Pyxis MedStation® System Guide for Managing Patient-Specific Medication

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

The information in this document is subject to change and does not represent a commitment on the part of CareFusion 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.
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About this guide

This document provides information on available methods for managing patient-specific medication using the Pyxis MedStation® 4000 system.

See the following sections for more information:

• *Managing patient-specific medication* on page 1—Provides general information on patient-specific medications.

• *Options for managing multi-dose, patient-specific medications* on page 3—Provides summaries of the available methods and to help you select the option that best supports your facility’s policy.

• *Method 1: Managing patient-specific medication using profile* on page 7—Provides more detailed information about Method 1.

• *Method 2: Managing patient-specific medication using generic formulary item* on page 15—Provides more detailed information about Method 2.
Conventions

Text

- 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.

Notice indicators

**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.

**Note**
Notes contain supplementary information or emphasize a point or procedure.
Managing patient-specific medication

In a fully decentralized distribution model, up to approximately 95% of formulary items can be managed through the Pyxis MedStation 4000 system.

Most facilities using a decentralized distribution model keep Pyxis MedStation units stocked as follows:

- Regularly-used medications comprise approximately 80% of medication prescribed for patients and are managed in the Pyxis MedStation system.
  Regularly-used medications are used frequently and are not unloaded.

- Dynamic stock comprises approximately 15% of medications prescribed for patients.
  Dynamic stock is medication that is loaded and unloaded to meet patient demands.

- Unique items comprise approximately 5% of medications prescribed for patients and are not managed in the Pyxis MedStation system.
  Unique items are patient-specific medications such as compounded intravenous (IV) solutions, patient-supplied medications, and multi-dose items such as inhalers, creams, and ointments.
Patient-specific medication

Several options are available for the Pyxis MedStation 4000 system to assist pharmacy and nursing staff with managing patient-specific multi-dose medications. These options can help address concerns such as the following:

- Multiple types of medication stored in one pocket
- Management of discontinued medication
- Transfers and discharges
- Use of the override feature for accessing medication

Consider the following general guidelines when you use the Pyxis MedStation system to handle patient-specific medication:

- Manually check patient-specific pockets or bins on a regular basis for medications for discharged patients.
- Closely monitor and update the pharmacy information system (PIS) formulary and the Pyxis MedStation formulary to delete items for discharged patients.

Some of the options for managing multi-dose, patient-specific medications are described in the following table: *Options for managing multi-dose, patient-specific medications.*
## Options for managing multi-dose, patient-specific medications

<table>
<thead>
<tr>
<th>Process</th>
<th>Requirements</th>
<th>Notes</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Method 1: Managing patient-specific medication using profile</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Option A: Using single-medication access pockets</strong></td>
<td>• Patient-specific medication is listed in the database as a profiled medication and stored in single-drug access pockets, such as CUBIE® pockets (CUBIE pockets) or Carousel drawers. For more information, see <em>Option A: Using single-medication access pockets</em> on page 7.</td>
<td>• Allocation of adequate space to accommodate single-drug access for patient-specific medication</td>
<td>• Medication is removed on profile. • Single-drug access reduces the possibility of removing the wrong medication. • Medication is not available after discontinuance or discharge.</td>
<td>• Medication must be added to the formulary for each patient. • Upon patient transfer, medication must be transferred. • Upon patient discharge, medication must be removed. • Additional space is required for single-drug access. • Extra step for nursing to return medications. • Requires deletion of patient-specific medication from Pyxis MedStation formulary 30 days after medication is discontinued or patient is discharged.</td>
</tr>
</tbody>
</table>
### Options for managing multi-dose, patient-specific medications (Continued)

