


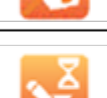




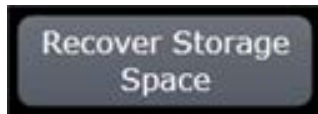
Visual Indicators

Symbol	Meaning
	Critical Override – indicator appears when the device has not been communicating with the server for a determined period of time or if the current time is within the device's critical override period.
	Device Disconnected – indicator appears when the device is not communicating with the server.
	Discrepancy – indicator appears when one or more unresolved discrepancies are displayed on a device.
	Failed Drawer (Hardware) – indicator appears when there are one or more failed drawers or pockets in the device.
	Interface Delay – indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface.
	Interface Down – indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface.

















Issues, Support, Escalation

Contact pharmacy for support issues, including unrecoverable drawer/pocket failures.

In the event of a drawer or pocket failure, navigate to the Main Menu and select **Recover Storage Space** to attempt drawer/pocket recovery.

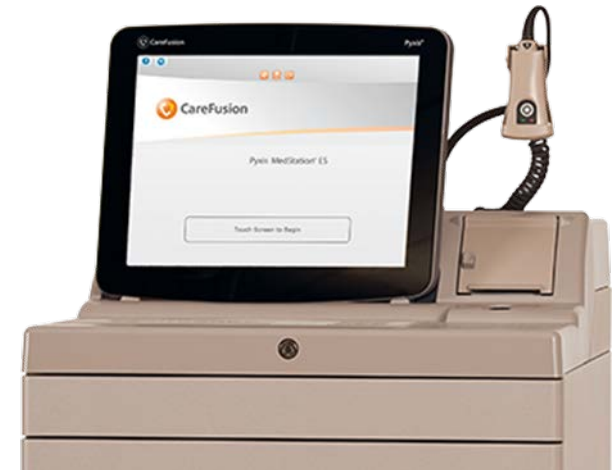


Buttons and Icons

Symbol	Meaning
	Home – returns the user to the Main Menu screen.
	Help – Access the device procedure files.
	Sign Out – signs you out and returns you to the Standby screen.
	Expand – expands a listed entry.
	Remove – removes a selected entry from a list.
	Duplicate last name – indicates the same last name for more than one patient.
	Medication due – indicates a medication that is due.
	Past due removable medication – indicates a medication that is removable but not due at the current time.
	Past due medication – indicates there are past due medications.
	Active orders – indicates a medication that is connected to patients with active orders.
	Expired med – indicates a medication that is past its expiration date.
	Standard stock – indicates a medication that should always be in stock.
	Selection – indicates that you selected an item.
	Allergy Warning – indicates where allergy information is found.
	Medication Not Actionable – indicates that a medication cannot be removed, refilled, or loaded. Select the symbol to see more information.
	Witness required – indicates that a transaction requires a witness.

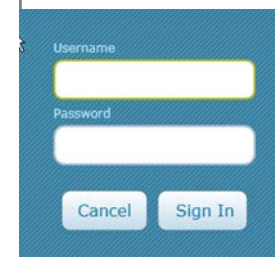
Pyxis MedStation® ES system

QUICK REFERENCE



LOG IN TO THE STATION

Your Pyxis Username and Password are now the same as your Citrix sign on.



BASIC WORKFLOW:

FOLLOW THE ACRONYM **PAM**—
Patient, Action, Medication:

1. Select **patient** from list using either patient list option.

All Available Patients My Patients

2. Select the **action**.

Remove Past Removed Waste Return Override

3. Select **medication(s)**.
4. Follow the prompts.

CREATING A PATIENT LIST

1. Select **All Available Patients**.

All Available Patients My Patients

2. Touch the patient names you want to add to your **My Patient** list—the name will move to the right side of the screen.
3. Once you have added all your patients, touch **Accept**.

SEARCH PATIENTS

Search by last name.

ADD TEMPORARY PATIENT

To add a temporary patient, go to All Available Patients and select Add Temporary Patient.

Add Temporary Patient



RETURN TO MAIN MENU

Select 'Home' icon to return To Main Menu at any time

REMOVING A MEDICATION

1. Select **My Patients** from the main menu.
2. Select **Patient**, then **Remove**.
3. Select **Med**, then **Remove Med**.
4. Remove medication from the storage space.

Waste Return

WASTING A MEDICATION

Medications that require a waste must be witnessed **after** the approved dose is given.

You have undocumented waste

To complete the waste process:

1. Select **My Patients** from the main menu.
2. Select **Patient**, then **Waste**.
3. Select **Med**, then **Waste**.
4. Enter volume wasted, then select **Accept**.
5. Witness must enter Username and Password to complete the waste process.

RETURNING A MEDICATION

1. Select **My Patients**, then touch the correct patient.
2. Select **Return**, then touch the medication you are returning.
3. Select **Return**.
4. Place the medication in the return bin, then close the drawer.

RESOLVING A DISCREPANCY



The **Discrepancy** icon will appear in the upper banner of the Pyxis machine.

1. Select **Discrepancies** from the main menu.

Discrepancies

2. Touch the **medication** to be resolved.
3. Select the **action** you wish to take

Cancel Notes Count Print Resolve

MEDICATION OVERRIDE

NOTE: Should only be used in an emergency

1. Open your patient list and select the correct patient.
2. Select **Override** from main menu.

Override

3. Type the medication in the search box.
4. Enter the amount of medication to be administered, then OK.
5. Select **Remove Med**, then remove the medication.
6. Select **Accept**, then close the drawer.

Call IT Helpdesk at 788-4357:

- If you have trouble signing in or are not in the hospital system at all
- Locked accounts or password reset

Call Pharmacy at ext. 8-3010:

- Patient or medication related questions
- Pyxis system questions

