OmniCenter 18.5 Help

Status Dashboard Tab

The Status Dashboard tab is the default screen for the OmniCenter. This tab lists current status of cabinet-OmniCenter communication, system software, the OmniCenter and cabinets, as well as the medication and supplies located in them. As the OmniCenter contacts each cabinet throughout the day, it updates its database.

Status Dashboard – OmniSuppliers

Purpose: to provide a quick review of all cabinet, server, and interface activity; to post messages for the system administrator or generate a critically low restock list.

Select the Status Dashboard tab. OmniSuppliers is the default radio button.

Review cabinet status.

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| |  |  | | --- | --- | | Area/Omni Site/ID | Location and name of each cabinet. | | **yellow_triangle.jpg**C/L (Critically Low) | Number of items below critically low level. | | **Historical Database Alert Icons** | red_circle.jpg =no access; C:\Users\scottp\Documents\My RoboHelp Projects\OmniCenter Online Help\!SSL!\Printed_Documentation\!doc_tmp_folder_1\image1.gif =pending replication or upgrade; C:\Users\scottp\Documents\My RoboHelp Projects\OmniCenter Online Help\!SSL!\Printed_Documentation\!doc_tmp_folder_1\image2.gif =available for reporting | | Interface and Message Alert Icons | red_circle.jpg Red=problem; gray_circle.jpg gray=none; yellow_triangle00009.jpg =warning; white_balloon.jpg =information only  Number indicates errors/messages unresolved/unacknowledged; only warnings/problems generate alert icons. | | Last Restock Generated/Completed | Date/time of previous restock activity:  Generated – last restock list created.  Completed – last restock performed. | | OmniSuppliers Radio Button | An overview of all cabinets. | | **red_circle00014.jpg**Out | Items completely out of stock. | | **white_balloon00017.jpg**R/O (Reorder) | Number of items below restock level. | | Omni Status | Connected – Cabinet currently in use.  Down – Contact Omnicell for assistance.  Fail – Attempted contacts failed. Contact Omnicell for assistance.  \*Future Time\* – The cabinet’s clock does not match that of the OmniCenter database.  \*IP Mismatch\* – The cabinet’s IP address (to find, press About this Omni on cabinet log-on screen) does not match the address listed in the OmniCenter database; no communication is possible. Contact the hospital IT specialist to verify the correct IP address. Modify it on the Database tab/OmniSuppliers/Omnis/IP Address. Only cabinets set to MSMQ que type, not flatfile, can list this discrepancy on Status screen.  Off Line – OmniCenter has been configured not to contact the cabinet, usually a temporary status. Contact an Omnicell System Administrator with questions.  Time – Elapsed time since most recent contact by OmniCenter to cabinet within previous 24 hours. A date instead of a time indicates no contact. Call Omnicell for assistance.  \*Time Zone\* – The cabinet's time zone does not match the server's.  Unlicensed – Cabinet license not valid; no restocks. | |

Status Dashboard – Mobile Carts

Select the Status Dashboard tab. Select Mobile Carts.

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| |  |  | | --- | --- | | **Cart Status Icons** | Icons are displayed next to Cart ID.  red_circle00020.jpgRed=battery failure, auto-protect status, or other error.  yellow_triangle00023.jpgYellow=poor battery condition or alarm status. | | Interface and Message Alert Icons | red_circle00026.jpg Red=problem; gray_circle00029.jpg gray=none; yellow_triangle00032.jpg =warning; white_balloon00035.jpg =information only  Number indicates errors/messages unresolved/unacknowledged; only warnings/problems generate alert icons. | |

Review cart status. For more information, select a cart and click Cart Detail.

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| |  |  | | --- | --- | | Area | Area to which the cart is assigned. | | Battery Count | Number of batteries installed. | | Cart Status | Normal – Battery charge above warning threshold.  Warning – Battery charge equal to or below warning threshold, but greater than alarm threshold.  Alarm – Battery charge equal to or below alarm threshold.  Protect – Battery charge equal to or below auto-protect threshold; indicates system will shut down.  The thresholds for warning, alarm, and auto-protect are set using the Omnicell Mobile Cart Management utility located on the cart. Press Configuration, select Battery System, and set thresholds as desired. | | Charge % | Percent battery charge for individual battery, or a combined percentage for all batteries. | | Charge State | Charging – Cart is plugged in to and operating on power source.  Discharging – Cart is not plugged in to power source and is operating on battery charge. | | Condition | Overall battery health. | | Condition % | Overall battery health expressed as a percentage. | | Current (A) | Battery charge or discharge rate in amps. | | Last Updated | Date and time entry was updated. | | Manufacture Date | Date of battery’s manufacture. | | Omni Name/Omni Site + ID | Cart name and location. | | **Omni S/W Ver #** | OmniCenter software version number. | | Rem Charge Time | Time remaining to fully recharge battery. | | Rem Running Time | Time remaining to fully discharge battery. | | Serial Number | Battery identification. | | Site ID # | Hospital site identification. | | Temperature (°C) | Battery temperature in degrees Celsius. | | Voltage (V) | Pressure of battery current in volts. | |

Status Dashboard – Item Availability

Purpose: to list other cabinets with the item to provide immediate access.

After selecting a cabinet and clicking Critically Low Items, double-click an item to select it.

Click Show Item Availability to list other cabinets in which the item is stocked.

Report can be printed.

Status Dashboard – Interfaces

Purpose: to alert and provide the system administrator a quick summary of facility-wide interface activity.

Select OmniSuppliers. Click Details in the Interfaces section.

Review the date/time of the last communication. Time indicates communication; date, only, indicates no contact since that time.

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| |  |  | | --- | --- | | Access to Interface Setup | Server access types: 7–System Admin; 9–Sr. Omnicell Tech; C–Pharmacist A. | | Interface Icons | Red=problem; gray=none; yellow=warning; white=information only  Large icons indicate unresolved and unacknowledged errors; the number next to the small icon is the quantity as yet unacknowledged. | | Interface Status | This screen updates every 10 seconds to show all interfaces. Those with problems display an alert icon and generate a large alert icon on the Status screen. Those set as non-monitored interfaces display no icons. | | Interface Alert Setup | For user-defined settings, see Interface Setup on page 4-68 for more information. | | Remove Alert | Alerts are removed by two methods:  Interface resumes communication  OmniCenter is reconfigured to disable monitoring of specific interface | |

Status Dashboard – Messages

Purpose: to alert and provide the system administrator access to error and functionality messages.

Click Details in the Messages section of the status screen.

Select a message; click Show Details or simply double-click the message to reveal the details at bottom of screen. Log on, again, if requested.

Select a message; details appear at the bottom of screen. Click the + and – buttons to expand and contract the window.

Check View Only Unacknowledged to filter the list accordingly.

To verify message as reviewed, click Acknowledge.

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| |  |  | | --- | --- | | Access to Interface Setup | Server access types: 7–System Admin; 9–Sr. Omnicell Tech; C–Rx A. | | Message Aging and Storage | Messages will auto-delete according to a configurable resource setting (Message–Keep days in svr\_rsc). The default setting is 30 days. A maximum of 500 messages may be stored. | | Message Icons | Red=problem; gray=none; yellow=warning; white=information only  Large icons indicate unresolved and unacknowledged messages; the number next to the small icon is the quantity as yet unacknowledged. | | Multiple Messages | Multiple messages may be printed, exported, deleted, or acknowledged at the same time. Select one message when reviewing details. | | Options | Acknowledge – Change status to reviewed.  Delete – Confirm the command: click Yes to continue the delete action; click No to rescind – message will be retained.  Export – Message will be saved as an Excel (.xls) file. The default location is: d:\omnicell\cpc\omnicenter\export\*.  Hide/Show Details – Toggle between the two.  Print – Select printer; file will print as an Excel spreadsheet. | |

I/O Server – Current Activity

Purpose: to see status of I/O server, which is responsible to process all data from hospital systems (via interfaces), cabinets (via MSMQ or NetJet), and other Omnicell systems/products. I/O server consists of two entities: a Manager – assigns tasks to workers and monitors activity; Workers – software applications to process data; up to six may function concurrently.

Select I/O Server. Select Current Activity in System View.

Check Show Tasks to review those that are undue or inactive.

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| |  |  | | --- | --- | | **Flush Log** | Force this timed task to activate now. | | **Other Info** | CPU – State of busyness of processor.  Mem – % of available physical memory.  Log – Quantity of log cache. | | **Suspend/Resume** | Temporarily interrupt or restore I/O Server. | | Task List | Age of Tasks – Timed: time since task became due. MSMQ: age of oldest command. Flatfile: age of oldest command.  Count – Number of commands in queue.  Notes (Alerts) – Inactivity, back-logged tasks, errors.  Proc Time – Estimated time to complete task.  Rank – Priority+latency+type (flat/msmq/timed).  Status – a=assigned, w=working. | | Worker List | Busy – Amount of time worker was processing in last five seconds.  History – Worker activity (5-second increments): 1–9: 10%–90%; $: 100%; ?: no updates (100% busy); h: non-responsive (100% busy); n: no window (0% busy)  Lock – Seconds since worker checked-in.  Notes – Error: non-responsive or stale; worker has not checked-in with I/O server. Warning: worker non-responsive more than five minutes.  Status – a=assigned, w=working.  Task – Scheduled report or queue command.  Worker – ID number and status as a=assigned, w=working. | |

I/O Server – Outbound and Load Profile

Purpose: to report on the communication among OmniCenter, cabinets, other Omnicell systems, and hospital interfaces.

Select  I/O Server. Select  Outbound Queues in System View. In Show Queues, check to filter information accordingly.

Or, select Load Profile in System View to review current status.

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| |  |  | | --- | --- | | Load Profile | An historical account of the system’s activity. | | Outbound Queues | ID – Identification of recipient cabinet, interface, or message queue.  Location – Network or local destination corresponding to the line-item ID.  Notes – Caching status of outbound queues.  Queue Size – Message measured as bytes, kilobytes, or megabytes.  Queue Type – I/O server, Worker. Tasks and types of tasks: timed, queued, MSMQ, or flatfile.  Recipient – Cabinet, interface, or message queue. | |

I/O Server – Stats

Purpose: to view statistical information, with varying details, about commands processed.

Select I/O Server. Select 1 Day Stats or 10 Day Stats in System View. In Show Queues, check to filter information accordingly for a task and/or command display.

Or, check Result in Group By for the summary view.

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| |  |  | | --- | --- | | 1 Day or 10 Day Stats | Select to review accordingly. Daily stats may be reviewed as a period of ten days, while 1 Day Stats is selected. The following is shown: tasks, commands, commands processed, seconds per command, process time, and queue ports. Or, choose 10 Day Stats for tasks, commands, and stats as a 10-day report. | | 1 Day Stat with Result | Not shown on this page. The following key applies:  Y – Without warning  W – With warning  N – Not processed due to command error  E – Not processed due to internal error  % – Percentage of total process status per each command  Commands Processed – Total processed | | 1 Day Stats | Timed Runs – Number of times run  Secs/Run(100) – Seconds per timed run  Commands – Processed commands  Secs/Cmd(100) – Seconds per command for the latest 100 commands  Proc Time – Total time to complete task; note that time per cmd is an estimate based on sec/cmd (100); time per task is an independently tracked statistic. | | Rank | Under normal conditions, the order in which tasks will be completed in less than a minute by I/O server. | | Tasks and Commands | Scheduled job, such as a report, or queued job, such as a command awaiting processing. | |

# Restock

Restock Tab

Because restock is a routine operation in a hospital, usually automatic, a restock that is user-generated is a manual process to address an unforeseen depletion or a unique need. There are six manual restock options: by route, by Omni, by patient, by item, update, and reprint. A valid cabinet license is required to generate restocks. See [Current Status – OmniSuppliers](#status_current_status_–_omnisupp_2258) for more information.

[Restock by Route](#restock_restock_by_route_htm)

[Restock by Omni](#restock_restock_by_omni_htm)

[Restock by Patient](#restock_restock_by_patient_htm)

[Restock by Item](#restock_restock_by_item_htm)

[Restock PSB Update](#restock_restock_psb_update_htm)

[Restock Reprint](#restock_restock_reprint_htm)

Restock by Route

Purpose: to create a user-generated restock, that is one that is not automatically scheduled.

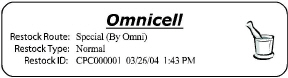
From the Restock drop-down menu, select By Route.

Select one or more routes.

Check to print Lists and/or Labels. Choose to print all labels or SafetyStock Only item labels.

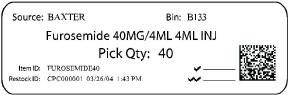
Click Preview to review on screen or Generate to print.

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| |  |  | | --- | --- | | Bar Code Fonts | Computers used to view or print PDF restock reports and labels with bar codes need the following bar code fonts: c128m.TTF and c128n.TTF. Find them on the OmniCenter at: d:\Omnicell\CPC\OmniCenter\Foxfonts. Copy font. On other computer choose: Control Panel/Fonts/Install New Font; navigate to fonts directory; complete the install. Bar code fonts not required on computers running OCRA sessions. | | Cabinet Sort Order/Route Creation | Restock lists print for each cabinet on a route, according to the order in which they list on the Route Maintenance screen. For information on routes, see Restock Route Maintenance on page 4-23. | | **DataMatrix Bar Codes** | Include encrypted bar codes on pick lists and restock labels. See Restock Configuration Setup on page 4-87. | | Labels | Labels can be generated for all items or SafetyStock items, only; the labels are identical for either choice. See sample labels below. | | Pick List/Restock List | Pick List – Quantities are aggregated into a sum total for each item.  Restock List – Items and quantities list per cabinet. Cabinets list separately. | | Restock Type | Normal, Critically Low, or Patient Specific. See [Restock by Omni on page 3-4](#restock_restock_by_omni_htm_xref_4626). | | SafetyStock Only | Items required to be scanned during restock are SafetyStock items. | | Selection of Routes | Click once to select a route, click again to deselect. The space bar and the Enter key on the keyboard will also select on screen; use the arrow keys to navigate through the list. Routes with a Patient Specific restock type cannot be selected together with any other restock types. | |



Header Label

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| |  |  | | --- | --- | | Header | Route name  Restock type  Restock ID  Date and time  Icon of a mortar and pestle on right | |



Pick Item Label – Single-item Bin

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| |  |  | | --- | --- | | Pick | Source  Bin ID  Item name and ID  Pharmacy information concatenated  Aggregate quantity  Patient name and ID (PSB pick)  Restock ID  Date and time  Check for technician  Check for pharmacist  Icon of a pharmacist or DataMatrix bar code at right | |



Restock Item Label – Single-item Bin



Restock Item Label – Single-item Bin



Restock Item Label – Single-item Bin



Restock Patient Label – Patient-specific Bin



Pick/Restock Patient Item Label – Patient-specific Bin

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| |  |  | | --- | --- | | Restock | Area  OmniSupplier  CLI (Cabinet Location Indicator) – M = main cabinet; A = auxiliary cabinet number; Z = zone number; D = drawer or shelf number; RS = remote stock  Item name and ID  Pharmacy information concatenated  Cabinet-specific quantity  Patient name and ID (PSB restock)  Restock ID  Date and time  Linear bar code (if DataMatrix bar code is not selected)  Icon of an OmniRx cabinet or DataMatrix bar code at left | |



Footer Label

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| |  |  | | --- | --- | | Footer | Restock ID  Date and time restock generated  Date and time restock printed  Text statement: Restock List End  Icon of a mortar and pestle on left | |

Restock by Omni

Purpose: to restock specific OmniSuppliers.

From the Restock drop-down menu, select By Omni.

On the left side of screen, select one or more OmniSuppliers.

On the right side of screen, select one or more Sources.

Select a Restock Type and Print options; Preview or Generate.

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| |  |  | | --- | --- | | Exceptions | Displays items excluded from the restock for the following reasons:  Omni does not need restocking.  Patient is not known to OmniCenter.  Patient is not assigned to an Omni.  Item is not known to OmniCenter.  Item is not standardized.  To minimize exceptions, ensure all patients and items are listed in the OmniCenter database, associate all patients with rooms, and standardize items whenever possible. | | Labels | Labels may be generated for all items or SafetyStock items, only; the labels are identical for either choice. See sample labels above. | | Pick List | This list is used by pharmacy and supply personnel to prepare for the restock. Quantities are aggregated into a sum total for each item. | | Restock List | All items and quantities list per cabinet. Cabinets list separately. | | Restock Type | Normal – Items with a Quantity On Hand, QOH, at or below the reorder level, will list for a normal restock type, including critically low items.  Critically Low – Only items with a QOH at or below the critically low level will list.  Patient Specific – Only PSB items with a QOH below the reorder level will list. Non-PSB Omnis will be removed from the Omnis list when this option is selected.  Vendor Order – Restock for CSMs only. | | SafetyStock Only | Items required to be scanned during restock are SafetyStock items. | | Select or Clear All | Options can be checked individually or all selected at once. To select all, click the Select All button. Select and deselect are a toggle process. | |

Restock by Patient

Purpose: to restock patient-specific bins for selected patients.

From the Restock drop-down menu, select By Patient.

Click Add to select patient(s). Click OK.

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| |  |  | | --- | --- | | Add or Remove Patients: Single Arrows/Double Arrows | Buttons with single arrows send a single highlighted entry from one window to the other. Buttons with double arrows will send all entries whether highlighted or not. | |

Select a source or sources.

Select a Restock Type and Print options; Preview or Generate.

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| |  |  | | --- | --- | | **Include Labels for RX-mixed IVs** | Print labels for pharmacy-prepared IV orders. | | Multiple PSBs | Item with asterisk is assigned to multiple patient-specific bins, and thus a candidate for storage in a single-item bin. | | Pending Restocks | May denote the patient is a recent transfer and that some items in the restock have been pulled for restocking in the patient’s previous cabinet. Contact the pharmacy technician for that cabinet for more efficient transfer of the items. | | **QOH** | Quantity on hand. Consider when restocking for a patient about to be discharged. | | **Restrict Items To** | All med orders, IV med orders, or non-IV med orders. | |

Restock by Item

Purpose: to select specific items, not an entire restock list, for restock.

From the Restock drop-down menu, select By Item; click Add.

Filter the OmniSuppliers and the Qty On Hand lists.

Click Add to select item(s) or Add All. Click Close.

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| |  |  | | --- | --- | | Add/Add All | Add specific items or all items. The Add button remains gray until an item is selected. | | Search for Field | Critical Bin/Pt #  Critical Source  Item Description  Item ID #  Reorder Source  Reorder Bin/Part | | Search for OmniSupplier | Select one OmniSupplier cabinet. | | Search for Qty on Hand | Below par level  Reorder level or below  Critically low or below  Out of Stock | |

To modify the quantity to order, select an item by double-clicking on it anywhere in the highlighted line. Change the quantity to order.

Select a Restock Type and Print options; Preview or Generate.

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| |  |  | | --- | --- | | Qty to Order | Enter an amount that, combined with the quantity on hand, will total par. An amount that would exceed par will be rejected and the amount will default to the previous quantity. | |

Restock PSB Update

Purpose: to identify changes to a PSB Auto-fill restock since it was generated; to adjust items and quantities when ready to restock cabinets.

From the Restock drop-down menu, select PSB Update.

Select a previous restock. Only patient-specific restocks are included in the restock update.

Click Preview or Generate.

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| |  |  | | --- | --- | | Exceptions | A separate report that includes exceptions for the original restock and all updates. | | Patient Transfer | Patients are automatically added or removed by the restock update if they have been transferred since the original restock. The transfer is noted on the update. | | Update Not Available | Updates are not available for a restock if any item in that restock has been completed. Also, a restock cannot be updated more than 99 times. | |

Restock Reprint

Purpose: to reprint entire lists or to filter the list by item before printing.

From the Restock drop-down menu, select Reprint.

Select a previous restock.

To filter by item (i.e., to print individual item labels), check Limit to Specific Items in Restock. Check the item(s) to be included in the list. Select Labels.

Click Preview or Generate.

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| |  |  | | --- | --- | | Notation on Pick and Restock Lists | SafetyStock items will be annotated with the letter C to the far right of the list. Hardware dispensing errors are noted in the same way with a letter D. | | Sort List | Click a header (e.g., restock route, restock type) to sort the list. | |

# Reports

OmniCenter Reports

Reports deliver information from the OmniCenter databases to provide cost accounting; monitor productivity and compliance; optimize distribution of supplies and medications; and review patient, item, and user transaction history. This information can be delivered in detail or as a summary. Custom reports can be created to meet unique requirements.

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| |  | | --- | | NoteNote.jpg  Access to reports is based upon access privileges; not all users have access to all reports. | |

[Select a Report](#reports_select_a_report_htm)

[Report Descriptions and User Tips](#reports_report_descriptions_and__6898)

Select a Report

Select the Reports Tab. The first screen that appears is the top-level screen of the first alpha entry report type, which is All.

Select a report type from the Report Type drop-down menu.

Select from among Available Reports.