<table>
<thead>
<tr>
<th>Process</th>
<th>Requirements</th>
<th>Notes</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
</table>
| Option B: Using scan on remove (Pyxis MedStation 4000 system) | - Patient-specific medication is listed in the database as a profiled medication. Medication for a patient is stored in a MiniDrawer (matrix mode), Matrix drawer, or in a bin for the specific patient, behind a tower auxiliary cabinet door.  
- Use of Scan on Remove is required.  
For more information, see Option B: Using scan on remove (Pyxis MedStation 4000 system) on page 12.  
- Segregate each patient’s medications by placing them in separately labeled sections or bins.  
- Need barcode label system to create barcode label reflecting the new patient-specific medication ID.  
- Attach barcode label to patient-specific medication to facilitate safe removal.  
To help minimize the risk of contamination, do one of the following:  
- Use pocket liners from HealthCare Logistics for CUBIE, Mini, and Matrix drawers  
- Place each patient specific line item in a plastic bag.  
- Medication is removed on profile.  
- Use of Scan on Remove reduces the possibility of removing the wrong medication.  
- Medication must be added to the formulary for each patient.  
- Upon patient transfer, medication must be transferred.  
- Upon patient discharge, medication must be removed.  
- Medication is available after it is discontinued.  
- Requires deletion of patient-specific medication from Pyxis MedStation formulary 30 days after medication is discontinued or patient is discharged.  
- Nurse searches through drawer or bin to select the correct medication.  
- Extra step for nursing to return medications. |
Options for managing multi-dose, patient-specific medications (Continued)

**Method 2: Managing patient-specific medication using generic formulary item**

**Option A: Using a patient-specific medication formulary item**

- Patient-specific medication is stored in a bin in a tower auxiliary cabinet or in a Matrix drawer.
- The pharmacist adds a generic "Patient-Specific Med" order to the patient’s profile to facilitate the removal process.

- Segregate each patient’s medications by placing them in separate labeled sections or bins.

To help minimize the risk of contamination, do one of the following:

- Use pocket liners from HealthCare Logistics for Matrix drawers.
- Place each patient specific line item in a plastic bag.

**Options for managing multi-dose, patient-specific medications (Continued)**

<table>
<thead>
<tr>
<th>Process</th>
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<th>Notes</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Option B: Using the override feature</strong></td>
<td><strong>Segregate each patient’s medications by placing them in separate labeled sections or bins.</strong></td>
<td><strong>To help minimize the risk of contamination, do one of the following:</strong></td>
<td><strong>Simplified pharmacy logistics for sending new medications</strong></td>
<td><strong>Medication is not removed using patient profile.</strong></td>
</tr>
<tr>
<td><strong>Patient-specific medication is stored in a bin in the tower auxiliary cabinet or in a Matrix drawer.</strong></td>
<td><strong>The nurse removes the medication by using the override feature and selecting the generic “Patient-Specific Med” item from the override list.</strong></td>
<td><strong>Simplified pharmacy logistics for sending new medications</strong></td>
<td><strong>Multiple medications are available without requiring Scan on Remove.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Medication is available after it is discontinued.</strong></td>
<td><strong>Upon patient transfer, medication must be transferred.</strong></td>
<td><strong>Medication is available after it is discontinued.</strong></td>
<td><strong>Upon patient discharge, medication must be removed.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Nurse searches through drawer or bin to select correct medication.</strong></td>
<td><strong>Extra step for nursing to return medications.</strong></td>
<td><strong>Nurse searches through drawer or bin to select correct medication.</strong></td>
<td><strong>Medication is available after it is discontinued.</strong></td>
<td></td>
</tr>
<tr>
<td>Process</td>
<td>Requirements</td>
<td>Notes</td>
<td>Advantages</td>
<td>Disadvantages</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| • Patient-specific medication is stored in a locked bin in the patient’s room. | • Key-coded, locked box in each patient room | • Patient-specific medication is quarantined in the patient’s room, which may reduce the risk of infection.  
• Nursing logistics for returning medication are easier. | • Medication is not removed using patient profile.  
• Multiple medications are available without requiring Scan on Remove.  
• Medication is available after it is discontinued.  
• Upon patient transfer, medication must be transferred.  
• Upon patient discharge, medication must be removed.  
• Nurse searches through drawer or bin to select correct medication. |  

| • Patient-specific medication is stored in a bin outside the system. **CAUTION**: this option allows for open access of patient-specific medications since the medications are not in a drawer or behind a door. | • Bins in the medication room near the station | • Pharmacy logistics are easier for sending new medication.  
• Nursing logistics for returning medication are easier. | • Medication is not removed on profile.  
• Multiple medications are available without requiring Scan on Remove.  
• Medication is available after it is discontinued.  
• Upon patient transfer, medication must be transferred.  
• Upon patient discharge, medication must be removed.  
• Nurse searches through drawer or bin to select correct medication. |
Method 1: Managing patient-specific medication using profile

Method 1 provides two options:

- **Option A**: Using single-medication access pockets
- **Option B**: Using scan on remove (Pyxis MedStation 4000 system) on page 12

**Increasing security controls**

- Store a patient-specific medication in a CUBIE pocket or Carousel drawer for a greater level of security.

