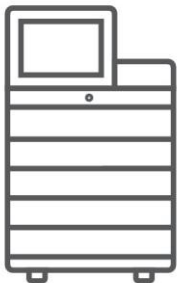# BD Pyxis™ MedStation™ ES Clinical Education Guide

We want your go live to be successful!

This guide has been designed to provide ***at-the-elbow*** guidance of basic device functions during go live.

This symbol is present throughout the guide and denotes an important tip.

This symbol is present throughout the guide and denotes a warning.

Table of Contents

![BD logo]

Change your BioID

You may need to rescan or choose a different finger to use for BioID. Take the following the steps to do so.

1. **From the Main Menu, touch More.**

2. **Select User Preference.**

3. **Touch Change BioID.**

4. **Follow the prompts on the screen to rescan your finger.**

> For password related issues, contact the Help Desk, x6464, for assistance. DO NOT CALL PHARMACY.

![Screenshot of User Preference screen with Change Password, Change BioId (marked 3) "(*You are an exempt BioId user.)", and Register New Account buttons]
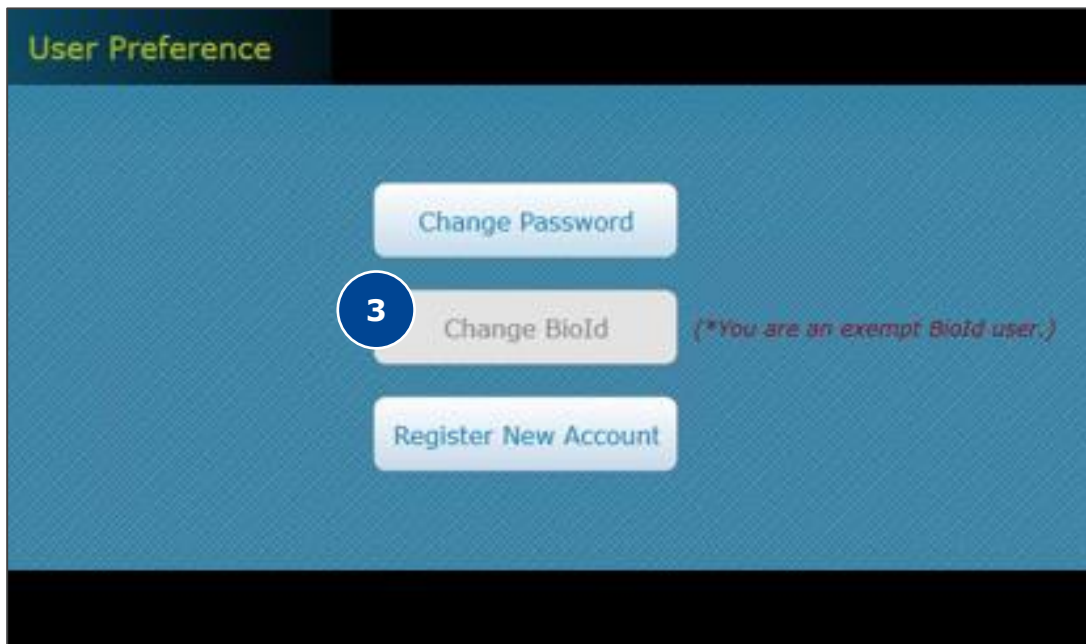
All Available Patients search

All patient care workflows begin with selecting your patient. Take the following steps to find your patient in the system using All Available Patients search function.

1. **From the Main Menu, touch All Available Patients.**
   If your patient is in the system and in your area, their record will appear here.

The screen displayed below is a Non-Profile view. In a Profile device, this display will differ and include order information. The steps for using this feature in both Profile and Non-Profile devices are the same.

The All Available Patients list displays all patients accessible to you based on the areas to which the device is linked.

The allergy information that may be listed here is for informational purposes only and the system does not prevent removal of a medication to which a patient is allergic. CARECONNECT IS THE SOURCE OF TRUTH FOR ALLERGY INFORMATION.

Patient names that appear in orange indicate multiple patients with the same last name. Check the record carefully to ensure you are selecting the correct patient.

All Available Patients		Last, First or ID
∧ Name	MRN	Location
👥 ADAMS, MARTHA C 87 y (9/19/1932) F	9943006390	6E
👥 ADAMS, MONET B 77 y (6/2/1942) F	9943006400	6E
ALRIGHT, JESSICA C 87 y (9/19/1932) F	9943006391	6E

The age, date of birth, gender indicator, MRN and location is listed for each patient.

To quickly locate a patient on this list, begin entering the patient's first or last name, or patient ID in the search box in the upper right corner.

