22.0 XT Anesthesia Workstation User Guide

| 60-0477 Rev-A

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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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.

For More 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

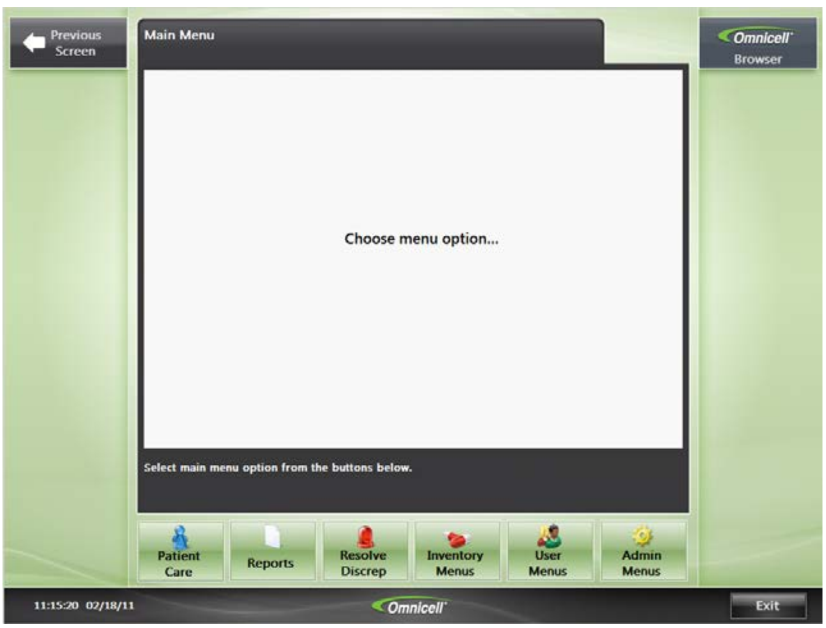
Access to items stocked in the cabinet is controlled by Color Touch software. Most tasks can be completed by interacting with the screen.

- 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.

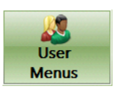
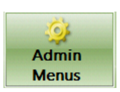
Main Menu

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	
	Press to access cabinet reports.
	Press to begin the discrepancy resolution process.
	Press to perform inventory task such as restock, cycle count, and assigning items.
	Press to add a temporary patient or change your password.
	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

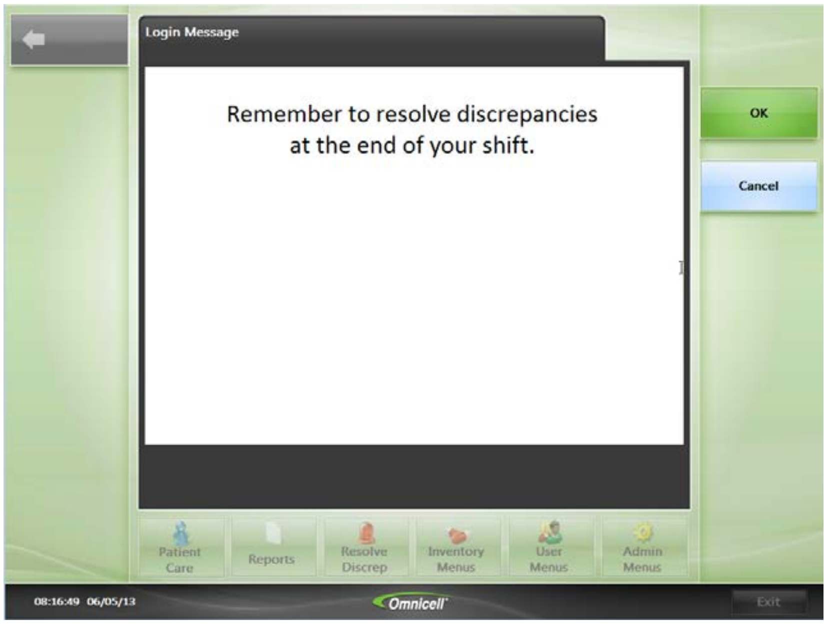
Strong passwords enforce strict security on the cabinets. If a strong password is expected and you did not enter one, you will see a prompt screen that indicates required characters.

- 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: “~!@#$%^&*()_-+={}[]|\:;”’<>,.?/

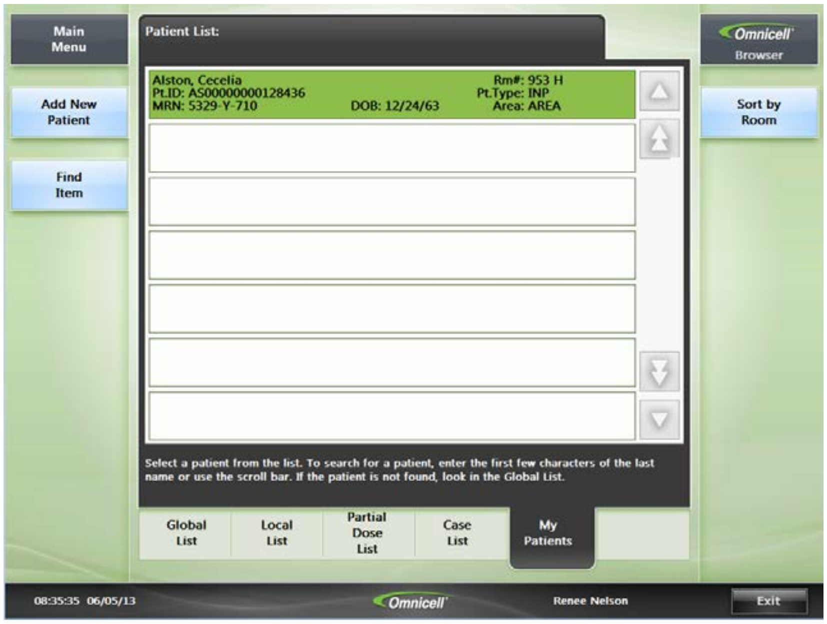
Log-on Message

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.



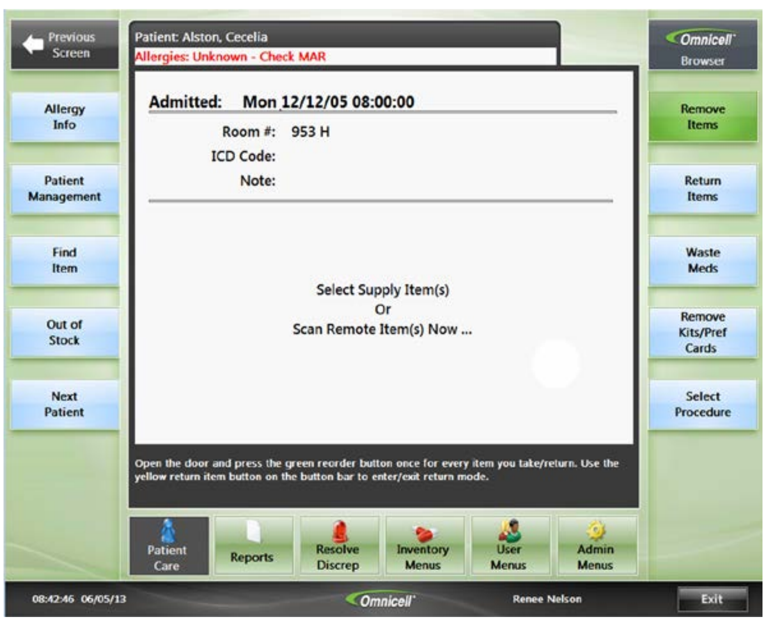
User Name in Screen Footer

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 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 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

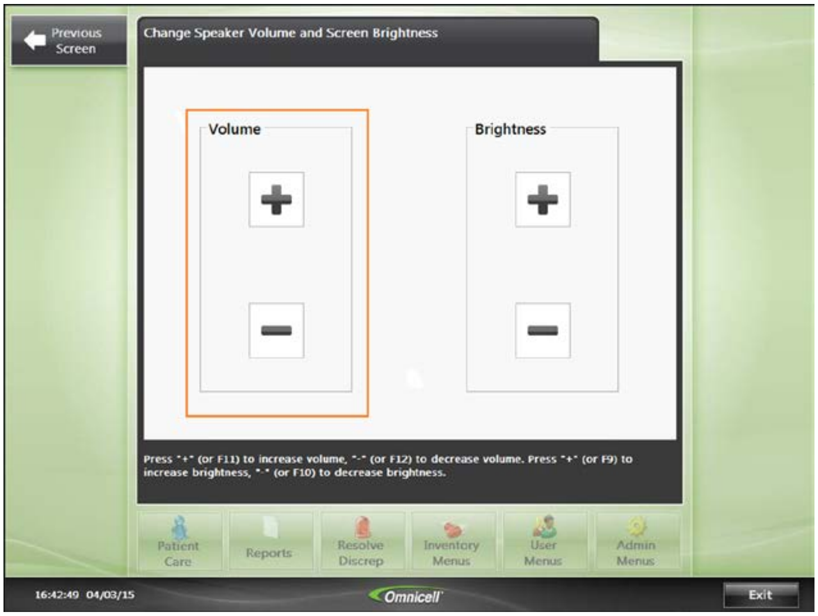
Always check with your facility before adjusting the volume. There may be areas of the facility where the sound is set so that you can hear important alerts and triggers. Other areas may require a quiet environment.

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.



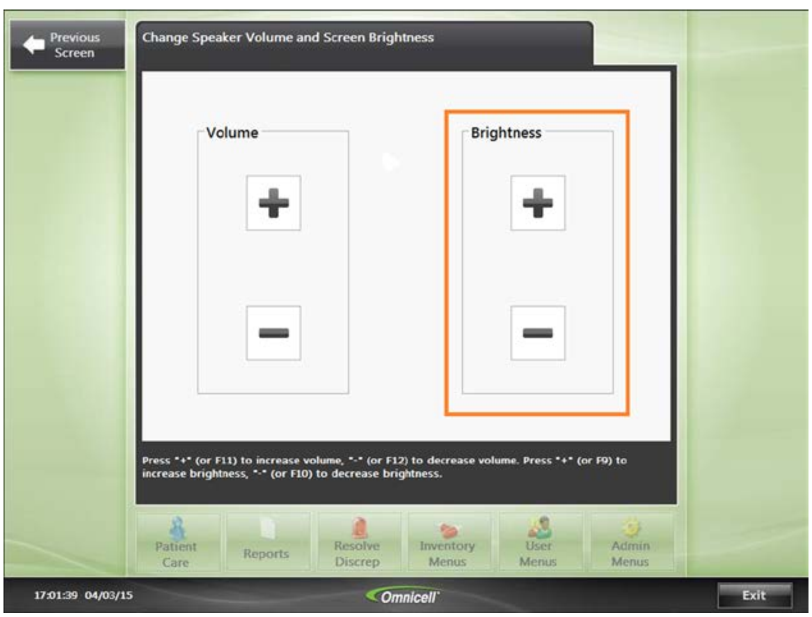
3. Press **Previous Screen** to return to the log-on screen.

Adjust 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.

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 Bins	Close lid. If you are finished with all items in drawer, close the drawer.
FlexBin, Anesthesia Drawers	Press Next Item to go to the next item, if necessary. If you are finished with all items in a drawer, close the drawer.
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 the cabinet when you are finished with the case. 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.

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 some items, 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.

Locking 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.
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.
FlexLock	After selecting the item on screen, the guiding light on the FlexLock unit will flash. Open the refrigerator door and remove the item.

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.

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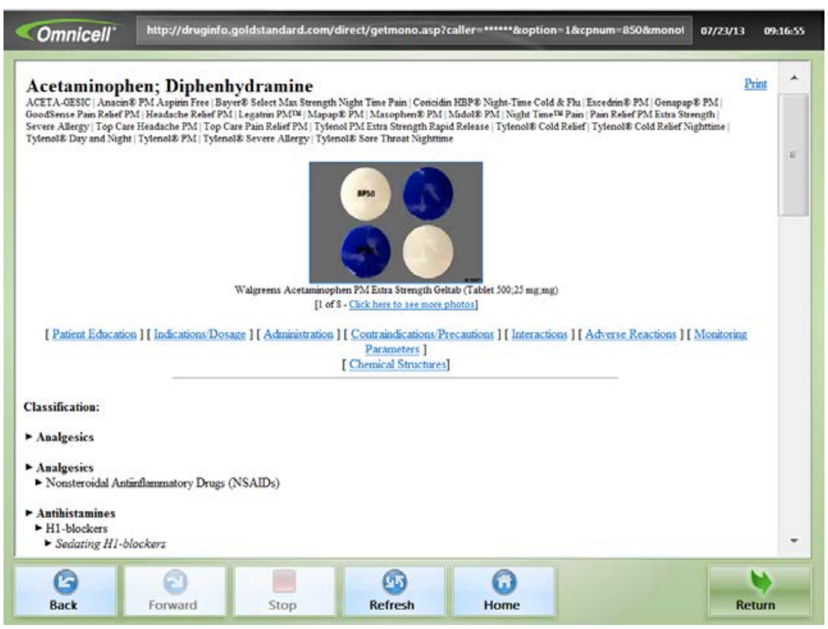
1. Press **Browse Drug Info**.
2. Select the specific medication from the linked choices on screen. Related options may also be displayed. Depending on how the item is set up, you may be sent directly to the item monograph.



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

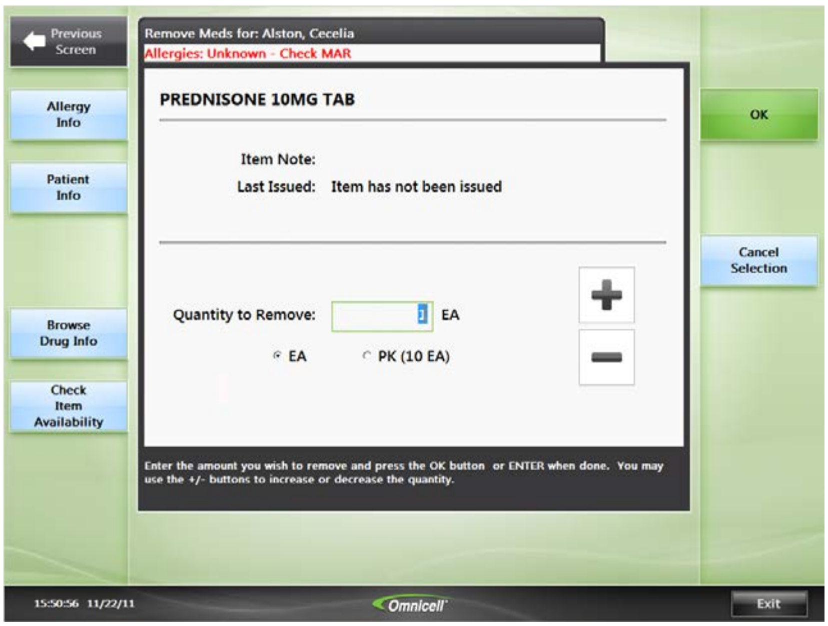
The ability to change the unit type allows you to choose between unit of issue and unit of stock for an item at your discretion. This is an area-level setting; if enabled, all cabinets in a given area will support it.

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

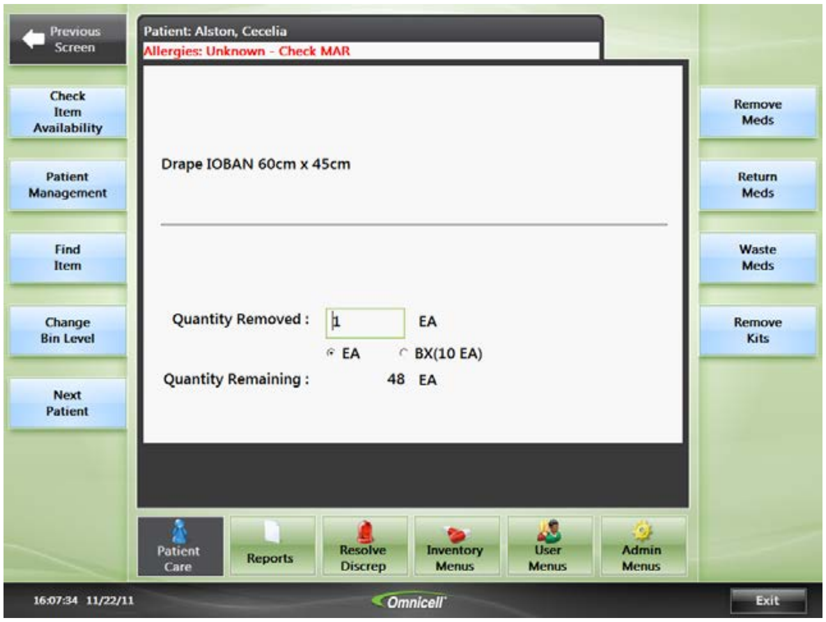
- Issue
- Return
- Supplemental Restock
- Destock

1. Change the option, if necessary.

   Example: medication issue



   Example: supply issue



2. Continue the task.

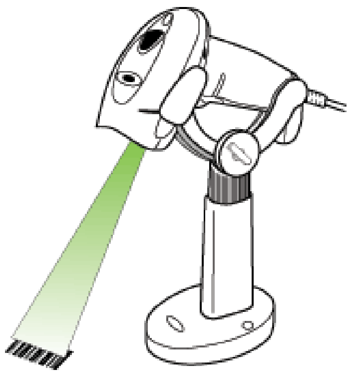
Bar Code Scanners

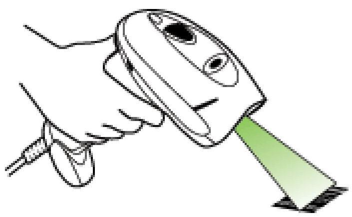
Your XT Anesthesia Workstation cabinet is equipped with a bar code hand scanner (Model DS6708, P/N 70-6061). You can use the scanner to perform different tasks, such as scanning an item bar code to issue items to patients or verifying that the item selected is correct.

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.

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

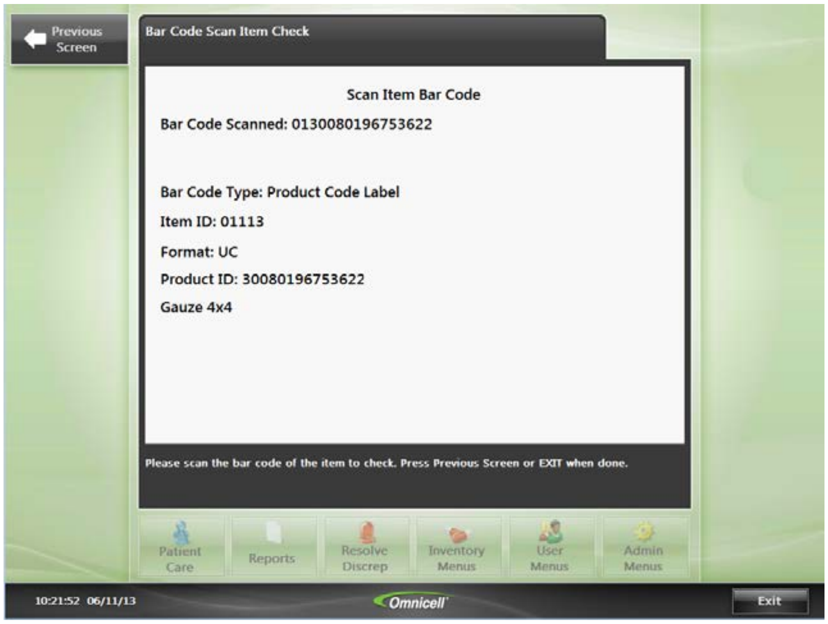
If you experience any issues using the scanner, try unplugging the scanner from the power supply. Wait 5 seconds, then plug the scanner back in. If this does not work, contact your system administrator.

Verify Item by Bar Code Scan

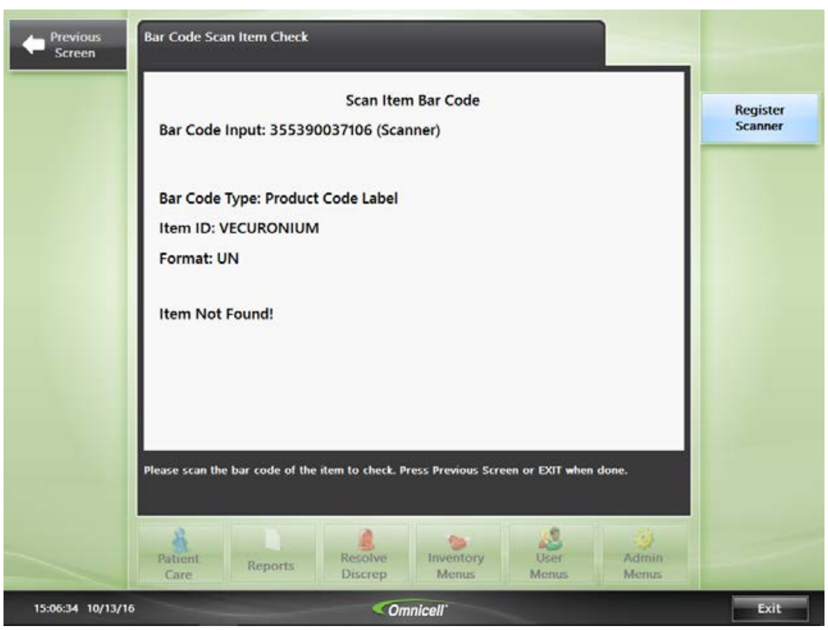
Use this task to verify an item via a bar code scan. You can also use this task to test the bar code scanner by scanning a known item to make sure that it is reading the scan correctly.

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.

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.

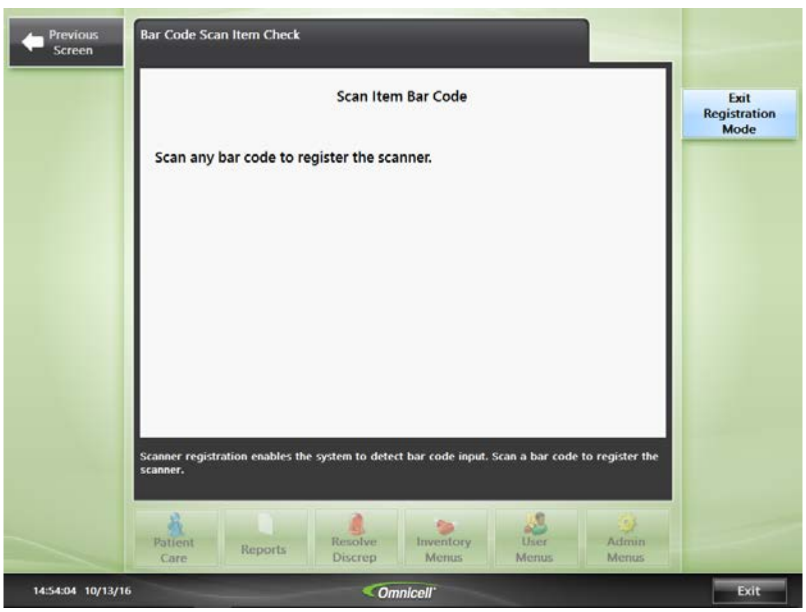
If the same scanner device type is used when the scanner is changed, the device name stays the same. If the device type changes, the device name might change, requiring re-registration of the device. If a new scanner is connected after the cabinet is started, the scanner must be registered to take advantage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

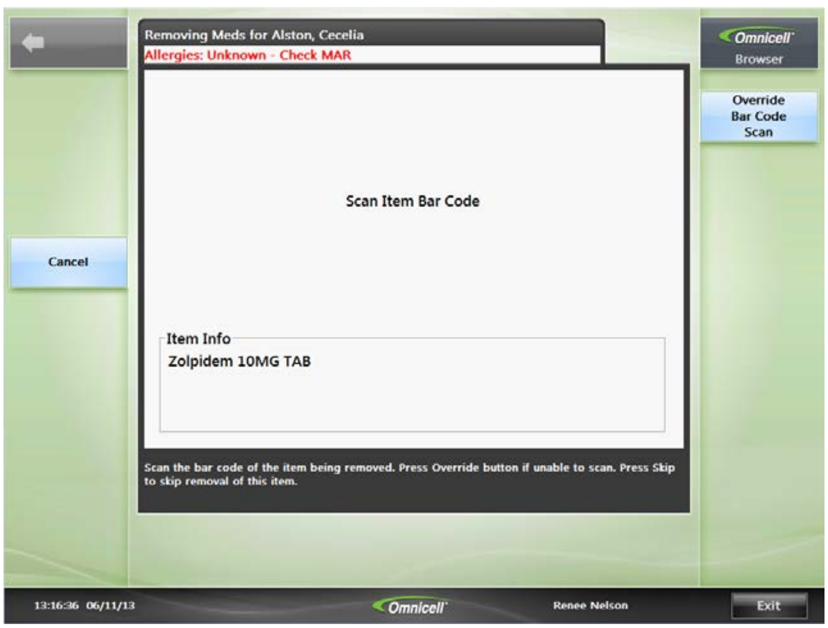
- Normal Restock
- Supplemental Restock
- Set Bin Level

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.

