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### 1. LOG IN

- Type in your FHA user ID, press **ENTER**
- Scan using the Bio ID fingerprint or type in your password, press **ENTER**

### 2. CHANGE BIOID

- From main menu, touch **MORE**
- Select **USER PREFERENCE**
- Touch **CHANGE BIO-ID**

### 3. REMOVE MEDICATION (Profiled)

- From the main menu, press **MY PATIENTS**
- Select a patient
- Press **BLUE DOT** in ALL-ORDERS
- Select the order and **YES** to remove
- Press **PRN** as needed, select med and press **YES** to remove

Note: If you do not see the order, select **ALL-ORDERS**. Scroll through the lists. Then select the ordered med, select **YES** to remove

### 4. REMOVE MEDICATIONS (Non-profiled)

- From main menu, press **MY PATIENTS**
- Select the patient
- Touch **REMOVE**
- Type first 5 letters of the medication in the search field
- Find the medication, then touch the **down arrow** to ensure it is the correct medication/dose/unit
- Select **MEDICATION**
- If more than 1 unit is needed, change the number
- Touch **OK**

### 5. ADD TEMPORARY PATIENT

- From the main menu, press **ALL-AVAILABLE PATIENTS**
- Check the patient list. If patient does not appear on the list, select **ADD TEMPORARY PATIENT**
- Enter patient information:  
**LATE NAME, FIRST NAME, UNIT AND PATIENT ID (Account # or PHN)**

### 6. REPRINT A LABEL

- From the main menu, press **MY PATIENTS**
- Select a patient for whom the med was removed
- Press **PAST REMOVE**, select a medication, press **PRINT LABEL**



### 7. REMOVE ON OVERRIDE

- From the main menu, press **MY PATIENTS**
- Select a patient and press **OVERRIDE**
- Type in the first 5 letters of the medication name, select the med
- Press **REMOVE MED**

### 8. REMOVE A SYSTEM KIT

- From the main menu, press **MY PATIENTS**
- Select a patient and press **REMOVE**
- Press **SYSTEM KITS** at the bottom of the screen
- Select the kit you want to remove and press **REMOVE MED**

### 9. RETURN MEDICATION WITH SCAN REQUIRED

- From the main menu, press **MY PATIENTS**
- Select a patient for whom the med was removed
- Press **RETURN**, select the med
- Press **RETURN**, scan the barcode
- Return to internal or external return bin then press **ACCEPT**

\*A **WITNESS** is required to return controlled substances. Follow the prompts on the screen

### 10. WASTE NOW OR LATER CONTROLLED SUBSTANCES

#### WASTE NOW

- From the main menu, press **MY PATIENTS**
- Select **REMOVE MED**
- Remove the amount as prompted
- Press **WASTE NOW**
- Witness enters their information
- Enter the amount in mg, then press **ACCEPT**

#### WASTE LATER

- Press **YOU HAVE UNDOCUMENTED WASTE**
- Select the patient, press **WASTE**
- Witness enters their information
- Enter the amount in mg, then press **ACCEPT**

## 11. WASTE USING SEARCH ALL MEDS

- From the main menu, press **MY PATIENTS**
- Select a patient and press **WASTE**
- Press **SEARCH ALL MEDS**, type the controlled substance and select the med from the list
- Press **WASTE**
- Witness enters their information
- Enter the amount in mg, then press **ACCEPT**

## 12. USE GLOBAL FIND

- From the main menu, press **MORE**
- Select **GLOBAL FIND**
- Begin searching medications, select and press **ACCEPT**

## 13. PERFORM INVENTORY

- From the main menu, press **INVENTORY COUNT**
- Press **CONTROLLED** and select **ALL CONTROLLED**, then press **INVENTORY COUNT**
- If a colleague approaches and must access the device, press **SUSPEND** and then **YES**
- After colleague is finished, log into the device, from the main menu, press **INVENTORY COUNT**. When prompted Resume Inventory Count, press **YES**

## 14. RUN REPORT

- From the main menu, press **MORE**
- Select **REPORTS** then select **EVENTS**
- Select one of the buttons at the top of the screen
- Choose a Start date of 3 days ago and End date, Press **RUN REPORT**

## 15. RESOLVE A DISCREPANCY

- From the main menu, press **DISCREPANCIES**
- Select verify inventory discrepancy that was created and press **ACCEPT**
- On the transaction history screen, the discrepancy details will be highlighted in green
- Press **COUNT** at the bottom of the screen, prompted to count medication then press **OK** to acknowledge the discrepancy
- Press **RESOLVE**

## 16. REPLACE THE PRINTER PAPER

- Press the button on the paper compartment door
- Remove the paper roll and separate the core from the spindle, **DO NOT DISCARD THE SPINDLE**
- Place the core back on the spindle and load the roll into the cradle
- Feed the paper underneath the roll and close the compartment door leaving a short length of paper visible through the door

## 17. RECOVER A FAILED BIN

- From the main menu, press **MORE**
- Press **RECOVER BIN**. Any failed bins will be listed on the screen, press **START**, then follow the prompts on the screen

## 18. POWER FAILURE

- If ADCs fail, follow **Code Grey: System Failure procedures**.

## GENERAL INFORMATION

Call Service Desk for **PASSWORD RESETS**  
**604-585-5544**  
Technical 24/7 Help Line  
**1-800-727-6102**

Questions related to Pyxis Access:  
ARH/MMH: [arhamds@fraserhealth.ca](mailto:arhamds@fraserhealth.ca)  
SMH/JPOCSC: [smhamds@fraserhealth.ca](mailto:smhamds@fraserhealth.ca)

# PYXIS™ Medstation ES Quick Reference Guide

**Abbotsford Regional Hospital**  
**Mission Memorial Hospital**  
**Surrey Memorial Hospital**  
**Jim Pattison Care and Surgical Centre**

