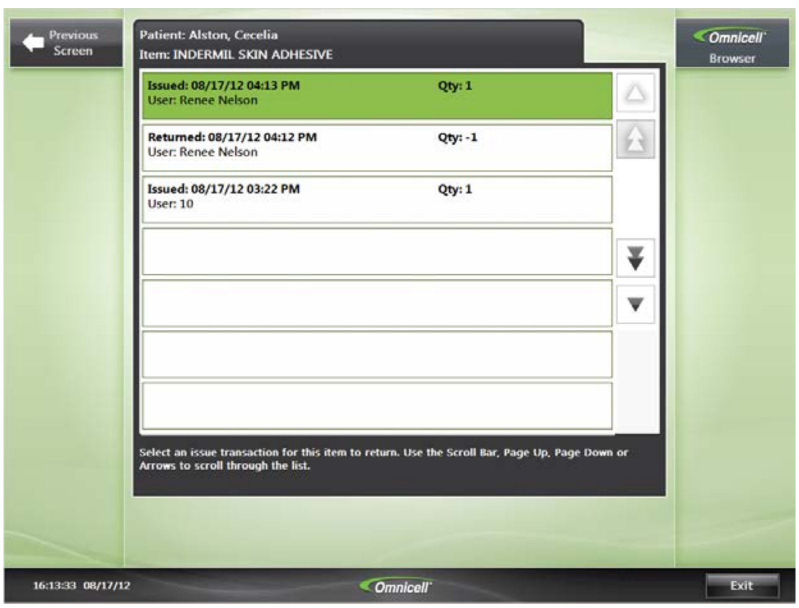
Transactions that display in the list:

- Follow transaction aging rules set at OmniCenter.
- Are specific to the cabinet or Open Supply station.
- Are all users, not just logged-on user.

1. From the *Main Menu*, select **Patient Care** if not already selected.
2. Select patient.
3. Press **Return Supplies**. This button could also be labeled **Return Items**.
4. Press **Review Supply Transactions**; select a supply from the list.



A list of transactions for that supply is displayed.

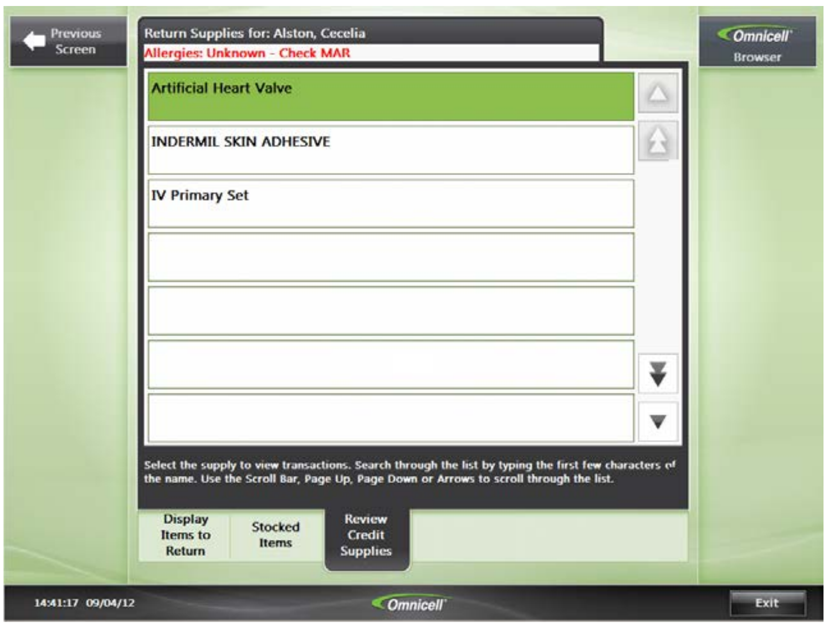


Return Supplies by Associating the Return to the Issue

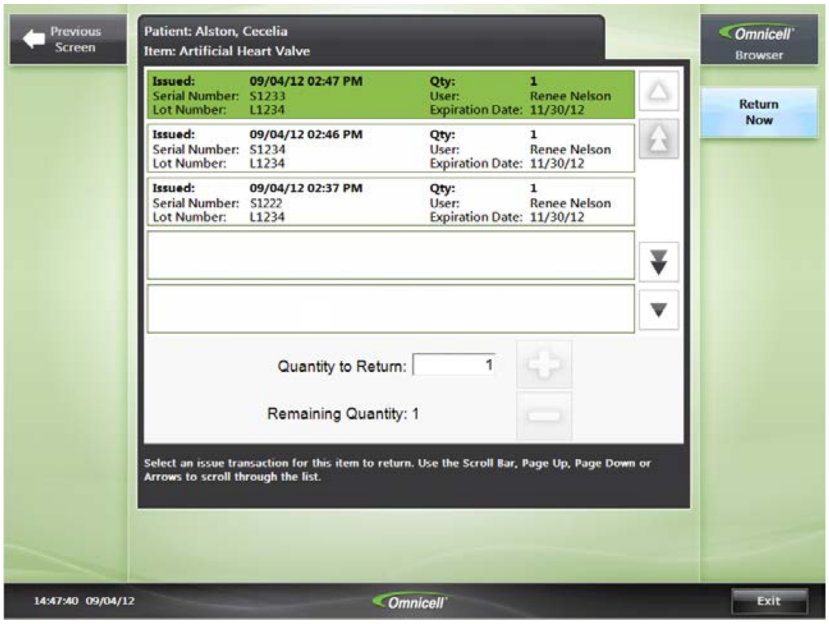
The ability to return a supply item by associating it to its original issue transaction is a configurable option and may not be available on all cabinets. Cabinets configured this way will enforce this workflow for supply returns. You will not be allowed to return supplies any other way.

This procedure applies to supplies stocked in the cabinet as well as supplies stocked in a remote location.

1. From the *Main Menu*, select **Patient Care** if not already selected.
2. Select patient.
3. Press **Return Supplies**. This button could also be labeled **Return Items**.
4. Press **Review Credit Supplies**.
5. Select a supply from the list.



6. Select an issue transaction. The return will be credited to issue transaction you select. Some items may display the serial number, lot number, and/or expiration date captured during item issue.
7. Enter the quantity to return. You cannot exceed the issue amount.



8. Press **Return Now**. If you are returning a supply stocked in a remote location, this completes the transaction.
9. Follow prompts and guiding lights; open the door.

   All lights on the button bar will flash briefly. The light for the supply to be returned remains flashing.
10. Return the supply. You do not have to press the shelf buttons.
11. Close the door.

Return Supplies Stocked in the Cabinet

When returning supplies stocked in supply zones, most interaction is done through the shelf buttons where the supplies are stocked, not on the screen.

1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select patient.

   The supply doors will unlock.
3. Open the door where the supply is stocked.
4. Press **Return Item** on the shelf where the supply is stocked.

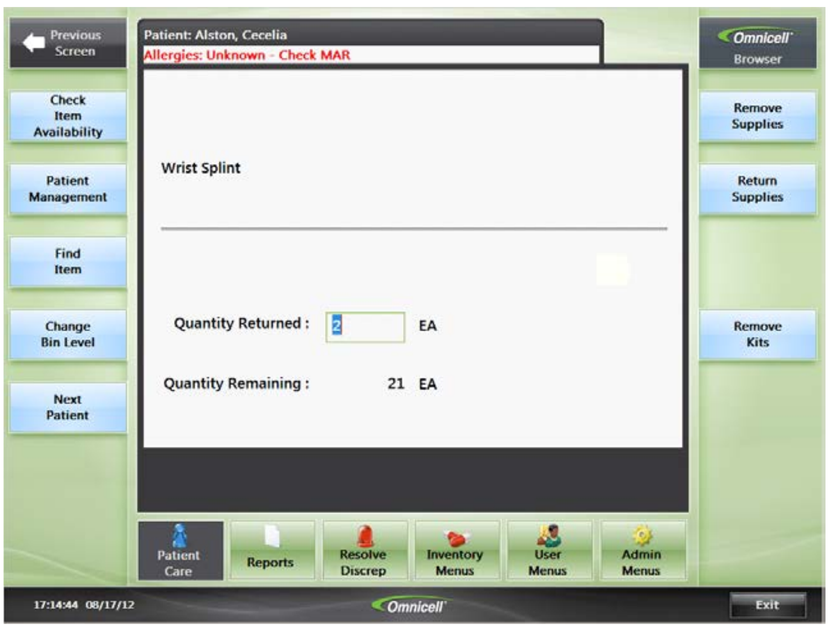
   This sets the shelf to return mode. All lights on the button bar will flash.

5. Press the green shelf button for the desired item. Implant items will require that you scan or enter a lot/serial number.

   The lights for the item will remain lit while the other lights on the button bar continue to flash.

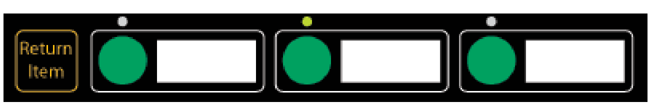
6. Press the green shelf button for the supply again to increase the quantity to return, if necessary. Implant items will require that you scan or enter a lot/serial number.

   The screen displays the quantity returned and quantity remaining amounts.



7. Press **Return Item** again.

   This discontinues return mode on that shelf. The flashing lights will stop while the light for the returned item will remain lit.



8. Return the supply to the shelf.

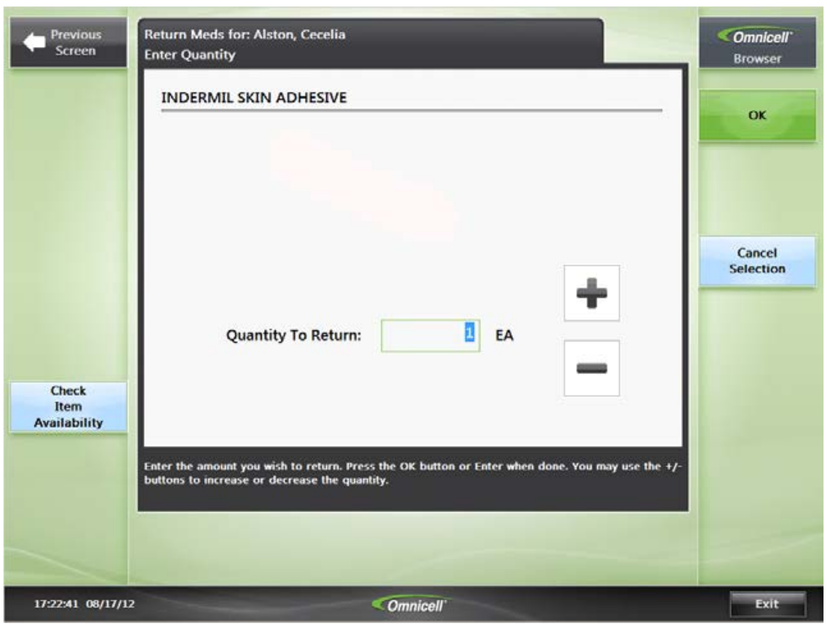
9. Close door.

Do not exit if the lights on the button bar are still flashing. This means that your return transaction was not completed and will result in a null transaction.

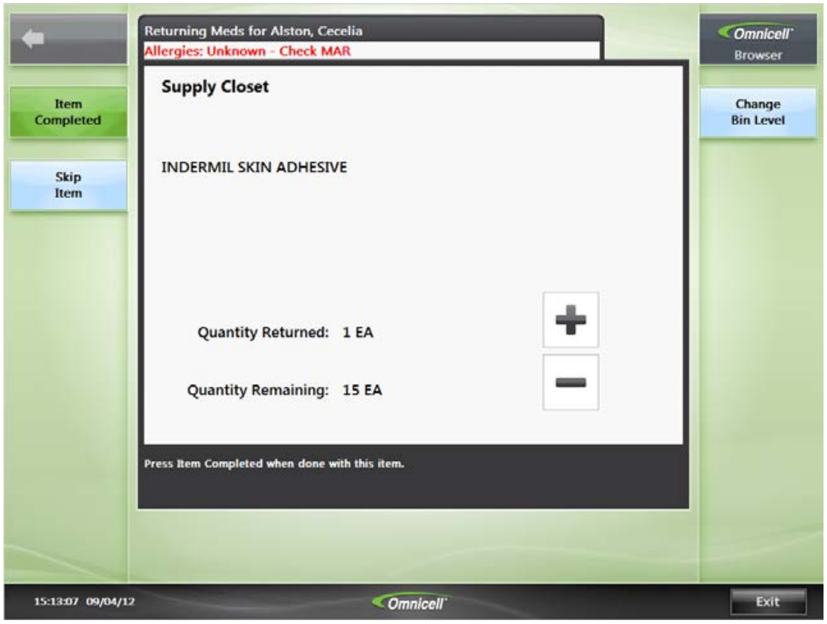
Return Supplies Stocked Remotely

Use this task to return supply items stocked in locations outside of the cabinet bins.

1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select patient.
3. Press ***Return Supplies***. This button could also be labeled **Return Items**.
4. Select the desired item from the list on screen.
5. Enter quantity to return; press **OK**.



6. Press **Return Now**.
7. Press **Item Completed**.



Omnicell
Browser
Returning Meds for Alston, Cecelia
Allergies: Unknown - Check MAR
Item Completed
Skip Item
Change Bin Level
Supply Closet
INDERMIL SKIN ADHESIVE
Quantity Returned: 1 EA
Quantity Remaining: 15 EA
Press Item Completed when done with this item.
15:13:07 09/04/12
Omnicell
Exit

SinglePointe and Patient-specific Bins

About SinglePointe

SinglePointe is an optional, licensed, patient-specific solution that provides one access point for all items necessary for a specific patient. Patients' items are stored in bins assigned to them. PSBs are assigned to a specific patient with different items stored for that patient's use. Single-item bins store shared inventory that can be used for any patient. A cabinet can have a combination of PSBs and single-item bins.

- All items stored in a PSB are associated with an active or future med order for a patient.
- PSBs can store items like inhalers, eye drops, and creams, where multiple administrations are possible for a patient.
- PSBs can store medications that the patient brings from home, referred to as Patient's Own Meds (POMs).
- If the patient requires transfer to a new location during their hospital stay, their assigned medications can be transferred with them.
- Patient-specific items can only be issued against an active med order.
- Patient-specific items can be returned to a PSB, a single-item bin, or to the return bin, depending on hospital policy.

Multi-use Items and Patient-specific Bins

Multi-use items can be returned to patient-specific bins provided that the location allows multi-use returns, and the item is associated with an active or future med order.

- If the item was issued from a single-item bin, then you will be directed to a PSB for the return automatically, even if a PSB was not previously assigned to that patient. Subsequent issues of the item will occur from the newly assigned PSB.
- Once the patient starts using the multi-use item, it cannot be returned to the single-item bin.
- Multi-use items are charged upon initial use from the single-item bin. The item is not credited when returned back to the PSB.
- If the multi-use item is out of stock in the PSB, then you will be directed to a single-item bin if stock is available. You can then issue a new, unused item.

Patient's Own Medications (POMs)

POMs cannot be returned to a single-item bin. At time of discharge, POMs are either returned to the patient, external return bin, or to pharmacy, depending on cabinet configuration.

Pharmacy-prepared Medication Orders

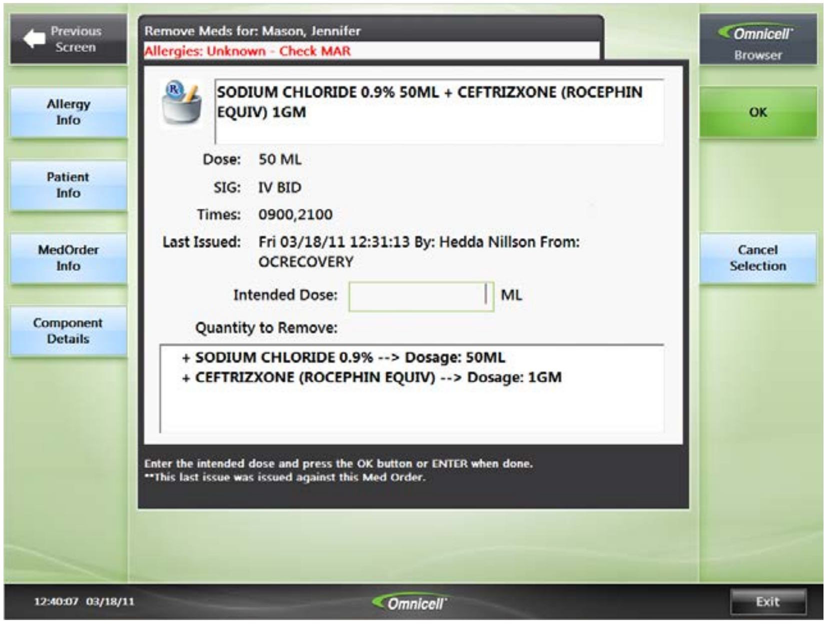
A pharmacy-prepared medication order is a med order comprised of multiple items that are prepared by the pharmacy prior to stocking at a patient-specific bin at the cabinet. The components are listed together on one medication order but removed from the cabinet as one item.

Issue Pharmacy-prepared Med Orders

Pharmacy-prepared med orders are comprised of multiple items that the pharmacy has prepared for a specific patient. Pharmacy-prepared med orders are identified with a pharmacy icon on the Remove Meds, Med Order Detail, and item access screens.

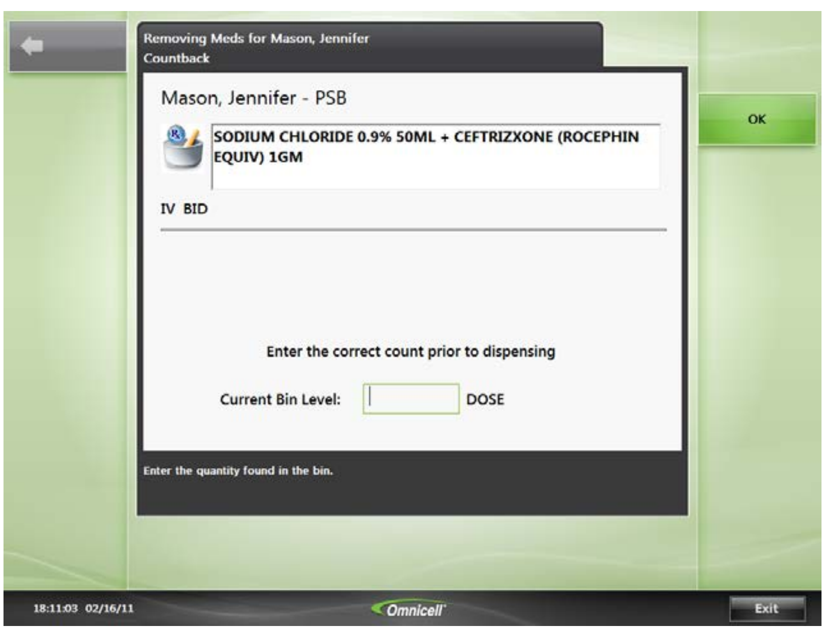
- You must have appropriate access rights to issue this item, which includes all components that make up the pharmacy-prepared item. If you do not, the med order will appear gray on screen and you will not be allowed to issue it.
- If the med order is unavailable, either not stocked or assigned at this cabinet or the items that make up the med order are not within your access rights, then the med order will not be available for issue. The med order will appear gray on screen.
- Pharmacy-prepared med orders can only be stocked in PSBs.
- Overrides are not permitted for pharmacy-prepared med orders.
- Browse Drug Info and Check Item Availability are not available for these items.
- Med orders with Status E cannot be issued. Status E med orders are not dispensable. You will be notified on screen if you attempt to issue a non-dispensable med order.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. Press **Remove Meds**. From any med order tab, select desired pharmacy-prepared med order. The med order will be labeled Pharmacy-prepared on screen.
3. Acknowledge on-screen alerts, if prompted.
4. Modify quantity or dose to remove, if necessary.
   - To modify quantity to remove, use the **+/-** buttons or enter a number on the keyboard.
   - When modifying the dose, the system will compute the quantity to remove based on the intended dose entered.



5. Press **Component Details** or **Med Order Details** to view additional item and/or med order details, if necessary. See "View Component Details" and "View Med Order Information".
6. When you are ready to issue the item, press **OK**, then press **Remove Now**.
7. Follow prompts and guiding lights to access item(s).

   Items that are part of the pharmacy-prepared order are identified on screen by the pharmacy-prepared icon. Also, the med order display name is referenced on screen.

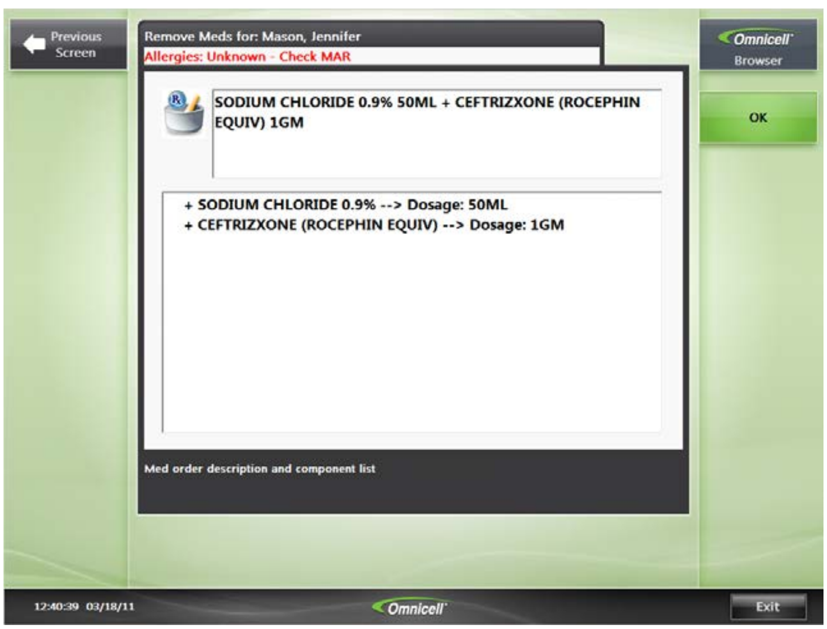


8. Have your witness enter user ID/password, if prompted.
9. Confirm or edit correct count for the item(s), if prompted. Press **OK**.
10. Scan issue confirmation bar code, if prompted.
11. Confirm or edit issue information:
    - Edit or enter expiration date, if requested. Use the earliest date found.
    - If you need to modify the existing bin level amount, press **Change Bin Level**. Enter the correct quantity Press **OK**. The bin level is updated.
    - Press **Skip Item** to remove the specific item from the selection list and discontinue issue of it. Press **Yes** to confirm or **No** to cancel.
12. Close bin, door, or drawer.
13. Press **Exit** to conclude.

View Component Details

The components that make up the pharmacy-prepared order are provided in a list at the bottom of the Remove Meds screen. In addition, you may also be able to press a button to access a list of components that make up the med order.

1. From the *Remove Meds* screen, press **Component Details**. Each item in the med order is listed on screen, including dosage and strength information.
2. Press **OK** to return to the *Remove Meds* screen.



The Component Details button is configurable and may not be available on all cabinets.

View Pending Patient Transfers

Use this procedure to access a list of patient-specific bins (PSBs) with items that require transfer to another location.

1. From the patient screen, press **Pending Patient Transfers.**

   This button is only available when there are patient items to transfer and if you have permission to transfer patient items; otherwise, it does not display on screen.
2. From the *Patients Pending Transfer* list, select a patient.
3. Follow prompts and guiding lights to remove inventory from each PSB, one at a time.

   Selecting a patient from this list initiates the transfer patient meds process. Once the PSB is selected, the process for removing the items is the same. For more detail, see "Transfer Patient Meds".
4. Press **OK** to confirm transfer and return to the *Patients Pending Transfer* list.
5. Select another patient with a pending transfer or press **Previous Screen** to return to the patient list.

Transfer Patient Meds

Use this task to remove items from patient-specific bins (PSBs) for transfer to a new cabinet. You must have permission to transfer patient items.

The **Pending Patient Transfers** button may be displayed on the patient selection screen. Press this button to initiate the transfer process, then skip to step 4.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. Press **Patient Management**.
3. Press **Transfer Patient Meds**.
4. Follow prompts and guiding lights to remove inventory from each patient-specific bin, one at a time.

   You cannot transfer discontinued items. Follow prompts to return discontinued items to the external return bins or to pharmacy, if necessary.
5. Have your witness enter user ID/password, if prompted.
6. Confirm or edit correct count for the item, if prompted. Press **OK**.
7. Press **OK** to confirm transfer and return to patient screen.

   The Transfer Patient Meds receipt prints at the cabinet, if enabled. Keep printed receipt with the item to transfer and physically move all items to the new cabinet.

Stock Transferred Meds

Transferred items must be stocked to the cabinet following a patient transfer. Stocking transferred meds is similar to the normal restock process, except that items restocked are those that were destocked using the transfer patient meds function at the previous cabinet location. You must have permission to stock transferred meds. Follow hospital policy and procedure for stocking transferred meds.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. Press **Patient Management**.
3. Press **Stock Transferred Meds**.
4. Follow on-screen prompts to complete stocking.

Transfer Patient to this Cabinet

Manual patient transfers modify the patient's room assignment and associated cabinet. This may be necessary if the patient transfer must be completed before the ADT system can send the transfer information or in the event that ADT is down. When the transfer is complete, the patient's information is updated on the cabinet and at the OmniCenter. Active medication orders will follow the patient to the new location.

This transfer function only allows you to transfer a patient onto the cabinet you are using. You cannot transfer a patient to *another* cabinet, only *from* a cabinet *to* this one.