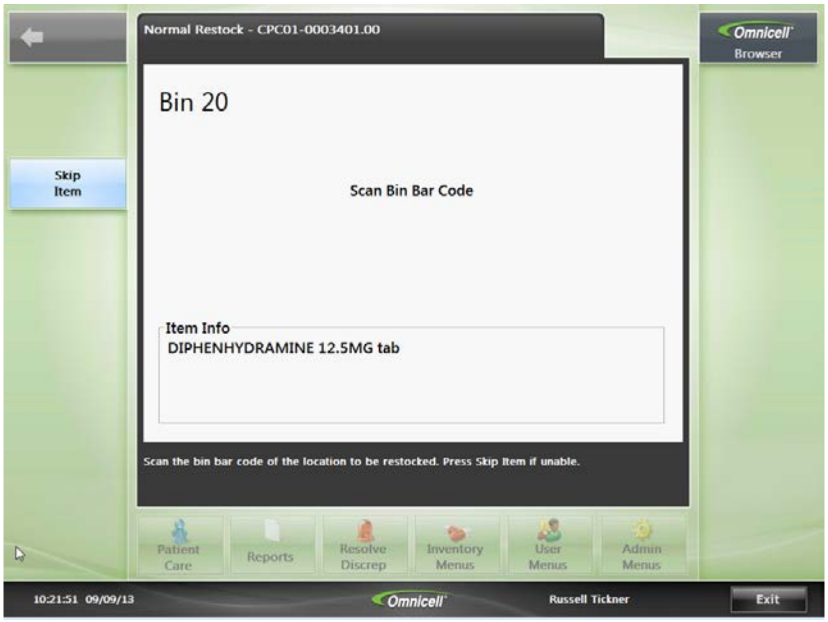
During normal restock, if Normal Restock Mode is set to Scan to Restock, scanning the item bar code satisfies the SafetyStock requirement. Scanning the restock bar code or selecting the item from the screen does not satisfy this requirement, and in such case you are prompted to scan the item bar code.

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.

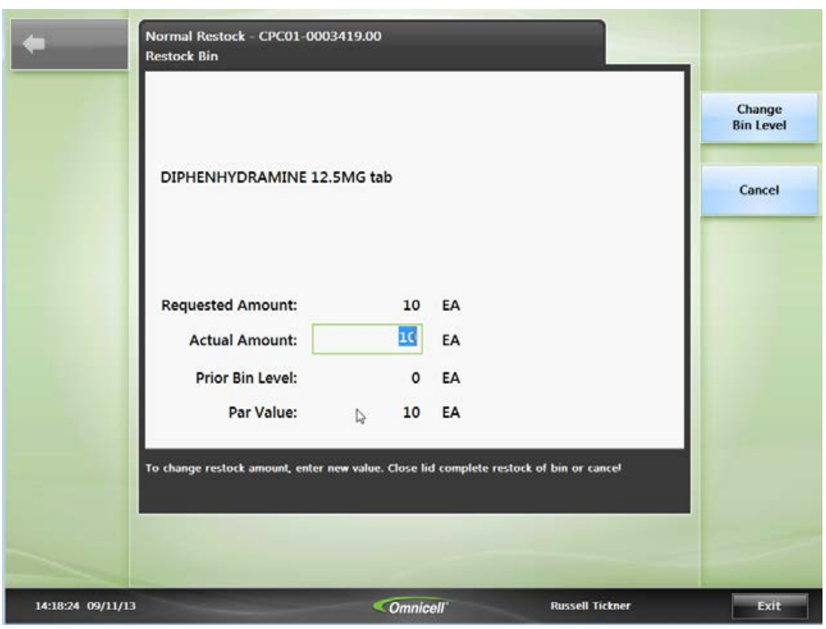


3. Scan the item bar code.

   If bin confirmation is configured, the following screen displays.



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

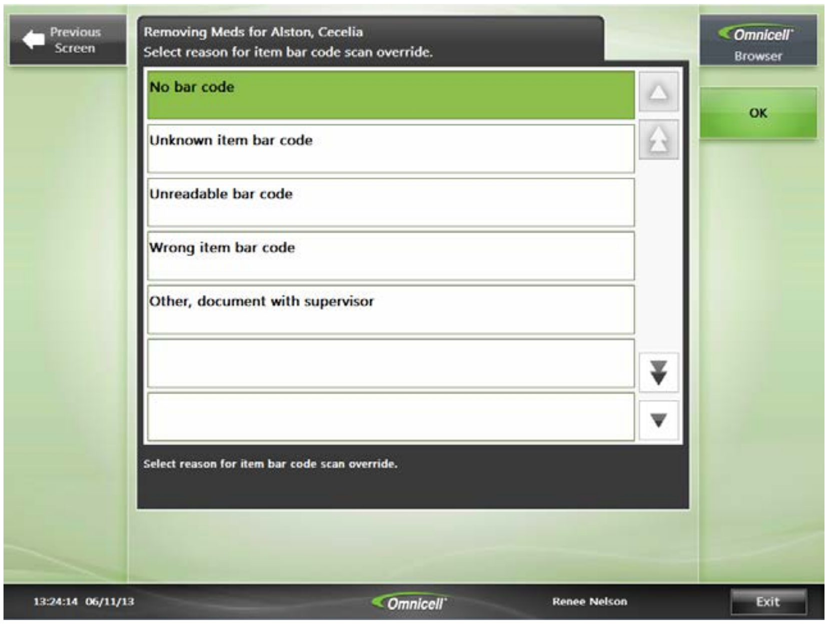


5. Enter the quantity to restock and close the drawer.

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.

Amount added to PMA	Amount subtracted from PMA
	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.
	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

Transaction	Witness Rules	Single-Witness Support
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
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
- Unassigned Items
- 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

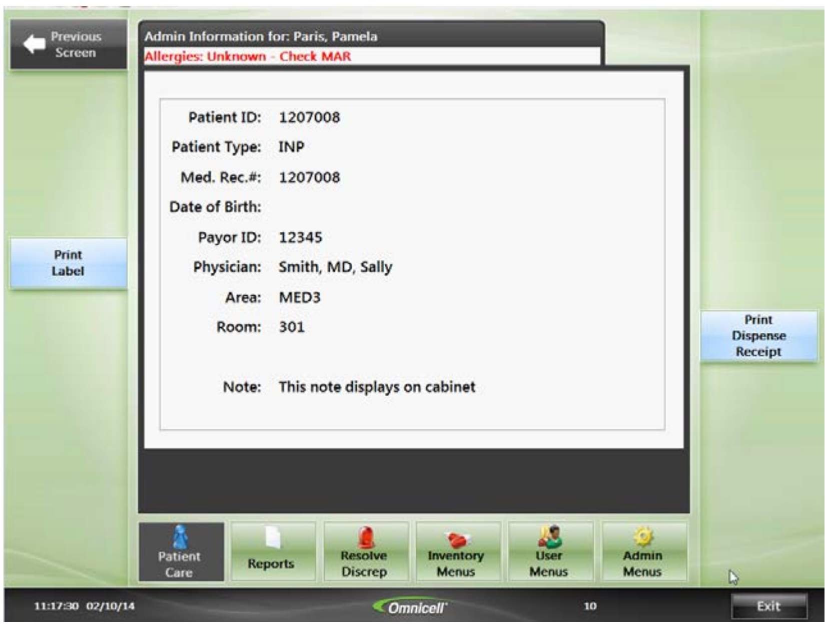
The issue receipt provides a record of the individual item issued while the dispense receipt provides a summary of all items issued for the selected patient. If both types of receipts are enabled, individual item receipts will print as well as the dispense summary at the conclusion of the issue transaction.

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

Syringe Label Printer

The AWS syringe label printer prints a color-coded medication label.

For product documentation on using, cleaning, and refilling the Epson color label printer, please refer to the Epson website (www.pos.epson.com).

To replace the following printer parts, submit an order request from myOmnicell.com > **Submit A Request**.

Description	Omnicell Part Number	Omnicell Part Name
Syringe Labels	65-7030	LABEL,ROLL,SYRINGE,2"x.75",INKJET,WHITE
Ink Cartridges	95-9010	CARTRIDGE,INK,COLOR,EPSON C3400

Automatic Printing Workflows

Labels automatically print when issuing items when **Auto Print at Issue** is enabled for the item in OmniCenter.

The following workflows support automatic printing for syringe labels. A best practice is to remove and label one medication at a time before proceeding to the next medication.

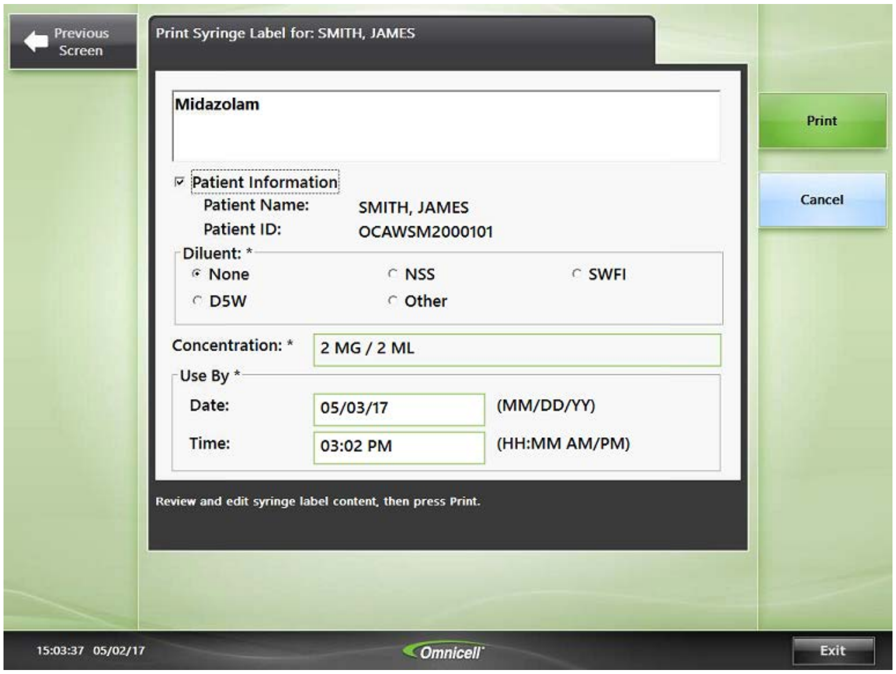
Workflow	Label Print Details
Issue from an anesthesia drawer	• Prints when **Record Now** is pressed. • Prints when each item is scanned. • Prints when **+** is pressed for an issued item.
Issue from a pharmacy drawer	Prints when Drawer is closed
Issue kit	Items in anesthesia drawers print first, then items in pharmacy drawers. Label prints for each item after a pharmacy drawer is closed.
My Items	Prints when you "Add Items to My Items". Labels do not print when issuing to a patient from My Items. Labels do not contain patient information from the My Items workflow.

Print Syringe Labels On-demand

Print labels on-demand with the **Print Syringe Label** button.

You can print syringe labels from both the **Patient Care** menu and the **My Items** list. This procedure shows how to print Syringe Labels from the **Patient Care** menu.

1. In the **Patient Care** menu press **Print Syringe Label**. All items that the current user has access to are displayed.
2. Select an item to print.
3. Update and verify the syringe label contents.
   a. Select whether to print patient information.
   b. Specify any added **Diluent**.
   c. Review and edit the **Concentration**.
   d. Review and edit the **Use By** fields.



4. Press **Print**.

Print Patient Information

Print or hide patient information on syringe labels.

The *Print Patient Information on Syringe Labels* configuration is set to **No** by default. To change the configuration:

1. Log on to Color Touch as an administrator.
2. Press **Omni Config** > **Pharmacy** > **Print Patient Information on Syringe Labels**.
3. Press **Change to Yes** to print patient information.

Codonics Safe Label System 500i (SLS)

The Codonics Safe Label System 500i (SLS) uses bar code technology to read information from a drug container and electronically compare it against the pharmacy's hospital-approved database. It audibly identifies the medication and concentration, then prints a bar-coded and color-coded medication label.

The integration of the Omnicell Anesthesia Workstation with the SLS provides a streamlined workflow for anesthesiologists and CRNAs. Integration is enabled by a system administrator via Anesthesia Workstation configuration. The purpose is to provide a single sign-on experience and single scanning functionality.

Automatic Logon and Logoff

When integration with the Anesthesia Workstation is enabled, the SLS has single sign-on functionality.

- When you log on to the Anesthesia Workstation, you are logged on to the SLS, too.
- You can log off only the SLS and remain logged on to the AWS. This enables a second user to print a label while you are in a surgery case.
- If you log off the AWS when another user is logged on to the SLS, that user is not logged off the SLS.
- If another user is logged on to the SLS, and you log on to the AWS, the other user is automatically logged off the SLS, and you are automatically logged on to the SLS.
- You are logged off the SLS if you log off the AWS, exit to the shell, reboot, or shut down. You are also logged off in the event of an unexpected system exit or timeout.

Single Scan

To enable single scan functionality, an Item Scan (Anes) license must be configured at the OmniCenter. When it is, and the Anesthesia Worstation is integrated with the SLS, the scan simultaneously adds the medication to the issued items list on the Anesthesia Workstation.

The scan of medications from unlocked drawers or supply drawers creates an inventory message, but locked drawer items do not. Scanning a locked drawer item creates a label and a message at the Anesthesia Workstation indicating that an item was scanned that did not come from a supply drawer.

Single scan is supported only in the issued items list of the Omnicell Anesthesia Workstation.

Removing and Labeling Narcotics

Narcotics use the standard pre-select workflow, but you can scan and get a label after removing each medication. Best practice is to remove and label one medication at a time.

1. Pick the patient.
2. Click **Remove Items** and select the medication.
3. Click **Remove Now**.
4. Follow the guiding lights to the correct bin.
   The medication is added to the issued items list.
5. Scan the medication at the SLS.
   The SLS prints the label.
6. Prepare the medication and label the syringe.
7. Proceed to the next medication.

Removing and Labeling Non-narcotics

Non-narcotics can be scanned at the Codonics SLS to be added to the issued items list.

1. Pick the patient.
2. Open the drawer and select the medication.
3. Scan the medication at the SLS.
   The medication is added to the issued items list, and the SLS prints the label.
4. Prepare the medication and label the syringe.
5. Proceed to the next medication.

Removing and Labeling Controlled Substance (CS) Kits

If a kit includes narcotics, guiding lights direct the anesthesiologist to the bin that contains those medications. If the kit includes non-narcotics, there are no guiding lights to those items. Best practice is to prepare and label each medication one by one.

1. Pick the patient.
2. Click **Remove Kits** and select the kit.
3. Click **Remove Now**.
4. Follow the guiding lights to remove the narcotics.
5. Scan each narcotic at the SLS. The SLS prints the label.
6. Prepare and label the medication.
7. Proceed to the next medication.
8. Retrieve, scan, and label any non-narcotic medications.

Removing and Labeling Mixed Kits

Mixed kits contain both controlled and non-controlled substances. With mixed kits, the non-narcotics are automatically added to the issued items list. To avoid duplicating them when they are scanned, scan them before accessing the issued items list.

1. Pick the patient.
2. Click **Remove Kits** and select the kit.
3. Scan the non-narcotics at the SLS before accessing the issued items list.
   Prepare and label the items one by one.
4. Click **Remove Now**.
5. Follow the guiding lights to remove the narcotics.
6. Scan the narcotics one-by-one at the SLS.
7. Prepare and label each medication as it is scanned.

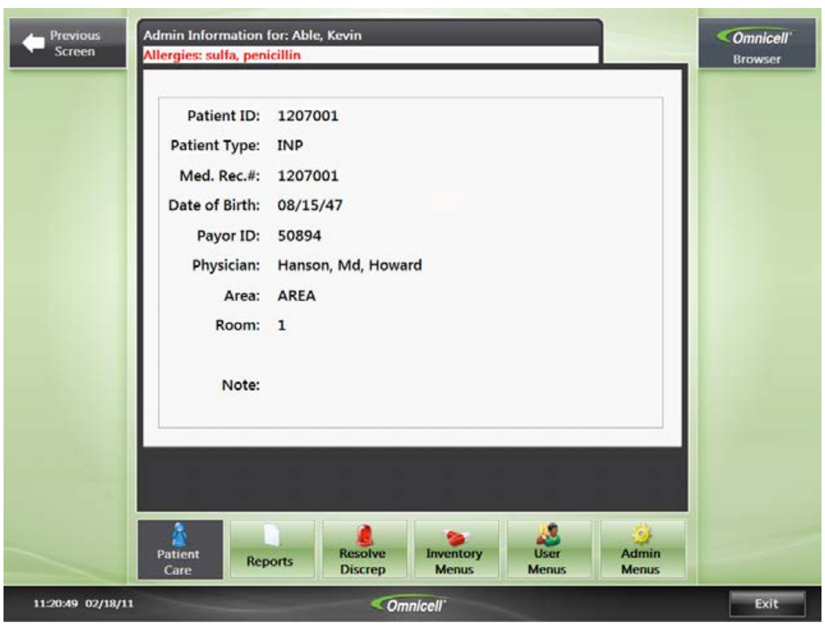
Patient Care

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 for the case. For example, you can reconcile and complete the case after the patient has been transferred to the PACU on any cabinet provided that it is enabled for Post-case Reconciliation (PCR).

Patient Management

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



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

Allergy Information

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

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: 08/02/17 2:59 PM	Last issue from the cabinet in use or another cabinet in system.

System-wide support	
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: 08/02/17 2:59 PM	Last issue from the cabinet in use.
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.

Issue Items

Individual items can be issued by scanning the item bar code or by pressing Remove Meds on screen.

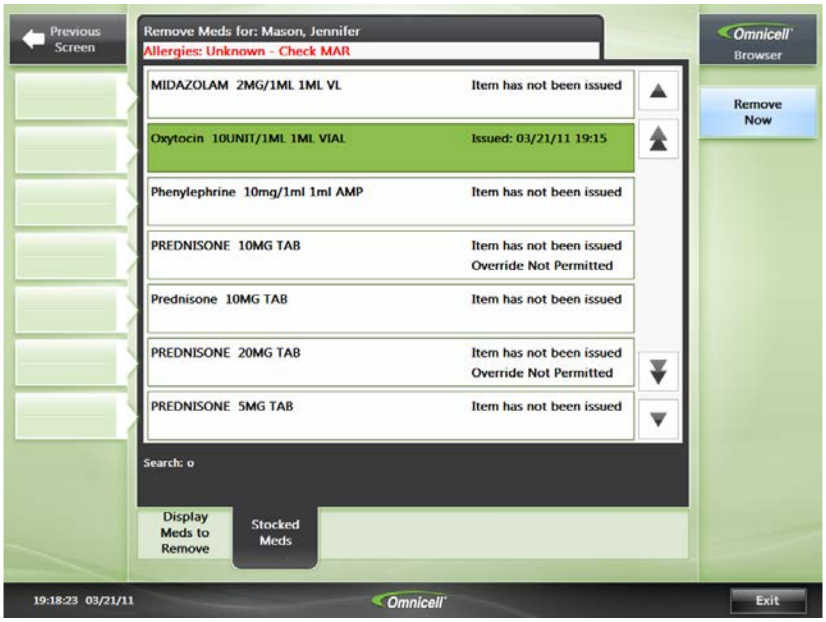
- Scanning the item bar code: This applies to items stocked in unlocked anesthesia drawers only.
- Pressing Remove Meds: This is the only way to add items stocked in locked pharmacy drawers. Items stocked in anesthesia drawers can be added to the list either way.

1. From the *Main Menu*, press **Patient Care**.
2. Select patient.
3. From the patient's screen, remove the item from the anesthesia drawers and scan the item bar code.
4. Acknowledge on-screen alerts, if prompted.

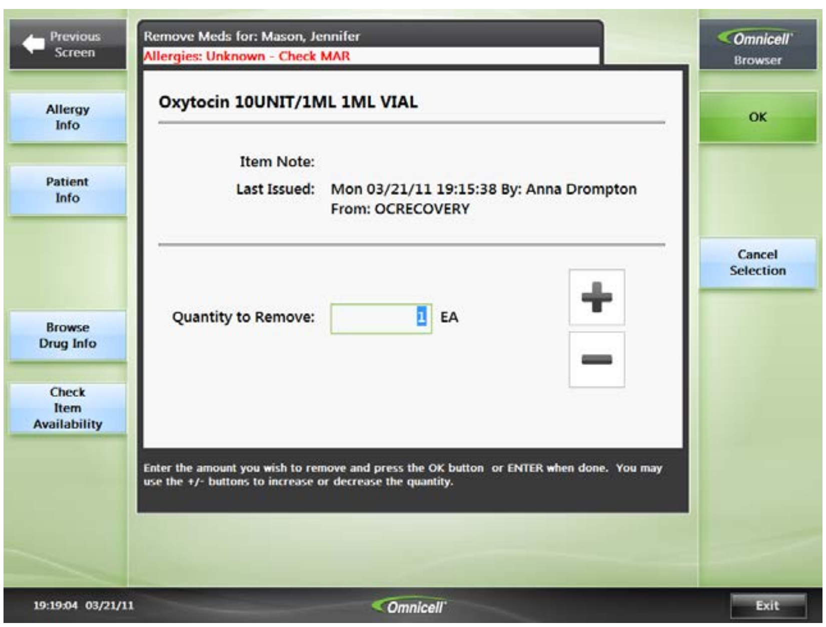
   Once scanned, the item is added to the top of the list with a quantity of 1.
5. Remain on the blue issued items list to scan items.
6. To remove additional quantity of the same item, press the **+** sign next to that item.
   - The +/- buttons appear for items removed from the unlocked anesthesia drawers only (not from locked pharmacy drawers).

- A - button that appears inactive on screen (for items of quantity 1 or more) indicates that the item is not allowed to be returned back to the item's original location in the cabinet.

7. To remove a different item, open the drawer, remove the item, and scan the item bar code.
8. Alternatively, press **Remove Meds**. From the *Stocked Items* tab, select desired item.
   - The button could also read Remove Items.
   - The *Display Meds to Remove* tab lists the items that you have selected to issue.



9. Modify quantity or dose to remove, if necessary. Press **OK**.
   The default quantity is auto-populated to 1.



10. Select the next item.
11. When all desired items are selected, press **Remove Now**.
    If you selected an item stocked in an anesthesia drawer, the button may be labeled **Record Now**.

