RxStation™
for Nursing
<table>
<thead>
<tr>
<th>Slide Section / Name</th>
<th>Slide #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patient Selection</td>
<td>2</td>
</tr>
<tr>
<td>Remove</td>
<td>8</td>
</tr>
<tr>
<td>Override</td>
<td>23</td>
</tr>
<tr>
<td>Waste</td>
<td>29</td>
</tr>
<tr>
<td>Return</td>
<td>34</td>
</tr>
<tr>
<td>Print Label</td>
<td>39</td>
</tr>
<tr>
<td>Inventory Count</td>
<td>42</td>
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<td>66</td>
</tr>
</tbody>
</table>
RxStation™ for Nursing

RxStation™
Patient Selection
Login

There are a few different views that may get loaded after login.

Single Patient List If the user has just one patient list assigned to them they will go to the patient list view.

Multiple Patient Lists If they have multiple patient list assigned to them they will go to the choose patient list view.

No Patient List If they have no patient list and there is only one Nursing Unit (Serviced Location) available. They will go to the patient list view for that Nursing Unit.

• Enter Username and Password.
• Click Log In or Enter on the keyboard.
• Username and Password are the same as the Millennium username and password.
Patient List

Single Patient List

- After logging in, the patient list will default for the unit that you are on.
- Click on a patient name to proceed performing a medication function for that patient.

- If the desired patient is not on the list, you can search for them by clicking on the magnifying glass icon. See next slide.
Patient List – Search Criteria

- Search for patient by name or FIN Number.
- The FIN Number is the same as the Account number and is the most accurate item to search with.
- If the patient has been discharged, click on the “Show Inactive Encounters” box.

Search

- Last Name
- First Name
- Middle Initial
- FIN Number

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

Show Inactive Encounters

Search
• By clicking on “Add New Patient”, you can create an AdHoc Patient. This is necessary only when the patient is not in the system but you need to dispense medication for them.
• See page 53 for AdHoc Patient information.
• During downtime this will be available 30 minutes after a Downtime has occurred.
• Call Registration to get the correct FIN/Account #.

• If there were not any patients found with the search criteria, you will be asked if you want to search again or add a new patient.
• If the patient was found, they would populate onto a standard patient list.
Patient List – Multiple Patient Lists

• After clicking on the “Choose Patient List” blue drop down arrow, the user will see and have access to the patient locations/customized patient lists that they have created in Powerchart that only show under their log in.

• If the Serviceable Location blue drop down arrow is clicked on, this will show the units which the RxStation is serving.

• For example: ED RxStation has ED Pending Transfer in its Serviceable Location list to click on once a patient is in that status.
RxStation Remove

Available Actions

- Remove
- Override
- Waste
- Return
- Print Label

• Select the “Remove” button to view the patient’s medications.

Removing medications also charges the patient for it. If the patient does not take it after it was removed, you will need to use the Return function to credit the patient.

This is the “Home” page. It contains 5 functionality choices:
• Remove
• Override
• Waste
• Return
• Print Label
Remove: Viewing by Task

- Select “Task” to view medications by task/time orientation, such as, “Scheduled,” “PRN,” and “Continuous.”
- Scheduled medications will be in order according to their due time.
- Once Task is chosen, it will default to Task from then on, unless you click on Alpha.

The Dispensing Products available are pending tasks that have not yet been documented as administered in the eMAR.

If a scheduled medication is updated on the eMAR as being administered, the task will no longer be displayed on the RxStation Remove screen.

To toggle to a specific Task Type, select the buttons at the bottom or use the scroll bar on the right.
Remove: Viewing by Alpha

- Select "Alpha" to view the list alphabetically.
- Click on "Show All" to see all ordered medications for a patient or click on a letter to see just those medications ordered that start with that letter.

