

Pyxis Medstation “All Meds Out of Pyxis”

All patient medications will be dispensed from the Pyxis Medstation. The nurse will use the following features most often:

- Remove
- Return
- Waste
- Patient Specific Meds
- Recover Drawer

Φ Pyxis Login and Password

1. Your login will be one of the following:
 - 1.1. Beaumont Employees:
 - 1.1.1. Use your Beaumont Employee ID #
 - 1.2. Non-Beaumont Employees:
 - 1.2.1. Use the last 4-digits of your Social Security #.
2. Use the word *NEW* as the first password. The first time you login you will be prompted to change your password to one of your choosing. (*Maximum of 8 characters, do not use numbers*).

Φ BioID

1. To login, enter your Pyxis ID # .
2. **Before** you type your password, you will be asked if you would like to register your BioID.
3. Choose YES.
4. Enter your password in the password inset box.
5. Press OK.
6. Read the BioID information on-screen.
7. Press SCAN and follow the prompts to register your BioID.
 - 7.1. Choose one finger to use for BioID. HINT: Use your middle finger to achieve the best scan.
 - 7.2. Scan the same finger FOUR times

NOTE: This mechanism measures a mathematical distance between specific ridges in the fingerprint and converts to an algorithm it does NOT store the users fingerprint.

8. You will see a notice informing you that your registration is complete.
9. If you see a message informing you that your registration failed, please try again.



Φ Changing Your Pyxis Password

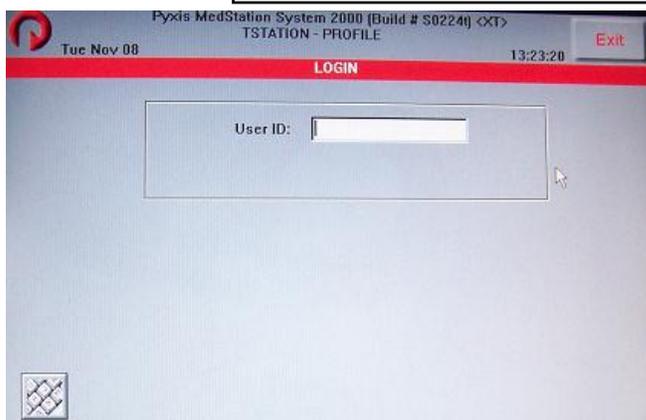
1. In the Main Menu screen, touch User Menu
2. In the User Maintenance Menu screen, touch Change Password
3. In the Current Password box or the New Password screen, enter your existing password and press Enter on the keyboard.
4. In the New Password box, enter your new password and press Enter on the keyboard.
5. In the Confirm Password box, enter your new password again and touch accept.

Φ Logging into Pyxis



Logging into Pyxis

1. Touch the Medstation screen or press any key on the keyboard to begin.
2. Enter your User ID# and depress <ENTER>.
3. Depress finger on BioID on pad

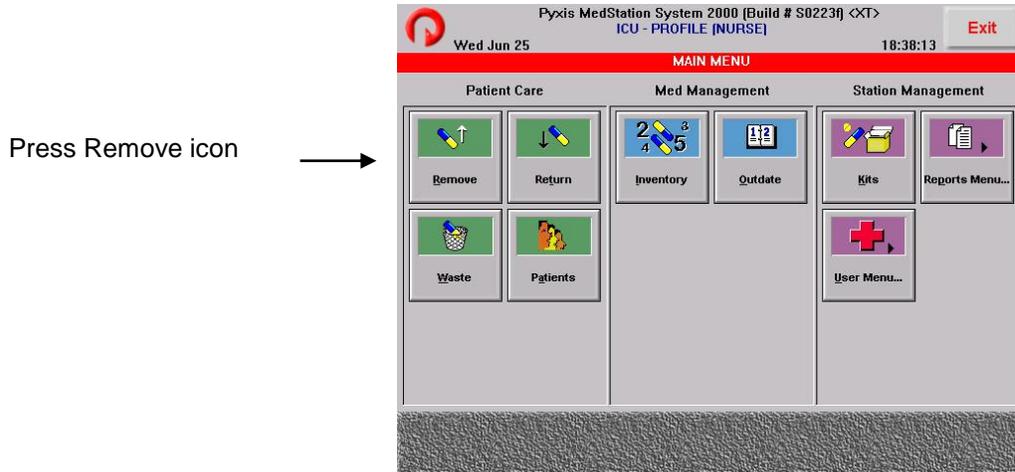


Φ Removing a Medication

NOTE:

- Only take out ONE patient's meds at a time
- Place medications in baggie

1. Press the Remove icon.

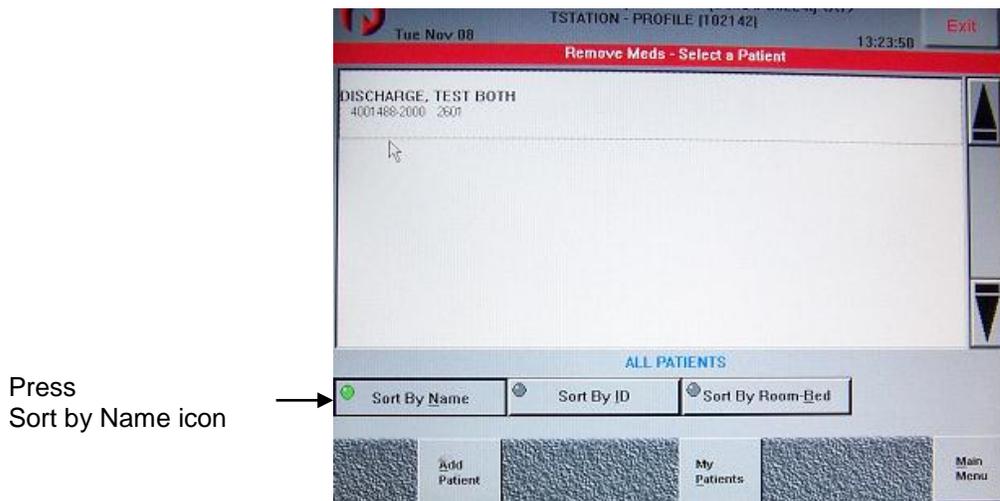


2. Press the Sort By:

- Name (safest and preferred method)
- Patient ID#

NOTE: User can scroll using arrows on the right side. User can just start typing patient's name in the inset box.

3.

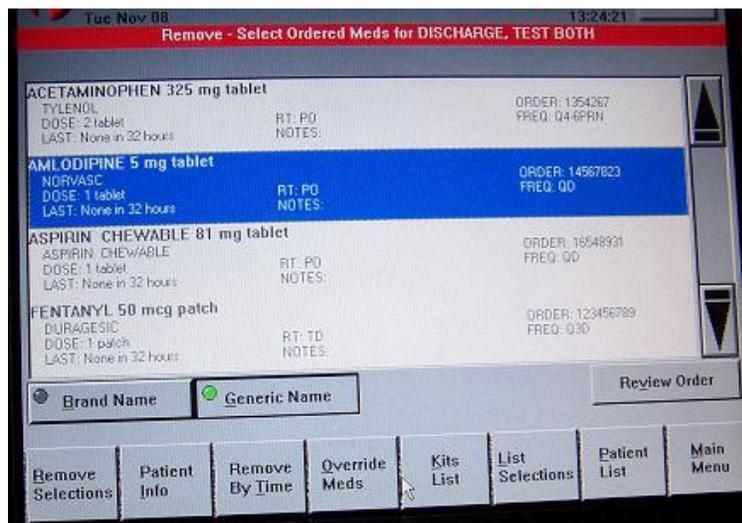


3. Locate patient and press patient name.
4. Press either BRAND or GENERIC to display medication names.
5. Select medications. Meds highlight . You may select as many medications as you need at one time for that patient.



NOTE: Medication names that are grayed out
 -medication may be out of stock
 -medication is not stored in unit
 -ordered medication is not loaded yet

6. Press the Remove Selections icon.



- The drawer will open for the first med. Be sure to pull the drawer ALL THE WAY OUT. Then the drawer / cubie cover will pop open.



- Using the number pad, indicate the number(s) of the medication removed.



- Remove the medication for the patient. Carefully follow screen instructions and close cubie covers and drawers securely.