Continued on next page

All Available Patients search

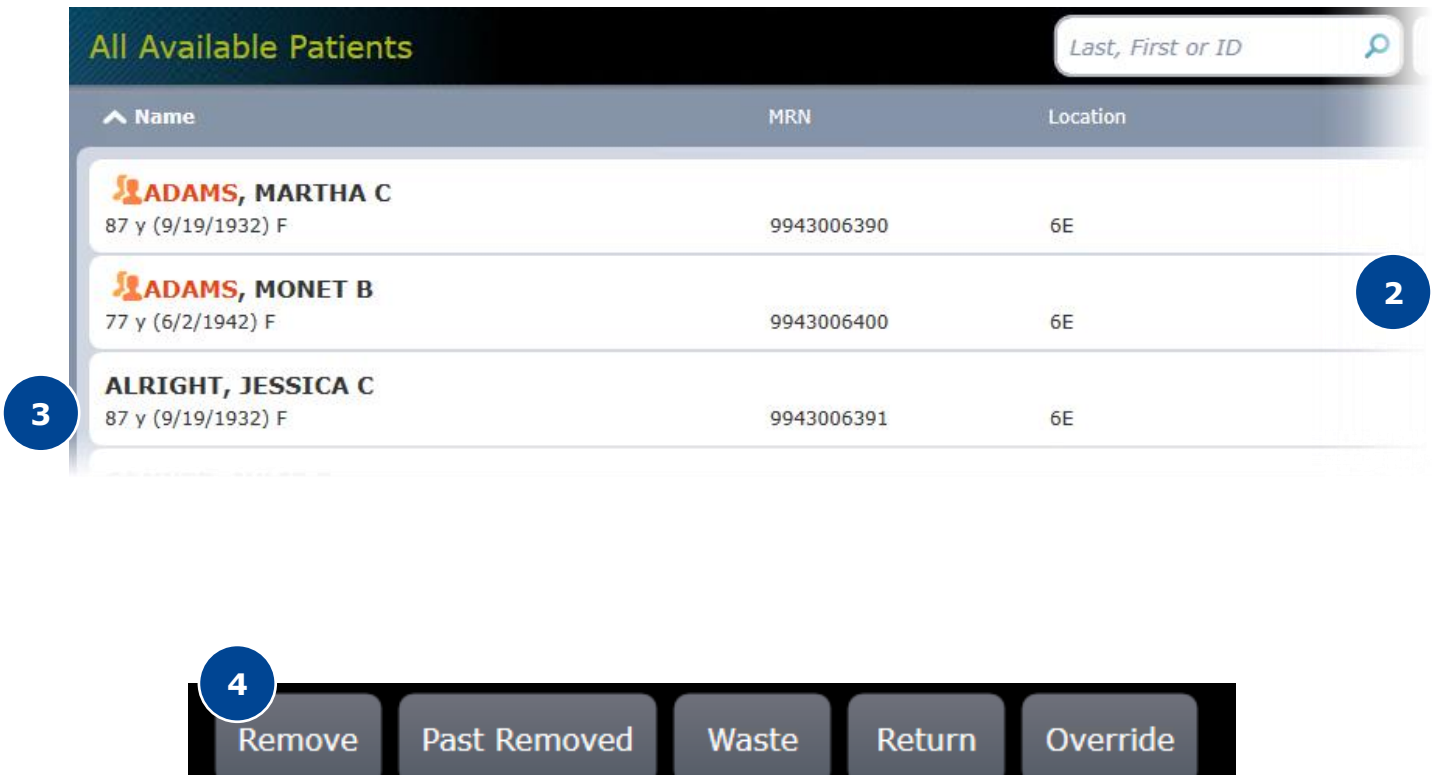2. **Select the down arrow to the right of the patient.**
   Take note of the information displayed, including the account ID, visit and patient ID's, admission date, attending physician and identified allergies.

3. **Select your patient.**
   The selection will be highlighted in green and the buttons across the bottom of the screen are now active.

4. **Select Remove.**

My Patients list- create and edit

Take the following steps to create your My Patients list and add your patients so you can access a dedicated list of patients rather than searching through All Available Patients.

1. **From the Main Menu, select My Patients.**
   The My Patients button is located at the bottom of the screen, toward the left.

2. **Touch Edit Patient List.**

3. **Reset the list by selecting the X at the top of the list.**

4. **Select your patients from the left side of the screen.**
   Your patient will appear on the list on the right side of the screen**.**

5. **Select Accept.**

Your My Patients list is separate from your charting system. There is no interface between this list and your system.

Only patients on the All Available Patients list may be added to your My Patients list.

To remove a single patient from your list, use the small X next to their name.