- This procedure assumes that you have already removed all meds that were stocked in the old cabinet. See "Transfer Patient Meds".
- You must have permission to transfer a patient.
- Follow hospital policy for transferring patients to a cabinet.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. Press **Patient Management**.
3. Press **Transfer Patient**.
4. Select new location from the list of available rooms.

   Upon room selection, the system returns to admin screen, which displays the updated room information.
5. Verify that data processing has concluded on cabinet.

   The message *Processing Data* displays on the lower left of screen. Processing is complete when this message clears.
6. Log off cabinet to complete transfer and transmit the patient transfer data to the

OmniCenter.

After the patient transfer is complete, you can stock the patient's items to this cabinet. See "Stock Transferred Meds".

Remove Patient's Own Meds (POMs)

Follow these steps to remove POMs from this cabinet, typically done as part of patient discharge process. Patient's meds can be returned directly to the patient, the external return bin, or to the pharmacy depending on how the cabinet is configured. You must have permission to remove patient's meds. Follow hospital policy and procedure for removing patient's meds.

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. Press **Patient Management**.
3. Press **Remove Patient's Own Meds**.
4. Follow prompts and guiding lights to stock inventory to each PSB, one at a time.
5. Have your witness enter their user ID and password, if prompted.
6. Confirm or edit correct count for the item, if prompted. Press **OK**.
7. Press **OK** to confirm removal of POMs and return to the patient screen.
8. Follow on-screen prompts for returning items.

   The POM Returned to Patient receipt prints at the cabinet automatically. This receipt must be signed by the receiver of the medication for proper record keeping to ensure that the medication has been returned to the patient.

> The **Pending Patient Transfers** button directs you to a list of patients with patient-specific items requiring transfer to another cabinet. See "View Pending Patient Transfers".

OR Cases

About OR Cases

Prior to the case date, information of the pending procedure is sent to specific Omnis so that items can be issued in preparation, while billing is delayed until post-procedure. In addition, preference cards can also be attached to a case to provide a list of items, chargeable procedures, and notes containing preparation and procedure instructions. Cabinets and Open Supply stations receive cases from OmniCenter. Only select cabinets and Open Supply stations receive cases.

Once a case has been selected, you can generate transactions as needed. All transactions that are generated will be marked with the case ID. All normal functionality will be available with some restrictions depending upon case status:

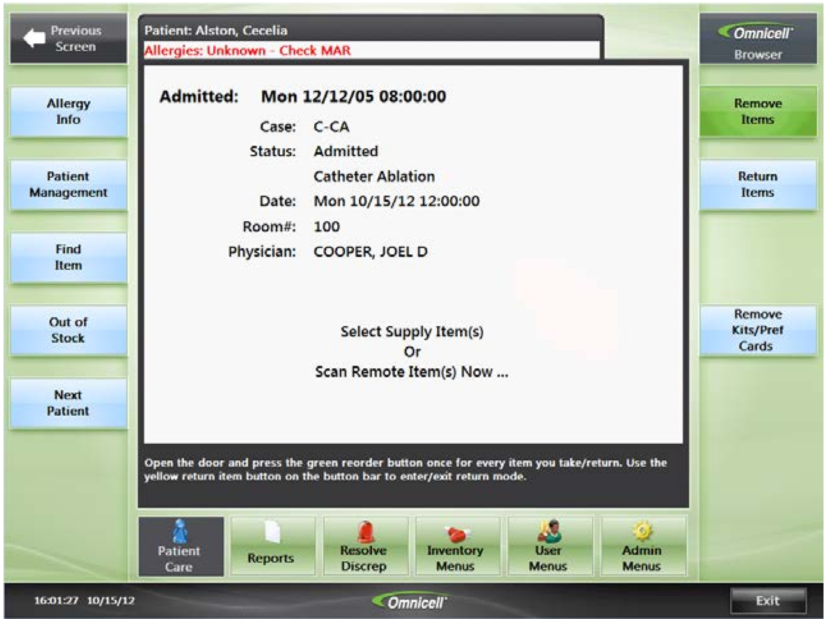
Case Status	Definition	Functionality
Admitted	The patient information matches a record in the patient table based on the Patient ID.	Wastes and returns are allowed.
Pre-admitted	The patient information in the case has not been matched to a record in the patients table based on the Patient ID of the case. This can be because the Patient ID of the case was not given or because there is no matching ID in the patients table.	No wastes or returns are allowed.
Transferred	The case was transferred to another case, meaning that any transactions made against the case will now be attributed to the case to which it was transferred.	No wastes, returns, or issues are allowed.
Cancelled	The case was cancelled.	Wastes and returns are allowed.
Billed	The case has reached a state where all past and future transactions made against it are now eligible to be sent to billing.	Wastes and returns are allowed.

Issue a Case Item

This task describes how to prepare for a surgical procedure in advance. To delay billing of the item, issue items for a case from the *Case List* tab. Any item issue for a case when a patient is selected either from the Global or Local list tabs will bill as usual. To ensure billing occurs post-procedure, always select a case from the *Case* tab before an issue.

1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select **Case List** tab.
3. Sort by patient name or case number.
4. Select the desired case.

5. Press **Remove Items**. Case details are included on screen. Note case date/time.



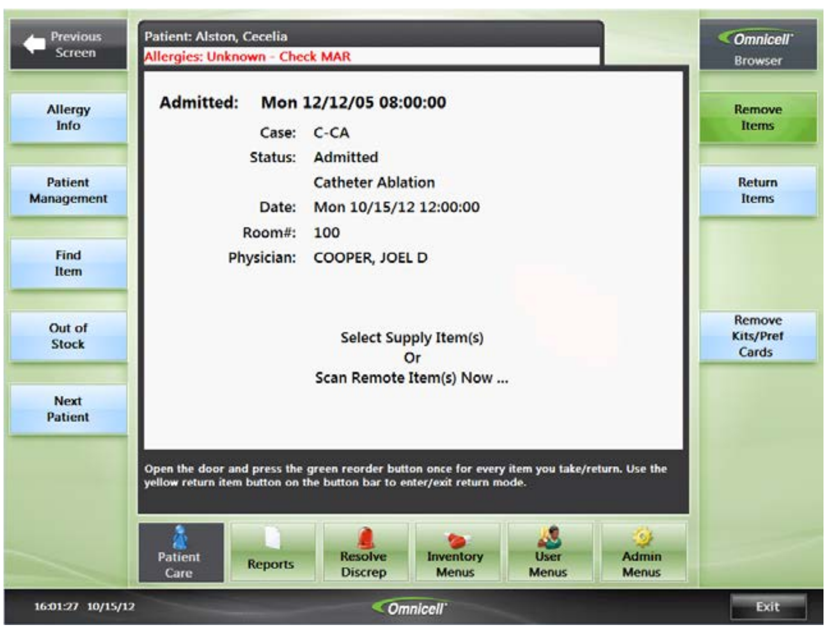
6. Select item(s) to issue.
7. Press **Exit** to conclude.

Return a Case Item

This task describes how to return a case item.

1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select **Case List** tab.
3. Select the desired case.

4. Press **Return Supplies**. This button could also be labeled **Return Items**.



5. Select item(s) to return.
6. Press **Return Now**.
7. Press **Exit** to conclude.

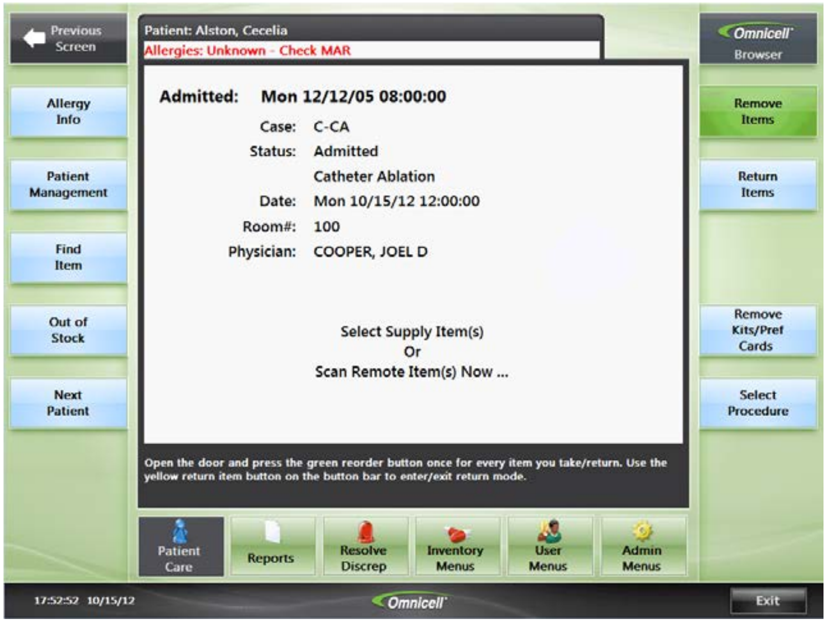
Issue Chargeable Procedures

This task describes how to assign a chargeable procedure to a case. Billing occurs post-procedure. Chargeable Procedures provides a way for users to apply a charge for a procedural activity (non item). For example, applying a charge to the activity of performing a catheter ablation. Cabinets and Open Supply stations receive chargeable procedures from OmniCenter

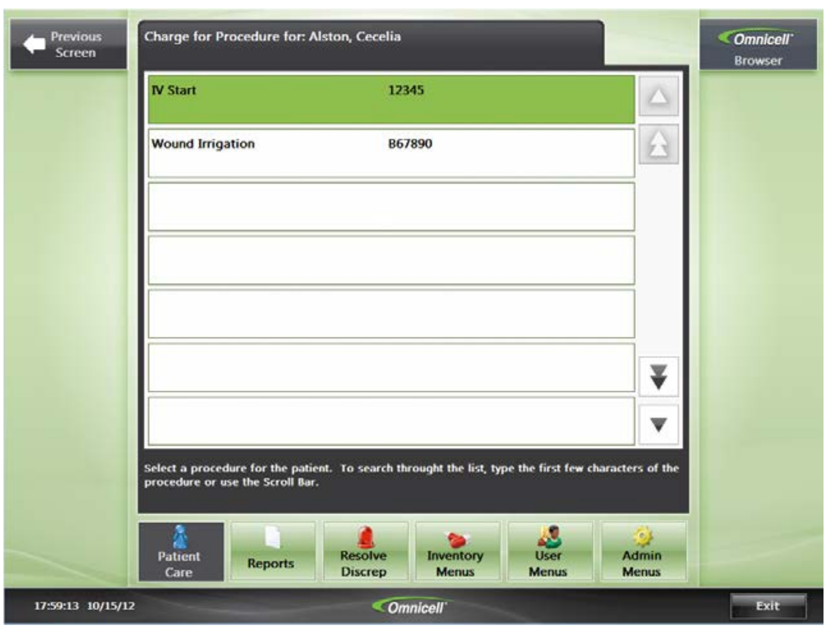
1. From the *Main Menu*, press **Patient Care** if not already selected.
2. Select patient.
3. Select the *Case List* tab.
4. Select desired case.

5. Press **Select Procedure**.

   The **Select Procedure** button is available on screen only if chargeable procedures are available.

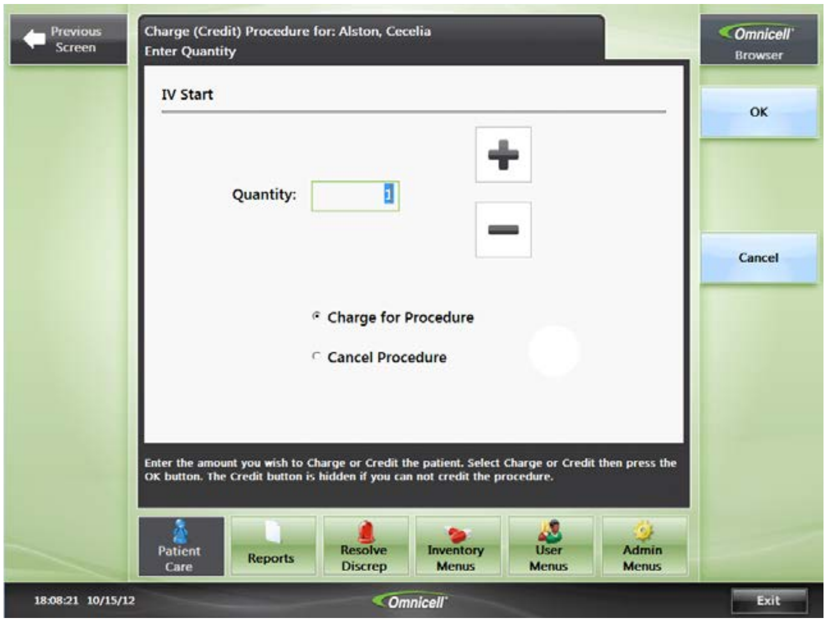


6. Select from procedure list.



7. Adjust quantity, if necessary; press **OK**. The procedure is assigned to the case.

   Charge for Procedure is automatically selected to indicate that the patient will be charged. This setting cannot be modified.



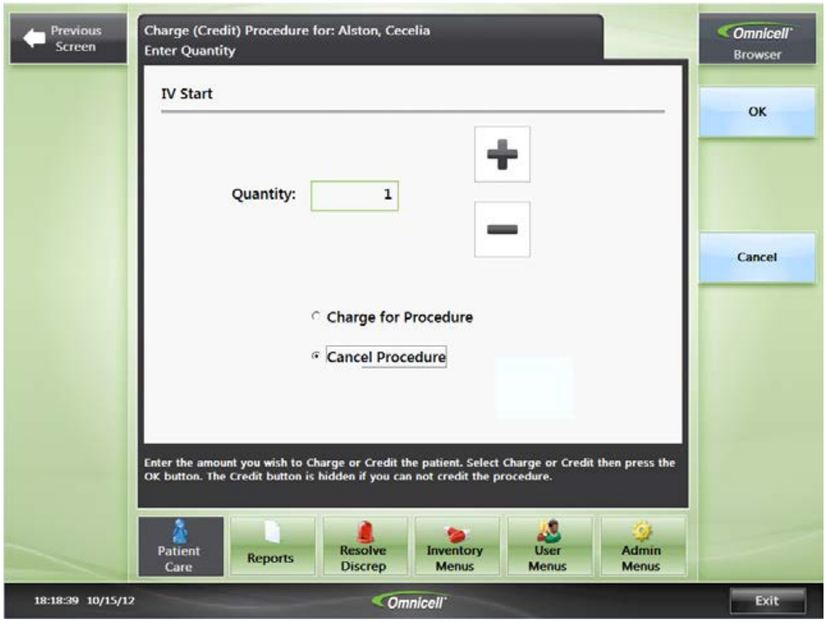
8. Press **Exit** to conclude.

Cancel or Credit a Chargeable Procedure

This task describes how to avoid charging a patient for a procedure. Items can be cancelled or credited.

- After Case Date/Time: Procedures can be credited before the case goes to billing if the case has not been transferred. The Credit button is available on screen only when a credit is possible.
- Before Case Date/Time: Procedures can be canceled if the case date/time has not occurred and the case has not been transferred.

1. Select a procedure.
2. Adjust quantity, if necessary.
3. Select **Cancel Procedure** (or **Credit**, if available); press **OK**.



4. Press **Exit** to conclude.

Issue a Preference Card

This task describes how to issue items and chargeable procedures for a pending case as outlined on a preference card. In the event that a cabinet or Open Supply station has fewer than requested of a specific item, you can issue the quantity available or abort the selection of the entire preference card.

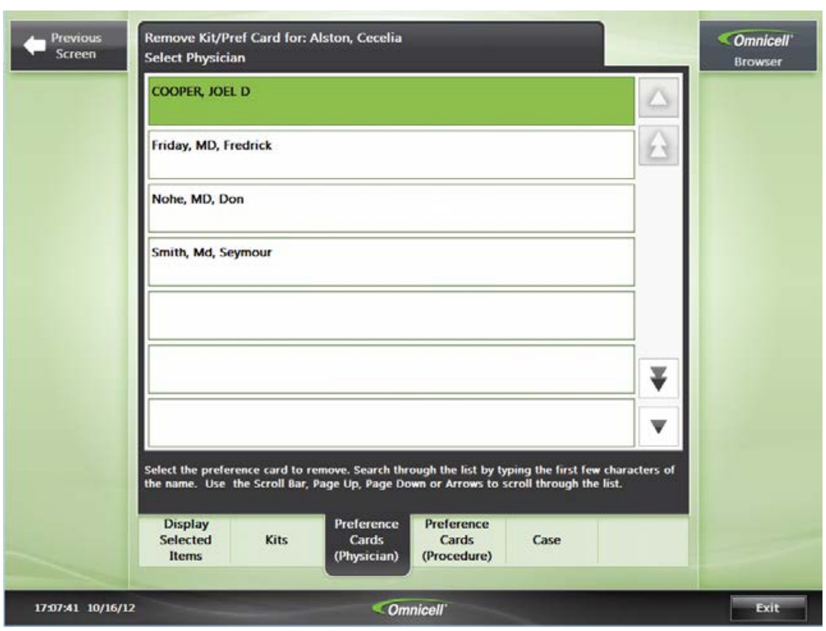
1. Select the *Case List* tab.
2. Select desired case.

3. Press **Remove Kits/PrefCards** (button could also be labeled **Remove PrefCards**).

   A preference card will be displayed if one is attached to the case. Preference cards list according to procedure or physician.

4. Press either **Physician** or **Procedure** tab to find the desired preference card.

   On the Preference Card (Physician) tab, preference cards created without a physician specified will appear at the top of the Pref Card list as *Not Specified*.



5. Select a physician and patient procedure.

   The *Physician* tab displays the physicians name first. The *Procedures* tab displays the procedure name first.

6. Select from the list any or all items to include for this case.
7. Adjust the quantity, if necessary.
8. Press **Next Item** to issue additional items or chargeable procedures.
9. Press **Exit** to conclude.

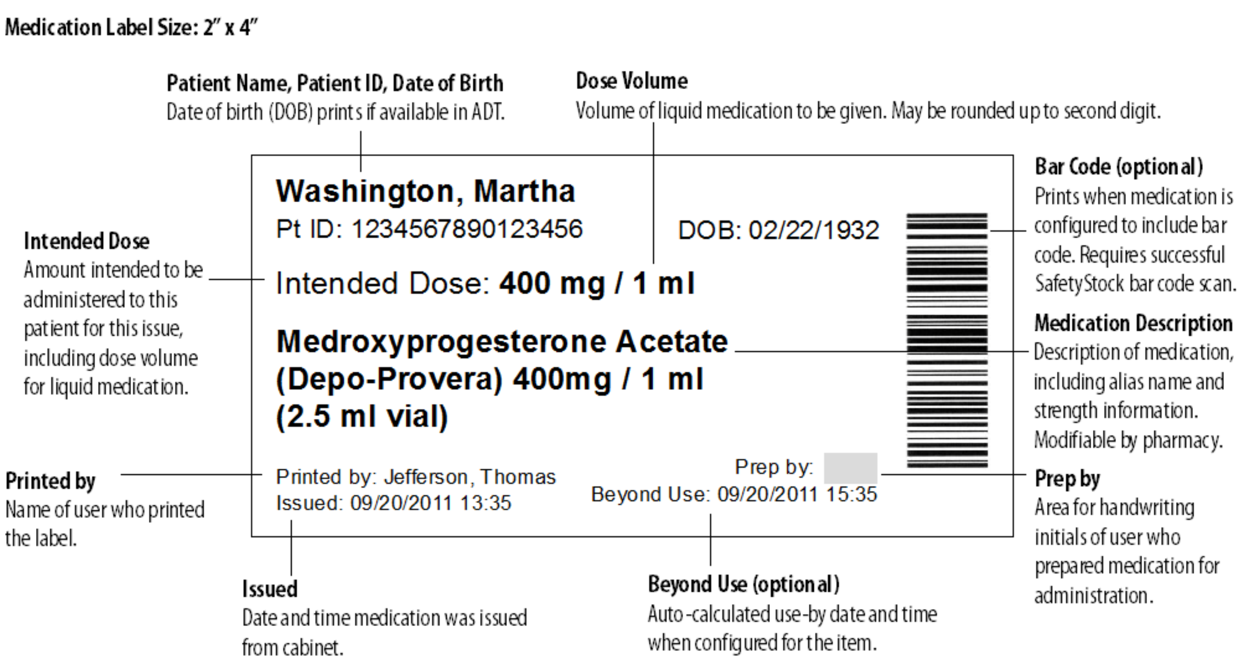
Medication Labels

About Medication Labels

You can print medication labels at the cabinet during three main workflows.

- Automatically during medication issue (if item is enabled for auto print).
- On-demand upon nurse discretion during medication issue (if item is disabled for auto print).
- After medication issue for previously issued items.

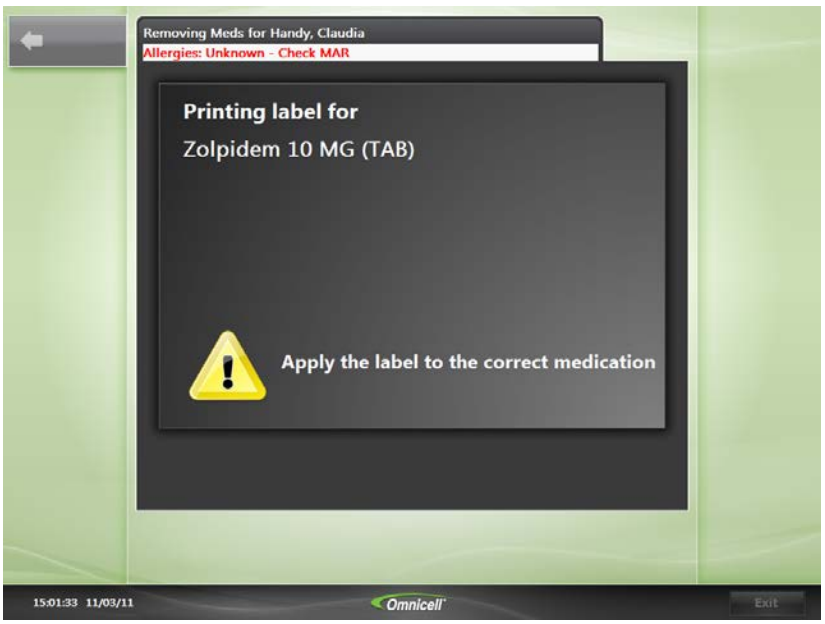
The Integrated Medication Label is designed to assist the nurse in patient-identifying medications issued from the Omnicell cabinet. The design includes many checks and balances to promote safe labeling (i.e., right label for right medication item). Regardless, clinicians should never rely entirely on the issued label to identify the labeled medication. Clinicians should always visually inspect both the medication and the label as part of their workflow process and ensure the medication is accurately represented on the label before affixing to the medication.



Automatic Printing

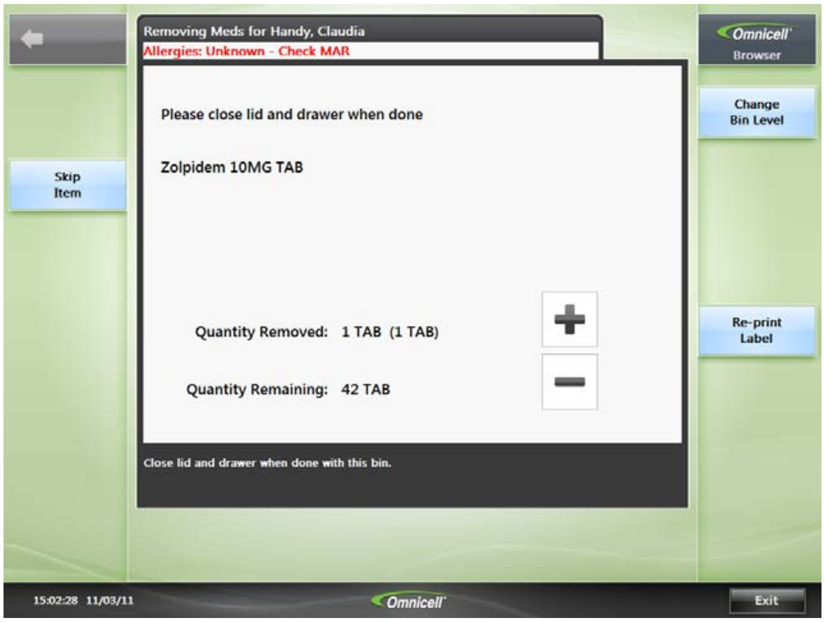
If enabled for the item, medication labels will print automatically during medication issue. The medication label prints upon accessing the item.

1. Follow on-screen prompts during issue.
2. Scan bar code on medication package, if prompted.
   The medication label prints when you open the bin to remove the medication.
3. Take the medication label and apply it to the appropriate medication.



4. You have the option of re-printing the label the label is necessary. The Re-print Label button is available while the bin is open.