<table>
<thead>
<tr>
<th>Time</th>
<th>Order Description</th>
<th>Dispensing Product</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/2013</td>
<td>furosemide 20 mg / 0.5 Tab ORAL *Q4H</td>
<td>furosemide 40 mg Tab 1 - Lasix</td>
<td>Last Removed at 05/10/2013 14:40, by CPOERM Future Close</td>
</tr>
<tr>
<td>05/10/2013</td>
<td>warfarin 1 mg / 1 Tab ORAL DAILY</td>
<td>Warfarin 1 mg Tab 1 - COUMADIN</td>
<td>No Remove History Noted Future Close</td>
</tr>
<tr>
<td>PRN</td>
<td>amiodarone 200 mg / 1 Tab ORAL QSM-Interval PRN Alternate Route</td>
<td>amiodarone 200 mg Tab 1 - Pacerone</td>
<td>No Remove History Noted</td>
</tr>
<tr>
<td>PRN</td>
<td>heparin 5,000 units / 1 mL ORAL QSM-Interval PRN Ampico Pre-mixed</td>
<td>heparin 5,000 units/mL Inj 1 mL 1 - Heparin</td>
<td>Needs Nurse Review No Remove History Noted</td>
</tr>
<tr>
<td>PRN</td>
<td>lisinopril 40 mg ORAL Q10 Interval PRN Blood Pressure</td>
<td>lisinopril 40 mg Tab 1 - PRINIVIL</td>
<td>Needs Nurse Review No Remove History Noted</td>
</tr>
</tbody>
</table>
The “Additional Information” column displays information such as: remove history (past 12 hours), witness requirements, insufficient quantity, out of stock, or not in current stock.

When the medication is not available, the Dispensing Product name will be grayed out.

If it states “Out of Stock,” it has zero quantity to remove. Pharmacy will restock item.

If it states the item is “Not in Current Stock,” the item is not stored anywhere in the RxStation. Call pharmacy to add it to the RxStation.

After the order is placed in PowerChart, it has to be verified by the pharmacist before it is available to remove.

To view order details and med history, click on the paper icon – see next page.
In the “Order Details” screen, information available to review includes:
Order comments, where the medication is also available (such as another RxStation location), special instructions, dispense history, and administration history (from the eMAR).

If you keep scrolling through the Order Details, the alert history (discern and clinical alerts) is also available for review.
If the medication task is not displayed, the task may be past due by over 2 hours. The time-range for viewing the past due tasks can be changed by clicking the clock button.

When viewing scheduled medications, you will see the meds that are due from 2 hours back and 4 hours forward. To see outside this default view, click on the clock (see next slide).

The administration time is displayed for the task. If the task is overdue, it is in red text. This time is the same as the eMAR task time.
Time defaults to 2 hours back and 4 hours forward when you log in again.

Remove: Time Range

Scheduled Time Range

- Increase/decrease the time range up to 12 hours either direction.
- Click Save to see extended time range for current log in.

Historical: 8  Pending: 4

Click Save to see extended time range for current log in.
Remove: Medication Selection

## RXSTATION, UPGRADE

### Remove

<table>
<thead>
<tr>
<th>Time</th>
<th>Order</th>
<th>Dispensing Product</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/2013 16:00</td>
<td>furosemide 20 mg / 0.5 Tab ORAL *Q4H</td>
<td>furosemide 40 mg Tab 1 - Lasix</td>
<td>Last Removed at 05/10/2013 14:40, by CPOERIN</td>
</tr>
<tr>
<td>05/10/2013 17:00</td>
<td>warfarin 1 mg / 1 Tab ORAL DAILY</td>
<td>Warfarin 1 mg Tab 1 - COUMADIN</td>
<td>No Remove History Noted Future Dose</td>
</tr>
<tr>
<td>Unscheduled</td>
<td>digoxin 0.25 mg / 1 Tab ORAL As directed</td>
<td>digoxin 0.25 mg Tab 1 - Lanoxin</td>
<td>Needs Nurse Review Last Removed at 05/10/2013 14:12, by CPOERIN</td>
</tr>
</tbody>
</table>

### Additional Instructions
- Click on each Product you want to remove.
- If you choose a med you don’t want, just click it again to de-select it.
- Items selected will be highlighted in orange.

**Remove**
Remove: Change Quantity

Click “Change Quantity” if the amount needed is not available or the amount to administer does not require the full quantity from the task.

Remove products and close bin.
### Change Quantity

<table>
<thead>
<tr>
<th>Dispensed Product</th>
<th>Ordered Quantity</th>
<th>Actual Remove Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>furosemide 40 mg Tab</td>
<td>1 ea</td>
<td>1 ea</td>
</tr>
</tbody>
</table>

**Reason:**
- **Dropped or damaged**
- **Incomplete Dose Correction**
- **Other**

Select a reason for changing the quantity here.

