

Pyxis™ ES System

Reports Book

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Pyxis™ ES System Reports Book

Changes in equipment, software, or procedures occur periodically; information describing these changes will be included in future editions of the guide.

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Documentation provided with this product might reference product not present in your facility or not yet available for sale in your area.

Information to User

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC Notice

This device complies with Part 18 of the FCC rules.

Canadian Notice (Avis Canadien)

This ISM device complies with Canadian ICES-001.

Cet appareil ISM est conforme à la norme NMB-001 du Canada.

Information to User

Caution: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Canadian Notice (Avis Canadien)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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About this book

This book provides descriptions of the reports available in the Pyxis™ Enterprise Server and the Pyxis MedStation® ES station. For information on generating reports or using the Pyxis MedStation ES system, refer to the *Pyxis Enterprise Server User Guide* and the *Pyxis MedStation ES User Guide*.

For information about the Pyxis MedStation ES system not covered in this document, call the CareFusion Technical Support Center for Pyxis products (TSC) at **800.727.6102** or **858.617.2000**.

Overview of this document

This document contains a separate chapter for each type of server and device report provided with the Pyxis Enterprise Server system or the Pyxis MedStation ES system. Within these chapters, reports are listed in alphabetical order. For each report, this document includes a description. The description identifies the purpose of the report, explains what it contains, and, if applicable, indicates how frequently to run the report.

NOTE

In some cases, the name of the report listed in the software interface does not match the name displayed in the final report. To accommodate this, headings identify the report based on the name used in the software, and the alternate name is listed immediately after the heading.

This document includes the following information about the Pyxis Enterprise Server and Pyxis MedStation ES systems reports.

- *Chapter 1, Introduction*
- *Chapter 2, Device reports.* Device reports are designed to help your workflow.
- *Chapter 3, Server: Activity reports.* Activity reports include specific information on all accesses, charges and credits, loading and unloading, discrepancies in the system, and refill activities.
- *Chapter 4, Server: Inventory reports.* Inventory reports provide a detailed account of the status of inventory throughout the system, allowing effective inventory management.
- *Chapter 5, Server: System reports.* System reports provide you with a snapshot of what your system contains at the time you run the report.
- *Chapter 6, Server: System Activity Reports.* System Activity reports monitor and track system-wide activity of the Pyxis Enterprise Server.

Conventions

Text

This document uses the following conventions:

- Document titles, cross-references, and text that requires emphasis are formatted in *italics*.
- The names of buttons, menu commands, options, and icons are formatted in **bold**.
- User input is formatted in **Courier bold**.

Notice Indicators

NOTE

Notes contain supplementary information or emphasize a point or procedure.

Chapter 1

Introduction

This chapter describes how reports are listed in this document and what information is provided for each report. The chapter also identifies which reports are considered important to most facilities.

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Updates

- *Delivery Confirmation with Pyxis ES Link report* records the Queued, In Transit and Delivery times for Pyxis ES link.
- Fractional Unit of Measure values added to *All Device Events report* and *All Discrepancies report*.
- Zoom functionality for scheduled reports allows a print preview when scheduling a report. This indicates if all columns fit across the page.
- Report column headers lock so that column titles are fixed when scrolling down to view additional rows for rendered reports.

Rendered reports open in a separate browser window to allow users to view more of their reports.

Critical reports

This section lists the reports that CareFusion considers to be important to a hospital using Pyxis Enterprise Server or Pyxis MedStation ES, and also lists the reports frequently used by pharmacy and nursing staff.

Important reports

CareFusion considers the following reports to be important to any hospital.

- *All Device Events report* on page 14
- *All Discrepancies report* on page 14
- *Hospital Wide Med Summary report* on page 23
- *Delivery Confirmation with Pyxis ES Link report* on page 15
- *Ordered Meds Not Loaded report* on page 24
- *Patient to Patient Transfer report* on page 16
- *Pick and Delivery report* on page 25
- *Returns and Wastes report* on page 18

Frequently used reports

The following reports are used frequently to manage the system.

- *All Device Events report* on page 14
- *All Discrepancies report* on page 14
- *Clinical Data Category Response report* on page 15
- *Hospital Wide Med Summary report* on page 23
- *Delivery Confirmation with Pyxis ES Link report* on page 15
- *Ordered Meds Not Loaded report* on page 24

- *Patient to Patient Transfer report* on page 16
- *Returns and Wastes report* on page 18

Exporting reports

Reports can be exported and saved to a local PC in Adobe® PDF version 9.0 or in the additional formats listed below.