12. Follow prompts and guiding lights to access item(s).
13. Confirm or edit correct count for the item, if prompted.
14. Scan issue confirmation bar code, if prompted.
15. Place items into your designated anesthesia work drawer until you need them. All items are added to the issued items list for that patient.
    - If you do not have an anesthesia work drawer, follow facility policy for storing removed items.
    - Only items issued from *this* cabinet will display on the issued items list. Issues and returns from other cabinets in the system are not reflected on this list. However, all transaction information is kept updated system wide and is reflected on the PCR screen when you are ready to reconcile the case.
16. Close bin and drawer.

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. Place items into your designated anesthesia work drawer until you need them. All items are added to the issued items list for that patient, listed by individual item in chronological order.
13. If you do not have an anesthesia work drawer, follow your health care facility's policies for storing the removed items.

> Only items issued from *this* cabinet will display on the issued items list. Any items issued for this case from other cabinets in the system are not displayed on this list. However, all transaction information is kept updated system wide and is reflected on the PCR screen when you are ready to reconcile the case.

14. Close bin and drawer.

Return Items

Depending on your health care facility's 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 and before attempting to complete the case.

Items can be returned in two ways:

- Pressing the **-** button on the issued items list
  This applies to items stocked in unlocked anesthesia drawers only.
- Pressing **Return Meds**
  This is the only way to return items stocked in locked pharmacy drawers. Items stocked in anesthesia drawers can be returned either way.

1. From the *Main Menu*, press **Patient Care**.
2. Select patient.
3. From the patient’s screen, press the - button next to the desired item to return.

   The quantity is decremented on screen. Each press decrements the quantity by 1.

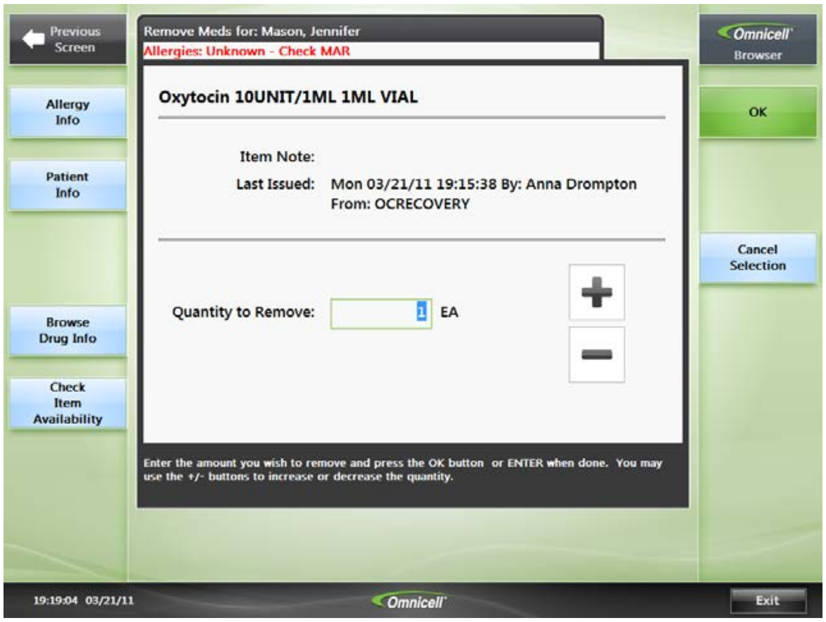
> A **-** button that appears inactive on screen (for an item with quantity 1 or more) indicates that the item is not allowed to be returned back to the original location in the cabinet. You may still be able to return the item to the external return bin. Proceed with "Return Items". Use the Return Meds function to return these items to the return bin, if necessary.

4. Open the anesthesia drawer and return the item.
5. Alternatively, press **Return Meds**. The button could also read Return Items.
6. From the *Meds Eligible to Return* tab, select the desired item(s).

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

7. View or modify the quantity to return. Press **OK**.

   The return quantity is auto-populated with a quantity of 1.



8. Select the next item. When all desired items have been selected, press **Return Now**.
9. If directed, follow prompts and guiding lights to return the item back to its original location.
10. Have your witness enter user ID/password, if prompted.
11. 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.
12. Confirm or edit correct count for the item, if prompted. Press **OK**.
13. Scan item or bin confirmation bar code, if prompted.
14. Close bin and drawer.

Only items returned to *this* cabinet will display on the issued items list. Issues and returns from other cabinets in the system are not reflected on this list. However, all transaction information is kept updated system wide and is reflected on the PCR screen when you are ready to reconcile the case.

Record Waste with Post-case Reconciliation (PCR)

Post-case Reconciliation (PCR) is the process of recording administration and wasted amounts for controlled items used in a case before committing it as complete. To facilitate efficient workflow, this process is performed on a single screen. To use PCR, you must be an eligible PCR user as determined by your facility. Furthermore, only items that are eligible for PCR will be allowed to be reconciled in this way.

- Complete returns first. See "Return Items".
- Complete the PCR case even if you have zero waste to document.
- You can complete the PCR case from any cabinet within the facility that is enabled for PCR.
- If the anesthesia provider changes during the OR procedure there are two options. 1) The current provider completes the PCR case to document the administered and waste amounts (recommended practice). 2) The new provider removes meds against the already open PCR.
- If the anesthesia provider does not change but wants to return or waste before the end of the OR procedure, the provider can complete the PCR case to document the administered and waste amounts. If more controlled meds are removed a new PCR case is created.
- PCR is patient and control level specific. It is not based on the user. Only one PCR can be open for a patient at one time. **Case Complete** closes the open PCR. Another PCR can be started for a patient if needed.

1. From the *Main Menu*, press **Patient Care**. Select the patient.
2. From the patient screen, press **Waste Case Meds**.

   If you do not see this button, see "Record Waste without Post-case Reconciliation (PCR)".
3. If you see the message *Have you returned all unopened items issued to this patient?*, enter a response:
   - If yes, then the system will direct you to the post-case reconciliation screen. Proceed with "Record Waste with Post-case Reconciliation (PCR)".
   - If no, then the system will return you to the previous screen so that you can return your unopened items. See "Return Items".
4. From the post-case reconciliation screen, enter the total amount administered or wasted.

   Press the Up/Down arrows or the Tab key on the keyboard to advance quickly through the list.

- The remaining amount is calculated automatically based on the amount entered.
- The net quantity removed is shown on the left of the screen.
- The amounts displayed on this screen represent the total amount issued system wide, taking into account any returned amounts. Amounts issued to this case from My Items are also reflected on this screen. See "Issue from My Items to a Patient".

If an item you are required to waste is not listed on the PCR screen, see "Record Waste without Post-case Reconciliation (PCR)".

5. If you administered the total amount for *all* items used during the case, press **Zero Waste to Document**.

   The fields are automatically populated with zero for the wasted amounts for all items in the list. Any entries you had previously entered will be overwritten.

20.5 and earlier: A witness will not be required if zero waste was documented for all items. **21.0 and later**: A witness may be required if zero waste was documented for all items.

6. If you are not ready to complete the case now, press **Store Data**. You can return later to complete the case.

   Data for the case is stored system wide. Any issue or return transaction performed on the case after it has been stored will update the administration and wasted amounts.

7. If you are ready to complete the case now, press **Case Complete**.

   If entries on the PCR screen were incomplete, then you may see a message indicating that there is missing information.

- Press **Yes** to continue and complete the case.
- Press **No** to return to the PCR screen and enter the missing information.

8. Acknowledge on-screen alerts, if prompted.
9. Have your witness enter user ID/password, if prompted.
10. Indicate whether you want to place the contents into the return bin, if prompted.
    - **20.5 and earlier**: If zero waste was documented, the return bin will not unlock. **21.0 and later**: The return bin will unlock after zero waste is documented, so that the *PCR Receipt* can be placed in the bin.
    - Press **Yes** and place item(s) in return bin along with the *PCR Receipt*, if required; close lid.
    - Press **No** and follow facility policy and procedure to properly dispose of the waste. Submit the *PCR Receipt* to Pharmacy, if required.
    - A *PCR Receipt* may print automatically if configured to do so. If not, you can print the *PCR Report* (which contains the same information) from the Reports menu.
11. Press **Exit** to conclude.

Record Waste without Post-case Reconciliation (PCR)

Use this task to waste an item when Post-case Reconciliation (PCR) is unavailable or disabled. Although it is recommended to record waste using PCR, in some cases, it may not be possible. This could occur if the cabinet that you are using is not enabled for PCR, if you are not eligible to use PCR, or if the item you need to waste is not eligible for PCR.

Item eligibility is based on item and/or control level settings at OmniCenter. If you notice the following:

- During log-on, a message is displayed regarding partial dose issues that require waste.
- Before you select a patient, a *Partial Dose List* tab is displayed with patient names who have undocumented medication issues.

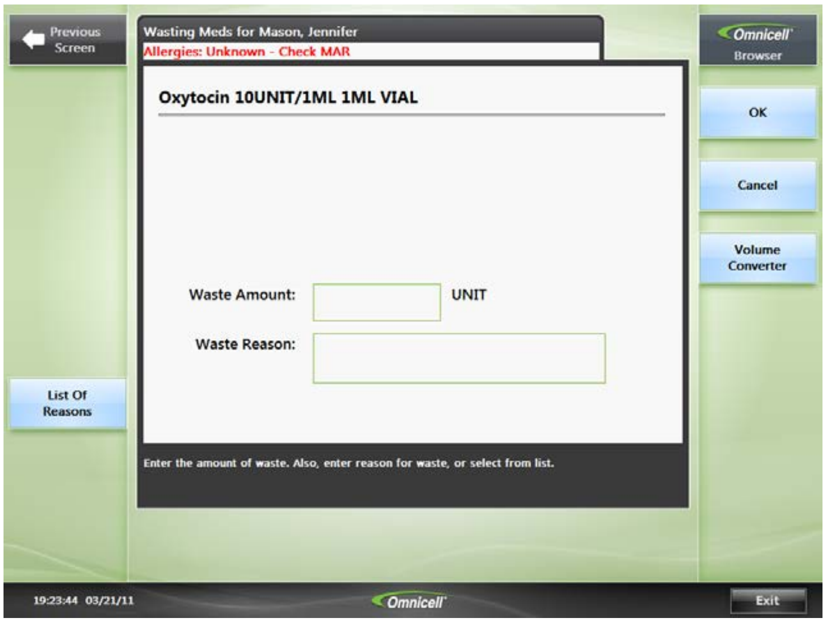
This is an indication that at least one item that you issued may not be eligible for PCR.

- Complete returns first. See "Return Items". Some items, as determined by your facility, may restrict waste of certain items to the PCR process only.
- Some cabinets may restrict recording of waste to PCR only. See "Waste Restricted".

1. From the *Main Menu*, press **Patient Care**. Select patient.
2. From the patient screen, press **Waste Meds**.

   If you do not see this button, see "Waste Restricted".
3. From the *Meds Requiring Waste* tab, select the item that you need to waste.
    - If you cannot find the item you need to waste on this list, press**All Meds** to show a list of all undocumented items by all users.
    - If you still cannot find the item you need to waste on this list, you can select it from the **Stocked Meds** tab. Reconciling an item from the **Stocked Meds** tab may result in a Miscellaneous Waste.

4. Once the item is selected:
   - Enter or modify the Administration Amount, if requested. This field may be pre-populated.
   - Enter the waste amount.
   - Enter or select a waste reason. Press **OK**.



5. Acknowledge on-screen alerts, if prompted.
6. Have your witness enter user ID/password, if requested.
7. Indicate whether you want to place the contents into the return bin, if prompted.
   - If yes, press **Yes**. Press A**ccess 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 your facility's policy for properly disposing of waste.
8. Submit the waste receipt to pharmacy if required by facility policy.
9. Press **Exit** to conclude.

Waste Restricted

You cannot complete waste for an item at the cabinet if the following conditions apply.

- The Item is not eligible for PCR; therefore, the item will not be displayed on the PCR list.

AND

- Waste Meds is not enabled at the cabinet; therefore, you are restricted to using PCR (via Waste Case Meds).

OR

- The item is set to only allow waste via PCR. A message will be displayed upon selecting the item in this case.

If these conditions apply, then the item will be listed on the *Post Case ReconciliationReport* compiled at the OmniCenter, and Pharmacy will be required to reconcile the item.

My Items

About My Items

My Items allows you to assign items to yourself at any time during your shift. These items become part of your own personal inventory and are managed in a list that you can access on screen. You are responsible for all items in the list, and you must account for any items left unreconciled. These items are assigned to you, not issued or associated to a patient.

The use of My Items is discretionary. You have the option of bypassing this workflow and issuing items directly to a patient when necessary.

Consider the following scenarios in which you might use My Items:

- To prepare for your cases at the beginning of the day.
- To prep and treat unknown patients who have not come through ADT.
- To split billing of a single vial between multiple patients.
- To transfer medications to another anesthesia provider if you are leaving for the day or going on break.

Access to My Items

The My Items main menu can be accessed by pressing My Items from the patient list screen after you log on. The button will only be displayed if My Items is enabled at your facility and only if you are eligible to use it (as determined by your system administrator).

Reconcile My Items

You may be required to reconcile your My Items list at the end of your shift or at other regular intervals determined by your facility. Follow your health care facility's policies and procedures for when you must reconcile your My Items inventory. See "View My Items Reconciliation Details".

Add Kits to My Items

To begin using My Items, you must first add kits or items to your inventory list. Not all items in the kit may be eligible to be added to My Items. Item eligibility is determined by your facility and is set at the OmniCenter. These items can still, however, be issued directly to a patient. You can continue to add kits and items at any time during your shift as needed.

1. From the *My Items* main menu, press **Add Kits**.

   If no items have been added yet or if all items on your list have been reconciled, then this message is shown: *To add medications to* ***My Items****, select either the* **Add Items** *button or the* **Add Kits** *button on the rights. Items from unlocked anesthesia drawers may be removed and scanned.*
2. Select the desired kit to remove.
3. Follow on-screen prompts to acknowledge alerts, warnings, messages, if prompted.

4. Verify quantities; select item on screen to adjust quantity, if necessary. Press **Add Kits** to add another kit.
   - Items labeled *Not Eligible for My Items* will not be added and cannot be selected on screen.
   - *Display Selected Items* tab lists the items from the kit(s) that will actually be added.
5. Press **Remove Now**. Follow guiding lights to remove each item in the kit, one by one.
6. Place items into your designated anesthesia work drawer until you need them.

   If you do not have an anesthesia work drawer, follow your health care facility's policies and procedures for storing the removed items.

   All eligible items from the selected kit(s) are added to your My Items inventory list, listed by individual item.

If the same item is part of multiple kits, the amount of that item will appear as the sum total.

Add Items to My Items

Add items at any time during your shift as needed. Not all items are eligible to be added to My Items. Item eligibility is determined by your facility and is set at the OmniCenter. These items can still, however, be issued directly to a patient.

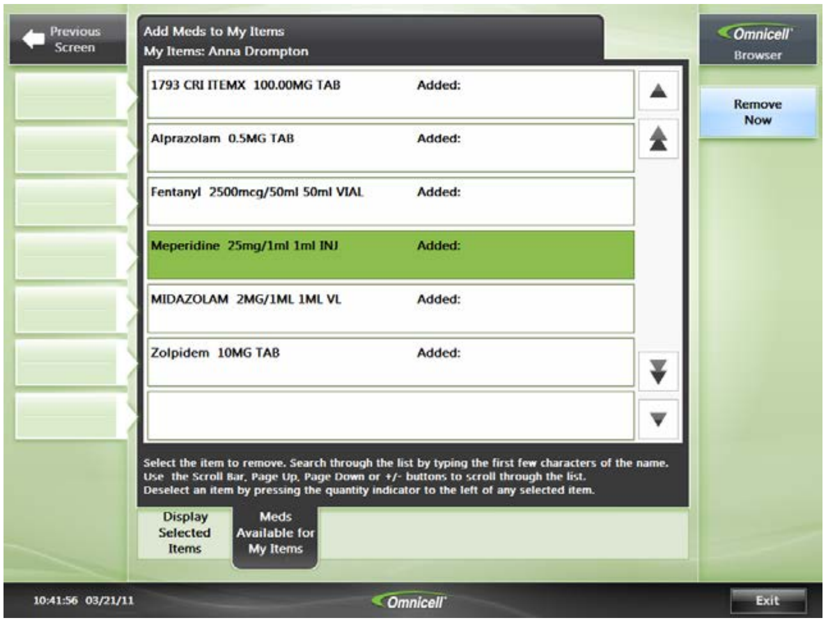
Individual items can be added in two ways:

- Scan the item bar code. This applies to items stocked in unlocked anesthesia drawers only.
- Press Add Items. This is the only way to add individual items stocked in locked pharmacy drawers. Items stocked in anesthesia drawers can be added to the list either way.

1. From the *My Items* main menu, remove item(s) from the anesthesia drawers and scan item bar code(s). Once scanned, the item is added to the list. Scan additional items as needed.

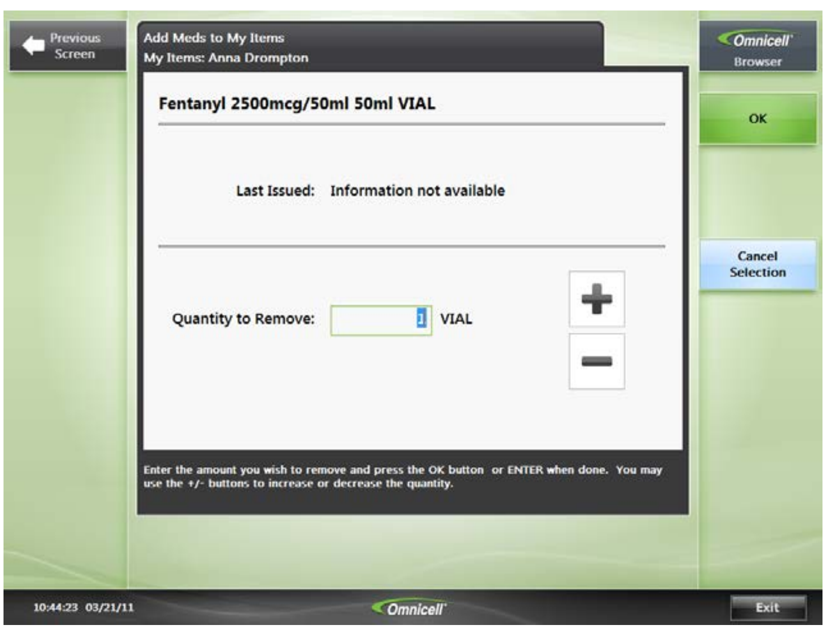
Stay on the *My Items* screen to scan items.

2. Alternatively, press **Add Items**. From the *Meds Available for My Items* tab, select desired item.



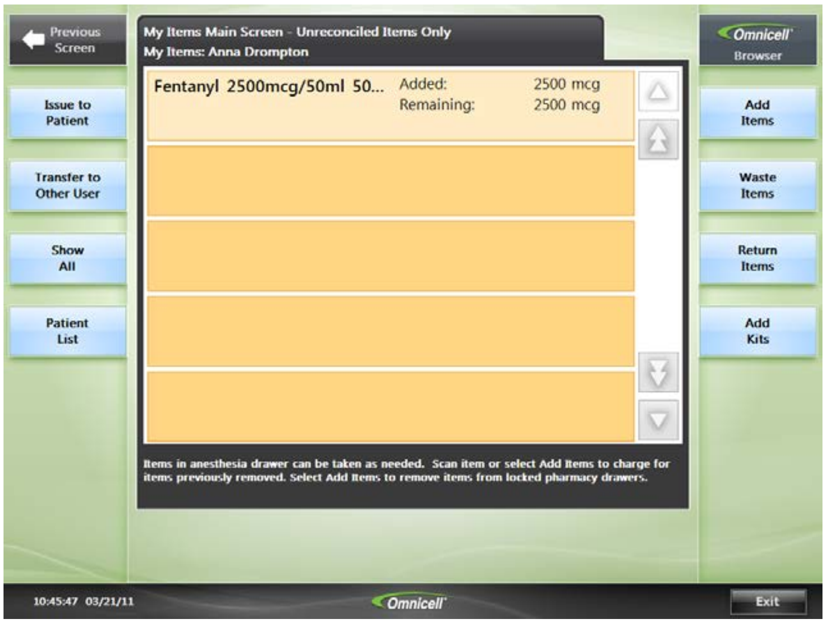
You cannot scan items from the items list. Scanning items from this list is not permitted and can result in the wrong item being added.

3. Acknowledge alerts, warnings, messages, if prompted.
4. Modify quantity to remove, if necessary. The default quantity is auto-populated to 1. Press **OK**.



5. Select next item. When all desired items have been selected, press **Remove Now**. Follow on-screen prompts and guiding lights to access each item.

   The selected items are added to your My Items list.



6. Place items into your designated anesthesia work drawer until you need them.

   If you do not have an anesthesia work drawer, follow your facility's policies and procedures for storing the removed items.

Issue from My Items to a Patient

Use this task to issue an item from your My Items inventory directly to a patient. The amount of an item you issue to a patient is removed from your My Items list and is considered reconciled. Issue the entire amount of an item or a partial amount according to health care facility policy.

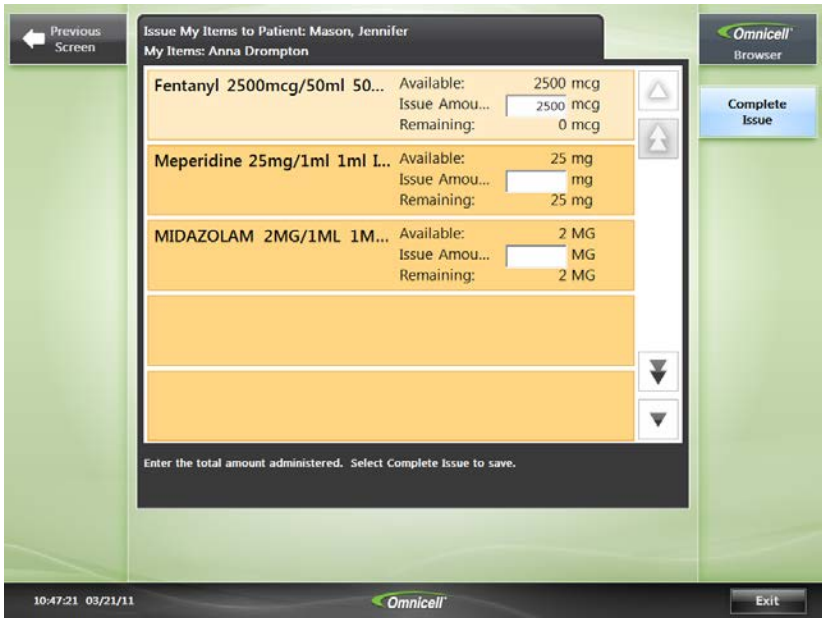
> You cannot issue items to a patient unless you have items in your My Items list. The Issue to Patient button is not present on screen otherwise. See "Add Kits to My Items" and "Add Items to My Items".

1. From the *My Items* main menu, press **Issue to Patient**.
2. Select desired patient from the local or global list.

   The screen title specifies that this is a My Items issue.

3. Enter the total issue amounts for all desired items. Leave unwanted items blank.

   The screen title specifies the patient to whom you are issuing the items.



Press the Up/Down arrows or Tab key on the keyboard to advance quickly through the list.

4. Press **Complete Issue**.
5. From the issue confirmation screen, verify that the issue amounts are correct. The confirmation screen details:
   - The amount available on your My Items inventory prior to the issue.
   - The exact amount you issued to the patient.
   - The total amount that remains on your My Items list.

   The amount issued is now issued to the patient and is no longer part of your My Items inventory. The issued amount is considered reconciled and is removed from your list. See "View My Items Reconciliation Details".

If you notice an error in the issued amount or the item itself, then you can cancel the issue. See "Cancel Issue to Patient".

6. From the issue confirmation screen, you can:
   - Press **Next Patient** or **Patient Care** to select a different patient for whom to issue items.
   - Press **Return to My Items** to return to your inventory.