**Option A: Using single-medication access pockets**

The following process outlines the steps for accessing patient-specific medication that is stored in the station’s secure pocket types such as CUBIE pockets and Carousel drawers.

This method allows access to one pocket containing one patient-specific medication, one medication at a time. Only the pocket containing the patient’s medication opens when the medication is accessed using patient profile.

Create a new formulary item for each patient-specific medication for each patient when using Option A. The number of items listed in the formulary may fluctuate if you use this option, depending on the number of patients and patient-specific medications in the system.

**CAUTION**

Before adding patient-specific medications to your formulary, discuss interface capabilities with your CareFusion interface engineer or clinical consultant. Then perform or complete the appropriate interface and process testing.

**Process overview**

The following list provides an overview of how to set up pockets or drawers to hold patient-specific medication. Detailed procedures are provided on the following pages.

1. Determine if the order is for a multi-dose, patient-specific medication.
2. In the PIS, enter the medication as a one-time order for billing purposes.
   - Use the label created to notify the technician that the patient-specific medication needs to be processed.
3. In the PIS, create a formulary item using the medication name and the patient name to create a patient-specific medication ID.
4. At the console, create a patient-specific medication ID.
5. In the PIS, enter the order using the patient-specific medication ID and order details.

After the PIS communicates with the console, the ordered medication appears on the Ordered Med Not Loaded (OMNL) report or an Order Med Not Loaded bulletin notice is printed, depending on your facility’s configuration.

6. Load the patient-specific medication into the designated station.

7. To remove the medication, select the medication from the patient profile.

8. When the pocket opens, remove the medication and administer it to the patient.

9. To return a medication, touch Return, select the patient name or ID and the medication, and place the medication in the designated pocket.

**Entering information in the PIS and the Pyxis MedStation console**

1. At the PIS and the console, create a formulary item using the medication name and the patient name.

2. To add the item to the Pyxis MedStation console, do the following:
   a. Select System Setup > Formulary Management > Formulary, and click Add.

   The New Formulary Setup window appears.

   b. In the Generic Name text box, type **ps** followed by the name of the patient to identify it as a patient-specific medication.

   Example: **ps John Smith**

   You can type up to 30 characters, including **ps**, in the Generic Name text box.

   c. In the Brand Name text box, type **ps** followed by the name of the medication to identify it as a patient-specific medication.

   Example: **ps neosporin**
Method 1: Managing patient-specific medication using profile

You can enter up to 30 characters, including ps, in the Brand Name text box.

d. In the ID text box, type ps followed by the patient ID and unique identifier (such as the first three letters of the medication name) to create a unique medication ID.
   Example: PS123456789NEO
   You can enter up to 15 characters, including ps, in the ID text box.

   **Note**
   The text in the text box defaults to uppercase.

e. Enter the **Dosage Form** and **Med Class**.
f. Select the same **Security** group as the original medication.
g. Set the Override Group to **None**.
h. If required by your facility, enter a 15-character Alternate ID for the medication.

**Examples of IDs for patient-specific medications**

<table>
<thead>
<tr>
<th>Patient name</th>
<th>Prefix PS</th>
<th>Suffix Patient ID</th>
<th>Patient-specific med unique identifier</th>
<th>New med ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>ps</td>
<td>123456789</td>
<td>neo</td>
<td>PS12346789NEO</td>
</tr>
<tr>
<td>John Smith</td>
<td>ps</td>
<td>123456789</td>
<td>hct</td>
<td>PS12346789HCT</td>
</tr>
<tr>
<td>Mary White</td>
<td>ps</td>
<td>987654321</td>
<td>mon</td>
<td>PS98765432MON</td>
</tr>
<tr>
<td>Mary White</td>
<td>ps</td>
<td>987654321</td>
<td>alb</td>
<td>PS987654321ALB</td>
</tr>
</tbody>
</table>

3. Select the **Formulary Options** tab and check the **Return to Stock** check box.
4. Complete the additional steps to add a formulary item.
   For more information, refer to the applicable user guide for your console.