To export reports to PDF, Word, or Excel

After you run a report, you can export a report from the Report Viewer screen.

1. Select the **Export** icon to open the dropdown list.
2. Select the format:
 - XML file with report data
 - CSV (comma delimited)
 - Acrobat (PDF) file
 - MHTML (web archive)
 - Excel
 - TIFF file
 - WordThe file is exported.
3. Select **Save**, **Save as**, or **Save and open**.
4. Select **Open folder** to view the file that you exported.

Using Show/Hide feature

You can customize your reports. In the screen that appears after you select Run, select the data columns that you want to show in your report and deselect the data columns that you want to hide. You can save these choices to My Reports.

General report information

The following information applies to all reports:

- The time and date of the local dispensing device is used for the report. Times are displayed in 24-hour clock format.
- Reports can be viewed in Internet Explorer® version 7 or version 8.
- Reports can be run on demand.
- Reports can be printed to a designated printer.
- Search filters allow you to control the information that appears in the report.
- If you do not select any filter criteria, the report displays all of the data for the selected Group mode.
- If you select medication data which is not available, no medication activity is displayed.
- If exporting to Word 2003, click **View > Print Layout** to see the header and footer of the exported report.
- If exporting to Word 2007 and 2010, the header and footer can be viewed directly in the document.

NOTE

The Microsoft update 956391 may prevent reports from being printed. If this happens, resolve the issue as follows:

- Before printing a report, add the server application site to your trusted sites by opening the Internet Explorer browser and going to **Tools > Internet Options > Security > Trusted Sites > Sites**. If the protocol is https, clear the check box for **Require Server verification (https:) for all sites in the zone**.
- Refresh the page or close the browser and open the page again.

Creating My Reports

Use My Reports to generate a report previously saved with your parameters. A new date range is prompted each time. Set up the report under the Run Reports menu, save it to My Reports, and then use that report format whenever you want to run that report. You can also change or add parameters and save a new My Reports.

Setting up My Reports under Run Reports

1. Go to **Reports > Run Reports**.
2. If required, select your facility from the dropdown list.
3. Select your report by selecting the Group By available options.
4. Select the items to include in the report by selecting **Include All** or **Allow Selection** in each available tab.
5. If you select **Allow Selection**, select the items that you want included in the report.
 - Selected Only becomes available after you select Allow Selection. Check the box, if needed.
6. If available, enter the start date and end date, or use the calendar button to enter the dates.

The date range can be up to 90 days.
7. Select **Run**.

The report is displayed in a separate browser window.
8. After the report is generated, select **Add to My Reports**.
9. Enter a report name and click **OK**.

Changing My Reports

1. Go to **Reports > My Reports**.

If you have permission to view all users reports, click **Include all items** to view.
2. On the My Reports screen, select **Edit Filters** in the Actions column.

Report > My Reports

Include all items

My Report	Base Report	Report Category	Owner	Actions
5South All Eventa	All Device Events Report - Group By Medication	Activity Reports	Pharmacist, Fred (admin1)	Rename Edit Filters Schedule Delete
4West Devices	Devices Report - Group By Device	System Reports	Surya, Admin (Admin)	Rename Edit Filters Schedule Delete

1 - 2 of 2 items

3. Select the tabs where you want to change the parameters. Depending on the type of report, these could include the following:
 - Devices
 - Meds (All)
 - Med Classes (All)
 - Users (All)
 - Patients (All)
4. Select **Save**.
5. Run the report again.

Customizing My Reports

1. Go to **Reports > My Reports**.
If you have permission to view all user's reports, click **Include all items** to view.
2. Select the report that you want to run.
3. In the Report Dates dialog box, select the start and end dates for the new report.
Click **OK** to go to the Report Viewer screen.
4. In the Report Columns section of the screen, select or deselect the information that you want to appear in your report.
5. Select **Update Report**.
6. In the Create My Report dialog box, you can rename the report or keep the report name.
See Updating reports in My Reports if keeping the report name.

Generating My Reports

1. Go to **Reports > My Reports**.
2. Select the report that you want to run.
3. In the Report Dates dialog box, select the start and end dates for the new report.
4. Click **OK** to go to the Report Viewer screen.

Deleting reports in My Reports

1. Go to **Reports > My Reports**.
If you have permission to view all user's reports, click **Include all items** to view.
2. In the Actions column, select **Delete** for the report to be deleted.
3. In the dialog box that appears, select **Yes**.