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| |  |  | | --- | --- | | All | Select All Report Type to view all reports as alpha-sorted by name or by type. Click the header to sort accordingly. | | **CSM** | Monitor activity, roles, and inventory for Controlled Substance Management cabinets. | | Financial | Measure item usage and inventory levels in real time. | | Maintenance | Reference definition of commands, indexes, data fields, tables, and other resource information. | | **Mobile Cart** | View cart battery conditions and history of cart activity. | | Operational | Monitor inventory, transaction history, restock activity, licensed features, and many other operational events. | | Pharmacy | Track issue, waste, return, and discrepancy activity; assist in compliance with The Joint Commission and other regulatory standards. | | Report Writer | Create custom reports using Foxfire. | | Scheduled | Schedule transaction reports to print automatically. | |

Report Descriptions and User Tips

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| |  |  | | --- | --- | | CSM Reports |  | | CSM Exception | Identifies CSM-to-cabinet transactions (and vice versa) in which items were not stocked correctly. Ensures secure management of controlled medication. | | CSM Expired Bin Inventory | Lists items currently located in the Expired Item Bin. | | CSM Receive from Vendor | For proper record keeping, lists controlled substances received from vendors. | | Drugs Surrendered for Disposal | Lists items removed from the Expired Item Bin for surrender to DEA.  Select records by CSM location and date of disposal. | | Items Not Accessed | Lists items not accessed within a specified number of days. | | Prepack Activity | Reviews the status of each prepack batch. Compares prepack activity to expected and actual stock and waste transactions.  Select Exceptions Only to show pending batches, and batches that were stocked with an unexpected quantity. | | Roles and Permissions | Lists CSM roles, users assigned to each role, and associated permissions.  Group by role, permission, or user.  Choose the summary option for a list of roles and their descriptions only. | | Summary Transactions | Summarizes transactions for every item in a selected CSM cabinet. | | Transaction Details by CSM Cabinet | Creates a detailed summary of CSM activities.  Select transfer types to isolate specific event categories. | | Transaction Details by Item | Creates a detailed summary of CSM activities listed by item.  Select transfer types to isolate specific event categories. | | Usage Form | Lists outstanding or returned single-sheet usage forms.  Select the Outstanding option to identify nursing areas where more than one sheet is still outstanding.  Select the Returned option to track controlled substance documentation as required. | | Waste Transactions in CSM Cabinet | Provides details about wastes that occur at the CSM cabinet, including who wasted the item, when, by what method, and who witnessed the waste. | |

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| |  |  | | --- | --- | | Financial Reports |  | | Consumption by ICD Code per Patient Day | Reviews item consumption and total cost for each patient per ICD code; evaluates supply cost, per diem reimbursement, and capitated contracts. Shows trends in costs by DRG or ICD and tracks the length of patient stay in the facility. Displays or prints as a report or graph.  Medical records must interface with OmniCenter to receive the ICD code. | | Consumption by ICD Code per Physician | Compares physician costs per ICD code and provides consumption by physician per surgical or procedural code, including total charges and cost per patient. Displays or prints as a report or graph.  Medical records must interface with OmniCenter to receive the ICD code. | | Consumption by Site per Hospital Area/Cost Center | Reviews supply and pharmacy consumption by total cost, price, and item count per patient-care area or cost center. Examines all hospitals or off-site clinics from one central server. Lack of item-specific detail provides focus to costs. Displays or prints as a report or graph.  Facility must have multiple sites on one server.  Determine bottom-line numbers for budget decisions.  Export to Excel. Add Cost Center volume in units of service – that is patient days, visits, or cases – to track cost per unit of service over time. | | Consumption Cost per OmniSupplier/Cost Center | Reviews supply costs per OmniSupplier or cost center. Compares billable charges by item to previously billed charges to measure increased revenue. Displays or prints as a report or graph.  Filter by item and charge type.  List billable and non-billable items separately.  Generate monthly reports to track usage and consumption.  Export to Excel. Add Cost Center volume in units of service – that is patient days, visits, or cases – to track cost per unit of service over time.  Accuracy is influenced by updated costs in the items database. Costs must be kept current, either manually or through the Item Master Update (IMU).  Discrepancies are most often discovered during a cycle count. | | Discrepancy Transactions per OmniSupplier/Cost Center | Evaluates compliance and identifies trends that may indicate abuse or a lack of user competence. Lists discrepancy transactions per OmniSuppler or Cost Center in summary or detail, and provides positive and negative net discrepancies with associated cost and price.  An accurate inventory count is necessary to ensure quality of report.  Run this report after a cycle count.  For best results, users should cycle count regularly and adjust bin levels when appropriate. | | Inventory Aging | Manages space and costs by identifying items that age. Lists items that have remained unused for a specific number of days per OmniSupplier. Each item displays the date and time of its most recent issue and total count.  Identify items used infrequently to make room for others.  Reduce par levels of aged items to better manage inventory and space.  Where high par level is required, consider multiple bins or larger matrix drawer area.  Compare to items listed for expiration.  Report excludes patient-specific bin inventory and activity. | | Inventory Cost at Par | Determines costs to maintain par level quantities and evaluates inventory decisions. Includes the extended cost, at the par level, of specified items. Displays or prints as a report or graph.  Select assigned items, only, to view cost per OmniSupplier.  Adjust par levels based on cost vs. use.  Use graphs and data to monitor success of inventory reduction.  Check Non-consignment to exclude consignment items from inventory valuation.  Report excludes patient-specific bin inventory and activity. | | Lost Charge Summary per OmniSupplier/Cost Center | Highlights lost charges based on discrepancies and floor charge issues. Provides a cost summary that includes detailed information and grand totals for all items based on supply and/or pharmacy consumption levels per OmniSupplier or Cost Center.  Run this report after a cycle count.  Use with related reports to determine lost charges for billable items that were incorrectly issued as Floor Charge.  Account for Emergency Mode charges by requiring a user log-on to issue as an emergency. Press the Omni Config button to set this option: Omni Config/Users/Emergency Mode/Nurse/Update. | | Master Item List | Lists each item with its description, ID, charge ID, billable status, unit cost, unit price, and its normal and critical sources. Does not reference OmniSuppliers; items are not duplicated.  Verify reorder source, charge ID, cost, and price.  Identify database discrepancies; generate a custom report in Foxfire. | | Par vs. Usage | Lists item usage statistics within a date range to identify usage frequency. Evaluates par levels and reorder amounts accordingly. Items not issued or used infrequently are listed at the end of the report.  Evaluate items and OmniSuppliers based on historical information.  Set par levels based on average maximum-use levels. Compare Par column to Max column for daily use; often, par can be reduced.  Where high par level is required, consider multiple bins or larger matrix drawer area.  Identify items that routinely go to a critical reorder level to increase par.  Report excludes patient-specific bin inventory and activity. | | Patient Billing by Payor | Lists all items used for a specific patient during a specified period of time; items are listed by payor. Projects revenue or estimates costs for both billable and non-billable items. The Payor ID field is populated via the ADT interface.  Patient name must be accurately listed.  Report may include more than one episode of care per patient. | |

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| |  |  | | --- | --- | | Mobile Cart Reports |  | | Savvy™ Battery History | Displays historic battery condition of Mobile Medication Systems. Identifies how a power management system has been utilized over time. OmniCenter polls the carts’ overall battery condition once every five minutes.  Order by OmniSupplier to track battery history by cart.  Order by Date/Time to identify frequency of problems over time. | | Savvy Battery Management | Displays current charge state, percent charged, cart status, and overall battery condition of Mobile Medication Systems.  Filter by Charge State and Chrg % to identify all discharging (i.e., unplugged) carts with less than 40% battery charge remaining. Consider recharging batteries at that charge percent. | |

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| |  |  | | --- | --- | | Operational Reports |  | | Case Preference Card | Lists all PrefCards according to case, physician, or procedure, in summary or detail form. When detail is selected, all items and chargeable procedures are shown. Physician and procedure notes appear in a memo field.  This report may be used as a pick list in preparation for a case.  Reference a hard copy of report to list items issued/yet to be issued.  Log a hard copy of each PrefCard.  Repeated discrepancies may suggest a PrefCard revision is needed. | | Change in Payor ID | Lists patients for whom the Payor ID has changed within a specified time period. Patient name, ID, previous payor, current payor, and date of change are noted on the report.  An active, two-way interface with ADT or billing is required. | | Color Touch Configuration Descriptions | Lists all available Color Touch cabinet configuration settings and their descriptions. Privileges to view this report are restricted.  Run this report at any time to review descriptions of configurable options. | | Color Touch Configuration Settings | Reviews and monitors current configuration settings for Color Touch cabinets. Privileges to view this report are restricted.  Choose multiple cabinets to provide an overview of a site or an entire facility.  Run this report at any time to list the current settings. | | *Drawer Security* | Shows instances in which a user had access to an open drawer but did not dispense meds. | | Electronic Health Record Audit | Lists user events that have been flagged for auditing. Reveals user modifications to patient records, medication orders, patient allergies, and medication items. | | Enhanced Kit OmniSupplier | Lists all OmniSuppliers that have been assigned enhanced kits. A detail option can display all items/chargeable procedures assigned to a kit for a single OmniSupplier. May be helpful in managing OmniSupplier Kit subscriptions.  Only a summary report is available when All (\*) OmniSuppliers are selected.  Detailed reports are available when multiple cabinets are selected, but not when All (\*) are selected. | | Enhanced Kit | Lists the kits in summary or detail form. The detail option displays the items and chargeable procedures assigned to a specific kit.  Both summary and detail reports are available when All (\*) or specific OmniSuppliers are selected.  A log of each kit in detail may be a good reference at the OmniSuppliers when issuing items. | | Fill Rate | Lists quantities and percentages of items ordered and restocked – for any restock source and OmniSupplier. Analyzes the performance of sources for restock. Fill rate applies only to normal restock; it does not apply to supplemental restock. Base each report on date or route, and display in summary or detail form.  Differentiate non-stock sources in the items database for effective evaluation of vendor service.  Non-stock items used in an OR are often ordered by Purchasing and may come from alternate vendors. These items are often supplementally restocked. This report may not reflect those instances.  Report excludes patient-specific bin inventory and activity. | | FlexLock Temperature | Monitors refrigerator temperatures via readings of low, high, error, or disconnected. Covers specified date range, and can be filtered by OmniSupplier or type of alert.  Abnormal temperature percentage: (low alerts + high alerts)/(total readings – error alerts)\*100.  Filter by OmniSupplier, Alert Type, and Date. | | Item Bar Code Maintenance | Lists and sorts items according to whether or not they have a bar code.  Filter to quickly list items without bar codes.  Leave Show Item Aliases cleared to reduce the length of the report.  Generate report before implementing SafetyStock restocks or bar code confirmation during item issue.  Particularly useful for Anesthesia Workstations. | | Item Expiration Tracking | Tracks item expiration dates within a specified date range. Items are grouped according to OmniSupplier and are listed by name and item ID. Shows the total count of items due to expire within the time period, as well as each item’s bin location and expiration date.  Expiration dates are entered on the OmniSupplier at time of initial stock or restock.  Ensure restock technicians rotate stock whenever possible. | | *Item Lot Maintenance* | Lists items, their lot numbers, and locations in cabinets. | | Item Scan Problem Details | Lists all authorized entries into an OmniSupplier where item scanned issue problems were recorded, indicating the possibility of an unaccounted transaction.  Identify additional need for training with scanners at the cabinet or items with poor quality bar codes by reviewing user/item frequency on report.  Particularly useful for Anesthesia Workstations. | | Licensed Feature | Lists license key, current status, and expiration date for each licensed feature.  Review this report occasionally to be aware of expiration dates. | | Lot and Serial Number | Provides a complete account of any transaction involving an item tracked by lot or serial number. Organized by manufacturer and includes the following information: manufacturer’s name; item’s serial number, lot number, and expiration date; Omnicell’s item ID, description, transaction code, and date; and patient and issuing staff member.  Aged information may need to be accessed from archive tapes.  Transaction data may be entered manually, or via an OmniScanner to reduce the risk of transcription errors and to save time. | | Null Transactions | Lists all authorized entries into an OmniSupplier where no transactions were recorded. Null transactions are created when a user does not complete a command. Report helps identify the need to monitor personnel more closely or provide additional training.  Identify non-compliant users.  Look for patterns as opposed to isolated incidents.  Set department goals of 3% or fewer monthly nulls, and review results.  For Anesthesia Workstations, the transaction subtypes of particular interest are: IB (wrong bin), II (invalid item scanned), IN (no access), IU (not assigned), and IX (unknown item scanned). | | Omni Inventory | Displays catalog of items assigned to cabinets. Can be filtered to target one, multiple, or all cabinets. When multiple cabinets are selected for a single report, each cabinet and its contents is listed separately. List appears in alphabetical order and includes par levels. On-hand quantities provide quick reference of current inventory levels at each location.  To ensure accuracy, complete a cycle count before running this report.  Use as a quick reference for reorder (R/O) and critically low (C/L) levels.  Item ID filter can identify items containing latex. Set limits to Latex Warning equals Y (yes); click Search. | | OmniSupplier Remote Item Availability | Lists the number of remote items assigned and the quantity of assignments yet available for each OmniSupplier. A measure of capacity, shown as percentage consumed, is given.  The default quantity of remote item assignments available without license, is 125 supply and 75 pharmacy per cabinet.  Licenses for additional remote items are available in increments of 250. | | OmniSupplier Serial Numbers | Lists the serial number of each OmniSupplier, including the Main, Brain, and associated auxiliary cabinets.  Retain a hard copy at the OmniCenter for reference when contacting Omnicell Help Desk. | | OmniSupplier User Access | Creates a complete review of user access within an OmniSupplier group or for specific cabinets. Lists the Omni Groups and their associated cabinets.  Run Omni Group without user list to outline OmniSupplier Groups. | | On Order Status Summary | Lists the name and quantity of back-ordered items and can be used in conjunction with the Accumulated Restock flag. See Accumulated Restocks on page 6-11.  Review before approving orders to non-stock sources.  Verify item order status when an interface is not used to automatically pass a restock request through a hospital inventory system.  Report excludes patient-specific bin inventory and activity. | | Patient List | Provides a detailed list of patients and admitting physicians currently in the Omnicell System. List is grouped by site and area; provides patient’s ID, admit and discharge dates, and room number.  If patients, know to be in-house, are not on this report, check the hospital interface through an Omnicell field engineer. | | Preference Card – OmniSupplier | Lists all or specific PrefCards, grouped by OmniSupplier. | | Preference Card | Lists PrefCards in summary or detail form. Summary provides the PrefCard ID, procedure name, and physician. Detail includes assigned items, chargeable procedures, quantities, a field for notes and instructions, and source location.  Create a library, or binder, of each PrefCard for reference.  Use list of assigned items as a pick list for cases.  Review in advance of procedure, as notes may contain setup preferences per physician. | | Report Abbreviation Key | Provides a list of abbreviations and descriptions commonly used in OmniCenter reports.  Retain a hard copy at the OmniCenter for reference. | | Restock – Destock Matching | Monitors item transfer activity via associated destock and restock transactions.  Identify discrepancies between items destocked from one cabinet and restocked in another.  Identify items unassigned from patient-specific bins.  Identify discrepancies between Narcotic Vault items and cabinet restocks.  Items returned to supply, pharmacy, or patient are not tracked on this report.  Dispensing error destocks are excluded. | | SafetyStock Items | Lists SafetyStock items, bin locations, and type of confirmation (item, bin, or restock).  Identify items yet to be set up for bar code scanning during inventory. | | SafetyStock Override | Lists transactions that require a bar code scan but no scan was recorded.  Show a percentage of overridden vs. overridable transactions per group (OmniSupplier, User ID, or Item ID) to list all occurrences of SafetyStock bar code override.  Look for improper bar code setup in the OmniCenter and for areas and users that need further training. | | SafetyStock Problem Details | Identifies problematic bar codes or scanners. Scanning problems noted during an authorized visit to a cabinet may indicate an incomplete or unrecorded transaction.  Identify additional need for training with scanners at the cabinet or items with poor quality bar codes by reviewing user/item frequency on report.  Particularly useful for Anesthesia Workstations. | | SafetyStock Quality Assurance | Displays number of SafetyStock transactions and errors per OmniSupplier.  Order list by item description and either group or percentage to identify those items that may be improperly bar coded or improperly listed in the OmniCenter database.  Weigh the number of transactions against the percentage of success per user to identify those who need further training. | | Site/Omni List | Displays the location, name, ID, and cost center of each OmniSupplier.  Use descriptive information when naming an OmniSupplier. For example, Rx2NPed to indicate a pharmacy unit on the second floor, north, of a pediatric floor.  Compare to the Status tab. | | Table Standardization | Reviews standardization of items and chargeable procedures, a requirement for SafetyStock, PrefCards, kits, equivalent dose groups, bar code support, and more. Lists inconsistencies for items and chargeable procedures. Choose from four report types that focus on variations of standardized and non-standardized records and fields.  Find non-standardized items/procedures that currently have system-wide consistency in all standardized fields. These records can be standardized without data modification.  View inconsistencies in non-standardized fields of existing standardized items and procedures as a guide to prepare for optional standardization.  View inconsistencies in standardized fields of standardized records. Results of this report show errors in data management.  Identify inconsistencies in non-standardized, optional fields of standardized records – to modify before standardization can be implemented.  Use the Database tab or Global Modify to correct data inconsistencies. | | Transactions by Allergy Alert | Displays allergy alerts for issued items.  Use filters to minimize data.  Review for workflow processes. | | Transactions by Case | Creates summary of transactions for each case, including items and the user who issued them.  Refer to the Report Abbreviation Key for definition of codes used.  Export to Excel to analyze user behavior. Prepare lost charge and revenue reports according to user, area, OmniSupplier, and date range.  Add cost from Par vs. Usage or a Foxfire report to the volume of this report. Calculate price from the hospital markup formula or extract from the items database through Foxfire to reveal lost revenue.  Run report monthly to monitor lost charges. | | Transactions by Date | Displays transactions, organized by date, for each OmniSupplier. Use filters to focus on specific items, types and subtypes of transactions, dates, types of positive ID, and OmniSuppliers. Useful for tracking discrepancy root causes.  Refer to the Report Abbreviation Key for definition of codes used.  Export to Excel to analyze user behavior. Prepare lost charge and revenue reports according to user, area, OmniSupplier, and date range.  Add cost from Par vs. Usage or a Foxfire report to the volume of this report. Calculate price from the hospital markup formula or extract from the items database through Foxfire to reveal lost revenue.  Run report monthly to monitor lost charges.  Filter by transaction subtype to refine data further. | | Transactions by Dispensing Alert | Monitors dispensing alerts in summary or detail.  Although both options can be chosen at the same time, choose either Show All Answers or Show Only Incomplete Alerts. If both are chosen, OmniCenter cannot process the command and no alerts will display. | | Transactions by Item/Procedure | Lists and summarizes all transactions performed in each OmniSupplier. Sorts by item or procedure.  Check Hide Patient Information to replace patient names with asterisks.  Refer to the Report Abbreviation Key for definition of codes used.  Export to Excel to analyze user behavior. Prepare lost charge and revenue reports according to user, area, OmniSupplier, and date range.  Add cost from Par vs. Usage or a Foxfire report to the volume of this report. Calculate price from the hospital markup formula or extract from the items database through Foxfire to reveal lost revenue.  Run report monthly to monitor lost charges.  Filter by transaction subtype to refine data further. | | Transactions by Patient | Monitors patient care activity, by any user, with a time/date stamp.  Refer to the Report Abbreviation Key for definition of codes used.  Filter as billable, only, to find lost charges.  Export to Excel to analyze user behavior. Prepare lost charge and revenue reports according to user, area, OmniSupplier, and date range.  Add cost from Par vs. Usage or a Foxfire report to the volume of this report. Calculate price from the hospital markup formula or extract from the items database through Foxfire to reveal lost revenue.  Run report monthly to monitor lost charges.  Filter by transaction subtype to refine data further. | | Transactions by Physician | Monitors transactions per physician; includes patient and item information, user name, time/date stamp, transaction type, and witness name, if applicable.  Refer to the Report Abbreviation Key for definition of codes used.  Export to Excel to analyze user behavior. Prepare lost charge and revenue reports according to user, area, OmniSupplier, and date range.  Add cost from Par vs. Usage or a Foxfire report to the volume of this report. Calculate price from the hospital markup formula or extract from the items database through Foxfire to reveal lost revenue.  Run report monthly to monitor lost charges. | | Transactions by User | Lists and summarizes all transactions, sorted by user and OmniSupplier. Includes patient and item information, transaction types, date/time stamp, and charge ID.  Refer to the Report Abbreviation Key for definition of codes used.  Export to Excel to analyze user behavior. Prepare lost charge and revenue reports according to user, area, OmniSupplier, and date range.  Add cost from Par vs. Usage or a Foxfire report to the volume of this report. Calculate price from the hospital markup formula or extract from the items database through Foxfire to reveal lost revenue.  Run report monthly to monitor lost charges.  Filter by transaction subtype to refine data further. | | Unused Item Bar Codes | Identifies item bar codes that have not been used within a specified number of days.  Use as an adjunct to other reports that identify aging inventory. | | User Events | Displays complete history of user activity over the entire OmniCenter system.  User Event Types: the default is All. Click Select All or Clear All to activate the fields, then add or subtract from the list for a customized report. A checked field will be included in the report. | | User Fingerprint Activity | Displays fingerprint enrollment and log-on event details.  Refine your search by choosing from among five event types: Log On Failed, Log On Successful, Registration (enrollment) Canceled, Registration Failed, and Registration Successful.  Select a device type to narrow results by fingerprint sensor type. | | User Fingerprint Enrollment | Checks for unsuccessful fingerprint registrations and fingerprints with high failure rates.  Select Enrolled to view enrollment history sorted by user.  Select Not Enrolled to identify users who have not registered their fingerprints. Check Via UPEK/Verifinger to refine the search to users who have not used that sensor to enroll.  Select Log On Issues and specify a failure rate (%) to identify problematic fingerprint enrollments. | | User Password Security Settings | Checks for expired passwords, and ensures user passwords are compliant with system rules.  Check Not Compliant to identify non-compliant user passwords (useful when introducing complex passwords). | | User Record Audit | Monitors changes to the user database to ensure secure management of narcotics. Select appropriate audit types to track new, modified, or deleted entries. | |

