Visual indicators

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Critical Override" /></td>
<td>Critical Override indicator appears when the device has not been communicating with the server for a determined period of time or if the current time is within the device's critical Override period.</td>
</tr>
<tr>
<td><img src="image" alt="Device Disconnected" /></td>
<td>Device Disconnected indicator appears when the device is not communicating with the server.</td>
</tr>
<tr>
<td><img src="image" alt="Discrepancy" /></td>
<td>Discrepancy indicator appears when one or more unresolved discrepancies are displayed on a device.</td>
</tr>
<tr>
<td><img src="image" alt="Failed Drawer (Hardware)" /></td>
<td>Failed Drawer (Hardware) indicator appears when there are one or more failed drawers or pockets in the device.</td>
</tr>
<tr>
<td><img src="image" alt="Interface Delay" /></td>
<td>Interface Delay indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface.</td>
</tr>
<tr>
<td><img src="image" alt="Interface Down" /></td>
<td>Interface Down indicator appears on a device in profile mode when the system detects that the facility has a problem with the orders interface.</td>
</tr>
<tr>
<td><img src="image" alt="Interface Delay—Patient Data" /></td>
<td>Interface Delay—Patient Data indicator appears on a device in profile mode when the system detects that the facility has a problem with the patient data.</td>
</tr>
<tr>
<td><img src="image" alt="Interface Down—Patient Data" /></td>
<td>Interface Down—Patient Data indicator appears on a device in profile mode when the system detects that the facility has a problem with the patient data.</td>
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</tbody>
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Buttons and icons

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td><img src="image" alt="Home" /></td>
<td>Home returns the user to the Main Menu screen.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td>Help provides access to device procedure files.</td>
</tr>
<tr>
<td><img src="image" alt="Sign Out" /></td>
<td>Sign Out signs you out and returns you to the Standby screen.</td>
</tr>
<tr>
<td><img src="image" alt="Expand" /></td>
<td>Expand expands an entry.</td>
</tr>
<tr>
<td><img src="image" alt="Remove" /></td>
<td>Remove removes a selected entry from a list.</td>
</tr>
<tr>
<td><img src="image" alt="Duplicate Last Name" /></td>
<td>Duplicate Last Name indicates the same last name for more than one patient.</td>
</tr>
<tr>
<td><img src="image" alt="Medication Due" /></td>
<td>Medication Due indicates a medication that is due.</td>
</tr>
<tr>
<td><img src="image" alt="Past Due Removable Medication" /></td>
<td>Past Due Removable Medication indicates a medication that is removable but not due at the current time.</td>
</tr>
<tr>
<td><img src="image" alt="Past due Medication" /></td>
<td>Past due Medication indicates there are past due medications.</td>
</tr>
<tr>
<td><img src="image" alt="Active Orders" /></td>
<td>Active Orders indicates a medication that is connected to patients with active orders.</td>
</tr>
<tr>
<td><img src="image" alt="Expired Med" /></td>
<td>Expired Med indicates a medication that is past its expiration date.</td>
</tr>
<tr>
<td><img src="image" alt="Standard Stock" /></td>
<td>Standard Stock indicates a medication that should always be in stock.</td>
</tr>
<tr>
<td><img src="image" alt="Selection" /></td>
<td>Selection indicates that you selected an item.</td>
</tr>
<tr>
<td><img src="image" alt="Allergy Warning" /></td>
<td>Allergy Warning indicates where allergy information is found.</td>
</tr>
<tr>
<td><img src="image" alt="Medication Not Actionable" /></td>
<td>Medication Not Actionable indicates that a medication cannot be removed, refilled, or loaded. Select the symbol to see more information.</td>
</tr>
<tr>
<td><img src="image" alt="Witness Required" /></td>
<td>Witness Required indicates that a transaction requires a witness.</td>
</tr>
</tbody>
</table>

Issues & Support

Missing medications: Submit a missing med request via MiChart

Missing orders or patients on the Pyxis, disconnected devices, Bio-ID issues, or Pyxis access questions: contact HITS Service Desk at 6-8000

Drawer or pocket failure: navigate to the Main Menu and select Recover Storage Space to attempt recovery.

For support issues, including unrecoverable drawer or cubby failures, contact:

**BD Pyxis Service Center**
800-727-6102
Michigan Medicine Site ID: 1007366

Log in to the device

Your Pyxis™ Username and Password is your Level 2 login.