- **Change the quantity to remove.** You can only decrease the amount based on the task.
- **See Slide 22 for using Incomplete Dose Correction when correcting your own miscount after you have already completed the dispensing.**
- **Click “Save” to save changes made to the quantity being removed.**
Remove: Count for Controlled Medications

- When removing controlled medications, the user is required to enter the quantity in the compartment before removing any medications.
- Enter the quantity and click “OK.”
Remove: Count for Controlled Medications

- If the count entered is incorrect compared to the expected quantity, recount the quantity again.

- If the original count entered is accurate, click “OK” again.

- If the count is wrong after the second count, a discrepancy will be logged.
Once the removal of all medications in the list is complete, the “Done” and “Logout” button are available.

From here, the user can select “Done” to return to the “Patient List” or “Logout” to exit the application.

You also have the option to “Waste” a controlled medication that you just dispensed.
If you did not take out the correct quantity of a “scheduled” medication during your first dispense, and you have not charted on the MAR yet, follow these steps to remove the medication:

- Click on Previous Removes
- Click on the medication
- Choose the reason of “Incomplete Dose Correction”
- Click Remove
- Remove the medication AND --
  - Before you close the medication compartment, **Change the quantity to 0**, and proceed.
  - Follow these same steps with non-scheduled medications by clicking directly on the dispensing product from the Remove list.
  
  - **With this scenario, the RxStation has already documented and charged the patient for the whole dose. By changing the quantity to “0”, you are keeping the record accurate.**
You must use Override to dispense all medications in ED, OR, and the Cath Lab.

All other units have a specific shortened list of medications that are available via Override.

When you use Override, you bypass the necessity of pharmacy verification. But you must be dispensing your medication based off a physician order that will get documented on the MAR.

During a Downtime, ALL medications will be available in all RxStation clusters housewide. HOW SOON? 30 min or right away?
Override: Medication List

- The available medications to override display alphabetically.
- Click “Show All” to see all medications available for Override.
- The list of medications available is privileged based and unit specific. If the item is stocked in the device, but is not showing up on the override list, the user privilege may not be sufficient to override the medication.

If you are searching under “Generic” you will find acetaminophen under “A”. If you are searching under “Brand”, you will find acetaminophen under “T” for Tylenol.
Override: Quantity/Reason

If the wrong medication was selected or you need to go back, select the back button to go back to the medication selection list.

- Adjust quantity to match physician's order.
- The “Dose” and “Volume” will automatically be calculated when the quantity is changed.
- Once a reason is selected, the option to add the medication to the list and the remove button are both available.
- “Add to List” allows the user to select another medication to override. “Remove” will immediately begin dispensing of the medication.

RXSTATION, UPGRADE

Override Medication
acetaminophen 325 mg Tab
Tylenol

<table>
<thead>
<tr>
<th>Quantity</th>
<th>1 ea</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dose</th>
<th>325 mg</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Volume</th>
<th>Tab</th>
</tr>
</thead>
</table>

Special Instructions
If the wrong medication was selected or you need to go back, select the back button to go back to the medication selection list.

Add to List | Remove
Override: Confirm List

- If you need to add another medication to the list, click “Choose Another”.
- After that you will have the options of “Add to List” or “Add and Confirm List”.
- If you are done and ready to dispense your medications, click on “Remove”.

Click on the paper icon to return to the override reason selection screen if you need to modify the medication.
Override: Dispensing

- Click Done to go back to the patient list, or Log Out to leave computer, or Waste if needed.
RxStation™ for Nursing

RxStation™ Waste
Select the Waste button to proceed to the Waste workflow for Controlled medications only.
Waste – Patient Medication Waste View

Click on the medication you need to waste.

This list will default to show medications removed for the last 24 hours.