NOTE: If more than one medication was listed, the next drawer will open and the drawer / cubie cover will pop open.

- Push the Accept icon or close drawer. Close all cubie covers and drawers securely.
- Receipt of medication transaction will print.
- Place all medications and receipt in plastic baggy.
- Press the EXIT icon in the upper right hand corner.

Φ Removing and Returning Insulin from the Pyxis MedStation

Removing insulin for your patients

1. Log in to the Pyxis MedStation.
2. Touch Remove.
3. Choose a patient with an order for insulin.
4. Choose the type of insulin needed
5. Choose Remove Selections.
6. The Pyxis SMART Remote Manager will open the refrigerator door.
7. Remove the insulin from the refrigerator.
8. Close the refrigerator door.
9. Write the patient name, birth date and expiration date on the medication sticker.
10. Administer the insulin to patients.

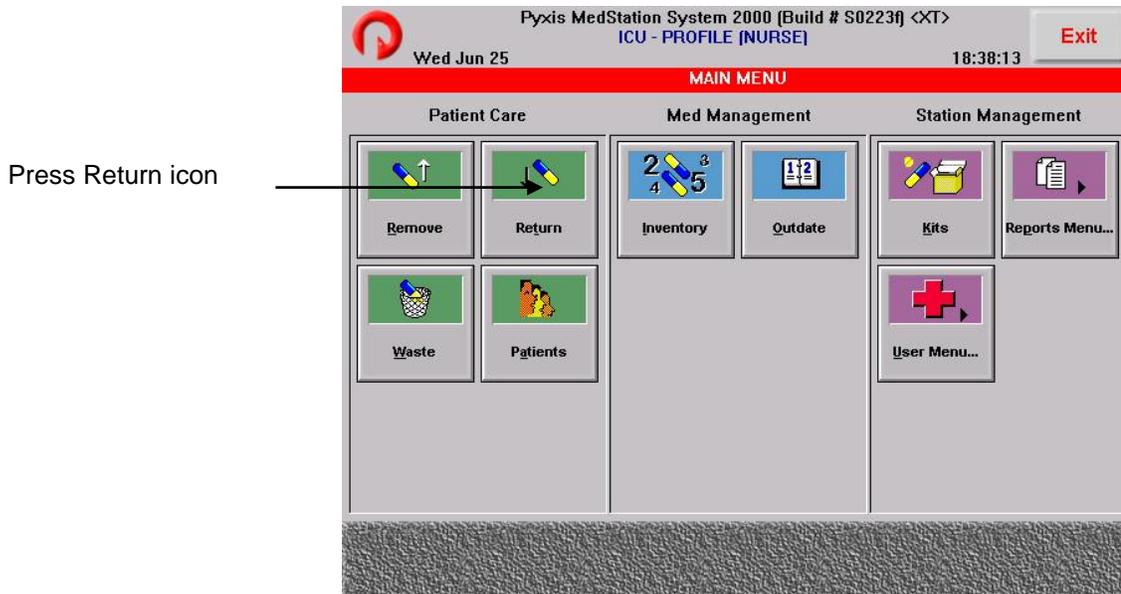


Returning insulin to the refrigerator

1. Log in to the Pyxis MedStation.
2. Touch Remove.
3. Choose the patient that the insulin was removed for.
4. Choose the type of insulin to be returned.
5. Choose Remove Selections.
6. The Pyxis SMART Remote Manager will open the refrigerator door.
7. Change the Remove Quantity to 0.
8. Return the insulin to the refrigerator.
9. Close the refrigerator door.