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| |  |  | | --- | --- | | Pharmacy Reports |  | | Active Medication Orders without Stocked Items | Provides real-time information on medication inventory as an aid for pharmacy staff to keep patient areas stocked. In a cartless environment, report identifies medication required to meet patient needs in a given area.  An active Pharmacy Profile interface is required.  Report excludes items on pending patient-specific bin restocks.  When searching for items, check both generic and trade names.  You can set the report to auto-generate.  Because restricted items cannot be assigned to a cabinet, including them in this report is usually unnecessary. | | Administration Summary | Displays a quick summary of recorded medication administrations.  This report is available only for installations with Interoperability Admin licenses. It filters out all non-admin–based areas.  The date range for this report is not limited to 24 hours. | | Bedside Activity | Keeps track of bedside transactions. Lists the dates, times, and doses of each medication order. The Note Type column displays the type of transaction and any notes recorded by the nurse.  Check Anonymous Report to replace patient and user names with asterisks.  Filter by trans note type to identify transactions that contain responses to specific warnings or medications that were not scanned.  Trans note types EC (Early Admin Canceled) and LC (Late Admin Canceled) reveal administrations that were stopped before charting and may identify potential medication errors that were averted. | | Dispensing Alerts Maintenance | Tracks dispensing alerts using cabinet and item information, decision trees, notifications, and user types.  Evaluate effectiveness by reviewing how users respond, particularly to text-entry questions. | | *Dispensing Error* | Reviews unit-dose errors to aid in diagnosing problems with Unit Dose Dispensers. The report is applicable to Unit Dose Center, only, and used primarily by pharmacy staff.  Use this report historically, that is, to track events over a period of time. | | *Dispensing Practices* | Reviews the average number of doses dispensed per day by users within a specified area. Averages can be compared to other users to reveal irregularities.  Discover diversion or over-medication.  Control levels selected are usually 2 through 5. | | *Dose Reconciliation* | Monitors waste and partial dose discrepancies to ensure medication is wasted properly. Tracks Patient Medication Accounts (PMAs), whether reconciled or not; reports miscellaneous administrations, wastes, and returns.  Items must be valid, standardized pharmacy items, and marked for Reconcile Dose in the items table.  Sort by user or patient.  Auto-aging rules apply. | | *Electronic Medication Administration Record (eMAR)* | Generates an electronic MAR for one or more patients. Lists the dates, times, and doses of each medication order. The eMAR may serve as a legal record of medication administered to a patient.  Requires Interoperability Admin license.  The date range cannot exceed 24 hours.  Enter a date range in the future to generate a Working MAR. | | *Equivalent Dose Groups* | Reviews similar medications that may be substituted for each other to fill a med order. Report is organized by item or group.  To list each item within a group, check Display Items. | | *Issue vs. Administration* | Keeps track of medication issued by SafetyMed users and compares with amounts recorded as administered. Identifies administrations not associated with Patient Medication Accounts (PMAs).  SafetyMed users should generate this report at the end of each shift to identify possible discrepancies. The version of this report generated in SafetyMed is user-specific and provides the detail view only.  Generate a summary view of the report to quickly identify outstanding balances. | | *Item Allergy Maintenance* | Maintains an up-to-date allergy database complete with item and allergy code cross-referenced. | | *Medication Delivery* | Identifies items, not currently stored in OmniSuppliers, that have been delivered to a patient area. Items may then be assigned to an OmniSupplier for automated dispensing and complete tracking of issue.  Run this report to stay current on items needed in patient areas. | | *Medication Order by Patient* | Lists medications for selected patient(s).  When both PRN Options are checked, the report should be equivalent to the patient medication profile printed in the pharmacy information system.  When all View options are checked, the report includes scheduled times and actual issue and administration times. Use to look for specific patient problems and to review all transaction types for a specific patient.  Scheduled but Not Issued provides a quick view of doses scheduled for administration but not issued. Report can be compared to a bedside medication documentation system for doses not administered.  Unscheduled Issues can identify transactions that occurred at the wrong time or in the wrong amount, which may indicate delays in treatment or excessive doses. | | *Medication Order Override* | Identifies items that have been issued or administered without a medication order. Provides dates, time, and names of users who issued items without a corresponding med order.  MO Required to Disp must be checked on an item’s pharmacy radio button screen in the items database.  Patient Medication Profiling must be enabled on the OmniSuppliers.  An active Pharmacy Profile interface is required. | | *Medication Orders to Expire* | Reviews medication orders that will expire within a specified period of time. Report is sorted by stop date.  An active Pharmacy Profile interface is required. | | *My Items* | Displays detailed or summary information on transactions against My Items accounts. Lists by user or by item. | | *My Items Statistical* | Displays high-level information about My Items transactions, sorted by user. Identifies outliers to examine more closely. | | *Pharmacy Discrepancy* | Catalogs pharmacy discrepancies and the users who reported them, as well as the date, time, nature, and status of each. Indicates whether a discrepancy is resolved or not. Discrepancies are usually identified through a cycle count or a countback.  Schedule this report to print, so that unresolved discrepancies can be reviewed daily, and resolved discrepancies reviewed weekly.  User Name refers to the person who reported the discrepancy, not the person who created it. | | *Pharmacy Drawer Configuration* | Lists drawers, bins, and assigned items inside pharmacy drawer carriers.  Identify available space or like items in the same drawer. | | *Post Case Reconciliation* | Documents doses administered and amount wasted of all controlled substances used in a case. Reports reconciled/unreconciled doses per anesthesia provider.  All items listed on the Anesthesia Workstation Post-case Reconciliation screen will appear.  Filter list for incomplete PCRs to reduce data.  Stored at OmniSupplier identifies location of most recent transaction for an incomplete PCR.  Completed at OmniSupplier identifies location of the completion of a PCR. | | *PSB Daily Task* | Identifies items to remove or transfer from patient-specific bins, thus optimizing PSB availability and ensuring up-to-date inventory for patients’ medication orders.  Schedule report to run several times per day to ensure PSBs are as current as possible, depending on pharmacy policy.  Note recommended changes listed under Action. | | *PSB Item Assignment Tracking* | Displays items assigned to patient-specific bins. Aids optimizing bin usage.  Adjust Bin Assignments Needed to identify items assigned to multiple patient-specific bins. Consider reassigning these items to single-item bins. | | *PSB Maintenance* | Displays the current configuration of bins designated as PSBs, PSB availability, usage, and content.  Click Bin Attributes and clear Show Items to quickly identify cabinets without PSBs available for stock, restock, or multi-use return. See Events Detected on the report. | | *PSB Multiple Items* | Identifies duplicate items assigned to or ordered for PSBs in a cabinet, to consider storing them in single-item bins.  Items assigned to multiple PSBs are also identified in the Patient-specific Restock List. | | *Restock Audit* | Displays restock activity to ensure that items ordered were restocked. Identifies incomplete or partial restocks and restock discrepancies.  The report only includes restocks still stored in OmniCenter. Partially completed restocks are kept for ten days, and completed restocks seven. These default aging values can be modified in the global settings database (resource type: MIDNIGHT; resource subtypes: RSTK ERASE and RSTK SAVE). | | *Return Audit* | Identifies discrepancies between items removed from cabinets or patient-specific restocks and items returned to the pharmacy or patient.  Check Return via Return Bin, Return to Pharmacy, and Return to Patient for most frequent inventory errors. | | *SecureVault™ Report Archive* | Displays your SecureVault archive from within OmniCenter to maintain compliance after migrating to Controlled Substance Management (CSM).  The report launches the SecureVault Reporting Console. | | *Specific Criteria* | Creates specialized, user-defined reports from OmniCenter data. Filters information according to date/time intervals, OmniSuppliers, item control levels, sites, and types of transactions.  Create a custom format for reports.  Filter by transaction subtype to refine data further. | | *Stocked Items without Active Medication Orders* | Lists pharmacy items that have no active medication orders, to identify those that may be removed from a specific area.  Patient medication profiling must be enabled on the cabinets.  Unused items may be in equivalent dose groups.  Where high par level is required, consider multiple bins or larger matrix drawer area.  Because standard items cannot be unassigned from all bins in a cabinet, including them in this report is usually unnecessary. | | *Transactions by Medication Order* | Lists each patient’s complete medication order history.  Filter by MO Due Type to identify medication issued when not due. | | *Unfulfilled Orders* | Lists all medication orders not processed due to an unsupported schedule or inaccessible item on an OmniSupplier. The report can help discover why a medication order does not display on a cabinet for dispensing.  Patient medication profiling must be enabled. | | *User Team* | Logs the occasions when pharmacy transactions required a team, the user and witness who comprise the team, and the number of transactions per team.  Best results achieved in mid-size to large departments.  Identify teams of users and witnesses to check for diversion. | | *Waste Audit* | Identifies wasted items that were not deposited in a return bin. Enables verification that waste amounts match what was recorded. | |

# Administration

Administration Tab

The Administration tab offers a total of six Administration Types from which many options are available, depending on user access level. These functions assist the administrator in managing the overall system. Each option is described in this section.

Select All Administration Type to display all Admin Types.

Select the desired Available Option.

Click Continue.

## Diagnostics

Diagnostics

Diagnostics screens provide access to files and tables for troubleshooting purposes. The Check Tables screen scans for data integrity, table locations, and data dictionary information.

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| |  | | --- | | WarningWarning.jpg  DO NOT USE WITHOUT OMNICELL SUPPORT! Contact an Omnicell Project Manager before attempting to access these functions. | |

## Global Modify

Global Modify

Global Modify allows system-wide modification of procedures, items, transactions, users, physicians, and cabinet-configurable options, as well as import from and export to Microsoft Excel files.

Color Touch Configurations

Purpose: to modify one option at a time – on one or multiple cabinets.

Select Global Modify Administration Type; select Color Touch Configurations. Click Continue.

Check desired Configurable OmniSupplier(s) in the column at left. Select a Category and Modifiable Option; change the Current Value. Click Save.

|  |  |
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| |  | | --- | | NoteNote.jpg  There are four ways to affect config ops from the OmniCenter, three on the Administration tab, one Database tab: Color Touch Configurations, Global Export and Import Records, OmniSupplier List Maintenance, Database tab – OmniSupplier screen. | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Cancel Button Unavailable | If the Save button is available but the Cancel button is not, user must go back to cancel. | | Cancel/Save | Buttons are active only when an option value has been modified. | | Category | Options that appear on the top-level Config Ops Color Touch cabinet screen. | | Configurable OmniSupplier List | OmniSuppliers in the facility. | | Count/Option | Count – Number of OmniSuppliers checked in the left column.  Option – Current setting on each cabinet. For example, a modifiable option is selected; three cabinets are checked. Two have the same current value for that option. The count/option would be 2@ value; 1@ value. | | Current Value | Present setting for this option. | | Default Value | Pre-set value. | | Description | Definition of the config option. | | Microsoft Excel | Install a licensed copy on the OmniServer for convenient use. | | Modifiable Options | Specific options within the category. | | **Omni Type** | List all or limit to one Omni type. | |

Global Export and Import Records

Purpose: to modify system-wide or export and import records.

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| --- | --- |
| |  | | --- | | WarningWarning00007.jpg  Export and import commands overwrite existing files in the export location for OmniCenter program. | |

Select Global Export and Import Records.

Select an option. Click Export or Import. See the following topics.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Caution | Use caution before importing data. Contact an Omnicell Project Manager or Omnicell Technical Support for assistance as current files may be replaced by those imported. The command must be confirmed or may be canceled before it is complete. | | Export/Import Access | Access is based on users’ server access rights, that is only those with the following access levels can import or export:  7 – System Administrator  8 – Omnicell Tech  9 – Senior Omnicell Tech  C – Pharmacist A | |

Allergy Records – Export/Import

Purpose: to export and import allergy records

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| --- | --- |
| |  | | --- | | WarningWarning00010.jpg  Use caution before importing data. Contact an Omnicell Project Manager or Omnicell Technical Support for assistance as current files may be replaced by those imported. The command must be confirmed or may be canceled before it is complete. | |

Select Allergy Records.

To export, click Export. Select Data or Template. Click Export; click OK. Or, to import, click Import. Select desired file; click Import. Click Import File.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add/Delete in Excel 5.0 | Allergy information may be added or deleted in any of the three export allergy tables, if needed.  To add allergy information, enter + in the first column (import\_cmd).  To delete allergy records, enter – in the first column (import\_cmd).  Tables are updated upon importing file. | | Export/Import Access | Only users with the following access levels can import or export:  7 – System Administrator  8 – Omnicell Tech  9 – Senior Omnicell Tech  C – Pharmacist A | | Export/Import Location | Files export to and import from: \omnicell\cpc\omnicenter\export\.  Data files are listed as: allergy.xls.  Template files are listed as: tallergy.xls. | | Export Table | Allergy – The fields al\_name, al\_desc, and al\_type (type of allergy code) can be modified in Excel.  Allergy data can be added or deleted for all tables. See Add/Delete in Excel above. | |

Email Address Records – Export/Import

Purpose: to manage a list of email addresses.

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| --- | --- |
| |  | | --- | | WarningWarning00013.jpg  Caution before exporting or importing files, as these commands overwrite existing files in the export location OmniCenter program. | |

Select Email Address Records, click Export. Or, to import, click Import, see warning above.

Select Data or Template; select an export location. Click Export or Import; click OK.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Export/Import Location | Files export to and import from: d:\omnicell\cpc\omnicenter\export\.  Data files are listed as: eaddress.xls.  Template files are listed as: teaddress.xls. | |

Item Records – Export/Import

Purpose: to export and import items

|  |  |
| --- | --- |
| |  | | --- | | WarningWarning00016.jpg  Caution before exporting or importing files, as these commands overwrite existing files in the export location OmniCenter program. | |

Select Item Records, click Export. Or, to import, click Import, see warning above.

Select Data or Template; select an export location. Click Export or Import; click OK.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Export/Import Location | Files export to and import from: d:\omnicell\cpc\omnicenter\export\.  Data files are listed as: items.xls.  Template files are listed as: titems.xls. | |

Patient Routing – Export/Import

Purpose: to extract the list of patients from one or all cabinets.

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| --- | --- |
| |  | | --- | | WarningWarning00019.jpg  Caution before exporting or importing files, as these commands overwrite existing files in the export location OmniCenter program. | |

Select OmniSupplier Patient Routing Records, click Export. Or, to import, click Import, see warning above.

Click Export or Import; click OK.

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Excel File | Data file contains the following: Patient Key, OmniSite ID, Patient Type, Route to, Route Site | | Export/Import Location | Files export to and import from: d:\omnicell\cpc\omnicenter\export\. Patient route files are listed as: patrouteexp.xls. | |

Physician Records – Export

Purpose: to extract the list of physicians.

|  |  |
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| |  | | --- | | WarningWarning00022.jpg  Caution before exporting or importing files, as these commands overwrite existing files in the export location OmniCenter program. | |

Select Physician Records, Export, or Import, see warning above. Select the Data or Template radio button.

Click Select to select specific physician(s) from list, or All to export all physician records.

To change the export location, click Select.

Click Export to proceed.

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Data or Template Output | Data output sends the data to an Excel file with the following headers; Template creates an Excel file with the same headers, but no data is sent: Physician Key, Physician ID, Physician Name, Physician Phone, Physician Page | | Export/Import Location | Files export to and import from: d:\omnicell\cpc\omnicenter\export\.  Data files are listed as: phyexp.xls.  Template files are listed as: tphyexp.xls. | |

Rooms Records – Export

Purpose: to extract a list of rooms and associated Omnis.

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| --- | --- |
| |  | | --- | | WarningWarning00025.jpg  Caution before exporting or importing files, as these commands overwrite existing files in the export location OmniCenter program. | |

Select Rooms Records, click Export. Or click Import, see warning above. Select the Data or Template radio button.

Set Site, Area, Room, and OmniSupplier parameters.

To change the export location, click Select.

Click Export to proceed.

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Data or Template Output | Data output sends the data to an Excel file with the following headers; Template creates an Excel file with the same headers, but no data is sent: Import Command, Site ID #, Area, Room #, PSB Omni, Room Key, Original ID, Original Data | | Export/Import Location | Files export to and import from: d:\omnicell\cpc\omnicenter\export\.  Data files are listed as: rooms.xls.  Template files are listed as: trooms.xls. | |

Transaction Records – Import/Export

Purpose: data may be reproduced in a spreadsheet format, which can then be printed, digitally transmitted, or included in presentation material. The exported data will not be viewed or changed on the OmniCenter server, but rather on another computer or data storage device.

|  |  |
| --- | --- |
| |  | | --- | | WarningWarning00028.jpg  When importing a Microsoft Excel file, the imported file replaces the data currently in the OmniCenter. Accuracy and timeliness are of utmost necessity. Contact an Omnicell Project Manager before attempting to import a file. Specific formatting of the Excel document is required.  This warning applies to all the Import options available in Global Modify.  Exporting data to Excel will not cause a change to, or loss of, data in current OmniCenter files. | |

Select Transaction Records, Export.

Enter Date Range or click All or Select.

Enter OmniSupplier or click All or Select.

Enter Patient information or click All or Select.

Enter Export Location or click Select. Click Export.

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| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Data or Template Output | Data output sends the data to an Excel file with the following headers; Template creates an Excel file with the same headers, but no data are sent: Transaction Key, Patient ID, Medical Record Number, Patient Name, Area, Room, Transaction Date, Transfer Type, Omni Site ID, ICD Code, Payor ID, Drug | | Export/Import Location | Data files and templates import from and export to: d:\omnicell \cpc\ omnicenter\export\(file\_name).xls. Template files amend the file name with a letter T, such as: txactions.xls, which is the export template file name for Item Transactions. | | Select | A lookup table will pop-up from which to make a choice. | |

Global Modify Item IDs

Purpose: to globally modify item ID numbers, as opposed to modifying them for each OmniSupplier individually.

Select Global Modify Item IDs.

Click Continue.

Set Limit to parameters to confine search.

Select an item. The Old ID field is auto-populated.

Enter New ID number.

Leave All Omnis checked to send the modification to all cabinets; clear to modify this item on one pre-selected cabinet, only (not recommended). Click Process.

|  |  |
| --- | --- |
| |  | | --- | | NoteNote00031.jpg  When revising an item in the database, a new item ID number may be required. Instead of deleting the old item then adding a new one to each Omnisupplier, Global Modify changes the item ID without changing the par information or bin location. | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Change ID in Omnis | Check All Omnis to affect all; check According to Limits to restrict modification to the site, area, and OmniSupplier settings as on this screen. | | Search by ID | To search by ID number, enter the number in the Old ID field. Press Enter on the keyboard. The item will appear highlighted in the Select Item field. | | Standardized Items | Modification of a standardized item will result a change to all the instances of that item throughout the system. Standardization is required for many of the features in the Omnicell system. | | Update Historical Data | Click to change item IDs in transactions and completed restocks. | |

Global Modify Item Records

Purpose: to modify item records throughout the facility for various reasons, such as to allow for cost updates, supplier information and name changes, or product description revisions.

Select Global Modify Item Records. Click Continue.

Select one or more OmniSuppliers.

Select item(s).

If retroactive change is desired for a specific time/date range, check box and enter information in the Update Transactions field.

   If you selected a single item, click the Single Item Fields tab.

   Enter appropriate data. Information will affect selected OmniSuppliers or will modify globally if its field is marked as Standardized.

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| |  |  | | --- | --- | | Charge ID # | Billing code for patient-chargeable items. | | Critical Bin/Pt # | Specific bin location for critical source. | | Drug Identifier | Usually an NDC number, necessary for Browse Drug Info on an OmniSupplier. | | Item Name | Name as listed in items database. | | Reorder Bin/Part | Specific bin location for reorder. | | Unit Cost | Cost to facility. | | Unit Price | Cost to patient. | |

   If you selected more than one item, click the All Item Fields tab.

   Enter appropriate data. Information will affect selected OmniSuppliers or will modify globally if its field is marked as Standardized.

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| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Billing Type | Billable or Non-billable. | | Critical Source | Restock source for critically-low items. | | Reorder Source | Restock source for items at or below reorder level, but above critically low level. | |

   Click Save.

Global Modify User Records

Purpose: to allow an Administrator to create or change access privileges for user types.

Select Global Modify User Records. Click Continue. Select the Omni User Type to modify.

To modify an access field, check the corresponding Modify check box.

Click Save.

## OmniCenter

OmniCenter

OmniCenter Administration Type allows system-wide data entry and management.

Billing Interface

Purpose: to generate a new billing, view or reprint a previous billing, or verify date and time of last billing. This is an alternate to Automated Billing Runs which are managed through the interface.

Select OmniCenter Administration Type; select Billing Interface.

Click Continue.

Select a Billing Option to review or print.

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| |  |  | | --- | --- | | Billing Report | The report spans the time from the last time report was run to the generation of this report. | |

File Compression Utility

Purpose: to compress files for archival purposes or to download to removable storage, such as a disk.

Select File Compression Utility. Click Continue.

Select, or enter, a File to be Compressed, see sidebar.

In Compressed File Location and Name, select or enter a name and location for the compressed file. Click Compress File.

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Compressed File Location and Name | The location to store the newly compressed file and the name to describe it. | | File to Be Compressed | File selected by user. | |

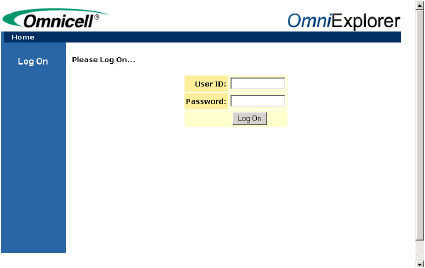
OmniExplorer IP Filter Configuration

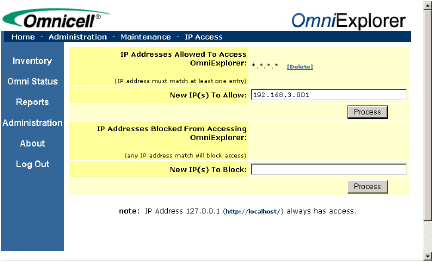
Purpose: to enable cabinet access to OmniExplorer. Configure single or multiple IP addresses.

Select OmniExplorer IP Filter Configuration. Click Continue.

Log on with the same User ID and Password as for the OmniCenter.

Click Log On.





Permit or Block Connectivity to OmniExplorer



Sample Screen – OmniExplorer Inventory



Sample Screen – OmniExplorer Item Availability

Patient ID Card Maintenance

Purpose: to create a new, or reprint a current patient ID card.

