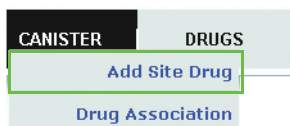


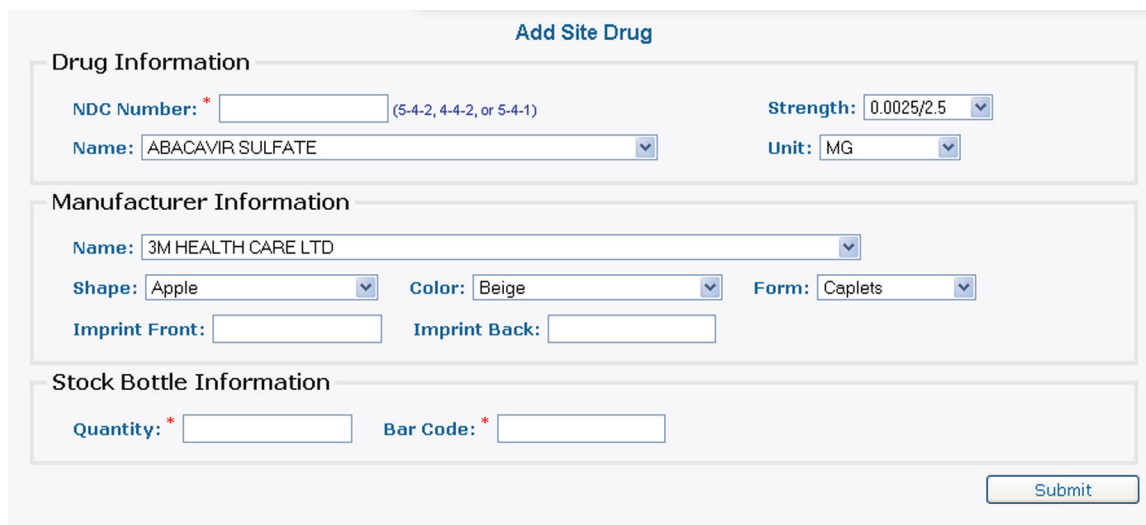
Add Site Drug

Adding Drugs to the System

1. On the menu bar, point to Drugs then click Add Site Drug.



Add Site Drug Screen



Add Site Drug

Drug Information

NDC Number: * (5-4-2, 4-4-2, or 5-4-1) Strength:

Name: Unit:

Manufacturer Information

Name:

Shape: Color: Form:

Imprint Front: Imprint Back:

Stock Bottle Information

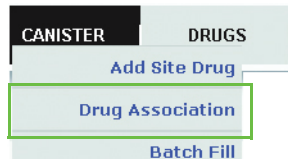
Quantity: * Bar Code: *

2. Enter the drug number.
3. Enter the drug name.
4. Enter the drug strength.
5. Enter the unit of measurement.
6. Select the drug manufacturer from the Name drop down list.
7. Select the drug shape.
8. Select the drug color.
9. Select the drug form.
10. Enter the imprint on the front of the drug.
11. Enter the imprint on the back of the drug.
12. Enter the stock bottle quantity.
13. Scan or enter the stock bottle bar code.
14. Click the Submit button. A report page populated with the entered information appears.
15. To add another drug, point to Drugs then click Add Site Drug and repeat the process.

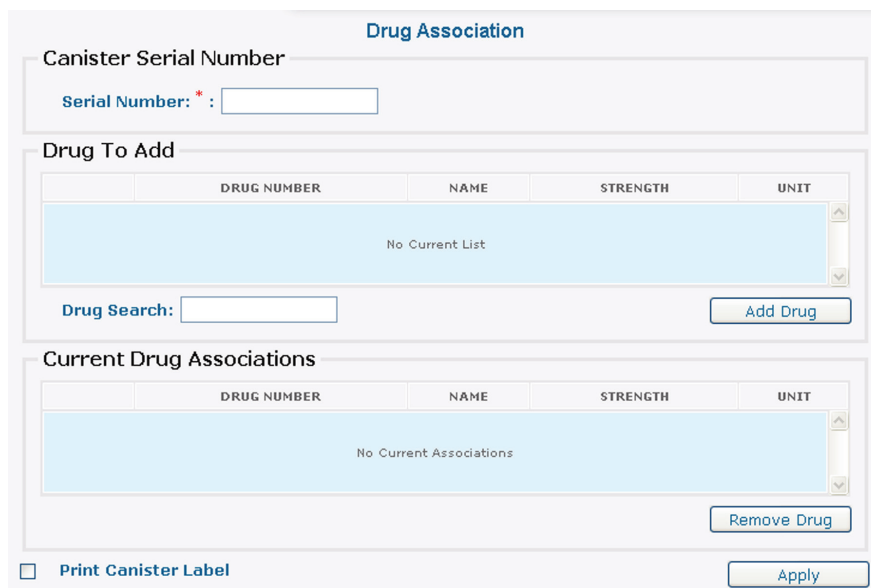
Drug Association

Associating a Drug to a Canister

1. On the menu bar, point to Drugs then click Drug Association



Drug Association Screen.