Φ Return Medications to the Medstation

1. Login to Pyxis
2. From the Main Menu, press the Return icon

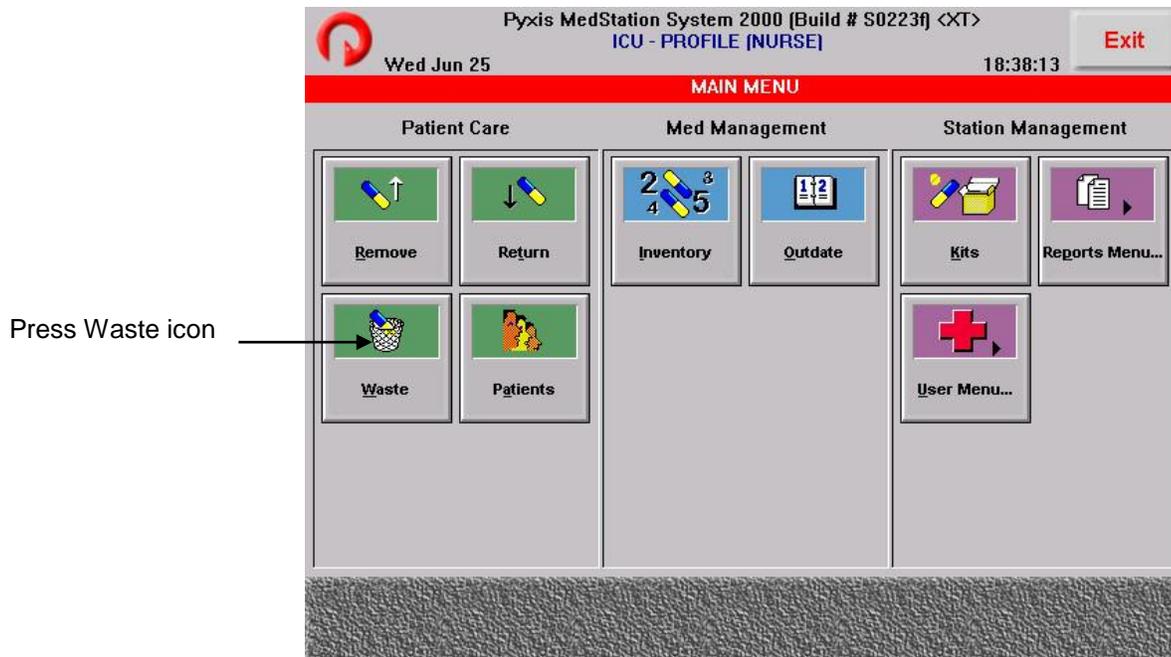


3. Press Sort Name or ID#
4. Locate patient's name and press name on screen
5. Press Brand or Generic
6. From the list of medications for the patient, press the medication(s) you wish to return to the Medstation.
7. Press the Return Now icon
8. The Return drawer will open

NOTE: The return drawer is the top drawer. Medications will be returned to this drawer or the Pharmacy credit bin.
9. Press the Accept icon
10. Receipt will print. Place in recycle bin
11. Press the Exit icon

Φ Waste Medications

1. Login to Pyxis
2. From the Main Menu, press the Waste icon



3. Press Sort Name or ID# or Room #
2. Locate patient's name and press name on screen
3. Press Brand or Generic
4. Press medication that is to be wasted from the list displayed
5. Press Waste Selection icon
6. Enter amount "given" to patient
 - ΦNOTE: If WBH spilled medication press the Credit button. Once credit button is pressed, changes from gray to green.
 - ΦNOTE: Depending on medication a witness may be needed to complete the Waste process
7. Witness enters ID # and password – as needed.
8. Press the Accept icon
9. Receipt prints. Place in recycle bin
10. Waste medication per protocol
11. Press Exit icon

Φ Counting Meds

The nurse will be asked to count medications in the following situations:

- When using controlled substances
- If the non-controlled medications fall below the inventory level

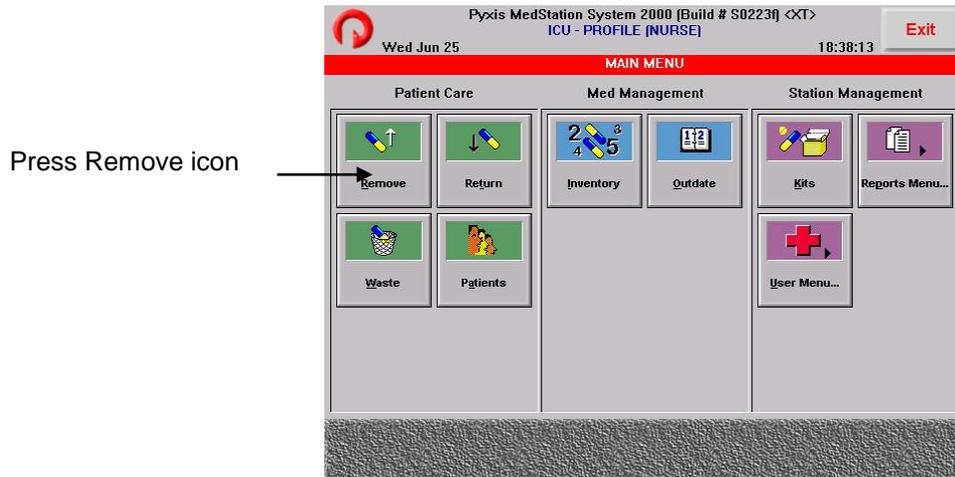
Follow the screen prompts to verify counts when requested.