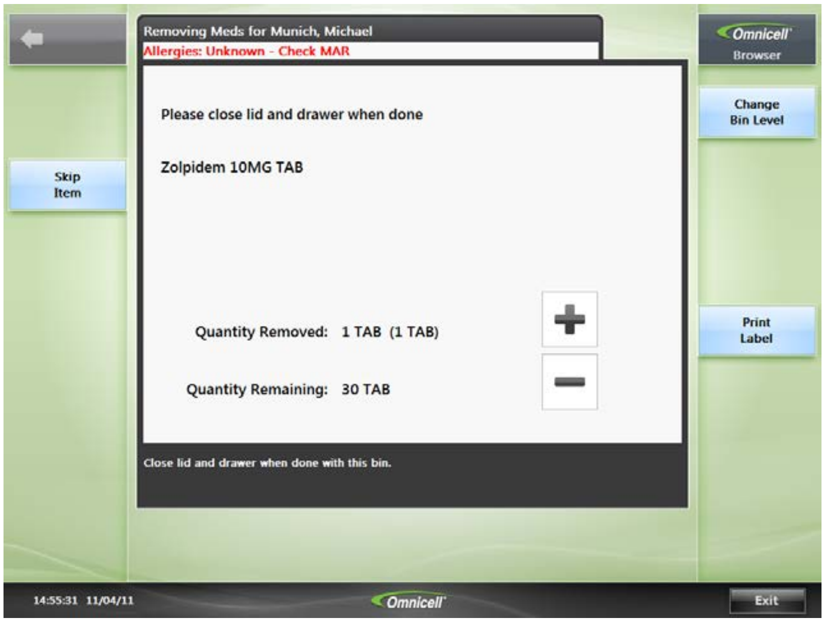
> If you have already closed the bin, simply re-open the bin to see the button. However, if you have already closed the drawer or door, then you will not be able to re-print the label during this issue transaction. Instead, re-print the label from the *Patient Management* screen. See "Print Medication Labels After Issue".



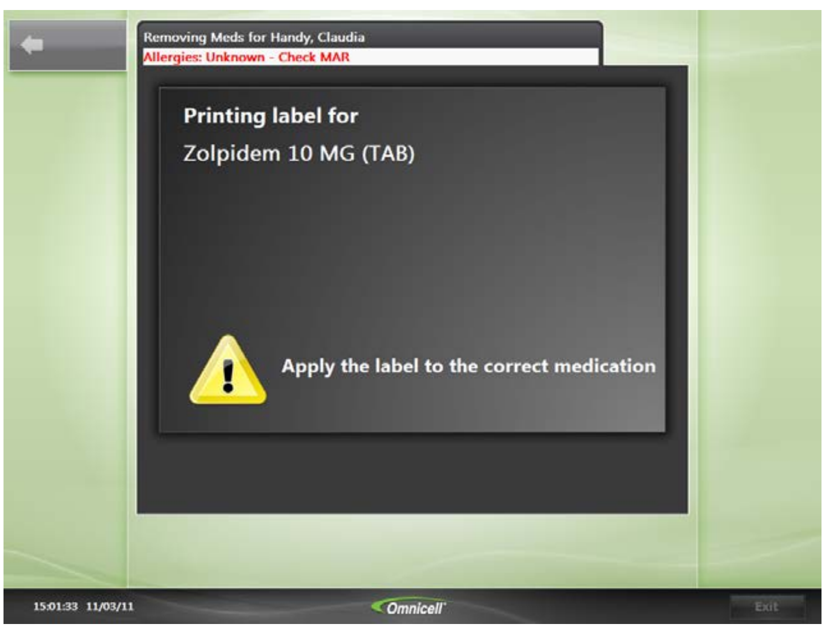
Print Medication Labels During Issue

If a medication label does not print automatically during item issue, you have the option of printing one at your discretion.

1. Follow on-screen prompts during issue.
2. Open the bin to remove the med; press **Print Label**.

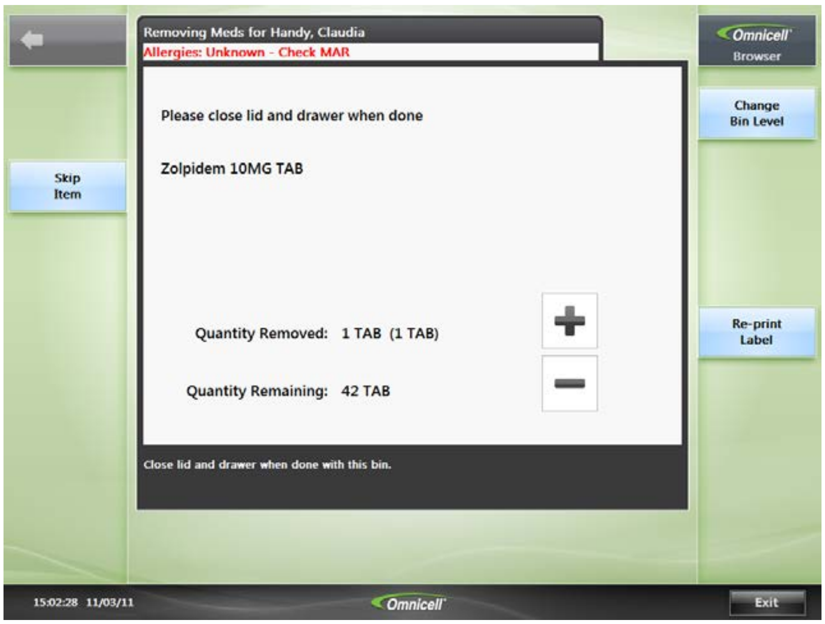


3. Scan the bar code on the medication package, if prompted.
   The medication label prints when you open the bin to remove the medication.
4. Take the medication label and apply it to the appropriate medication.



5. You have the option of re-printing the label the label is necessary. The **Re-print Label** button is available while the bin is open.

If you have already closed the bin, simply re-open the bin to see the button. However, if you have already closed the drawer or door, then you will not be able to re-print the label during this issue transaction. Instead, re-print the label from the *Patient Management* screen. See "Print Medication Labels After Issue".

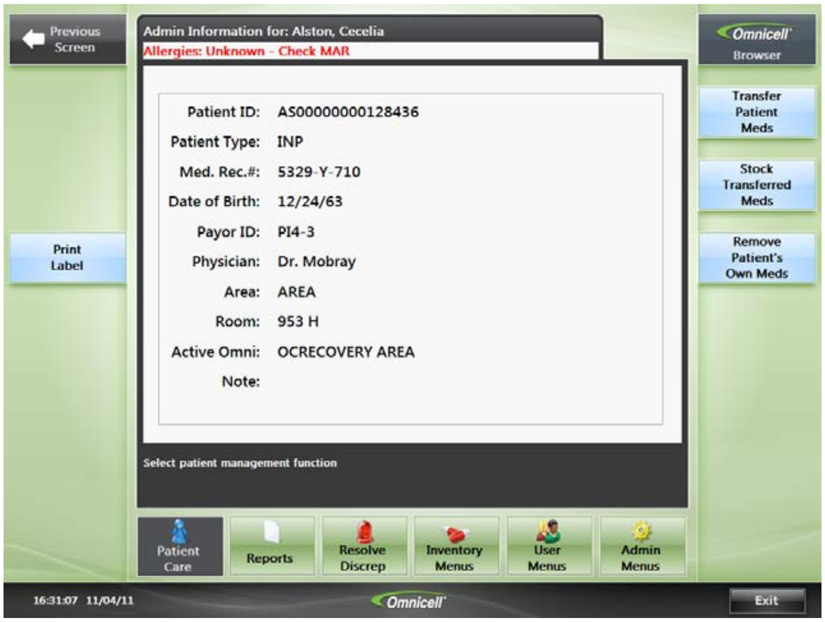


Print Medication Labels After Issue

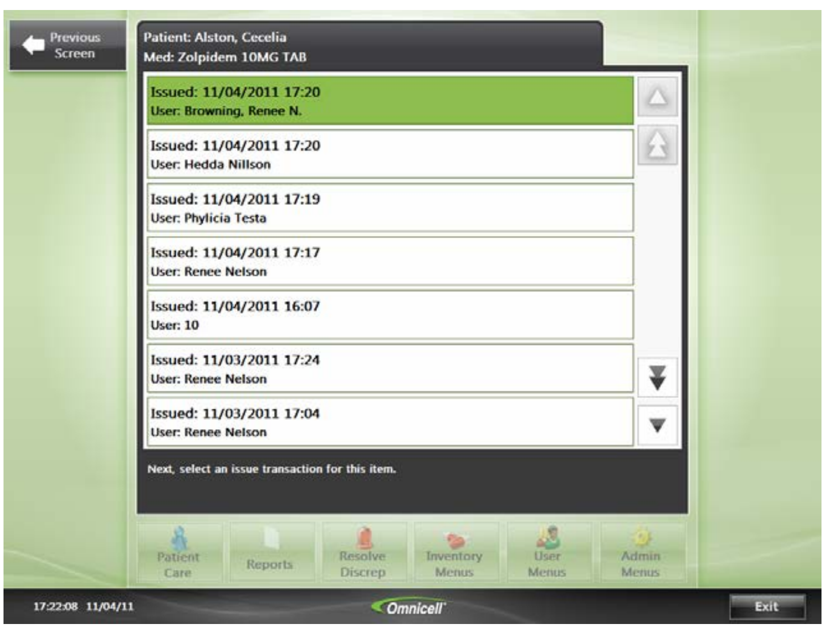
Follow these steps if you need to go back and print a medication label for a medication that was previously issued.

- You might be prompted to scan the bar code for the item.
- You can choose to print a medication label that was issued by a different user.
- The medication label will print with the name of the nurse who printed the label, not the name of the nurse who originally issued the item.
- The list of transactions to select from are those local to the cabinet, not all transactions system wide.
- Transactions will age off the list according to the cabinet's configuration setting.

1. Log on and select a patient.
2. Press **Patient Management**.
3. Press **Print Label**.



4. Select a medication from the list.
5. Select a specific transaction for that medication from the list.



6. Scan the bar code on the medication package, if prompted.
7. Confirm the information on screen, then press **Print Label**.

8. Apply the label to the correct medication.

Print Medication Labels On-demand

Print medication labels on-demand from the Active Med Order list.

- The *Label Printer Support* configuration must be enabled.
- You might be prompted to scan the bar code for the item.
- You can only print labels for items that you have access to.
- You can print labels for items that are not stocked in the cabinet.
- The medication labels printed in this workflow do not include *Issued date/time* and *Beyond Use date/time*.

1. Log on to Color Touch.
2. Select a patient.
3. Press **Remove Meds**.
4. From the **Active Med Orders** tab select a med order.
5. Press **Med Order Info** > **Print Label**.

   If prompted to scan item bar code and **Confirm Med** is unchecked in OmniCenter (**Databases** > **Items** > Select item > **View/Modify** > **Label Printer**), you can press **Print Anyway** to print the label without a bar code.

Medication Labels That Do Not Print or Are Unusable

For labels that are illegible or do not print at all, check the label roll and/or re-print.

- If the medication label does not print at all, open the printer door and check to see if the label roll needs to be changed. If so, change the paper roll.
- If you notice that the medication label is damaged or unreadable, press **Re-print Label** before you close the bin or log out.

Medication Labels for Nurse-prepared Medication Orders

Nurse-prepared medication orders are composed of more than one item. The labels that print for nurse-prepared medication orders will include a unique title with the Med Order ID, and will include the total number of components that make up the order. One medication label prints for each component.

Medication Labels for Items Stocked in Multiple Bins

During medication issue, you may be prompted to access more than one bin to remove the appropriate quantity for the item. Labels will print after you access the last bin for the item.

- For on-demand printing, the Print Label button is shown when you open the first bin for that med.
- If you decide to print a label but do not see the button, complete the issue, then go to the Patient Management screen and print from there. See "Print Medication Labels After Issue".

Medication Labels That Print with Gray Boxes

Gray boxes indicate an area for you to fill in. Follow hospital policy for how to fill in information on the medication label.

- You might see a gray box for dose, medication name, or beyond-use date.
- Prep by will always print with a gray box. This is for the initials of the user who prepared the medication for administration.

Scanning Bar Codes

Some meds will prompt you to scan a bar code. If prompted, scan the bar code on the medication package. Some meds require the scan in order to print the bar code on the medication label while others only require the scan to confirm the correct medication. If you scan the bar code and get an error message, continue the issue transaction.

Resolve Discrepancies

About Discrepancies

A discrepancy is the difference between the expected amount of an item stocked in the cabinet and the actual amount. When an item is accessed and the quantity in the bin differs from what is expected, a discrepancy is created. Discrepancies can occur during return, cycle count, or bin level change.

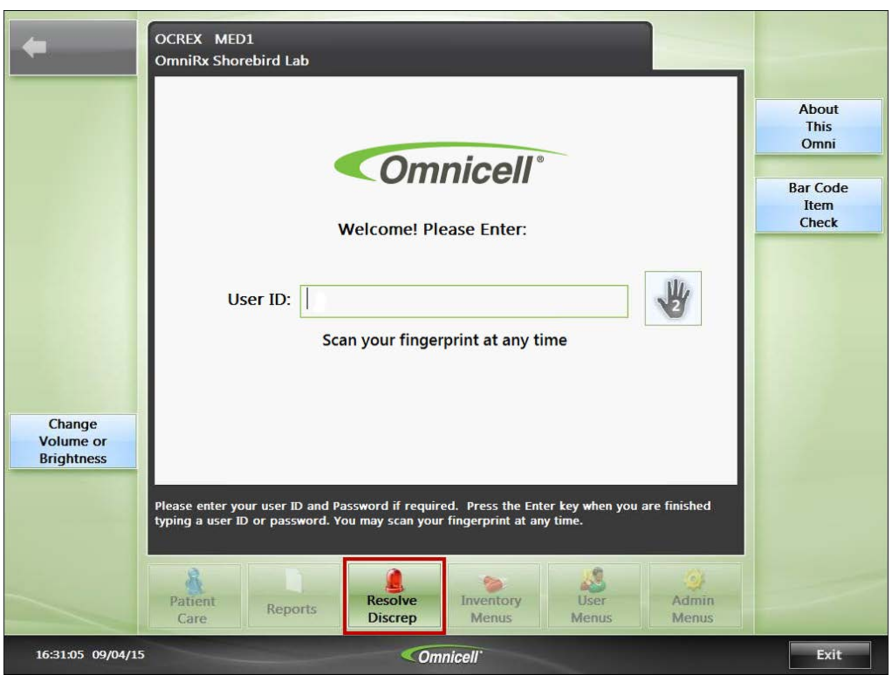
Examples:

- You indicate 1 item to remove on screen but you actually remove 2.
- You remove a remote item without accessing or indicating it in the system.
- You close the drawer without actually removing the item.
- The count was off during restock or countback.

How Do You Know When You Have a Discrepancy?

There are three ways the system notifies you of a discrepancy: the Resolve Discrepancy button appears active on the log-on screen, a discrepancy receipt prints (configurable), and a screen saver displays.

The **Resolve Discrepancy** button is active on the log-on screen, even before you log on. Press to view the message.



A discrepancy receipt prints as soon as a discrepancy is triggered (if configured). You may need to give this receipt to a nurse manager or to Pharmacy.

Omnicell

**** Discrepancy Receipt****

Omni: OC Recovery

Meperedine 50MG/1ML 1 ML INJ

Friday 09/21/2012 03:42:06 PM

Main Zone 1, Drawer 3, Bin 2

By:Omni User

Patient ID: 5554879

Room 210

Physician:Smith

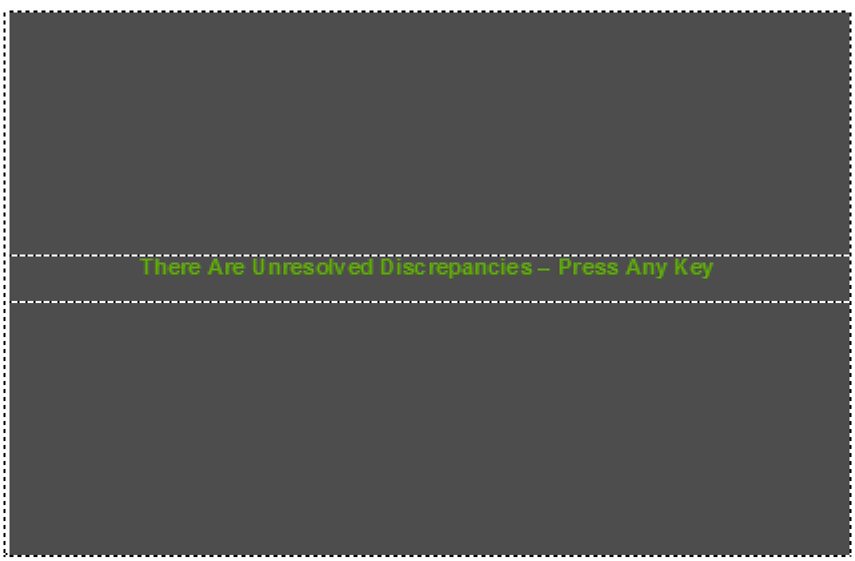
Discrepancy Transaction

Qty Expected..............9 INJ

Qty Fount...................8 INJ!

Qty Adjusted Done.......1 INJ

A screen saver displays on the cabinet if there is an outstanding discrepancy.



When to Resolve Discrepancies

Follow your health care facility policy for resolving discrepancies. Guidelines are presented here for reference. You may need to communicate with the prior user to determine how the discrepancy occurred before you can resolve it.

- Resolve your discrepancies by the end of the shift in which the discrepancy was created or found.
- Finding a discrepancy does not indicate that the discrepancy is yours, only that an open discrepancy exists and needs to be addressed.

The Discrepancy by User Report

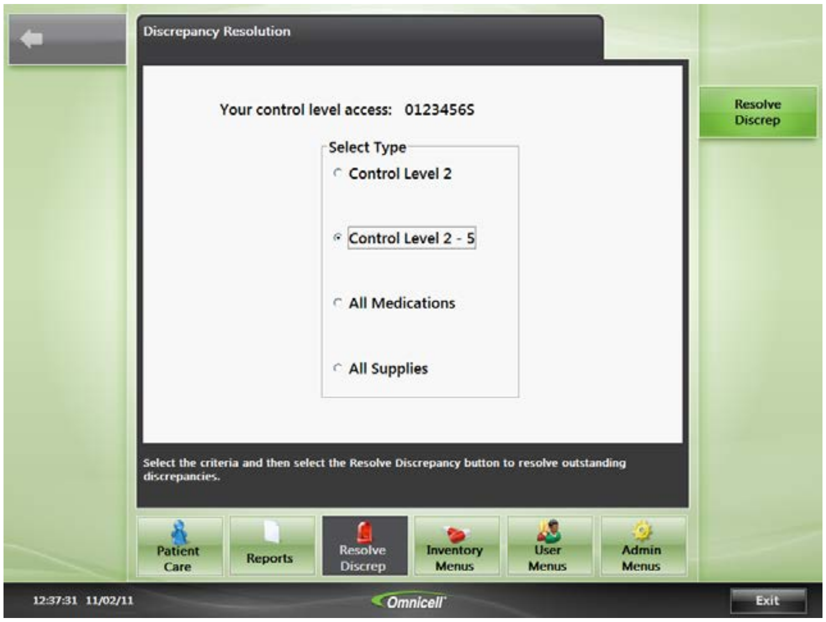
The Discrepancy by User report provides information to help you determine why the discrepancy occurred.

Who found the discrepancy	This is the name of the user whose transaction triggered the discrepancy at the cabinet. This could be you or another user.
Users with previous access	Follow up with the users on this report to figure out what happened.
Print Report	The printed report provides further detail on the transactions leading up to the discrepancy. You may need to provide the report to the system administrator.

Resolve Discrepancies

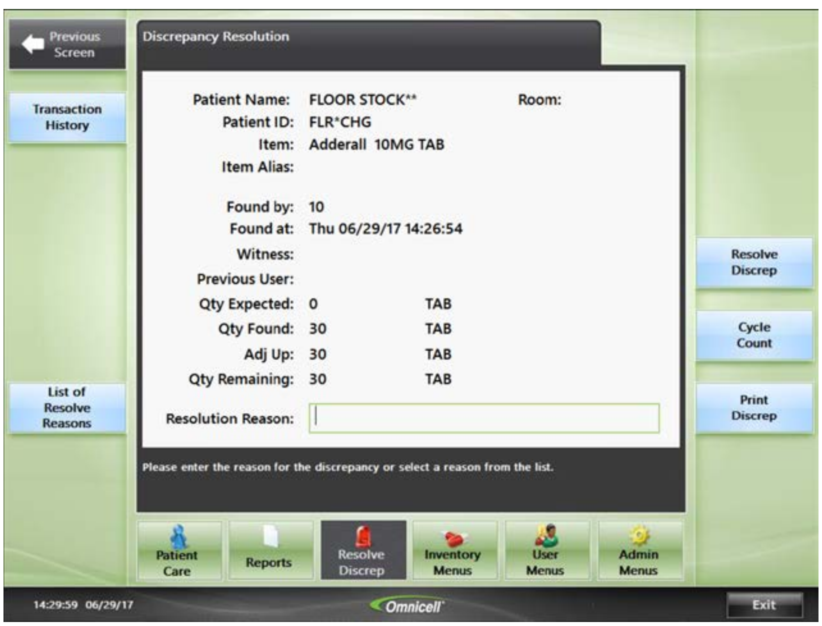
You may need to communicate with the user with prior access to determine how the discrepancy occurred before you can actually resolve it.

1. Log on to the cabinet.
   The patient list is displayed.
2. From the patient list, press **Main Menu**.
3. Press **Resolve Discrep**.
4. Select **the type of discrepancies to resolve**.



5. Press **Resolve Discrep**.
6. If there is more than one discrepancy, you can use the **Next** and **Last** buttons to find a discrepancy.

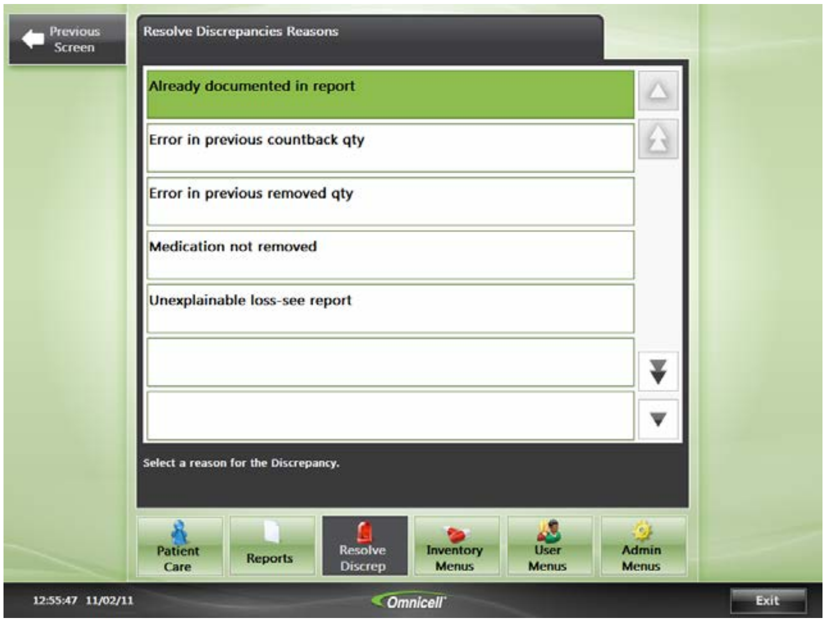
   In the discrepancy resolution workflow you can view the **Transaction History** of an item to investigate the discrepancy, and verify the discrepancy with **Cycle Count**.



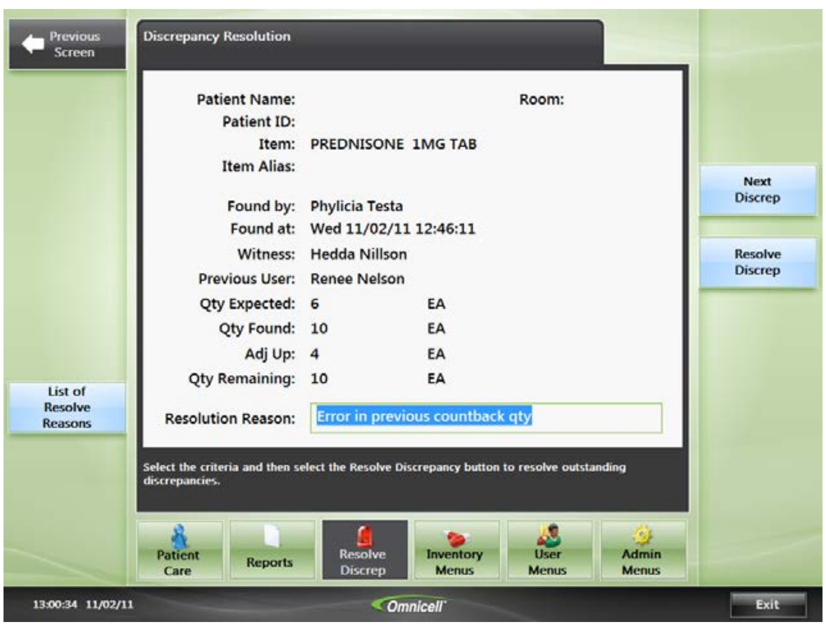
7. Enter a resolution reason. Press **List of Resolve Reasons** to select one from the list.

   You can customize the list of resolve reasons in OmniCenter (**Database** > **Custom Choice**

Types).



8. Press **Resolve Discrep**.



9. Have your witness enter their User ID and password. Press **OK**.
10. Press **Exit**.

How to Research Discrepancies

This task describes how to research discrepancies by using the Discrepancy by User report. If you need more information to resolve the discrepancy, you can generate the Transaction by Item or Transaction by User reports at the cabinet.

1. Press **Reports**.
2. Select **Discrepancy by User**.
3. Analyze the information on this report to determine previous user(s) with access to the item.
4. Press **Exit** to log off cabinet.
5. Follow up with previous user(s) listed on report to determine cause.
6. Once cause of discrepancy is determined, return to cabinet with a witness.
7. Log on and press **Main Menu**.
8. Perform cycle count to ensure correct bin level quantity. This will help prevent another discrepancy. See "Cycle Count".
9. Press **Exit** to conclude.

Cycle Count

Perform cycle counts at regular intervals to verify quantity on hand. A witness may be required.

It is possible to perform "Guided Cycle Count", to "Perform Open Cycle Count", or to "Perform Guided Cycle Count". Please follow the links for more detailed steps in each type of cycle counting.