Once your My Patients list is created, you can use the Edit Patient List button in the lower right corner of the screen to update the list as your assignments change.

When discharged or transferred, patients will be removed from your list per your facility's settings.

9943006395	6E 620/01		FERNANDEZ, DEREK O	✕
			44 y (8/10/1975) F	
9943006397	6E	⌄	**WHITE, PHILLIP B**	✕
			69 y (8/10/1950) F	
9943006398	6W 602/01	⌄		

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All Available Patients | Accept
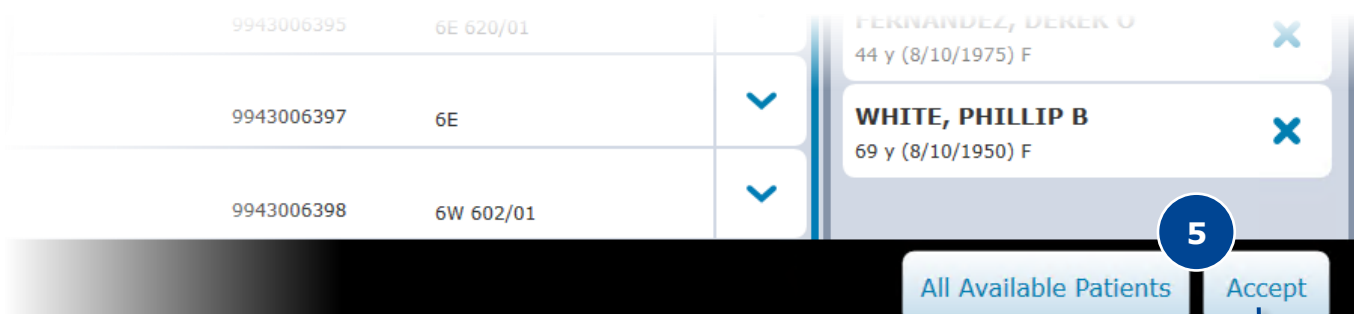
Selecting Accept registers completion of a task. You'll see this button often when working at the device! During certain workflows, you'll also need to close and secure the storage space in order to register the task completion.

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Sensitivity: General Business Use. This document contains proprietary information and is intended for business use only.

Remove floor medications (i.e., ICU, Med Surg, etc.)

Profile devices (Floor medications) display and allow you to remove pharmacy-approved orders that are due within a specified time or given as needed. Take the following steps to remove needed medication.

1. **From the Main Menu screen, touch My Patients.**

2. **Take a moment to read the notes in the blue frames below to familiarize with the screen layout:**

The Due Now display is not a replacement for the MAR.

If you do not see an order in the Due Now column, check the All Orders screen.

If the patient for which you need to remove a medication is not on your My Patients list, you can go to All Available Patients to initiate the removal.

If you're not sure if you are using a Profile device, check the bottom of the Patient Summary screen. If you see an Override button, this is a Profile device! Non-Profile devices do not display pharmacy-approved orders and therefore do not offer override functionality.

Blue dots indicate that an order exists for a patient. The dot appears in the column that corresponds to its time due, including PRN.

Patient Summary									
Patients			‹		Today			›	
Name	MRN	Location		08:00	09:00	10:00	11:00	PRN	All Orders
ALRIGHT, JESSICA C 87 y (9/19/1932) F	9943006391	6E	⌄	●	●			●	●
FERNANDEZ, DEREK O 44 y (8/10/1975) F	9943001234	6W 605/01	⌄	●					●
WHITE, PHILLIP B 69 y (8/10/1950) F	9943009087	6W 607	⌄	●	●			●	●

Remove	Past Removed	Waste	Return	Override		All Available Patients	Edit Patient List

The left-most column shaded in green is the Due Now column.

Selecting a blue dot brings up a list of the patient's orders due in that timeframe. A light blue dot indicates that an order is past due, but still available to be removed as a Due Now order. STAT orders will be designated with an orange marker.

Continued on next page

Remove floor medications (i.e., ICU, Med Surg, etc.)

3. Touch the blue dot in the All Orders column for your patient.
All orders—PRN, STAT and those with a due time—are displayed on this screen.

4. Touch the Due Now button.
The buttons located under the patient name allow you to toggle between groups of orders, such as those due during a specific timeframe or PRNs.