Updating reports in My Reports

1. To update a report format, generate the report again in Run Reports with the changed parameters you want in the new report.
2. Select **Run**.
3. Select **Add to My Reports**.
4. Enter the same report name as the report you are replacing.
5. Select **Overwrite** to replace the previous report.
6. Select **Ok**.

Scheduling Reports

You must have permission to access Scheduled Reports to configure scheduled reports. Make sure you have created reports in My Reports before you attempt to schedule reports. See *Creating My Reports* on page 5.

NOTE

Administrators with Manager Server Reports permission can see each other's scheduled reports and can modify them.

1. Select **Reports > My Reports**.
If you have permission to view all user's reports, click **Include all items** to view.
2. In the Actions section, select **Schedule**.
3. In the Create Schedule screen, enter the information you need for scheduling your report in the following sections:
 - Frequency—daily, weekly, or monthly.
 - Time to Run—you can run the report more than once each scheduled day.
 - Range of Occurrence—click the calendar to select the start date and end date. If you do not want to select an end date, select the **No End Date** option.
 - Printer Settings—from the dropdown lists, select the printer name, paper size, and paper orientation that you want for your report.
4. Click **OK**.
5. Repeat the previous steps of this procedure for each scheduled report to be created.
6. In the Schedule List screen, click **Add Schedule** to complete the process.

To edit or delete a scheduled report

- ▶ Go to **Reports > Manage Schedules** and select the **Edit** or **Delete** button under the Actions section.

If you have permission to view all user's reports, click **Include all items** to view.

Chapter 2

Device reports

Device reports are reports generated on the device. These reports are designed to help your workflow, and they are specific to the mission-critical needs of your hospital as you manage medication dispensing and inventory.

The appropriate use of this report function is determined by your hospital's policies and procedures.

Currently, the following reports can be generated at the device:

- Inventory
- Refill Pick
- Refill Delivery
- Events

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<i>Refill Delivery reports</i>	11
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Generating reports

1. On the main menu screen, touch **Reports**.
2. In the Reports menu, touch the button that corresponds to the type of report that you want to generate.
3. Each report can be sorted by groups and tabs.
 - Touch the **Grouped by:** buttons to select how you want the information grouped.
Touch the tabs to select the information you want included in the report. For example, select **Drawer** or **Med Class**.
 - To include all information for a particular category of data, select **All**.
 - Touch the specific data you want to include in the report or select **All**.
For example, if you are generating an Inventory report, generating a drawer-specific inventory report, touch the drawer tab and then select the drawer to create a report that includes only data from that drawer.
4. Touch **Run Report**.
After running a report, use the scroll bar or swipe your finger up or down the screen to review the report.

Inventory reports

This report produces a complete inventory by device, by drawer, or by outdated medications, and includes only those items that are below minimum or below maximum counts.

Group By	Tabs	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Station • Med • Station Outdated Meds 	<ul style="list-style-type: none"> • Meds • Med Class • Drawer 	<ul style="list-style-type: none"> • Current • Device • Drw/Pkt • Filter • Maximum 	<ul style="list-style-type: none"> • Medication • Medication amount • Minimum • Report Date/Time

Refill Pick reports

This report is for selecting medications to refill.

Group By	Tabs	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • At or below minimum • All below maximum 	<ul style="list-style-type: none"> • Meds • Med Class • Drawer • Pick Area 	<ul style="list-style-type: none"> • Area • Checked By • Date • Device • Drw/Pkt • Facility • Filter 	<ul style="list-style-type: none"> • Medication • Medication amount • Pick Amount • Pick/Actual • Pick Area • Picked By • Report Date/Time

Refill Delivery reports

This report is for medication delivery.

Group By	Tabs	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • At or below minimum • All below maximum 	<ul style="list-style-type: none"> • Meds • Med Class • Drawer • Pick Area 	<ul style="list-style-type: none"> • Area • Checked By • Current • Date • Delivered By • Facility • Filter 	<ul style="list-style-type: none"> • Medication • Medication amount • Minimum/Maximum • Refill • Report Date/Time • Zone Drw/Pkt

Device Events reports

The All Device Events report allows you to view all medication transactions at the device for the reporting period. This report can also be used to research discrepancies.