Use the Cycle Count Non-compliance Report to identify bins for which cycle counts are needed. The report can be filtered by item control level and by whether a cycle count has been completed since a bin was opened or was accessible ("touched").

Perform Routine Inventory

Guided Cycle Count

This feature enables you to select the control levels and touched status of the items to cycle count and be guided to the relevant drawers and bins.

When performing guided cycle count, you can:

- Select one or more control levels zero through six
- See the number of item locations to cycle count for the selected control levels
- Skip cycle count of any item
- Pause and resume the cycle count within a configured number of hours
- Filter the guided cycle count for items based on their "touched" status.

Only the user who pauses a cycle count can resume the cycle count. To pause the cycle count, exit the cabinet.

It is recommended that a full cycle count be performed after cabinet upgrade.

For instructions, see "Perform Guided Cycle Count".

To set guided cycle count as the preferred method of cycle counting, see "Set Preferred Cycle Count to Guided Cycle Count".

Touched Status

A bin is considered touched if it has been opened since the previous cycle count or the items have the item-level **Inactive Access** flag set and a user has had access to them.

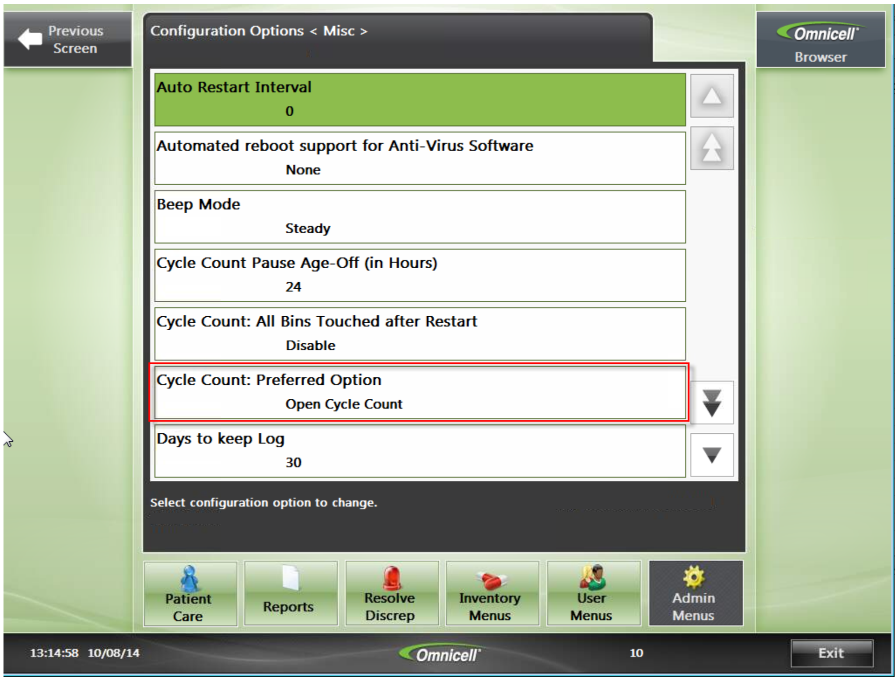
The default setting for touched status is "not touched". This means if a user selects guided cycle count for items with touched status after a cabinet upgrade, no items will be eligible for count. The user must select to count untouched items, so all items will be eligible for cycle count.

Set Preferred Cycle Count to Guided Cycle Count

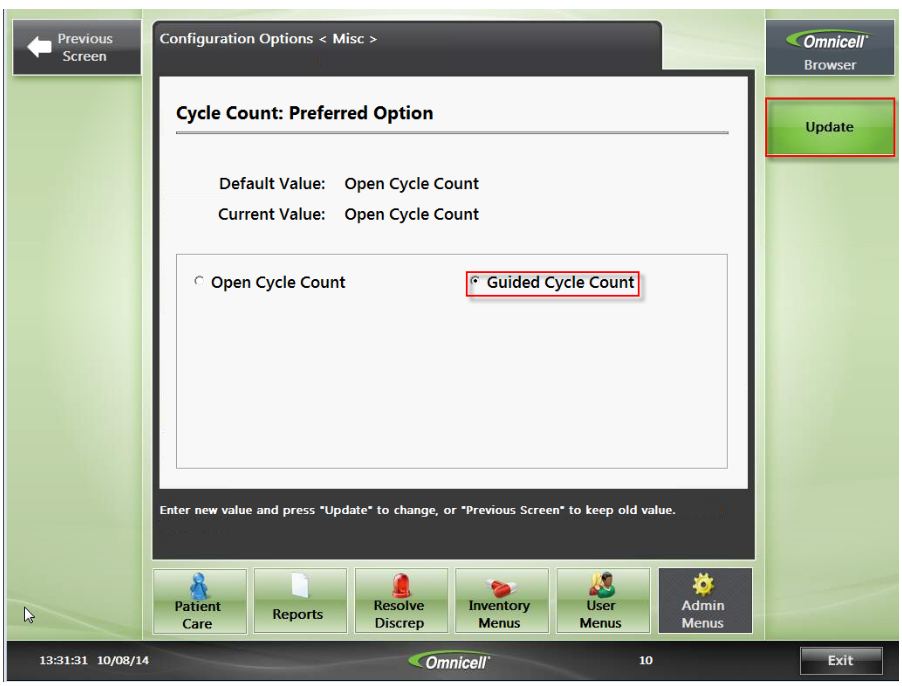
By default, preferred cycle count is set to Open Cycle Count, previously called Normal Cycle Count, which enables you to count items by drawers and bins. Use these steps to set the default to Guided Cycle Count.

Guided Cycle Count enables you to select the control levels and touched status of the items to cycle count and be guided to the relevant drawers and bins. For more information, see "Guided Cycle Count". Note that you have an option to choose the other cycle count method from the Preferred Cycle Count screen.

1. At the cabinet Admin Menu select **Omni Config** > **Misc** > **Cycle Count: Preferred Option**.



2. Select **Guided Cycle Count**, and press **Update**.

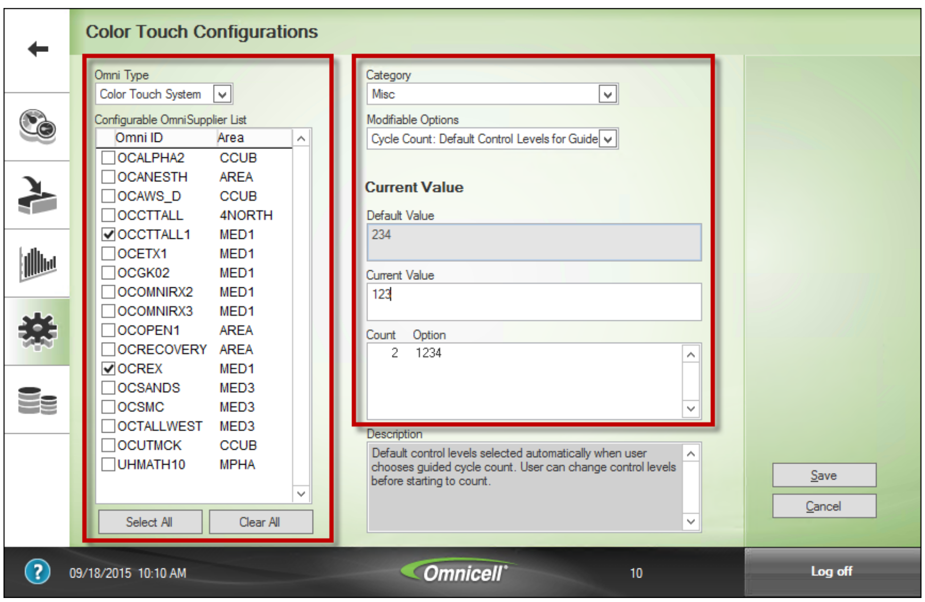


Set Up Default Control Levels for Guided Cycle Count on Multiple Cabinets

Determine default control levels for the guided cycle count workflow. The user has the ability to modify the selected control levels before they start counting. The default value is 2, 3, 4.

This task is performed on OmniCenter and allows you to enable on multiple cabinets at the same time. You must have administrative privileges. To enable this configuration at the cabinet, see "Set Up Default Control Levels for Guided Cycle Count at the Cabinet".

1. Go to **Administration > Global Modify Type > Color Touch Configurations**. Click **Continue**.
2. On the **Color Touch Configurations** screen, select the following:
   a. For **Omni Type**, select **Color Touch Systems**.
   b. In the **Configurable OmniSupplier List**, select each desired cabinet or select all.
   c. For **Category**, select **Misc**.
   d. For **Modifiable Options**, select **Cycle Count: Default Control Levels for Guided**.
   e. Modify current value. Allowed control levels include 0 through 6. Control Level S is not supported for guided cycle count.



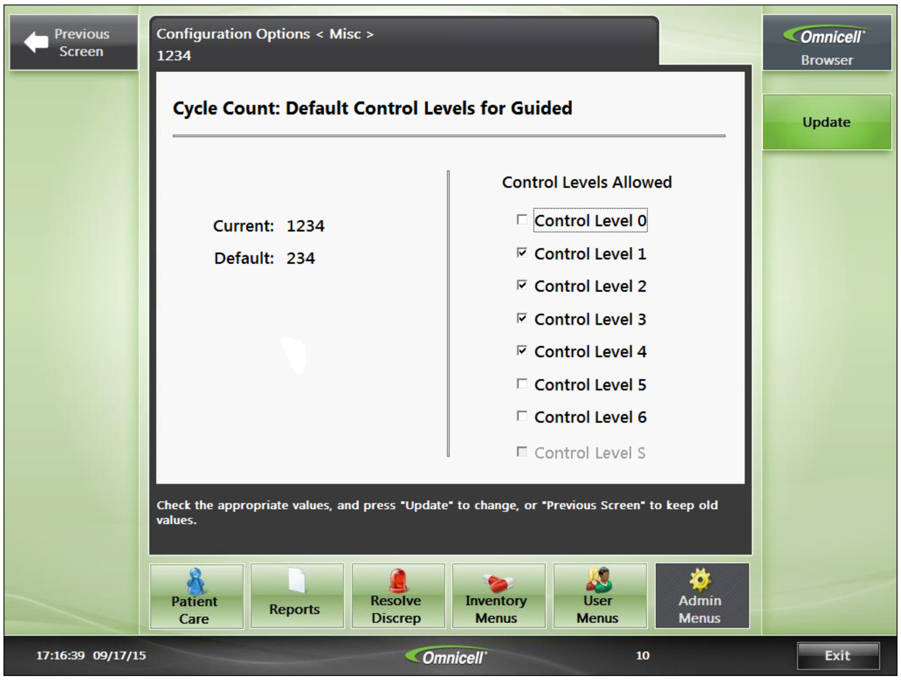
3. Click **Save**.

Set Up Default Control Levels for Guided Cycle Count at the Cabinet

Determine default control levels for the guided cycle count workflow. The user has the ability to modify the selected control levels before starting to count. The default value is 2, 3, 4.

This task is performed at the Omnicell cabinet. You must have administrative privileges. To enable this configuration on multiple cabinets at once, see "Set Up Default Control Levels for Guided Cycle Count on Multiple Cabinets".

1. Log on to the cabinet.
2. From **Administration Menus**, press **Omni Config**.
3. Select **Misc** category.
4. Select **Cycle Count: Default Control Levels for Guided**.
5. Select the desired control levels. Allowed control levels include 0 through 6. Control Level S is not supported for guided cycle count.



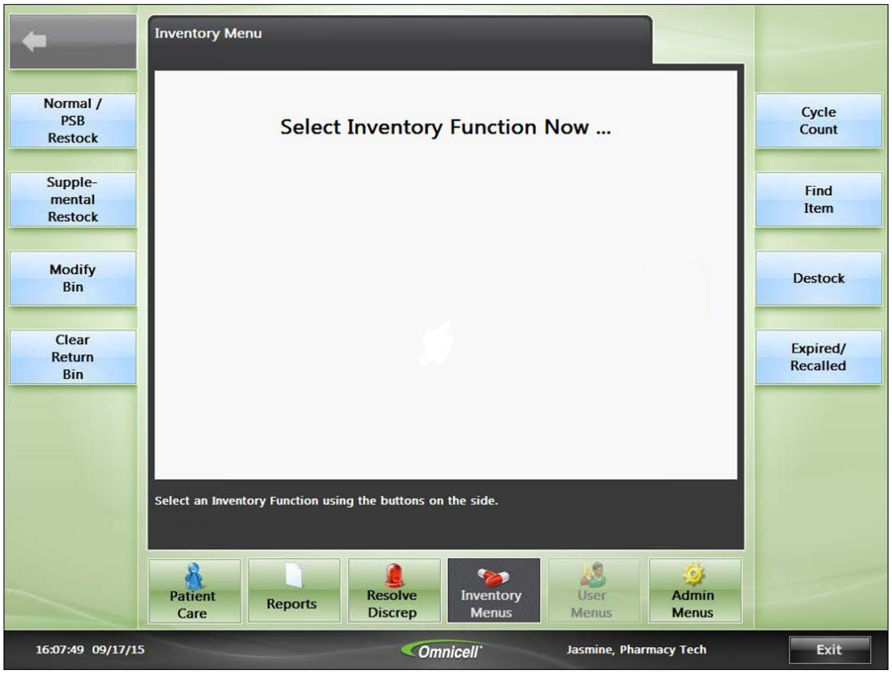
6. Press **Update**.

Perform Guided Cycle Count

Count items by selected control level and touched status. Flashing lights guide you to the items to count. A witness may be required.

If necessary, you can pause a guided cycle count. For information, see "Pause Guided Cycle Count ".

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Cycle Count**.



3. Press **Guided Cycle Count**, if necessary. Some cabinets may already be set to guided cycle count by default. If so, you can skip this step and continue to the next step.

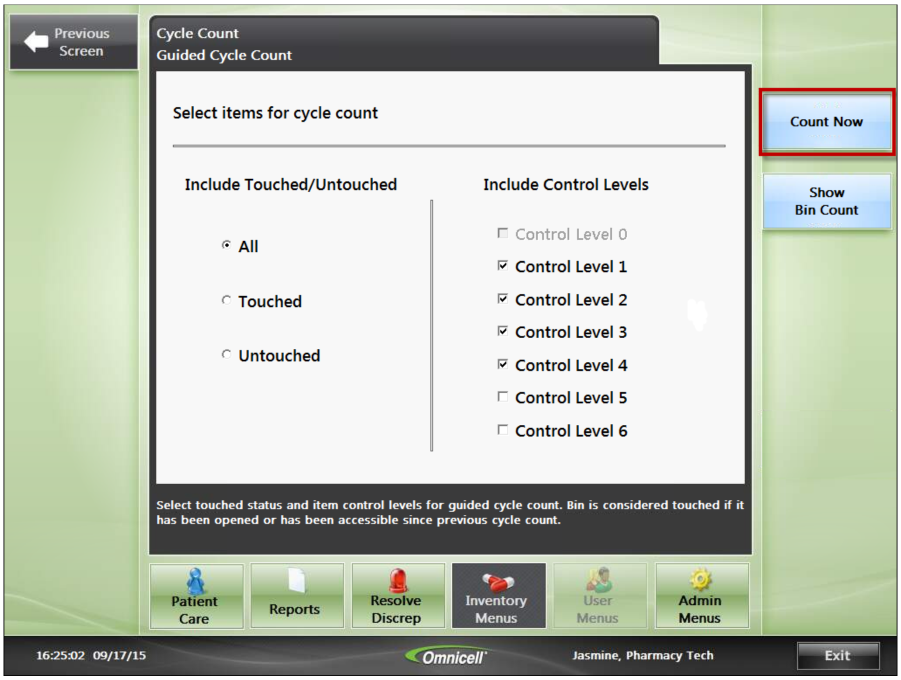
4. Select the items to cycle count.

   a. **Include Touched/Untouched:** Indicate whether to count all items or only items that are "touched" or "untouched" since the last cycle count.

b. **Include Control Levels:** Adjust the selected control levels, if necessary.

c. **Show Bin Count:** Press to see how many items will need to be counted based on the selected filtering.

5. Press **Count Now**.



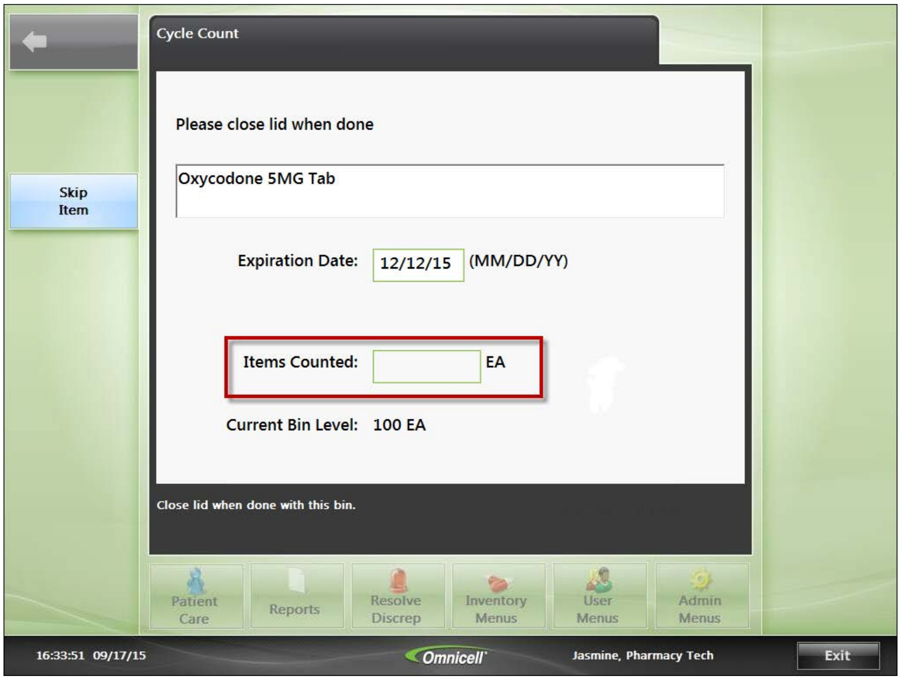
6. Follow guiding lights to access each item.

   You will be prompted for all items that match your selection. Certain items may prompt you for a witness.

7. Open the bin.

8. Count the items in the bin and enter the count in the **Items Counted** field.

9. Close the bin to accept the count and move to the next item.



Depending on how your cabinet is configured, you may see current bin level count on screen.

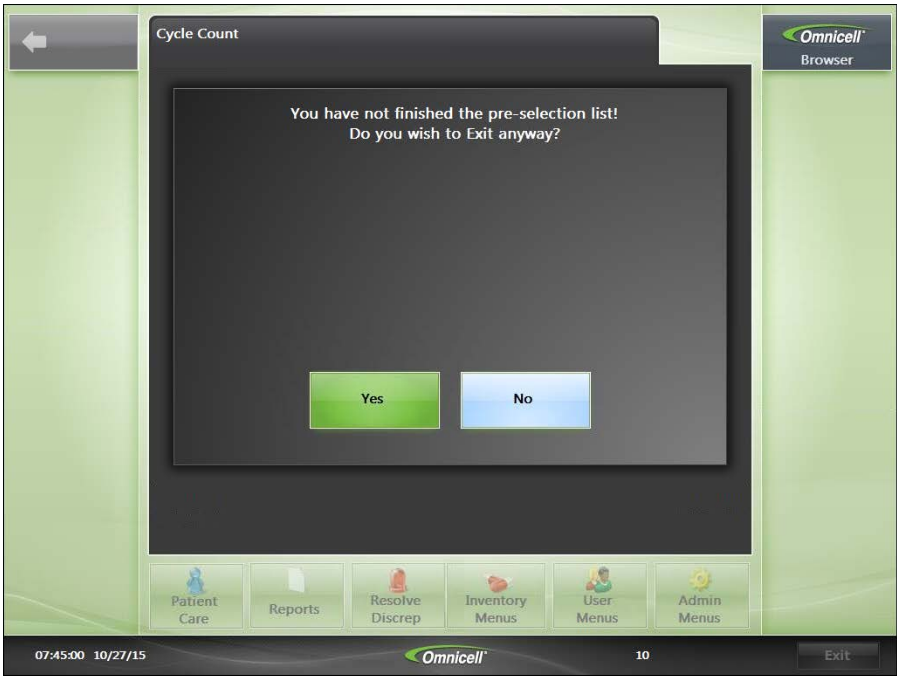
10. Open the next lighted bin. When all bins in the drawer are counted, close the drawer.
11. Continue until all items are counted.

Pause Guided Cycle Count

You can pause a guided cycle count for a configured number of hours.

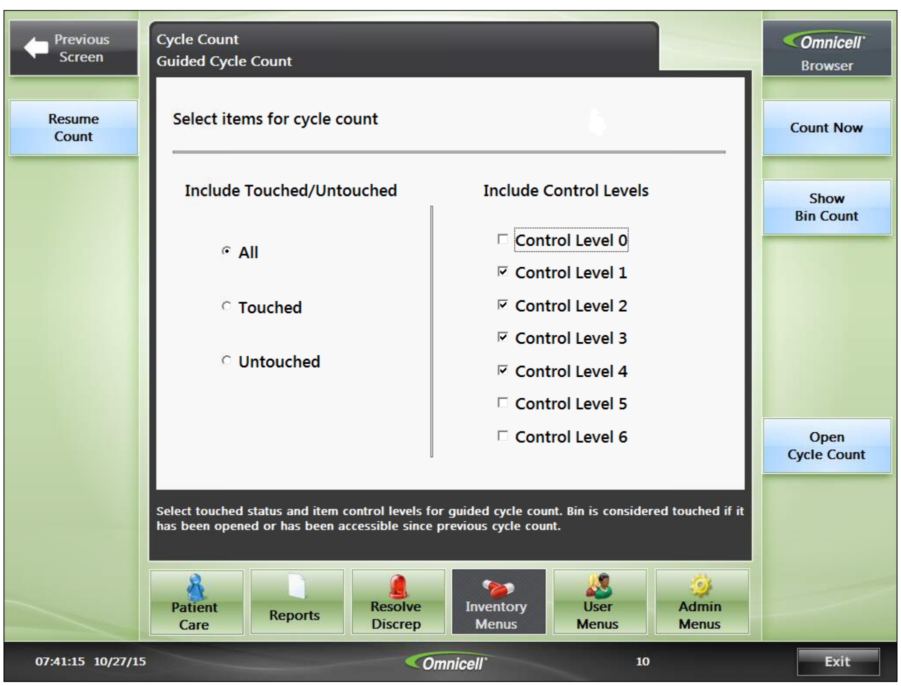
Only the user who pauses a cycle count can resume the cycle count.

1. To pause a guided cycle count, press **Exit**.
   A dialog box enables you to verify that you want to exit.



If the user leaves the system unattended for a specified amount of time during a guided cycle count, the system will time out, which will also pause the guided cycle count.

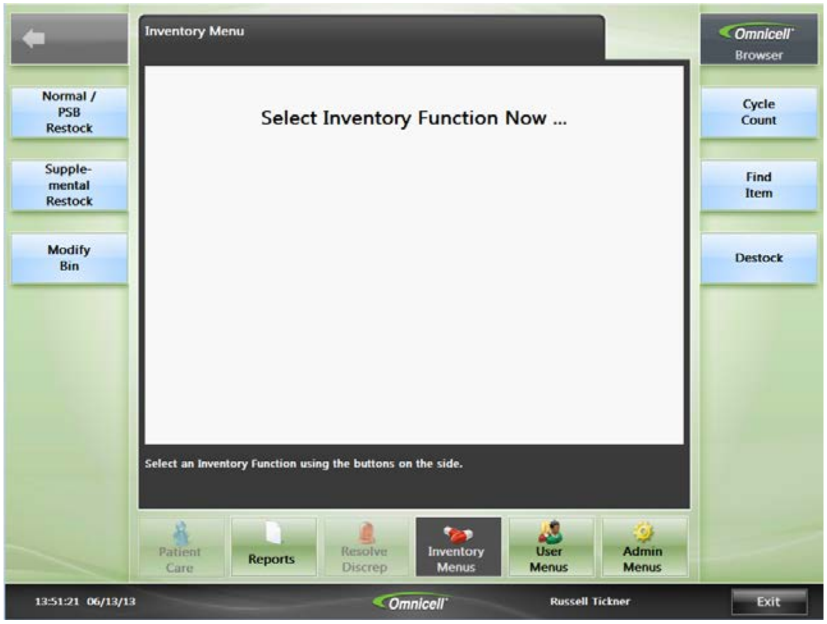
2. To resume the guided cycle count, press the **Resume Count** button in the upper left corner of the screen.



Perform Open Cycle Count

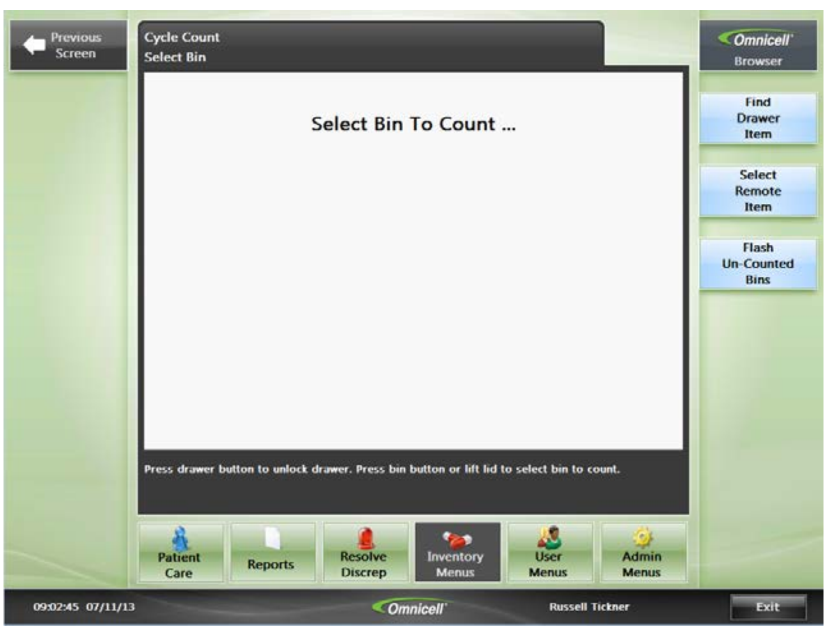
Perform cycle counts at regular intervals to verify quantity on hand. A witness may be required.