Drug Association

Canister Serial Number

Serial Number: * :

Drug To Add

DRUG NUMBER	NAME	STRENGTH	UNIT
No Current List			

Drug Search:

Current Drug Associations

DRUG NUMBER	NAME	STRENGTH	UNIT
No Current Associations			

☐ **Print Canister Label**

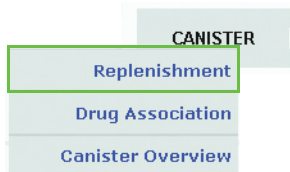


2. Enter or scan the canister serial number.
 3. Enter the drug name or NDC number in the Drug Search text box and click on the dialog box in a blank area. If there is a drug in the system that matches your search criteria, it will appear in the Drug to Add dialog box.
 4. Select the radio button next to the drug you want to associate the canister to and click the Add Drug button.
- NOTE:** If the drug selected does not match a currently associated drug you will not be able to associate it and an error message will pop up and display the text "Drug Not Equivalent".
5. To print a canister label with the drug information on it, select the radio button for the associated drug and select the check box next to the Print Canister Label text.
 6. Click the Apply button.
 7. The printer prints the canister label. Affix the label to the canister. using the alignment marks on label and canister.

Replenishment

Replenishment

1. On the menu bar, point to Canister then click Replenishment or select the Replenishment icon.



Replenishment Screen

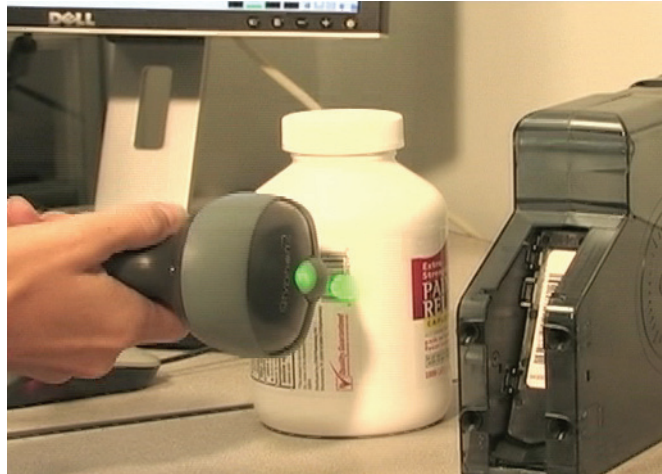
A screenshot of the 'Replenishment' screen in a software application. The screen has a title bar 'Replenishment' and is divided into three main sections: 'Canister Information', 'Drug Information', and 'Lot Information'.
- 'Canister Information' section contains a 'Serial Number: *' text box and a checkbox labeled 'Canister Is Completely Empty'.
- 'Drug Information' section contains a 'Stock Bottle Bar Code:' text box and a 'Quantity:' text box. Below these is a table titled 'DRUG INSTANCE' with columns: DRUG NUMBER, MFG, FORM, COLOR, SHAPE, FRONT, and BACK. The table body is empty, showing 'No Current Map'.
- 'Lot Information' section contains a 'Lot Number:' text box and an 'Expiration:' dropdown menu showing '01' and '2008'.
At the bottom left is a checkbox labeled 'Print Replenishment Label'. At the bottom right is an 'Apply' button.

2. Retrieve the canister from the DOSIS cabinet if necessary.
3. Scan or enter the canister serial number. The drugs associated to the canister will display in the Drug Information dialog box.



4. If the canister has been run completely empty, select the check box next to Canister is Completely Empty. This will clear any current lot numbers associated with this canister.
5. Select the radio button next to the drug you are replenishing.

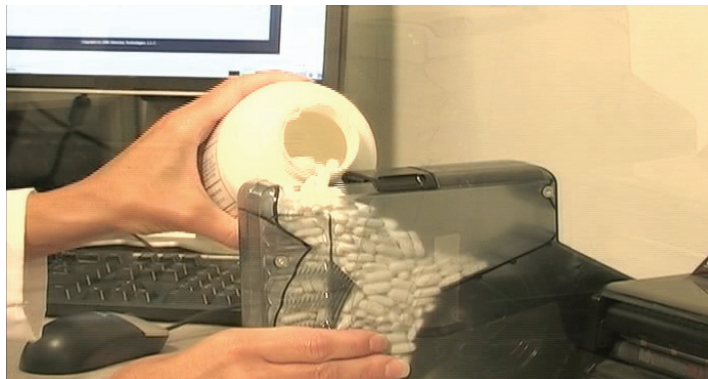
6. Ensure the focus is on the Stock Bottle Bar Code text box and scan or enter the stock bottle's bar code.



7. Enter the quantity you are putting in the canister.

Lot Information Dialog Box

8. Enter the lot number and expiration date.
9. If you want a new label, select the check box by Print Replenishment Label.
10. Click the Apply Button.
11. The screen will change to a confirmation report showing the information on the canister's replenishment history.
12. Pour the pills into the canister.



13. Return the canister to DOSIS.

NOTE: The canister does not have to be returned to the same location. DOSIS rescans the row after it has been locked to verify the canister(s) placed in that row.