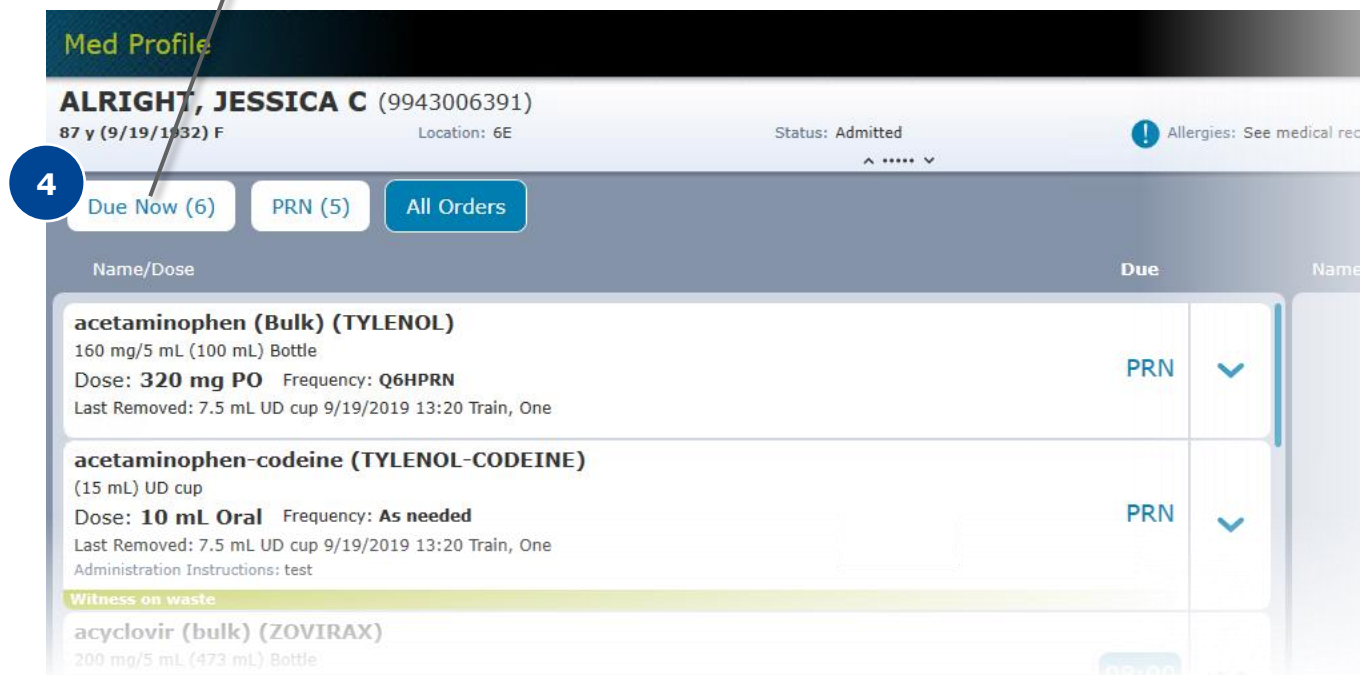Due Now is defined as 2 hours before the current time and up to 2 hours after.

If your site uses System Kits, you can select a kit by touching the System Kits button that will appear at the bottom of this screen.

You can remove multiple medications for the same patient—including scheduled orders, PRNs and overrides (if you have the permissions necessary for overrides)—during a transaction by selecting the medications and adding them to the Selected Meds column. When performing multiple transactions at one time, like removing two ordered medications, you must complete the first transaction before moving on to the second transaction.

You can view a list of the items previously removed for a patient by selecting the patient, then touching the Past Removed button.

Due Now (5)

Med Profile

ALRIGHT, JESSICA C (9943006391)
87 y (9/19/1932) F   Location: 6E   Status: Admitted   Allergies: See medical rec

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Due Now (6)   PRN (5)   All Orders

Name/Dose	Due	Name
acetaminophen (Bulk) (TYLENOL) 160 mg/5 mL (100 mL) Bottle Dose: **320 mg PO** Frequency: Q6HPRN Last Removed: 7.5 mL UD cup 9/19/2019 13:20 Train, One	PRN ⌄	
acetaminophen-codeine (TYLENOL-CODEINE) (15 mL) UD cup Dose: **10 mL Oral** Frequency: **As needed** Last Removed: 7.5 mL UD cup 9/19/2019 13:20 Train, One Administration Instructions: test	PRN ⌄	
Witness on waste		
acyclovir (bulk) (ZOVIRAX) 200 mg/5 mL (473 mL) Bottle		

Continued on next page

Remove floor medications (i.e., ICU, Med Surg, etc.)

5. Locate the order.
If you do not see the order on this screen, select the All Orders button. Scroll through long lists by dragging your finger up and down on the screen or use the search field to find a specific item.

6. Touch the order's down arrow.
Expanding the view provides additional details about the order. Touch the arrow again to collapse the view.