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Cycle Count**.



3. Press the drawer button to open desired drawer to count or open door to count items on shelves.

4. Enter the current count for the item.
5. Edit or enter the expiration date for the item, if requested. Press **OK**.
6. Continue until all items have been counted.
7. If necessary, press **Flash Un-counted Bins** to identify bins that you have not counted yet.



8. Close bin and drawer.

9. Press **Exit**.

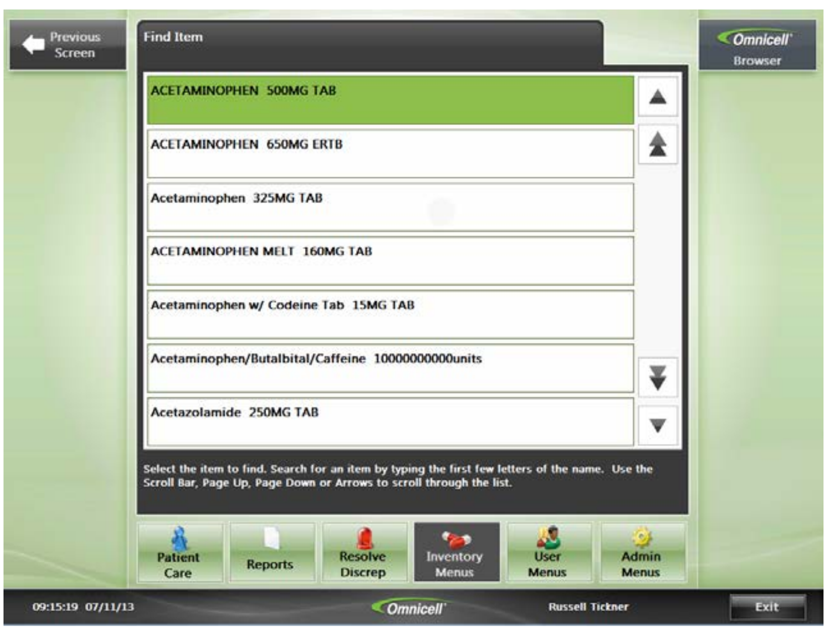
Cycle Count Specific Item

Use this task to locate a specific item to count. A witness may be required.

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Cycle Count**.

3. Press **Find Item**.

4. Select the item from the list on screen. Press **OK**.



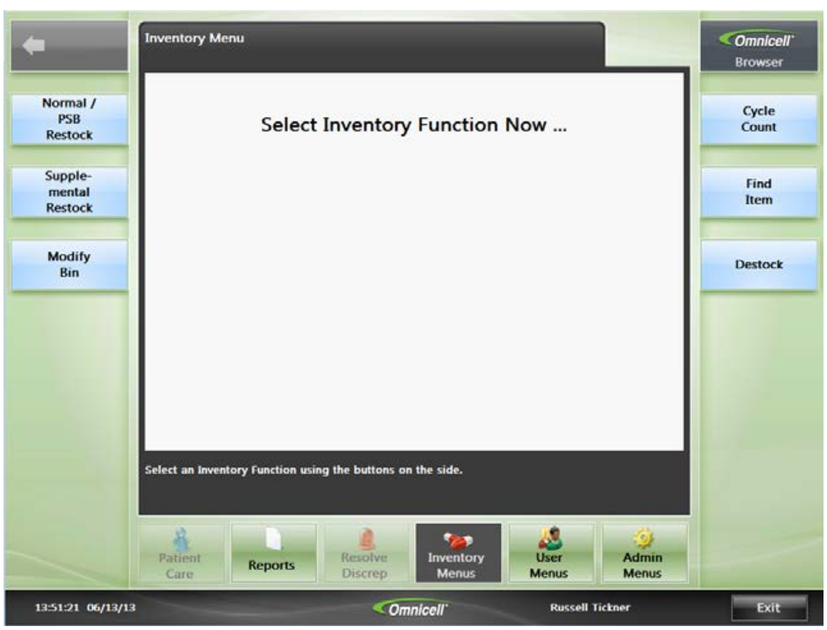
5. Follow guiding lights to access the item.
6. Enter count; press **OK**.

7. Close bin and drawer.

Count Remote Items

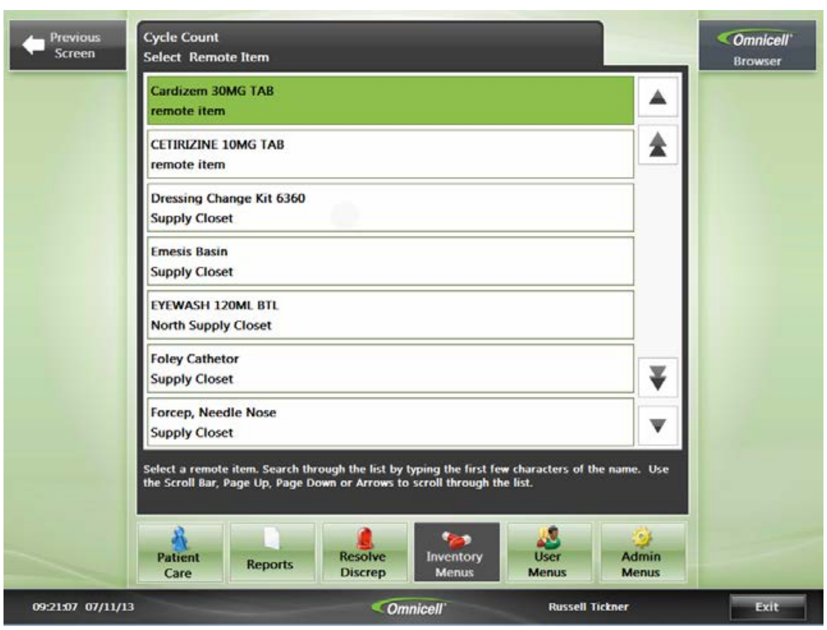
Use this task to count items stocked remotely. A witness may be required.

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Cycle Count**.



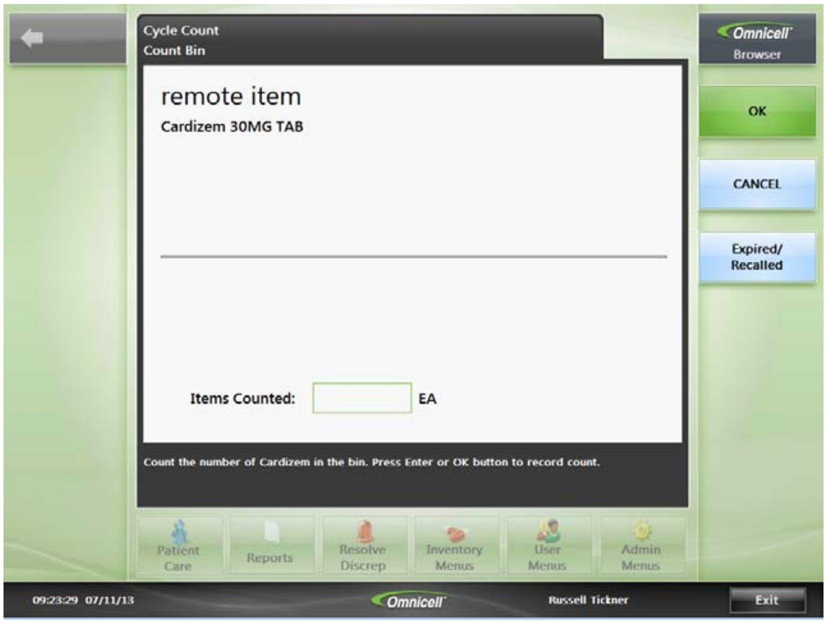
3. Press **Select Remote Item**.

4. Select the item from the list on screen.



5. Enter count; press **OK**. The location of the item is identified on screen. Some items may

require you to enter or verify an expiration date.



6. Continue until all items have been counted.

Complete Normal Restock

Replenish items stocked in the cabinet on a regular basis: daily, weekly, or as scheduled by your facility. If configured, a nurse as well as a restock technician can perform restocks.

Normal restock has the following configurations:

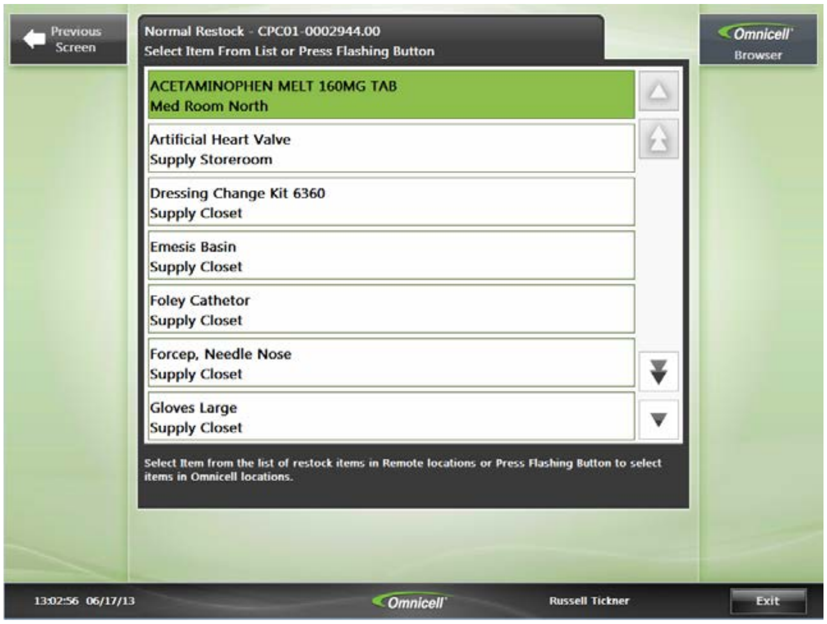
- Guided Restock mode is the default. In this mode, all drawers with bins for restock items flash, and you can select a flashing drawer to restock the items in it.
- Scan to Restock mode enables you to scan an item or restock bar code, or select a restock item from the restock list, and be guided by flashing lights to the bin or bins that contain the scanned or selected item.
  To enable the Scan to Restock configuration, at the cabinet Administration menu select **Omni Config** > **Items** > **Normal Restock Mode** > **Scan to Restock**. In Scan to Restock mode, scanning the item bar code satisfies the SafetyStock requirement. Scanning the restock bar code or selecting the item from the screen does not satisfy this requirement, and in such case the user is prompted to scan the item bar code.
- The nurse will be able to choose between Scan to Restock mode and Guided Restock mode if the toggle configuration is enabled.
  To engage the toggle functionality, at the cabinet Administration menu select **Omni Config** > **Items** > **Normal Restock Mode Toggle** > **Enable**.
  To enable nurses to perform normal restock, at the cabinet Administration menu select **Omni Config** > **Users** > **Enable Restock for Nurse Users**.

- To disable entry of the restock quantity or the expiration date with the scanner, at the cabinet Administration menu select **Omni Config** > **Hardware** > **Scanner/Keyboard** > **Identify Input Device** > **Enable**. Keyboard entry of quantity and expiration date will be required when this configuration is enabled.

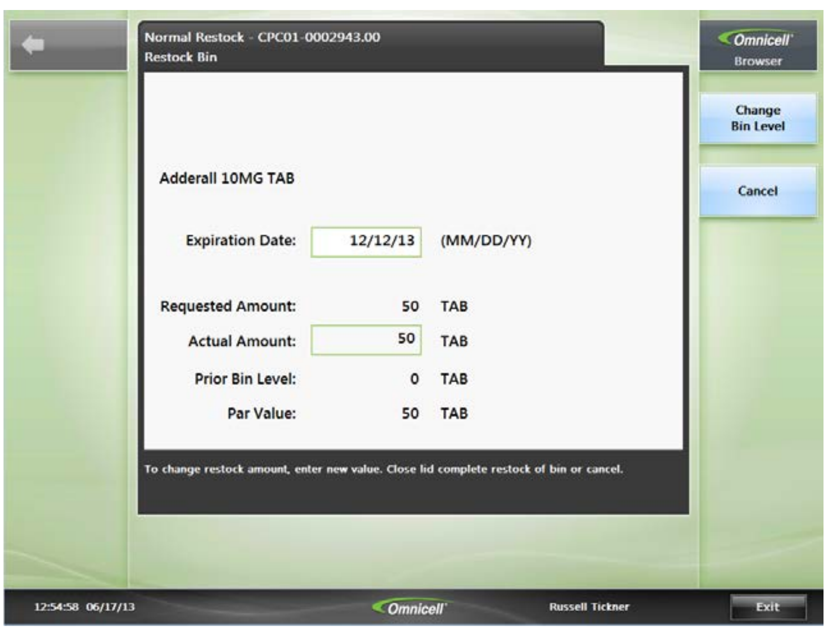
1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Normal Restock** (or **Normal/PSB Restock** depending on how the cabinet is set up).

3. Select the Normal Restock tab, if not already visible.
4. Select the correct restock order from the list on screen or scan the bar code on the top of the restock report. Use the **Sort by** button to sort the list by date—newest on top or oldest on top.
5. If the Scan to Restock mode is enabled, scan an item or restock bar code, or select an item from the restock list.

   Bins will light to indicate the item locations that need to be stocked. At the same time, any items stocked in remote locations will be listed on the screen.



6. Follow the guiding lights to access the first item to restock.
7. Open the drawer and the bin.
8. Have your witness enter their user ID and password, if prompted.
9. Confirm the number of items currently in the bin, prior to restock, if prompted. Press **Yes** or **No**. If the count is not correct, then you will be prompted to enter the correct count.
10. Confirm the actual amount to restock. Modify or enter the expiration date, if prompted. Use the earliest date found in the bin.



11. Close the bin and the drawer.
12. Scan another item or follow the flashing lights to access the next item to restock.
13. Continue until all items have been restocked. Once you have restocked all items in the list, a message will be displayed to confirm that the restock is complete. Press **OK** to acknowledge.

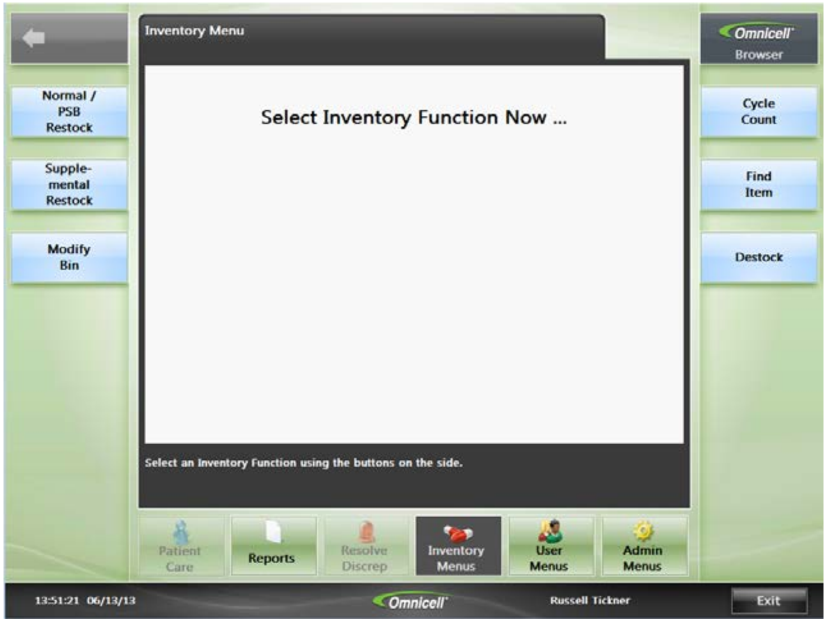
Complete Supplemental Restock

Replenish items in the cabinet in between scheduled restocks as needed.

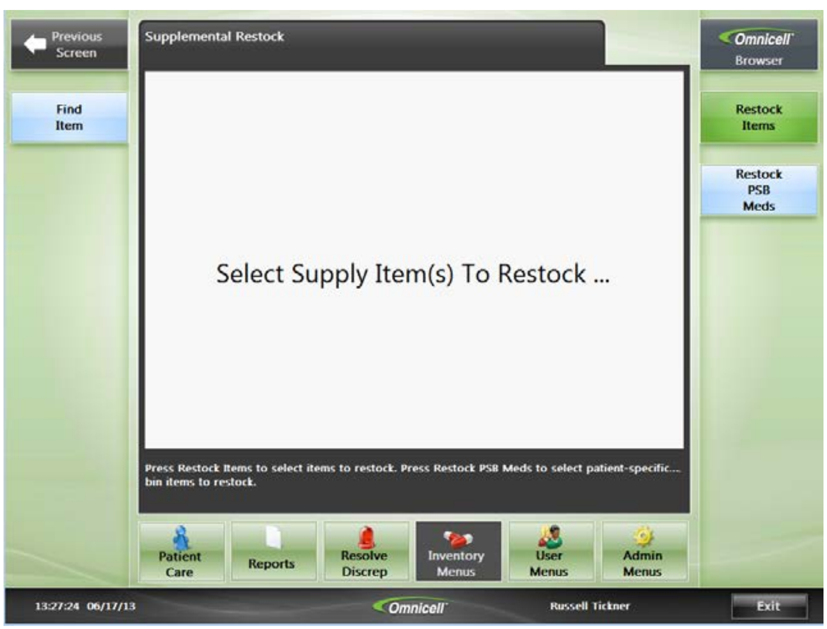
Supplemental restock has the following configuration:

- To disable entry of the restock quantity or the expiration date with the scanner, at the cabinet Administration menu select **Omni Config** > **Hardware** > **Scanner/Keyboard** > **Identify Input Device** > **Enable**. Keyboard entry of quantity and expiration date will be required when this configuration is enabled.

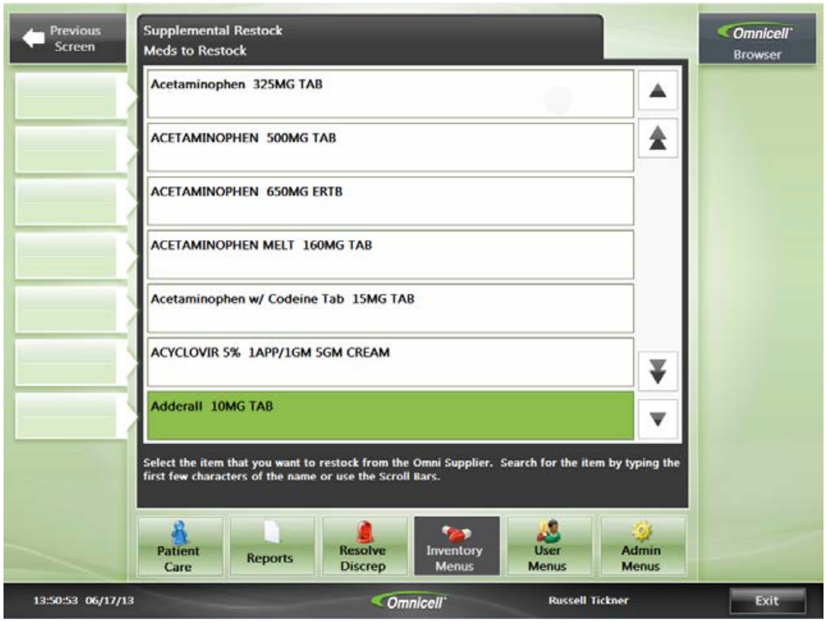
1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Supplemental Restock**.



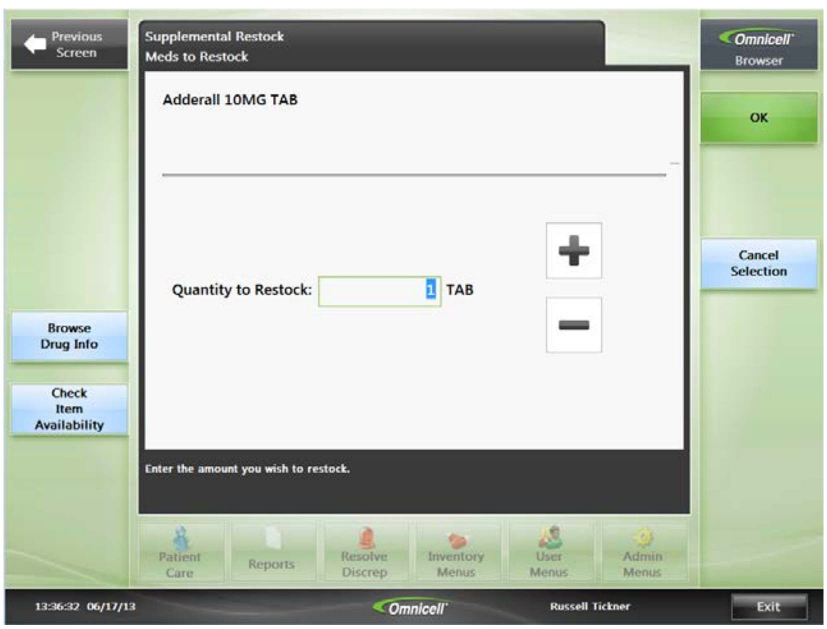
3. Press **Restock Meds**, if prompted. The button could also read **Restock Items**. Depending on the cabinet setup, you may be directed to the item list screen automatically (next step).



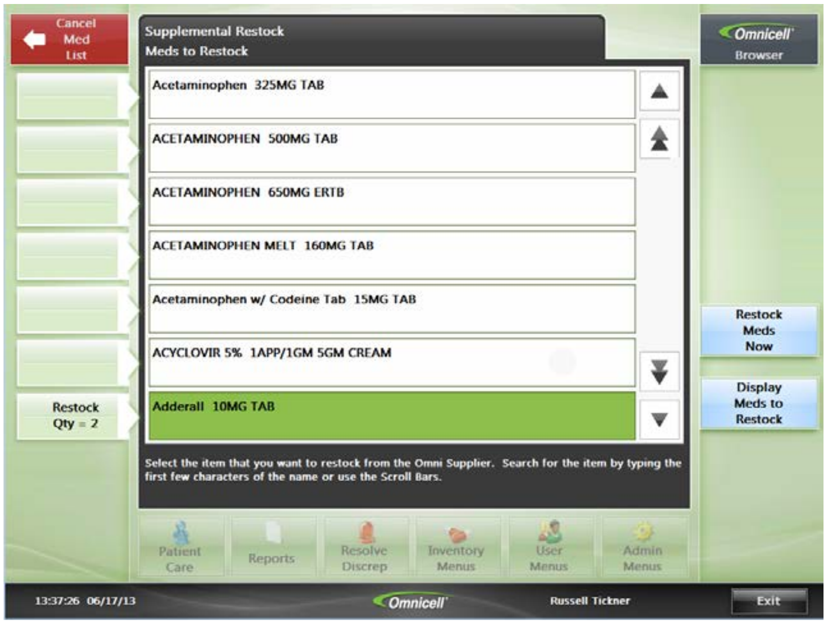
4. Select the desired item to restock from the list on screen.



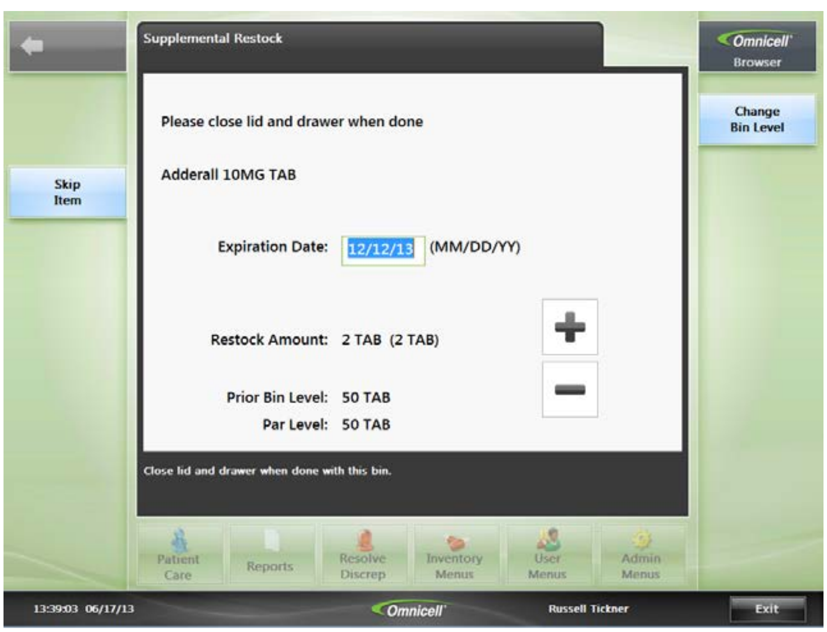
5. Enter quantity to restock. Press **OK**.



6. Press **Restock Meds Now**.



7. Follow guiding lights to access the item.
8. Open the drawer and bin.
9. Have your witness enter their user ID and password, if prompted.
10. Confirm the number of items currently in the bin, prior to restock, if prompted. Press **Yes** or **No**. If the count is not correct, then you will be prompted to enter the correct count.
11. Confirm the actual amount to restock. Modify or enter the expiration date, if prompted. Use the earliest date found in the bin.