5. Add the formulary item to the patient profile in the PIS using the medication ID that you created in step 2.
   • The pharmacist processes the order using the newly created formulary item.
   • The order number appears on the patient profile.
   • The ordered medication appears on the Ordered Med Not Loaded report or an Order Med Not Loaded bulletin notice is printed, depending on your facility’s configuration.

**Continuing the load process**
1. Do one of the following to load the patient-specific medication:
   • Pend the medication at the console, load it at the station, and enter Min/Max information as in the following examples:
     - Min: 100
     - Max: 999
   • Use the Assign and Load feature at the station to load the medication in a pocket using the values for Min and Max listed above.

   **Note**
   The Assign and Load feature is not available with the MiniDrawer.

2. Repeat step 1 in this procedure for each patient-specific medication order.

**Removing patient-specific medication from a pocket**
1. In the station’s main menu screen, touch Remove, and select the applicable patient name or ID.
2. Select the patient-specific medication from the patient profile, enter a quantity of 1, and touch Remove.
   The drawer and the pocket that contain the patient-specific medication open.
3. Remove the medication, close the pocket, and administer the patient’s medication.

**Returning patient-specific medication to a pocket**
1. In the station’s main menu screen, touch Return, select the patient, and select the patient-specific medication.
2. Enter a quantity of 1.
3. After the drawer and pocket open, place the medication in the corresponding pocket.

   **Note**
   You cannot return fractional units.
Processing subsequent removals of patient-specific medication
• Repeat the procedure *Removing patient-specific medication from a pocket.*

Transferring patient-specific medication
The information to manage medication that is needed but not loaded is available in two ways:
• Printed OMNL bulletin
• OMNL report listing the medication
1. Using the information in the OMNL bulletin or report, determine the location of the previous station by running one of the following reports:
   • Loaded Meds Without Orders report
   • Hospital Wide Med Summary report
2. Ask a pharmacy employee with load and unload privileges to do the following:
   a. Unload the patient-specific medication from the current station
   b. Load the patient-specific medication into the station where the patient is being transferred.

    **Note**
    If the patient-specific medication is in a programmed CUBIE pocket, the pharmacy employee does the following:
    • Touches *System Menu > Station Configuration > Drawer Configuration* and releases the pocket.
    • Touches *Load* to insert the pocket into the station where the patient is being transferred.

Refer to the *Pyxis CUBIE Replenishment System v3.0 Acute Care Sites User Guide* (PN 127985-01) for more information.

Refilling patient specific medications
Advise nursing staff to contact pharmacy when a patient-specific medication needs to be refilled.

Managing patient-specific medications for discharged patients
After a patient is discharged, do the following:
1. Run one of the following reports to locate the patient’s patient-specific medication:
   • Loaded Meds Without Orders report
   • Hospital Wide Med Summary report
2. Ask a pharmacy employee with unload privileges to do the following:
   a. Unload the patient-specific medication.
   b. Dispose of the patient-specific medication according to facility policy.
3. At the console, delete the item from the formulary.
   When sorting the formulary, use **PS** to identify patient-specific medication.

   **Note**
   It is recommended that you delete patient-specific medication information from the Pyxis MedStation formulary 30 days after the medication is discontinued or the patient is discharged. This 30-day period allows you to run reports by medication or patient from the console if they are needed in the short term. Deleting entries after 30 days also enables the database to run efficiently over the long term. After 30 days, medication information can be retrieved from the archive files.

4. Depending on your PIS, delete or deactivate the formulary item.

   **Option B: Using scan on remove (Pyxis MedStation 4000 system)**

   If single-medication pocket space is limited, use a MiniDrawer in matrix mode, a Matrix drawer, or a patient bin in a tower auxiliary cabinet door to store a single patient-specific medication.

   **CAUTION**
   Because using multiple-access pockets allows access to all patient-specific medications for all patients, do not use multiple-access pockets for either patient-supplied medication or controlled substances.