Select Patient ID Card Maintenance. Click Continue.

Set the List by and Limit to fields.

Click Assign Card to create a new card or Reprint Label to print label based on data entered previously for selected patient.

Swipe card when prompted.

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| |  | | --- | | NoteNote00034.jpg  This feature applies only to patients in facilities that use patient ID cards. The label printer is at the OmniCenter. | |

Restock Route Maintenance

Purpose: to create and modify restock routes. Restocking is normally scheduled at specific times on designated days for all cabinets in an area, or for specific cabinets, regardless of location. As needs change, routes may be modified, duplicated, or newly created.

Select Restock Route Maintenance. Click Continue. View by Route.

Select a route in the upper window; the details display below. Click Modify. See table for a new route.

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| |  |  | | --- | --- | | Add: Create a New Route | 1.  Click Add.  2.  Name the route.  3.  Select the route type.  4.  Assign Omni(s).  5.  Select Source(s).  6.  Schedule days/time of restocks. | | Copy/Delete/Modify | These functions apply to the route, not directly to cabinets and sources.  Copy – Duplicate route; rename it.  Delete – Confirm before deletion.  Modify – All aspects of route can be accessed and edited. | | **Ctrl Lvl** | Limit orders by control level, if desired. | | Details | The cabinets and the sources from which to stock them for the route highlighted in the upper window. The current schedule for the route displays in the lower window, at right. | | Notifications | Email to selected individuals at time of scheduled restock for selected route. Manual and external restocks cannot be set for notification. | | Omnis | Number of cabinets on route. | | Restock Type | Normal or Critically low. | | Schedule | The schedule for the selected route. See following pages for details. | | Schedule Enabled | Active status of selected route. | | Sources | Location of items from which cabinets will be resupplied. | | View by Omni | Click to assign or remove cabinets from routes. | |

On the Omnis tab, cabinets can be added to and deleted from route.

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| |  |  | | --- | --- | | Add or Remove Omnis or Sources | Select a route from the top-level Route Maintenance screen, shown previously. Click Modify. On the Omnis tab, select a cabinet in the Available Omnis window. Click the right arrow. Or, to assign all cabinets, click the double right arrow. To remove from a route, select a cabinet. Click the left arrow or, to remove all, click the double left arrow. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | | Restock Stop #/Restock Stop | Restock stop # is the chronological order of the cabinets on the route. To change the order of the cabinets, select a cabinet listed for the route; while highlighted, click the up or down arrow in Restock Type. Items may be readied, accordingly, for efficient restock. | | Restock Type | Select a cabinet assigned to route, select Normal or Critically Low. Route may contain both restock types. Disabled for Vendor Order route type. | | Route Type | Indicates the type of route that will be assigned to new cabinets added to the route or, if a Vendor Order route, to CSMs. Change this when adding many cabinets to avoid the need to adjust each cabinet after creating the route. | | Schedule Enabled | Check to activate for automatic restock. Disabled routes do not generate auto-restock/pick lists and labels. | |

On the Sources tab, add sources for the selected cabinet/route.

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| |  |  | | --- | --- | | Sources: Available/Selected | Locations available from which to order items and the list of those selected for the route listed at top. | |

On the Schedule tab, click Change to modify days/times of route.

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| |  |  | | --- | --- | | Pick List, Restock, Exceptions, and Labels | Default – The default printer is selected at Administration>Setup>Restock Configuration Setup. This setting, however, defers to the OmniCenter system printer listed in the drop-down menu at the top of any OmniCenter screen: File>Printer Setup.  No – Do not print list/labels during restocks for this route.  SafetyStock – Print labels only for SafetyStock items, that require a bar code scan. For single-item bins only.  Yes – Print labels regardless of the SafetyStock status of an item during restocks. | | Set Run Times | To create/edit schedule, click Change. Date default is today’s date. Edit or click calendar icon from which to choose a day/month/year. Set Repeat Rate per day/week/month or year. See examples of time format in Run Times area. Accuracy of data is verified in blue below. Click OK to conclude; if discrepancies exist, Save is disabled. | |

On the Notifications tab, choose recipients to receive email when the selected restock is generated. Indicate PDF, .tiff, or Excel file type for attachment(s). See table for printer and email notification information.

On the Patient Specific tab, accept system defaults or override them. Click Save.

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| |  | | --- | | NoteNote00037.jpg  See [Restock Configuration Setup](#administration_restock_configura_6823) for system defaults. | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Include Items Where Equivalent Dose Is Stocked | Restock items in patient-specific bins even if equivalent dose items are stocked at cabinet. | | Par Days/Hours | Days’ worth of patient-specific items when fully stocked. Set quantity for scheduled, PRN, infusion, and continuous IV items separately. | | Reorder Days/Hours | Days’ worth of patient-specific items at which to reorder. Set quantity for scheduled, PRN, infusion, and continuous IV items separately. | | **Restrict Items To** | All med orders, IV med orders, or non-IV med orders. | |

Site Delete

Purpose: to delete a specific locale from within the database.

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| |  | | --- | | WarningWarning00040.jpg  Use caution before deleting a site. Contact an Omnicell Project Manager for assistance. | |

Select Site Delete. Click Continue.

Select the Delete Site ID. Select the Default Site ID.

Click Delete.

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| |  |  | | --- | --- | | Deletes and Defaults | All OmniSuppliers that reference a selected site must have been deleted prior to deleting the site.  All patients and users will be assigned a default site ID which can be selected from the Default Site ID drop-down menu. | | Historical Information Retained | Historical data is retained but users cannot access it. This feature is not recommended if transactions have been made at that particular site. | | Use Deferred Posting | Check to delay the site deletion. Deferred posting will keep the console available for further activities, rather than remove/change the records immediately, which will render the OmniCenter unavailable to the user until the posting is complete. | |

Synchronize Global Printer List

Purpose: to synchronize local and network printers with the operating system and the OmniCenter software, so that all will contain the same information for scheduled print jobs.

Select Synchronize Global Printer List.

Click Continue.

Select printer from New System Default Printer drop-down menu or select user from Log On Used to Print drop-down menu; click Synchronize.

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| --- | --- | --- |
| |  |  | | --- | --- | | Printer Ready | The printers and the appropriate drivers must be added to the network setup on the server before synchronization of the global list. | |

## OmniSupplier

OmniSupplier

OmniSupplier Administration Type allows system-wide data modification and retrieves from and sends data to all OmniSuppliers.

Bin Confirmation Labels

Purpose: to prepare bin bar codes.

Select OmniSupplier Administration Type. Select Bin Confirmation Labels; click Continue.

Place the appropriate number of label sheets in printer. Enter the same number of pages to print, click Print.

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| |  |  | | --- | --- | | Bar Code Numbers | The OmniCenter automatically numbers bar codes during the first printing. When bar codes are printed again, the next number in sequence is the first bar code to print. OmniCenter remembers the numbers and  tracks the order. | | Bin Bar Code Labels | Avery Labels are recommended at: 0.5" x 1.75"; white, laser, permanent-adhesive, 80 labels per 8.5"x11" sheet. #5167 = 8000 labels per package #5267 = 2000 per package.  Label_5267_ori.jpg | |

Item Kits Delete

Purpose: to provide easy disposal of kits, from database, at one central source as opposed to deleting kits on each OmniSupplier in the facility.

Select Item Kits Delete. Click Continue.

Select a specific OmniSupplier and a Kit Name. Use the drop-down menus to review choices. Click Delete.

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| |  | | --- | | NoteNote00045.jpg  Kits are created on the OmniSuppliers. They can be deleted either on the OmniSupplier or from the OmniCenter. | |

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| |  |  | | --- | --- | | Delete Kit... Are You Sure? | Confirmation message will ask to confirm the delete command before the kit is deleted.  Items included in a specified kit are listed in the Item Name field for verification, only. Even though an item may be highlighted, the entire kit is deleted, not just an item in the kit. | | Enhanced Kits | Enhanced kits cannot be deleted here. | |

OmniSupplier Bin Labels – Standard

Purpose: to create standard bin labels, that is those without bar codes. Cath label type is grayed, in the absence of a Catheter Module; setup is in the Global Settings Table on the Database tab, Resource Type: Cath.

Select OmniSupplier Bin Labels. Click Continue.

To sort list, set variables in Limit to. Select the item(s). Set Print Parameters and Order By choices.

Click Preview to see layout. Insert labels in printer; click Print.

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| |  |  | | --- | --- | | Limit to: | Area – Confine search to these areas.  Label Type – Cath Bar: #65-3007 (button cvr -3010); Cath Front: #3018, Avery; Open Stock Omnis and Remote TLP: Bar Code Label Printer TLP2742; Remote Avery: #5161; Standard: #5667, Avery  OmniSupplier – Specific OmniSupplier within an area. | | Preview/Print | Preview labels on-screen; insert labels before printing. | | Print Parameters: | Supply/Pharmacy/Unassigned Items – Check to print labels for item type.  Order by: Item Name or Bin Number – Print order is alphabetized or follows according to numerical succession of bin numbers. | | Select Items and Symbol (>>) | This symbol appears to the left of an entry when selected. If an item is highlighted but this symbol is not next to it, it is not selected. Only selected items print. | |

OmniSupplier Delete

Purpose: to delete a specific OmniSupplier from the database. On-screen warning alerts administrator that current item, route, and other information will be deleted. Existing transaction records will remain in database.

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| |  | | --- | | WarningWarning00048.jpg  Use caution before deleting an OmniSupplier. Contact an Omnicell Project Manager for assistance. | |

Select OmniSupplier Delete. Click Continue.

Select an OmniSupplier to be deleted.

Click Delete.

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| |  |  | | --- | --- | | Are You Very Sure You Want to Completely Delete OmniSupplier? | User will be given an opportunity to confirm or rescind the command to delete an OmniSupplier. A dialog box will appear requiring user to click on a Yes button to continue, or a No button to cancel the delete action. | | Use Deferred Posting | Process in the background. Allows OmniCenter to continue with further activity while the task is completed. | |

OmniSupplier List Maintenance

Purpose: to send or receive quick, selection-specific data between any OmniSupplier and the OmniCenter; to delete such data on the OmniSupplier, only; and to synchronize all data.

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| |  | | --- | | WarningWarning00051.jpg  DO NOT USE WITHOUT OMNICELL SUPPORT! Information from the OmniSupplier to the OmniCenter will overwrite like-data in the OmniCenter. Contact an Omnicell Project Manager for assistance. | |

On the OmniSuppliers tab, select OmniSupplier. Click Continue.

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| |  |  | | --- | --- | | Omni Status | Status of cabinet can be verified or altered. Selections will be grayed if unavailable on the selected cabinet. | | Status – Change OmniSupplier: | Up – Communication between the OmniCenter and cabinet is active.  Off Line – Temporarily suspend NetJet contact with the cabinet. Outgoing data are queued, then sent when status returns to Up.  Unmonitored – MSMQ communication between the OmniCenter and cabinet is active, but communication status is not currently monitored.  Down – OmniCenter is not sending data to the cabinet and that data may be lost. For assistance, contact a System Administrator or an Omnicell Project Manager. | | Use Deferred Posting | Process in the background. Allows OmniCenter to continue with further activity while the task is completed. | |

On the Basic and Advanced Actions tab, select data types to send. Click Process.

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| |  |  | | --- | --- | | Checked Items | Only checked items will be affected when sending or retrieving data. | | Data Transfer To and From | Three columns organize data flow:  Get from Cabinet – Data are downloaded from the cabinet to the OmniCenter.  Delete from Cabinet – Data on the selected cabinet are deleted, only, not created or modified.  Send to Cabinet – Data are uploaded to the cabinet from the OmniCenter. | | Use Deferred Posting | Process in the background. Allows OmniCenter to continue with further activity while the task is completed. | |

## Reconciliation

Reconciliation

Reconciliation Administration Type allows system-wide access to all Omnis for the purpose of resolving conflicts or refining data in patient, medication, and transaction records.

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| |  | | --- | | ImportantInformation.jpg  Data available for reconciliation are limited to the live database. See [Archiving Setup](#administration_archiving_setup_h_4448). | |

Case Reconciliation (Delayed Billing)

Purpose: to match pre-admit cases to admitted patients and process billing.

Select Reconciliation Administration Type.

Select Case Reconciliation (Delayed Billing). Click Continue.

Match case to patient. Click Reconcile.

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| |  |  | | --- | --- | | Billable: Immediately | Check to send directly to billing. | | Billable: Later | If Billable Immediately is not checked, case will bill according to the day that matches the billing resource date (a set number of post-procedure days); status is then changed to billed. Find this setting on the Database tab: Global Settings/CASE/BILLING/#days. | |

Case Transfer

Purpose: to transfer case and the items that have been issued, to a different patient.

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| |  | | --- | | NoteNote00056.jpg  For more information on Cases, see [Cases](#database_cases_htm). | |

Select Case Transfer to. Click Continue.

Match Transfer From case to Transfer To patient. Click Transfer; Click Yes to confirm transfer.

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| |  |  | | --- | --- | | Requirements for Case Transfer | A case will not appear on the Case Transfer screen until issue transactions exist in the case.  Transfer From – Cases may transfer to a different case and patient, if:  Transactions exist in the case – that is if items or chargeable procedures have been issued in preparation of the pending procedure  Case status is P or A  Case date is earlier than billing date and later than date to send to cabinet and have not been previously transferred.  Transfer To – When transferring, the receiving cases:  Must have a unique ID  Case status is P or A  Case date is earlier than bill date and later than date to send to cabinet  Has not been previously transferred | | Exact Match: Date and/or Physician | To filter the cases accordingly, check either or both options. Only those with an exact match will list, even if other criteria for transfer is met. | | Transfer | Cases transfer only once; original case cannot be canceled or billed. Cases that have been transferred will age-off the system according to the setting in global settings | |

Dose Reconciliation

Purpose: to add a reason to reconcile dose transactions.

Select Dose Reconciliation; click Continue.

Set Limit to filters: date aged off Color Touch, OmniSupplier, area, and control level.

Select one or more Patient Medication Account (PMA) status types.

Select a record. Review PMA summary and transaction detail. Click Reconcile; select or enter a reason and click Reconcile.

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| |  |  | | --- | --- | | Add | Click to associate miscellaneous transactions with a PMA. | | **Components** | Click to display component information for a pharmacy-prepared mixture. | | Limit to | Set parameters for search. | | Status | Unreconciled – Transaction record is incomplete.  Overdocumented – The amount documented as administered, returned, and/or wasted exceeds the amount issued.  Miscellaneous Return – Return not associated with a PMA.  Miscellaneous Waste – Waste not associated with a PMA.  Miscellaneous Admin – Administration not associated with a PMA. | |

Medication Order Reconciliation

Purpose: to correct a problem that prevents a medication order download to a cabinet.

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| |  | | --- | | NoteNote00059.jpg  Depending on specific pharmacy implementation and routing rules, defined by each facility, medication orders that appear here may have been sent to the OmniSuppliers. Type X is never sent. | |

Select Medication Order Reconciliation; click Continue.

Check Displayed Status Types to include in list.

Select Medication Order Information for verification. Set Item Information variables.

Click Reconcile (from that screen, click MO Modify, if desired) to save information.

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| |  |  | | --- | --- | | Displayed Status Types | X – Patient Not Found  I – Item or Equivalent Not Found  F – Frequency Not Found  A – Admin Time Not Found  Check to include each type in the MO and Patient Information fields, clear to restrict list to fewer entries. | | Ignore | Removes entry from screen, but not from database; assigns an MO status of N = ignored. | | MO Details | Direct link to the specific MO screen in the Database tab, see [Medication Orders](#database_medication_orders_htm). | | Medication Order Information | Order list accordingly. | | Print Label | Label contains: MO#, patient, item, frequency, route, and admin times. | | Reconcile | Save information. | | Status | Process condition, also appears on the Medication Order screen, see [Medication Orders](#database_medication_orders_htm). Variables possible:  Med order sent to Omnis  Item not found in patient area  Patient not found  Frequency not found  Admin time not found  Med order printed  Med order ignored | |

My Items Reconciliation

Purpose: to enable pharmacy reconciliation of open My Items accounts.

Select My Items Reconciliation; click Continue.

Click the Limit To drop-down menu to filter the selection.

Select an unreconciled account from the list that appears. Enter a reason in the field provided.

Click Reconcile.

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| |  |  | | --- | --- | | Multi-select Accounts | Accounts can only be selected and reconciled one at a time. | | My Items Transactions | Displays all transactions associated with the selected My Items account. | |

Pharmacy Discrepancy Reconciliation

Purpose: to provide a reason for pharmacy item discrepancies.

Select Pharmacy Discrepancy Reconciliation; click Continue.

Set List by and Limit to variables. For best results, limit Date Range to All, and Control Level to Level 2–5.

Review Transaction Information. Select Resolution or enter text.

Click Reconcile; enter witness information, if requested. Click Yes to save information.

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| |  |  | | --- | --- | | Discrepancy | Outstanding unresolved issues listed according to item description, item ID, and associated OmniSupplier. | | Limit to | Date Range – Specify days of transactions.  OmniSupplier – Select specific OmniSupplier to query.  Control Level – Define search by DEA schedule. | | List by | Sorts table accordingly. | | Other | Enter text to explain the discrepancy when none of the reasons provided in the list of reasons is applicable. Freely enter text; click Reconcile. | | Resolution | Provides list of discrepancy reasons. | | Transaction Information | Specifics of issue, patient, and user joined to the noted discrepancy. | | Who Can Reconcile | Discrepancy cannot be reconciled by the same person listed as the user on the discrepancy. An eligible witness must approve the reconciliation or someone else must reconcile. | |

Temporary Patient Billing Reconciliation

Purpose: to match temporary patient profiles, created at the cabinet, with verified patient records received from ADT to process for billing.

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| |  | | --- | | NoteNote00062.jpg  You can enable automatic temporary patient reconciliation. See [Patient Related Setup](#administration_patient_related_s_6013). | |

Select Reconciliation Admin Type, Temp Patient Billing Reconciliation. Click Continue.

The system will attempt to match the temporary patients to the active patients based on text, only, not on Patient IDs.

Select a patient from Active Patients that appears to match a temporary patient. Verify transaction information. Click Match to reconcile.

The Matched ID number changes to the Patient ID of the active patient. Pair all temporary patients with active patients; it is necessary to click Match after each pair.

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| |  |  | | --- | --- | | Add Patient | Directly links user to the patient database where the new patient information will be stored. | | Clear | Delete the temporary patient from the list of unreconciled transactions. | | List by | Change the sort order of listings. | | Temp Patient Does Not Appear | Temporary patients only appear in list after transactions have occurred.  In the absence of transactions, patient will not be displayed for temp patient billing reconciliation. However, patient remains in the patient database and will age-off according to the setting for automatic age-off based on lack of activity or date unless deliberately deleted. | | Unreconciled Transactions | Compare the listed number of transactions; dates of admission, and first and last transactions; status; area; and patient ID assigned by the cabinet to the active patient before matching.  If user enters a patient ID when adding a patient at the cabinet, the ID will list in the TempPatInfo as user had entered it. However, a system-created number will list as Patient ID. | |

Click Process All.

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| |  |  | | --- | --- | | Unmatch | Cancel the match before it is processed. Temporary patient may be matched with another active patient. | |

## Setup

Setup

Setup Administration Type is a group of options with which to create the initial configuration and maintain continuing implementation of tables, schedules, and operations on the OmniCenter.

Archiving Setup

Purpose: to review or print user event history.

Select Setup Administration Type. Select Archiving Setup. Click Continue.

On the General tab, adjust all settings for Transactions and User Events.

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| |  |  | | --- | --- | | **Historical vs. Live Database** | The historical database is a separate repository of time-stamped data (transactions and user events) that limits “live” data to improve OmniCenter performance. The live database will retain a subset of the historical data as specified in Transaction and User Event Settings. OmniCenter reports are not affected by this setting, as they will draw from both databases. | | Transaction and User Event Settings | The minimum and maximum settings:  Months to Keep in the Live Database: 1 to 12  Archive Files to Store: 1 to 12  Days to Warn before Erasing: 0 to 365 (0 = no warning)  Years to Keep in the Historical Database: 1 to 10 | | **User Biometric Event Settings** | # of Months to Keep Online: 1 to 84 | |

On the Auditing tab, set the number of months to keep audit records.

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| |  |  | | --- | --- | | **EHR Auditing** | # of Months to Keep EHR Audit Records: 1 to 24. | | **Enable Electronic Health Record Audit** | Flags user events for auditing. Reveals user modifications to patient records, medication orders, patient allergies, and medication items. | | **User Auditing** | # of Months to Keep Audit Records: 3 to 60. Audit records keep track of changes to user access privileges, and of views and modifications of patient information. | |

Battery Monitoring Setup

Purpose: to specify length of time battery history is archived, and to configure notifications of various battery events.

Select Battery Monitoring Setup. Click Continue.

Adjust settings for battery history storage and notifications.

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| |  |  | | --- | --- | | Battery Status | Normal – Above warning threshold.  Warning – Equal to or below warning threshold, but above alarm threshold.  Alarm – Equal to or below alarm threshold, but above auto-protect threshold.  Protect – Equal to or below auto-protect threshold; indicates system will shut down.  The thresholds for warning, alarm, and auto-protect are set using the Omnicell Mobile Cart Management utility located on the cart. Press Configuration, select Battery System, and set thresholds as desired. | | General | Use the spinner control to adjust the number of months to store battery history (up to a maximum of 24 months). | | Notification List | Click Add or Delete to modify notification list. Click Edit to select the area–and cart or battery charging status–that triggers each notification. | |

Click Save.

CSM Setup

Purpose: to configure system-wide settings for CSM. For more information on this screen, see the Controlled Substance Management User Guide.

Select CSM Setup. Click Continue.

Adjust settings, as desired.

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| |  |  | | --- | --- | | Return Queue Days | Number of days to include transactions in return queue calculation. | | Return Queue Time Window | Number of minutes after an item is removed to consider matching restocks. | | System-wide Default Day Sheet | Select a Day Sheet to use throughout the facility. | |

Click Save.