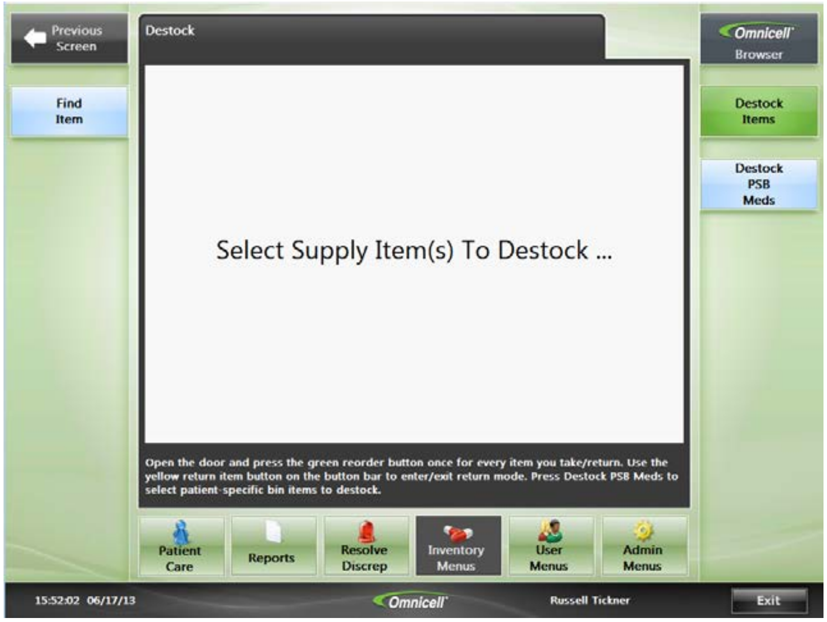
12. Close bin and drawer.

Destock Items

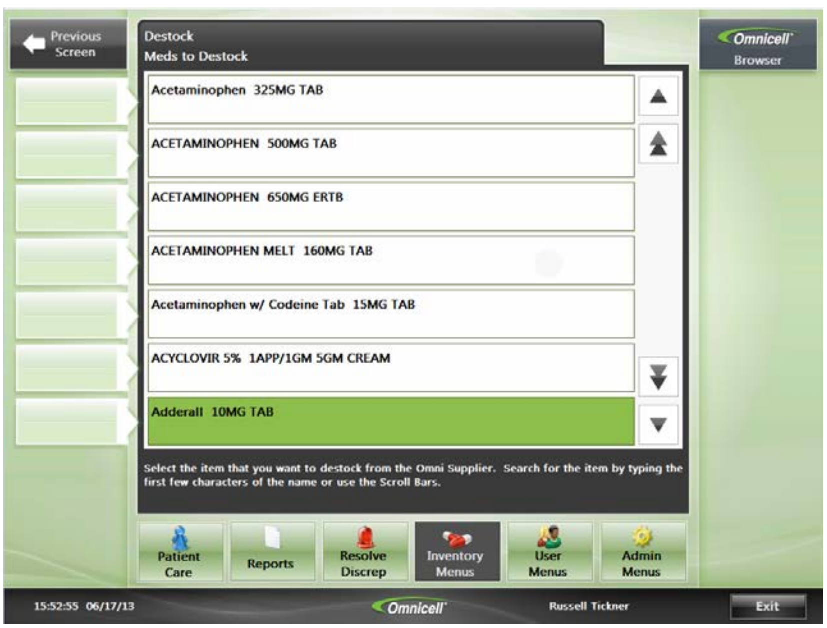
Destock items from the cabinet, either to return to pharmacy or to restock another cabinet. The bin will remain assigned to the item, even if it is completely destocked. To change the bin assignment, you must unassign or replace the item.

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Destock**.

3. Press **Destock Items**, if prompted. Depending on the cabinet setup, you may be directed to the item list screen automatically (next step).

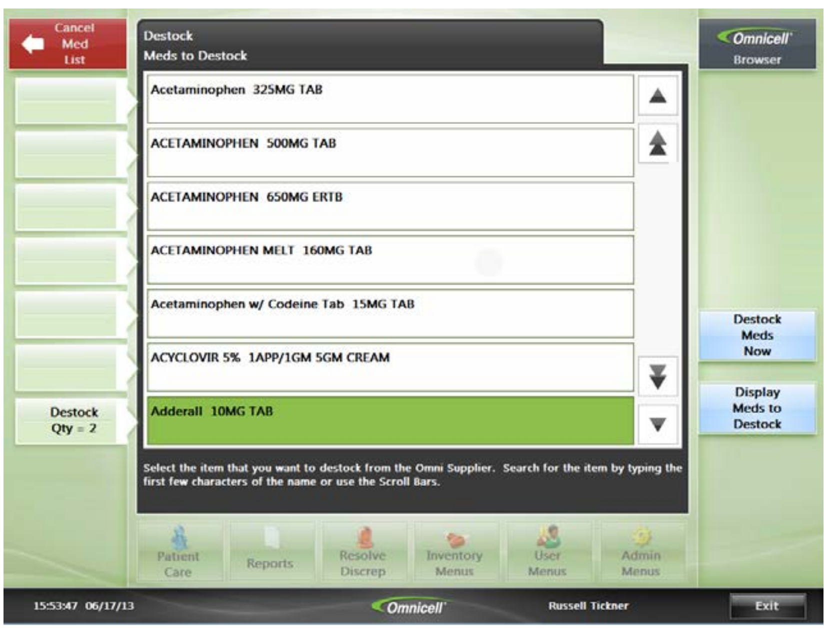


4. Select the desired item to restock from the list on screen.



5. Enter quantity to destock. Press **OK**.

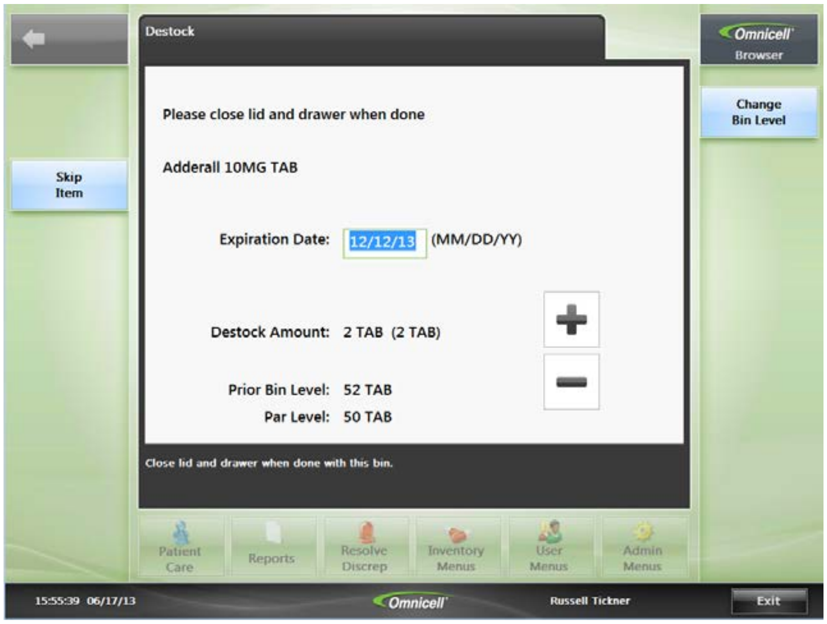
6. Press **Destock Meds Now**.



7. Follow guiding lights to access the item.
8. Open the drawer and the bin.
9. Have your witness enter their user ID and password, if prompted.
10. Confirm the number of items currently in the bin, prior to destock, if prompted. Press **Yes**

or **No**. If the count is not correct, then you will be prompted to enter the correct count.

11. Confirm the actual amount to destock. Modify or enter the expiration date, if prompted. Use the earliest date found in the bin.

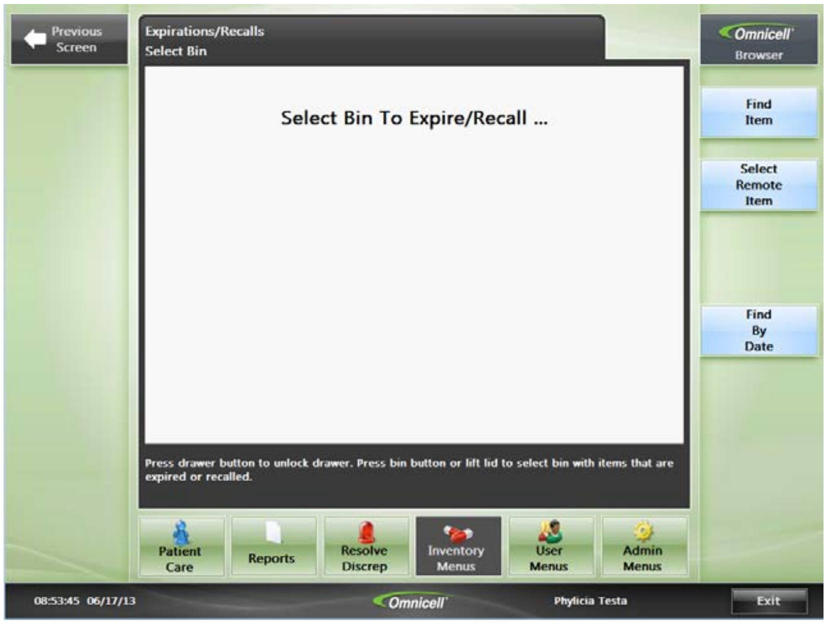


12. Close bin and drawer.

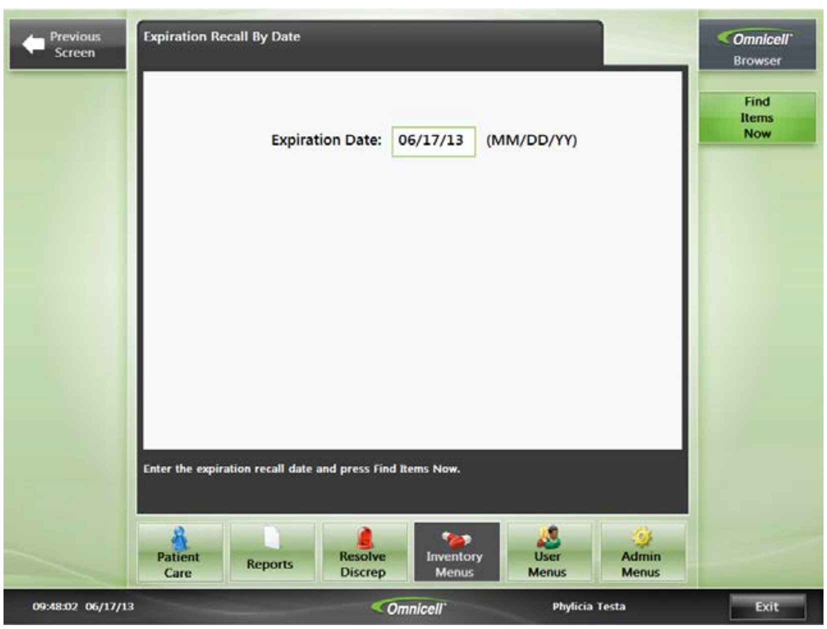
Find and Remove Expired Items

Use this task to do a search for items in the cabinet that are expired so that they can be removed. Expired items should be removed from the cabinet periodically. Follow health care facility policy and procedure.

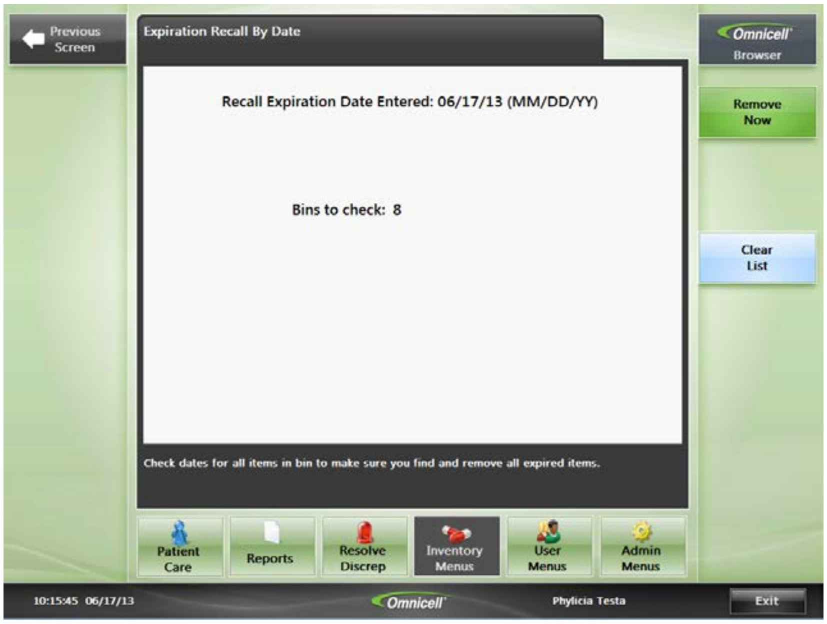
1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Expired/Recalled**.
3. Press **Find By Date**.



4. Enter date (MM/DD/YY), then press **Find Items Now**.

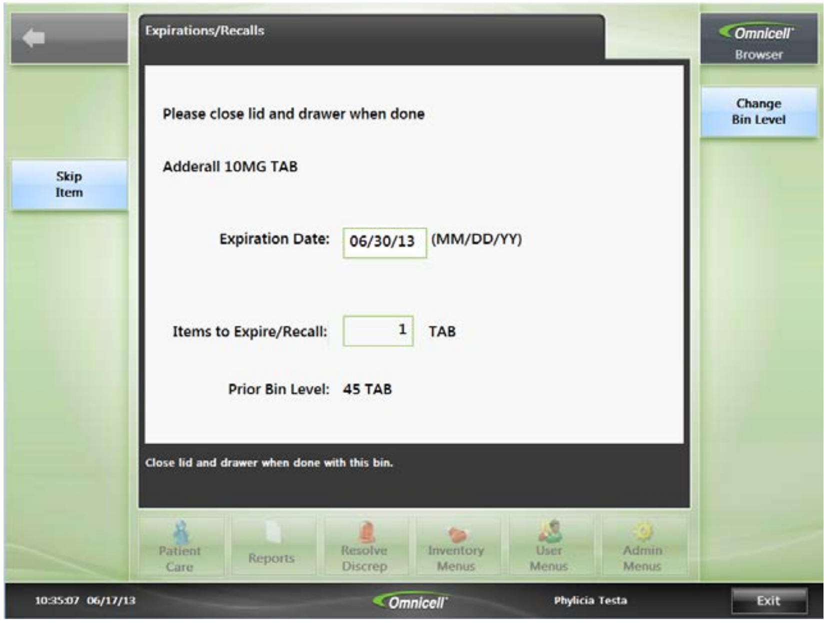


5. Press **Remove Now**. The *Bins to check* number indicates the number of bins you will need to access to pull all expired items found in the search.



6. Follow guided lights to access each bin. Once the bin is accessed, verify the date on each item and pull all items with expired dates.
7. Enter the number of items to expire or recall. Enter a new expiration date. You may be asked to enter the current bin level.

Not all items in the bin will have the same expiration date. Make sure to check the entire contents of the bin and enter the next earliest expiration date.



8. Close bin when done.
9. Follow on-screen prompts until the search is complete.

Expiration Rules

Items can be set for expiration tracking in three ways: by calendar date, by specific time, and by month. Expiration dates are tracked at the OmniCenter per item. When you enter the expiration date, the search will pull items based on how the item is tracked to expire. You will not be able to determine how an item's expiration date is set for expiration tracking by looking at the cabinet software.

by Date	The system will find all items set to expire by the day entered at or before 11:59:59 p.m. **Example:** Entering 7/28/17 would find all items expiring 7/28/17 at or before 11:59:59 p.m.
by Time	If the date entered is today or earlier, the system will find all items expiring at or before 11:59:59 p.m. of the entered date. If the entered date is a future date (tomorrow or later), the system will find all items expiring at or before 11:59:59 p.m. of today's date. **Example:** Item A expires on 7/27/17 at 9:00 a.m. | Item B expires on 7/28/17 at 4:10 p.m. | Item C expires on 7/29/17 at 11:00 p.m. 1. Entering a date of 7/27/17 (one day in the past) would find Item A. Item B and Item C would not be included. 2. Entering a date of 7/28/17 (today) would find Item A and Item B. Item C would not be included. 3. Entering a date of 7/29/17 (one day in the future) would find Item A and Item B. Item C would not be included.

by Month	The entered date is used to find the last day of the prior month at a time of 11:59:59 p.m. **Example:** Entering 7/28/17 would find all items expiring on or before 6/30/17 at 11:59:59 p.m.

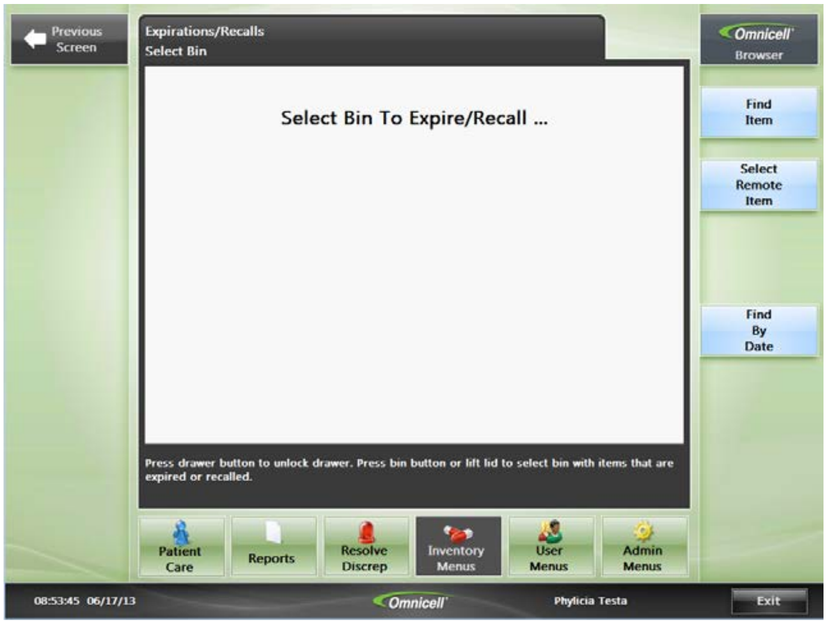
Expire/Recall Items

Use this task to remove items that have expired or those you need to recall. Items stocked in the cabinet should be checked periodically for expired dates. Follow health care facility policy and procedure.

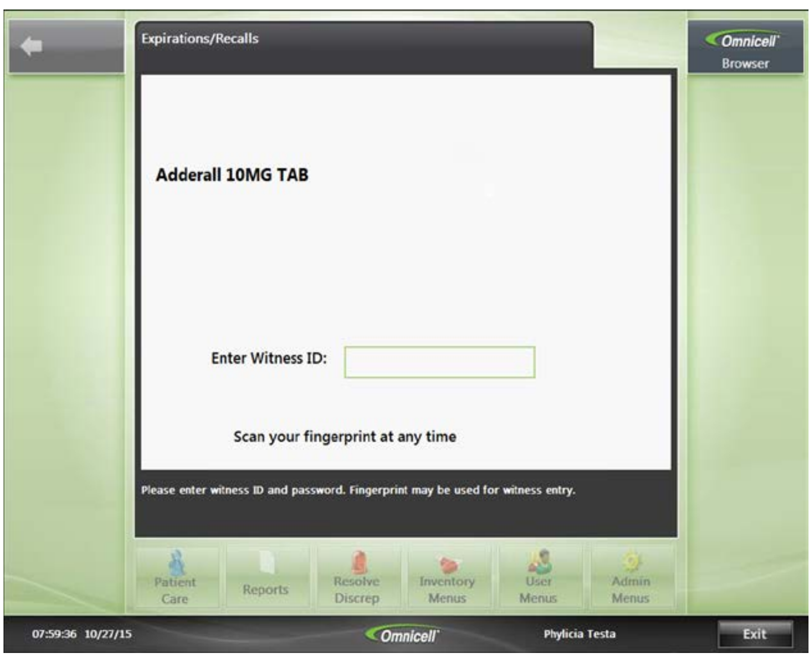
To search for a specific item that has expired, see "Find and Remove Expired Items".

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Expired/Recalled**.

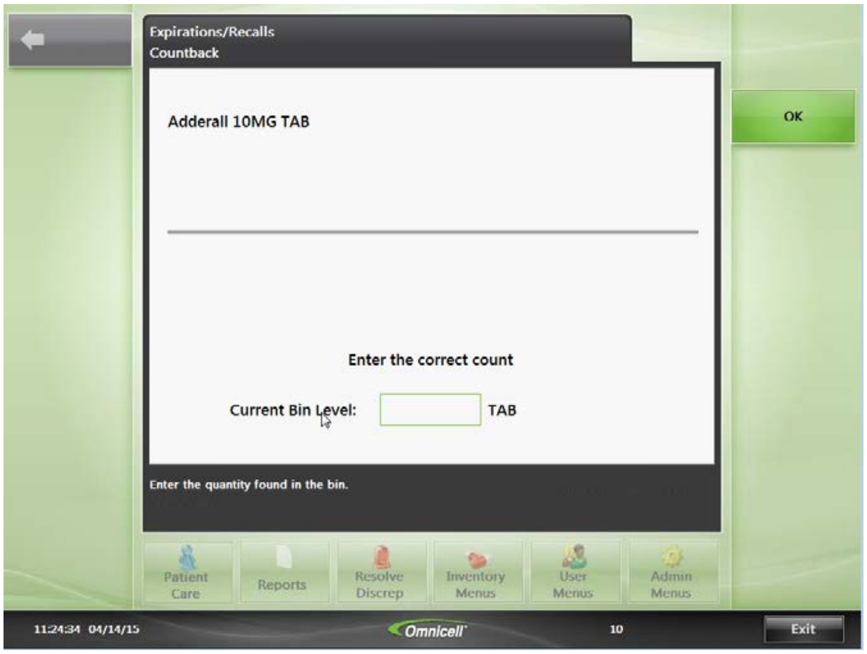
3. Press the drawer button for the item you need to expire or recall, then select the desired bin by opening the lid or pressing the bin button. If you need to access a specific item, press **Find Item** and select the item from the list.



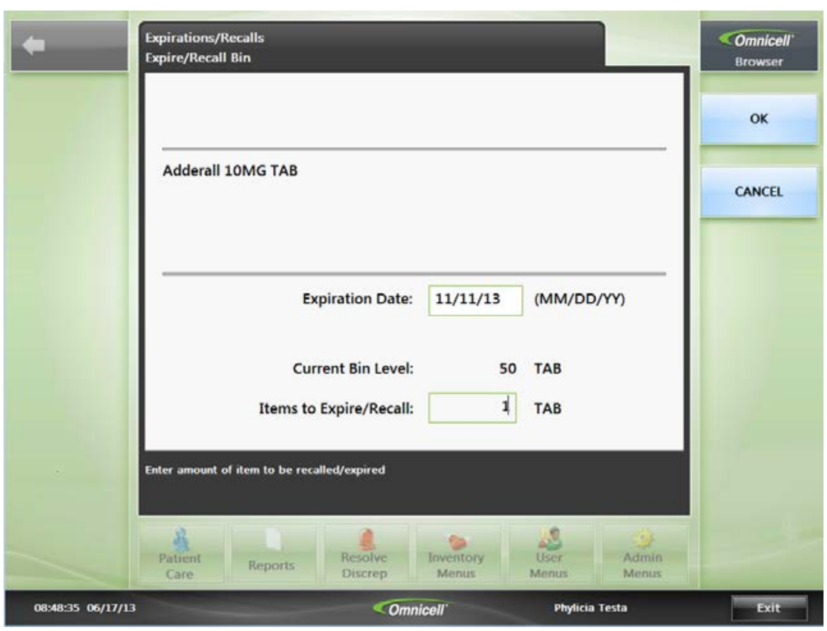
4. Have your witness enter their user ID and password, if prompted.



5. Enter the number of items in the bin, if prompted to do so.



6. Enter the number of items to expire or recall. Modify the expiration date, if necessary. Press **OK**.



7. Close the bin.
8. To complete expire/recall, close the drawer.

Empty Return Bin

Use this task to empty items from the external return bin.

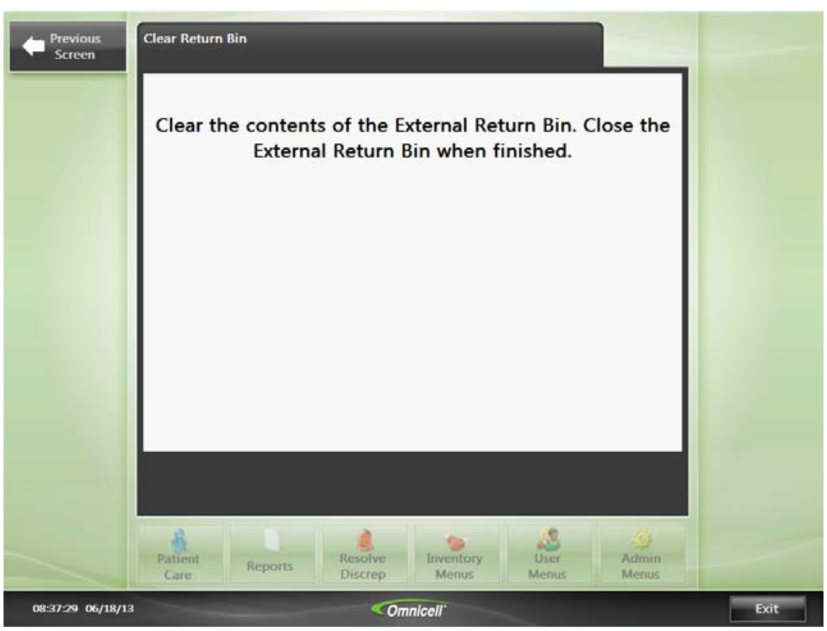
To complete this procedure, two keys are required for the external return bin:

Access Key:	You must have an access key to open the return bin.
External Bin Manual Override Key:	This key is used with the access key and allows you to open the return bin when the software does not allow access. Manual override for an internal return bin involves a manual override on the drawer, then use of the access key to unlock the bin.