   You must first complete all procedures in *Option A: Using single-medication access pockets* on page 7 before setting up multiple-access pocket space such as Matrix drawers or tower auxiliary cabinet bins to store patient-specific medications with the following additions.

   1. After setting up patient-specific medication at the console in *Entering information in the PIS and the Pyxis MedStation console* on page 8, create and affix barcode labels to each medication using the existing pharmacy barcode label system.

   2. Do the following to link the barcode to the newly created patient-specific medication in the formulary:
      a. Select **System Setup > Pharmacy Configuration > Scan Code Maintenance** and use scan code maintenance to associate medication barcodes to enable the scan code option.
      b. Scan the medication.

         For more information regarding scan code maintenance, refer to the applicable user guide for your Pyxis MedStation.
Method 1: Managing patient-specific medication using profile

3. After completing steps 1 to 5 in the procedure Entering information in the PIS and the Pyxis MedStation console on page 8, do the following to enable the Scan on Remove option on your Pyxis MedStation 4000 system:

   **Note**
   Because access is not limited to one medication, enabling the Scan on Remove option makes the removal process safer.

   a. Select **System Setup > Formulary Management > Formulary**.
   b. In the Formulary screen, highlight the medication.
   c. Click **Edit**.
      The View/Modify Formulary screen appears.
   d. Select the **Formulary Options** tab.
   e. Select the **Scan on Remove** check box.

   f. Click **Save**.
   g. Click **Close**.

4. Select **System Setup > Devices**.

5. From the list of devices, select the Pyxis MedStation that you want to activate Scan on Remove.

6. Click **Edit**.
   The dialogue box includes the following options:
   - **Add**—Adds a station (or other device) to the system.
   - **Edit**—Updates an existing device.
   - **Delete**—Deletes a device.
   - **Change Type**—Changes the Device Type from non-profile to profile.
   - **Change Name**—Changes the name of the device (use with caution).

7. Click **Close**.
8. Select the Settings tab and check the **Scanning Required** check box.

### Suggested pocket assignment

Assign specific pockets in a Matrix drawer or tower auxiliary cabinet door bin to each bed and room number, and provide a list of the assigned pockets at the console.

For example, to provide 10 patient-specific medications per patient, assign pockets as follows:

<table>
<thead>
<tr>
<th>Room no.</th>
<th>Bed no.</th>
<th>Assigned pockets</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>1</td>
<td>1–10</td>
</tr>
<tr>
<td>301</td>
<td>2</td>
<td>11–20</td>
</tr>
<tr>
<td>302</td>
<td>1</td>
<td>21–30</td>
</tr>
<tr>
<td>302</td>
<td>2</td>
<td>31–40</td>
</tr>
</tbody>
</table>

**Note**

The number of pockets per Matrix drawer or tower auxiliary cabinet door is limited to 99. Therefore, depending on the number of beds per nursing unit, the number of patient-specific pockets per patient that can be stored in one Matrix drawer or one tower auxiliary cabinet door may be limited.
Method 2: Managing patient-specific medication using generic formulary item

The following process describes how to store patient-specific medication in a station’s multiple-access pockets such as Matrix drawers or tower auxiliary cabinet bins.

This method provides access to all patient-specific medication for all patients at one time. A specific drawer or door is assigned and each section is labeled with the patient’s room and bed number.

CAUTION
Because using multiple-access pockets allows access to all patient-specific medications for all patients, do not use multiple-access pockets for either patient-supplied medication or controlled substances.

Option A: Using a patient-specific medication formulary item

Initial setup
1. At the console, select System Setup > Pharmacy Configuration > Med Classifications to create a medication class called Patient-Specific Med.
   - Click Add.
   - Enter a letter in the Class text box to identify the new medication class.
     For example, enter P.
   - Enter Patient-Specific Med in the Class Name text box.
   - Click Save.
   - Click Close.
2. Select System Setup > Formulary Management > Formulary, and click Add.
   - In the Generic Name text box, type Patient-Specific Med.
   - In the Brand Name text box, type Patient-Specific Med.
   - In the ID text box, type PSMED.
3. On the Formulary Data tab, do the following:
   a. Select DOSE in the Dosage Form text box.
   b. In the Med Class list, select Patient-Specific Med.
   c. In the Security group, select Non-controlled.
4. Select OFF in the Verify Count box.
5. Select the applicable Override Group.
   For example, select Basic Override Group.
6. On the Formulary Options tab, select the Return to Stock check box.
7. Click Save.
Managing patient-specific medication

8. Click OK.

Managing new orders
1. In the PIS, enter the generic formulary item Patient-Specific Med for each patient upon admission or when you enter an order for a patient-specific medication.
2. Use the refill feature at the station to place the medication in the patient-specific bin that is labeled with the patient’s room and bed numbers.

