

## Visual indicators

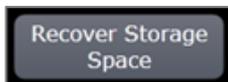
Symbol	Meaning
	<b>Critical Override</b> indicator appears when the device has not been communicating with the server for a determined period of time or if the current time is within the device's critical Override period.
	<b>Device Disconnected</b> indicator appears when the device is not communicating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

## 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**

## Buttons and icons

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

## BD Pyxis™ MedStation™ ES

### Quick reference



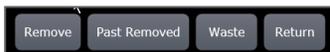
### Log in to the device

	Your Pyxis™ <b>Username</b> and <b>Password</b> is your <b>Level 2 login</b> .
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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.



### Return to main menu



Select the **Home** icon to return to Main Menu.

### Search patients



Search by last name.

### Add temporary patient

Go to **All Available Patients**

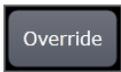
Select **Add Temporary Patient**.



### Medication override

**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.

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.

### 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.



5. Remove medication(s), close drawer.
6. Select **"Accept"**
7. Continue to next patient or sign out.

### Patient summary

When My Patients list is utilized at profile devices, the Patient Summary offers quick access to medication orders on a patient profile.



## WASTE and return

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"



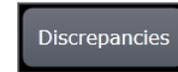
3. Scan medication
4. Verify amount to be returned
5. Place medication in appropriate CUBIE or bin
6. Select "Accept"
7. System returns to patient screen to indicate complete

## 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 the 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

## 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**