Custom Choice Setup

Purpose: to specify, by user type, users who can modify custom choice types. See [Custom Choice Types](#database_custom_choice_types_htm).

Select Custom Choice Setup. Click Continue.

Select a Custom Choice Type at left.

Check User Types at right to enable modification privileges.

Email Setup

Purpose: to manage a list of email addresses used in notifications for restock route maintenance, dispensing alerts, reports, FlexLock temperature tracking, and by OmniLinkRx, MSMQ, and I/O server.

Select Email Setup. Click Continue.

Select SMTP Server Setup tab.

Enter data in fields.

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| |  |  | | --- | --- | | Email on the OmniCenter | Emails may be sent but not received on the OmniCenter. | | Email Retry # of Hours | Resend the email within the set time. | | Password | Password and confirmation must match. A password is recommended, although a blank field is acceptable. A green check verifies accuracy. | | SMTP Port | A number from 0 to 1023 that identifies service on an IP network (Internet). Residing in the TCP or UDP header, the port number directs packets to the appropriate application in the server. Port 80 identifies HTTP traffic for a web server. This is a required field. | | SMTP Server | The computer on which the Simple Mail Transfer Protocol resides. SMTP is a set of conventions governing the handling, and especially the formatting, of data in electronic communications systems to send and receive email. The SMTP server is provided by the hospital site, and is a required field. | | SMTP User Name | Account name authorized to connect to the SMTP or email server; field is required. | | Test Connection | Send an email to verify settings. Ensure that email address is correct when testing, as this function does not verify address for accuracy. | |

Select the Headers/Footers tab. Select a category.

Enter text for both and set font attributes. Click Save.

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| |  |  | | --- | --- | | Category | Headings and footers may differ for each category of email; they appear on the email, not on the attachments.  Dispensing Alert Notifications  Global (all emails)  Message Center Notifications  Reports | |

Field Level Access Control Setup

Purpose: to restrict, according to user type, access to view or modify specific data fields in the many tables in OmniCenter.

Select Field Level Access Control Setup (FLAC). Click Continue.

Set List by and Limit to variables; click Add New, Modify, or Delete.

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| |  |  | | --- | --- | | Add New | Select a table, then specific data fields, for which to set user-type restrictions; see [FLAC Add/Edit Table Field Limitation – Add New or Modify](#administration_flac_add_edit_tab_9728). | | Delete | Remove restrictions for this particular field on the selected table. | | List by | Table or Field. | | Limit to | All Tables, Chargeable Procedures, Items, Med Orders, and Transactions. | | Modify | Produces the Add/Edit Table Field Limitation screen; see [FLAC Add/Edit Table Field Limitation – Add New or Modify](#administration_flac_add_edit_tab_9728). | | Templates | See [Field Level Access Control Template](#administration_field_level_acces_4605). | |

Field Level Access Control Template

Purpose: to add specific data to the FLAC setup screen, according to the categories listed as Available Templates, which can then be modified. Or, to remove the entries from the screen.

Click Templates on the Field Level Access Control Setup screen.

Select a template, click Add or Remove.

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| |  |  | | --- | --- | | Add | Assigns the selected data fields a status of restricted.  1.  To modify some, go back.  2.  Select the table on the setup screen.  3.  Click Modify. Remove restrictions from desired entries. | | Add New | Select from a full list of tables. | | Delete | Remove all restrictions from the selected field. | | Modify | After selecting an entry on the setup screen, make modifications. Previously set restrictions will be visible. | | Remove | Remove all entries that match the selected template. | | Templates | Generic resource data created by Omnicell for likely configuration; specific fields may be selected for inclusion or exception on the subsequent screens that will result.  When the Templates button is clicked, an Add/Remove FLAC Template screen is produced. The choices to add or remove are:  Hide Accumulated Restock Fields  Hide Med B Fields  Hide Pharmacy Fields  Standard DSSI  When any of these is selected, they will appear on the FLAC Control Setup screen. Conversely, when any of these fields is selected to be removed, they will not appear on the template. | |

FLAC Add/Edit Table Field Limitation – Add New or Modify

Purpose: to permit, restrict, or change access to a database according to user type. The selections listed in the Table menu are the tables in the Database tab. The categories listed in the Field menu are the data fields in the selected table. Field not modifiable by or Field not visible to affect those fields in the particular data table selected, so that when those screens are accessed by a particular user type, specific fields will be either seen or unseen, accessible for modification or not.

On the setup screen, select either Add New or select an entry; click Modify. Select a table and field in Limitation Identification.

Select one or more from Field not modifiable by, and from the Field not visible to windows. To allow for exemptions, check the Override box. Click Save.

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| |  | | --- | | NoteNote00065.jpg  The selections in the Field menu vary according to the Table menu selection, as well as the choice of Add New or Modify selected on previous screen. | |

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| |  |  | | --- | --- | | Fields and Tables | Enable or prevent access to modify or view fields on Database tables. User groups are listed according to server access levels. | | FLAC | Acronym for Field Level Access Control. | | Modify vs. Add | When creating new permissions, all tables and fields are available. When modifying existing permissions, only tables and fields previously assigned are available. | | Override limitations for this field for specifically flagged OmniSuppliers | To make a particular OmniSupplier exempt from set restrictions, check this. The data field on the selected table, on the specified OmniSupplier, will not be restricted. This exemption is indicated in the FLAC Override field: Misc radio button/OmniSupplier table/Database tab. It is necessary to check the FLAC box on the specific OmniSupplier to enforce exemption. | | Select/Select All/Clear All | Allows specific selections or all selections in the window. Those selected will be restricted from modifying or viewing the specific field in the selected table. | |

General System Settings

Purpose: to customize system-wide settings, including those for master Omni and auto-clear for patient-specific bins (PSB).

Select General System Settings; click Continue.

On the Basic Setup tab, edit settings to customize OmniCenter.

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| |  |  | | --- | --- | | Allow Auto-clear of Bins | Enables patient-specific bin to be reassigned when its item count equals zero. | | Days to Keep Unused Items Copied from Master for PSB | Determines number of days of disuse before an item automatically copied from the Master Omni is deleted from a PSB cabinet. | | **Default Location** | Allows materiels management to apply a global supply default location that auto-populates at the cabinet or Open Supply Station. This setting simplifies the process of assigning remote supply items at the point-of-use station as users are no longer required to enter a supply location. | | **Show Time Zone Mismatch** | Check to identify Omnis located in time zones that do not match the server's. Message is displayed in the Current Status screen. | | Update Master Omni | Immediately updates the Master Omni with all items in the database. Otherwise, Master Omni is automatically updated during midnight processing. Note: clicking this button may cause a delay. | |

On the User Interface tab, set refresh rate, time format, and title background color.

On the Billing tab, configure billing options.

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| |  |  | | --- | --- | | Charge for PSB Transactions | Sends charge for PSB issues, except patient’s own medication and multi-use items. Upon issue from a single-item bin, a multi-use item is charged to the patient once only. Set to No if PIS handles billing. | |

On the Accounts tab, set options for My Items, system-wide post-case reconciliation, and Patient Medication Accounts (PMAs). Click Save.

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| |  |  | | --- | --- | | Aging at Cabinet (Days) | Specifies number of days before cabinets delete reconciled accounts. | | Alert Notification Times | Schedules email or text alerts reminding users they have unreconciled My Items accounts. Enter as many as four notification times per day. Insert commas to separate entries. | | Allow Transfers | Determines if items can be transferred between My Items users. | | Control Levels Allowed | Specifies the control levels of items that are eligible for account type. For system-wide post-case reconciliation, consider levels two through five. Insert commas to separate entries. | | Hours before Aging... | Specifies number of hours before automatic closure of Patient Medication Accounts (PMAs) with multi-day admin items, unreconciled doses, and all other open PMAs (“end of shift”). | | Minimum Hours before Alert Notifications Sent | Specifies the number of hours a My Items account remains unreconciled before alerting the user. | |

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| |  | | --- | | WarningWarning00069.jpg  Deleting one of the Control Levels Allowed will automatically close all post-case reconciliation accounts containing items with that control level. | |

On the Bar Code Formats tab, select and sort readable bar codes.

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| |  | | --- | | NoteNote00072.jpg  Do not make changes to this screen unless you are experiencing bar code scanning errors. | |

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| |  |  | | --- | --- | | Available Bar Code Formats | Lists bar code formats that can be added to the list of recognized bar code formats. Click the arrow buttons to move formats between lists. | | Format Order | Arrow buttons change the order in which bar code formats are checked. | | Recognized Bar Code Formats | Lists bar code formats that will be checked during scanning. | | Use All Formats with Default Priority | Check to move all available bar code formats to the list of recognized bar codes and set format order to default settings. This option is recommended by Omnicell. | |

Interface Setup

Purpose: to establish parameters that govern interface communication with OmniCenter.

Select Interface Setup; click Continue.

Select an interface. On the General tab, set an amount of time that may pass without communication before an alert is created. Check Show Interface Alert, if desired.

Enter notes, as applicable. Click Save.

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| |  |  | | --- | --- | | Acceptable Delay Time | Minutes – 5 to 59  Hours – 0 to 23  Days – 0 to 99 | | Delete | User has an opportunity to rescind command before deletion occurs; deletion takes place after Save is clicked. System interfaces cannot be deleted. | | Interface Setup Access | Access is based on users’ server access rights, that is only those with the following access levels may import or export:  7 – System Administrator  9 – Senior Omnicell Tech  C – Pharmacist A | | Save/Cancel | Buttons become available once a modification has occurred. The commands affect all changes to all interfaces since the last Save, not just the currently selected record. | | Show Interface Alerts | Check to cause an alert icon to appear on the Status and Interface Detail screens when communication is late. | | System Interfaces | System interfaces, identified as Yes in the System Interface column, cannot be deleted, nor can the ID be changed. | |

On the Communications tab, select the communication method. See the table below for details.

Check Read Enabled to direct I/O server to read the selected interface queue; click Save.

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| |  |  | | --- | --- | | Code Page | Name the code page (language-supporting character set) for this queue. MSMQ must be set to UTF-16. Flatfile defaults to 1252; change, if needed. | | Communication Method | MSMQ – Microsoft Message Queue,  dynamic communication, not based on polling schedules as is NetJet.  Flatfile – File on disk that holds queued messages for NetJet, which is based on a specific interval of time between each communication. | | Flatfile Queue Path | OmniCenter server location at which the queue resides for the selected interface. | | Inbound/Outbound Queue, Name, and ID | Location from which and to which communication occurs between the OmniCenter and the selected interface. | | Read Enabled | Check to direct I/O server to read the selected interface queue. The Flatfile queue location is the directory that holds a Flatfile NetJet queue on the server. This file location will not allow a UNC path, such as \\machine\drive\path – network shares should be set up with managed shares in OSM. | |

On the Broadcasting tab, set parameters for OmniCenter communication with most interfaces. Click Save.

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| |  |  | | --- | --- | | Support Decimal Quantity | When checked, sends quantities in decimal format to the interface. | | System Interfaces | ADT – Send patient information to ADT. Check box to send always; leave cleared to send only when asked with PS.  CHG – Send transaction information to Charge. Yes, send with all patient IDs; No, send only with transaction when billing check box is checked; Billable Only, send when item or  procedure is checked as billable.  EMR – Send bedside transactions to EMR. Check box to send bedside transactions to this interface.  INV – Send ZALM for command errors. Check box to send a ZALM to notify the interface of inaccurate request or processing error.  INV – Send item information to INV. Check box to send always; leave cleared to send only when asked with an IS command.  INV – Send item alias information to INV. Check box to send always; leave cleared to send only when asked with an AS command.  INV – Send restock additions to INV. Check box to send always (RA/RAS combination); leave cleared to prevent during RA commands.  INV – Send restock information to INV. Yes, to send always; No, to indicate only with restock; End RCs Only, send only as a final \*end\* on restock.  INV – Send transaction information to INV. Yes, to send always; No, only when asked with XS.  OLR – Send Omni information to OmniLinkRx. Check to send OI commands to OmniLinkRx.  OPC – Send restock information to Omnicell PharmacyCentral. Check to send RA, RI, and RD to Omnicell PharmacyCentral queue. | |

On the Notifications tab, click Add at the bottom of the screen to add email addresses and printers for the selected interface. When an interface is late to communicate, those listed will receive notification either by email or an automated printout.

Highlight email/printer to select; click Add after each addition. Click Close to return to the Notifications screen. Click Save.

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| |  |  | | --- | --- | | Add | The Add button at the right of the screen enables the addition of an interface; the Add button at the bottom of the screen activates the notification setup screen. | | Email Addresses | Email addresses are created on the Database tab/Email Addresses drop-down table. See [Email Addresses](#database_email_addresses_htm). | | Printers | Printers are added on the server’s primary operating system: Start/Settings/Printers/Add Printer. Follow instructions to add device. Printers cannot be added via an OCRA session, i.e., while working remotely. | |

On the Cmd Subscriptions tab, click Add Command to subscribe to commands for the selected interface.

Select a command from the window that appears; click OK.

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| |  |  | | --- | --- | | Universal Passwords | Use the Command Subscriptions tab options to maintain universal passwords for each user across all Omnicell products. When a user password is entered or updated in OmniCenter or at an OmniSupplier, it is broadcast to subscribing interfaces. Note that changes to password requirements (e.g., minimum password length) are broadcast only when set at OmniCenter. See User Commands below and [Security Setup](#administration_security_setup_ht_9151). | | User Commands | U+ – Adding the U+ command will capture all user commands. User passwords will update automatically across all interfaces subscribing to this command. | |

Click Details to refine the command subscription, if desired, with a text search.

Click Save.

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| |  |  | | --- | --- | | Add, Delete | Create or remove text search criteria. | | Limit Text Search to Token | Identify a token to refine the search. Click the button at right for a list of possible values. If no token is specified, the complete token string is searched. | | Previous, Next | Navigate through multiple searches. | | Search Text | Specify text for which to search. | | Search Type | Describe how to search (begins with, contains, exact match, etc). | | Subscribe to Global Resources | Broadcast all globally-shared resource settings to this interface.  Global Resource Commands  Global Resource Delete  Global Resource Information | |

Interoperability Setup

Purpose: to maintain settings to operate with third-party software.

   Select Interoperability Setup; click Continue.

   On the eMAR/ADC tab, edit settings, as desired.

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| |  |  | | --- | --- | | Copy Encrypted Token | Click to enable pasting the token in another application. | | Diagnostics Service | Enable diagnostics service for Web interface. | | eMAR Product ID | Product ID used for Web interface authentication. | | Product Security Token | Web interface authorization code. | | **User ID at eMAR** | Select Omnicell user ID or one for a defined partner system. | |

   dit settings, as desired.

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| |  |  | | --- | --- | | Admin Message | This setting should correspond to the way your charting software processes multi-component transactions (i.e., one transaction per med order or one transaction per each component in the med order). | | Default Med List | For admin-based areas, select the Due Meds or Scheduled Meds list. This setting determines how med orders behave and are displayed in Anywhere RN and Color Touch. | | Hours to Show Overdue Meds | This setting only applies when Due Meds is selected, above. The default value is 12 hours; valid values are 0–24 hours. If 0 is selected, a medication will only be removed from the Due Meds list after it has been administered. | | **User ID at Point of Care** | Select Omnicell user ID or one for a defined partner system. | |

   dit settings, as desired.

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| |  |  | | --- | --- | | **Delete** | A Partner System cannot be deleted if Partner User IDs are mapped to it. | | Description | Add, modify, or delete partner system description. | | Partner System | Add, modify, or delete partner system name. | |

Logging Setup

Purpose: to determine the type of user events that OmniCenter will track to provide a set parameters for the daily log file.

Select Logging Setup; click Continue.

Set System Logging Levels.

In the User Event Logging list, check events to be tracked. Click Save.

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| |  |  | | --- | --- | | Log Binary Fields | Under normal circumstances, leave cleared to prevent large files of encrypted data from appearing in the daily log. However, when diagnosing a problem related to email support, check box to record the information in the log while solving the problem. | | On Error, Set Logging To | When an error is detected at the system logging level, increase information in the written to the log. | | Save and Cancel | Buttons are inactive until a setting is changed. | | System Logging Level | Track system events at four levels:  0 – Errors Only  1 – Warnings and Errors  2 – Normal (Commands, Warnings, and Errors)  3 – Verbose (Posts, Commands, Warnings, and Errors) | | User Event Logging | The following user event types are available to track:  Screen access  Data export  Log on failure  Log on  Log off  Password change  Report print  Report preview  User add  General (non-specific) | |

Medication Order Setup

Purpose: to set aging and routing rules for all medication orders, and to specify how multi-component medication orders are processed.

Select Medication Order Setup; click Continue.

Apply settings to all Med Orders.

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| |  |  | | --- | --- | | **Automatically Copy Med Order Components to Non-PSB Omnis** | Copies all items associated with a medication order to cabinets without patient-specific bins. Consider enabling this option if your hospital stocks nurse-prepared multi-component med orders. | | Days Med Orders with Unknown Patients Are Saved | Set aging rules for med orders unassociated with patients. | | Days to Keep Med Orders w/ Status = “D” | Set aging rules for discontinued med orders. When set to “OFF,” discontinued med orders are never deleted; when set to “0,” they are deleted immediately. | | Global (Default) Early and Late Windows for Schedule Times | Select the number of minutes before and after a med order is due to display it in Scheduled Meds. | | Med Order Routing | Send med order information to:  All cabinets in patient’s area.  All cabinets in patient’s area if the item, or the primary item in a multi-component med order, is assigned.   All cabinets according to patient routing.   All cabinets according to patient routing if the item, or the primary item in a multi-component med order, is assigned. | | **Mixture Type Source** | Set mixture type as defined by PIS or by OmniCenter.  If set by PIS, changes made in OmniCenter will not affect the mixture type.   If set by OmniCenter, the mixture type sent by PIS will be ignored. Instead, the system will first search for matching item records in the patient’s active Omni, then in the master Omni. If the patient’s active Omni is not defined, the system will first search the area default Omni. If all items are so enabled, the mixture type will be identified as nurse-prepared. See [Items – Pharmacy](#database_items_–_pharmacy_htm) and [Medication Orders – General](#database_medication_orders_–_gen_6894)..  If a component is changed or the patient is transferred, OmniCenter may redefine the mixture type.  For all pharmacy-prepared mixtures, changing a dose or component will render the med order “Not Dispensable.” | |

Apply settings to Multi-component Med Orders only.

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| |  |  | | --- | --- | | Bar Code Type/Delimiter | Choose bar code content for multi-component med orders:  Med Order ID  Med Order ID + Patient ID  Patient ID + Med Order ID  For the last two options, enter a character to delimit the med order and patient IDs. | | Default Display Name/Delimiter | Select display name for multi-component med orders:  First additive only  All components, concatenated  For the second option, enter a character to delimit the component names. | | Mix Item Expiration Tracking | Track multi-component med order expiration by month, date, time, or not at all. | | Mix Item Template | Choose an existing item to serve as a template for multi-component med orders when no components can be found. | | **SafetyStock Behavior** | Exempt pharmacy-prepared multi-component med orders from SafetyStock scan, or require scan based on strictest component setting. | |

Message Filter Setup

Purpose: to establish parameters that govern the reporting of information about the Omnicell system; when a command is processed that matches the criteria, a message will be sent or posted at appropriate priority level.

Select Message Filter Setup; click Continue.

On the General tab, click Add.

In Message Text, identify the alert; in Description, explain the alert. Check Enable, to activate. Click Save.

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| |  |  | | --- | --- | | Aging Messages | Messages will be retained based on the following configuration: Database tab/Global Settings/Messages/Keep Days. Modify the number, as desired. The default setting is 30 days before messages auto-age-off. | | Display Field Values | Include the token field values in email, reports, and printouts. | | Enable | Check to activate a message; clear to deactivate. This function is disabled for required system filters. | | Maximum Messages | Maximum number of stored messages is 500. | | Message Text | The actual message that appears on the Status/Messages/Details screen. Enter text to create messages. Messages automatically alpha sort. | | Modify Message | User-added messages can be modified, copied, and deleted. | | Notify Only | Post notification, only, on the Status/Messages/Details screen; do not email or print a message. | | Setup Access | Only a System Administrator, Senior Omnicell Tech, and Pharmacist-A can access setup. | | System Filters | System filters may not be disabled; they are identified as Yes under the Required column. | |

On the Filter Parameters tab, click the button to the right of Command to access the table of transaction commands. Select a Command Status from the drop-down menu.

Complete desired settings; fields can be left blank.

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| |  |  | | --- | --- | | Blank Fields | Messages will be filtered on the data entered in the Filter Parameters fields; leave fields blank to eliminate filtering against that particular criteria. | | Filter Parameters | Whether system-embedded or user- created, filter parameters are the criteria that determine the need to post a notice on the OmniCenter, send an email, or print a message. Parameters apply, only, to the selected line-item in the message text window. | |

To add email notification, on the Notifications tab, click Add. Select email recipients. Click Save.

On the Custom Message tab, enter a message to appear in notifications. Click Save.

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| |  |  | | --- | --- | | Custom Message with Tokens | Use tokens to further customize the message. In the example shown, the message, Notification message for Item ID: <item>, will generate a message that lists the actual Item ID. | |

On the Email Field Masking tab, click Add. Filter data fields, screen not shown below, click Search. Select to prevent data from display in email notification. Click OK. Check Enable Email Masking. Click Save.

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| |  |  | | --- | --- | | Enable Email Masking | Check to activate masking; clear to deactivate. All fields in the list will mask or display. The status of the check box applies to all fields listed in the Email Fields Masking window; status does not apply to a specific field, only, that is highlighted when the box is checked or cleared. | |

Patient Related Setup

Purpose: to globally set up patient-related business rules

Select Patient Related Setup; click Continue.

Select Patients tab.