For new or modified Pyxis access, have an authorized user enter an Account Request Tool ticket.
**Basic workflow: Non-Profile device**

1. Select a patient using All Available Patients option (suggested).
2. Select the function.
3. Enter the first three letters of medication (brand or generic name) in the search field.
4. Select medication(s).
5. Follow the prompts (e.g., CDC, count, witness, etc.)
6. Remove medication(s), close drawer.
7. Continue to next patient or sign out.

**Note:** List of medications will not display until the first three letters of the medication are entered into the search field. Search can be performed using brand or generic name.

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**Search patients**

Search by last name.

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**Basic workflow: Profile device**

1. Select patient from list using All Available Patients or My Patients.
2. Select the function.
3. Select medication(s).
4. Follow the prompts (e.g., CDC, count, witness, etc.).

**Sorting orders: Profile device**

Selecting Remove from a patient view, displays the Due Now tab on the Med Profile removal screen for the selected patient. If there are no orders/tasks to display on the Due Now tab, the All Orders screen appears. Toggle between Due Now, PRN, and All Orders to find and select the medication for removal.

1. Select “Patient”
2. Select “Override icon”
3. Type in the first 3 letters of the brand or generic name of the medication
4. Select medication
5. Enter quantity needed
6. Select “Remove”
7. A witness may be required before removing meds from override and you may be prompted to give a reason
8. Remove medication
9. Close drawer

**Note:** The witness also takes responsibility for the override medication.

Meds found in override include a select number of narcotics & emergency drugs.

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**Medication override**

**Add temporary patient**

Go to All Available Patients

Select Add Temporary Patient.

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**Patient summary**

When My Patients list is utilized at profile devices, the Patient Summary offers quick access to medication orders on a patient profile.
When performing a waste or return function, ensure the waste or return corresponds with the correct remove transaction.

Medications that require a witness and are removed in excess of the required amount must be wasted. Use the Waste Now or Waste Later buttons to make your selection.

If you are prompted to waste the medication during the removal process, you can do so by selecting Waste.

1. Select “waste”
2. Select medication from list of meds available for waste
3. System will indicate if a witness is needed
4. Enter amount to waste
5. Witness enters ID and Password or Bio-Id at bottom of screen
6. Select “accept” after witness signs in
7. System returns to patient screen if transaction was successful

Undocumented Waste

If you are not prompted to waste during removal, you will be notified that Undocumented Waste has been created. You will need to resolve the Undocumented Waste at a later time. You will see an Undocumented Waste indicator at the bottom of the main menu

1. Select “patient”
2. Select “waste”
3. Select med and follow above waste process

Waste and RETURN

1. Select Patient
2. Select “Return”
3. Scan medication
4. Verify medication to be returned
5. Place medication in appropriate CUBIE or bin
6. Select “Accept”
7. System returns to patient screen to indicate complete

Discrepancy resolution workflow

Includes ability to add notes, perform count, and print detail around time of discrepancy to assist in resolution.

1. Select “discrepancies” tab
2. Select discrepancy to resolve
3. Select “accept”
4. Select “count” perform count
5. Select “print” if you want to print transaction details to perform research
6. Select “notes” if you want to track progress of research
7. Select “add note” to add a note
8. Select “resolution” when you are ready, and issue is resolved
9. Required witness logs in after you select resolve
10. You must either select an appropriate reason and/or add an appropriate note for final resolution
11. Select “accept”

If discrepancy cannot be resolved, follow policy for next steps

All discrepancies must be resolved by end of shift or within 24 hours by the nurse or charge nurse

Narcotic Inventory

1. Select “Inventory”
2. Select “Controlled”
   • “Accessed Controlled” lists only med pockets that have been opened since last inventory
   • “Non-accessed controlled” lists only pockets that have not been opened since last inventory
   • “All controlled” lists all controlled medications
3. Select “Inventory Count” to continue
4. Open the drawers and count medication
5. If the count does not match, the system will prompt you to recount
6. When the counts do not match, a discrepancy is created and is indicated by the blue stripes
7. Select “Accept” when finished with the inventory
8. Resolve discrepancy if any were created during the inventory process by following the resolving discrepancy process

Michigan Medicine

Audience: Nursing

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