Group By	Tabs	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device • Med • User • Patient 	<ul style="list-style-type: none"> • Patients • Meds • Med class • Users 	<ul style="list-style-type: none"> • Area • Beg (quantity) • Brand Name • Date of Birth • Device • Drawer Sub Drawer Pocket • End (quantity) • Fractional (Y/N) • Med class • Med Description • Med ID • Order # • Order end date and time • Order start date and time 	<ul style="list-style-type: none"> • Override reason • Patient ID • Patient name • Quantity • Report Date/Time • Start Date/End Date • Transaction date/time • Transaction Type • Undocumented waste • UOM (Unit of Measure) • User ID • User name • User type • Witness ID • Witness name

Chapter 3

Server: Activity reports

Activity reports detail all user interactions with the system (a transaction history) for specific stations. Activity reports include specific information on all accesses, charges and credits, loading and unloading, discrepancies in the system, and refill activities. Use these reports to get an overall view of how your device is functioning and how to improve its usage.

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<i>All Discrepancies report</i>	14
<i>Clinical Data Category Response report</i>	15
<i>Delivery Confirmation with Pyxis ES Link report</i>	15
<i>Patient to Patient Transfer report</i>	16
<i>Profile Override report</i>	17
<i>Remove Warnings report</i>	17
<i>Return Bin Activity report</i>	18
<i>Returns and Wastes report</i>	18
<i>User to User Transfer</i>	19

All Device Events report

Provides information regarding device events.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device • Medication • Patient • User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Patient Reconciliation Status • Patients (All) • Patient Types (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Transaction Types (All) • Users (All) 	<ul style="list-style-type: none"> • Area • Beginning • Beg/End UOM • Brand Name • Date of Birth • Device • Drw Sub Drw Pkt • End • Facility • Fractional • Med Class • Med Description • Med ID • Order # • Order End Date and Time • Order Start Date and Time • Patient ID 	<ul style="list-style-type: none"> • Patient Name • Reason • Report Date/Time • Quantity • Qty UOM • Session Begin • Session End • Session Type • Transaction Date/Time • Transaction Element • Transaction Type • Undocumented Waste • User ID • User Name • User Type • Witness Name • Witness ID

All Discrepancies report

Identifies discrepancies throughout a hospital for a given time period.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Report Start Date—enter date • Report End Date—enter date • Resolution Status • Selected Only • Transactions Before/After • Users (All) 	<ul style="list-style-type: none"> • Alternate ID • Auto-Resolved • Begin • Beg/End UOM • Brand Name • Device • Discrepancy Quantity • Discrepancy Resolution Description • Drw Sub Drw Pkt • End • Facility • Fractional • Med Class • Med Description 	<ul style="list-style-type: none"> • Med ID • Patient ID • Patient Name • Patient Type • Quantity • Quantity UOM • Reason • Report Date/Time • Resolution Date/Time • Resolved By • Transaction Date/Time • Transaction Type • User Name/ID • Witness • Zone

Clinical Data Category Response report

Lists clinical data category (CDC) responses.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device • Patient 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Patients (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Alternate ID • Brand Name • CDC Notice • CDC Response • Device • Facility • Instruction Text • Med Class • Med Description 	<ul style="list-style-type: none"> • Med ID • Order # • Patient Name/ID • Quantity • Report Date/Time • Room/Bed • Transaction Date/Time • Transaction Type • User Name/ID • User Response

Delivery Confirmation with Pyxis ES Link report

This report records the Queued, In Transit, and Delivery times for Pyxis ES Link deliveries as well as who performed each step. It also displays the time the delivery took from Queued to Delivered. The report contains data only if Pyxis ES Link is installed on your system.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Delivery Location • Delivery User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Delivery Locations (All) • Delivery Status • Include All • Patients (All) • Selected Only 	<ul style="list-style-type: none"> • Delivery Date/Time • Delivery Location • Delivery User ID • Delivery User Name • Elapsed Time • Facility • In Transit Date/Time • In Transit User ID 	<ul style="list-style-type: none"> • In Transit User Name • Order Description • Order Number • Patient ID • Patient Name • Queued Date/Time • Queued User ID • Queued User Name

Med Refill Activity report

Lists all medication refill activities.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Alternate ID • Begin • Brand Name • Device • Drw Sub Drw Pkt • End • Facility • Med Description • Med ID • Med Class • Report Date/Time • Quantity • Transaction Date/Time • User ID • User Name • Zone

Patient to Patient Transfer report

NOTE

This report is for Pyxis Anesthesia ES stations only.