Use of these keys is restricted to authorized users. Typically, these keys are available to pharmacy personnel only.

Once the return bin is open, you must complete the task. All items present in the return bin are your responsibility to reconcile. Follow facility policy and procedure.

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Clear Return Bin**. The bin's LED will light. For an internal bin, the drawer's LED will light. Open the drawer.



3. Unlock the bin with the access keys.
4. Audit items in list to verify items on screen match items found in return bin. See "Audit

Return Bin".

> The ability to audit items is configurable and may not be available on every cabinet.

5. Remove all contents from the bin.
6. Re-lock the bin.

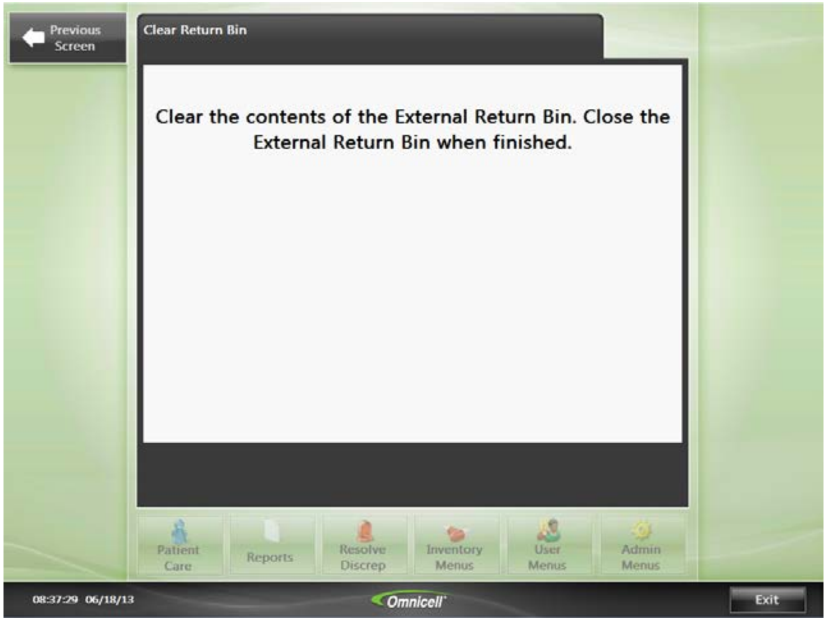
Audit Return Bin

Use this task to reconcile items found in the external return bin with items recorded as returned in the system. The ability to audit the return bin is configurable per cabinet, per control level, or per item. This task can only be performed while emptying a return bin.

> Once the return bin is open, you must complete the task. All items present in the return bin are your responsibility to reconcile. Follow facility policy and procedure.

- You must have access to all items in the return bin to be able to audit the list. If you do not, then the audit list will not be displayed on screen.
- You can only audit items that have been returned to the return bin. Items that have been wasted and placed in the return bin are not eligible for audit. The system records these items and lists them on screen, but you cannot modify them.
- A witness may be required to complete this task.

1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Clear Return Bin**. For an internal bin, the drawer's LED will light. Open the drawer.

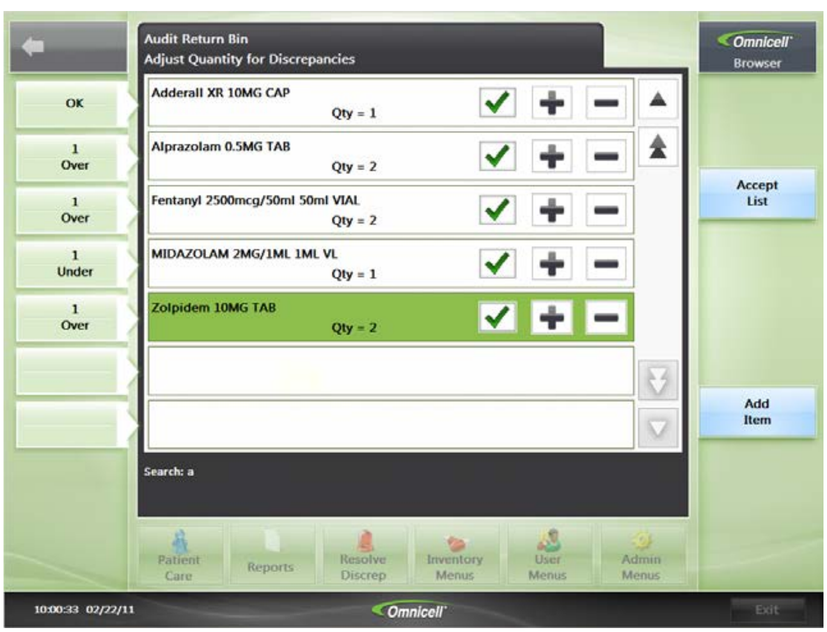


3. Unlock the bin with the access keys.

   Once the return bin is open, the screen populates with a list of items that have been recorded as returned to the bin. The only items that display in this list are items that have been configured for auditing. Items can be configured based on the item itself or by the item control level. You may see more items in the return bin than what is listed on screen.

> If the return bin audit configuration is set to blind, the list will be empty and items must be entered by scanning or pressing **Add Item**.

4. Reconcile the audit list with the contents in the return bin. Select each item on screen to verify item and quantity. Use the **+/-** buttons on screen to adjust quantities. A checkmark will be displayed next to each verified item.
   - Over: the quantity is over what is expected by x amount.
   - Under: the quantity is under what is expected by x amount.



If you are certain that the audit list matches what is in the return bin, you can press **Accept List** at any time to reconcile all items at once. Follow facility policy and procedure.

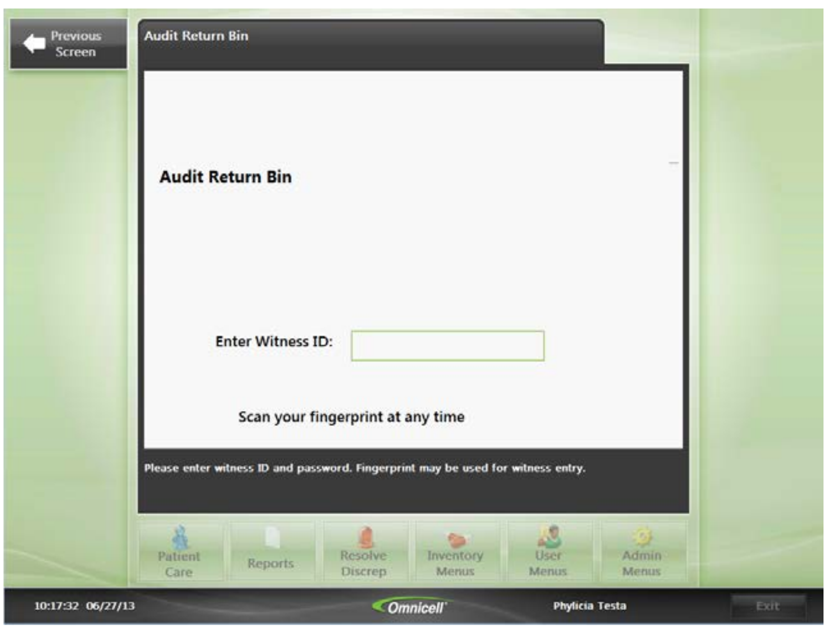
5. To delete an item, use the **-** button to decrement the quantity to 0.

   The item will remain in the list with an adjusted quantity of 0 and an Under quantity listed in the left-hand column.

6. To add an item to the list, do one of the following:
   - Scan the item bar code. Scanning items is supported on the audit list screen only and only for cabinets enabled for SafetyStock.
   - Press **Add Item**, then select the desired item from the list.

   The item is added to the list with a quantity of 1 and an Over quantity listed in the left-hand column.

7. When all items in the audit list have been reconciled, press **Accept List**.
8. Have witness enter user ID and password, if prompted.



9. Close and lock the return bin when finished.

   A *Return Bin Audit* report prints at the cabinet with a list of all audited items. Follow facility policy and procedure for report management.

Added Items

Any item in the cabinet's item database can be added to the list regardless of whether it was physically stocked at the cabinet. In addition, you can add an item even if the item or item control level is not enabled for audit. If the item you attempt to add is not part of the cabinet's item database, then you will be notified with an unknown item warning on screen. Follow facility policy and procedure for any item you cannot reconcile.

Cabinet Reports

About Cabinet Reports

Reports provide a history of activity for a specific cabinet.

Transaction Reports

Transaction by Item:	Review transactions on this cabinet by item.
Transaction by Patient:	Review transactions on this cabinet by patient.
Transaction by User:	Review transactions on this cabinet by user.
Post-Case Reconciliation:	Includes waste transactions generated at the time post-case reconciliation (PCR) was completed. Each patient or case has one report for each completed PCR. Applies to Anesthesia Workstations only.

Admin Reports

Discrepancy by User:	To review user discrepancies on this cabinet. Transactions are grouped by user, and then by resolution status.

Inventory Reports

Kits Details:	Used to troubleshoot kits at the cabinet level.
Kits List:	Used to help when issuing items for a procedure.
Omni Inventory:	To list items stocked with the current quantity on hand in a cabinet as well as the remote items assigned to it. Quantity on hand is displayed. Multi-dose items list according to unit of issue, not the quantity of the containers.
Restock List:	To list the items to be restocked at this cabinet.

Med Orders Reports

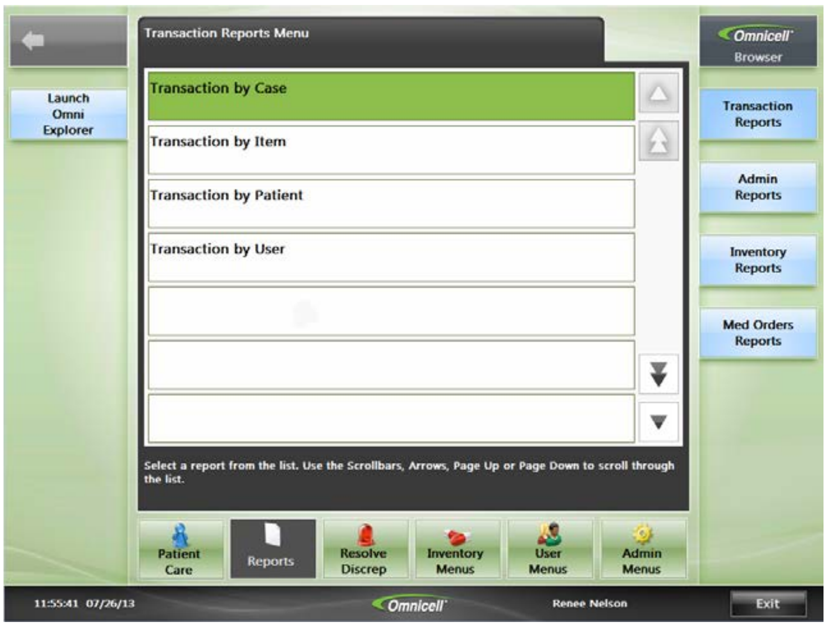
Med Order Activity:	To list the med order activity on this cabinet.
Med Order Override:	To list the med orders that have been overridden on this cabinet.
Med Order Expire:	To list the expired med orders on this cabinet.

Generate Cabinet Reports

Reports provide a brief history of activity for a specific cabinet. Reports can be viewed on screen or printed on the cabinet printer. Access to some reports may be restricted to certain users.

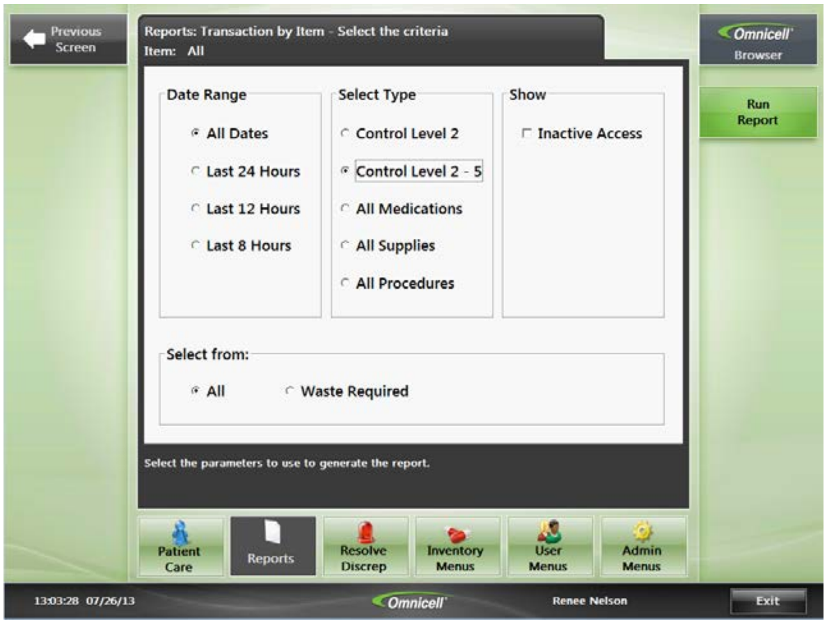
1. From the *Main Menu*, press **Reports**.
2. Select the desired report category, then select the desired report from the list.

   Available report categories are available on the right of the screen.

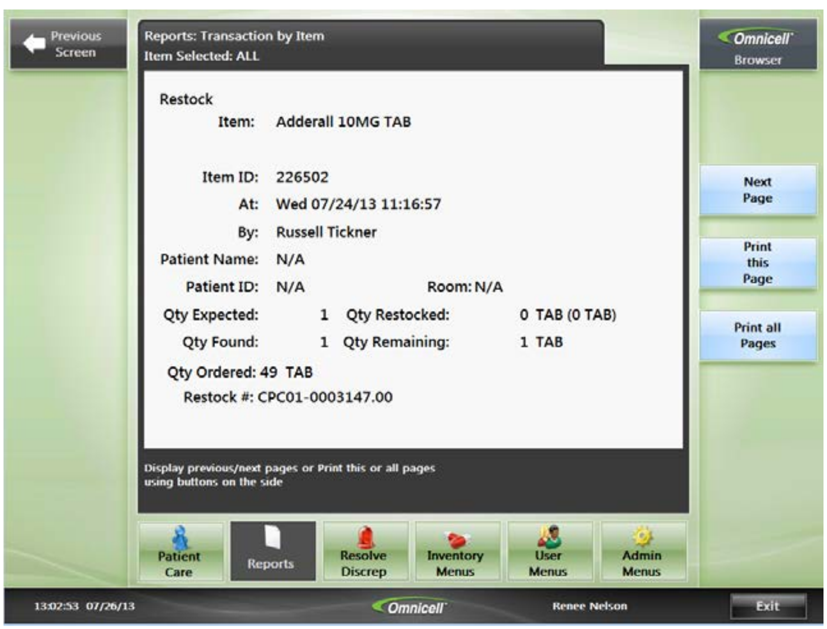


3. Select to produce all or one of a specific report topic, if prompted.

   If you choose to select **one**, select it from the list. Report topics could be **items**, **users**, **patients**, **cases**, or **kits**.
4. Filter the report criteria.
5. Press **Run Report**.



6. Press **Previous/Next Page** to navigate reports on screen.



7. Press **Print this Page** or **Print All Pages** to print.

Report Filter Criteria Details

Each report has specific options available to help you tailor the data. You can filter by report type, date range, or item type. Some reports have additional filter options.

TRANSACTION REPORTS

Transaction by Item	
Select One/Select All	Items
Date Range	All Dates, Last 24 Hours, Last 12 Hours, Last 8 Hours
Select Type	Control Level 2, Control Level 2–5, All Medications, All Supplies, All Procedures
Inactive Access	Check to include items to which users had access while accessing another item (in a matrix drawer, for example).
Select from	All or Waste Required

Transaction by Patient	
Select One/Select All	Patients
Date Range	All Dates, Last 24 Hours, Last 12 Hours, Last 8 Hours
Select Type	Control Level 2, Control Level 2–5, All Medications, All Supplies, All Procedures
Select from	All or Waste Required

Transaction by User	
Select One/Select All	Users

Transaction by User	
Date Range	All Dates, Last 24 Hours, Last 12 Hours, Last 8 Hours
Select Type	Control Level 2, Control Level 2–5, All Medications, All Supplies, All Procedures
Inactive Access	Check to include in report
Select from	All or Waste Required

Post-case Reconciliation	
Select One/Select All	Cases

Admin Reports

Discrepancy by User	
Select One/Select All	Users
Date Range	All Dates, Last 24 Hours, Last 12 Hours, Last 8 Hours
Select Type	Control Level 2, Control Level 2–5, All Medications, All Supplies
Discrepancies	Unresolved, Resolved, All

Inventory Reports

Kits Detail	
Select	Kits

Kits List	
Select	Kits

Omni Inventory	
Select Type	Control Level 2, Control Level 2–5, All Medications, All Supplies

Restock List	
Select Type	Control Level 2, Control Level 2–5, All Medications, All Supplies

Med Orders Reports

Med Order Activity	
Select One/Select All	Patients
Date Range	All Dates, Last 24 Hours, Last 12 Hours, Last 8 Hours
Select Type	Control Level 2, Control Level 2–5, All Medications

Med Order Override	
Select One/Select All	Users
Date Range	All Dates, Last 24 Hours, Last 12 Hours, Last 8 Hours
Select Type	Control Level 2, Control Level 2–5, All Medications

Med Orders to Expire	
Select One/Select All	Patients
Date Range	Within next 8 hours, Within next 24 hours

Your Control Level Access

Lists your own access level. You cannot view items for which you do not have access privileges. Either a list will be displayed with only the items to which you have access or a message will display denying access.

Inactive Access

Lists items available to you while you were accessing a different item (when removing an item from a matrix drawer, for example). This is noted on User or Item reports if the item involved in the transaction is flagged for inactive access tracking (set at the OmniCenter).

OmniExplorer

OmniExplorer is an optional feature that provides limited OmniCenter functionality from the cabinet. You can quickly access time-sensitive information about item inventory, patient history, cabinet status and more. Access to OmniExplorer is restricted and based on user access privilege. OmniExplorer reports in ePDF format are disabled when the reports are launched from Color Touch, starting with version 20.5.

- Access the OmniExplorer from the ***Reports*** main menu.

INVENTORY		Press Inventory.
Item Availability	Lists the cabinets that contain a specific item.	Press Item Availability. Select a radio button to direct search. Enter item in Value field. Press Search. Select item by ID. All facility-wide locations to which the item is assigned along with quantity on hand will be displayed.
Item Expiration Date Tracking	List all items to expire for a pre-determined number of days.	Press Item Expiration Date Tracking. Review the information. Press Modify Report Settings to change parameters. Press ePDF to view an electronic format of report (version 20.0 and earlier only).

Active MO without Stocked Items	List active medication order items not stocked in the patient's area.	Press Active Medication Orders without Stocked Items. Review the information. Press ePDF to view an electronic format of report (version 20.0 and earlier only). Press Back to return to default screen.
Bar Code Items	To locate item and aliases or add item bar codes.	Press Bar Code Items. Select an item. Press Locations to search for an item. Press Aliases to find the item by other names. Press Bar Code to verify code or associate a new bar code. To list a new item bar code, scan the item.
OMNISTATUS	Current system status reports.	Press OmniStatus. Select a cabinet.
REPORTS		Press Reports.
Administration Reports	Assistance in monitoring user activity.	Press Administration Reports.
Top Null Transaction Users	Identify users who incur the most null transactions.	Select Top Null Transaction Users. Select an area. Press Modify Report Settings to change parameters.
Top Users of Floor Charge		Press Administration Reports. Select Top Users of Floor Charge. Select an area. Press Modify Report Settings to change parameters.
Nursing Reports	Reports that aid end-of-shift nursing responsibilities.	Press Nursing Reports.
Medication Overrides	Lists override transaction details according to user and item.	Select Medication Overrides. Select a column title in the top row to sort the data accordingly. Press on a link to review the details of the override or null transaction. Review details.

Null Transactions	Lists null transaction details according to user and item.	Select Null Transactions. Select a column title in the top row to sort the data accordingly. Press on a link to review the details of the override or null transaction. Review details.
User Log in Activity	Lists user log on and log out.	Select User Log in Activity Report. Select a column title in the top row to sort data. Press a link to review details.
Patient Transaction History	Lists patient transactions for a specified period of time.	Press Patient Transaction History. Select a radio button to direct search. Enter the patient name in the Value field. Press Search. Select a column title in the top row to sort data accordingly. Press a link to review details of patient history.
ABOUT	Software identification and information.	
ADMINISTRATION	Please contact Omnicell for assistance with these reports.	

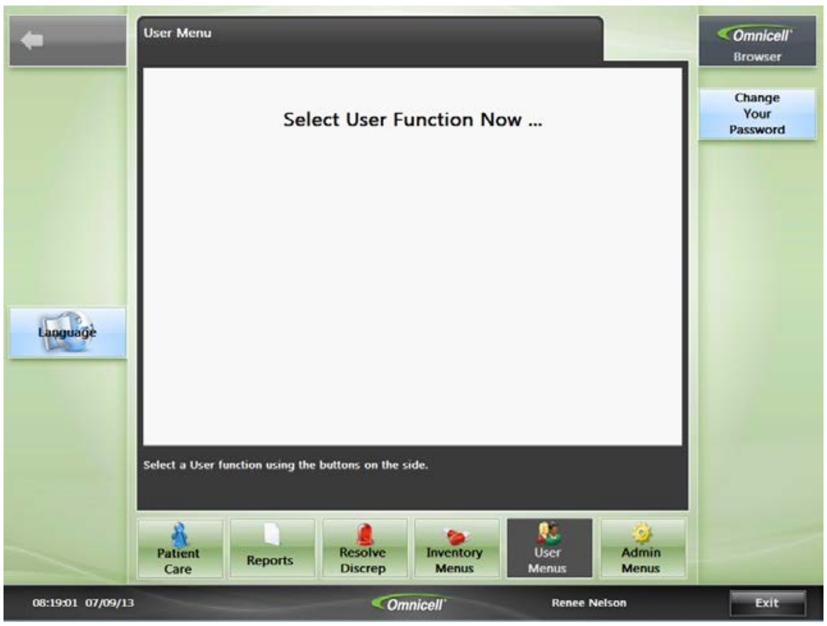
Administration

Change Your Password

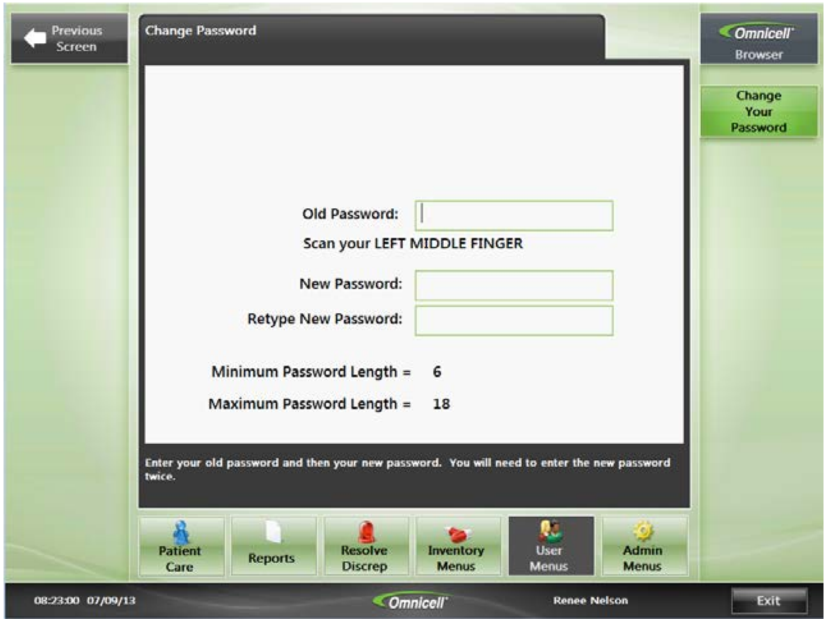
Your facility may require you to change your password periodically.

You may be prompted by an audible alert at the cabinet when your password is about to expire or when it is time to change your password. You can change your password at any time regardless of the prompts.

1. From the Main Menu, press **User Menus**.
2. Press **Change Your Password**.



3. Enter your old (current) password.



4. Enter the new password, noting the password length requirement. Enter the new password again to confirm.
    - Avoid using a password you have used in the past. The system keeps track of old passwords to prevent you from using them again.
    - If a strong password is expected and you did not enter one, you will see a prompt screen that indicates required characters.
    - Passwords are case sensitive. If you are having difficulty entering your password, make sure Caps Lock is off. When Caps Lock is on, a message is displayed on the log-on screen, lower right.
5. Press **Change Your Password**.

Change Password Button Not Available

There are a few reasons why you may not see the **Change Password** button on the cabinet. If you need to change your password and you suddenly cannot, contact your system administrator or nurse manager for help.

In all cases, Omnicell recommends that you follow your health care facility's policies and procedures for how, when, and where to change your password.

For some users, change password is the only function available to them from the **User Menus**, which mostly supports administrative functionality. If you are not allowed to change your password, the entire **User Menus** area may be disabled.

