

Log On

Use of Omnicell cabinets is restricted, and all users are required to log on.

- Some cabinets may require strong passwords. Follow screen prompts.
- Always remember to log off when you are done on the system and whenever you exit the room. This ensures that no transactions can be completed by another user with your ID.

Patient Lists

When you log on, tabs at the bottom of the screen help you locate the patient you need. Some tabs may not show on all cabinets. See screen 1.

Global Patient List	Lists all patients in the facility.
Local Patient List	Lists all patients in this area.
Partial Dose List	Displays a list of patients who have undocumented medication issues.
Case List	Displays a list of all cases.
My Patients	Displays a list of patients assigned to you (used with Anywhere RN).

Add Patient

Use this task to add a temporary patient if they cannot be found on one of the patient lists.

- Enter the information correctly so that pharmacy can reconcile the information for proper billing.
- Adding patients should be a rare occurrence.
- Follow hospital policy.

- Log on.
- Press Add New Patient.
- On the New Patient Information screen, enter as much information about the patient as possible: first name, last name, date of birth, OR number, etc. See screen 2.
- Once all the information is entered, press Add New Patient or press Enter on the keyboard.
- The patient screen for the temporary patient is displayed. The patient's name is displayed on the patient list as TMP (temporary).

Medication Order Tabs

Med order tabs help you locate the med order you need for the patient. Some tabs may not show on all cabinets. A profiled med order is one that has been reviewed and approved by a pharmacist. See screen 3.

Display Meds to Remove*

Displays the list of items that you have selected to remove for this patient during this session.

Stocked Meds*

Lists all items stocked in this cabinet. Use for overrides when you cannot find an item on the Scheduled Meds or Active Med Order tabs.

Active Med Orders

Displays a list of the all active profiled orders for the patient. Includes PRN and STAT items.

Inactive Med Orders

Displays med orders that are currently inactive, on hold, have not yet started, or discontinued.

PRN

Displays a list of pro re nata (as needed) med orders.

Scheduled Meds

Displays a list of active med orders that are due to be administered. Updates as scheduled times update.

*This button could say *Items* instead of *Meds* if the cabinet is stocked with both meds and supply items.

Medication Order Icons

Some med orders will be tagged with an icon or group of icons to indicate important information about the order. See screen 3.



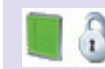
This med order requires a witness.



Give this med order as needed.



This med order is new.



These icons show on the *Inactive Med Order* tab:

This med order cannot be issued because it is not time to administer it to the patient.



This med order cannot be issued because it is not an active order.

1

Local Patient List

Welcome, Renee Nelson

Joannet, PSB PLID: PSB0001 MRN: 2921153	Rm#: PSB003 PLType: INP
Kaden Chan PLID: JSC-KC	Rm#: JASON PLType: INP
Kamagate, Hallie PLID: AS0000000160372 MRN: 7345-A-315	Rm#: 916 F PLType: INP
Landry, Carl PLID: AC10001 MRN: AC100-100	DOB: 08/15/47 Rm#: AC101 PLType: INP
Leia Chan PLID: JSC-LC	Rm#: JASON PLType: INP
Loren Stone PLID: LSTONE MRN: LSTONE123	DOB: 05/21/62 Rm#: M123 PLType: INP
Madrid, Miguel PLID: 1207006 MRN: 1207006	Rm#: AC101 PLType: INP

Select a patient from the list. To search for a patient, enter the first few characters of the last name or use the scroll bar. If the patient is not found, look in the Global List.

Global List Local List Partial Dose List Case List My Patients

2

Add New Patient

New Patient Information

Last Name: *
First Name: *
Patient ID: *
Med. Rec.#:
Date of Birth: [MM/DD/YYYY] * = Required Information

Enter as much information as possible. This information will be used to reconcile the patient in the system. Fields marked with * are required. Press Tab/keyboard to advance to next field. To complete, press Add New Patient(screen) or Enter(keyboard).

3

Remove Meds for: Alston, Cecelia
Allergies: Unknown - Check MAR

HYDROCORTISONE 0.5% 30GM 1APP CREAM Dose: 30 gm	Topical Q4H	Information not available
Lorazepam 0.5MG TAB Dose: 0.5 mg	Oral Q6H	Information not available
Meperidine Pharmacy-prepared Dose: 50 mg	Q6H	Information not available
PREDNISONE 10MG TAB SEE MAR #PRN-MLP 1	AC	Information not available
PREDNISONE 20MG TAB Dose: 20 mg	Oral Q4H	Information not available

Select the medication to remove. Any issues marked ** were not issued against the med order. Any med order displayed in grey is not available. *Disable as item has occurred the quantity indicator to the left of any selected item.*

Display Items to Remove Stocked Items Active Med Orders Inactive Med Orders Scheduled Meds PRN Only

Issue a Med

- You will either issue items by quantity or by dose depending on how your cabinet is configured.
- You cannot issue items that appear gray on screen. These items are either not assigned to the cabinet or you do not have appropriate access rights to them.