Φ Patient Specific Medications

There are some medications that will be stored in one of the Pyxis towers. Example: inhalers

Procedure – Log into oneChart and open the patient’s EMAR

1. Log into Pyxis.
2. Press the REMOVE icon.



3. Press Sort NAME or ID#
4. Press patient name from list displayed.
*NOTE: Medications grayed/dimmed are:
-out of stock*

Medication stored in patient specific will not show up on the patient’s medication list in pyxis. You would have to refer to Epic’s eMar and see if this is either “RO Talyst” which means it’s stored in the pyxis tower (Patient Specific Medication) or supplied by central pharmacy in which pharmacy delivers the medication to the floor.

5. Just start typing “PAT” to access Patient Specific Meds. An inset box will display.
6. Then select “Remove Selections”
NOTE: Specific meds may be accessed via:
 - Patient Refrigerated Meds (ex: insulin)
 - Patient Specific meds (ex: inhalers)
 - Pharmacy Delivred Products (ex: TPN)
7. Press the Patient Specific Meds from list of meds.
 - Select quantity to be removed (typically 1)
 - Choose whether to continue removing another med by pressing Select Next Med or Remove Now if finished
8. Tower opens.
9. Locate patient’s meds and remove.
10. Close tower door.
11. Receipt prints. Place meds with receipt into baggy and

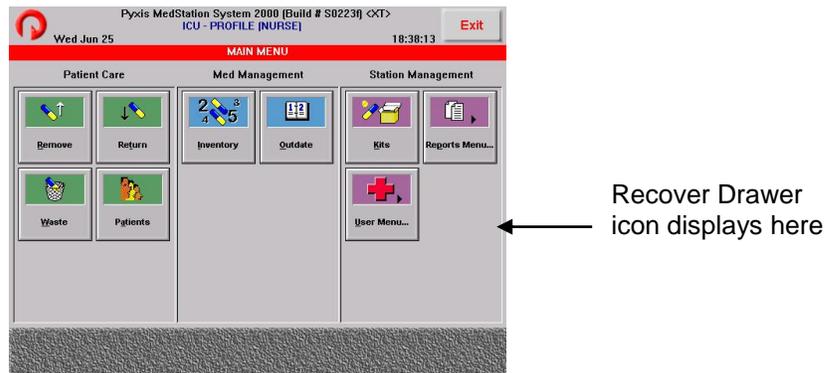


follow Med-Pass Guidelines

12. Press the EXIT icon.

Φ Recover Drawer

If there is a problem with a drawer, there will be an icon displayed on the Main Menu - Recover Drawer.



Φ Procedure to Recover a Drawer

User has a Recover Drawer icon on the Main Menu.

NOTE: Cubie covers not closed properly or securely will create an error and cause a Recover Drawer icon to display.

1. Login to Pyxis
2. Press the Recover Drawer icon under Station Management.
(This icon will only appear when there is a problem)
3. Press the drawer with the error from the list displayed.
4. Follow the text on the screen to solve the problem.
·If not, call the 1-800 number located on the Pyxis unit
5. Touching each cubie cover in the drawer to see if that was the problem is helpful.
6. Close drawer
7. Press the Exit icon.