7. Select the order.
The ordered item will appear in the Selected Meds column on the right. Select **Yes** if you are asked about removing an additional dose.
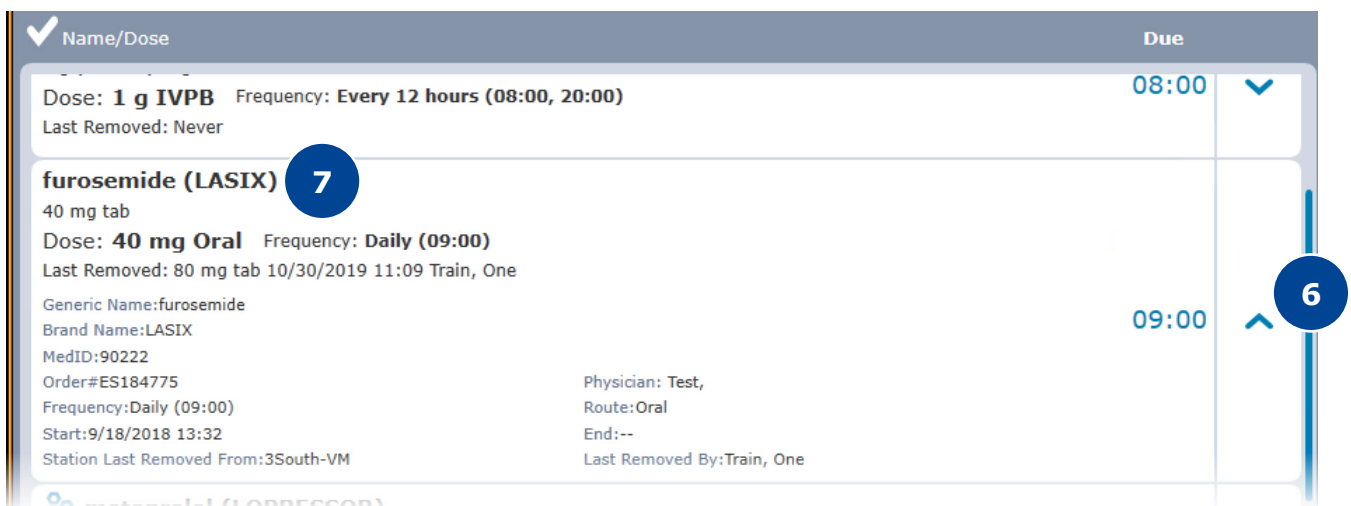
> ⚠ If you attempt to remove a dose for a medication that is scheduled for a future dose, the system will ask you to confirm that you would like to remove an additional dose. For example, if you remove a scheduled dose and it is destroyed, you will waste the dose that was destroyed, then remove a second dose from the device. **If prompted to confirm that you would like to remove a second dose, select Yes and continue with the removal.**

> 📢 If you see a medication on the Med Profile screen that is greyed out, that means that it is unavailable at the device. Select the medication to display why the medication is unavailable and alternate locations of devices within your local area. Select the Find more link to view the Global Find results for that medication.
>
> You can cancel out of a workflow by touching **Cancel**.

✔ Name/Dose	Due
Dose: **1 g IVPB** Frequency: **Every 12 hours (08:00, 20:00)** Last Removed: Never	08:00 ⌄
furosemide (LASIX) ⑦ 40 mg tab Dose: **40 mg Oral** Frequency: **Daily (09:00)** Last Removed: 80 mg tab 10/30/2019 11:09 Train, One Generic Name:furosemide Brand Name:LASIX MedID:90222 Order#ES184775 Physician: Test, Frequency:Daily (09:00) Route:Oral Start:9/18/2018 13:32 End:-- Station Last Removed From:3South-VM Last Removed By:Train, One	09:00 ⌃ ⑥
metoprolol (LOPRESSOR)	

Continued on next page

Remove floor medications (i.e., ICU, Med Surg, etc.)

8. **Touch the PRN button.**
   The PRN button is between the Due Now and All Orders buttons.

9. **Select the order for the medication needed.**
   The ordered item will be added to the Selected Meds column on the right.

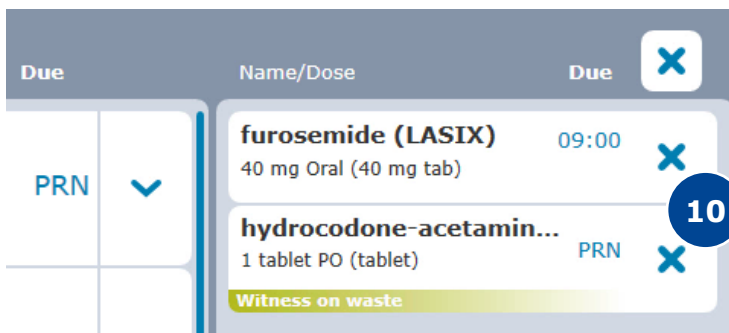10. **Touch the X next to the med order.**
    This will delete the order from the Selected Meds column. You can delete all items with the X at the top of the list.