- Press **Patient's Items** to go to the patient's issued items list and proceed with the case. At this point, you are no longer in My Items workflow.
- Press **Next Patient** or **Patient Care**, then press **My Items** to return to *My Items*.

Cancel Issue to Patient

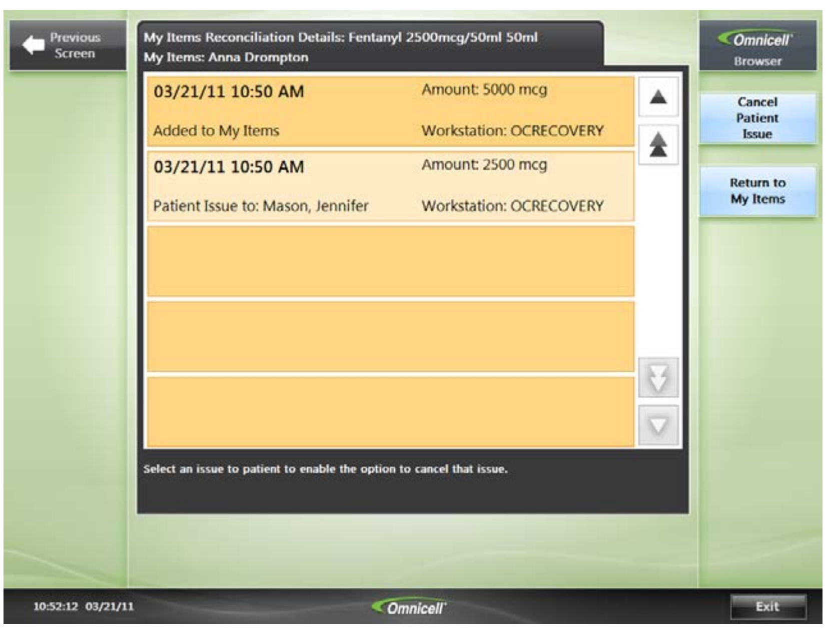
Cancel the issue after you have completed the issue and the item is already in the patient's issued list.

You can only cancel an issue before you have documented waste for the item.

Eligible Issue Transactions for Cancellation

Not all issue transactions that are displayed in the list can be selected for cancellation. Issue transactions that can be cancelled are those that have not yet been reconciled. If you select a transaction that cannot be cancelled, you will see a message indicating that the cancellation will not be permitted.

1. From the *My Items* main menu, select the item associated with the issue you want to cancel.
2. Select the issue transaction that you want to cancel.



3. The *Reconciliation Details* screen lists the transaction history of the selected item. Not all transactions can be selected on this screen, only eligible patient issue transactions. See "Cancel Issue to Patient".
4. Press **Cancel Patient Issue**.

> You must select an issue transaction to enable the **Cancel Patient Issue** button. The cancel button does not display on screen otherwise.

Once the patient issue has been cancelled, the cancelled amount is added back to your My Items inventory.

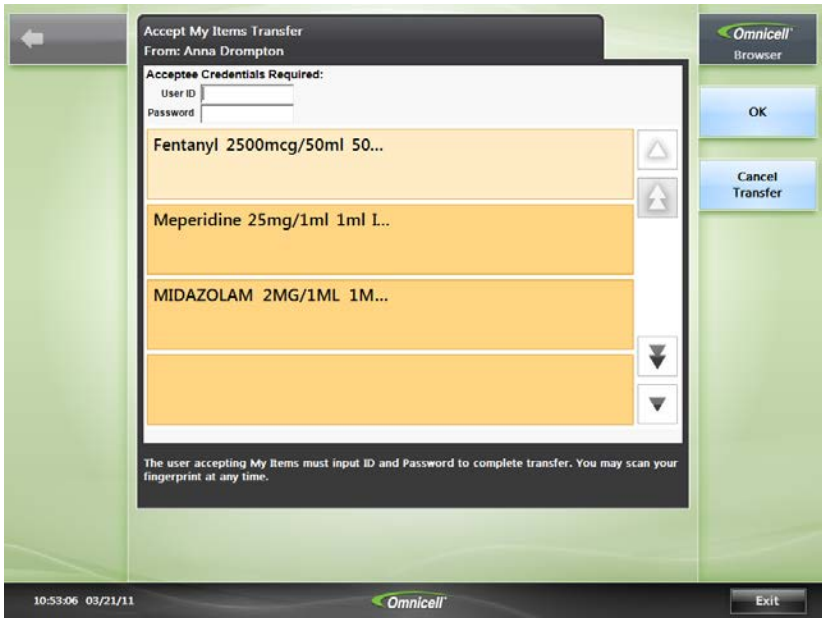
Transfer My Items to Another User

Transfer ownership of items from your My Items list to another eligible user when necessary, such as at the end of shift or before going on break. You cannot transfer ownership of items already assigned to patients, only those from My Items. In addition, you must transfer the entire contents of the My Items list. Selecting individual items to transfer is not permitted.

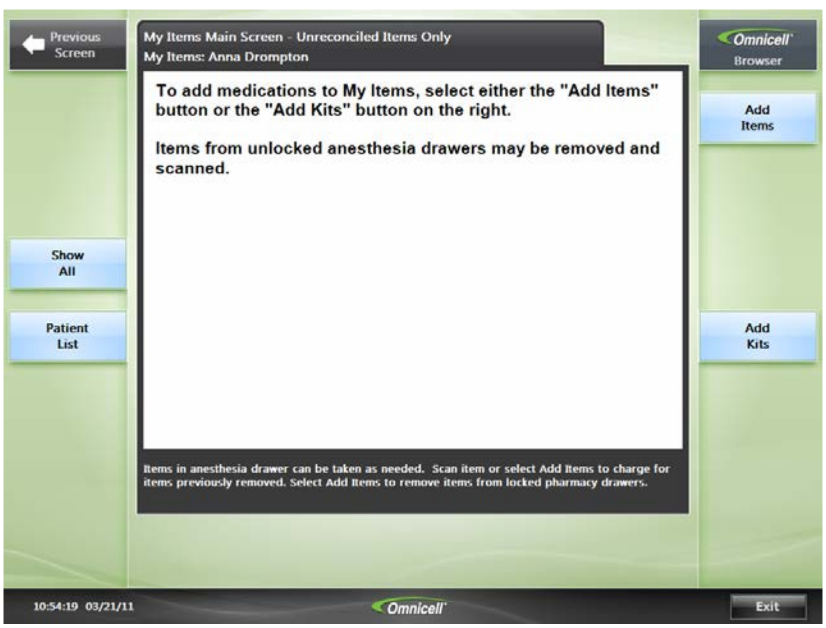
- The user accepting the transfer must be present.
- The user accepting the transfer must be eligible to use My Items and must have access rights to all items in the list.

1. From the *My Items* main menu, press **Transfer to Other User**.

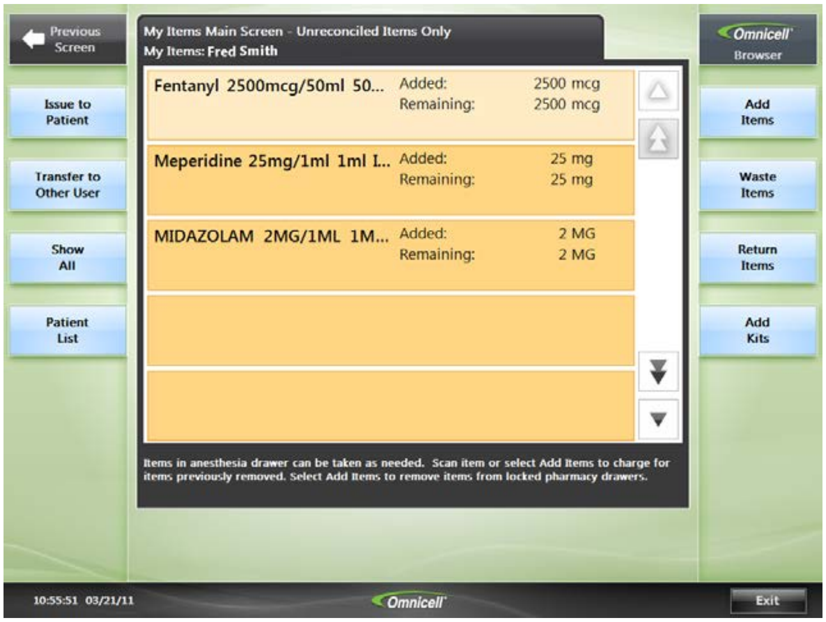
   The *Accept My Items Transfer* screen is displayed.
2. Have the user accepting the transfer enter their user name and password. They can also scan their fingerprint, if the fingerprint scanner is available. Press **OK**.



– The transfer is complete. The My Items list for the user who transferred the items is now empty. Once you complete a transfer, you are no longer accountable for the items that were in your My Items list. The items are reconciled.



– When the user who accepted the transferred items logs in to My Items, they will see the newly transferred items added to their list. Once you accept a transfer, you are accountable for the items. The items are unreconciled.



Return My Items Inventory

Return full amounts of items from your My Items inventory as needed.

Some items are set to not allow returns to the cabinet at all. This is an item-specific setting at the OmniCenter. These items may still be displayed in this list. Follow your health care facility's policies and procedures for returning items if you see the message *Unable to Return Item to this Cabinet*.

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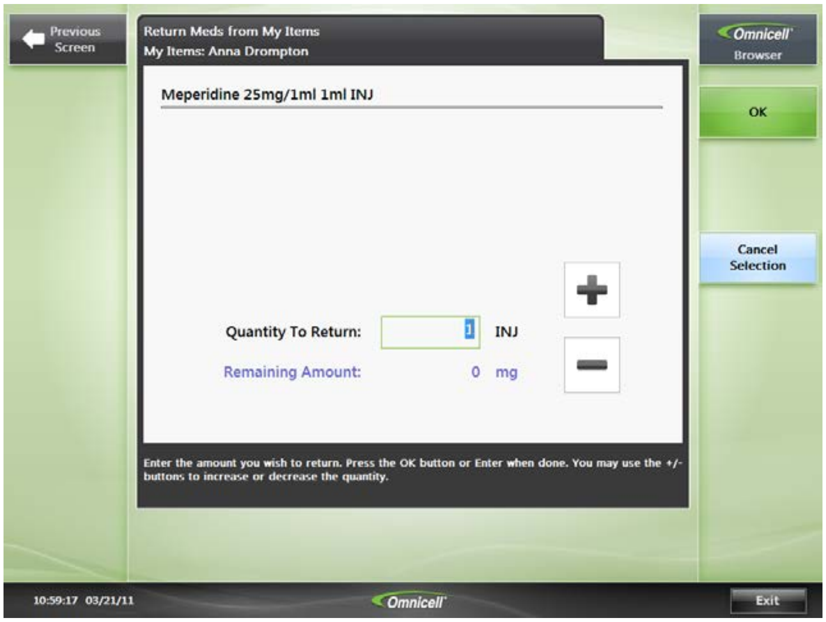
1. From the *My Items* main menu, press **Return Items**.
2. Select items to return from the *Meds Available to Return* tab. Only items that have been added to your My Items list and at least one entire unit are eligible to return.

   The screen title specifies that this is a My Items return.
3. Verify or modify the quantity to return. The return quantity is auto-populated with a quantity of 1. Press **OK**.

   The Remaining Amount is the amount of this item that you have left in your My Items inventory.



4. Press **Return Meds Now**.
5. Have your witness enter their credentials, if requested.
6. You will either be directed to return the item to the return bin or to the original bin location in the AWS depending on facility policy and procedure.
   - If directed, open the return bin and place contents inside.
   - Or, if directed, follow guiding lights to return the item back to its original bin location.
   - Enter or select a return reason, if requested.

Waste My Items Inventory

Waste full or partial amounts of items from your My Items inventory as needed.

If you have to complete both return and waste transactions, complete return transactions first. See "Return My Items Inventory".

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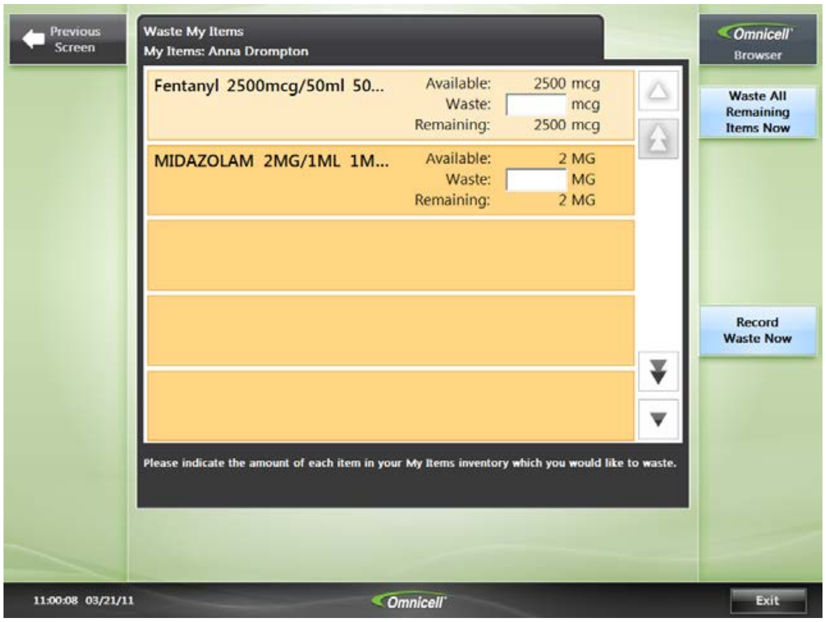
1. From the *My Items* main menu, press **Waste Items**. See also "Waste All Remaining Items Now".
2. Enter waste amount for items you want to waste. Leave the items that you do not want to waste blank.

   The amounts remaining are auto-calculated based on your waste entry.



Press the Up/Down arrows or the Tab key on the keyboard to advance quickly through list.

3. Press **Record Waste Now**.
4. Have your witness enter their credentials, if requested.
5. If prompted, indicate whether you want to place the contents into the return bin (if one is present). Follow your facility's policies and procedures for how to proceed.
   - If yes, press **Access Return Bin Now**. Place items in return bin; close lid.
   - If no, press **Record Waste Now**. Return actual waste to the pharmacy with a receipt, if directed by policy.

Once the waste is completed, the amount wasted for that item is subtracted from your My Items inventory. If the entire amount of the item is wasted, then the item is removed from My Items.

A waste receipt may print automatically upon completing the return (if configured to do so). You may be required to provide this waste receipt to the pharmacy. Follow your facility's policies and procedures.

Waste All Remaining Items Now

Use this button to waste the remaining contents of all items in your list at the same time. When complete, all items are removed from your My Items list.

Proceed only if you are sure you want to waste the remaining amounts for all items in your list. Once this process is completed, all items from your My Items list will be removed.

1. Press **Waste All Remaining Items Now**.

   The waste amounts are auto-populated.
2. Press **Record Waste Now**..
3. Have your witness enter their credentials, if requested.

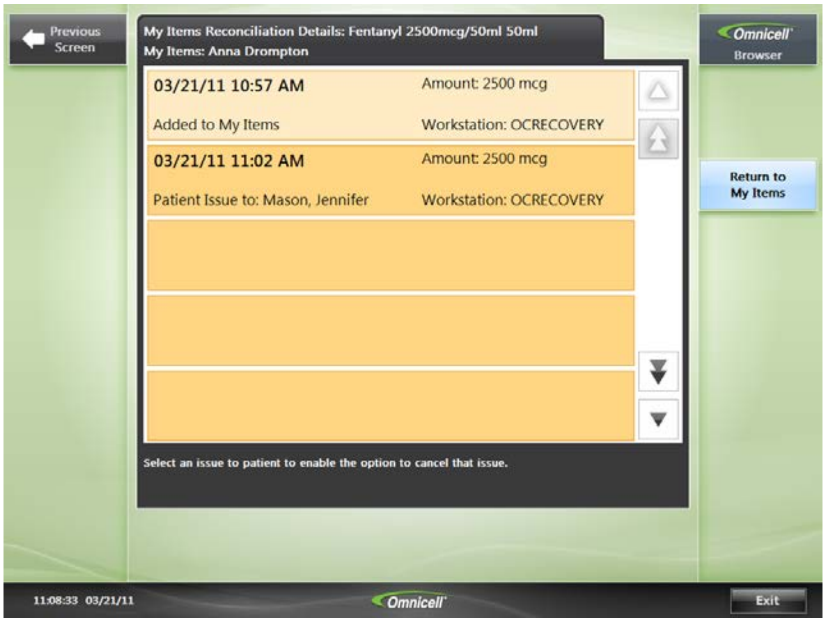
   Proceed with "Waste My Items Inventory" for options for how to place waste contents into the return bin, if one is present.

View My Items Reconciliation Details

The Reconciliation Details screen shows a history of all of the transactions that have occurred for an individual item in your My Items inventory. From this screen, you can see when you added the item and whether the item was issued, transferred, wasted, returned, or a combination of all.

1. From the *My Items* main menu, select the item whose transaction history you want to view.
   - To view reconciled item, press **Show All** to view both reconciled and unreconciled items. Select the item.

   The system requests transaction history information in real-time from the OmniCenter. Network delays may prevent the list from populating immediately.
2. View the transaction details for the selected item.



3. To cancel an issue to a patient, select an issue transaction. See "Cancel Issue to Patient" for details.
4. Press **Return to My Items** to return to your inventory.

Added to My Items	Date, time, and amount that item was first added to My Items.
Patient Issue to	Date, time, amount, and name of patient to whom the item was issued.
Wasted	Date, time, and amount of the item that was added.
Returned	Date, time, and amount of the item that was returned back to stock.
Accepted from	Date, time, amount, and name of user from whom you accepted the item.
Transferred to	Date, time, amount, and name of user to whom you transferred the item.

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.

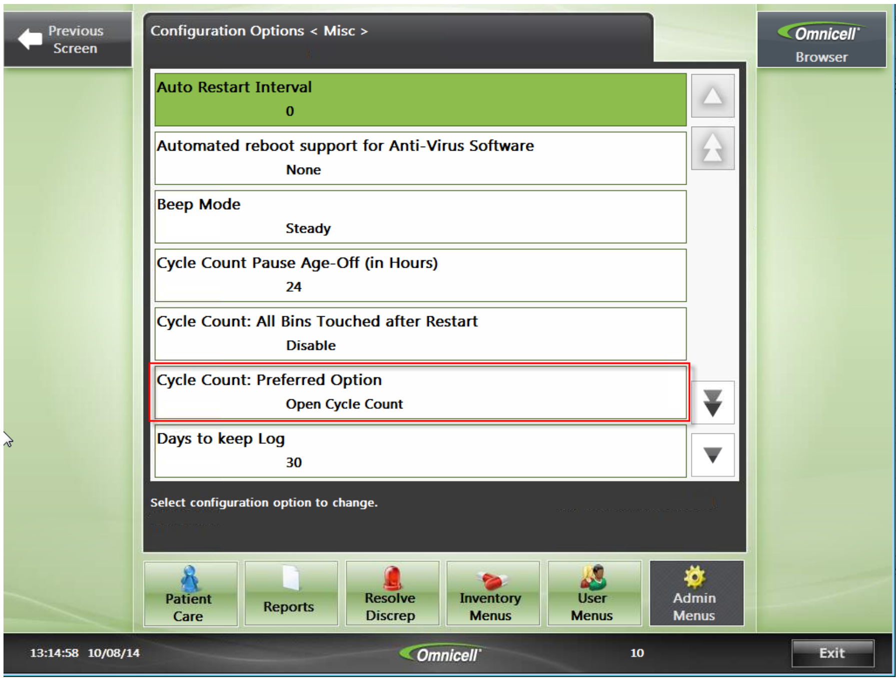
The default setting for touched status is "not touched". This means if a user selects guided cycle count for items with touched status after a cabinet upgrade, no items will be eligible for count. The user must select to count untouched items, so all items will be eligible for cycle count.

Set Preferred Cycle Count to Guided Cycle Count

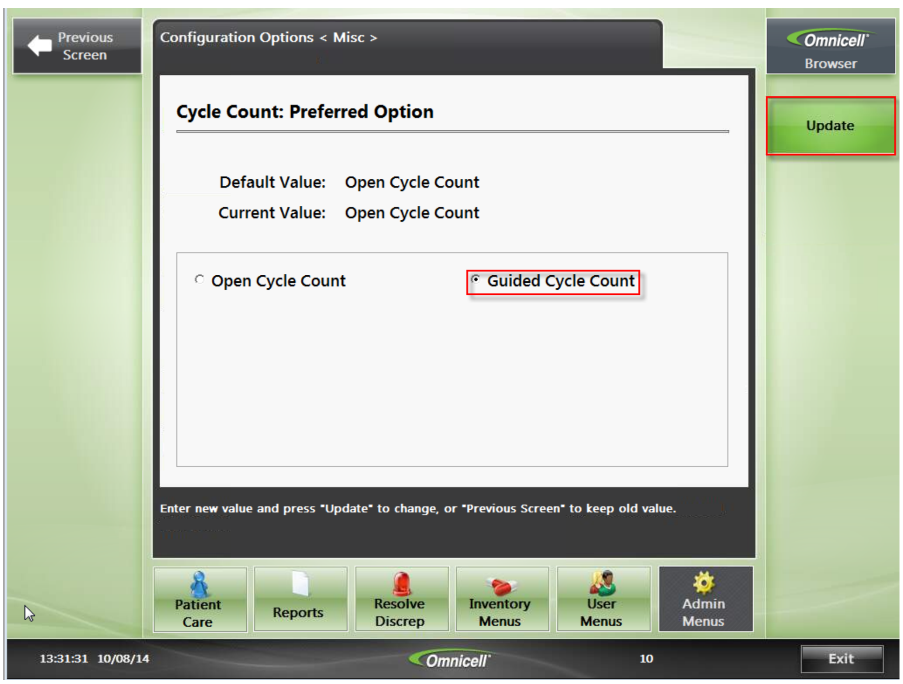
By default, preferred cycle count is set to Open Cycle Count, previously called Normal Cycle Count, which enables you to count items by drawers and bins. Use these steps to set the default to Guided Cycle Count.

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**.

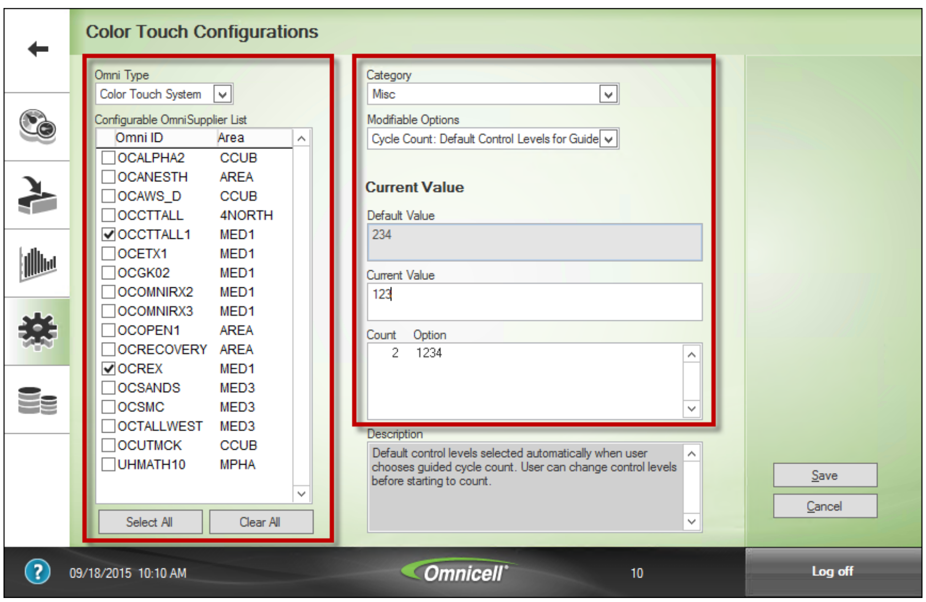


Set Up Default Control Levels for Guided Cycle Count on Multiple Cabinets

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.



