MedStation Basics

To help you feel comfortable working with the device, it's a good idea to become familiar with the device hardware and software. This includes the buttons, icons and screens that you will see on a regular basis.

1. **Run your hand along the keyboard.** The keyboard is flat and fully cleanable. Use only approved cleaning solutions.

2. **Place your hand under the barcode scanner.** The scanner is used for scanning barcodes and storage locations during workflows.

3. **Touch the monitor anywhere with your finger.** Only use your finger on the touchscreen; do not use your fingernail, pens or other instruments to make your selections.

4. **Notice the label printer to the right of the device (optional – may not be present).** The label printer will print a patient dose-specific label upon the removal of certain items.

5. **Log in by touching anywhere on the monitor screen, then entering the credentials provided.** After logging in, you'll be taken to the Main Menu.
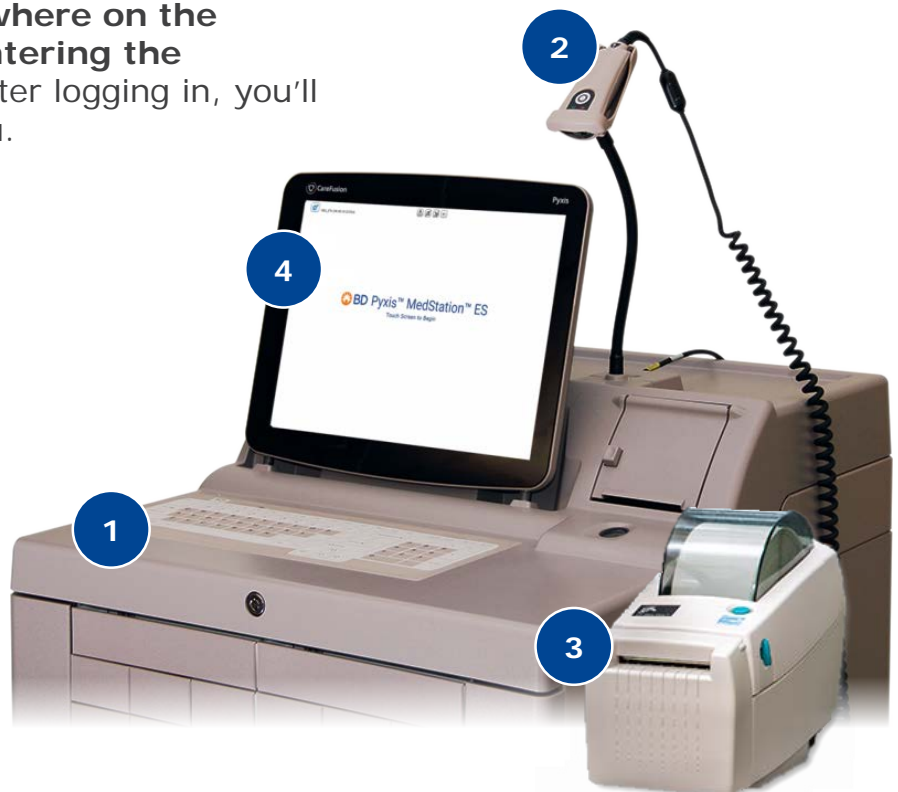
⚠ **The device will time out if you do not interact with the screen for a period of time specified by your site.** Make sure you keep an eye on the device screen as you are referencing this guide. If the screen times out, simply log back in to continue.

Refer to the *Return a medication with scan required job aid* for more detail about using the scanner.

Contact Pharmacy for replacement of the Medication Label Module paper.

Continued on next page

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6. **In the upper left-hand corner, confirm the following:**

   - Your username is displayed to indicate you are logged in as you!

   - Device/Station name, which comes in handy when locating medications or patients.

   - Date and time for your reference.

7. **Touch the gear icon.**
   Find the gear icon in the top-left corner of the screen.

