

PYXIS MEDSTATION 4000

Initial Login

- a. On initial login you will be required to enter:
 - i. User ID = your 3 initials and the last 4 digits of your Social Security Number.
 - ii. Temporary Password = 12345
 1. At this point, it will say that your password is expired (push OK) and prompt you to change your password (enter 12345 and then your new password two times and then one additional time; new password should be at least 3 characters and no more than 8) and configure your Bio-ID (push scan and place one finger on the scanner four times following along with the screen).

Station Management Section

- a. User Menu
 - i. Change Password
 - ii. Change Biometrics (Bio-ID)
 1. If your Bio-ID fails after three attempts, you will be required to have a witness confirm your identity and enter their user name and Bio-ID to gain access to the Pyxis. At that point you need to access this section of the User Menu and change your Biometrics.
 2. Reasons that your Bio-ID might not work or might need to be changed:
 - a. Your finger has been cut. Use an alternate finger.
 - b. Your finger is extremely dry. Moisten finger or use alternate finger.
 - iii. User Preferences Menu
 1. Login Preferences—Allows you to pick your initial login screen.
 - iv. My Patients
 1. Allows you to create a user-specific patient list.
- b. Reports Menu
 - i. Activity—Can view/print Pyxis activity information sorted by various variables. However, only contains activity information from the previous 24 hours.

Med Management Section

- a. Inventory—Each nursing unit completes a weekly inventory of controlled meds only.
 - i. Ability to sort by class and select all of the controlled medications listed. It is not necessary to inventory noncontrolled medications.

Drawer Types

- a. Carousel—Circular drawer with 12 “pie” shaped drawers. Only 1 “pie” is accessible when drawer is opened. These usually contain controlled substances.
- b. Cubies—See example. The entire drawer will open, but only the cubie that contains the medication selected for removal will open. They can be used for controlled or noncontrolled substances.
- c. Matrix—Whole drawer will open and you will be able to access multiple medications. Important to match number on pockets with number on screen to ensure you are picking the correct medication.
- d. Mini—See example. These can be configured like a matrix drawer where the entire drawer is accessible, or for controlled medications, only a single dose may be accessible at a time.

Patient Care Section

a. Remove Meds

i. Current Patients

1. Can sort patients by name or FIN; do not sort by room number.
2. Only those patients on your unit should be displayed.

ii. Adding Patients

1. Ensure patient's last & first name, and FIN (patient ID) are correct.

iii. Profile

1. All orders entered in the pharmacy system are displayed on the screen. You will also be able to see the last time a med was removed from Pyxis and can view order information by selecting the medication.
2. "Grayed" out medications are either not stocked in Pyxis or Pyxis is empty.

iv. Overrides

1. Overrides are discouraged and are monitored.
2. If the ordered medication is not listed on the profile and the med is need URGENTLY or EMERGENTLY, you can select the override button. This will display all the medications contained in the Pyxis.
3. If you override a medication in the Pyxis, you are taking on the responsibility of giving the medication without a pharmacist's review.
4. The Pyxis will ask you to answer two questions
 - a. "Is this stat or clinical need?"—Y/N
 - b. "Reason for patient need?"—Canned responses or free text option.
5. All overridden medications are automatically charted on the E-MAR as given.

b. Waste—There are two options to waste controlled substances in the Pyxis

(both require a witness):

i. Select the WASTE icon after administering the medication.

1. Select your patient—only those medications that have been removed from the Pyxis for this patient will be displayed.
2. Witness will need to enter their ID and password to confirm wasted amount.
3. Enter the amount administered to the patient. Pyxis will automatically complete the amount to be wasted.

ii. During Removal—Must be absolutely sure what amount you are giving and wasting, as the amount given/wasted cannot be modified.

1. Pyxis will ask you to confirm that you are going to give the entire amount removed from Pyxis. If you select "no" you will have to document the waste as above and have a witness confirm.

iii. Documenting the amount given on E-MAR is not the same as wasting the unused amount through Pyxis.

iv. Have your witness watch you properly dispose of the controlled substances. **DO NOT** return to Pharmacy.

c. Return

i. Select your patient—only those items removed from the Pyxis for this patient will be displayed.

ii. Return bin will open; place the unopened, unused medication in the return bin. Do not place opened or used medications in the return bin.

iii. If you are wasting and returning the same medication for the same patient (e.g., removed 2 vials of versed, used ½ of the first and returning the second), always return the unused, unopened medication first, then waste the remaining. Otherwise Pyxis will assume you are wasting everything that wasn't administered.

LexiComp Drug information available through Pyxis.