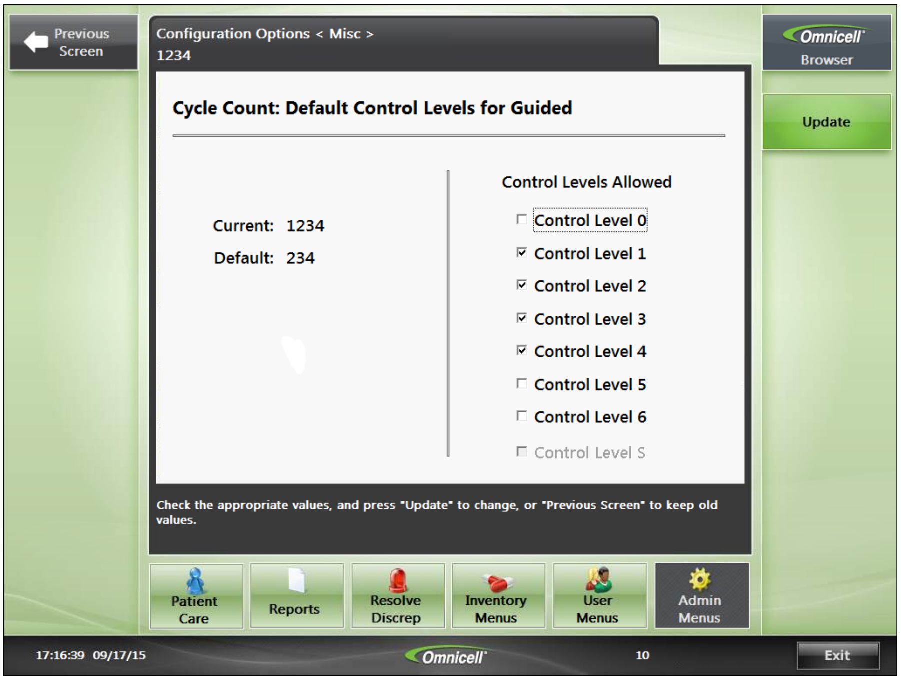
3. Click **Save**.

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.



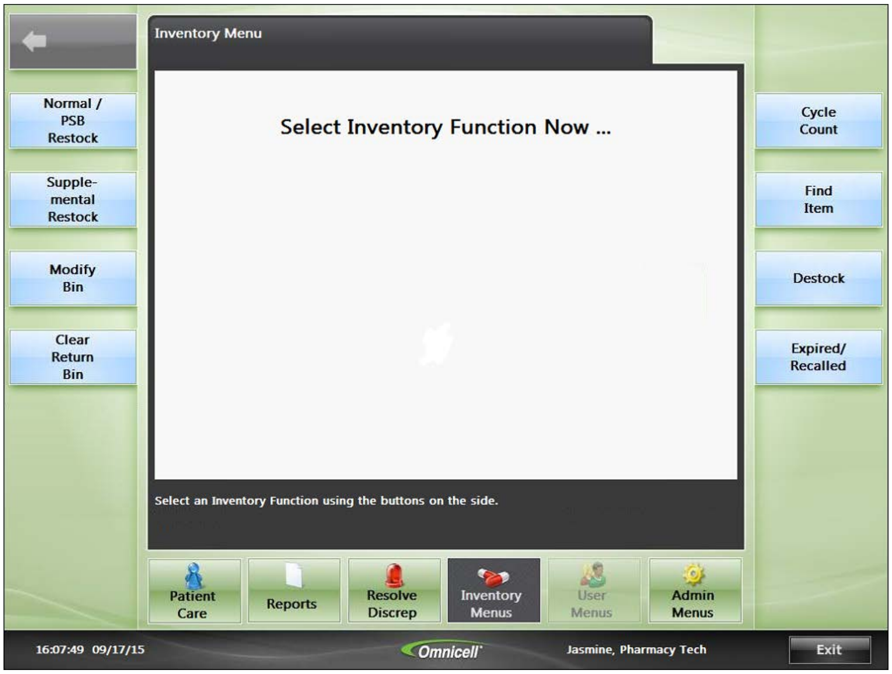
6. Press **Update**.

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.

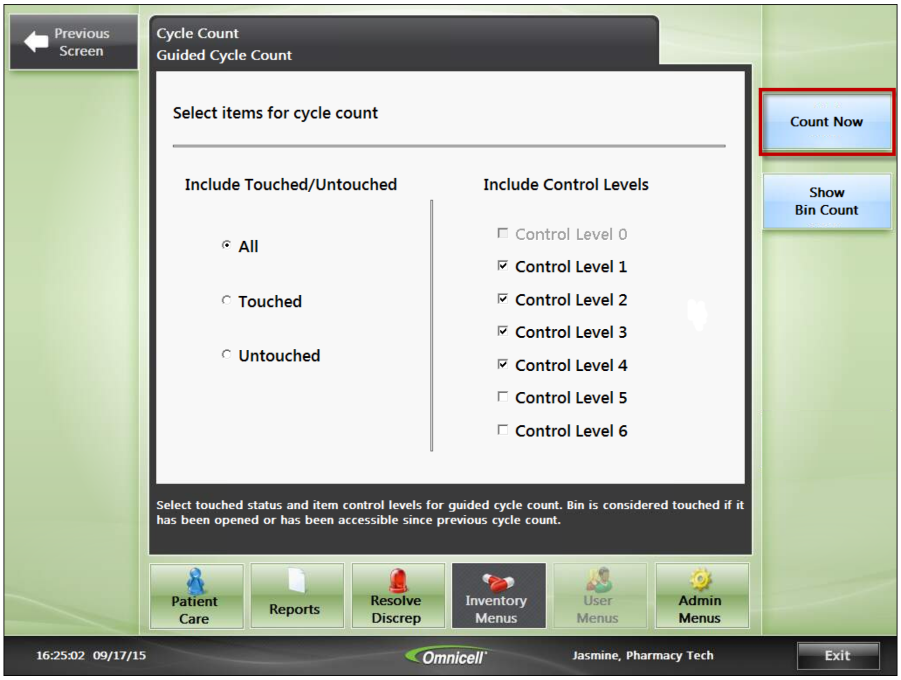
4. Select the items to cycle count.

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**.



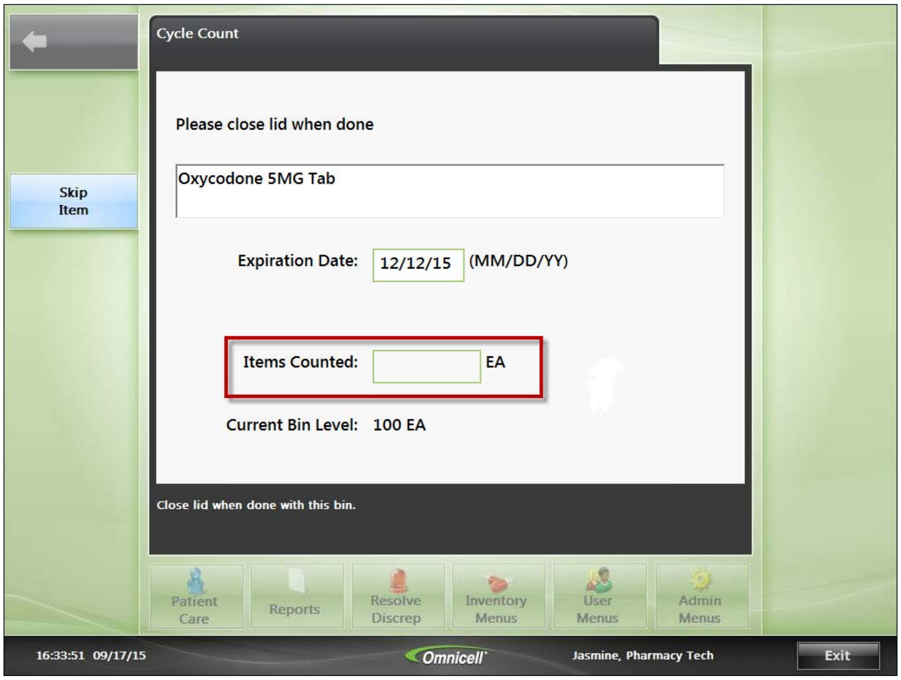
6. Follow guiding lights to access each item.

   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.

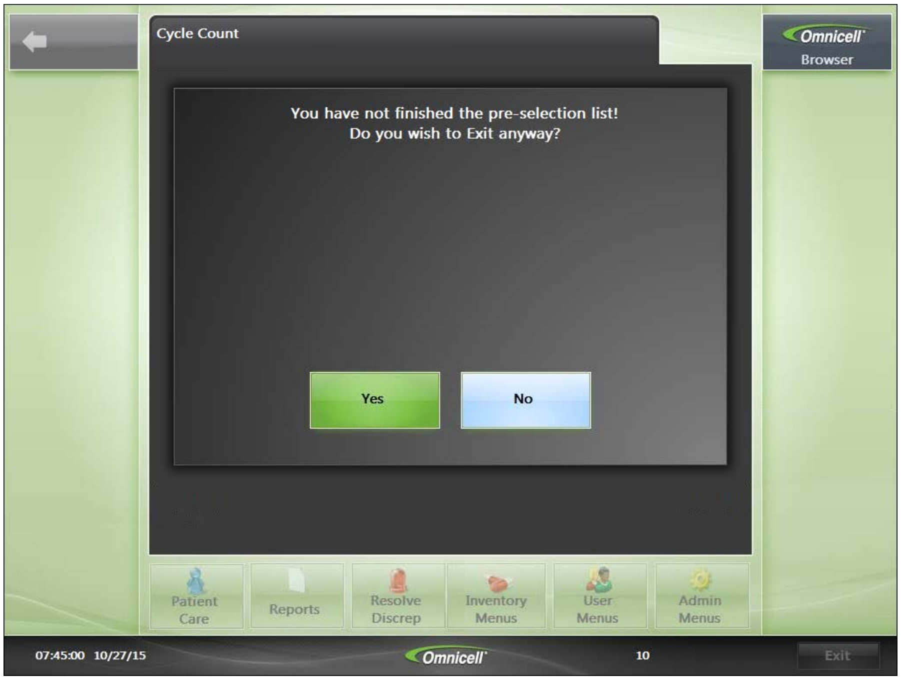
10. Open the next lighted bin. When all bins in the drawer are counted, close the drawer.
11. Continue until all items are counted.

Pause Guided Cycle Count

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

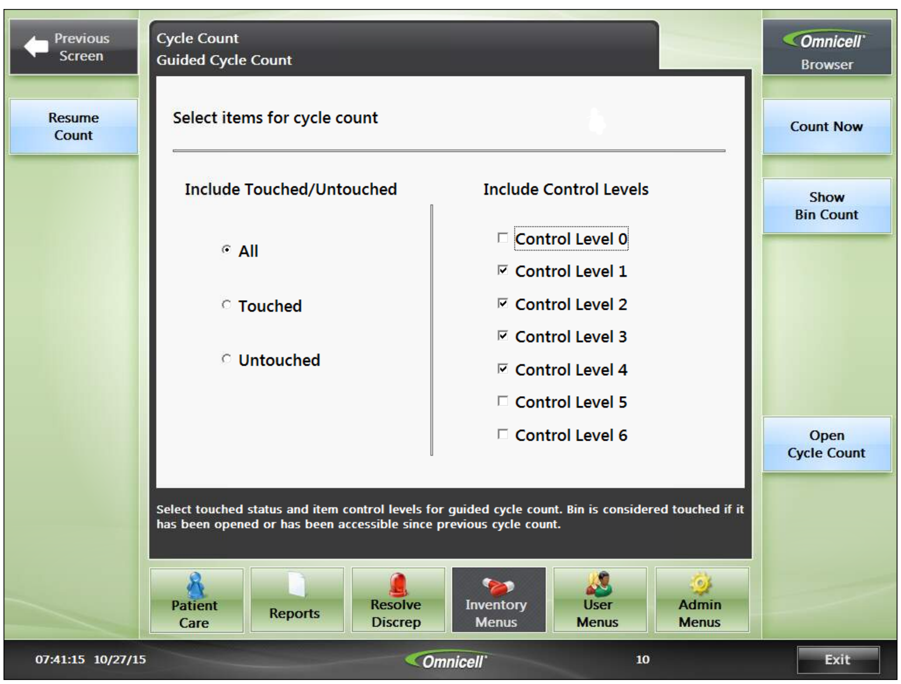
Only the user who pauses a cycle count can resume the cycle count.

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.



Cycle Count Stocked Items

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. Open the desired drawer to count or open door to count items on shelves.

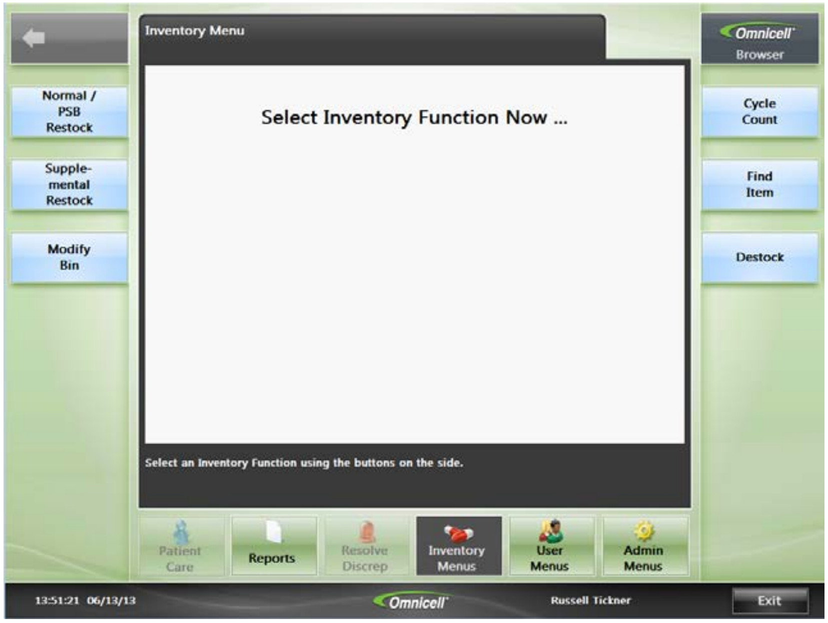
4. Enter the current count for the item.
5. Edit or enter the expiration date for the item, if requested. Press **OK**.
6. Continue until all items have been counted.
7. If necessary, press **Flash Un-counted Bins** to identify bins that you have not counted yet.

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

Cycle Count Specific Item

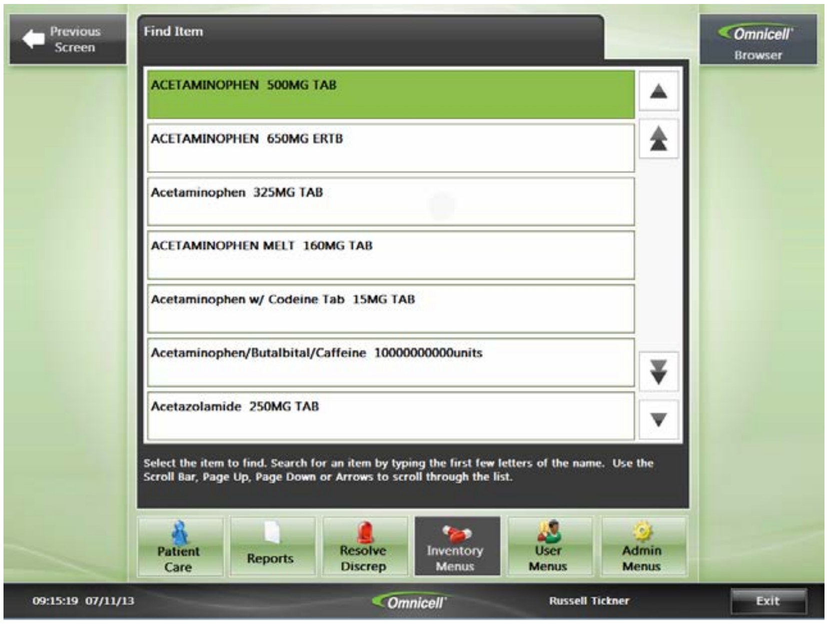
Use this task to locate a specific item to count. A witness may be required.

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**.

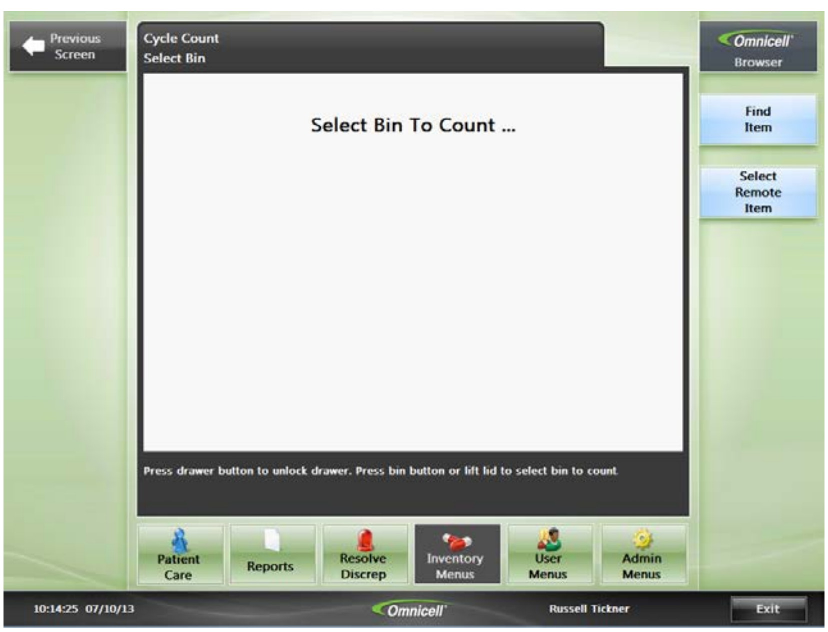
7. Close bin and drawer.

Count Remote Items

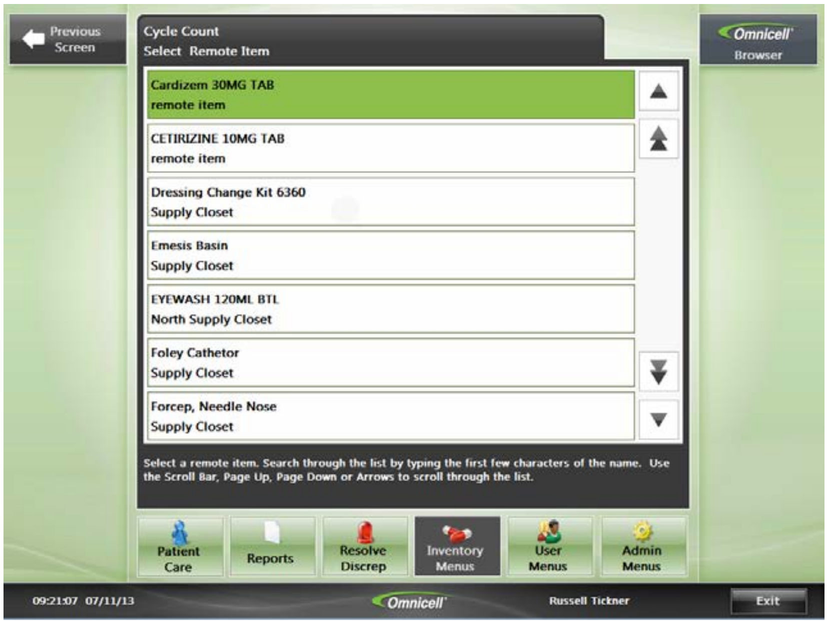
Use this task to count items stocked remotely. A witness may be required.

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

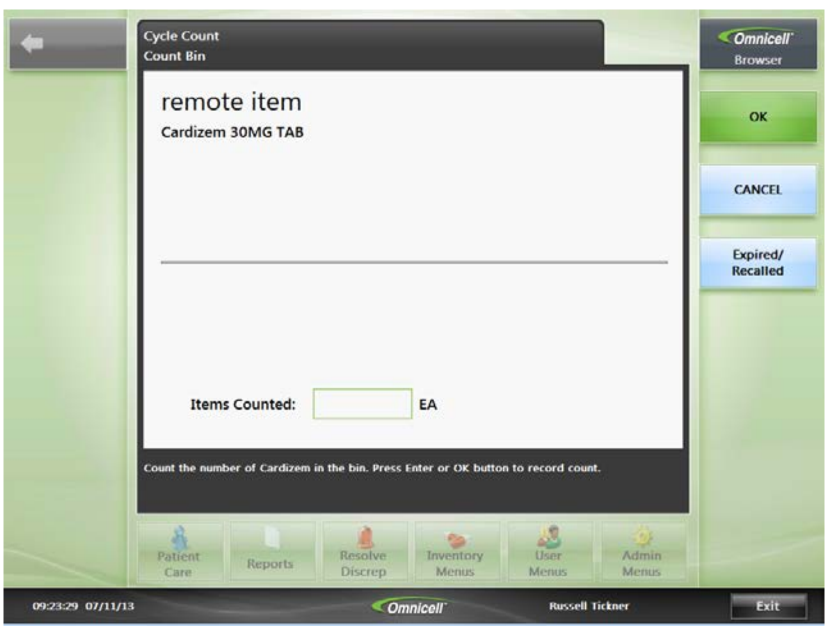
3. Press **Select Remote Item**.



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.

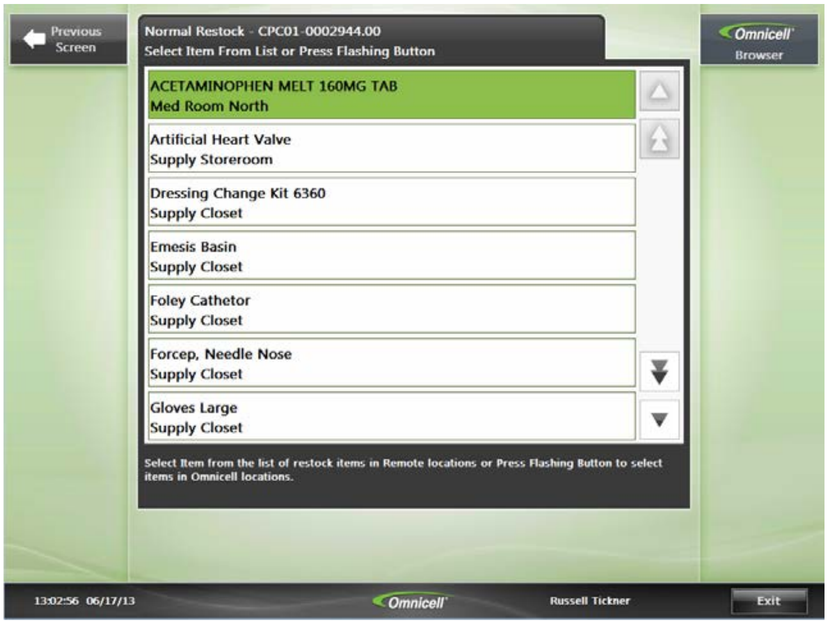
Normal restock has the following configurations:

- 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.