You can change the time to look back for 84 hours by clicking on the clock. (example: PCA's)

<table>
<thead>
<tr>
<th>Time</th>
<th>Order</th>
<th>Dispensed Product</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/17/2013 10:58</td>
<td>acetaminophen 325 mg / 1 Tab z0mmicell z0mmicell</td>
<td>1-acetaminophen 325 mg / 1 Tab z0mmicell</td>
<td>Disposed: 05/17/2013 10:58 by Test, Nurse CPOE</td>
</tr>
<tr>
<td>05/17/2013 10:57</td>
<td>LORazepam 1 mg / 2 Tab z0mmicell z0mmicell</td>
<td>2-LORazepam 0.5 mg / 2 Tab z0mmicell</td>
<td>Witness Required Disposed: 05/17/2013 10:57 by Test, Nurse CPOE</td>
</tr>
<tr>
<td>05/17/2013 10:56</td>
<td>heparin 5,000 units / 1 mL ORAL Q5M-Interval PRN Amphi Premed</td>
<td>1-heparin 5,000 units / 1 mL ORAL Q5M-Interval PRN Amphi Premed</td>
<td>Disposed: 05/17/2013 10:56 by Test, Nurse CPOE</td>
</tr>
<tr>
<td>05/17/2013 10:56</td>
<td>furosemide 20 mg / 0.5 Tab ORAL +Q4H</td>
<td>1-furosemide 40 mg +Q4H</td>
<td>Disposed: 05/17/2013 10:56 by Test, Nurse CPOE</td>
</tr>
<tr>
<td>05/17/2013 10:55</td>
<td>digoxin 0.25 mg / 1 Tab ORAL As directed</td>
<td>1-digoxin 0.25 mg Tab</td>
<td>Disposed: 05/17/2013 10:55 by Test, Nurse CPOE</td>
</tr>
</tbody>
</table>
A witness is required for wasting controlled medications.

Once the information is entered (as seen on the next slide), the Witness Waste log in page will open again.

The Witness will then need to type in their password one more time to complete the waste documentation.
Waste – Quantity Reason

- Enter the amount being wasted by changing any box that currently contains a numeric figure.
- You cannot waste more than the amount dispensed.
- Enter amount in context to dispensed package type. i.e. dispensed 40 ml vial. If you want to waste half of this you would enter 0.5, not 20 ml.

- Once amount wasted is entered and a reason is selected click “Done.”
RxStation™ for Nursing

RxStation™ Return
To Return/Credit a medication for the patient, Click the Return button.
Return – Available Actions

- Dispensed details will be listed here.
- Click on the medication(s) to return.
- Click Return
- If you are returning a controlled medication, a witness will be required to log in and do the return with you.

Select paper icon to view the product details.
### Return – Quantity / Reason

**Select to Return** | **Strength** | **Volume** | **Dose Quantity** | **Dispensed Quantity**
--- | --- | --- | --- | ---
**oxyCODONE-acetam 5-325 mg...** | 1 | Tab | 1 ea | 1 ea

**Reason:**
- Other
- Refused
- Wrong med
- Med not required
- MD order change

- Enter the amount being returned.
- Select a return reason
- Click Done
- If return item is unopened, place it in the External return bin.
- If there are complicating circumstances, use the return bag that is located by the external return bin to place medication in (if unopened) and fill out label to provide information to pharmacy and place in external return bin.
- If it was opened, discard medication appropriately.

- Click Next to return any other medications that were chosen

- After the last medication, you will click on Done.
RxStation™ for Nursing

RxStation™
Print Label
• When you need another label to scan for a medication already removed, click on “Print Label.”

• When scanning medications using BCMA, sometimes the medication label may become damaged or disposed of prior to scanning and you need a new label to scan.
Print Label

- Click on medication to print label.
- Label will print on label printer.
- Click on Log Out

Printed Label sticker example for the furosemide:

```
BLUE, MOUNTAIN
FIB: 2000.11/047
35 ICU 0177 / 01
furosemide 40 mg / 1 Tab ORAL Q2H PRN Wheezing

PRINTED BY: cpoern 05/31/2013 11:18
```
RxStation™ for Nursing

RxStation™
Inventory Count
**RxStation Inventory Count**

- Inventory Count is done at all shift changes.
- Log into RxStation
- Click on Options
- Click on Inventory Count

