

Pyxis[®] SupplyStation RFID v1.0

User Guide

Limited Release 1 DRAFT 12/8/08

December 2008

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Changes in equipment, software, or procedures occur periodically; information describing these changes will be included in future editions of the manual.

The information in this document is subject to change and does not represent a commitment on the part of Cardinal Health to provide additional services or enhancements.

Documentation provided with this product might reference product not present in your facility or not yet available for sale in your area.

Information to User

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Canadian Notice (Avis Canadien)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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Preface

This User Guide provides information on how to set up, use, and maintain the Pyxis® SupplyStation RFID v1.0

This guide does not cover service and repair procedures. It focuses on the daily use, minor maintenance, and troubleshooting of the system.

For information about the product that is not covered in this document, call the Technical Support Center for Pyxis products at **800.727.6102**.

Defined Terms

The following table identifies the defined terms used throughout this document for certain products and product features:

Product/Feature	Defined Term
Pyxis® SupplyStation RFID v1.0	SupplyStation RFID
Universal Tag Registry	UTR

Conventions

This guide uses the following conventions:

- The names of document titles, cross-references, and text that requires emphasis are formatted in *italics*.

- The names of buttons, menu commands, options, icons, file names, and folders are formatted in **bold**.
- User input is formatted in **Courier bold**.
- Programming code is formatted in `Courier fixed width`.

NOTE

Note text contains supplementary information or emphasizes a point or procedure.

CAUTION

Caution indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury. Caution is also used to alert against unsafe practices that could result in unpredictable results or data loss.

Overview of This Guide

This guide includes the following information about the station.

- *Chapter 1, Introduction*—Introduces the RFID SupplyStation system, its purpose, and components.
- *Chapter 2, RFID Tag Associator*—Provides general information about the RFID Tag Associator, explains how to use the interface and basic features, and provides procedures for associating an item to an RFID tag.
- *Chapter 3, Universal Tag Registry*—Provides information and procedures for using the Universal Tag Registry.
- *Glossary*—Defines system terminology.
- *Index*

Chapter 1 Introduction

This section includes information about the following topics:

<i>Features</i>	2
<i>System Components</i>	3

Features

The SupplyStation RFID system uses Radio Frequency Identification (RFID) to automate the distribution, management, and control of surgical stents after they leave the supply management area. Individual stents receive an RFID tag that is tracked by the Universal Tag Registry (UTR). The UTR is a registry of all RFID tags created on behalf of Cardinal Health, as well as the attributes of the stents that are associated with those RFID tags.

By entering an ID and optional password at RFID-enabled stations in the patient-care area and following the menus, users can obtain stents within a few seconds. All transaction information, including the name of the patient and the description and quantity of stents removed, is automatically recorded at the time of access for accounting, restocking, and billing purposes.

The SupplyStation RFID assists with controlling costs and capturing lost charges by creating an electronic transaction record for stents managed by the SupplyStation RFID system. The RFID tag provides a higher level of traceability and improved inventory management. In addition, the UTR keeps detailed product and transaction information for reporting purposes.

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System Components

The SupplyStation RFID system provides additional functionality to your existing Pyxis SupplyStation® secure inventory management system. This functionality is implemented through the addition of the following SupplyStation RFID components:

- Tag Associator
- SupplyStation RFID auxiliary unit
- UTR

Tag Associator

The Tag Associator consists of a Windows-based, touch-screen computer and RFID tag reader. When placing an RFID-tagged stent box into the Tag Associator, the antenna reads the RFID tag. A bar code reader scans the product bar code and the Tag Associator software application captures the associated product information. If no information is available, such as if it is a new product, the software enables you to enter any missing information using the on-screen keyboard or an optional USB keyboard. An internal camera takes a digital photograph of the product. Finally, the antenna transmits the RFID tag information, the product information, and the digital photograph to the UTR.

SupplyStation RFID Auxiliary Unit

The SupplyStation RFID auxiliary unit is similar to the SupplyStation Auxiliary unit. It attaches to the SupplyStation main unit to provide additional storage space. Each door location in the SupplyStation RFID auxiliary unit uses an RFID antenna to read RFID-tagged stent boxes placed inside.

Universal Tag Registry (UTR)

The UTR is a central repository maintained by Cardinal Health that contains all RFID tag numbers that are associated to stents controlled by the SupplyStation RFID system. Information in the UTR is accessible through the use of the UTR web application, which can be accessed on any computer connected to the Internet. The UTR provides reporting tools for tracking inventory and transactions of RFID-tagged stents.

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Chapter 2

RFID Tag Associator

This section provides information about how to use the RFID Tag Associator.

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<i>System Basics</i>	7
<i>Associating an RFID Tag</i>	10
<i>Management Features</i>	11

Workflow Overview

The RFID Tag Associator is where the stents first enter the RFID-enabled managed inventory environment. The following procedure illustrates a typical workflow using the RFID Tag Associator.

1. Obtain the stent from the supply management area.
2. Affix an RFID tag to the appropriate area on the stent box.
3. Log in to the RFID Tag Associator software application.
4. Slide the stent box into the RFID Tag Associator.
5. The RFID Tag Associator reads the RFID tag, takes a digital photograph of the stent box, and populates the product information in the application.
6. If any product information is missing, enter the information in the application using the on-screen keyboard.
7. Save the tag association.