This report displays patient transfer transactions which allow the user, such as an anesthesiologist, to transfer items from one patient to another where the initial patient no longer needs the items. Therefore, these items can be used by another patient requiring similar items.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Originating Patient • Receiving Patient • User 	<ul style="list-style-type: none"> • Allow Selection • Controlled Meds Only • Define Filter • Include All • Med Classes (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Amount Transferred • Brand Name • Controlled • Device • Facility • Med Class • Med Description • Med ID • Originating Patient • Originating Patient ID • Quantity Transferred • Receiving Patient • Receiving Patient ID • Report Date/Time • Transfer Date/Time • User

Profile Override report

Lists all Profile Override transactions that occurred during the specified time frame. A profile override is used when removing medications for a temporary patient.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device • Medication • Patient • User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Patients (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Alternate ID • Area • Begin • Brand Name • Device • Drw Sub Drw Pkt • End • Facility • ID • Med Class • Med Description 	<ul style="list-style-type: none"> • Med ID • Override Reason • Patient Name • Quantity • Report Date/Time • Room/Bed • Transaction Date/Time • Transaction Type • User ID • User Name • User Type

Remove Warnings report

Lists all remove warnings that were overridden and the response that was entered to support the override.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Location • Patient 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Patients (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Alternate ID • Area • Brand Name • Device • Facility • Med Description • Med Class • Med ID • Patient Name/ID 	<ul style="list-style-type: none"> • Quantity • Report Date/Time • Too Close Reason • Transaction Type • Transaction/Cancelled • Transaction Date/Time • User Name/ID • Warning Type

Return Bin Activity report

This report lists all transactions— which includes users and medications—for the return bin.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • Medication • User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Meds (All) • Med Classes (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Bin Type • Facility • Device • Med Description • Med Class • Med ID • Quantity • Report Date/Time • Transaction Date/Time • Transaction Type • User ID • User Name

Returns and Wastes report

Links a transaction with its previous Remove transaction. Shows who returned medications to a specified location and who wasted a medication. Use this to track narcotics and potential diversion.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • Patient 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Meds (All) • Med Classes (All) • Patients (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Activity • Alternate ID • Area • Begin • Brand Name • Device • End • Facility • Drw Sub Drw Pkt • Med Class • Med Description • Med ID • Patient Name/ID • Quantity/Amount • Report Date/Time • Room/Bed • Transaction Date/Time • User ID • User Name

User to User Transfer

NOTE

This report is for Pyxis Anesthesia ES stations only

This report lists medications that have been removed from one user's My Items list and transferred to another user's My Items list.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Originating User • Receiving User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Include All • Originating Users (All) • Receiving Users (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only 	<ul style="list-style-type: none"> • Alt ID • Amount Transferred • Brand Name • Device • Facility • Med Class • Med Description 	<ul style="list-style-type: none"> • Med ID • Originating User/(User ID) • Quantity • Receiving User • Receiving User ID • Report Date/Time • Transfer Date/Time

Chapter 4

Server: Inventory reports

Inventory reports provide a detailed account of the status of inventory throughout the system, allowing effective inventory management. You can generate these reports for specific devices or for all devices. Depending on the report selected, you can also generate reports by zone, area, item name, item ID, and door and bin.

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<i>Device Inventory report</i>	22
<i>Empty Pockets report</i>	22
<i>Hospital Wide Med Summary report</i>	23
<i>Meds Ordered and Below Min report</i>	23
<i>My Items Aging report</i>	24
<i>Ordered Meds Not Loaded report</i>	24
<i>Outdated Inventory report</i>	25
<i>Pick and Delivery report</i>	25
<i>Pick and Delivery Summary report</i>	26
<i>Stock Out Summary report</i>	26

All Orders report

Identifies all patients and their medications.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> Medication Patient Unit 	<ul style="list-style-type: none"> Allow Selection Define Filter Include All Meds Patients Selected Only Units 	<ul style="list-style-type: none"> Administrative Notes Admit Time Alternate ID Backordered Brand Name Condition Text Dispensing Notes Dose Facility Frequency Maximum Dose Med Class Med Description Med ID 	<ul style="list-style-type: none"> Order # Order Start Time Order Stop Time Ordering Physician Patient ID Patient Name Report Date/Time Room/Bed Route Service Duration Timing Record Priority Timing Record Start/Stop Total Occurrence Unit

Device Inventory report

Provides a list of all inventory at one or more devices.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> Device Medication Outdated Med 	<ul style="list-style-type: none"> Allow Selection Define Filter Drawers Devices Include All Meds Med Classes Selected Only 	<ul style="list-style-type: none"> Backordered Brand Name Current Quantity Device Drw Sub Drw Pkt Facility Facility Alternate ID Loaded as Fractional Maximum 	<ul style="list-style-type: none"> Med Class Med Description Med ID Minimum Outdate Tracking PIS Alternate ID Report Date/Time Zone

Empty Pockets report

Provides a list of all empty pockets within a zone.

