

Talyst Packaging (continued)

Adding a new NDC # to packager

- Login to JV Server
- Select "Medicine Search" icon
- Search drug by commercial name or generic name
- Enter drug name in first field
- Select drug with correct mnemonic and strength
 - Be careful to NOT select mnemonic with "sg" at the end or mnemonic of an IV med
- Make sure there is NOT a number in the canister field - this information CANNOT be changed for a canister
- Under "Medicine Barcode" remove previous information
- Scan barcode of the drug that needs to be added
- Change the expiration date and lot#
- Change manufacturer name if different
- Delete the 0 from the instruction line
- Under "Medicine ID" enter drug NDC# using the 5-4-2 format (you may need to add a 0 at the beginning of either the 5-4-2 eg. 1234-5678-90 needs to be entered as 01234-5678-90)
- Click "Save"
- Exit JV Server
- Login to Interface Manager
- Select Tools
- Select "Refresh Formulary"
- Logout of Interface Manager and the new NDC# and drug information will be updated

NDC Training Procedure

When a new product is purchased, the NDC corresponding to the medication must be added to the medication in the formulary. Assigning a new NDC is only completed by the Purchasing Coordinator, IT Staff, Pharmacists or a manager. The following procedure outlines the process for NDC training:

1. Select NDC icon from the dispense manager
2. Select verify scan (upper left corner)
3. Scan the bar code on the medication
4. Assign the NDC to the medication in the formulary
5. Select "apply". Medication NDC is now associated to the medication
6. Scan another product NDC and follow the above steps.

**Chattanooga Memorial Hospital
Department of Pharmacy Services**

Talyst Carousel Cliff Notes

Manual Pick Procedures	Pyxis Refill Procedures
<ul style="list-style-type: none"> From the dispensing manager icons, select the Manual Pick tab Select the generic medication name Select the quantity and enter any patient specific or location information if needed Select pick and close The label will print and the carousel will turn to the shelf/bin where the medication is stored. NOTE – The dispense Manager screen must be up and visual prior to scanning the medication Scan the medication bar code to verify the medication and complete the transaction 	<ul style="list-style-type: none"> From the dispensing manager icons, select the Pyxis tab Select the group to be refilled and scroll down Click on the "Show Orders" button located just below the list of stations After the rows populate on the screen, click on the "Place Orders" button located just below the list of items to be picked Click on the Dispensing Manager tab toward the top left of the screen Wait until the number in the ADU box stops populating, and then begin picking items from the carousel. **The first batch of labels to print will be the medications that need to be refilled but do not have a home in the carousel or are non-formulary ***
Cycle Counts/Inventory Counts	Medication Return Procedures
<ul style="list-style-type: none"> Using the handheld scanner, scan the bar coded label where the medication is stored Count the quantity in the bin Select the qty button on the scanner and enter the physical quantity then select the OK button Complete same process as above for the next medication 	<ul style="list-style-type: none"> Close Dispensing Manager by clicking on the red X in the right hand corner. Click on the restock icon located on the main dispensing screen (last icon on right) Click to select the "Immediate" Return or "Held" Return Type If chose held queue must select Start, to begin process Scan item to be returned The "Pick Qty" (# of units to be returned) defaults to 1. You have two options to change this: <ul style="list-style-type: none"> Click on the # located in the "Pick Qty" column and type in correct amount OR Using the scanner, select qty button and enter qty to be returned, click OK Place the item into the CORRECT slot as indicated by the TIC Bar Close the bin by pushing the bin in all the way until it stops Scan the <u>FRONT BIN LABEL</u>

Troubleshooting

Pharmacy staff needs to initially troubleshoot software and hardware issues with the Vertical Carousels (see below) If there are issues that cannot be addressed by Pharmacy staff, a Pharmacy Manager or Pharmacy IT support should be called/paged. If Pharmacy Management or Pharmacy IT support cannot address the issue, Talyst Customer Support will be called at 800 541 – 4102.

Below are common troubleshooting issues:

- Clearing Common Errors:** At times errors will happen in the system. Below are some common ones and steps you can take to clear them for normal system operations:
 - Screen freezes and cannot move to another task:** If you cannot process a task at the computer, you may need to exit Autopharm and then sign back into the system. This usually addresses issues with screen freezing.
 - Manual Pick is not needed:** If a manual pick is entered and not needed simply go to the dispense manager screen and delete that order.
 - TIC Bar not clearing or stuck, though carousel is still working:** The carousel tic bar will not clear until a new CAROUSEL request comes to it. If new CAROUSEL orders are coming and the TIC bar has a drug stuck on it, though the carousel is rotating then halt work on that affected carousel. Turn the red knob on the carousel affected (below the right hand side work bench). Leave the carousel off for several minutes and then turn to the on position. This will clear the error and then the carousel will be working normally. If this doesn't clear the problem then call Talyst support for assistance.
 - Other:** Other errors or issues are likely more software or IT related. Keep in mind, the carousel will "wait" for the order on the screen to be processed prior to moving on to the next order. If someone grabbed the label and did not process the order, hit the "Reprint Label" button next to the posted order on dispense manager and then process the order, more often then not this is the issue and it is not a true error.

Talyst Packaging

- Go to Interface Manager
- Select PrePacks
 - Select how you want to search for the drug eg: barcode, brand name, generic name etc.
 - Scan barcode or enter name of drug depending on previous search
 - Click "find"
 - Click "add"
- Is Drug in Canister:
 - Yes, enter exact quantity desired to package
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 - No, add 1 to desired quantity
 - Change lot# and expiration date if different
 - If no manufacturer is listed or is different this information will need to be added by a pharmacist
 - Use blank label to staple on lower side of STS sheet DO NOT TAPE
 - Pharmacist and Technician must initial label and sign STS sheet
 - Punch holes at bottom of STS sheet and place in book.
- Minimize Interface Manager
- Go to JV Server
 - Login
 - Click "process order"
 - If packaging from canister make sure canister is selected
 - If packaging STS make sure STS is selected
 - Under patient option: make sure ALL is always selected
 - Click "Start Fill"
 - Click "YES" you want to fill
 - Check each packet for only 1 tablet per packet
 - If multiple tablets per pack or empty packet you will need to do an STS empty
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- ERASE ALL WORK WHEN FINISHED AND LOGOUT OF JV SERVER AND INTERFACE MANAGER
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- How to empty STS Tray:
 - On packager screen select STS
 - Select "empty"
 - Select "ok"
 - This will empty tablets or capsules that have been lodged in the STS Tray
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- If information does not transfer from Interface Manager to JV Server:
 - Exit both JV Server and Interface Manager
 - System will reboot
 - In JV Server, ERASE information entered and start over. The "reboot" will not automatically erase your work.