NOTE: Anyone can recover a drawer

Φ Discrepancies

Procedure

Discrepancy icon will display on the Main Menu if there is a problem

1. Touch screen to begin
2. Enter ID# and password
3. Depress finger to BioID pad
4. Press Document Discrepancy icon
5. Select a discrepancy to document
6. If a witness is required, ask the witness to enter his or her ID and password and touch Accept.
7. Do one of the following:
 - if the reason for the discrepancy appears on the list, select the reason and touch Accept

- if the reason is *not* on the list, touch Other. Type free-text reason (up to 60 characters.)
8. Touch Accept

Φ Changing the Printer Paper

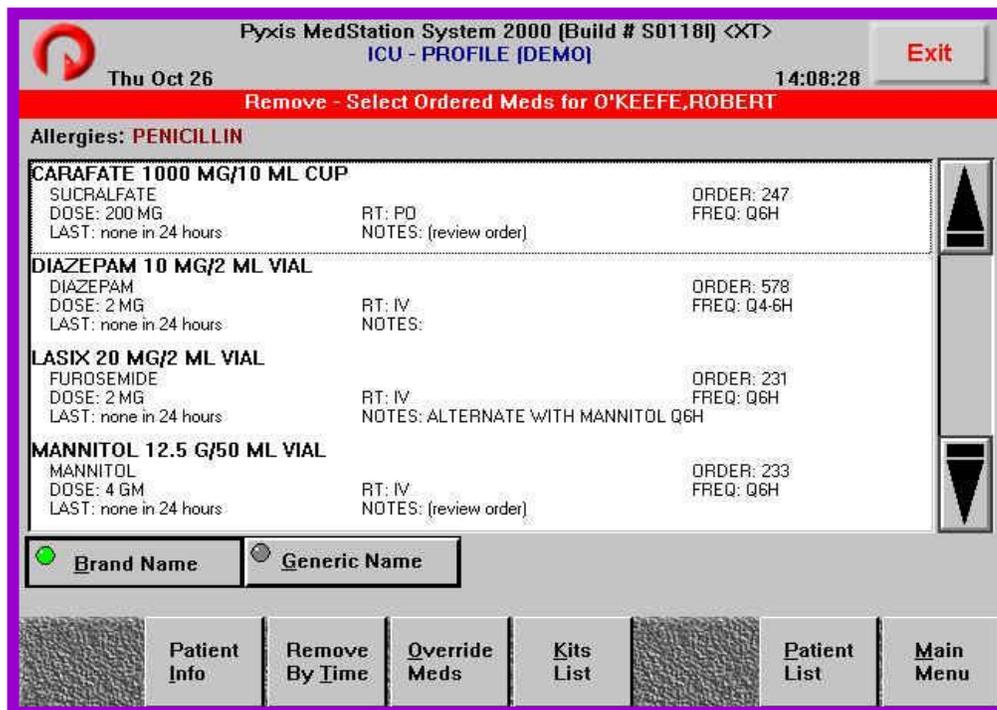
Procedure

1. Open lid on Pyxis unit
2. Push black lever up/away
3. Remove old paper spool and retrieve spindle
4. Insert spindle in new paper roll
5. Drop paper into printer. Paper will flow from bottom of spool
6. Thread paper behind back roller and in front of silver bar
7. Push black lever down
8. Push green button to feed paper
9. Close lid

NOTE: See diagram under lid for threading paper. Maintain paper supply at all times.

Φ Safety Features

- Nurse log into oneChart and open the patient’s EMAR at the computer located next to Pyxis.
- If more than one medication is going to be removed, only ONE drawer opens at a time for removal
- Medications and the Pyxis receipt get inserted into baggie
- Receipt with medications double checked with the EMAR and patient’s wristband in the patient’s room
- Allergies are indicated on the Profile screen.



Φ Pyxis Notes

- IVPB are kept in Pyxis
- Drawer order is what determines which med drawer opens first.
- Once meds are selected, drawers will open in order of where they are stored in the system. (Can change individual profile for users – open one drawer at a time)
- Epidurals and PCAs are kept in Pyxis.
- All receipts from Pyxis are placed in the recycle bins on the units. NEVER in the wastebasket.
- Remove only meds for a specific time and patient.
- Use of Override icon
 - Use for emergency medications and FIRST dose only of controlled substances if not in patient profile

Φ Troubleshooting

- If you find the machine down, call the AM, ANM or CNS
- Use the flipchart attached to the Pyxis
- Reboot – see flow process
- Page the Charge Pharmacist 24/7 as a last resort