11. **Touch Remove Med.**
    The storage space in which the medication is stored will now be unlocked.

12. **Open the unlocked storage space.**
    If you're unsure which storage space is unlocked, check the device screen for the location!

⚠ When removing items from the device, you may be prompted to count the items in a storage space before removing the amount needed to fulfill the removal. You may be asked to verify the amount displayed or to enter the amount on the device screen. **If you are prompted during this activity to verify or enter a quantity, and touch Accept.**

Verify Count
Is the Beginning Count correct?

3   tablet

Enter Count
Enter the beginning count

UD cup

When entering a quantity that the system does not expect, you will be asked to recount and enter the quantity again. This will create a discrepancy. **Touch OK to acknowledge the discrepancy.**

Due		Name/Dose	Due	✕
PRN	⌄	furosemide (LASIX) 40 mg Oral (40 mg tab)	09:00	✕
		hydrocodone-acetamin... 1 tablet PO (tablet)	PRN	✕
		Witness on waste		

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You can use the keyboard or the on-screen keypad to enter quantities when prompted.

The MAR is the source of truth! Double-check that you have the correct medications in your list.

Continued on next page

Remove floor medications (i.e., ICU, Med Surg, etc.)

13. Remove the amount as prompted.
This is the first of the two orders.

14. Touch Accept.
Touching Accept completes the removal of the first order and moves you to the removal of the second order. You may need to secure the storage space before moving on to the second item.

15. Locate the pocket for the item listed on the screen.
This is the second of the two orders.

16. Remove the amount as prompted.

17. Touch Accept.

18. Secure the storage space.

Before proceeding, review the information displayed on the device screen. **WHEN IN DOUBT, READ THE SCREEN!**

If you are prompted to scan the barcode on a medication or storage space, use the handheld scanner to do so.
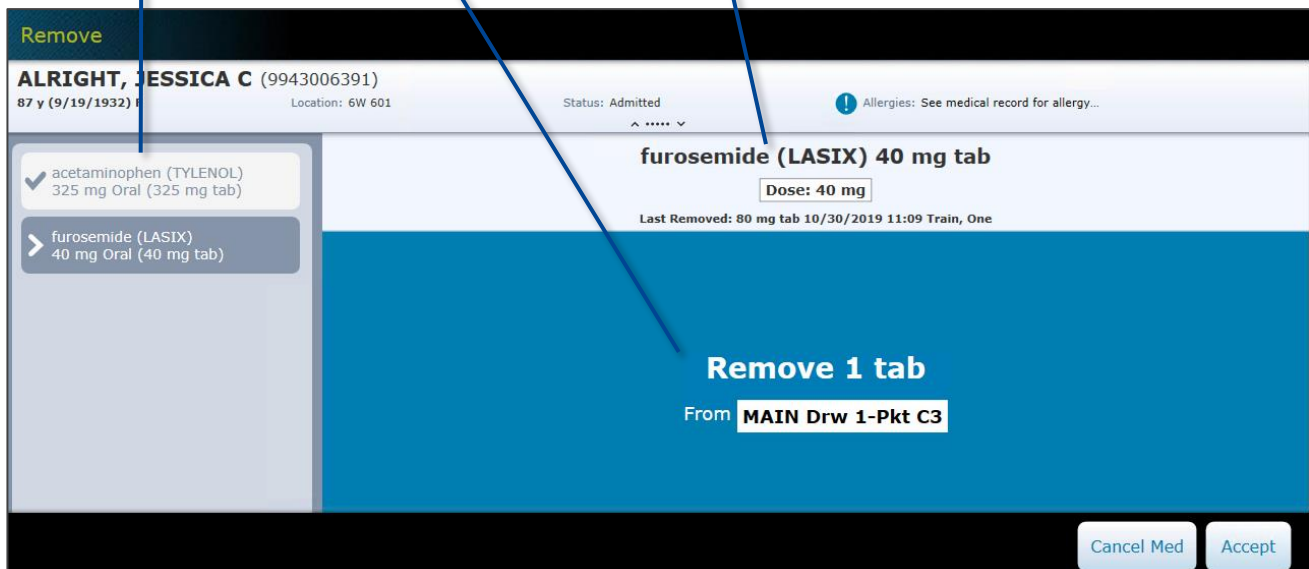
If your device has a refrigerator, the storage space unlocks and allows you to open the door. When removing an item from a secure drawer in a Pyxis ES Refrigerator, the drawer containing the item unlocks and lights up.