After this process is complete, the information is sent to the UTR and the stent can be restocked in the SupplyStation RFID auxiliary unit.

For more detailed procedures for associating an RFID tag with a stent box, see *Associating an RFID Tag* on page 10.

System Basics

This section provides information about the RFID Tag Associator software functionality.

- *User Interface* on page 7
- *Logging On and Off* on page 8
- *Main Tag Associator Screen Overview* on page 9
- *Help Menu* on page 9

User Interface

This section provides an overview of the user interface at the RFID Tag Associator. There are several ways to make selections and enter information.

Working with the Touch Screen on page 7

Using the Keyboards on page 7

Using the Bar Code Scanner on page 8

Working with the Touch Screen

The RFID Tag Associator has a touch screen. Rather than typing commands, touch your selection on the screen. For example, to select the Brand Name field, touch the field on the screen. The cursor will appear in that field and is ready for input.

NOTE

A USB mouse can be used to navigate the software application. To use a mouse, plug a USB mouse into one of the available USB ports located on the back of the RFID Tag Associator.

Using the Keyboards

Some information, such as product information and your password, is entered using a keyboard. There are two ways to use a keyboard at the RFID Tag Associator.

Using the Touch-Screen Keyboard

The touch-screen keyboard is available at all times in the RFID Tag Associator software application. It appears on the Login screen and you can access the touch-screen keyboard from the Tag Associator screen by pressing in an input field. Press the keys on the touch-screen keyboard as you would on a physical keyboard.

Using an Optional USB Keyboard

To use a physical keyboard, plug a USB keyboard into one of the available USB ports located on the back of the RFID Tag Associator.

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Using the Bar Code Scanner

Logging On and Off

Only authorized users can log on to the RFID Tag Associator. To begin using the system, you must first log on. When you log on, the system verifies your identity before you can access the RFID Tag Associator and associate RFID tags. You must always log on before performing any activity at the RFID Tag Associator.

After you log off, the screen reverts to the Logon screen until the next user logs on.

To log on

1. On the RFID Tag Associator Logon screen, enter your user ID.



2. Enter your password.
3. Press **OK**.

The system logs you on and the main Tag Associator screen appears.

To log off

Press the Logout button in the upper-right corner of the screen.



The system logs you off and Logon screen appears.

NOTE

If the Logout button does not appear, ensure you return to the main Tag Associator screen, the History screen, or the Options screen before attempting to log off.

Main Tag Associator Screen Overview

The main Tag Associator screen is where most of the tag association process takes place. This is the screen that appears when you log on and where you work with the information about the stent.

The screenshot shows the 'RFID Tag Associator' interface. At the top, there's a header with the CardinalHealth logo, the title 'RFID Tag Associator', and a 'Logout' button. Below the header is a navigation bar with 'Tag Associator', 'History', and 'Options' tabs. The main area contains a text box with the instruction 'Attach RFID tag on box and insert into reader'. To the left is a form with several input fields: 'Manufacturer' (dropdown), 'Ref/Catalog #', 'Lot Number', 'Expiration Date' (pre-filled with '11/01/2008'), 'Brand Name', and 'Product Desc.'. To the right is a section for 'RFID Tag' and 'Box Orientation'. At the bottom of the form are four buttons: 'Save', 'Clear', 'Read', and 'Help'. The footer contains system information: 'WELCOME: 111', 'v.1.0.0.7', 'TA-SN 0004', and 'Wednesday, November 19, 2008 11:55:38'.

The main Tag Associator screen contains the following features:

- Basic Instructions
- Product Information
- TBD
- RFID Tag
- Box Orientation
- Action Buttons

Help Menu

TBD

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Associating an RFID Tag

Use the following procedure to associate an RFID tag to a stent.

To associate an RFID tag to a stent

1. Adhere a new RFID tag to the stent box, as shown below.

NOTE

The RFID tag reader reads the RFID tags most effectively when the tag is pushed to the back of the enclosure. The tag must be adhered to the side of the box to ensure it reaches the appropriate area inside the enclosure for RFID tag recognition.

[Line drawing of RFID tag adhering to the stent box.]

2. (Optional) Using the bar code scanner, scan the bar codes on the stent box to populate the stent information.
3. Slide the stent box, RFID tag first, into the RFID Tag Associator enclosure, as shown below.
4. If the RFID tag reader and camera automatically populate the information in the main Tag Associator screen, proceed to the next step. If not, press the Read button.

The RFID tag reader detects the RFID tag and enters the RFID tag number the RFID field. The internal camera takes a digital photograph and displays the image in the Box Orientation area.

5. If any information is missing, you can attempt to enter the information by removing the stent box from the enclosure and scanning the bar codes using the bar code scanner. Alternately, you can enter the information using the following steps:
 - a. Press the field to enter the information (for example, Lot Number).
The touch screen keyboard appears.
 - b. Enter the appropriate information and press **Enter**.
The main Tag Associator screen appears with the new information in the field.
 - c. Repeat these steps for all missing information.

NOTE

To clear the information in the information fields, press **Clear**.