1. Log on.
2. Select patient.
3. Press Remove Meds.*
4. From any med order tab, select desired item.
5. Acknowledge on-screen alerts, if prompted.
6. Modify quantity or dose to remove, if necessary. Press OK. See screen 4.
7. When all desired items are selected, press Remove Now.
8. Follow screen prompts to access item(s).
9. Press Remove Now.
10. Press Exit to conclude.

Waste Partial Dose During Issue

Use this task to waste part of a medication dose during the issue transaction.

- The ability to waste partial doses at time of issue may not be available on all cabinets.
- If not available, waste must be recorded separate from the issue transaction.

1. During issue, after you select the item, modify the default Intended Dose as needed. Press OK.
2. Press Remove Now.
3. Follow screen prompts to access item(s).
4. Press Waste Partial Dose. This button is shown only after you access the bin.
5. Modify the waste amount, if necessary. Press OK. The waste amount is computed automatically based on the intended partial dose.
6. Close bin and drawer.
7. Press Exit to conclude.

See the PMA Quick Reference document for more information on calculating and recording administration, waste, and return amounts.

Record Your Waste

- Enter waste amount for a given issue (recommended) or multiple issues.
- If you need to complete return and waste transactions, complete the return first.
- A witness may be required.

1. Log on.
2. Press OK to acknowledge the message:

You have partial dose issues that require waste documentation.

3. Select patient.
4. Press Waste Meds*
5. On the Meds Requiring Waste tab, select med. This tab provides a list of your issued meds with outstanding waste. If you cannot find the med, press All Meds (undocumented meds by all users).
6. Enter or modify Administration Amount, Waste Amount, and Waste Reason. See screen 5.
7. Have witness enter their ID, if prompted.
8. Press Record Waste Now.
9. Dispose of waste following hospital policy.
10. Press Exit to conclude.

Return a Med

- Enter return amount for a given issue (recommended) or multiple issues.
- A witness may be required.

1. Log on.
2. Select patient.
3. Press Return Meds.*
4. On the Meds Eligible for Return tab, select desired med. This tab provides a list of your issued meds. If you cannot find the med, press All Meds (undocumented meds by all users).
5. Enter or modify Administration Amount and Quantity to Return. See screen 6.
Note: Make sure to enter an administration amount, even if it is zero.
6. Press Return Now.
7. Have witness enter their ID, if prompted.
8. Follow screen prompts for where to return med.
9. Press Exit to conclude.

*This button could say *Items* instead of *Meds* if the cabinet is stocked with both meds and supply items.

The image displays three sequential screenshots of the Omnicell medication management system interface, labeled 4, 5, and 6.

Screen 4: Shows the 'Remove Items for: Mason, Jennifer' screen. The medication is 'Adderall XR 5MG CAP'. The dose is 5 mg, SIG: Oral HS, Times: 2100. A message states 'Last Issued: Item has not been issued'. The 'Quantity To Remove' is set to 1 EACH. The 'Amount of Issue' is 5 MG, and 'Issue Less Than Dose' is 0 MG. Buttons for 'OK', 'Override Med Order', 'Cancel Selection', 'Browse Transactions', 'Patient Info', 'MedOrder Info', 'Browse Drug Info', 'Check Item Availability', and 'Exit' are visible.

Screen 5: Shows the 'Wasting Meds for Roma, Raphael' screen. The medication is 'Morphine 2MG/2ML 2ML INJ'. The 'Outstanding Issued Amount' is 4 MG. The 'Administration Amount' is 1 MG. The 'Waste Amount' is 1 MG. The 'Waste Reason' field is empty. Buttons for 'OK', 'Cancel', 'List Of Reasons', 'Show Account Details', and 'Exit' are visible.

Screen 6: Shows the 'Return Meds for: Roma, Raphael' screen. The medication is 'Morphine 2MG/2ML 2ML INJ'. The 'Outstanding Issued Amount' is 2 MG. The 'Administration Amount' is 0 MG. The 'Quantity To Return' is 1 EA. The 'Remaining Amount' is 0 MG. Buttons for 'OK', 'Cancel Selection', 'Browse Drug Info', 'Check Item Availability', 'Show Account Details', and 'Exit' are visible.