<table>
<thead>
<tr>
<th>Patient</th>
<th>DOB</th>
<th>FIN</th>
<th>Med Service</th>
<th>Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEDICT, REX E</td>
<td>02/10/1981</td>
<td>70298179</td>
<td>Medical</td>
<td>35_JLU</td>
</tr>
<tr>
<td>BLUE, MOUNTAIN</td>
<td>09/15/1989</td>
<td>200011047</td>
<td>CardiO/Vascular</td>
<td>35_JLU</td>
</tr>
<tr>
<td>RXSTATION, UPGRADE</td>
<td>01/03/1956</td>
<td>200011013</td>
<td>Ambulatory Surgery</td>
<td>35_JLU</td>
</tr>
<tr>
<td>RXSTATION, WALTER</td>
<td>10/09/1973</td>
<td>200011005</td>
<td>Ambulatory Surgery</td>
<td>35_JLU</td>
</tr>
<tr>
<td>TERHAAR, NORMA B</td>
<td>09/12/1929</td>
<td>42923183</td>
<td>Intensive Care Unit</td>
<td>35_JCU</td>
</tr>
<tr>
<td>WARD, MARK</td>
<td>01/17/1982</td>
<td>42923219</td>
<td>Intensive Care Unit</td>
<td>35_JCU</td>
</tr>
</tbody>
</table>
After clicking on Inventory Count:
1. Click on “Show All”
2. Click on “Legal Statuses”
3. Click on the numbers “1-5”
4. Click on “Last Count”
5. Click on “Select All”
6. Click “Begin”

- These settings will then display only the controlled meds that were used since the last Inventory Count was completed.
- These are the only medications required to count.
A second witness is required to log in to perform Inventory Count with.
Inventory Count

• Count number of medications in compartment and enter here.
• Click on Save and Next.
Inventory Count

- Witness is required to enter Password when inventory count is completed.
- Click OK

Witness

**Product**
- oxyCODONE-acetam 5-325 mg Tab

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>oxyCODONE-acetam 5-325 mg Tab</td>
<td>99 ea</td>
</tr>
</tbody>
</table>

Witness' User Name: cpoem1

Witness' Password: 

OK
RxStation™ for Nursing

RxStation™
Resolving Discrepancies
RxStation Resolving Discrepancies

When there is a red exclamation mark here, there are discrepancies. Click on the icon to see them.

To Resolve the Discrepancies:
• Log in
• Click on “Options”
• Click on “Manage Discrepancies”.

Discrepancies are created when the RN enters a count for a controlled medication that is different than what the RxStation states is there. This RN is responsible to resolve the discrepancy prior to leaving at the end of their shift.
Resolving Discrepancies

Click on the medication name to see all activity and options to resolve the discrepancy

<table>
<thead>
<tr>
<th>Item</th>
<th>Reported By</th>
<th>Date/Time</th>
<th>Type</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>oxyCODONE-acetam 5-325 mg Tab</td>
<td>Test, Nurse CPOE</td>
<td>08/05/2013 at 09:18</td>
<td>Shortage</td>
<td>Test, Nurse CPOE</td>
</tr>
</tbody>
</table>

This column tells you if it was a:
- Shortage (Count was less than expected)
- Overage (Count was more than expected)
## Resolving Discrepancies

**oxyCODONE-acetam 5-325 mg Tab(Percocet 5/325)**

<table>
<thead>
<tr>
<th>User/Witness</th>
<th>Patient</th>
<th>Activity</th>
<th>Date/Time</th>
<th>Expected</th>
<th>Counted</th>
<th>Activity</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Nurse CPOE</td>
<td>BLUE, MOUNTAIN</td>
<td>Device Dispense...</td>
<td>06/05/2013 at 09:16</td>
<td>99</td>
<td>98</td>
<td>-1</td>
<td>97</td>
</tr>
<tr>
<td>Test, Nurse CPOE</td>
<td>BLUE, MOUNTAIN</td>
<td>Device Dispense...</td>
<td>06/04/2013 at 12:40</td>
<td>100</td>
<td>100</td>
<td>-1</td>
<td>99</td>
</tr>
<tr>
<td>Test, Nurse CPOE/Chief</td>
<td>BLUE, MOUNTAIN</td>
<td>Inventory Count...</td>
<td>06/04/2013 at 13:32</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Test, Pharmacist A</td>
<td></td>
<td>Inventory Count...</td>
<td>05/29/2013 at 08:17</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Test, Pharmacist A</td>
<td></td>
<td>Add Item</td>
<td>05/23/2013 at 10:24</td>
<td>0</td>
<td>N/A</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

In this case, the count that was recorded was less than what the RxStation expected.