6. When all information is correctly entered, click **Save**.

The RFID tag is associated to the stent and the information is sent to the UTR.

For information on how to restock or load the RFID-tagged stent into the SupplyStation RFID cabinet, see the Pyxis® SupplyStation User Guide.

Management Features

This section provides information about the administrative and management functions in the RFID Tag Associator software application.

- *Checking the History* on page 11
- *Changing Your Password* on page 12
- *Adding and Deleting Users* on page 13
- *Enabling and Disabling Administrator Privileges* on page 15
- *Checking Site Information* on page 15

Checking the History

The History tab provides information about associations performed over the past x days.

To check the history

1. From the main Tag Associator screen, press the **History** tab.
The History screen appears.

The screenshot shows the 'History' tab selected in the 'RFID Tag Associator' application. The interface includes a navigation bar with 'Tag Associator', 'History', and 'Options' tabs. Below the navigation bar is a table titled 'Recent Associations' with columns for Association Date/Time, Status, RFIDTag, Manufacturer, Reference, and User. Two rows of data are visible, both with a green background. Below the table is an 'Association Log' area, which is currently empty. The footer of the application displays 'WELCOME: 111', 'v.1.0.0.7', 'TA-SIN 0004', and 'Wednesday, November 19, 2008 11:56:32'.

Association Date/Time	Status	RFIDTag	Manufacturer	Reference ...	User
11/3/2008 21:10:54	SentOK	0	GUIDANT C...	101139320	admin
11/3/2008 21:10:28	SentOK	0	GUIDANT C...	101139320	admin

2. To sort the information, press the desired column once to sort in ascending order and press the desired column again to sort in descending order. To sort by date, press the Association Date/Time column to toggle between the newest and oldest records.
3. To view the Association Log for a record, press the desired record to select it.
The information appears in the Association Log area.

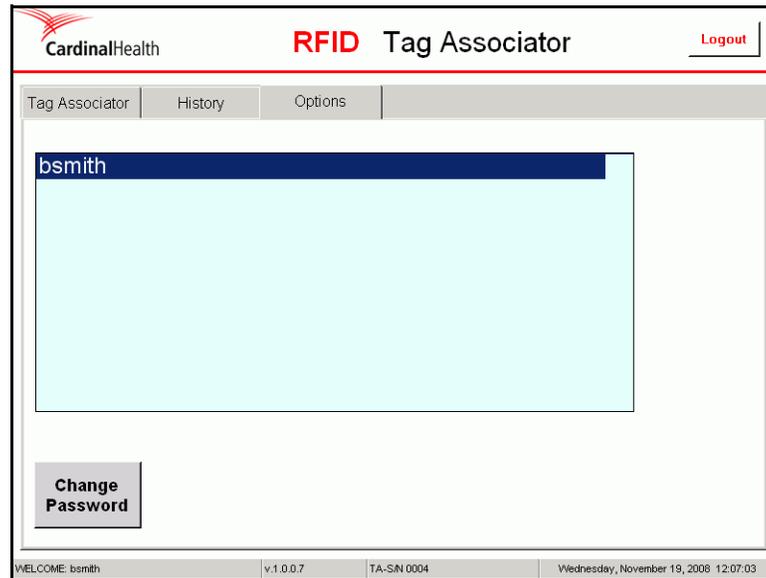
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Changing Your Password

Cardinal Health recommends changing your password periodically.

To change your password

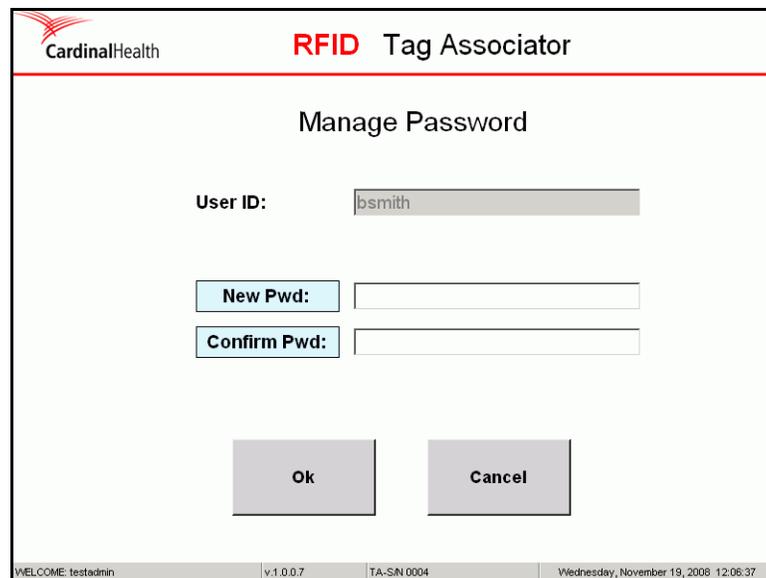
1. From the main Tag Associator screen, press the Options tab.
The Options screen appears.



NOTE

The appearance of the Options screen will vary based on your access privileges.