Edit fields, see all tables in this topic; edits affect all qualifying patients. Send pre-admit patient information to cabinets; not intended for OR case patients. See the OmniCenter Administrator Guide for information about surgical pre-admit.

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| |  | | --- | | WarningWarning00075.jpg  Zero to 99 is the range for numeric options. A choice of 0 can result in early aging of patient data or disabled status. Patient is the alternate to Cost Center Omnis. | |

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| |  |  | | --- | --- | | Calendar Days | Days measure from 12:00:00 am to 11:59:59 pm. | | Cases | Days before the case date to send the case to suppliers  Days after case date to automatically bill qualifying case  Days after automatic bill date to delete the case | | General | Enable manual or automatic temporary patient reconciliation. If set to None, Temp Patient Billing Reconciliation will not be available.  Reconcile a temporary patient when a new patient is added with matching ID or medical record number  Credit patient for wastes  Days before admit date to activate a pre-admit patient  Immediately erase patient record when discharged  Days until discharged patients are erased  Number of days after add date to keep allergies no longer linked to a patient or missing an allergy code | | Reports | Cost Center source  Display patient Confidential watermark on reports  Generate Med Orders without Items report on patient transfer | |

Regional and Language Settings

Purpose: to select a language and format rules for dates, time, numerals, and currency.

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| |  | | --- | | ImportantInformation00078.jpg  Internationalization is not available in the US. | |

Select Regional and Language Settings; click Continue.

Select a system default language and regional formats. Click Save.

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| |  |  | | --- | --- | | Currency Format | These settings apply to the Color Touch and OmniCenter. Currency and grouping symbols are not allowed during data input. | | Default Regional Settings to OS Settings | Sets system default language and all formats to match Operating System settings. | | Grouping Symbol | Character, e.g., comma or period, used to separate groups of numerals. Check No Grouping Symbol, if desired. | | Negative Format ( ) | Check to toggle between displaying negative values with parentheses or a minus sign. | | Numeric Format | These settings apply only to the Color Touch. The grouping symbol is not allowed during data input. | | System Default Language | Select default language for OmniCenter and Color Touch. This selection can be overridden by a user’s preferred language, which will take effect upon log-on. | | Use Regional Template | Select a language (and region) to set system default language and all formats. | |

Restock Configuration Setup

Purpose: to customize the restock generation and printing process.

Select Restock Configuration Setup; click Continue.

On the Standard Restocks tab, set printer and override defaults.

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| |  | | --- | | NoteNote00081.jpg  Settings on this tab apply only to single-item bins. | |

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| |  |  | | --- | --- | | Automatic Stockout Override Settings | Regular restocks temporarily override automatic stockout restocks. | | Default Report/Label Printers | Lists and labels may be set to print on different printers. If a desired printer does not list in the drop-down menu, it must be added to the printers to which OmniCenter has access. On the Windows-based server, configure printer setup as usual. | | Post Restock Window | Number of hours the regularly scheduled restock will override an automatic stockout restock. The window of time is configurable: 1 to 24 hours. A setting of zero disables this override. | | Pre Restock Window | Number of minutes before a regularly scheduled restock is generated in which it will override an automatic stockout restock. The window of time is configurable: 1 to 720 minutes. A setting of zero disables this override. | | Print Exception Report | Set to print report for single-item bins. | | Print Pick and Restock Lists | Indicate whether to print each list. | | Print Restock Labels | Set to print restock labels for all items, SafetyStock items only, or no labels for any items. | | Test | Send a sample of header, pick, restock, and footer labels to default printer. | |

On the Patient Specific Restocks tab, create PSB (patient-specific bin) report and auto-fill defaults.

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| |  |  | | --- | --- | | Include Items in Auto-fill Even if Equiv Dose Is Stocked | Check to enable, if desired. | | Par Days/Hours | Quantity of PSB items (in days’ or hours’ worth of med orders) when fully stocked. Set quantities for scheduled orders, PRN items, infusions, and continuous IVs. | | Reorder Days/Hours | Quantity of PSB items (in days’ or hours’ worth of med orders) at which to reorder. Set quantities for scheduled orders, PRN items, infusions, and continuous IVs. | | **Restrict Items To** | All Med Orders  IV Med Orders  Non-IV Med Orders | |

On the Vendor Order Restocks tab, confirm or edit report and label defaults for central pharmacy restocks. Vendor order restocks are not sent to floor cabinets.

On the Report Options tab, create report and list defaults; specify PSB restock label type.

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| |  |  | | --- | --- | | **Include RX-mix IVs** | Check to always include pharmacy-prepared mixtures in patient-specific restocks. | | Order Pick List by | Bin Location  Item ID  Item Name | | Order Restock List by | Item ID  Item Name  Omni Bin  Stock Bin | | **Print DataMatrix Bar Code** | Check to print the DataMatrix bar code by default. The bar code is encrypted and can only be read by the RxScan software. | | Pick List Report | By Omni; see Split by Omni below  By Source with Costs  By Source with Item Bar Codes  By Source with Par  Standard (by Source) | | Restock Label Style | Pick list – grouped by item  Restock – grouped by patient | | Restock Report | By Item with On-order Info  Standard (by Bin) | | **Show Item Alias on Reports** | Check to include aliases on all restock and pick list reports. | | Show Quantity by | Unit of Issue  Unit of Stocking | | Split by Omni | Sum quantities per cabinet on pick list; all other report options are Split Consolidated, i.e., sum quantities per source. | |

SafetyMed/Anywhere RN Setup

Purpose: to configure and customize SafetyMed and Anywhere RN behaviors and user privileges.

Select SafetyMed/Anywhere RN Setup. Click Continue.

On the General Settings tab, enter data in fields.

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| |  |  | | --- | --- | | **Anywhere RN Access Enabled (User Defaults)** | Check to allow specific user types to use Anywhere RN. Affects all new accounts created after setting is changed. Can be overridden for individual users in Users table. See [Users – Server](#database_users_–_server_htm). | | Default Response Checks | Maintain default response check alerts and add alerts. SafetyMed requires at least one alert. To add an alert:  1.  Click Add.  2.  Select an alert from the list that appears.  3.  Click OK.  To remove an alert:  1.  Select an alert to remove.  2.  Click Remove.  For information on creating a new alert, see [Dispensing Alerts](#database_dispensing_alerts_htm). | | Display History | Set the number of days to display medication administration history in patient details and patient profile history, and to keep uncharted cabinet overrides. | | Miscellaneous | Check to prompt for reason when requesting clarification of a med order.  Select units for displaying patient height and weight in SafetyMed and Anywhere RN: cm, in, kg, lbs. | | **Remote Cabinet Requests** | Hours to Keep Remote Requests Active – Number (1–12) of hours before a remote request is automatically closed.  Days to Delete Closed Remote Requests – Number (1–30) of days before a closed remote requested is deleted from the database. | |

Select the Exception Charting tab. Check boxes to set exception charting privileges.

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| |  |  | | --- | --- | | Exception Charting Enabled (User Defaults) | Check to allow specific user types to use exception charting. Affects all new accounts created after setting is changed. Can be overridden for individual users in Users table. See [Users – Server](#database_users_–_server_htm). | | General | Check to enable exception charting.  Check to display notes/reason during exception charting. | |

Select the System Settings tab. Set system settings options; see table for more information.

Click Save.

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| |  |  | | --- | --- | | Event Logging | Check the SafetyMed events to be recorded in the User Events database and report. See [User Events](#database_user_events_htm). | | Miscellaneous | Set the number of minutes of disuse before automatic log-off.  Check to select double-sided printing for all eMARs. This feature prevents the eMARs of different patients from being printed on the same sheet of paper. | | Multi-component Orders | Check Scan Exempt to allow SafetyMed users to administer all multi-component medication orders without scanning.  Check Support Scanning Components to allow scanning of any component in an order.  Choose a bar code as an alternative to scanning the primary component: Med Order ID, Med Order ID + Patient ID (separated by a delimiting character), or Patient ID + Med Order ID (separated by a delimiter).  Set delimiting character. | |

Scheduled Reports Setup

Purpose: to set up schedules to automatically print reports.

Select Scheduled Reports Setup. Click Continue.

To add a report, click Add. Or, click Copy to use an existing report schedule as a template. Select the copied report, click Modify.

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| |  |  | | --- | --- | | Copy a Report | Copied reports retain the name of the original report and append the name with a numeral in parentheses. On the subsequent screen, Modify button, user can change the name of the report. | | Delete a Report | Select report. Click Delete. Confirmation is required before deletion is completed. | | Modify a Report | To modify an existing report, select the report. Click Modify. The steps below describe how to modify reports. | | No Data in Report | Reports will print empty when no data match the filters or parameters set. | | Overview of Scheduled Report Setup | Create a print schedule to automatically run reports daily, weekly, or monthly. Access the setup and maintenance of scheduled reports on the Administration and Reports tabs. | | Reports to Schedule | All reports are available for schedule.  User’s access level determines which reports are available. Some users may not have access to the reports tab while others will have access only to a limited number of reports. | | Schedule Setup on the Administration Tab | Setup of report schedules can also be found on the Reports tab, Scheduled Report Type. The screens and workflow are the same as from the Reports tab. Even though the setup was begun on the Reports tab, OmniCenter automatically switches to the Administration tab. Setup is saved on both tabs; upon completion of setup, user is returned to the Reports tab, if setup was begun there. | |

In General, change the Description name.

Select a report category from Report Type drop-down menu; select a report from the Report drop-down menu. Check Report Boxes as desired, see table below.

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| |  |  | | --- | --- | | Report Check Boxes | To activate, check all that apply:  Generate report when no matches are found. When cleared, reports will not print if no data match the filters set for the report.  Attach report to email as a PDF file. (Not supported for Mandarin)  Attach report to email as an Excel spreadsheet.  Attach Report Abbreviation Key to email.  These options are not available for FoxFire reports. | | Report Setup | Buttons are disabled when the option is inappropriate to the specific report. See below for details on the variables of setup.  Schedule Setup – Set the first time to print the report, the repeat rate, and the days of the week; see [Establish a Schedule](#administration_establish_a_sched_3049).  Date Range Setup – Set date range by hour, day, or month.  Parameters – Set the variables to customize the report; see [Set Report Parameters](#administration_set_report_parame_1262). | | Problem | During the setup, red text may appear to signal that information required to complete the schedule is still missing. Once all information has been provided, the red text disappears. If anything needed is omitted, the setup will not schedule and a message will confirm. | |

Select printer(s) and/or export option(s); enter export path or use the  lookup button to select a path.

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| |  |  | | --- | --- | | Export Path | Click button at the right of the data field to navigate to a location to send the file or enter a path. | |

Establish a Schedule

Report scheduling setup is a two-stage process. The first stage is to establish the First Run criteria; the second stage is to set the ongoing repeat rate.

First Run Date

The current day, date, and time are the default settings in the First Run data fields; the day is checked and grayed.

To set the time and date for the first report of a new schedule, click Change next to Schedule. At Schedule Setup, click the calendar button next to the date.

Set the parameters for the initial run of the report as follows:

Date – Click on a date to select. Click Select Range by Day or Hour radio buttons to set the day and time:

Day – Check the day to run.

Hour – Click the time of day.

Click OK.

Repeat Rate

Select to auto-run report by day, week, month, or year. The appearance of the setup screen changes according to the repeat rate selected.

Select the repeat rate; i.e., to run a report by day, week, month, or year.

If week is selected, choose the day(s); if month is selected, choose the dates; if year is selected, the default is one year from the start date to run report. Click OK.

Duration

To set the duration of a schedule, click Change next to Date Range.

Click the From radio button. Click the beginning date of the range on the calendar. Click the Through radio button. Click the last day, inclusive, of the report range on the calendar. Review the dates as displayed in the Date Range data fields below. Click OK.

Hours, days, and months can be set in more detail. The advanced setting will interactively assist the setup, as OmniCenter will prevent an error by disabling the OK button if the parameters are not correctly set. Error messages will appear in red text and the OK button will be disabled; a valid schedule will show the text in blue and the OK button will be available. Advanced settings can be used as verification of the settings in previous steps. Click OK.

When using the Through option to create a range, set an absolute time on a day relative to the run date.

When using the Duration option, set the length of the date range in months, days, and hours.

Review the schedule setup. The first run and the next 10 runs are listed. Click OK to conclude.

Set Report Parameters

Purpose: to set particular parameters that customize a report.

On the Scheduled Reports Setup screen, click Change next to the Parameters section.

Screen will vary depending on selected report. Set parameters.

User is reminded that the date range is not determined on this screen, but rather on the Setup screen as described previously. Click OK.

In the Parameters section, the specific options are listed. The new setup is now listed as a scheduled report. Click Save.

Security Setup

Purpose: to set standards for user passwords.

Select Setup Administration Type. Select Security Setup. Click Continue.

On the Password Security tab, check and set options as desired.

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| |  |  | | --- | --- | | Allow Mixed-case Passwords | Enables passwords to contain upper- and lower-case letters. | | Allow Users to Change Password | Strongly recommended when introducing complex passwords. Otherwise, users can only change passwords upon expiration. | | Days before User Can Change Password | Number of days before users can change passwords (0 = not enforced). | | Display Password Expiration Warning | Warns when passwords will expire within seven days. | | Enforce Complex Password | Requires complex passwords that contain at least six characters and include three of the following character types:  Upper-case letters  Lower-case letters  Numerals  Non-alphanumeric characters (e.g., #)  Enables Allow Mixed-case Passwords option. | | Minimum Password Length | Minimum number of characters in passwords (0 = not enforced). | | Months before Deleting Inactive User | Removes user accounts after specified length of disuse (0 = never). | | Number of Failed Log-on Attempts | Number of consecutive failed log-on attempts allowed (0 = no limit). Upon reaching limit, user must log on by the Security menu. | | Number of Password Changes before Reuse | Number of new, unique passwords required before one can be reused. | | Password Expires | Number of days (minimum = 8) until passwords expire (0 = never). | | Password Required for Server Access Levels | Requires passwords by user type. | |

On the Log On Screen Message tab, enter message, if desired. Users must acknowledge this message to complete log-on.

Customize the appearance of the text with the formatting buttons.

   Check Display the log on message.

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| |  |  | | --- | --- | | Alignment Buttons | alignment.jpg  Click to left-, center-, or right-justify text. | | Bold, Italic, Underline Buttons | bold_italic_underline.jpg  Click to apply formatting to highlighted text. | | Display the Log On Message | Must be checked to enable this feature. | | Font and Size Menus | font_size_menus.jpg  Click the drop-down menus to select font and type size. | | Text Color Button | text_color.jpg  Click to select text color. | |

   On the HTTPS tab, you can choose to enable secure Internet communication.

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| |  |  | | --- | --- | | Certificate File | Click Select File and browse to your SSL certificate. The certificate file must be in PFX format and should be purchased from a trusted public company. | | Certificate Password | Enter certificate file password. | | Days to Warn Before Expiration | Warning messages are shown on the OmniCenter Status Dashboard; no messages are shown on the Omni. | | Expiration Date | Auto-populated by the date in the SSL certificate. | | **HTTP for Web Sites** | Run HTTP in tandem with HTTPS. Does not apply if HTTPS for Web Services is checked. | | **HTTPS for Web Sites** | Check to activate HTTPS for OmniExplorer, Anywhere RN, and Cloud Connect. You must have administrator access to modify HTTPS settings. | | **HTTPS for Web Services** | You must have administrator access to modify HTTPS settings. | | **Non-compliant OmniSuppliers Requiring HTTP** | Lists Omnis that are ineligible for HTTPS. | |

Table Standardization Setup

Purpose: to standardize specific optional data fields.

Select Setup Administration Type. Select Table Standardization Setup. Click Continue.

On the General tab, check new record defaults to automatically standardize items and procedures added in the future, if desired.

   Check Optional Additional boxes to standardize aliases and med orders.

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| |  | | --- | | NoteNote00084.jpg  Optional fields cannot be added to the list of standardized fields until all currently standardized items or procedures with the same ID have consistent data in a given field. Standardization status of grouped optional fields must be kept consistent within the group. User will be instructed to run the Table Standardization report to view all data inconsistencies for a particular non-standardized field for existing standardized items or procedures. Users will be expected to use the Database tab or Global Modify to correct all data inconsistencies. | |

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| |  |  | | --- | --- | | Propagate Item Information to Med Orders for Standardized Items | Cause mandatory standardized fields of standardized items – to automatically update in the med orders that list those items – if the standardized item fields are modified. Recommended for hospitals with patient-specific bins.  Changes to the item data in the MO that do not match the standardized field data in the items table will be ignored and a warning will be issued.  In a new MO with a standardized item, all item information will be filled from the standardized fields of the Items table, regardless of the data sent with the med order.  Warnings will be issued for any changes made.  The following fields will be affected: item name, strength amount, strength units, dosage volume amount, dosage volume units, total volume amount, total volume units, and dosage form. | | Standardize Aliases | List aliases identically for items with the same ID. | |

[Standardization for Items](#administration_standardization_f_6655)

[Standardization for Chargeable Procedures](#administration_standardization_f_5368)

Standardization for Items

Purpose: to set optional data fields for standardization.

On the Standardized Fields for Items tab, select a field (a double-click will auto-change Standardized setting).

If consistent, click Change: automatically, it changes. Click Save. If field is inconsistent, the button is unavailable. See note in [Table Standardization Setup](#administration_table_standardiza_506).

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| |  |  | | --- | --- | | Rules for Standardizing Optional Fields | To change a field's setting, double-click it or click Change, noting the following:  Mandatory fields must remain standardized.  Inconsistent fields cannot be made standardized.  Field consistency will only be checked once the field is selected.  Fields in a group must be standardized as a group, changing one will change all.  To view inconsistencies for a field, use the Table Standardization report on the Reports tab. | | Standardized Groups | Some fields must be standardized as a group. Two groups and their respective fields, listed by internal name, are:  Unit Group – conv\_ordis, conv\_stkis, unit\_issue, unit\_order, and unit\_stock.  Accum Rstk Group – accum\_rstk and max\_delay. | |

Standardization for Chargeable Procedures

Purpose: to set optional data fields for standardization

On the Standardized Fields for Chargeable Procedures tab, select a field (a double-click will auto-change Standardized setting).

If consistent, click Change: automatically, it changes. Click Save. If field is inconsistent, the button is unavailable. See note in [Table Standardization Setup](#administration_table_standardiza_506).

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| |  |  | | --- | --- | | Rules for Standardizing Optional Fields | To change a field's setting, double-click it or click Change, noting the following:  Mandatory fields must remain standardized.  Inconsistent fields cannot be made standardized.  Field consistency will only be checked once the field is selected.  Fields in a group must be standardized as a group, changing one will change all.  To view inconsistencies for a field, use the Table Standardization report on the Reports tab. | |

Temperature Monitoring Setup

Purpose: to set parameters for temperature notification.

Select Temperature Monitoring Setup; click Continue.

Set notification options.

Click Add to setup email recipients and printers, as desired.

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| |  |  | | --- | --- | | Access | Only the following OmniCenter users have access:  7 – System Administrator  9 – Senior Omnicell Tech  C – Pharmacist A | | Add/Delete | See [Scheduled Reports Setup](#administration_scheduled_reports_2148). | | Alerts | Email Short Message – Simple text with minimal information to conserve space.  Email HTML Message – When recipient can accept HTML messages, a formatted, descriptive email will display in the message.  Email with Attachment – Alert is a PDF attachment of the FlexLock Temperature Detail report.  Printed Alert – FlexLock Temperature Detail report will print on specified printer. | | Archive Temperature Readings | Time to store temperature readings: 3–60 months; default is 12 months, maximum storage is 1 gigabyte. | | Display Temperature | Choose Celsius or Fahrenheit. | | Notification | Only When Alert Status Changes – Notify only upon change; even if temperature remains out of range on subsequent measure, no notice is sent, nor when temperature returns to acceptable range.  All Alerts – Notify each time measured temperature is out of range.  Notify When Status Returns to Normal – Check to receive information when temperature returns to normal no matter which option is selected. | |

# Database

Database Tab

At the top-right of the screen is a drop-down Tables menu that lists the functions of the database tab. When a category has been selected from this menu, further refinement of data can be made within the Limits section at the top-center of the screen.

Tables and Limits Data Fields

Purpose: to quickly locate any information stored on the Database tab.

Select the Database tab. The first screen that appears is the top-level of the first alpha entry (i.e., Allergies) in the Tables menu. Scroll through the drop-down Tables menu to make a selection.

Select a sub-category in the Limits section (the left data field); set the middle and right data fields to define search parameters. Click Search; if desired, click Reset to return to the defaults.

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| |  |  | | --- | --- | | Import/Export Database Files | To import, export, or edit database files in Microsoft Excel, see the OmniCenter Administrator Guide. | | Limits: “And Not” Radio Button | The search is to be based upon the criteria in the top row, but is not to include the specific exception indicated in the bottom row. | | Limits: “And” Radio Button | The search is to be based upon the criteria in the top and bottom rows combined; each is dependent on the presence of the other.  To further refine the search, the And radio button allows the selection of another limiter, such as a specific physician. Only cases with that physician are shown in the data field. | | Limits Data Fields | A sub-menu of the Tables drop-down menu.  An arrowhead to the right of a data field indicates the presence of a list of options. Click the arrowhead to reveal the choices. Scroll through the entries. To select one, highlight it.  User can enter text in a free text field. | | **Limits: “Only” Radio Button** | Specifies that the search is to be confined to the information selected in the top row of data; this is a top-level search.  The Allergies default screen is Allergy Type equals All; a specific Allergy Type can be selected. | | Limits: “Or” Radio Button | The search is to be based upon criteria in both the top and bottom rows, but neither is dependent upon the presence of the other.  In the example above, the search is looking for one set of criteria, such as a type of allergy or last update date/time. | | **Search and Reset Commands** | Search – Begin a query based on the parameters set in the Limits field.  Reset – Change Limits to defaults.  When Reset is selected, click Search again to display the data. | |

Allergies

Purpose: to view allergy codes, names, and descriptions.