- **Click on Count to continue resolving the discrepancy.**

- **Click here to get more information of the discrepancy history for this medication.**
Resolving Discrepancies

- After clicking on "Count" a witness will be prompted to log in.
- Click OK
Resolving Discrepancies

oxycodone-acetam 5-325 mg Tab

- Open compartment
- Count with Witness and enter number in the Current Count yellow field.
- Close compartment.

### Count items and enter quantity

<table>
<thead>
<tr>
<th>User/Witness</th>
<th>Patient</th>
<th>Activity</th>
<th>Date/Time</th>
<th>Expected</th>
<th>Counted</th>
<th>Activity</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Nurse CPOE</td>
<td>BLUE, MOUNTAIN</td>
<td>Device Dispens...</td>
<td>06/05/2013 at 09:16</td>
<td>99</td>
<td>98</td>
<td>-1</td>
<td>97</td>
</tr>
<tr>
<td>Test, Nurse CPOE</td>
<td>BLUE, MOUNTAIN</td>
<td>Device Dispens...</td>
<td>06/04/2013 at 13:40</td>
<td>100</td>
<td>100</td>
<td>-1</td>
<td>99</td>
</tr>
<tr>
<td>Test, Nurse CPOE/Ped, Nurse CPOE</td>
<td>BLUE, MOUNTAIN</td>
<td>Inventory Coun...</td>
<td>06/04/2013 at 13:32</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
<tr>
<td>Test, Pharmacist A/Test, Nurse CPOE</td>
<td>BLUE, MOUNTAIN</td>
<td>Inventory Coun...</td>
<td>05/29/2013 at 09:17</td>
<td>100</td>
<td>100</td>
<td>0</td>
<td>100</td>
</tr>
</tbody>
</table>

- Click Investigate to exit resolving the discrepancy.
- Click Resolve to continue.
Resolving Discrepancies

- Choose either Overage or Shortage for your discrepancy reason and then fill in the required Reason/Comment for the Discrepancy.
- Click Done
RxStation™ for Nursing

RxStation™ Downtime and Ad Hoc Patients
Downtime and Ad Hoc Patients

When downtime occurs, the RxStation will still be available for all functions.

After logging in, the background screen will be black with the letters and numbers in white.

All medications will be available in all the RxStations to remove for patients.

Any NEW order placed AFTER downtime has started will not show up under the patient name through “Remove”. You can remove these new orders under the patient name by choosing them through “Override”.

<table>
<thead>
<tr>
<th>Patient</th>
<th>DOB</th>
<th>FIN</th>
<th>Med Service</th>
<th>Nurse Unit</th>
<th>Room/Bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEDICT, REX E</td>
<td>02/10/1961</td>
<td>70298179</td>
<td>Medical</td>
<td>35 ICU</td>
<td>0178 / 01</td>
</tr>
<tr>
<td>BLUE, MOUNTAIN</td>
<td>09/15/1980</td>
<td>200011947</td>
<td>Cardio-Vascular Surgery</td>
<td>35 ICU</td>
<td>0177 / 01</td>
</tr>
<tr>
<td>RXSTATION, UPGRADE</td>
<td>01/03/1956</td>
<td>200011013</td>
<td>Ambulatory Surgery</td>
<td>35 ICU</td>
<td>0175 / 01</td>
</tr>
<tr>
<td>RXSTATION, WALTER</td>
<td>10/08/1973</td>
<td>200011005</td>
<td>Ambulatory Surgery</td>
<td>35 ICU</td>
<td>0179 / 01</td>
</tr>
<tr>
<td>TERHAAR, NORMA B</td>
<td>09/12/1929</td>
<td>42923193</td>
<td>Intensive Care Unit</td>
<td>35 ICU</td>
<td>0176 / 01</td>
</tr>
<tr>
<td>WARD, MARK</td>
<td>01/17/1982</td>
<td>42923219</td>
<td>Intensive Care Unit</td>
<td>35 ICU</td>
<td>0174 / 01</td>
</tr>
</tbody>
</table>
Downtime and Ad Hoc Patients

- When a patient is admitted during an RxStation downtime, they will not be on the patient list.
- You will need to create an Ad Hoc patient.