2. Press **Change Password**.
The Manage Password screen appears.



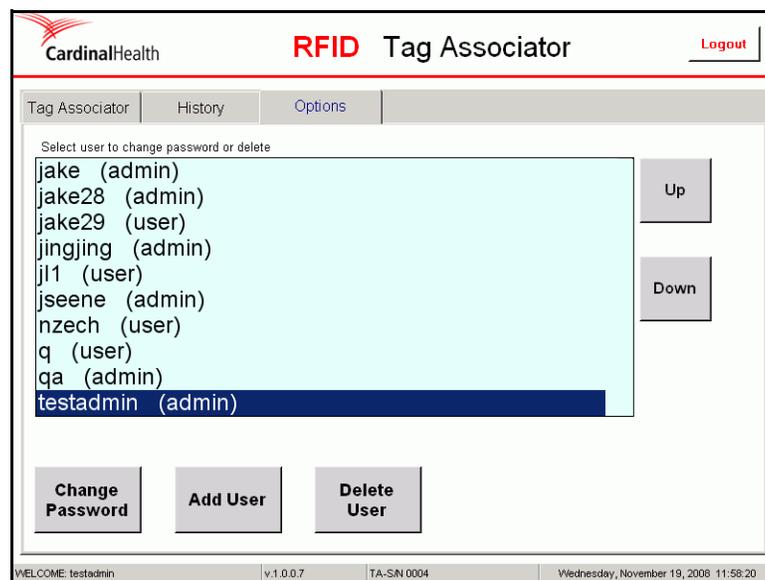
3. Enter a new password in the New Pwd field, then enter it again exactly the same in the Confirm Pwd field.
4. Press **Ok**.
Your password is changed.

Adding and Deleting Users

If your log-on account has administrator privileges, you can add or delete users.

To add a new user

1. From the main Tag Associator screen, press the **Options** tab.
The Options screen appears.



NOTE

The appearance of the Options screen will vary based on your access privileges.

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2. Press **Add User**.

The Add User screen appears.

3. Enter the following information:
 - **User ID**—A unique user ID for the new user.
 - **Password**—An alphanumeric password for the new user.
 - **Confirm Pwd**—Enter the password again exactly as you entered it in the Password field to confirm.
4. Press **OK**.
The new user is added to the user list and is able to log on.

To delete a user

1. From the main Tag Associator screen, press the **Options** tab.
The Options screen appears.
2. Select a user from the list.

NOTE

You can scroll up and down the list using the **Up** and **Down** buttons to the right of the list.

3. Press **Delete User**.

A Confirm delete window appears.

4. Press **Yes**.

The user is deleted from the list and is no longer able to log on.

Enabling and Disabling Administrator Privileges

If your log-on account is the super-user account, you can enable or disable a user's administrator privileges.

To enable or disable administrator privileges

1. From the main Tag Associator screen, press the **Options** tab.

The Options screen appears.

The screenshot displays the 'Options' tab of the 'RFID Tag Associator' application. At the top, the CardinalHealth logo and 'RFID Tag Associator' title are visible, along with a 'Logout' link. Below the title bar, there are tabs for 'Tag Associator', 'History', and 'Options'. The main content area is titled 'Select user to change password or delete' and contains a list of users: 111 (user), 123 (user), 456 (user), admin (admin) (highlighted), hj (admin), hong (user), jake (admin), jake28 (admin), jake29 (user), and jingjing (admin). To the right of the list are 'Up' and 'Down' buttons. At the bottom of the screen, there are five buttons: 'Change Password', 'Add User', 'Delete User', 'Enable/Disable Admin Privilege', and 'Edit Site Information'. The footer shows 'WELCOME: admin', version 'v.1.0.0.7', ID 'TA-SN 0004', and the date 'Wednesday, November 19, 2008 11:57:25'.

NOTE

The appearance of the Options screen will vary based on your access privileges.

2. Select the user from the list.

NOTE

You can scroll up and down the list using the **Up** and **Down** buttons to the right of the list.

3. Press Enable/Disable Admin Privilege to toggle between a standard user and a user with administrator privileges.
 - **User**—A standard user
 - **Admin**—A user with administrator privileges

Checking Site Information

If your log-on account is the super-user account, you can view the site information. The site information lists information about the RFID Tag Associator that is specific to your facility. This information is best utilized to assist support activities.

To check the site information

1. From the main Tag Associator screen, press the **Options** tab.

The Options screen appears.

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2. Press **Edit Site Information**.

The Registration screen appears.

- Site ID–
 - Device Name–
 - Device ID–
 - Time Zone–
 - Installer–
 - Location and Contact Information–
3. To check the site ID against your facility information, press **Check Site ID**.
The Site Verification window appears.

Chapter 3 Universal Tag Registry

This section includes information about the UTR and how to use the UTR web application.

<i>System Basics</i>	18
<i>Working with Reports</i>	21
<i>Item Disposal</i>	25
<i>Knowledgebase</i>	26

System Basics

The UTR acts as a central repository for records of all RFID-tagged items using the SupplyStation RFID system. Cardinal Health provides a web application interface to the UTR for reports dealing with recalled items and discrepancies.