Removing patient-specific medication from a drawer or bin
1. In the station’s main menu screen, touch Remove, and select the patient ID or name.
2. Touch Patient-Specific Meds.
3. Enter a quantity of 1 and touch Remove.
4. After the drawer or door opens, remove the applicable item and quantity from the designated pocket or bin that is labeled with room number and bed number.

Returning patient-specific medication to a drawer or bin
1. In the station’s main menu screen, touch Return, and select the patient name or ID.
2. Select the generic Patient-Specific Med.
3. Enter a quantity of 1 and touch Return.
4. After the drawer or door opens, place the patient-specific medication in the designated pocket or bin that is labeled with room number and bed number.

Processing subsequent removals of patient-specific medication
• At the station, repeat the procedure Removing patient-specific medication from a drawer or bin.

Transferring patient-specific medication
1. Use the Remove function or the Refill function, depending on your privileges, to access the patient-specific medication bin to move medications for a transferred patient.

Note
Remove is used by nurses.
Refill is used by pharmacy technicians.

• To use the Remove function, do the following:
  i. Select any patient.
     The patient for whom you are removing meds may have already been transferred in the system.
Method 2: Managing patient-specific medication using generic formulary item

ii. Select **Override**, and then select the generic patient-specific medications formulary item.

iii. Select quantity 1.

iv. Remove the patient-specific meds for the transferred patient.

• To use the Refill function, do the following:
  i. Touch **Refill, Patient-Specific Med**, and enter quantity 1.
  ii. When the bin door or drawer opens, remove the medication for the transferred patient.

2. To access bins at the new station where the patient has been transferred, do one of the following:

• Select the patient.

• Touch **Remove**, touch **Override Meds**, and select **Patient-Specific Med**.
  The tower auxiliary cabinet door opens.

• Touch **Refill**, touch **All Meds**, and select **Patient-Specific Med**.
  The tower auxiliary cabinet door opens.

3. After the tower auxiliary cabinet door opens, place medication in the designated patient drawer or bin that is labeled with room number and bed number.

Managing patient-specific meds for discharged patients

• At the station, use either the **Remove** process or the **Refill** process, depending upon your privileges, to access the patient-specific medication for a discharged patient. Dispose of patient-specific medications according to facility policy.

Option B: Using the override feature

Consider the following general guideline when you use the Pyxis MedStation system to handle generic patient-specific medication using the override feature:

• Create a separate medication classification (med class) for patient-specific entries so that you can produce reports that identify these entries separately while excluding these groups from override audits.

  **CAUTION**
  Because using multiple-access pockets allows access to all patient-specific medications for all patients, do not use multiple-access pockets for either patient-supplied medication or controlled substances.

Initial setup for Option B

Perform procedures provided in Option A: Using a patient-specific medication formulary item on page 15 with the following exceptions.

1. For Managing New Orders for Option B, use the **Refill** feature at the station to place the medication in the patient-specific bin that is labeled with the patient’s room number and bed number.
2. For *Removing Medication From a Patient-Specific Pocket* and *Processing Subsequent Removals of Patient-Specific Medication* for Option B, do the following:

   a. In the station’s main menu screen, touch **Remove** and select the patient name or ID.

   b. Touch **Override**.

   c. Touch **Patient-Specific Med**.

   d. Touch quantity **1**.

   e. Remove the applicable item and quantity from the drawer or bin.

   **CAUTION**

   Apply appropriate facility policies for infection control when cleaning and managing storage of patient-specific medication.

   CareFusion recommends using disposable pocket liners that are available from Health Care Logistics, Inc. or storing patient-specific medication in plastic bags.