To create and manage an Ad Hoc Patient during an RxStation downtime:
- Click on Options first
- Click on Manage Ad Hoc Patients
- Click on the Add New Patient Icon at the top of the page.
Downtime and Ad Hoc Patients

- Call admitting to get patient’s FIN/Account number, if they have been admitted during a downtime.
- Enter patient’s name and account number.
- If patient’s information is unknown, you can type in “John Doe” in order to be able to remove medications asap.
- Click Add
Once Add is clicked, the Available Actions page immediately defaults.

Click on Override to remove meds.

When you return to the Patient List, they will show up on the list as an Ad Hoc patient.

Notify pharmacy that you have removed medications under the Ad Hoc patient.

Once downtime is over, and the patient admitted by registration shows on the patient list, the Ad Hoc patient should be inactivated and the registered patient used.
To inactivate an Ad Hoc patient:
- Click on Options
- Click on Manage Ad Hoc Patients
- Select patient and click on Inactivate Selected.

To edit an Ad Hoc patient's information:
- Click on the patient's name
- Click on Edit and then modify or update.
RxStation™ for Nursing

RxStation™
Medication Queue
You can queue up your meds ahead of time from Powerchart for RxStation Removal.
This works well as you are informing the patient of their medications and if able, they can confirm the medications they are willing to take as you queue them.
In PowerChart, click on RxStation Med queue from the menu.
Click the Queue button to the right of the medication you will remove.

Example of an Unverified medication
RxStation Med Queue

- Queued items will say Queue Pending.
- Click the Submit button.
- “Queue Pending” will then turn to “Remove from Queue”.
To remove queued medications from the RxStation:
- Log in
- You will immediately see this pop-up window.
- Click on Dispense to remove queued medications.

User will be directed to the Remove page with the queued medications highlighted in orange.
- You can de-select meds by clicking on them.
- Click Remove to dispense queued medications.
RxStation Med Queue – Med Waste

- To document waste via the RxStation Med Queue in PowerChart, click on “Wasteable Transactions”.
- Choose medication to waste
- Click on “Waste Selected Medication”
- Choose Reason for wasting
- Enter Dosage Given or Wasted
- Click on Waste
- Second witness Log-in required
- Click OK
RxStation™ for Nursing

RxStation™

Miscellaneous
RxStation Miscellaneous

**Multi-Dose Medications**
- Multiple dose medications such as Insulin, Nitroglycerin, or Inhalers are initially removed from the RxStation. For subsequent doses, the item will be in the patient specific drawer.
- Always check the patient’s medication drawer before removing these type of medications.

**Premix Infusions**
Premix IV’s are found under “UseIVSet”
- When searching via Override, click on the “U”.
- Have your filter set to Generic.
- Examples:
  - Lidocaine
  - Dobutamine
  - Dopamine
  - Pitocin
  - PCA’s
  - Heparin

**Kits**
There are some kits that can be selected via Override which contain a group of medications for a certain situation.
Examples:
- Eye Kit
- GI Cocktail
- Rapid Sequence
- C bag and L bag for Labor
RxStation Additional Notes

- The RxStation is for Dispensing and Billing of Medications

- You must remove your medications from the RxStation and administer them to the patient prior to documenting in the MAR. If you chart a medication given in the MAR first, it will fall off of the RxStation and you will not be able to see it to dispense it. You would then have to “Unchart” it in the MAR to place it back in RxStation.

- Return Medications will be completed in the RxStation and will go into the External Return Bin.

- The RN discovering a discrepancy is responsible for starting the resolution process by documenting in the RxStation with a witness co-signature. Discrepancies need to be resolved prior to the end of each shift so those who created it can resolve it.

- You can search for a medication from another RxStation and remove it from there.

- Pharmacy has up to 60 minutes to verify routine orders and 15 minutes to verify Stat orders. Check the MAR to see if meds have been verified.

- RxStation refreshes continually with new orders placed by the physician in PowerChart.