This section provides information about the following topics:

Logging On and Off on page 18

Main Menu Overview on page 19

Logging On and Off

The UTR web application is a standard web application that is compatible with the following web browsers:

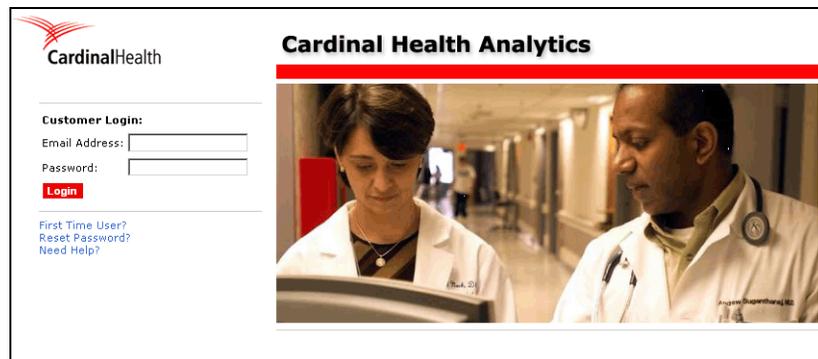
- TBD

It is accessible from any Internet-enabled computer. If you are unable to connect to the web site, contact your network administrator.

To log on the UTR web application

1. Open a web browser and navigate to the following Internet address:
TBD

The UTR Login page appears.



2. Enter your log-on e-mail address and password and click **Login**.

The Universal Tag Registry main menu appears.



To log off the UTR web application

From any page on the UTR web application, click **Log Out** in the upper right-hand corner.

[screenshot of link]

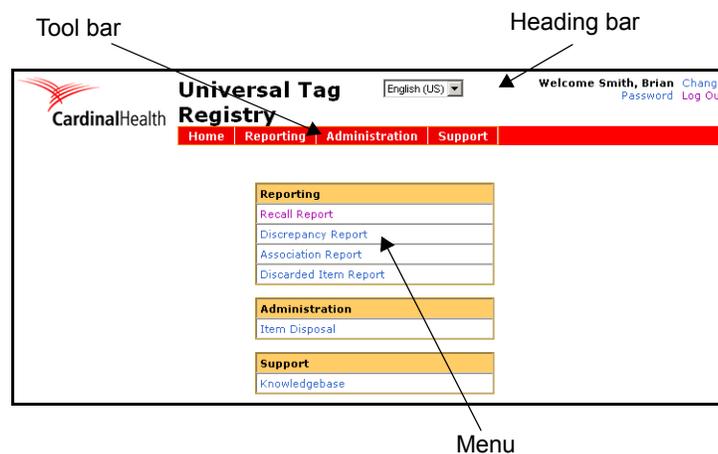
The application logs you out and the UTR Login page appears.

Main Menu Overview

The following section provides an overview of the UTR main menu.

- Heading Bar
- Tool bar
- Menu

The UTR application main menu provides links several reports and actions. You can access the various tasks either through the menu in the center of the page or through the tool bar at the top of the page. The tool bar is available from any page in the UTR web interface.



Heading Bar

The heading bar provides administrative features while logged into the UTR web application. These features are available from any page in the UTR interface.

- Language—Enables the UTR interface to change to the desired, supported language.
- Change password—Opens the Change Password page where you can change your logon password.
- Logout—Logs you off the UTR web application.

Tool Bar

The tool bar provides access to reports and other administrative functions.

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- Reporting
- Administration
- Support

Feature Menu

The feature menu provides the same reporting, administration, and support functions as are available on the tool bar. The procedures in this section provide instructions for accessing the UTR features using the feature menu.

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Working with Reports

This section provides information about the following reports:

- Recall Report
- Discrepancy Report
- Association Report
- Discarded Item Report

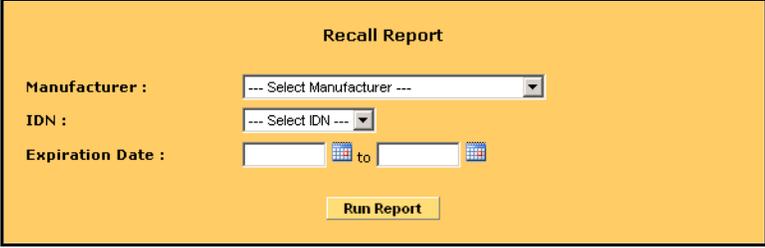
Recall Report

The Recall report identifies all items within an IDN or hospital that are affected by a product recall. It can also be used to review expired items that are active in any stations.

To view the Recall report

1. From the feature menu, click **Recall Report**.

The Recall Report menu appears.



The screenshot shows a form titled "Recall Report" with a yellow background. It contains three input fields: "Manufacturer" with a dropdown menu showing "--- Select Manufacturer ---", "IDN" with a dropdown menu showing "--- Select IDN ---", and "Expiration Date" with two date pickers separated by "to". A "Run Report" button is located at the bottom center of the form.

2. Enter the following information by selecting items from the menus:
 - **Manufacturer**—The manufacturer of the recalled item.
 - **IDN**—The IDN or site.
 - **Expiration Date**—The expiration date range of the recalled item.

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3. Click **Run Report**.

The Recall report for the parameters you entered appears. The image shown below is an example of a Recall report.