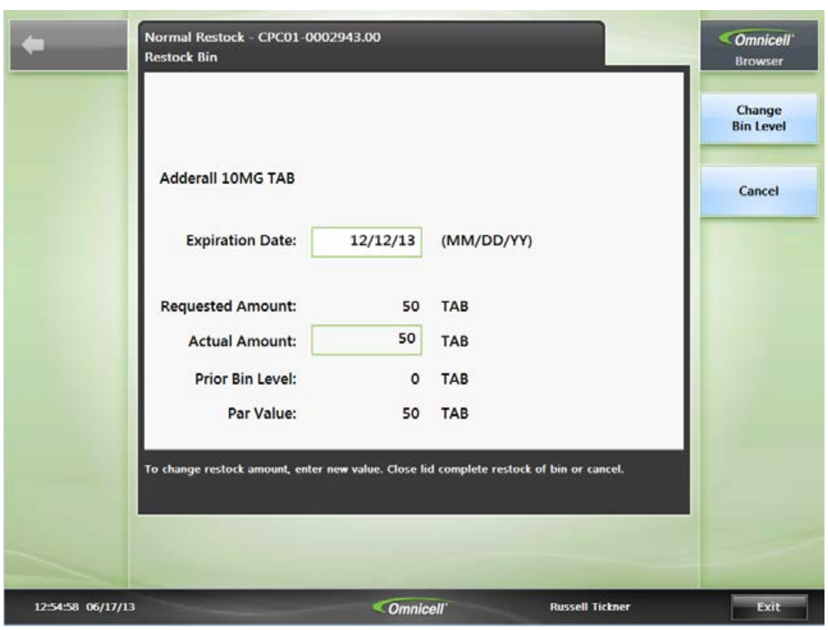
1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Normal Restock** (or **Normal/PSB Restock** depending on how the cabinet is set up).

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

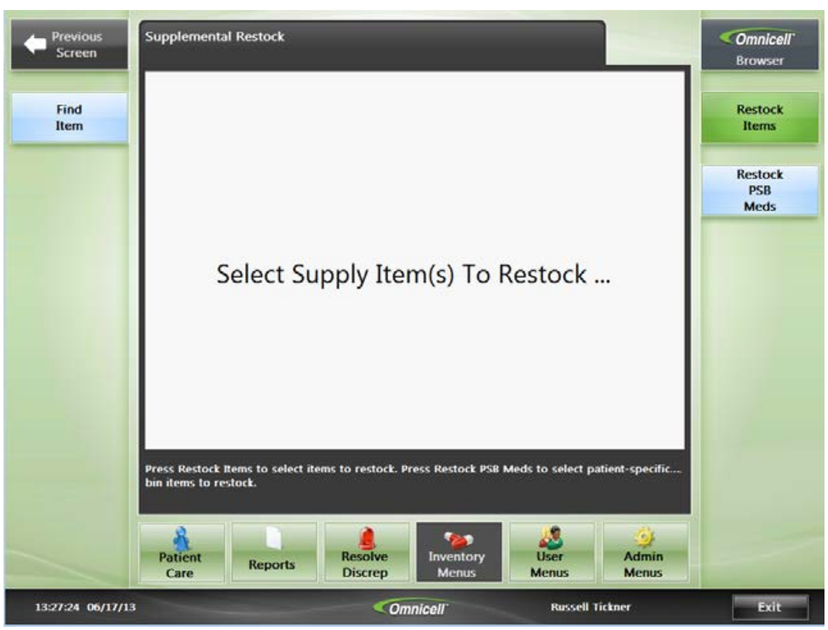
Replenish items in the cabinet in between scheduled restocks as needed.

Supplemental restock has the following configuration:

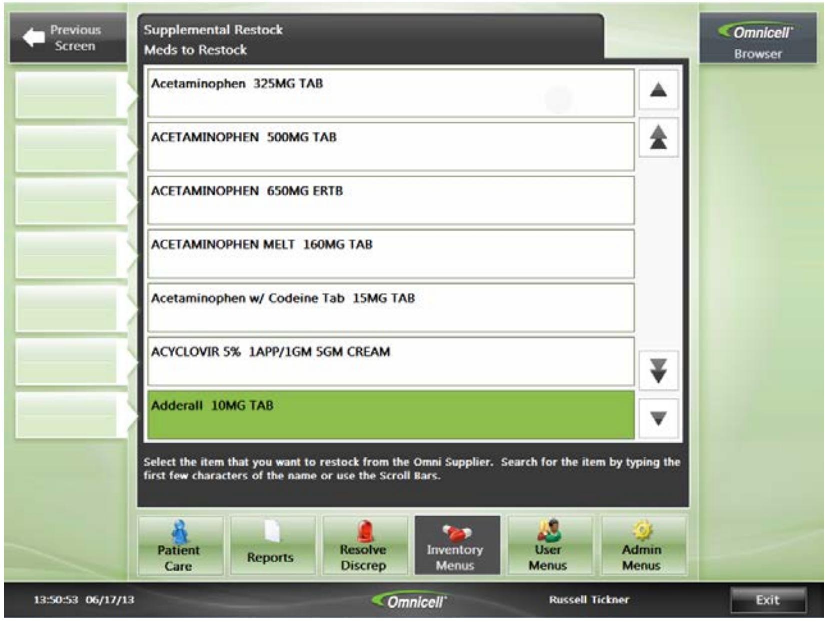
- To disable entry of the restock quantity or the expiration date with the scanner, at the cabinet Administration menu select **Omni Config** > **Hardware** > **Scanner/Keyboard** > **Identify Input Device** > **Enable**. Keyboard entry of quantity and expiration date will be required when this configuration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

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

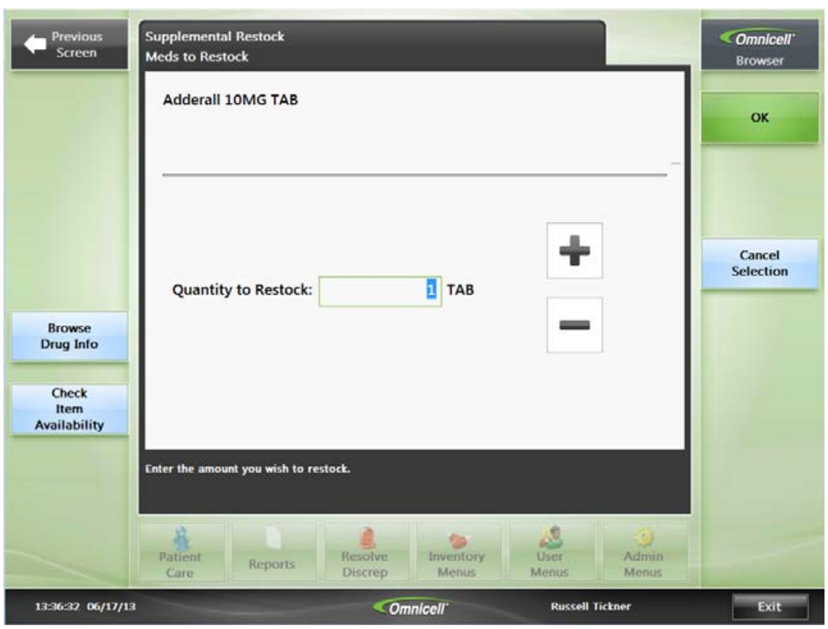
3. Press **Restock Meds**, if prompted. The button could also read **Restock Items**. Depending on the cabinet setup, you may be directed to the item list screen automatically (next step).



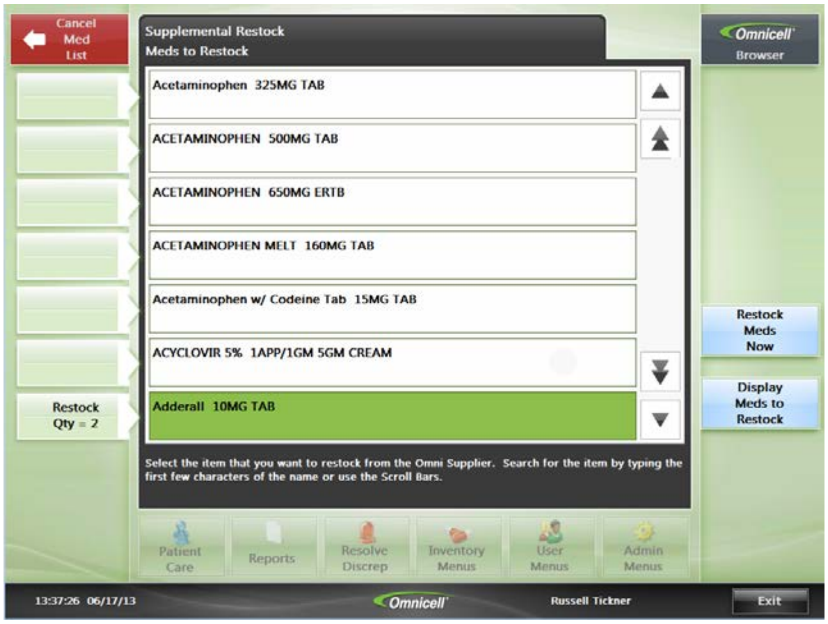
4. Select the desired item to restock from the list on screen.



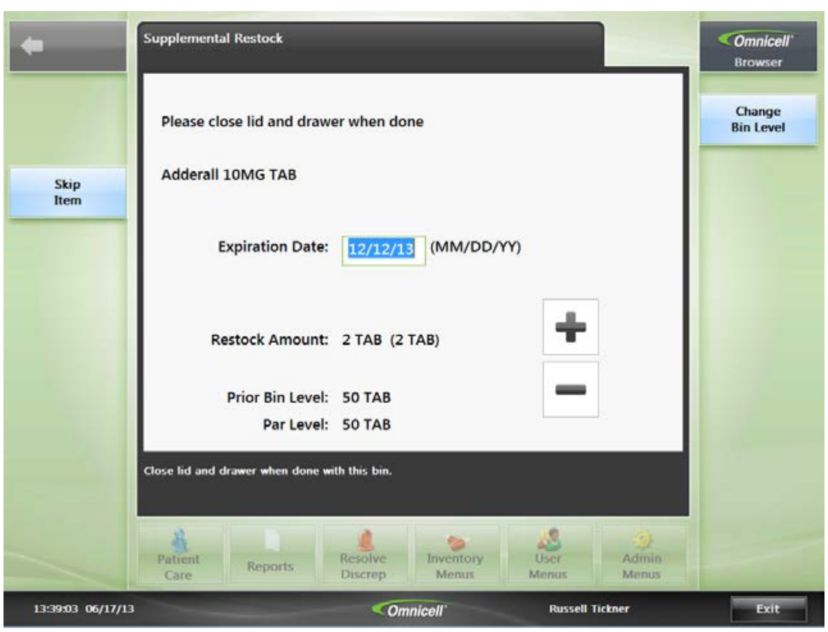
5. Enter quantity to restock. Press **OK**.



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.



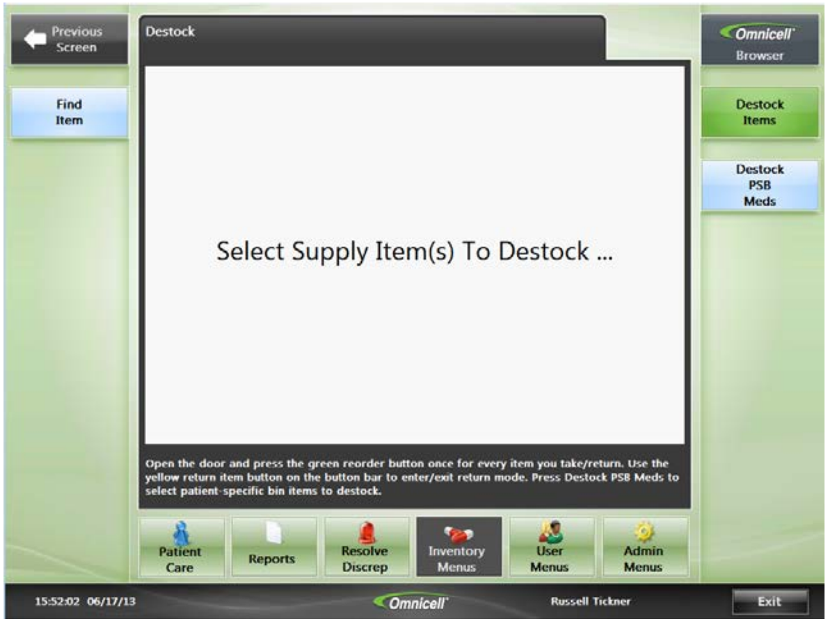
12. Close bin and drawer.

Destock Items

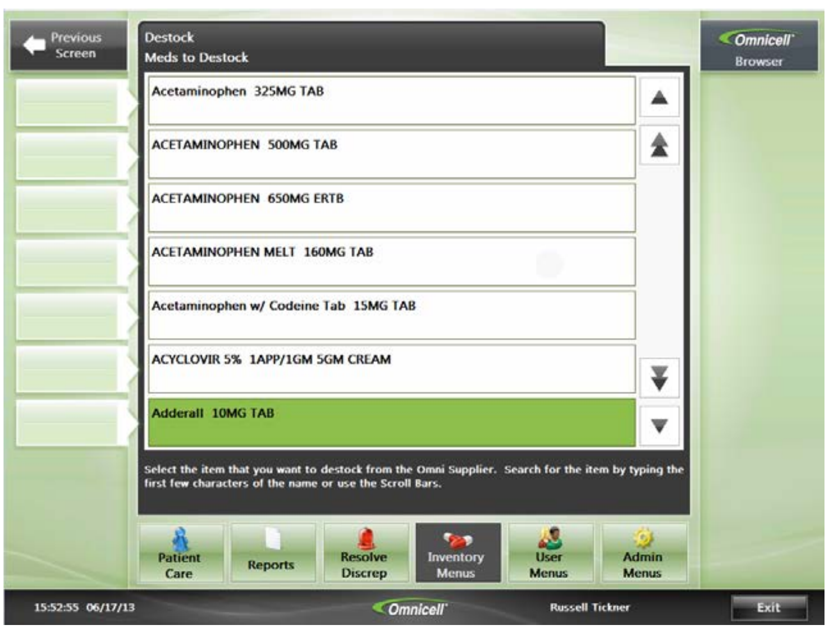
Destock items from the cabinet, either to return to pharmacy or to restock another cabinet. The bin will remain assigned to the item, even if it is completely destocked. To change the bin assignment, you must unassign or replace the item.

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).

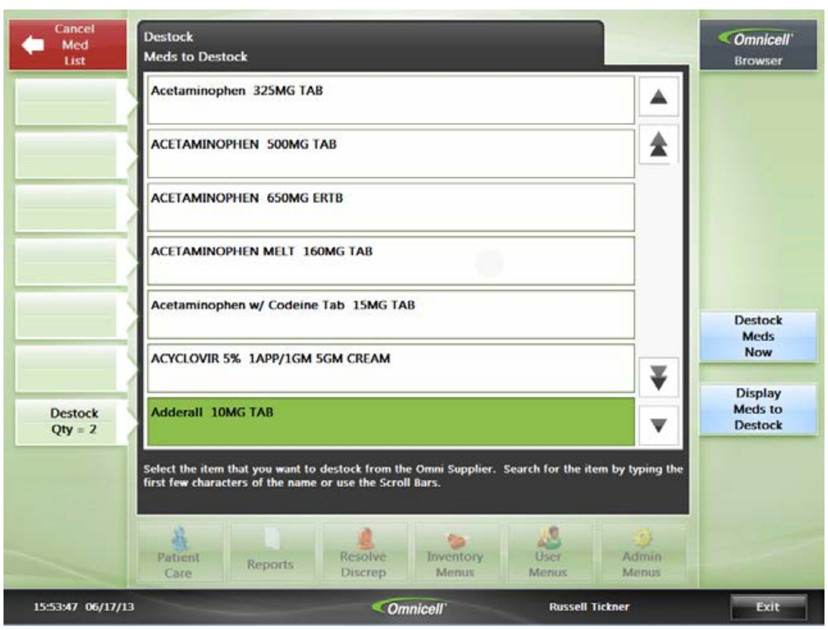


4. Select the desired item to restock from the list on screen.



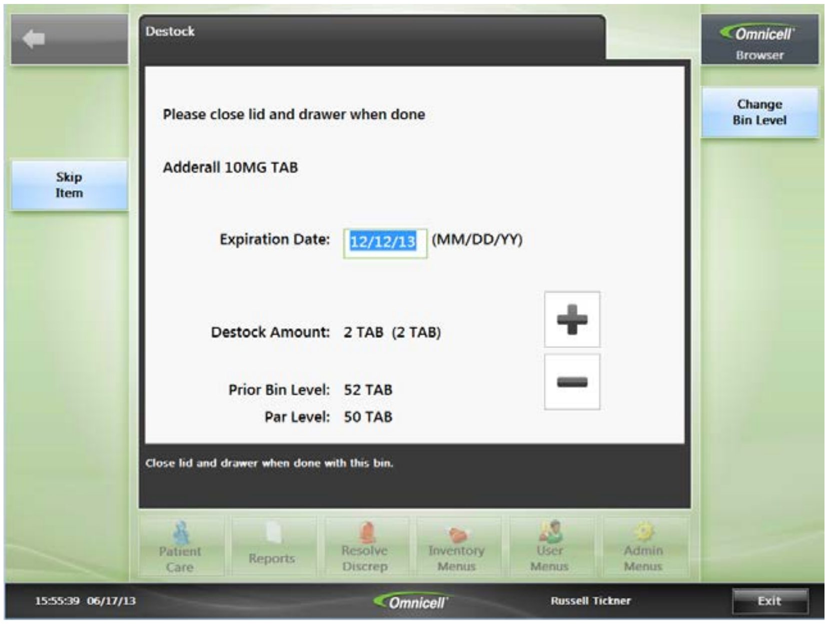
5. Enter quantity to destock. Press **OK**.

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.

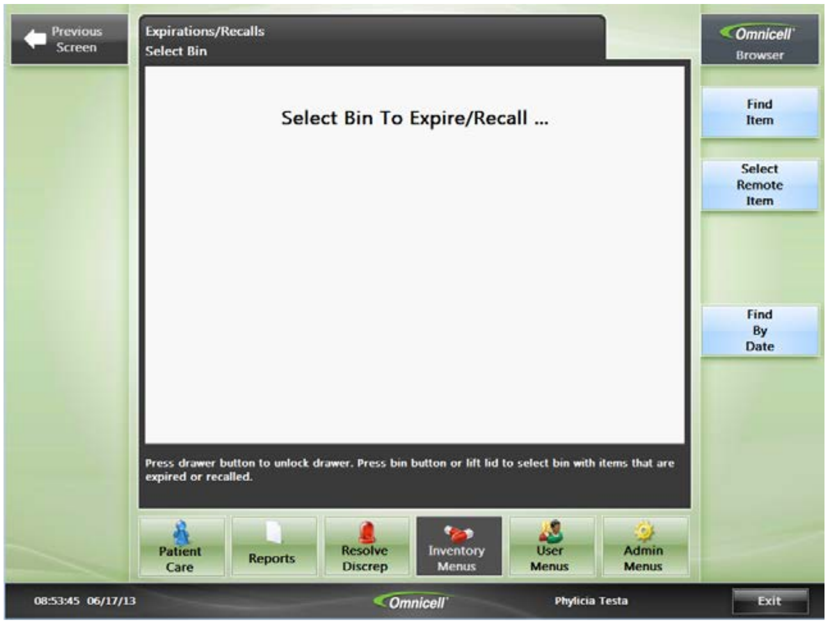


12. Close bin and drawer.

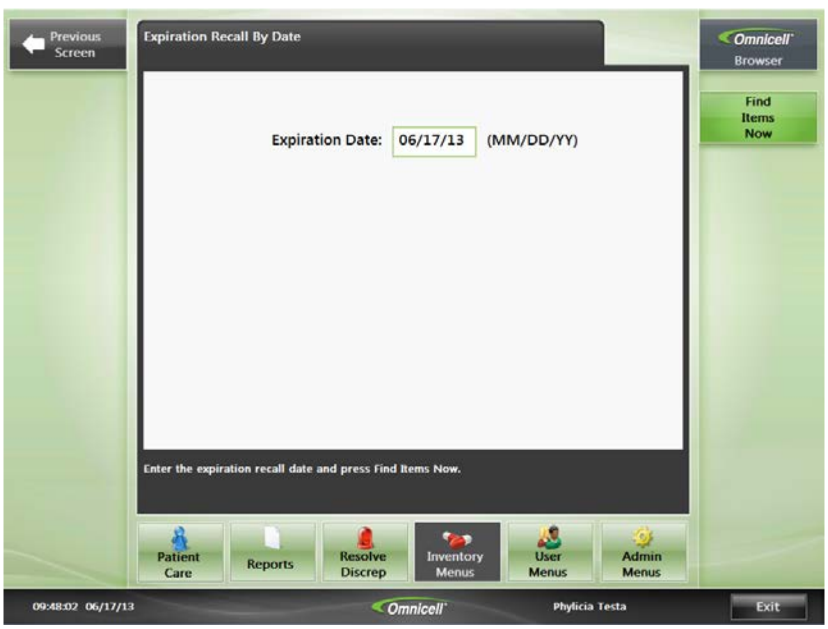
Find and Remove Expired Items

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.

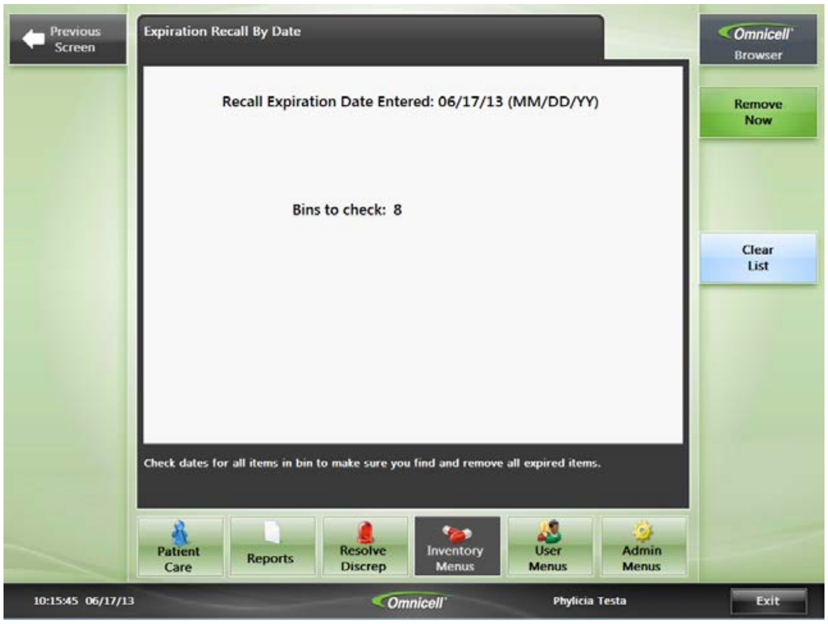
1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Expired/Recalled**.
3. Press **Find By Date**.



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

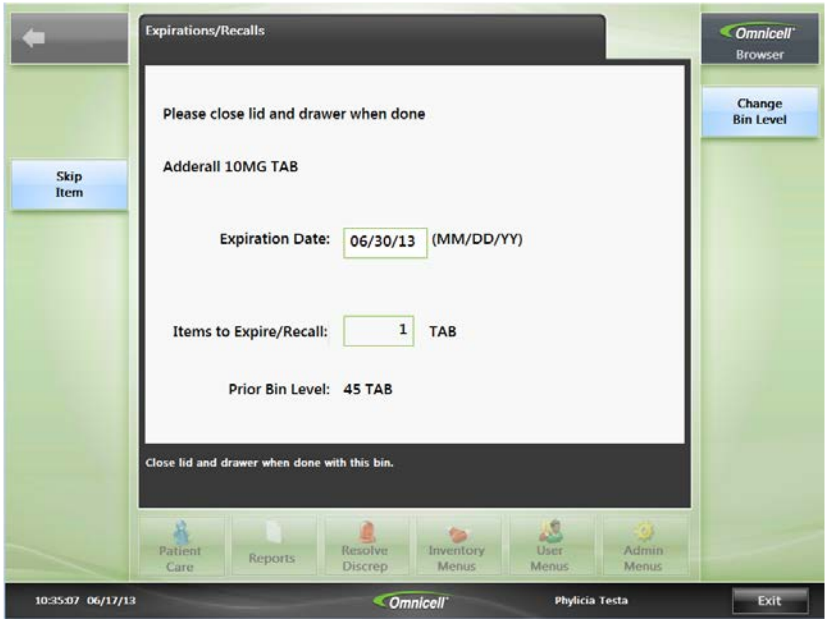


5. Press **Remove Now**. The *Bins to check* number indicates the number of bins you will need to access to pull all expired items found in the search.