Select the Allergies table. Set the Limits filter.

Select allergy. Click View.

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| |  |  | | --- | --- | | Allergy Types | K – No Known Allergies  N – Normal  U – Unknown Allergies | | User Access Rights | Default view-only access is restricted to the following users:  7 – System Administrator  9 – Senior Omnicell Tech  C – Pharmacist A  Default access is configurable.  Users with full access to the Allergies table can create allergy codes. See the OmniCenter Administrator Guide. | |

Areas

Purpose: to maintain a list of areas within each site.

Select the Areas table. Set the Limits filter.

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| |  |  | | --- | --- | | Delete | Areas with assigned cabinets cannot be deleted. | |

Select an area and click Modify, or click Add to create an area.

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| |  |  | | --- | --- | | Area | Area name. | | Area Desc | Area description. | | **Area Type** | Admin-based – Administrations are documented. Requires a license.  Cabinet Only – No remote integration system.  Issue-based – Anywhere RN for remote issue and return requests. Administrations are not explicitly documented. Requires a license. | | **Default Cabinet** | Primary cabinet assigned to the area. Anywhere RN user events and transactions are recorded in the default cabinet's time zone. | | Site ID # | Site containing the area. | |

Click Database100006.jpg General.

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| |  |  | | --- | --- | | Auto Commit | Assume an item has been administered upon subsequent issue of same item by same user for same patient. Reconciles associated Patient Medication Account (PMA). Ignores multi-day admin items.  Ask – Request nurse user confirmation before committing.  No – Disable feature.  Yes – Enable feature; nurse user confirmation not required. | | **Ea/Box Support** | Enables area users to select unit of issue or unit of stock for transactions. | | MO Dose Exceeded/Needed Warning | Warns area users when the dose issued exceeds or does not meet the prescribed amount. | | **Second Patient ID** | In Color Touch and Anywhere RN, display the patient’s medical record number in addition to patient name. | |

   Click Database100006.jpg Anywhere RN.

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| |  |  | | --- | --- | | **Allow Waste Documentation** | When checked, remote wasting is available in Anywhere RN. When cleared, remote wasting is not available. | | **Always Show Med Availability** | Enables pop-up message to display in Anywhere RN when all remote issue requests are available from the user’s cabinet. | | **Enforced Scan** | Patient bar codes must be scanned by Anywhere RN users in this area. | | **Inactive Days** | Days to display medication orders on the Inactive tab. | | **Mask User ID at Logon** | Mask Anywhere RN user IDs on log-on and witness screens. | | **Restricted Area** | Patients in restricted areas are not viewable by Anywhere RN users in other areas. Likewise, only users with level 7, 8, or 9 can designate whether an area is configured as restricted or unrestricted. | | Rmt Issue Hours | Number (0–12) of hours after the current time that a remote issue request can be made. Number cannot exceed Worksheet Hours. Disabled for Cabinet Only and Issue-based areas. | | **Show All Med Orders** | Check to display all med orders as the default, including those that cannot be issued (they will appear in gray text). When cleared, only med orders that can be issued in that area are displayed. | | Worksheet Hours | Number (4–12) of hours after the current time to display on the My Patients Worksheet and Request Cabinet Issue screens. | |

Click Database100007.jpg Remote Overrides.

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| |  |  | | --- | --- | | **Override Reason** | Require user to give reason for override request. | | **Physician Entry Required For** | Require physician name upon override request, configurable by control level. | | **Verify Med Order** | For all items where a med order is required for dispensing, check this box to prohibit remote requests for those items unless the user has med order override privileges. See [Items – Pharmacy](#database_items_–_pharmacy_htm). | |

Click Database100008.jpg CSM.

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| |  |  | | --- | --- | | Disp Cfg Type | Dispense sheet usage form when this area is the destination. If set to Form Specified, click the lookup button to choose a form. | | Patient Cfg Type | Dispense-to-patient sheet usage form when this area is the destination. If set to Form Specified, click the lookup button to choose a form. | |

Click Database100009.jpg Label Printer.

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| |  |  | | --- | --- | | Beyond Use Date | When label is printed, calculate the time and day by which an item should be administered. | |

Battery History

Purpose: to view changes in battery status over time.

Select the Battery History table. Set the Limits filters; click Search.

Select an entry; click View for details.

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| |  |  | | --- | --- | | Add Dt/Tm | Date and time entry was created. | | Area | Area to which the cart is assigned. | | Battery Count | Number of batteries installed. | | Cart Status | Normal – Battery charge above warning threshold.  Warning – Battery charge equal to or below warning threshold, but greater than alarm threshold.  Alarm – Battery charge equal to or below alarm threshold.  Protect – Battery charge equal to or below auto-protect threshold; indicates system will shut down.  The thresholds for warning, alarm, and auto-protect are set using the Omnicell Mobile Cart Management utility located on the cart. Press Configuration, select Battery System, and set thresholds as desired. | | Charge % | Percent battery charge for individual battery, or a combined percentage for all batteries. | | Charge State | Charging – Cart is plugged in to and operating on power source.  Discharging – Cart is not plugged in to power source and is operating on battery charge. | | Condition | Overall battery health. | | Condition % | Overall battery health expressed as a percentage. | | Current (A) | Battery charge or discharge rate in amps. | | Manufacture Date | Date of battery’s manufacture. | | Omni Name/Omni Site + ID | Cart name and location. | | Rem Charge Time | Time remaining to fully recharge battery. | | Rem Running Time | Time remaining to fully discharge battery. | | Serial Number | Battery identification. | | Site ID # | Hospital site identification. | | Temperature (°C) | Battery temperature in degrees Celsius. | | Voltage (V) | Pressure of battery current in volts. | |

Cases

Prior to the case date, information of the pending procedure is sent to specific OmniSuppliers. Items may be issued in preparation for the procedure, while billing is delayed until post-procedure. In addition, PrefCards may be attached to the case to provide a list of items, chargeable procedures, and notes pertinent to each case.

Cases may be generated on the OmniCenter or may be received through a hospital interface with a surgical scheduler

Purpose: to manage the Case database and to enable the OmniSuppliers to receive the cases.

Select a case; click Modify. See table for more information.

Or, select a case; click Copy. Enter a new Case ID. Edit any of the other data fields. Click Save.

For complete information on Cases and Delayed Billing, see the OmniCenter Administrator Guide.

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| |  |  | | --- | --- | | Delete a Case | On the Database Maintenance – Cases screen:  1.  Select a case.  2.  Click Delete.  3.  A confirmation message appears: click Yes, to permanently erase the selected record, or click No to cancel the command.  On the Cases – View screen:  1.  Select a case.  2.  Click Delete.  3.  No confirmation message appears: click OK to permanently erase the selected record. | | Delete vs. Transfer | When appropriate, cases may be transferred instead of deleted. | | Modify a Case | Once a case is saved, the following fields can be modified if the case status is Pre-admit or Admit:  Case Description  Case Date  Case Physician   Patient Name/ID\*   Procedure Name/ID   Room #   Site ID #  \* Patient Name and Patient ID are modifiable only when status is Pre-admit.  Once a case is modified, the OmniCenter will notify the appropriate OmniSupplier (OmniSupplier Site ID must match Case Site ID). Once a case is billed, canceled, or transferred, it cannot be modified | |

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Chargeable Procedures

Purpose: to create/maintain the procedures, such as change a cost entry.

Select the Chargeable Procedures table; Set the Limits filters. For example: and | Billing Type–equals–B, press Search.

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add | It is not necessary to select an entry before adding a new one. | | Modify, Delete, Copy, or Print | Select an entry before the action button. | |

Click Add to create a new entry or select a specific chargeable procedure; click a primary action button. Modify any available data field, such as check to Standardize.

Click Save.

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| |  |  | | --- | --- | | Billing Type | The billing type must be billable for charges to be sent over the interface. | |

CSM Roles

Purpose: to create or assign CSM permissions by user role.

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| |  | | --- | | NoteNote.jpg  See the Controlled Substance Management User Guide for detailed information. | |

Select the CSM Roles table. Set the Limits filters; click Search.

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| |  |  | | --- | --- | | Add | It is not necessary to select an entry before adding a new one. | | Modify, Delete, Copy, or Print | Select an entry before the action button. | | **System Role** | When checked, denotes a user role that has been pre-defined by CSM. Non-system roles can be added and customized. | |

   The default screen is Database100012.jpg Permissions.

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| |  |  | | --- | --- | | **Access Level** | Applies to selected permission. Click Modify to change access level. | | **Category** | Select permission category to display. | | Updated By | User who modified this role or permission most recently, and date and time of the modification. | |

Click Add, Modify, or Delete to change the permissions associated with the role.

Click Search to locate a permission. Click Add, and Close, to assign the permission to the role.

Click Database100012.jpg Users.

Click the arrows to assign or unassign users to the role.

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| |  |  | | --- | --- | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | | **Omni User Type** | Classification of user. Access rights and restrictions differ accordingly. | |

Custom Choice Types

Purpose: to create/maintain messages and responses for Color Touch and CSM events.

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| |  | | --- | | NoteNote00015.jpg  See [Custom Choice Setup](#administration_custom_choice_set_7452) to set modification privileges for this table. | |

Select the Custom Choice Types table. Set the Limits filters; click Search.

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| |  |  | | --- | --- | | Add | It is not necessary to select an entry before adding a new one. | | Modify, Delete, Copy, or Print | Select an entry before the action button. | |

Select a custom choice type; click a primary action button. Modify any available data field, such as Default Notes/Reason and the order in which they are displayed.

Click Save.

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| |  |  | | --- | --- | | Choice Type | Notes or reasons entered in response to a particular transaction type (e.g., Reason for Holding Dose). Responses are displayed in reports as appropriate. | | Description | Prompt text as displayed. | | Display Order | Click arrow buttons to change order in which reasons appear. | | New Description | To add a new default reason, enter it in the New Description field. Click Add to move it into the list of reasons. Click Save. | | Require Response | Check to require users to select or enter a response. | |

Day Sheet

Purpose: to edit information on day sheets, which are used by nurses to record narcotics administrations manually.

Select the Day Sheet table; set the Limits filters.

To create a new day sheet, click Add. Modify an existing day sheet, if desired.

On the Database100016.jpg Items screen, click Add or Delete to edit the items on the day sheet.

On the Database100017.jpg Areas screen, click the arrows to select areas for the day sheet.

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| |  |  | | --- | --- | | Arrows | Buttons with single arrows send a single highlighted entry from one window to the other. Buttons with double arrows will send all entries whether highlighted or not. | |

Click Save.

Dispensing Alerts

Purpose: to create an informational message, notification, or a set of questions and answers to alert a clinician at the cabinet or bedside.

Select the Dispensing Alerts table; set the Limits filters.

To create a new alert, click Add; name it. Set Rank. Check Notifications and Enable, if desired.

Click Database100018.jpg Alert Setup. In Question Text, enter the first question/text. To provide information, only, select None Answer Type at the right of Decision Tree.

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| |  |  | | --- | --- | | Enabled | Check to activate; clear to disable. Disabled alerts do not display on cabinets or in SafetyMed but remain in database. | | Limit to | Once per Patient – For example: to issue a restricted drug, confirm, in a multi-answer list alert, the other drugs used. Once confirmed, drug is issued and alert is no longer needed.  Without Med Order – Check to avoid display when item is associated with an active med order. | | Notifications | Notifications (printed, shared, or emailed) can be indicated anywhere within the alert; a text confirmation appears in the General Information section to identify that the alert has notifications. | | Options | Always Schedule – Set response check for each administration of assigned items.  Display on eMAR – Include response check, or waste or administration alert in patients’ electronic MARs. | | Rank | Items may have multiple alerts. Assign a numeric value to indicate the order in which alerts will display – from 1, as the most important alert to show first, to 999. Default rank is 1. | | Standardized Items Only | Alerts can be set for standardized pharmacy items, only. An item can have multiple alerts and alerts can have multiple items. | | Transfer Type | Assign alert to one of the following transactions: administration, issue, response check, restock, return, supplemental restock, or waste. | |

To require user to enter text to answer a question, select Text Entry answer type while the question is highlighted.

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| |  |  | | --- | --- | | Expand All/Collapse All | Open/close all Q&As. To expand one only, double-click it; no other entries are affected. Entry must have sub-levels. | |

Or, to create a list from which user must select one answer, select List - Single Answer; to permit more than one answer per question, click List Multi - Answer. Click New Answer. Enter answer(s).

To create a second-level question, select the answer on which to base it. Click New Question; enter text. Select an answer type. Enter answer(s), if appropriate. Complete Decision Tree.

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| |  |  | | --- | --- | | Alpha Sort | Arrange answers, only, from a to z; order of questions does not change. Check to enable (clear to disable). | | Answer Type | Control how user must respond:  List - Multiple Answer – User must press CTRL key while selecting from list.  List - Single Answer – One answer, only.  None – No answer; informational only.  Numeric – User must enter a number. Specify minimum and maximum amounts, and units. This answer type is available only for alerts assigned to administrations or response checks.  Text Entry – User must enter text. | | Decision Tree | Decision tree is a two-level hierarchy; therefore, answers may generate another question followed by another answer(s). A second-level question must branch from the answer to a Single or Multi-list, or Numeric question. Questions that require user to enter text, or require no answer from user, cannot have a second level question. | | Down/Up Arrows | Down/up arrows move any selected answer. Arrows are active only when Alpha Sort is disabled. | | Notifications | To set a notification for the top-level question, select the question; check Notifications at upper left above the Decision Tree window. Once checked, the top-level notification overrides all below it, thus disabling them.  To set a notification for any secondary question or answer, do not select the top-level question. Rather, select a  secondary-level question or answer; check the box at right of the window: Send notification if question is displayed. Or, Send notification if answer is selected. (Text matches the selection.) | |

Click Try It to preview the alert as it will appear on the cabinet and SafetyMed. Enter answer(s) to text-entry type questions, or select answer(s) from list-type questions. Click OK after each answer.

A diagram of questions and selected answers, only, automatically displays at the conclusion of the preview. Click Close to return to the setup screen.

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| |  |  | | --- | --- | | Cancel Item (on Preview) | Click to terminate the preview; neither item nor alert is deleted. | | Try It | Dynamic simulation of dispensing alert at cabinet; preview any alert, even in View mode. Feature is always active. A diagram of questions and answers automatically displays at the conclusion of the preview.  Check Display Selected Answers Only to reflect user’s choices. Click Close to return to setup. | |

Click Database100019.jpg Items. Click Add. Choose item(s) to associate to the alert. Click Add after each selection; click Close to return to Items.

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| |  |  | | --- | --- | | Add Items to a Dispensing Alert | Adding items to a dispensing alert is similar to adding items to other OmniCenter features, as follows:  1.  Select a dispensing alert; select the Items radio button, click Add.  2.  Select item(s) from the list of items in the database. Click Add after each selection; click Close to conclude item addition process.  See User Access Security below for information regarding user access to dispensing alerts. | | Delete Items from a Dispensing Alert | To delete an item:  1.  Select it in the list of items on the dispensing alert.  2.  Click Delete. The item is removed from the dispensing alert, but remains in the database. | |

To review item-specific information, select an item; click Details.

All associated dispensing alerts for selected item are listed on the Dispensing Alerts tab. If an item is part of an equivalent dose group, the other items in the group automatically list on the Equivalent Dose tab.

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| |  |  | | --- | --- | | User Access Security | Default access is restricted to the following users:  7 – System Administrator  9 – Senior Omnicell Tech  C – Pharmacist A  Default access is configurable.  Additionally, user is further restricted based on control level access to items included in a dispensing alert. Without permission to access an item, user:  Cannot add the item to alert.  Cannot delete the item from alert.  Cannot delete alert that contains item to which user has no access.  Users without control level access to an item in the alert cannot modify or delete the alert. They can copy the alert, but the items to which they do not have access will not copy. A warning will inform user. | |

Click Database100020.jpg OmniSuppliers. Select a cabinet from Available Omnis; click the single right-pointing arrow. To add all available cabinets, click the right-pointing double arrow.

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| |  |  | | --- | --- | | Add or Remove Omnis | Select Omni from the Available window. Click right arrow. Or, to assign all, click the double right arrow. To remove from Selected window, select entry; click left arrow or to remove all, click the double left arrow. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | |

Click Database100021.jpg User Types. Select from Available User Types. Proceed as in the previous step.

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| |  |  | | --- | --- | | Add or Remove User Types | Select user type from the Available window. Click right arrow. Or, to assign all, click the double right arrow. To remove from Selected window, select entry; click left arrow or to remove all, click the double left arrow. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | |

Click Database100022.jpg Notifications. Click Add. Select each email recipient, printer, or OmniLinkRx, as desired for notification.

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| |  |  | | --- | --- | | Notifications | Notifications can be printed, sent to OmniLinkRx, or sent as an email with PDF attachment to any address in OmniCenter.  To send a notification to a printer, select from the list. To send an email with a PDF attachment, select an email  recipient; to notify OmniLinkRx, select it from the list.  For information about creating and implementing email notification, see [Email Setup](#administration_email_setup_htm) and [Email Addresses](#database_email_addresses_htm). | |

Click Close; click Save.

Email Addresses

Purpose: to create a file of email addresses used by many features on the OmniCenter.

Select Email Addresses from the drop-down Tables menu. Click Add.

Enter Description and Email Address. Set user-specific settings. Click Save.

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| |  | | --- | | NoteNote00025.jpg  Check the relevant fields to enable for each recipient. | |

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| |  |  | | --- | --- | | Attachments | OmniCenter reports and notifications can be attached to email as PDF files. Check to enable recipient to receive this type of attachment. | | HTML Format | Check to enable recipient to receive hypertext markup language format email, as opposed to text-only. | | Max Characters/Includes Subject | Maximum characters for one email: –1 (minus 1) equals unlimited amount. Subject is included in the character count. These fields are not editable. | | Max Megabytes | Maximum megabytes for one email: –1 (minus 1) equals unlimited amount. | | Max Parts | If necessary, the maximum sections into which one email can be divided: –1 (minus 1) equals unlimited amount. This field not editable. | | Text-only Device | Check to permit messages to go to phone or other text-only device, as opposed to sending message with an attachment. | |

Equivalent Dose Groups

Purpose: to create groups that associate like items which may be issued without generating an override, according to and fully compliant with patient medication profiles.

Select Equiv Dose Groups from the drop-down Tables menu. Click Add.

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| |  |  | | --- | --- | | View, Modify, or Delete a Group | Double-click to select a group in view mode or highlight a group, click View to reveal group contents.  Click Modify to alter group contents.  To delete a group, first select the group, then click Delete. A dialog box will prompt, Permanently erase the selected record? Click Yes; the group is immediately eliminated. Or, click No to retain the group and return to the group screen. | |

Enter a name for the new group. Click Add.

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| |  | | --- | | WarningWarning.jpg  To provide maximum flexibility, any item added to an equivalent dose group is available as a substitute for the original med order drug. User is cautioned to ensure accurate selection of items when composing a group. | |

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| |  |  | | --- | --- | | Medication Order Required | A medication order is a requisite for an equivalent dose issue. | | **Remote Issue** | Equivalent dose medication is not eligible for remote cabinet issues (Anywhere RN). | | Standardized Items Only | Each standardized item, identified by its item ID, lists the same on all cabinets. To list identically, data must be duplicated in several fields on the OmniCenter. When the standardized box is checked, a green asterisk marks these fields. An item must be standardized to add to equivalent dose groups.  To standardize an item, check the Standardize box on the item screen, Database tab. The data fields affected by the standardized check box will automatically change for all the items with the same Item Description and Control Level on all the cabinets. | | Valid Items | To be a valid liquid item, the strength amount and units, dosage/total volume amount, units and form must be accurately filled; to be a valid solid, the strength amount and dosage form must be correct. | |

Filter the item search, if desired. Select an item. Click OK.

Select subsequent items. Click OK after each.

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| |  |  | | --- | --- | | Item Delete | Select an item in a group. Click Delete to eliminate that item, not the group. | | Item Selection | Items must be selected individually.  If the search is not filtered after the first selection, the list will reduce to items of the same control level as the first item selected for the group. | |

To complete the group, click Save.

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| |  |  | | --- | --- | | Misc Radio Button | The history of the group is listed on the Miscellaneous radio button screen. The user who created the group, the date, time, and user who most recently updated the group are listed. This screen is not shown. | |

Frequencies

Purpose: to maintain a frequency table for med order administration.

To enable Scheduled Meds, see Scheduled Meds Setup. To create new frequencies or modify existing ones, follow the steps below.

Select the Frequencies table. To modify an existing frequency, select one; click Modify.

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| |  |  | | --- | --- | | Add, Modify, Delete, Copy, or Print | To create a new frequency, not based on an existing one, click Add. To modify, delete, copy, or print, select a frequency; click Modify. Enter all data. Click Save; click Go Back. | |

To create a new frequency and retain area as DEFAULT, click Add. Only unique frequencies may list the area as DEFAULT. To create a new frequency based on an existing one, select it; click Copy.

Enter Frequency name, Description, and Area, if not DEFAULT.

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| |  |  | | --- | --- | | Area | Frequencies provided at install or upgrade list the area as DEFAULT. DEFAULT-area frequencies are available globally. A user-defined frequency may also be DEFAULT or area-specific. When creating a frequency intended to be DEFAULT, it must have a unique name or it cannot be saved with the area set to DEFAULT.  If frequency is area-specific, the schedule of a med order may change when a patient’s location changes. For example, the admin times in ICU may differ from those in L&D. | | Description | Definition or name of the frequency. | | **Round Start Time** | When checked, the medication order start time is rounded to the nearest 30-minute interval. Applies only to interval-based, non-PRN frequencies. | |

Click Database100028.jpg Details.