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CardinalHealth Recall Report Expiration Date Range: 1/1/2008 - 4/4/2008

Location:
IDN: St. Peter Medical Group **Site:** Constance Community Medical Center **Site ID:** 3234

Associator: LoadArea

Reference #	Brand Name	Manufacturer	Size	Lot#	Last Transaction	Transaction Date	Tag ID	Expiration
1007823-12	Multi-Link Mir Abbott Vascular		2.5mm x 12mm	7090331	Labeled	5/1/2008	1816222	8/1/2008

Station: OR 1 **Compartment:** 3

Reference #	Brand Name	Manufacturer	Size	Lot#	Last Transaction	Transaction Date	Tag ID	Expiration
1007823-12	Multi-Link Mir Abbott Vascular		2.5mm x 12mm	7090331	Stocked	4/15/2008	1816222	8/1/2008

Station: OR 2 **Compartment:** 2

Reference #	Brand Name	Manufacturer	Size	Lot#	Last Transaction	Transaction Date	Tag ID	Expiration
1007823-12	Multi-Link Mir Abbott Vascular		2.5mm x 12mm	7090331	Stocked	4/14/2008	5168181	8/1/2008

Station: OR 3 **Compartment:** 2

Reference #	Brand Name	Manufacturer	Size	Lot#	Last Transaction	Transaction Date	Tag ID	Expiration
1007823-12	Multi-Link Mir Abbott Vascular		2.5mm x 12mm	7090331	Charged to Patient	4/10/2008	6848415	8/1/2008

Location:
IDN: St. Peter Medical Group **Site:** St. Mary's Hospital **Site ID:** 3325

Associator: LoadDock

Reference #	Brand Name	Manufacturer	Size	Lot#	Last Transaction	Transaction Date	Tag ID	Expiration
1007823-12	Multi-Link Mir Abbott Vascular		2.5mm x 12mm	7090331	Labeled	5/1/2008	1816222	8/1/2008

Station: OR 1 **Compartment:** 3

Reference #	Brand Name	Manufacturer	Size	Lot#	Last Transaction	Transaction Date	Tag ID	Expiration
1007823-12	Multi-Link Mir Abbott Vascular		2.5mm x 12mm	7090331	Stocked	5/1/2008	1816222	8/1/2008

Discrepancy Report

The Discrepancy report identifies items that might have been wrongly associated to an RFID tag, items that are lost, and items that might have been placed irregularly in a station.

To view the Discrepancy report

1. From the feature menu, click **Discrepancy Report**.

The Discrepancy Report menu appears.

2. Enter the following information by selecting items from the following menus:

- **IDN**–The IDN or site.
 - **Station**–The station to search for discrepancies.
3. Click **Run Report**.

The Discrepancies report for the parameters you entered appears. The image shown below is an example of a Discrepancies report.

CardinalHealth Discrepancy Report

IDN: St. Peter Medical Group
Hospital: Constance Community Medical Center

Associated But Not In Station Only displays items that are not stocked within 8 hours.

Manufacturer	Reference #	Brand Name	Size	Tag Number	Lot#	Serial #	Association Date	UserId
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	SMalla
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	RMohan
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	RMohan

Unassociated Items

Tag Number	Last Transaction	Transaction Date	Station	Door
1651816	Stocked	8/1/2008	OR 1	1
1777655	Stocked	8/1/2008	OR 1	1
1818111	Charged to Patient	8/1/2008	OR 2	2

Un-reconciled Transfers Only displays items where the transfer lasts longer than 8 hours

Manufacturer	Reference #	Brand Name	Size	Tag Number	Lot#	Serial #	Transfer Date/Time	Station	Door	UserId
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	OR 1	2	SLoebig
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	OR 2	3	NZech
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	OR 3	1	ASunar

Undetectable Items

Manufacturer	Reference #	Brand Name	Size	Tag Number	Lot#	Serial #	Unknown Date/Time	Station	Door
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	OR 1	2
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	OR 2	3
Abbott Vascular	1007823-12	Multi-Link Mini-Vision	2.5mm x 12mm	1651816	7090331	516516	8/1/2008	OR 3	1

Association Report

The Association report identifies items that have been associated for a given time period. You can also look up a specific product or set of products to view the transaction history.

To view the Association report

1. From the feature menu, click **Association Report**.

The Association Report menu appears.

Association Report

IDN :

Tag Number :

Manufacturer :