YOUR PASSWORD IS SET TO REMAIN ACTIVE FOR A MINIMUM NUMBER OF DAYS

This is an OmniCenter-controlled setting that requires that you use your current password for a minimum number of days. Use your current password until the required time period passes.

YOUR FACILITY DOES NOT ALLOW USERS TO CHANGE THEIR OWN PASSWORDS

This is an OmniCenter-controlled setting that restricts users from changing their own passwords systemwide.

YOUR FACILITY SUPPORTS ACTIVE DIRECTORY

Microsoft Active Directory support allows you to log on to the cabinet with the same logon credentials as you do for other computer, hospital system, or third-party resource within your facility (technically known as your "domain"). If Active Directory is supported at your facility, then "domain" password changes are not permitted from the cabinet or any other Omnicell product. Instead, log on to any other resource at your facility and change your password there.

Strong Password Requirements

Strong passwords enforce strict security on the cabinets.

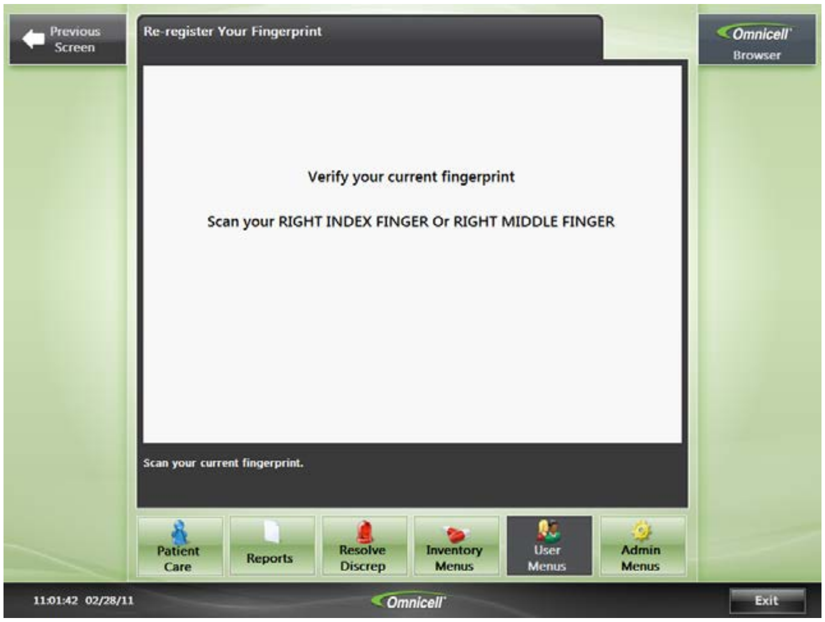
If you are prompted for a strong password, follow these requirements:

- Passwords must be between 6 characters minimum and 18 characters maximum.
- Passwords should not contain letters that are part of your own name and should not contain common words.
- Case-sensitivity may be enforced.
- Spaces are not allowed as the first or last character.
- Passwords must contain three of the four elements:
- lowercase letter
- UPPERCASE LETTER
- numeral: 0123456789
- Special characters: “~!@#$%^&*()_-+={}[]|\:;”’<>,.?/

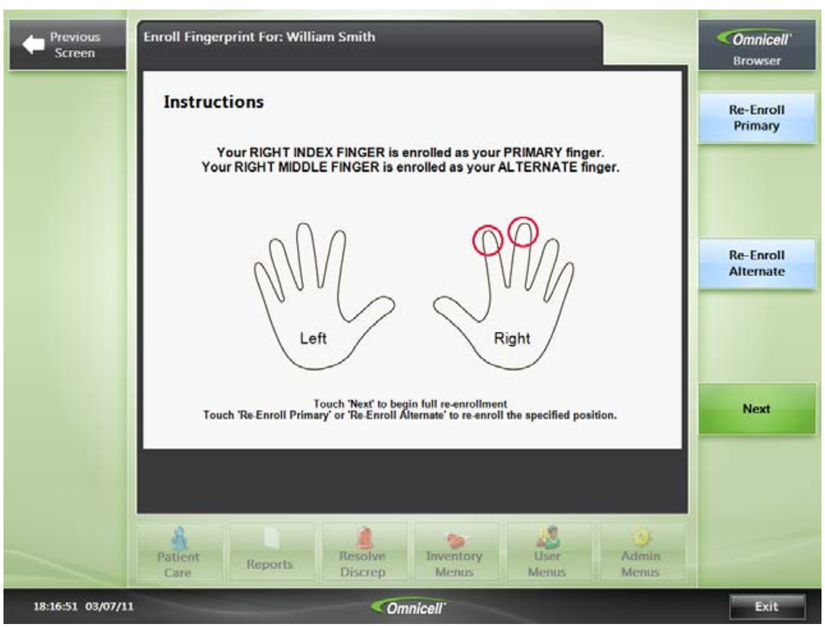
Re-enroll Your Fingerprint

You can only re-enroll your fingerprint if you can log on by scanning your currently enrolled fingerprint(s). If you have never been enrolled or if you are enrolled but cannot scan your fingerprint(s), then contact your designated fingerprint registrar for help.

1. Clean the scanner before you re-enroll your fingerprint.
2. Scan your fingerprint to log on. If you log on by entering your User ID and password, then you will not be able to complete this task.
3. From the *Main Menu*, press **User Menus**.
4. Press **Re-enroll Your Fingerprint**. This button is only be available if you scanned your fingerprint to log on.
5. Verify your current enrollment by scanning the prompted finger.

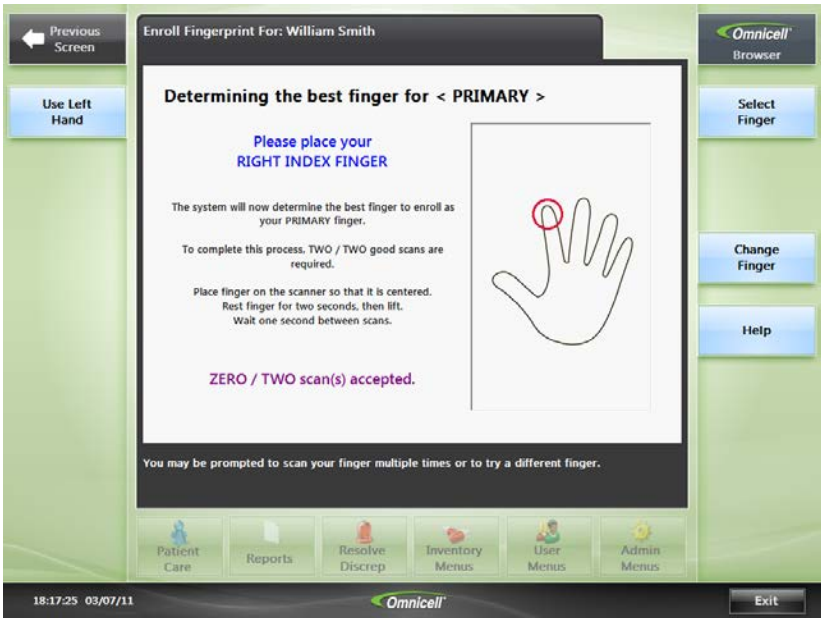


6. Press **Next** to begin re-enrollment of both your primary and alternate fingers. If you need to re-enroll one finger, then press either **Re-Enroll Primary** or **Re-Enroll Alternate**.



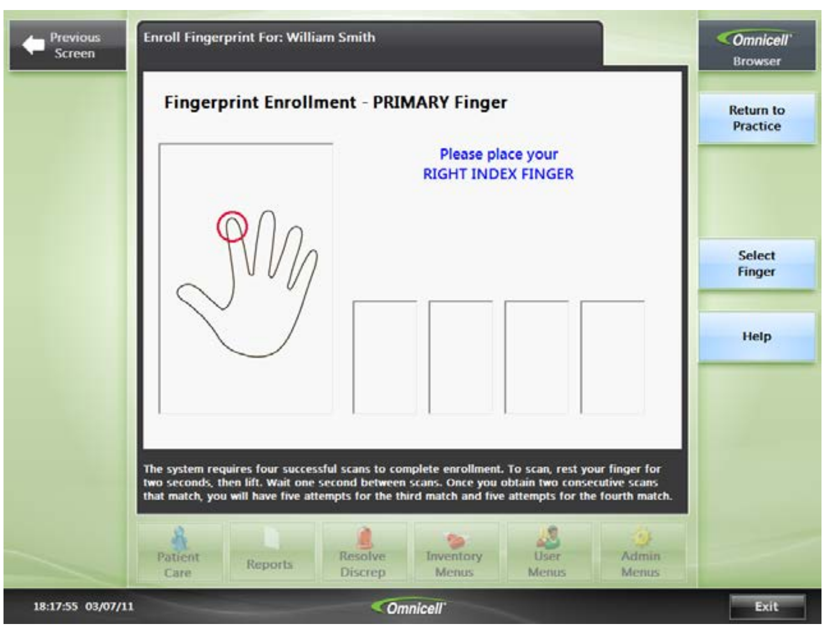
7. Place the requested finger on the sensor and follow the prompts. You must provide two quality scans before you can advance to the enrollment screen.

   The system always follows the same finger order regardless of what fingers you have enrolled: right index, right middle, right thumb, left index, left middle, left thumb. If you are already enrolled with your right index finger as your primary, then you can stay on this screen to re-enroll it to improve the scan quality. If you prefer to change fingers, then press **Change Finger**.

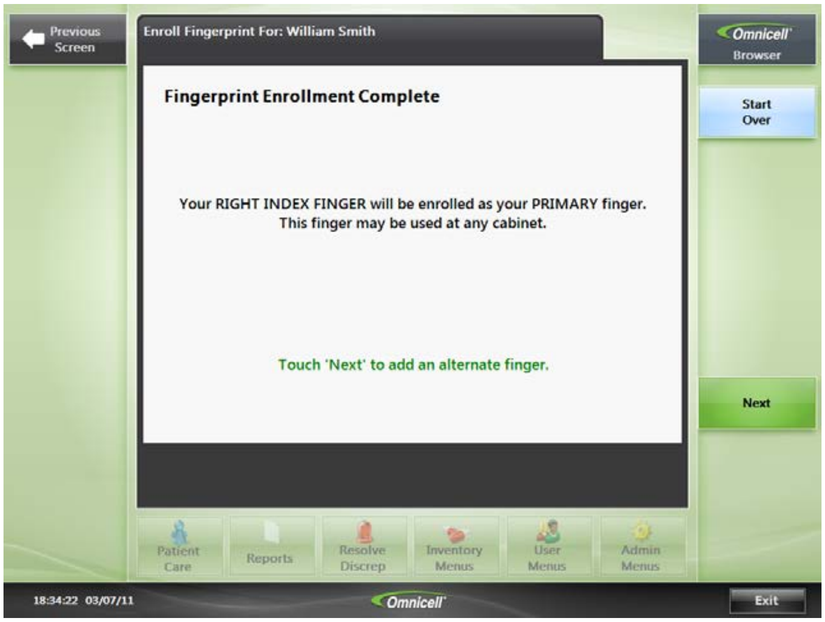


8. Place the requested finger on the sensor and follow the on-screen prompts.

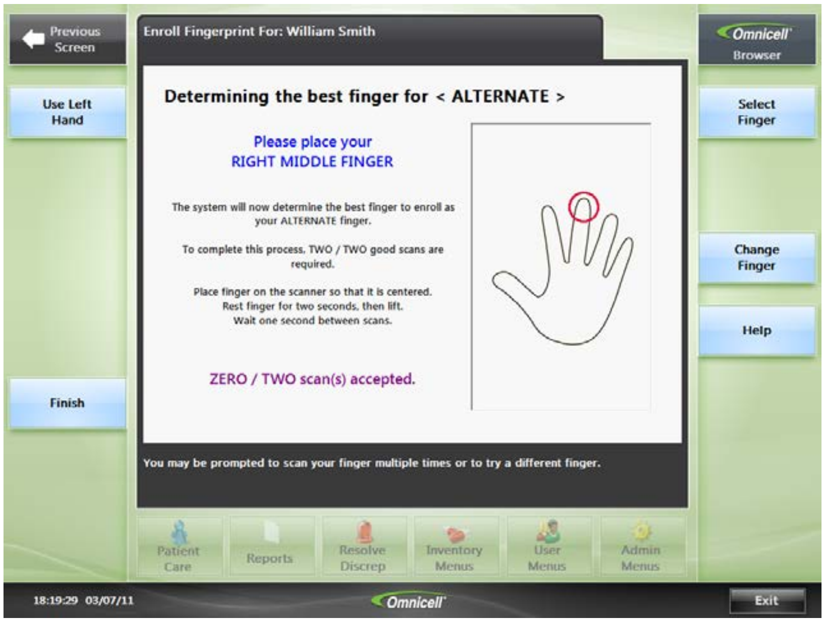
   You will be prompted for the finger that you practiced with. Four enrollment scans are required.



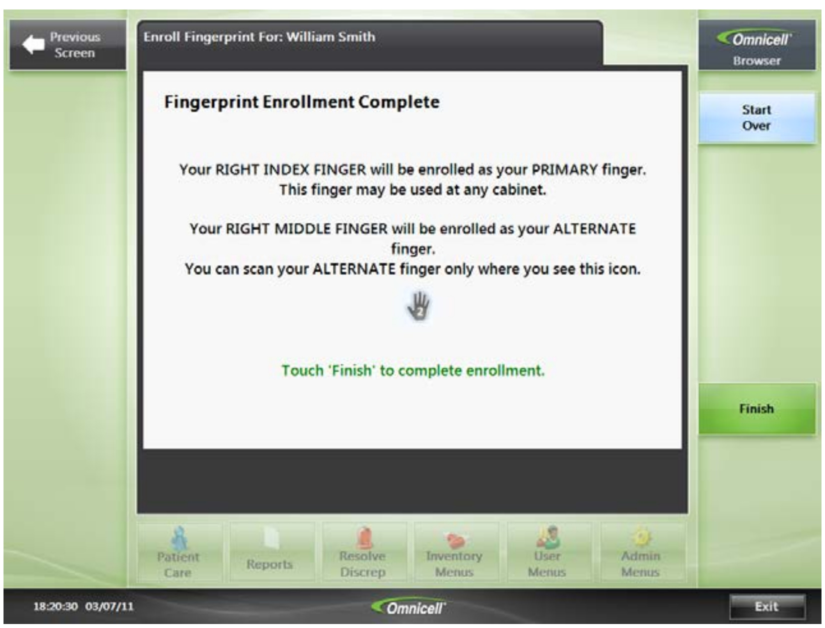
9. Press **Next** to acknowledge enrollment scans. To save and complete enrollment, you must continue to the next screen.



10. Continue with enrollment of your alternate finger or press **Finish** to save and complete enrollment of your primary finger.
    - Re-enroll primary finger only: Press **Finish**. This will save and complete enrollment of your primary finger. The re-enrollment task is complete for the primary finger.
    - Continue to re-enroll alternate finger: No need to press **Finish**. Follow on-screen prompts and place the requested finger on the scanner.



11. Acknowledge final enrollment confirmation. Press **Finish** to save enrollments.

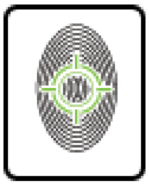
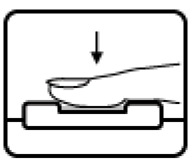


Remember to log on with your User ID and fingerprint scan or User ID and password at the beginning of each shift to get on the Short List. After that, you can log on by scanning your fingerprint only. Do this at each cabinet you use since each cabinet maintains its own Short List.

General Tips for Enrolling Your Fingerprint

Following a few key tips will help ensure a successful fingerprint enrollment.

Follow these tips to successfully enroll your fingerprint.

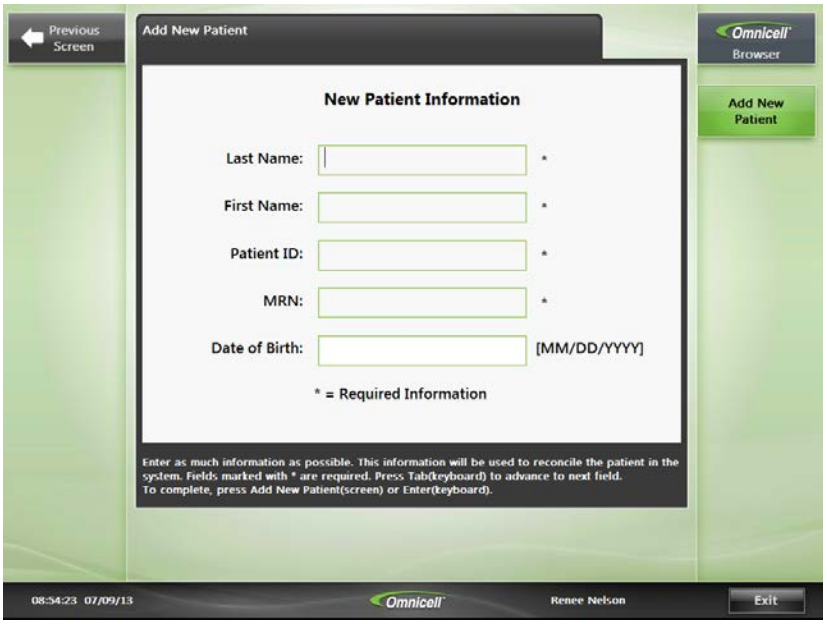
	• Look at your finger to identify the core feature or swirl pattern.
	• Center the core feature on the scanner. • Fill the entire scanner with your fingerprint, particularly the center swirl pattern.
	• Place your finger flat on the sensor for at least two seconds, then lift. Do not roll your finger. • If your hands are dry, then use a fingerprint enhancer or try using water to moisten the finger and try again.

Add New Patient

Add a patient if you do not see the patient you need in one of the patient lists. Adding a patient to the system should be a rare occurrence. It is very important that you enter the information correctly so that the patient information can be reconciled for proper billing.

Contact your system administrator if patient names are not regularly displaying on the patient lists as expected.

1. From the Main Menu, press **Patient Care**.
2. From the patient list screen, press **Add New Patient**.
3. On the *New Patient Information* screen, enter all required information.



4. Enter the patient's assigned account number if you know it. If you do not, enter as much information about the patient as possible, such as date of birth, OR number, etc.
   – MRN input: blanks entered between, leading, or trailing will be stripped off.
   – PID input: leading or trailing blanks will be stripped off. Spaces in between are included in count.

5. Press **Add New Patient**.

   The patient screen for the temporary patient is displayed. The temporary patient's name is displayed on the patient list as a TMP type (temporary).

Maintenance

Change Printer Paper

Detailed instructions for how to change the printer paper are provided inside the printer bay. Open the printer door to access instructions specific to your cabinet type. Instructions are available for both the receipt printer and the medication label printer (if applicable).

For receipt printing Omnicell recommends using Omnicell P/N 95-6096, Paper, Thermal, 85M Roll, 80mm wide.

Test Printer

If you experience an issue printing a receipt, perform a test print to make sure the printeris functioning properly.

1. From the *Main Menu*, press **Admin Menus**.
2. Press **Test Printer**.

   If the receipt printer is the only printer installed on the cabinet, then a test print will print immediately after pressing Test Printer. If you have both a receipt printer and a medication label printer, continue to the next step to select the printer type.
3. Press **Receipt Printer**.
4. If nothing prints, let your system administrator know.

Clean the Cabinet

Clean the cabinet as needed or on a routine schedule set by your facility.

Follow these guidelines and recommendations. These guidelines apply to both G3 console and G4 cabinet console.

Hardware Type	Cleaning Recommendation
Cybernet	Lightly dampen a dry, lint-free cloth with the recommended cleaning solution (or use approved wipe if disinfecting). Do not spray any cleaning fluid directly on the device or use an over-saturated cloth to prevent liquid from dripping inside of the AIO. Clean the screen using light, even pressure in a consistent motion. Clean the case using a recommended cleaner and non-abrasive cloth or disinfecting wipe, as outlined above.

Hardware Type	Cleaning Recommendation
Drawers/Bins	Use a commercial glass cleaner. Wipe spills promptly. Wipe any residue with a clean, dry cloth. Do not leave any wet surfaces.
Frame and Bottom Shelf	Vacuum to remove accumulated dust from under the bottom shelf as well as under or behind the cabinet.
Card Reader	Vacuum air through the card reader opening to clear debris as needed.
Fingerprint Scanner	Clean sensors daily with alcohol wipe or moist towelette to avoid residue buildup. Do not clean with abrasive cleaner or tape. Caution: Do not use bleach to clean the fingerprint scanners. Bleach can damage the sensor.
Keyboard and Touch Screen	Use a commercial glass cleaner, 5% bleach and water, alcohol, distilled water, or other non-hydrocarbon cleaners. Do not use abrasives or solvents. Wear gloves and ensure that the room is well ventilated.
Plexiglas Doors and Panels	Use a commercial glass cleaner. Caution: Solutions such as alcohol, betadine, acetone, nail polish remover and abrasive cleaners should never be used; they will permanently damage the Plexiglas.
Screen Next to Paper Roll	Wipe screen next to the paper roll once a month to remove accumulated dust (Omni one-, two-, or three-cell cabinets).
Vent Panel on CPU Housing	Remove the vent panel by lifting and detaching it. No tools are required. The panel and the filter attached to it can be rinsed in a sink, then allowed to dry before reinstalling them. Make sure the filter is dry before reinstallation.

See "Recommended Cleaning Products for Cybernet Commercial Grade AIO".

Recommended Cleaning Products for Cybernet Commercial Grade AIO

Use only recommended cleaning products for the Cybernet Commercial AIO.

General Cleaning		
Component	**Cleaner**	**Manufacturer**
AIO Case	70% Isopropyl Alcohol	Multiple sources
	Cloro-Wipe Towlette	Surgipath
	Sani-Cloth HB	PDI
	Sani-Cloth Plus	PDI
	Super Sani-Cloth	PDI
	Viraguard	Veridien
	Virex	Johnson
Touch screen	70% Isopropyl Alcohol	Multiple Sources
	Alcohol Prep Pads	PDI, others
	Tuffie Wipes	Vernacare
Disinfecting		
AIO Case/Touch Screen	Oxivir TB Wipes	Johnson

Flash LEDs

Make sure the LEDs are working properly by flashing them periodically.

1. From the *Main Menu*, press **Admin Menus**.
2. Press **Flash LEDs**.

Troubleshoot the Medication Label Printer

If you are experiencing issues with the medication label printer, reset the printer, perform a test print, or unload the label roll. Contact your system administrator if the issue persists.

1. Unload and reload label roll/unlock and relock release lever.
   Detailed instructions are provided inside the printer bay for each cabinet type.
   a. Open the printer door to access the printer bay.
   b. Remove the label paper roll and reload the paper.
   c. Unlock the release lever, then lock it again.
2. Perform a test print.
   a. From the *Main Menu*, press **Admin Menus**.
   b. Press **Test Printer**.
   c. Press **Label Printer**. If the printer is functioning properly, a test label will print.

Reset Label Printer

If the label printer did not produce a test print, then try resetting the label printer to see if this clears the issue. If there is a known error with the label printer, then the System Message button will appear on the log-on screen.

1. Press the **System Message** button, then press **Reset Label Printer**.
   If you do not see the System Message button on the log-on screen, then the reset button can also be accessed from the *Admin Menus* screen.

   Resetting the printer is available for the label printer only.

2. From the *Admin Menus*, press **Test Printer**.
3. Press **Test Printer**.
4. Press **Reset Label Printer**. There is no interaction on screen during the resetting process.
5. Once the printer has reset, a confirmation is displayed on screen; press **OK** to acknowledge the message.

View FlexLock Temperature

If the cabinet is connected to a FlexLock-controlled refrigerator, then a button is displayed on the log-on screen allowing you to view the temperature of the refrigerator. The cabinet monitors temperatures at specified intervals. Check periodically to make sure that the temperature is within its optimum range.

- From the log-on screen, press **View FlexLock Temp**. Press **OK**. Note that FlexLock 1.0 reports temperature in integer values. FlexLock 2.0 reports temperature in single decimal point values.

Report any temperature errors to your nurse manager or system administrator. If the problem cannot be resolved, contact Omnicell Technical Support.

Check System Messages

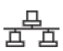
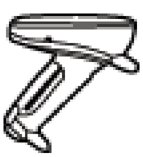
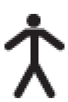
A System Message button is displayed automatically on the log-on screen in the event of a communication, hardware, or software issue.

If you see a system message button, click it to read the message. You may need to report the error to your system administrator.

Symbols

Symbols may appear in technical manuals, user guides, and on labels adhered to the OmniCenter server and cabinets. Notes provide additional information. Refer to appropriate documentation or contact Omnicell for more information.

	Alternating Current.
	Attention – Consult accompanying documents.
	CSA – International Certification Mark of Safety Standards for both USA and Canada.
	CTICK – Australian Safety Certification Mark.
	Conformite Europeenne – Safety and Emissions Certification Mark of Standards for Europe.
	Double-insulated or Class II electrical appliance.

	Dangerous Voltage.
	Earth Ground Symbol.
	FCC - U.S. Federal Communications Commission compliance.
	Fuse Symbols – Lists proper amp rating for replacement fuse.
	Important – Important user information.
	Note.
	NSP – Japanese Safety Certification Mark.
	Network Communications – Ethernet port.
	Pinch Point.
	TÜV - German regulatory compliance mark.
	Scanner Port – Bar code scanner plugs into this port.
	Type B Applied Part.
	Underwriters Laboratories, Inc. – American Safety Certification Mark.

	Warning – A warning identifies a condition or action that may endanger the user, damage the unit, or compromise data.
	Waste Electrical and Electronic Equipment – Information on disposal.