8. **Touch Help.**
   This is where you can find the user guide if you have a question about the device or a workflow. Touch **Cancel** to close.
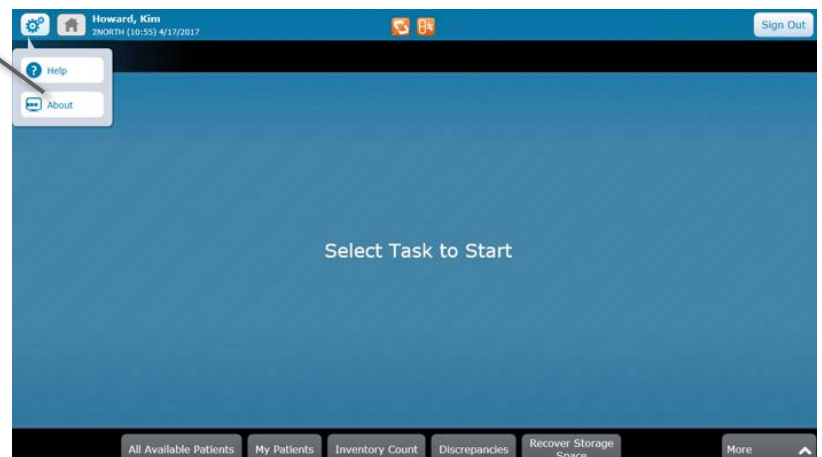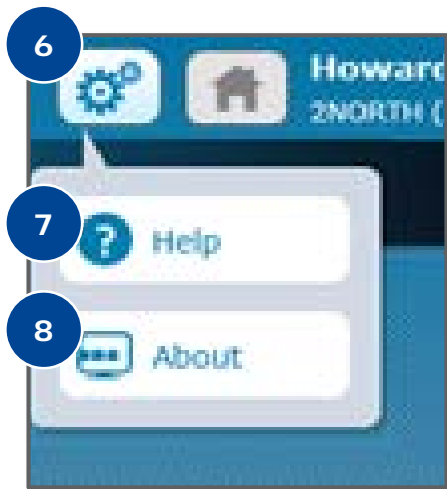
9. **Touch the gear icon again, then touch About.**
   This is where you can find details about this device, including the name and serial number. Touch **OK** to close.

The User Guide available at the device provides general workflow guidance and does not include hospital policies and procedures.

When contacting Pharmacy for assistance, you may be asked to provide the device name and/or serial number. In addition to the About screen, you can also find the serial number on the inside of the printer compartment.

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9. **Notice the Home icon.**
   The Home icon is next to the gear icon. Selecting the Home icon will always take you to the Main Menu. You must either complete or cancel a transaction before using the Home icon to return to the Main Menu.

10. **Touch the orange alert indicators.**
    These indicators alert you to issues the device may be having or action that needs to be taken but do not allow you to take any action. You will need to take separate steps to fix the issues displayed.

11. **Notice the Sign Out button.**
    The Sign Out button is in the top-right corner of the screen. Selecting the Sign Out button will sign you out of the device. Make sure you sign out of the device when you have completed your tasks.

Refer to the Quick Reference trifold or User Guide for definitions of each icon and indicator.

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12. **Notice the buttons along the bottom.**
    You will use the buttons to initiate and move through tasks at the device. Your role and permissions dictate which buttons displayed on the Main Menu. In general, they are the buttons you need to access most often.

13. **Touch the More button in the bottom-right.**
    If you don't see the option you need on the Main Menu screen, select the More button. Again, your role and permissions dictate what you will see on this menu. The up/down arrow (chevron) means you can expand the menu or record to see more options.

14. **Notice the additional buttons displayed.**
    You will practice using these buttons in the following sections of this session. Collapse the view by touching the arrow again.

15. **Notice where the Select Task to Start message appears in the middle.**

The Discrepancies and Recover Storage Space buttons will be visible even if there are none pending.

If you're unsure how to continue, check the screen for instructions!

This area of the screen is where prompts will appear that move you to the next step of your workflows. For example, the system will prompt you if you need to scan a barcode or close a storage space to continue.

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Global Find

Maintenance

Reports

User Preference

Visitor Access

More

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Sign Out
Main Menu

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Select Task to Start

All Available Patients | My Patients | Inventory Count | Discrepancies | Recover Storage Space | More

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