Expiration Date : to

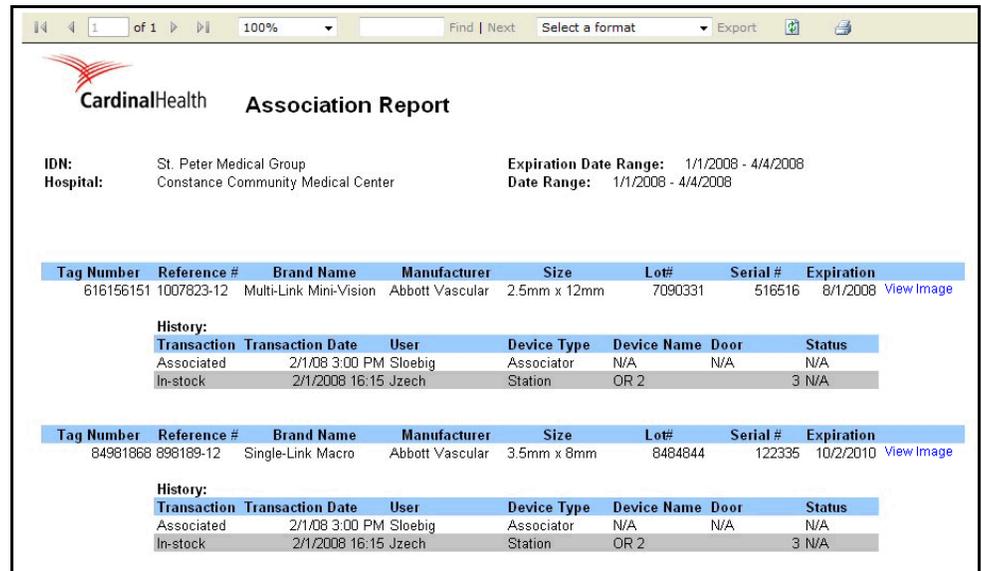
Associated Date : to

2. Enter the following information by selecting items from the following menus:
 - **IDN**–The IDN or site.
 - **Tag Number**–The specific RFID tag number associated to a product (optional).

- **Manufacturer**—The manufacturer of products associated to an RFID tag.
- **Expiration Date**—The expiration date range of the items.
- **Associated Date**—The date range during which the items were associated to RFID tags.

3. Click **Run Report**.

The Association report for the parameters you entered appears. The image shown below is an example of a Association report.



Discarded Item Report

The Discarded Item report identifies items that have been marked as disposed through the UTR.

To view the Discarded Item report

1. From the feature menu, click **Discarded Item Report**.

The Discarded Item Report menu appears.



2. Enter the following information by selecting items from the following menus:

- **IDN**—The IDN or site.
- **Discarded Date**—The date range during which any items were discarded.

Item Disposal

This feature enables you to reconcile any items that have been lost, stolen or damaged.

To dispose of an item

- From the feature menu, click Item Disposal.
The Item Disposal page appears.

The screenshot shows the 'Item Disposal' form with the following fields:

- Tag Number :** [Empty text box]
- Manufacturer :** [Dropdown menu with '--- Select Manufacturer ---']
- Associated Date :** [Date picker] to [Date picker]
- Search** button

- Enter the following information by selecting items from the following menus:
 - Tag Number**—The RFID tag number associated to the item (optional).
 - Manufacturer**—The manufacturer of item to be disposed of.
 - Associated Date**—The date range during which the item was associated to the RFID tag
- Click **Search**.

A list of found items appears.

The screenshot shows the 'Item Disposal' form with the following search criteria filled in:

- Tag Number :** [Empty text box]
- Manufacturer :** [Dropdown menu with 'BOSTON SCIENTIFIC CORPORATION']
- Reference # :** [Dropdown menu with '380801525']
- Associated Date :** [Date picker with '01/01/2008'] to [Date picker with '12/01/2008']
- Search** button

Below the form is a table of found items:

Tag Number	Reference #	Product Description	Manufacturer	Lot #	Association Date	Dispose
-3	380801525	Jake Brand Test 9mm * 8mm * 7mm	BOSTON SCIENTIFIC CORPORATION	7090331	9/11/2008	Dispose
380022004884963328	380801525	Jake Brand Test 9mm * 8mm * 7mm	BOSTON SCIENTIFIC CORPORATION	11163156	9/19/2008	Dispose
139475249006641152	380801525	Jake Brand Test 9mm * 8mm * 7mm	BOSTON SCIENTIFIC CORPORATION	11163156	10/24/2008	Dispose

Cancel button is located below the table.

- Locate the item in the list and click the **Dispose** link in the same line as that item.

A confirmation window appears.



- Click **OK** to dispose the item.
The item is removed from the UTR.

Knowledgebase

TBD

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Glossary

ADT

Abbreviation for the Admission, Discharge, and Transfer records for a patient or group of patients. The ADT is sent from the facility's host system to the console via the Procar interface.

Auxiliary Unit

A secure storage cabinet connected to a main unit. Auxiliary units contain no screen, printer, or disk drive and are intended for storing additional supplies and, depending on the model, bulky items. The main unit and any attached auxiliary units make up the station, and the station controls access to the auxiliary unit. (Does not apply to the SupplyRoller system.) See also *Main Unit*.

Bin

The specific location of a single item within a door or drawer. Each item is assigned to a unique bin within the station. Access to an item is controlled by limiting user access to the door for the item location. A bin may also refer to the physical container in which the item is stored.

Bioid

A feature that confirms individual user identity by each user's fingerprint.

Brain Transplant

Metaphor for the procedure of using the console's up-to-date stored information to restore or correct a station's unique database.

Card Swipe

Process to access the system using bar code or magnetic stripe cards specific to each user.

CIS

Clinical Information System. An option interface that works with the next-generation Procar to allow for the transfer of case-management information from the CIS to the console and stations for ProcedureStation system or ProcedureStation EC system, and back to the CIS.

Compliance

Calculation based on number of transactions and number of discrepancies to determine system compliance.

Console

The central database server, typically located in materials management, which manages and monitors all stations located throughout the hospital. Provides reporting capabilities used to manage inventory, refills, users, and discrepancies, and so on.