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

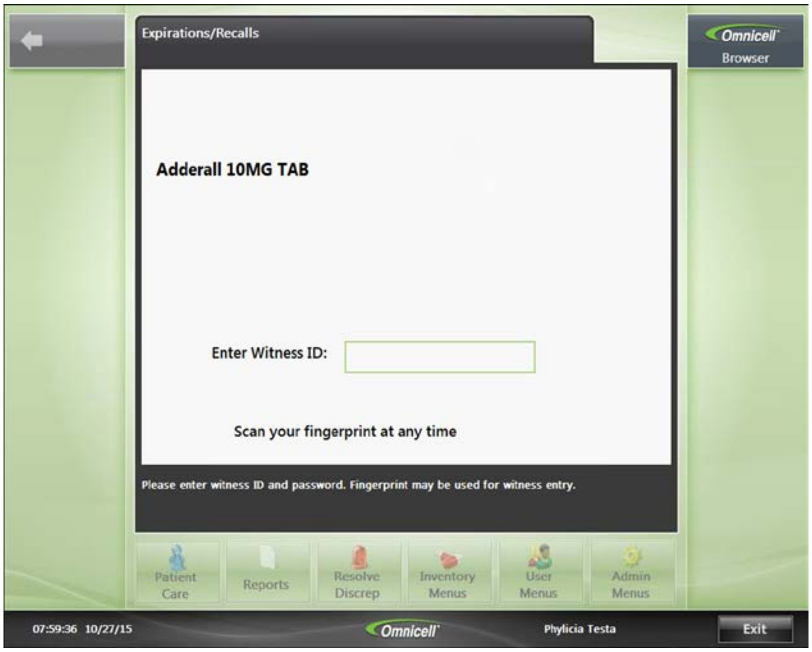
Use this task to remove items that have expired or those you need to recall. Items stocked in the cabinet should be checked periodically for expired dates. Follow health care facility policy and procedure.

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

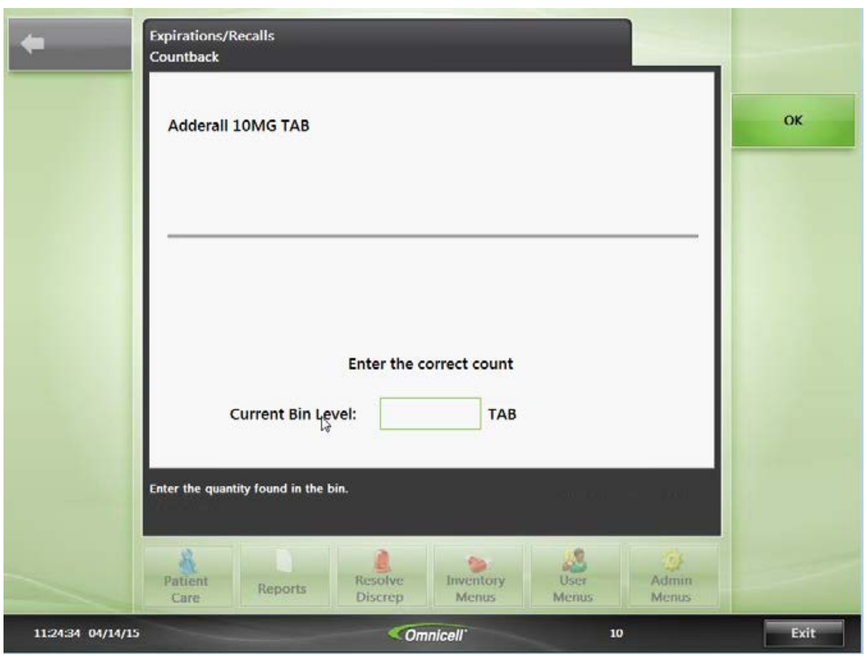
1. From the *Main Menu*, press **Inventory Menus**.
2. Press **Expired/Recalled**.

3. Open the drawer 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.

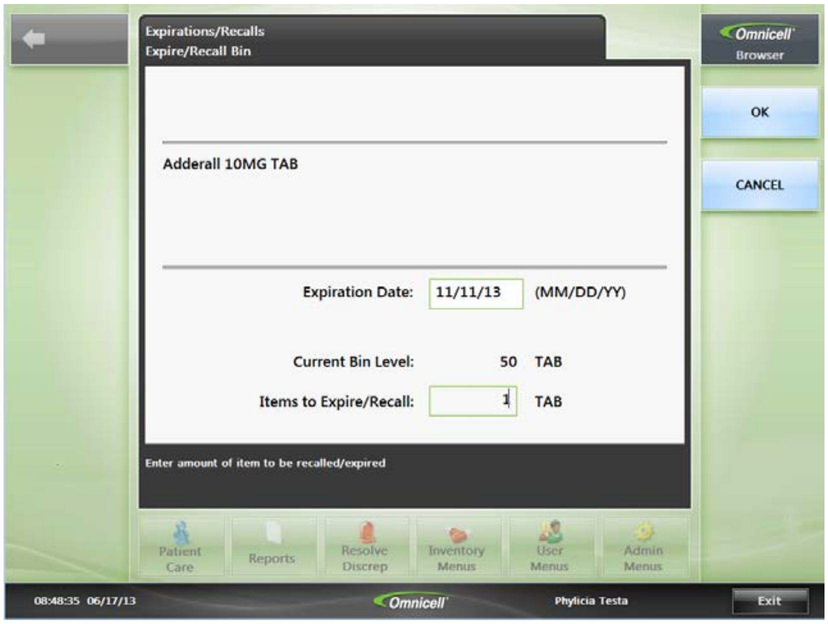
4. Have your witness enter their user ID and password, if prompted.



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 either the internal or external return bins.

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

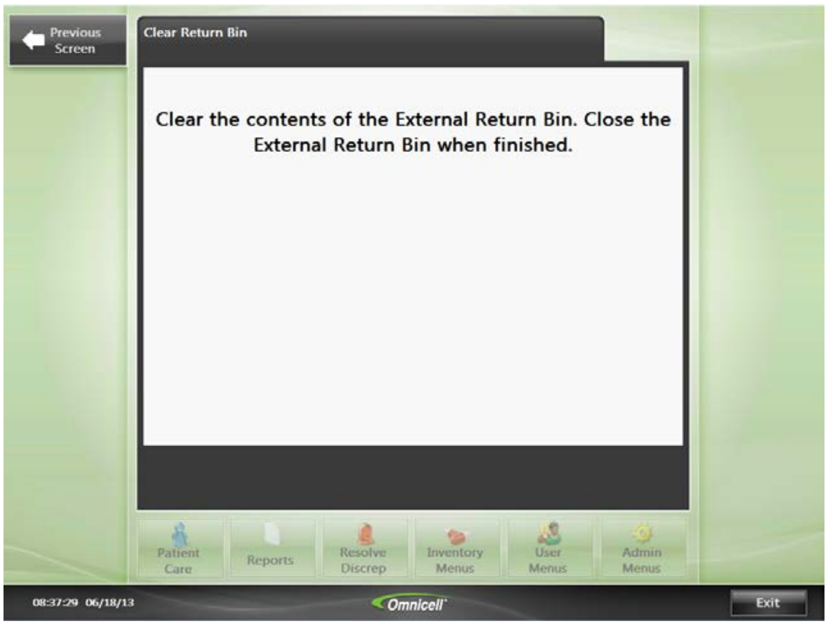
Access Key (#2204):	You must have an access key to open the return bin.
External Bin Manual Override Key (#2202):	This key is used with the access key and allows you to open the return bin when the software does not allow access. Manual override for an internal return bin involves a manual override on 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.

The G4 model external return bin is used with the XT Anesthesia Workstation. Access and override key part numbers provided are for the G4 external 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.

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.

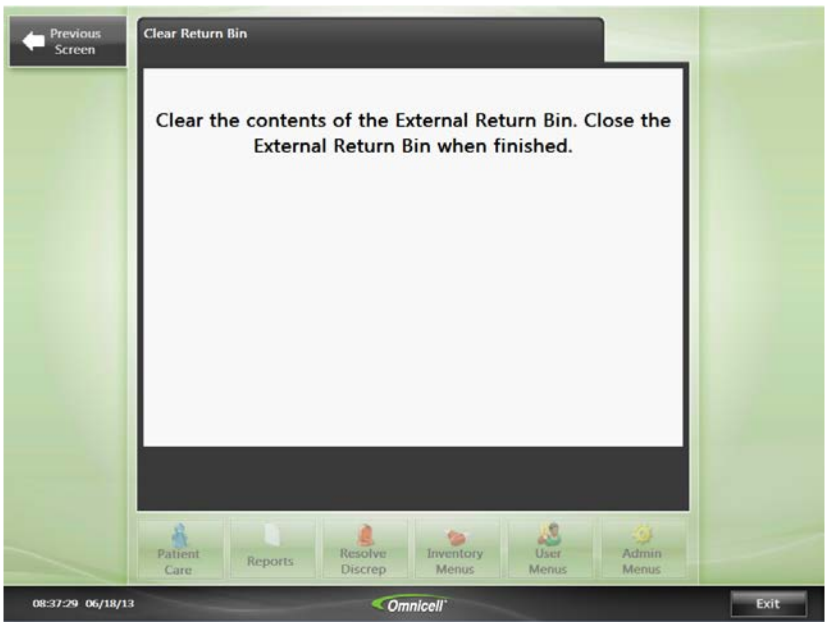
Audit Return Bin

Use this task to reconcile items found in the return bin (external or internal) 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.

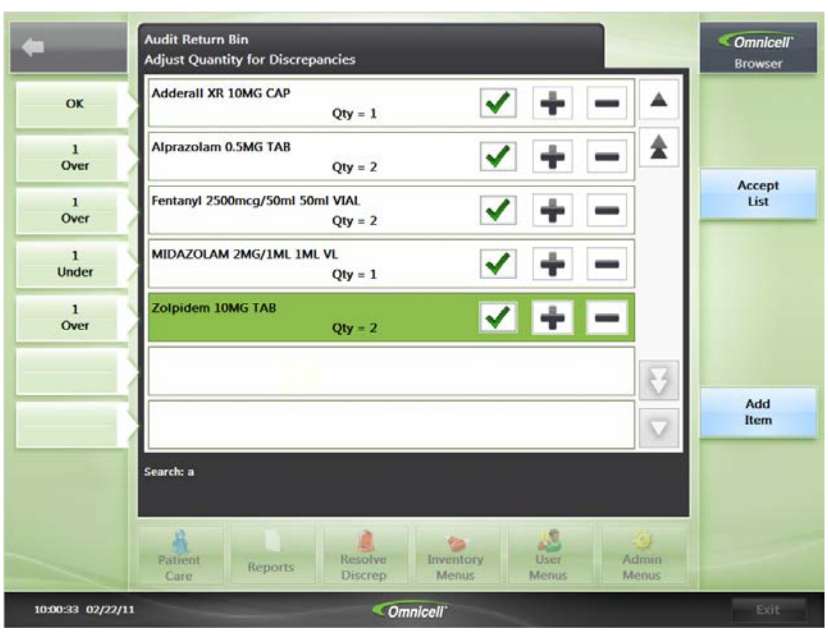


3. Unlock the bin with the access keys.

   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.

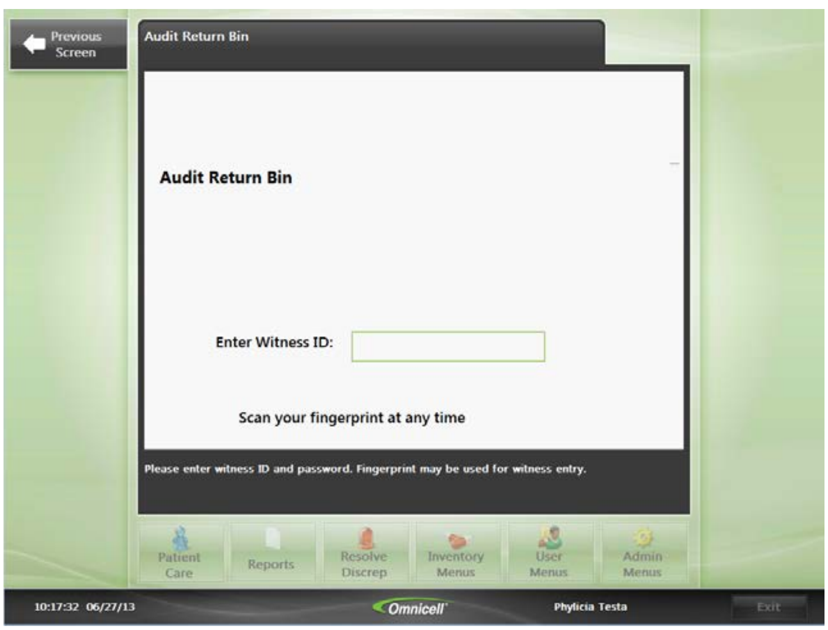
   The item will remain in the list with an adjusted quantity of 0 and an Under quantity listed in the left-hand column.

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.

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.

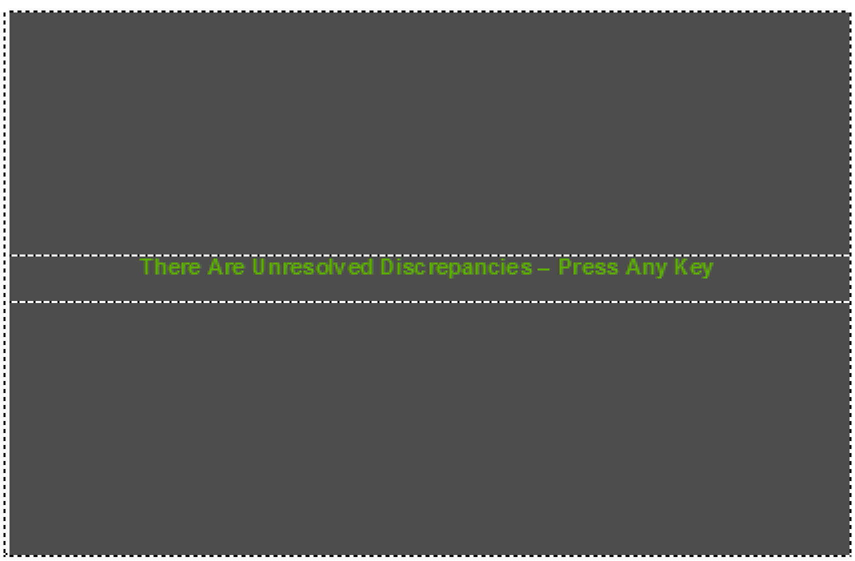
A discrepancy receipt prints as soon as a discrepancy is triggered (if configured). You may need to give this receipt to a nurse manager or to Pharmacy.


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

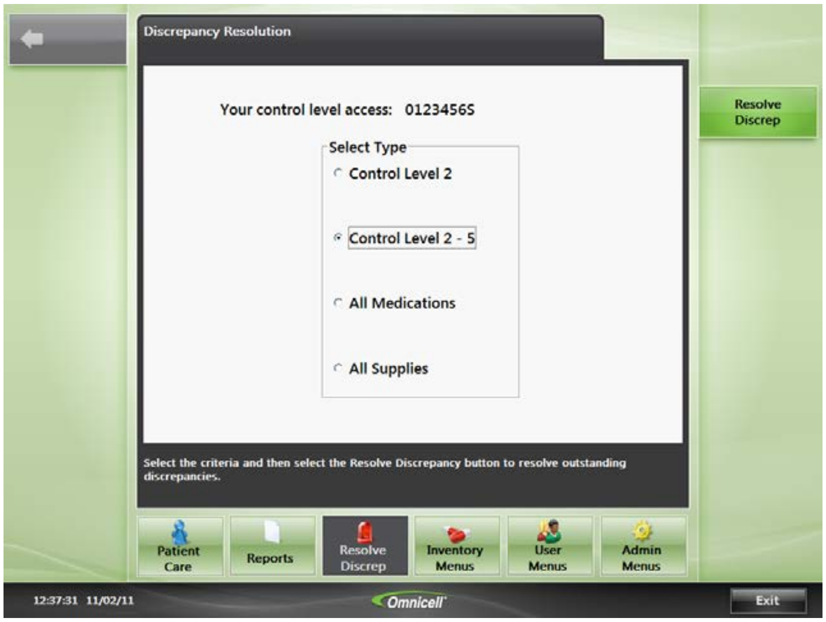
The Discrepancy by User report provides information to help you determine why the discrepancy occurred.

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.

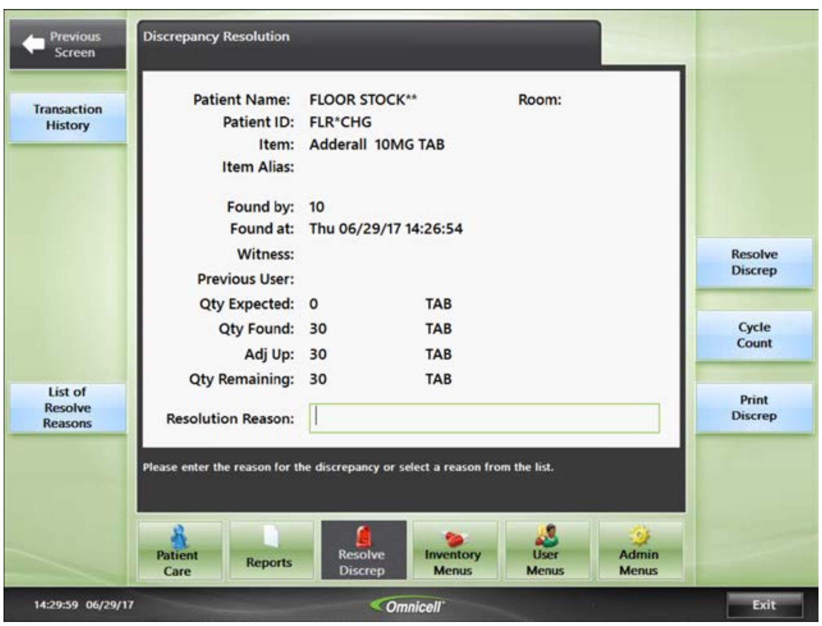
How to Resolve Discrepancies

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**.

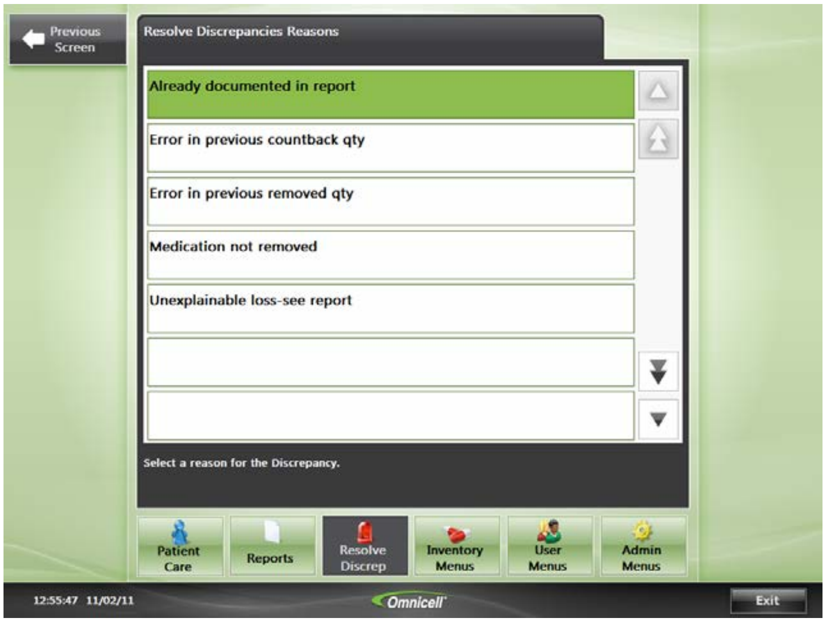


5. Press **Resolve Discrep**.
6. If there is more than one discrepancy, you can use the **Next** and **Last** buttons to find a discrepancy.
   In the discrepancy resolution workflow you can view the **Transaction History** of an item to investigate the discrepancy, and verify the discrepancy with **Cycle Count**.

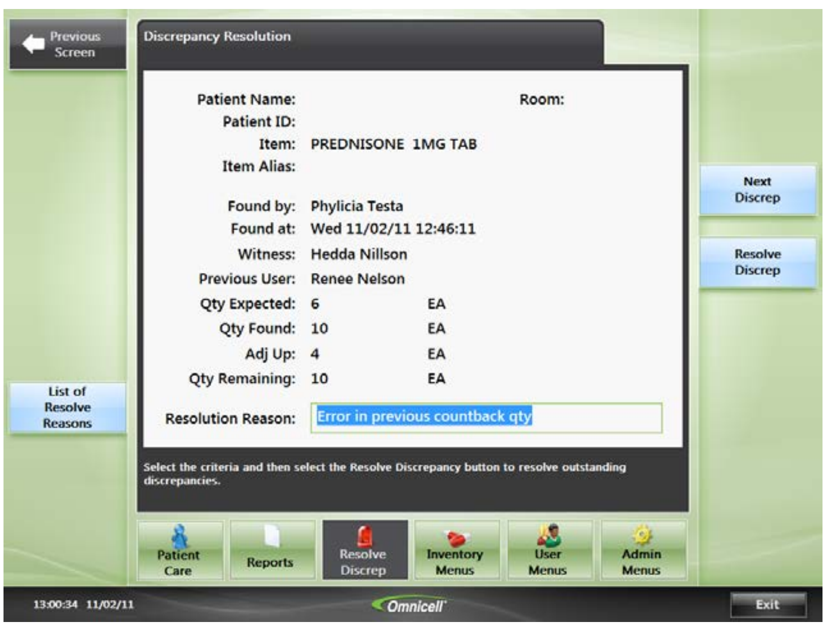


7. Enter a resolution reason. Press **List of Resolve Reasons** to select one from the list.

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 "Cycle Count Stocked Items", 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").

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

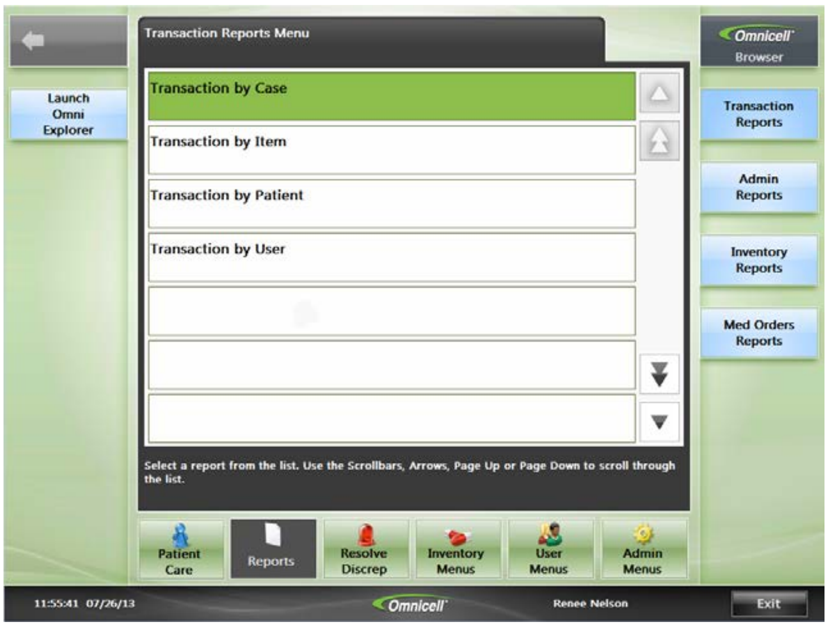
Med Order Activity:	To list the med order activity on this cabinet.
Med Order Override:	To list the med orders that have been overridden on this cabinet.
Med Order Expire:	To list the expired med orders on this cabinet.