If there is insufficient quantity to fulfill a removal, a second pocket or drawer will open to provide access to the quantity required to fulfill the removal.

.

The system will prompt you to take the next step, such as scanning a barcode, removing an item or closing a storage space.

All items that you have queued for removal will be listed here.

Confirm the medication, the quantity and any administration or dispensing instructions.

Remove

ALRIGHT, JESSICA C (9943006391)
87 y (9/19/1932)   Location: 6W 601   Status: Admitted   Allergies: See medical record for allergy...

✓ acetaminophen (TYLENOL)
325 mg Oral (325 mg tab)

> furosemide (LASIX)
40 mg Oral (40 mg tab)

furosemide (LASIX) 40 mg tab
Dose: 40 mg
Last Removed: 80 mg tab 10/30/2019 11:09 Train, One

Remove 1 tab
From MAIN Drw 1-Pkt C3

Cancel Med   Accept

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Remove a multi-component order

Orders for multi-component medications require that you remove more than one item to fulfill the order or required dose.

Any medications that have the three circles on the left side, indicate that there are multiple medications needed to complete the order. Select the 1 line item and all the components will appear on the right side of the screen.

metoprolol (LOPRESSOR)
Dose: **PO**   Frequency: **2 times daily (09:00, 21:00)**

> metoprolol (LOPRESSOR)
> 1 tab PO (50 mg tab)

metoprolol (LOPRESSOR)
1 tab PO (25 mg tab)

A multi-component order will display only the "parent" item name in the **collapsed view** and will display the individual components in the **expanded view**.

Each component is listed on the left side of the Remove screen which appears once the storage space is unlocked. The > indicates the active component.

Return medication- non controlled

Take the following steps to return the unused, sealed item to the device.

1. **From the Main Menu, touch My Patients.**

2. **Select your patient.**

3. **Touch Return.**

4. **Find the medication you want to return.**
   You may need to expand the record by selecting the chevron to confirm the correct medication.

5. **Select the medication.**
   The medication will appear in the Selected Meds column on the right.

6. **Touch Return.**
   If you are returning the medication to an internal location, the storage space in which the bin is located will now be unlocked.

The screen displayed below is a Profile view. In a Non-Profile device, this display will not include order information. The steps for using this feature in both Profile and Non-Profile devices are the same.

If the patient for whom you need to return a medication is not on your My Patients list, you can go to All Available Patients to initiate the transaction.

If a medication is greyed out, it is not available for this process. Select the medication to access the tool tip, which gives the reason it cannot be returned.

If you don't see the medication you need to return listed, touch **Show More History**. The Meds to Return screen displays items removed within the last 3 days.

⚠ When returning medications, a witness may be required to enter their credentials. Refer to your policies and procedures for details. **If you are prompted during this activity for a witness, enter the credentials provided. In practice, the witness would enter their own credentials.**

Continued on next page

Return medication- non controlled

7. **Open the unlocked storage space.**
   If you're unsure which storage space is unlocked, check the device screen for the location.

8. **Take a moment to review the screen.**

9. **Place the item in the designated return bin.**

10. **Touch Accept.**
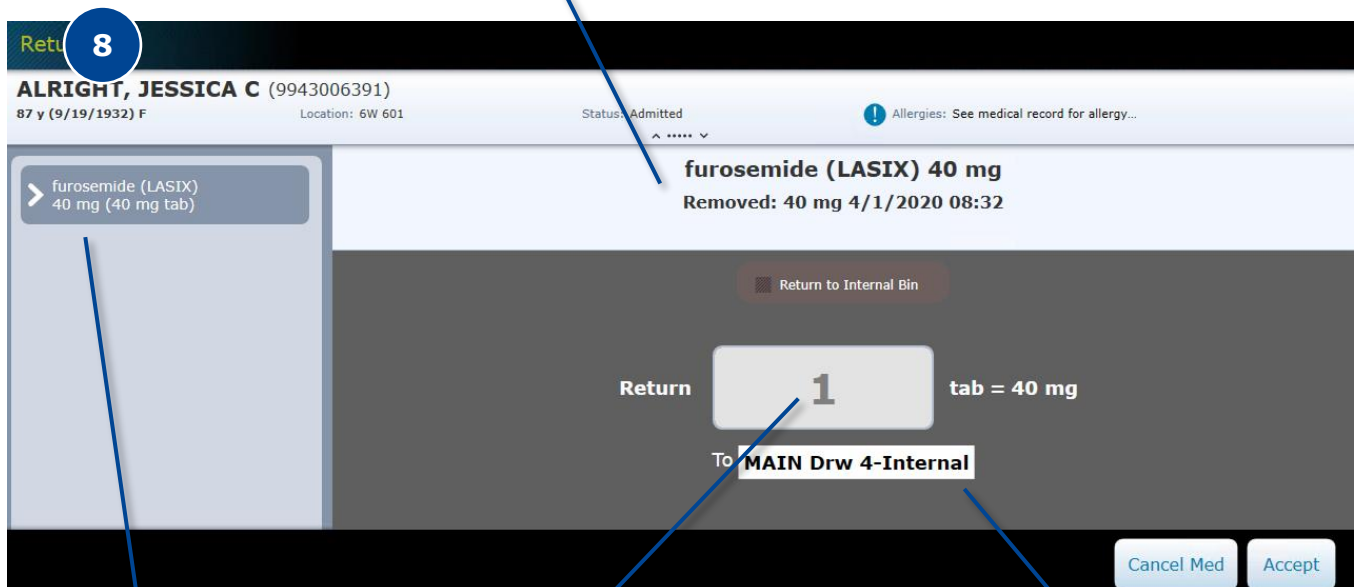
11. **Secure the storage space.**