Critical Low

The level at which an item is considered unacceptably low and urgently needs refill. Triggers an attention warning at the console.

Device

Any component of the station that sends or receives messages: station, console, and Procar.

Discard

A process for disposing of a supply.

Discrepancy

During an item count verification, if the amount you find does not match the amount expected by the system, you create a discrepancy that is recorded at the station after you enter the correct amount.

Door

In stations, items are stored in drawers and doors. All procedures apply to both drawers and doors except where indicated.

Drawer

See *Door*.

Fancy Find

A feature that dynamically displays the location of an item.

Global Item Find

A feature that allows you to search all stations for a particular item.

Global Kit

A feature that allows you to add a kit that is available at all stations.

Global Patient List

A feature at the station that allows you to search all stations for a patient.

Interface

The means by which information is translated from a hospital's computer system and the console. Information obtained via the interface includes patient admissions, discharges, transfers, billing data, and the MMIS. (See *Procar.*)

Inventory

Supplies that are selected to be loaded into stations from the master, or console list of supplies. The inventory process is counting and verifying item counts.

Inventory Management

Monitoring the utilization of supplies to meet the needs of the patient-care areas. Information at the console provides the tools to maintain stock at the stations, monitor usage, and refill stations accordingly.

Item

A supply that is stored, dispensed, and managed by the station. Item is used to refer to the name of the supply assigned to a bin.

Kit

A group of supplies defined in a station that are commonly used together for a patient, usually in association with a specific procedure or treatment.

Location

The door, drawer, and bin where the item is placed.

Load

The process of loading supplies into the station. Assigning an item to a specific location (bin) within a station.

Main Unit

A station that contains a touch screen, keyboard, and computer.

Maintenance

A process to purge old data from the station databases, which usually occurs every 24 hours, usually late at night when system use is light.

Modem

A device that encodes data for transmission over telephone lines.

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Non-Stock Item

Item that is not stored at the site in large quantities and must be ordered as needed (for example, high cost or specialty item).

Outdate

The process of removing expired items using the Outdate feature.

Par Level

The optimum number of the item to keep in the bin.

Pending Item

Supplies that have been assigned at the console to station bins, but have not yet been physically loaded.

Physical Max (Phys Max)

Maximum number of items that can be physically loaded in a bin.

Pick List

A list of items from which a user can select. Also refers to a tab that is populated by the CIS interface with a list of items required as part of a case and procedure.

Polling

The communication process between the console and its stations. The console polls all stations to update transactional information.

Procar

A second PC connected to the console. The Procar's task is to obtain ADT information from the hospital's computer, which it then translates properly and communicates to the console for distribution to the appropriate stations. The Procar can also be configured to send billing and MMIS information to the hospital's host system. The interface communications software is developed, configured, and installed by Cardinal Health during the system installation. Cardinal Health considers this communication hardware and software interface proprietary.

Quick Take

Process used to take items for a single patient.

Rapid Access Drawer

The drawer immediately above the hideaway keyboard. Used to store high-use items and items requiring immediate access.

Receive Queue

The number of messages received by the station but not yet processed.

Refill

The procedure to restock loaded inventory in the stations.

Refill by Request Order

Used to replenish an item at a station; associated with a purchase order number generated from the console, vendor, or originating station.

Refill Point

The standard level at which an item is refilled. If a supply gets at or below the refill point, it appears on material management reports for refill. The refill point can be adjusted to reflect changing patterns of usage and demand.

Remote Manager

Locking refrigerator latch that can be installed on a variety of refrigerators (or warming devices) to provide controlled point-of-use access to temperature sensitive supplies stored inside.

Remote Stock

Used to manage items that do not require high security or are too large to fit in a station cabinet. A remote-stock location can be any location near a station (for example, a supply closet) that is used to store supplies. Items are loaded at the remote-stock location and can be managed by using the Take/Return, Inventory, and Refill functions at the station.

Return

A procedure to return a supply to the station and credit the patient.

RQ

See *Receive Queue*.

Shelf

An adjustable, heavy-duty wire frame used in the station or auxiliary.

Station

The device that stores and dispenses supplies. Station may refer to a SupplyStation system, SupplyStation EC system, ProcedureStation system, ProcedureStation EC system, SupplyRoller system, JITrBUD, ScanAssist system, or StockStation system. For SupplyStation systems, station may also refer to any attached auxiliary units. Each station has an internal computer that tracks access and item usage information and communicates with the console.

Stock Item

Item that is stored at the site in large quantities and can be restocked as needed.

System Manager

A designated hospital employee responsible to oversee the daily management of the station equipment, to meet the needs and goals of the hospital.

Task Interrupt

A feature that allows a second user to perform a Take/Return transaction during the Refill or Inventory process.

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Transaction

Any activity, such as a remove, return, or discard, performed at the station.

Transmit Queue

The accumulation of messages waiting to be communicated to the console, station, or Procar.

Users

Nurses or other personnel in the facility that use the stations.

Verify Count

An option that requires the user to confirm the correct count of supplies during the refill process.

XQ

See *Transmit Queue*.

Zones

A convenient way to group areas and expedite the refill process at the stations. You can distribute inventory and refill tasks and generate reports sorted by and assigned by zone.

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