Group By	Report Parameters	Report Information (alphabetical order)	
Zone	<ul style="list-style-type: none"> Allow Selection Define Filter Devices Drawers Include All Selected Only 	<ul style="list-style-type: none"> Device Drawer Drawer Type Empty Pockets 	<ul style="list-style-type: none"> Facility Report Date/Time Zone

Hospital Wide Med Summary report

Identifies pockets containing specific medications.

Group By	Report Parameters	Report Information (alphabetical order)	
Device Medication	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices • Include All • Meds • Med Classes • Selected Only 	<ul style="list-style-type: none"> • Alternate ID • Area • Back Ordered • Brand Name • Current Quantity • Device • Facility • Med Class 	<ul style="list-style-type: none"> • Med Description • Med ID • Maximum • Minimum • Pick Area • Report Date/Time • Total

Meds Ordered and Below Min report

Provides a summary of medications ordered with inventory at or below the minimum set for the medication, which helps you identify ordered medications that are due for a refill.

Group By	Report Parameters	Report Information (alphabetical order)	
Device	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices • Exclude Backordered Items • Include All • Meds • Med Classes • Selected Only 	<ul style="list-style-type: none"> • Actual • Alternate ID • Area • Brand Name • Current Quantity • Device • Facility 	<ul style="list-style-type: none"> • Maximum • Med Class • Med Description • Med ID • Minimum • Refill Amount • Report Date/Time

My Items Aging report

NOTE

This report is for Pyxis Anesthesia ES stations only.

This report shows a list of aging or outstanding items dispensed in My Items that were yet to be reconciled at the time of the report generation.

Group By	Report Parameters	Report Information (alphabetical order)
User	<ul style="list-style-type: none"> • Allow Selection • Devices (All) • Include All • Items Older Than • Med Classes (All) • Meds (All) • Name • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Brand Name • Device • Facility • Med Class • Med Description • Med ID • My Items Date/Time • Remaining Amount • Remaining Quantity • Removed Amount • Removed Quantity • Report Date/Time

Ordered Meds Not Loaded report

Consists of two reports: one that includes equivalencies and one that does not. Provides a summary of ordered medications (sorted by area) that are not loaded and might need to be loaded immediately.

Group By	Report Parameters	Report Information (alphabetical order)
Location	<ul style="list-style-type: none"> • Allow Selection • Areas (All) • Define Filter • Include All • Med Classes (All) • Meds (All) • Selected Only 	<ul style="list-style-type: none"> • Administrative Notes • Alternate ID • Area • Backordered • Brand Name • Condition Text • Device • Dispensing Notes • Dose • Facility • Frequency • Loaded Device • Maximum Dose • Med Class • Med Description • Med ID • Order # • Order Start Time • Order Stop Time • Patient Name/ID • Quantity • Report Date/Time • Room/Bed • Route • Service Duration • Timing Record Priority • Timing Record Start/Stop

Outdated Inventory report

Identifies medications that have expired or will expire in the specified time period.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • Zone 	<ul style="list-style-type: none"> • Define Filter • Devices (All) • Expiration period (dropdown list: Now, 7 Days, 30 Days, 60 Days, and 90 Days) • Include All • Med Classes (All) • Meds (All) • Selected Only 	<ul style="list-style-type: none"> • Brand Name • Device • Drw Sub Drw Pkt • Expiration Date • Expires In (Days) - zero if expired • Facility • Med Description • Med ID • Med Class • Report Date/Time • Zone

Pick and Delivery report

Consists of two reports: one for picking medications to refill and one for delivery of the medications.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • Medication • Zone 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Exclude Backordered Items—check box • Include All • Inventory Filter Type (dropdown list) • Med Classes (All) • Meds (All) • Pended Meds Filter (dropdown list) • Pick Areas (All) • Selected Only • Zone (All) 	<ul style="list-style-type: none"> • Brand Name • Current Amount • Delivery Area • Device • Drw Sub Drw Pkt • Facility • Maximum • Med Description • Med ID • Minimum • Pended (indicated by *) • Pick Actual • Pick Amount • Pick Area • Refill Actual • Refill Amount • Report Date/Time • Zone