Generate 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.

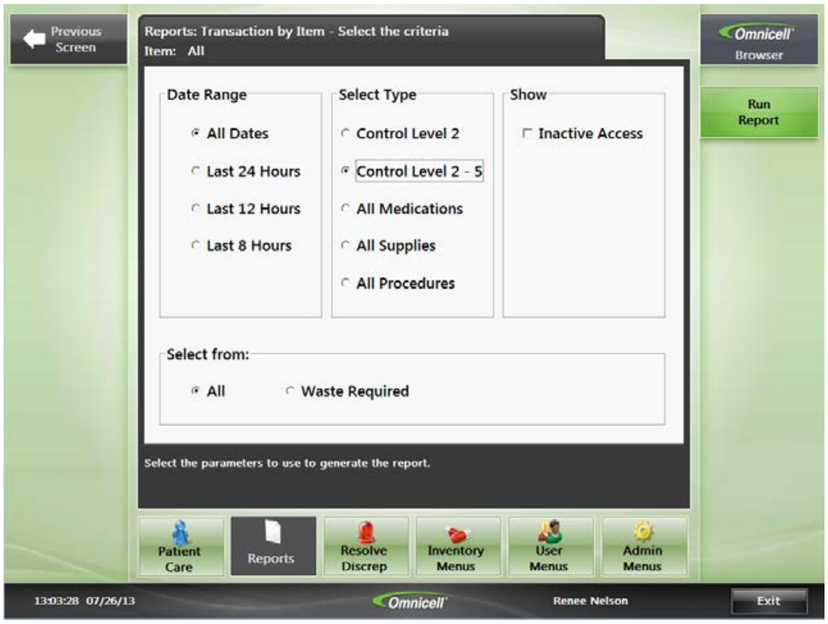
1. From the *Main Menu*, press **Reports**.
2. Select the desired report category, then select the desired report from the list.

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

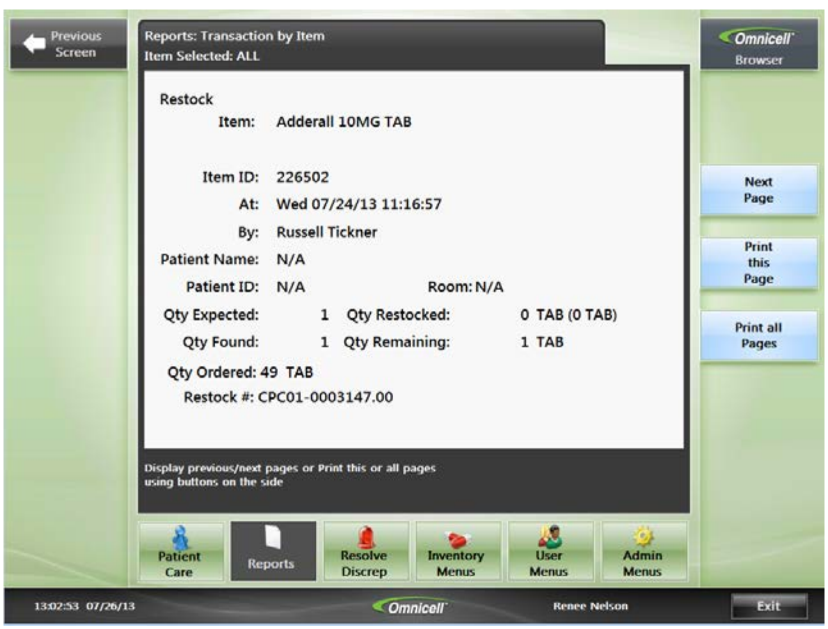


3. Select to produce all or one of a specific report topic, if prompted.

   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.	

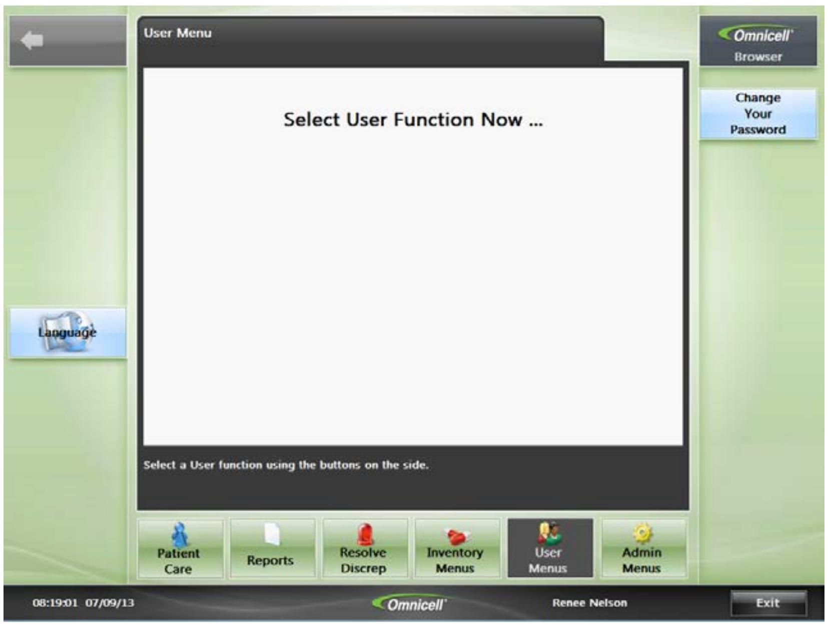
Administration

Change Your Password

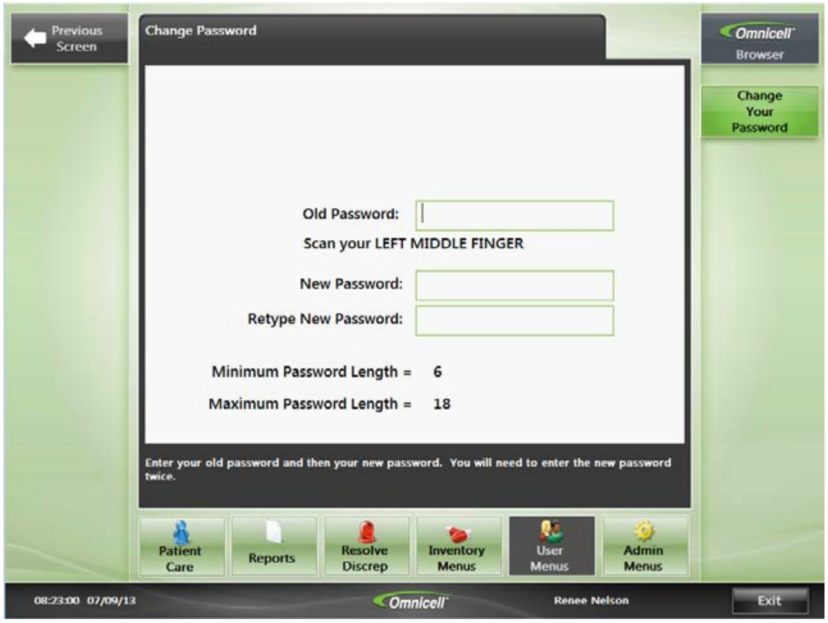
Your facility may require you to change your password periodically.

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**.

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: “~!@#$%^&*()_-+={}[]|\:;”’<>,.?/

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.

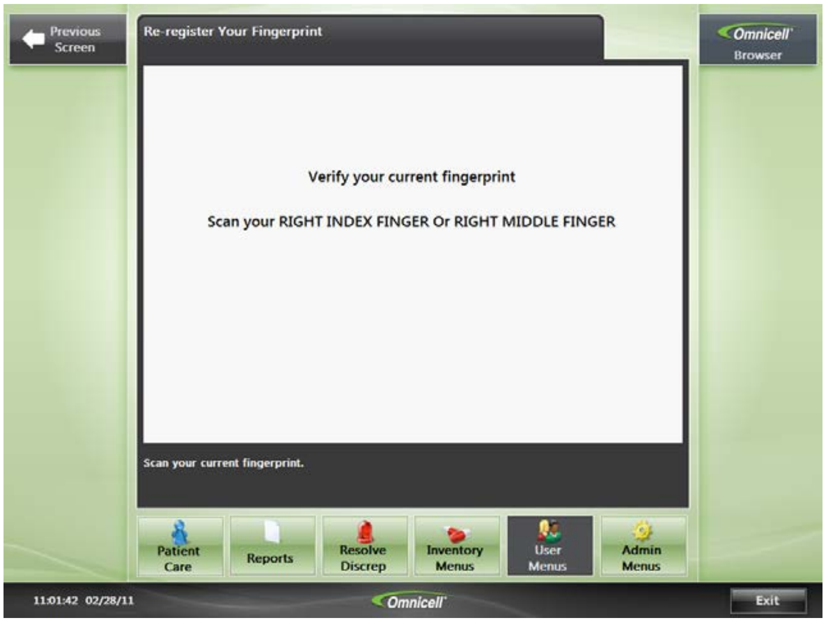
Your facility supports Active Directory

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.

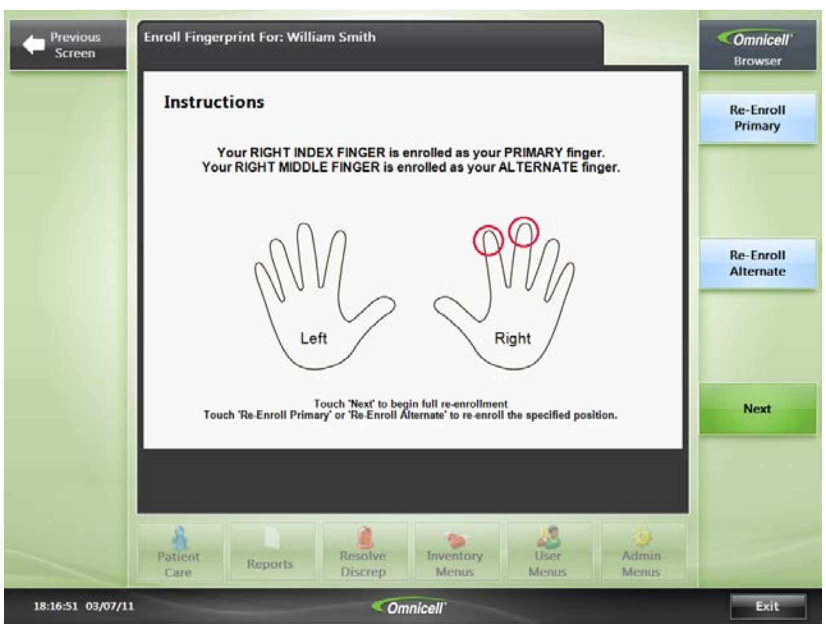
Re-enroll Your Fingerprint

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.

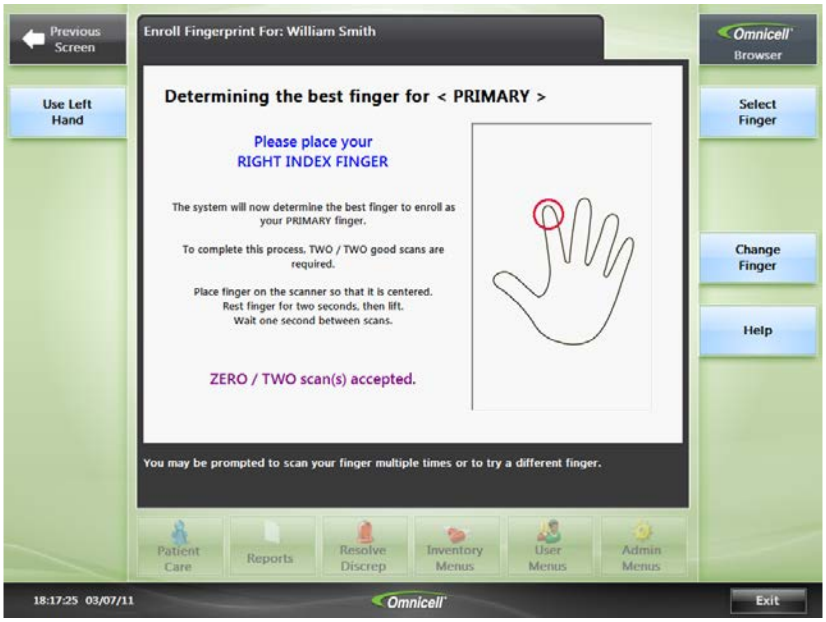


6. Press **Next** to begin re-enrollment of both your primary and alternate fingers. If you need to re-enroll one finger, then press either **Re-Enroll Primary** or **Re-Enroll Alternate**.



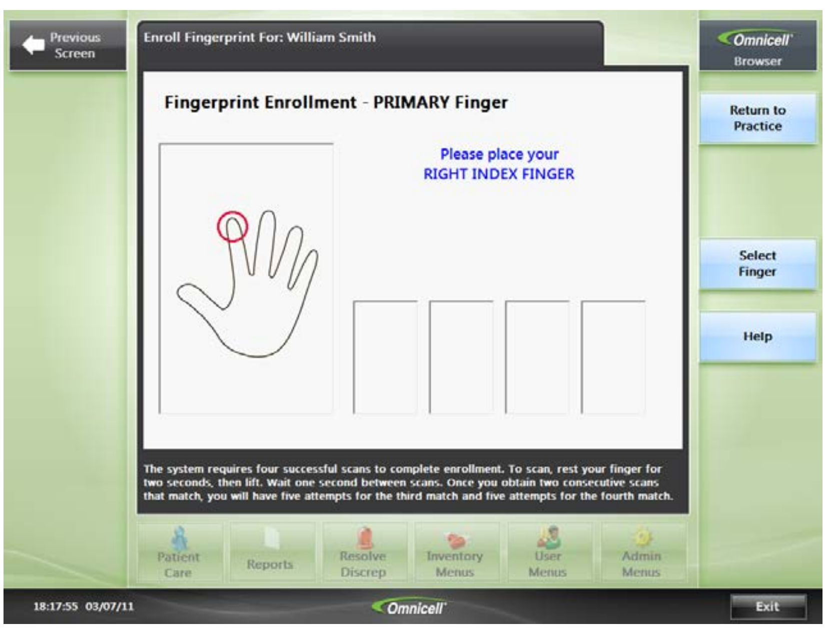
7. Place the requested finger on the sensor and follow the prompts. You must provide two quality scans before you can advance to the enrollment screen.

   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**.

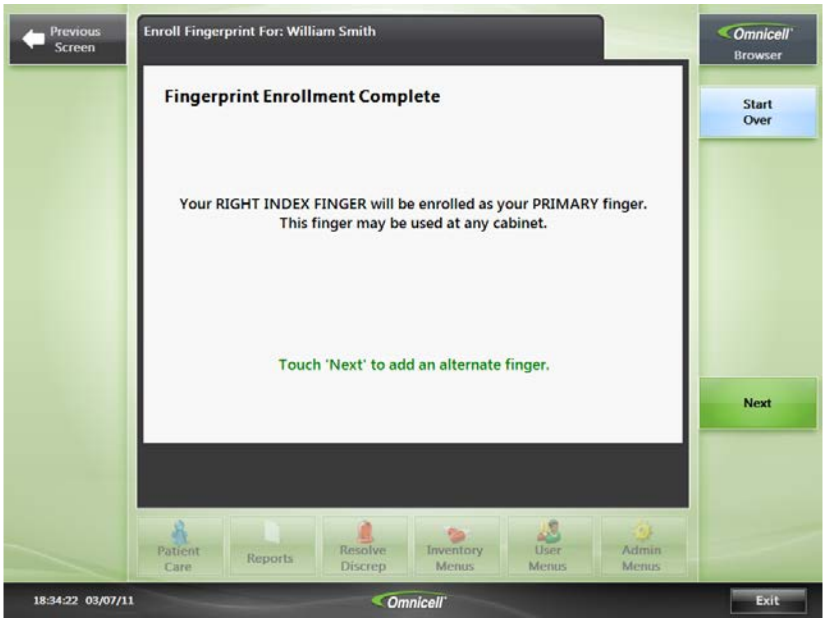


8. Place the requested finger on the sensor and follow the on-screen prompts.

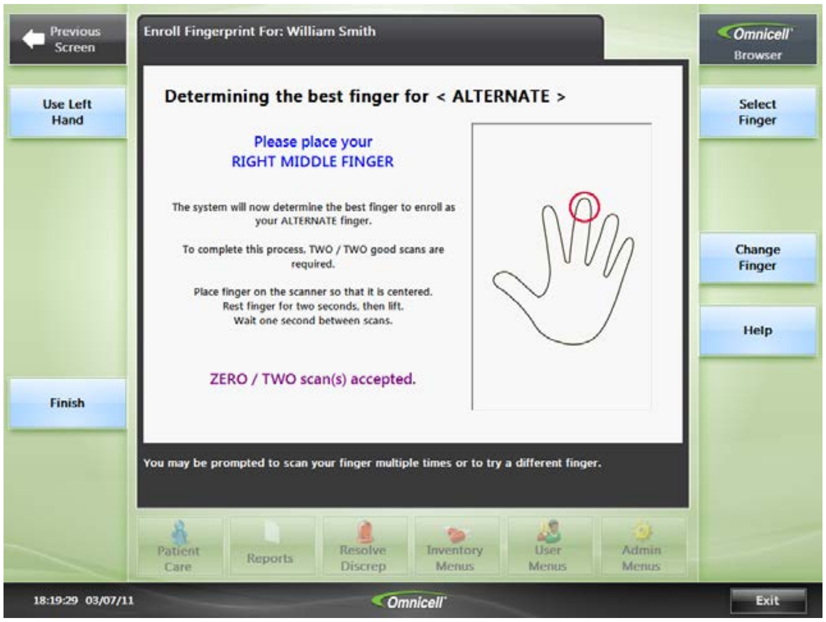
   You will be prompted for the finger that you practiced with. Four enrollment scans are required.



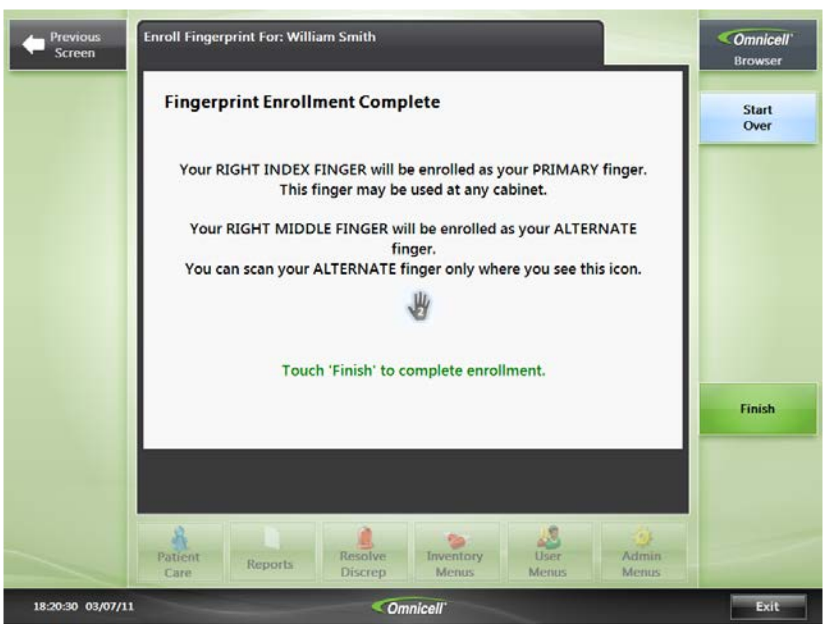
9. Press **Next** to acknowledge enrollment scans. To save and complete enrollment, you must continue to the next screen.



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.

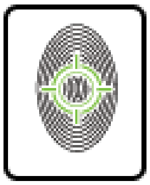
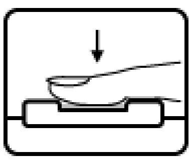


Remember to log on with your User ID and fingerprint scan or User ID and password at the beginning of each shift to get on the Short List. After that, you can log on by scanning your fingerprint only. Do this at each cabinet you use since each cabinet maintains its own Short List.

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.

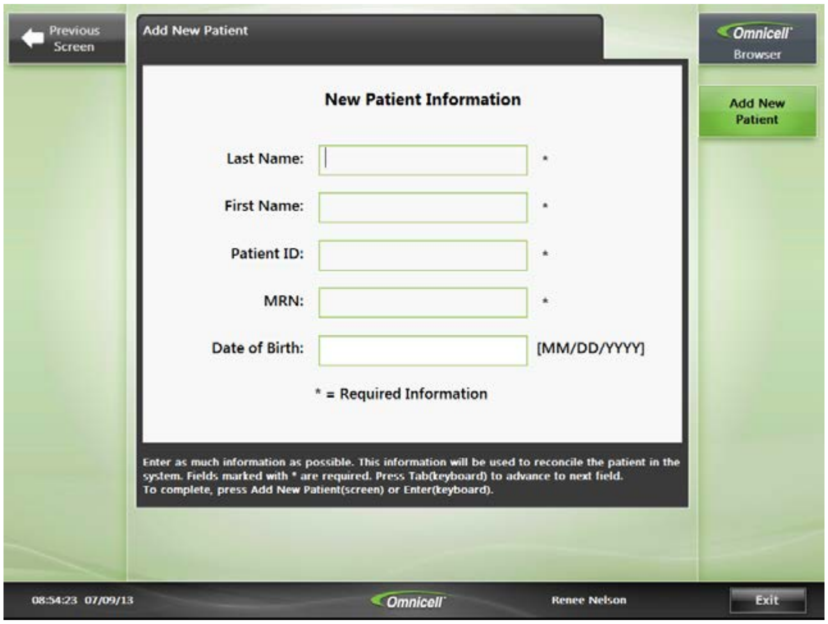
	• Look at your finger to identify the core feature or swirl pattern.
	• Center the core feature on the scanner. • Fill the entire scanner with your fingerprint, particularly the center swirl pattern.
	• Place your finger flat on the sensor for at least two seconds, then lift. Do not roll your finger. • 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.

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 printer is functioning properly.

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

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.
Drawers/Bins	Use a commercial glass cleaner. Wipe spills promptly. Wipe any residue with a clean, dry cloth. Do not leave any wet surfaces.

Hardware Type	Cleaning Recommendation
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.
Tempered Glass Doors and Metal 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 tempered glass.
Air Filter on CPU Housing	Remove the air filter by lifting and detaching it. To access the air filter, unlock the console and pull the console out. 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

Clean Vent

For cleaning, the vent panel on the front of the Anesthesia Workstation CPU housing can be removed 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.

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**.

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**.

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

Safety Information for Anesthesia Workstation

Important safety information for Anesthesia Workstations is presented here.

- Do not place fluids on, near, or around the electrical compartment area.
- This equipment or system may cause or receive electromagnetic interference from other systems or devices. To avoid interference, it may be necessary to relocate the Anesthesia Workstation.
- This system contains a non-user-replaceable battery. The battery must be replaced by an appropriate service technician.

Anesthesia Workstation Backup Battery

If the facility power goes down, and the Anesthesia Workstation (AWS) is not plugged into the facility emergency power grid, the E-Box battery automatically powers an internal uninterruptible power supply (UPS) that can supply emergency power to the AWS cabinet for a limited time. This allows continuous AWS operation until facility power returns. If the AWS backup battery starts to run low, the AWS will start to beep to inform the user that it will soon stop operating. This audible alarm is not a configurable option. The battery will shut down the cabinet gracefully as it is depleted. It is recommended that the pharmacy department have established procedures for use in the event of total power loss.

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.