> With the proper permissions, you can also return medications for which no prior remove transaction exists using the Search All Meds feature. If enabled, you will see the Search All Meds button after selecting the patient and selecting Return.
>
> If you have the proper permissions and an alternate return location has been defined for an item, you may see a button at the bottom of the Return screen that allows you to return the item to the alternate location if you cannot access the return location listed on the screen.
>
> Before proceeding, review the information displayed on the device screen. **WHEN IN DOUBT, READ THE SCREEN!**

Confirm that the medication displayed matches the item you are returning.

8

ALRIGHT, JESSICA C (9943006391)
87 y (9/19/1932) F   Location: 6W 601   Status: Admitted   (!) Allergies: See medical record for allergy...

> furosemide (LASIX)
> 40 mg (40 mg tab)

furosemide (LASIX) 40 mg
Removed: 40 mg 4/1/2020 08:32

Return to Internal Bin

Return   **1**   tab = 40 mg

To MAIN Drw 4-Internal

Cancel Med   Accept

All items that you have queued for return will be listed here.

Confirm that the quantity displayed matches the item you are returning.

The return location will be displayed on the screen.

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Recover a failed storage space

When a drawer, door or pocket fails, you will need to recover the failed storage space. Take the following steps to do so.

1. **From the Main Menu, touch More.**

2. **Touch Recover Storage Space.**
   Any failed storage spaces will be listed on the screen. To recover a storage space, you would select the space from the list and touch Start, then follow the prompts on the screen until the space is recovered.

> **Contents stored in a failed storage space are not available for removal.**
>
> If you are unable to resolve the issue by following the prompts on the screen, you may select the Fail Lid/Fail Hardware button in the lower right corner.
>
> Refer to your Policies and Procedures for further instruction.

Please close the lid

Location: MAIN Drw 1-Pkt A1

Fail Lid

BD

Remove on override

Users with proper permissions can remove medications from Profile devices that have been ordered by a physician but not yet verified by a pharmacist. Take the following steps:

1. **From the Main Menu, touch My Patients.**

2. **Select your patient.**

3. **Touch Override.**

4. **Begin typing the medication in the search field.**
   You must enter at least the first three letters of the medication name. Only those medications that are available for removal and match the search criteria will appear.

5. **Find the medication needed on the list of matching and available medications.**

6. **Select the medication.**

7. **Enter the quantity to be removed.**

8. **Touch OK.**

9. **Touch Remove Med.**

10. **Open the unlocked storage space.**
    If you're unsure which storage space is unlocked, check the device screen for the location!

11. **Locate the pocket for the item listed on the screen.**

12. **Remove the medication.**

13. **Secure the storage space.**

> ⚠️ When removing medications on override, you may be required to provide a reason for the override. You may also be required to have a witness enter their credentials in the system to complete the transaction. Refer to your policies and procedures for more details. **If you are prompted during this activity for a witness, enter the credentials provided. In practice, the witness would enter their own credentials.**

Override

④ | alb | ✕

ALRIGHT, JESSICA C (9943006391)
87 y (9/19/1932) F   Location: 6W 603   Status: Admitted   ⓘ Allergies: See medical record for allergy...
∧ •••• ∨

Resources

Functionality: Ask your unit Super User or Charge Nurse
Password Assistance: Call Help Desk x6464
Caregiver Access: Notify Unit Manager
Additional Assistance: Contact Pharmacy