Pick and Delivery Summary report

This report is for picking medications to refill and lists the total quantity of each medication that needs to be filled for the entire facility. Provides a report for the delivery of medications for a device. The delivery report identifies how much must be delivered and where.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • Medication • Zone 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Exclude Backordered Items • Include All • Inventory Filter Type (drop-down list) • Med Classes (All) • Meds (All) • Pended Meds Filter • Pick Areas (All) • Selected Only • Zone (All) 	<ul style="list-style-type: none"> • Brand Name • Current Amount • Delivery Area • Device • Facility • Maximum • Med Description • Med ID • Minimum • Pended indicated by * • Pick Actual • Pick Amount • Pick Area • Refill Actual • Refill Amount • Report Date/Time • Zone

Stock Out Summary report

Identifies medications whose quantities have reached zero.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device • Medication • Zone 	<ul style="list-style-type: none"> • Allow Selection • Areas (All) • Define Filter • Devices (All) • Include All • Med Classes (All) • Meds (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only 	<ul style="list-style-type: none"> • Alternate ID • Area • Brand Name • Device • Drw/Sub Drw/Pkt • Duration • Facility • Maximum • Med Class • Med Description • Med ID • Minimum • Quantity • Report Date/Time • Stock Out End • Stock Out Start

Chapter 5

Server: System reports

System reports provide you with a snapshot of what the system contains at the time you run the report. For example, you can run a Formulary report, which lists all formulary items in the system and their options, or you can run a Clinical Data Categories report, which lists all clinical data categories currently defined and any associated lists.

<i>Devices report</i>	28
<i>Formulary report</i>	29
<i>Patients report</i>	29

Devices report

Lists all the devices in the system and configuration options.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Area • Device • Unit 	<ul style="list-style-type: none"> • Allow Selection • Areas (All) • Devices (All) • Include All • Define Filter • Selected Only • Units (All) 	<ul style="list-style-type: none"> • Area • Blind Count • Computer Name • Device • Discharge Delay - HH:MM • Facility • Login Mode • Menu Timeout - MM:SS • Witness Required for Dispensing • Open Drawer Timeout - MM:SS • Outdate Tracking 	<ul style="list-style-type: none"> • Patient Keep Time - HH:MM • Report Date/Time • Return to Stock • Status • Too Close Warning • Type • Units • Witness Required for Dispensing • Witness Required to Empty Return Bin • Zone

Formulary report

Lists all formulary items in the system and their configuration options at the time the report is generated.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> Medication 	<ul style="list-style-type: none"> Allow Selection Define Filter Include All Med Classes (All) Meds (All) Override Groups (All) Selected Only 	<ul style="list-style-type: none"> Active Anesthesia Reverification Auto Resolve Discrepancies Backordered Block Load Devices Brand Name CDC On Override CDC On Remove CDC On Return CDC on Waste Chargeable Concentration Volume/Unit Controlled Critical Low % Custom Fields 1–3 Dispensing Notes Display Name Dosage Form Facility Facility Alternate ID Generic Name Has Equivalencies Has Variable Dose Settings Hazardous Waste Class High Cost High Risk Inventory Notes Is In System Kits Issue Unit of Measure Med Class Med ID Multi-Dose Non Med Ordered Med Not Loaded Outdate Tracking Override Group Pick Area PIS Alternate ID Pure Generic Name Refill Unit of Measure Replenishment Pick Area Replenishment Scan Option Report Date/Time Return Option Scan on Load/Refill Security Group Split Allowed Stock Out Bulletin Strength/Unit Therapeutic Class Too Close to Remove Total Volume/Unit Track Quantity Verify Count Mode Witness on Empty Return Bin Witness on Inventory Witness on Load/Refill Witness on Outdate Witness on Override Witness on Remove Witness on Return Witness on Waste Witness on Unload

Patients report

Lists and describes all patients in the system.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> Patient 	<ul style="list-style-type: none"> Allow Selection Define Filter Include All Patients (All) Units (All) Report Start Date—enter date Report End Date—enter date Selected Only 	<ul style="list-style-type: none"> Admission Status Admit Time Created at Device Discharge Time Encounter ID Facility Patient ID Patient Name Report Date/Time Room/Bed Unit

Chapter 6

Server: System Activity Reports

System Activity reports monitor and track system-wide activity of the Pyxis Enterprise server. You can determine what user information has been modified and by whom, and track system access. These reports help you maintain both the security and consistency of the Pyxis Enterprise server in your hospital.

- BioID Global report* 32
- Device Activity Log* 32
- Entered Temp Patient Information report* 32
- Patient Visit Reconciliation report* 33
- Server Activity Log* 33
- SMART Remote Manager Temperature Log* 34
- User Scanning Compliance report* 34

BiOID Global report

Tracks BioID logon activity and statistics by device or user.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device • User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Users (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only 	<ul style="list-style-type: none"> • # of Unique Users • # of Unique Unsuccessful Users • % of Successful Sign In Attempts • % of Unique Unsuccessful Users • % of Unsuccessful Sign In Attempt 	<ul style="list-style-type: none"> • Device • Facility • Report Date/Time • Sign In Attempts • Successful Sign In Attempts • Unsuccessful Sign In Attempts

Device Activity Log

Lists all device activities.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Device • User 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Users (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only 	<ul style="list-style-type: none"> • Action • Activity Type • Affected Element • Area • Device 	<ul style="list-style-type: none"> • Facility • Report Date/Time • Transaction Date/Time • User ID • User Name

Entered Temp Patient Information report

Tracks admission, discharge, and transfer (TEMP PATIENT) information entered through any device. This includes all patients whose information was entered manually. CareFusion recommends that you run the report to monitor the number of patients that are being added at each device. Make sure that only authorized personnel are adding patients and that the patients exist.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Creator • Device • Patient 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Devices (All) • Include All • Patients (All) • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Comments • Creator Name/ID • Date of Birth • Device • Facility 	<ul style="list-style-type: none"> • Gender • Patient Name/ID • Record Creation Date • Report Date/Time • Unit

Patient Visit Reconciliation report

This report is for auditing patients who are manually created and ensure that they are reconciled against an ADT patient if the facility has it.

When running a Patient Visit Reconciliation Report, the following options are available:

- Visit Record Age—This is a drop down list and the options are 24 Hours (default), 48 Hours, 72 Hours, 30 Days, and All.
- Visit Record Source—This is a dropdown list and the options are All (default), Temporary, System.
- Patient Reconciliation Status—This is a dropdown list and the options are All (default), Reconciled, Unreconciled.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Patient 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Include All • Patient Reconciliation Status • Selected Only • Units (All) • Users (All) • Visit Record Age • Visit Record Source 	<ul style="list-style-type: none"> • Created at Device • Created By • Date/Time Created • Date/Time Reconciled • Facility • Merged with Patient • Merged with Primary Patient ID • Number of Controlled Substance Removals • Reconciled By • Report Date/Time 	<ul style="list-style-type: none"> • Temporary Patient • Temporary Patient Date of Birth • Temporary Patient ID • Temporary Patient Unit • Time to Reconcile (DAYS:HOURS) • Total Number of Med Removals • Type of Record • Unreconciled Age (Days:Hours)

Server Activity Log

Lists all server activities.

Group By	Report Parameters	Report Information (alphabetical order)	
<ul style="list-style-type: none"> • Activity Type • User 	<ul style="list-style-type: none"> • Activity Types (All) • Allow Selection • Define Filter • Include All • Report Start Date—enter date • Report End Date—enter date • Selected Only • Users (All) 	<ul style="list-style-type: none"> • Action • Activity Date and Time • Activity Type • Affected Element 	<ul style="list-style-type: none"> • Facility • Report Date/Time • User ID • User Name

SMART Remote Manager Temperature Log

This log lists the temperature readings, reading status (in or out of range), and the temperature out-of-range resolution status for all Pyxis SMART Remote Managers in the hospital.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • Device 	<ul style="list-style-type: none"> • Allow Selection • Define Filter • Include All • Reading status • Report Start Date—enter date • Report End Date—enter date • Selected Only • SMART Remote Managers (All) 	<ul style="list-style-type: none"> • Facility • Reading Status • Reading Time • Report Date/Time • Resolution Date/Time • Resolution Desc • Resolved by • SMART Remote Manager Name • Temp Range • Temp Reading

User Scanning Compliance report

This report lists the scan rates for loaded medications that are configured for scan on load, refill, removes and returns.

Group By	Report Parameters	Report Information (alphabetical order)
<ul style="list-style-type: none"> • User 	<ul style="list-style-type: none"> • Report Start Date—enter date • Report End Date—enter date 	<ul style="list-style-type: none"> • Alt ID • Device • Facility • Med Class • Med Description • Med ID • Number of Overrides • Number of Successful Scans • Percent Compliant • Percent Non-Compliant • Report Date/Time • Total # of Items Requiring Scan • Transaction Type • User Name