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| |  |  | | --- | --- | | Due Med Aging | Hours an overdue medication order remains on the Due Meds list. Accept the default or clear the Use Default check box and adjust. See [Interoperability Setup](#administration_interoperability__2082) to set the default. | | MO Alert | Check to enable the following alert on the cabinet: WARNING! Please check MAR for Day/Time of Administration. Alert is set per frequency and can be overridden on a med order. | | PSB Auto-fill | Include med orders with this frequency in patient-specific bin restocks. | |

Global Settings

Global Settings controls the behavior of configurations on the OmniCenter. As is indicated by the title, the modifications are global and may affect an entire database.

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| |  | | --- | | WarningWarning00031.jpg  CAUTION: DO NOT USE WITHOUT OMNICELL SUPPORT! Contact an Omnicell Project Manager before attempting to access most of these functions. | |

## Items

Items

The Items table is one of the most frequently used databases in the OmniCenter. Sample items are presented here and on the following pages to illustrate the data fields for a supply item, a pharmacy solid, a pharmacy liquid, a multi-dose item, and others. The referential integrity of an item will affect many functions in the Omnicell system, so a properly-populated database is necessary; item data fields are defined on the pages that explain the functions, step-by-step, in this section.

Select the Items table. Click Add. Or, select a similar item/control level, click Copy to base the new item on the existing item wherever possible.

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| |  |  | | --- | --- | | Add, Modify, Delete, Copy, or Print | To modify, delete, or copy, select item first (not required for Add or Print). Items with quantity on hand greater than zero cannot be deleted. | |

The default screen is Database100038.jpg General. Select the Omni Site+ID from the look-up table. Enter Item ID #, Charge ID, and Item Description.

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| |  |  | | --- | --- | | Billing Type | Billable or Non-billable. | | Charge ID # | ID number used in billing. | | Control Level | Supply or Rx item on DEA schedule. | | Item Description | Item name – not aliases or strength. | | Item Group | Restrict item access by group. See [Users – Item Access](#database_users_–_item_access_htm). | | Item ID # | Unique item number in database. | | Omni Site+ID | Name/location of Omni in database. | | Standardized | List identically throughout system. | |

[Items – General](#database_items_–_general_htm)

[Items – Restocking](#database_items_–_restocking_htm)

[Items – Bins](#database_items_–_bins_htm)

[Items – Aliases](#database_items_–_aliases_htm)

[Items – Misc](#database_items_–_misc_htm)

[Items – Pharmacy](#database_items_–_pharmacy_htm)

[Items – Bar Codes](#database_items_–_bar_codes_htm)

[Items – Dispensing Alerts](#database_items_–_dispensing_aler_3220)

[Items – Allergies](#database_items_–_allergies_htm)

[Items – Notifications](#database_items_–_notifications_h_5936)

[Items – Label Printer](#database_items_–_label_printer_h_316)

Items – General

Purpose: to create a new item entry and thereafter maintain it.

   Select a Control Level and Billing Type.

   If desired, check to Standardize the item. Enter remaining data.

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| |  |  | | --- | --- | | Consignment | Item charged to hospital upon issue. | | Critical Level | Quantity at which reorder need is vital; acutely low, depletion imminent. | | **Default Unit Type for Transactions** | Select Unit of Issue or Unit of Stock for the transactions listed in this box. Normal restock will continue to use Unit of Stock. | | Exp Tracking/Track by | Check to enable expiration date at cabinet during issue/restock; select by specific time, day, or last day of month. | | Inactive Access | Check to track all users who may have access to this item while accessing another item.  Note: CSM does not support inactive access. | | Latex Warning | At issue, warns cabinet user that item contains latex. | | Mfr Name and Part No | Identify manufacturer and vendor part number. | | **Order Rounding** | If your facility stocks and dispenses items in multiples (of five, for example) rather than by single item, you can minimize pick list editing by configuring your items for Order Rounding. OmniCenter will then round reorder quantities down to the nearest specified multiple. For example, if an item's Order Rounding setting is five, and a patient-care-area cabinet requests quantity 17 of the item, the pick list quantity will be 15.  The difference between Par and Reorder Level must be at least the value of the rounding factor. For example, if Par=18, Reorder Level=15, and Order Rounding=5, the item will not reorder. OmniCenter will give a warning. Increase Par to 20 or reduce Reorder Level to 13 to enable the item to reorder. | | Par Level Qty | Ideal amount to maintain in Omni. | | Qty on Hand | Amount in single-item bins; this field is populated after cabinet is stocked. | | Qty on Order | Amount requested in all restocks for specific item and OmniSupplier; only functional if item has Accum Restocks. | | Qty/Order Unit | Units of issue per units of order. | | Qty/Stock Unit | Number of items (units of issue) per unit of stock, such as quantity of items in a box. | | Reorder Level | Quantity at which to reorder to maintain par level. | | Return Permitted | Check to permit return of item to original bin as opposed to return/waste bin. | | **Track By** | Track item expiration by month, day, or time. | | Units | Cost – Charge to facility per unit of issue.  Issue – Qualifier – ea, tab, etc, as removed from OmniSupplier to give to patient.  Order – Qualifier – ea, vial, bottle, box, unit by which items from pharmacy or materiels are ordered.  Price – Charge to patient per unit of issue.  Stocking – Qualifier – ea, vial, bottle, box, unit by which an OmniSupplier is restocked by pharmacy or materiels. | |

Items – Restocking

Purpose: to manage item restock configurations.

   Click Database100039.jpg Restocking.

   On the General tab, Click Modify; add reorder and critical bin numbers and sources for normal and critically low restocks.

   To require a bar code confirmation during issue or restock, modify the Confirm Restock and Confirm Issue fields.

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| |  |  | | --- | --- | | Accum Restocks | Generates restock only when previous restock is completed. See the OmniCenter Administrator Guide. | | Confirm Issue | Require item bar code scan during issue at cabinet. Bar code scan also required to return to original bin; not applicable to return bin. User prompt appears at cabinet during issue/return. | | Confirm Restock | Require a bar code scan during restock. Prompt will appear on cabinet to scan during restock:  Item Bar Code Scan – Require item bar code scan during restock: either vendor-printed or hospital-generated bar code. Usually NDC number part of Rx item bar codes.  Item or Restock Bar Code Scan – Accept either scan during restock. | | Critical Source – Bin/Part | Location in materiels/pharmacy and the bin number. Click the lookup button to select source for critical restock. | | Licensed Feature | SafetyStock license is required for full implementation of bar code technology at the cabinet. A separate license is required to enable DataMatrix bar codes. | | Max Rstk Delay | For Accum Restocks, only; number of days to postpone a reorder. | | PSB Auto-fill | Item is included in automatic patient-specific bin (PSB) restocks. Item must be standardized, control level 0–6, a valid solid or liquid, and not assigned to a single-item bin in this cabinet. Also applies to cartfill (interface-generated) restocks. | | Reorder Bin/Part/Reorder Source | Location in materiels or pharmacy for item. Click the lookup button to select source for normal restock. | | **Site-wide Order** | Calculate vendor orders on a site-wide basis. | | Stock Type | Standard (cannot be unassigned from all bins in this cabinet), Restricted (cannot be assigned to this cabinet), or Unrestricted. | |

   On the Stockout tab, configure item for auto stockouts, if desired. Click OK; click Save.

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| |  |  | | --- | --- | | Auto Restock | For single-item bins only. Auto-generate restock if QOH=0. | | **Label/Normal Printer** | Specify printers for auto stockout situations, only. Send pick lists, restock lists, and labels to desired printers. | | **Print Restock/Pick List/Label/DataMatrix Bar Code** | Default: Use printer set for the cabinet listed in OmniSite ID data field. Find cabinet printer setting on this screen: Database/OmniSupplier/Restock. Default refers to a hierarchical list of printers as set in the following order: Item/Omni/Restock/System. That is, if the printer is set to Default at the item level, it defaults to the printer set at the Omni level. If that is set to Default, it refers to the printer set at the restock level. If that is set to Default, it refers to the printer set at the system level.  At all levels, that is: item, cabinet, or restock – a specified printer has precedence over a default printer.  Yes: Print to the printers designated as normal and label on this screen.  SafetyStock: Print labels for SafetyStock items only. | |

Items – Bins

Purpose: to newly assign or modify a bin in a pharmacy drawer, not for OmniSupplier shelves. Bins can be assigned at a cabinet, also.

Click Database100040.jpg Bins. Click Modify.

Click Assign to assign a new bin: –1 Omni Bin ID indicates the item is unassigned. Click the lookup button; select a bin; enter Par Level.

Click OK; click Save.

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| |  |  | | --- | --- | | Assign a Newly Created Item | It is necessary to save a newly created item before a bin can be assigned – click Save on any of the item’s screens before assigning a bin. | | Bin Conf ID | Bin bar code, not the internal bin ID. | | **Bin Location** | Description of bin in a FlexLock. | | Date/Time Next Count | Next scheduled countback. | | Dispensing Error | If followed by data, an OmniDispenser hardware error has occurred. See OmniDispenser Module in the Color Touch User Guide for details. | | **Inventory** | Primary (available for dispensing) or Secondary (unavailable for dispensing). See the Controlled Substance Management User Guide. | | Matrix Bin Limit and Omni Bin ID | Matrix bins are customizable: as small as one bin ID or the area of multiple bins combined. Bin size is defined by the bin number (on the left front corner of the bin) and the bin limit number (right back bin corner). Bin ID number listed in the database as opposed to the bin number that the user sees on Color Touch screen. | | Omni Bin ID/Lookup Button | –1 – No bin assignment.  All Bins – Ignores item assignment.  Available Bins – Assigned but have a zero QOH (quantity on hand); list will include unassigned single-item bins.  Unassigned Bins – No item assigned to the bin. | | POM | Patient’s own medication. | | PSB (Patient-specific Bins) | Items assigned to a PSB must:  be control level 0–6, not S.  be standardized.  have an associated active or future med order for the patient.  be assigned at the omni, i.e., not in OmniCenter. | | Par Level Qty/Qty on Hand | Par – Ideal amount to maintain in bin. Note: For PSBs, this field is set to zero and is overridden by PSB auto-fill settings.  Quantity – Amount in bin recorded at last polling. | | **Remote** | Item is stored outside an OmniSupplier. Not supported for CSM. | | **Remote Location** | Location of remote item. | | Unassign [Item] | Patient-specific bins – Only available if the global auto-clear configuration is enabled and Qty on Hand equals zero. See [General System Settings](#administration_general_system_se_4876).  Single-item bins – Only available if Qty on Hand equals zero.  Standard stock type items must be assigned to at least one bin. | | Updated By | Most recent modification to these data. | |

Items – Aliases

Purpose: to create an alias for an item.

Click Database100041.jpg Aliases. Click Modify. Enter an alias in the New Alias text field. Click Add. The alias will list in the Item Description field.

Click Save.

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| |  |  | | --- | --- | | Assigned to an OmniSupplier | Aliases are assigned per item, per individual OmniSupplier. When creating an alias of an item located in multiple OmniSuppliers, it will be necessary to add this alias to each OmniSupplier record. Copy and paste the alias into any other item records on OmniSuppliers that list that same item. Or, change the alias via the Administration tab: Global Modify Item Alias Records. | | Delete | An item with one or more aliases in the Item Description field will have an active Delete button after Modify has been clicked. Select the alias to be deleted; click Delete. | | Unique Aliases | It is advisable to make aliases unique to avoid confusion with other items. | |

Items – Misc

Purpose: to complete the miscellaneous item information.

Click Database100042.jpg Misc. Complete the remaining data fields.

Click Save.

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| |  |  | | --- | --- | | Category | Product category, such as: NSAIDS, barbiturates, anti-depressants, etc. | | **EIB QOH** | Total expired quantity of this item on hand. | | Hrs Btwn Counts | Interval between countbacks. | | Last Issue DtTm | Date/time of most recent issue. | | Last Trans DtTm/by | Date/time of most recent transaction and user who performed transaction. | | Last Update DtTm/by | Date/time of most recent modification and user who modified item. | | Master Copied | Date and time item was copied from the Master Omni. Filter by this field to identify items added after a particular date. | | Master Reviewed | Master Omni item has been reviewed by the pharmacy and is approved for copying to other Omnis. | | Misc 1, 2, 3 | Additional item-specific information. | | Note | Information entered in this field will display on cabinets. When entered for a Master Omni item, the information is appended to SafetyMed administration instructions. | | PSB Count | Number of patient-specific bins containing this item. | | PSB QOH | Total quantity of this item on hand contained in patient-specific bins. | | Record Lot/Serial | Use serial number for this item: No or Yes (one time use). | | SIB Count | Number of single-item bins containing this item. | |

Items – Pharmacy

Purpose: to specify the pharmacy attributes of an item in the database.

Click Database100043.jpg Pharmacy; Item Details tab. Pharmacy fields remain inactive until a pharmacy control level is selected. Complete the remaining data fields.

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| |  |  | | --- | --- | | Dosage Form | Descriptor, e.g., INH, tab, vial. | | Dosage Vol Amt/Dosage Vol Unit | Volume per strength units, e.g., 650 – ml, mg, GM. | | Drug Identifier | Clinical pharmacology number – direct link to web information. For best results, enter the full 11-digit NDC drug code with dashes. | | Equiv Dose Grp | Like items that may be issued according to patient’s med profile, without override, when specified medication is not available. | | Multi-day Admin | Item is administered continuously over multiple days, e.g., patient-controlled analgesia. Multi-day admin items are not eligible for My Items or post-case reconciliation. | | Multi-dose | Check to identify container holding more than one dose; may be returned without incrementing count. Quantity equals unit of issue, not the total package. Set Dosage Vol Amt and Total Vol Amt fields accordingly. | | Multi-use | Item can be used multiple times by one patient, e.g., ointment and inhalant. Multi-use items stored in patient-specific bins are not eligible for PSB Auto-fill. | | Reconcile Dose | Track item in Patient Medication Accounts (PMAs). Include and account for item in Dose Reconciliation report. Item must be a valid, standardized pharmacy item. | | Strength Amount | Total strength of package, such as 650 (2 tabs, each at 325 mg). | | Strength Units | Method of measure: ml, mg, GM, etc. | | Total Vol Amt | Total volume of package (such as 2 tabs per pack). | | Total Vol Units | Sum of Dosage Vol Units – must be same type, such as: ml, mg, GM, etc. | | Valid Solid/Liquid | Dose calculation and PSB auto-fill require a valid solid or liquid. Valid solids must contain data in the Strength Amount and Strength Units fields. All Vol Amt and Vol Units fields must be blank. Valid liquids require data in Strength Amount, Strength Units, and all Vol Amt and Vol Units fields. Data in the Vol Units fields must be identical. | |

Select Item Attributes tab. Complete the remaining data fields; click Save.

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| |  |  | | --- | --- | | Adm Site Prompt | Check to require user to indicate admin site at cabinet at time of issue. | | **Allow Nurse Mix** | Check to allow this item to be included in a nurse-prepared mixture. Nurse-prepared IV mixtures and complex meds are supported for Siemens and Epic PIS only. | | Countback Req | Item countback:  No – never.  Yes – when item is selected.  Always – when item bin is accessed. | | Dose Required | Check to require user to record administered dose: issue and waste. This field is not modifiable in 14.0 and later cabinets, and is overridden by the Reconcile Dose setting on the Item Details tab. | | MO Req to Dispen | No – Least restricted item; no MO required to issue.  Override – Partially restricted item; MO is required to issue; user with override privileges of All or Yes can issue this item as an override.  Yes – Most restricted item; MO required to issue; only users with privileges set to All can issue this item as an override. | | Notify OLRx | Sends medication override messages to OmniLinkRx folder. | | Omni Site+ID | Name/location of cabinet in database. | | Reduce Dose | Allow user to administer less than the prescribed dose in SafetyMed, and to request a cabinet issue of less than the prescribed dose in Anywhere RN. | | Resp Chk Reqd, Count, Minutes | SafetyMed dose response check required (Yes, No, or Always), number of administrations requiring a check, and minutes after administration. | | **Restrict Access** | Check to restrict user or user type. | | **Return Audit** | Check to include this item in return bin audits. Overrides cabinet’s Return Bin Audit Control Levels configuration. | | SM Scan Exempt | Item does not require scan by SafetyMed for administration. | | Scheduled Med | Item appears on the cabinet’s Scheduled Meds list. | | Witness Required | Check to require a witness for the following transactions: administration, cycle count (and return bin audit), destock, issue with MO, issue without MO, partial dose, normal/supplemental restock, return, waste, and expiration. | |

Items – Bar Codes

Purpose: to associate bar code(s) with an item.

Click Database100044.jpg Bar Codes. Click Add. Scan item bar code. Click OK. Add other bar codes for same item, if desired.

Click Save.

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| |  |  | | --- | --- | | Add DtTm/Add ID/Add Name | Date/time bar code was added to the database and the user ID and name of person who added it. | | Bar Code | Only standardized items are available for bar code association.  Items can have an unlimited number of bar codes assigned.  Select Utilities, Item Bar Code Verification from the drop-down menu. Bar code scans can be entered at the OmniCenter or with a wireless, handheld PDA device. Do not assign a bar code by using a remote connection (i.e., OCRA).  The following bar code symbologies are supported by SafetyStock scanners:  UPC-A  UPC-E  EAN-8  EAN-13  Code 128  UCC/EAN-128  ISBT 128 (non-concatenated)  Code 39 (2–55 characters)  Interleaved 2 of 5 (ITF)  RSS-14  RSS Limited  RSS Expanded  RSS Stacked (product ID portion only)  RSS Expanded Stack (product ID portion only)  RSS-14 Truncated  RSS-14 Stacked Omni Directional (product ID portion only)  GS1 (EAN-13/UPC) | | Bar Codes Assigned at the Cabinet | Item bar codes can be assigned at the cabinet using OmniExplorer. See the Color Touch User Guide, OmniExplorer tab section. | | Delete | Remove selected bar code from this item; affects only the highlighted bar code. | | Last Trans DtTm | Date/time of most recent transaction. | | Last Update DtTm/by | Date/time of most recent modification and user who modified item. | | Modify | Click to enter/edit note. See Note below. | | Note | Text that appears on bar code verification screen. | | **Raw Scan Code** | Human-readable number appears in this field. | |

Items – Dispensing Alerts

Purpose: to assign dispensing alert(s) to an item.

Click Database100045.jpg Disp Alerts. Click Add. Select an alert in Available Alerts. Click a single arrow to place it in Selected Alerts. Items may have multiple alerts. Click Save.

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| |  |  | | --- | --- | | Add or Remove Dispensing Alerts | Select a dispensing alert in the Available Alerts window. Click the right arrow. Or, to assign all alerts, click the double right arrow. To remove an alert from Selected Alerts, select it; click the left arrow or, to remove all, click the double left arrow. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | | Standardized | Only standardized items can be assigned dispensing alerts. | | Transfer Type | A – Administration.  C – Response check.  I – Issue.  R – Return.  W – Waste. | |

Items – Allergies

Purpose: to view allergies.

Click Database100046.jpg Allergies. Although the buttons appear at right, this is a view-only screen. Allergy information is received from a hospital interface; it is not user-modifiable on this screen.

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Items – Notifications

Purpose: to set item-specific conditions that generate restock notification.

Click Database100047.jpg Notifications. To apply the cabinet’s notification setting as default for this item, check Use the Omni’s default notification list. Select one or more quantity on hand restock conditions to generate a notification.

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| |  |  | | --- | --- | | Omni Default Notifications | On the Database tab/OmniSuppliers table, select the cabinet. Click View. Select the Notifications radio button. The default settings for the cabinet are listed on the Stockout Restock tab. Default notifications based on item quantity, for items in this cabinet, are listed on the Item Quantity tab. | | Use Omni’s Default Notification List | Check to enable; can be used in conjunction with one or more When to Notify options. | |

To override cabinet settings, clear Omni’s default notification list. Select restock condition(s). Click Add; select email recipient(s). Click Add after each; click Close. Click Save.

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Items – Label Printer

Purpose: to configure medication label printer functionality.

Click Database100048.jpg Label Printer. Set med label options for this item.

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| |  |  | | --- | --- | | Auto Med Desc | Contains the item’s name, (alias), dose amount, dose strength, volume amount, and volume units (total volume amount, total volume units, and dosage form). | | Auto Print at Issue | Automatically print a medication label when this item is issued. | | Auto Update | Populate the Label Med Desc field with the item’s automatic medication description. | | Calc Beyond Use | Calculate the day and time by which the item should be administered. The calculation is based on settings selected in the Areas table. See [Areas](#database_areas_htm). Expiration tracking must be enabled for the item. | | Confirm Med | Require a successful bar code scan to confirm correct medication and print a label. | | Exceeds Max | Indicates Label Med Desc exceeds available space on the label. This is a read-only field. | | Include Bar Code | With successful scan at issue, prints label with a bar code to facilitate bedside medication bar code scanning. | | Label Med Desc | Customized medication description. To edit this field, clear the Auto Update check box. Press Enter to create line breaks. | |

Kits

An enhanced kit, created and maintained on the OmniCenter, can combine three types of items – pharmacy, supply, and chargeable procedures – all in one line-item on the cabinet screen.

Purpose: to create a kit that may consist of pharmacy and supply items, and chargeable procedures, all in one line-item on a cabinet.

Select the Kits table. Click Add.

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| |  |  | | --- | --- | | Kit Access – at the Cabinet | Access to items, by both control level and zones, is based on user’s access privileges. If a user does not have access to an item within a kit, that kit will not be listed on screen for that user. | | Kit Delete | Before erasing entire kit, user will be asked to confirm intention to delete. | | Kit Edits – at the Cabinet | Kits can be edited to exclude any item at time of issue. That exclusion does not alter the contents of the kit as listed on the OmniCenter, but only eliminates an item from a specific issue. | | Kits – Modify | The quantities of existing items and procedures in a kit can be changed; items can be added or deleted as described below. | |

Enter a Kit ID and Description. With the Items radio button selected, click Add.

Or, select a current kit, click Copy. Provide an ID and name for the kit. Delete existing items and add other items, as desired. With the Items radio button selected, click Add.

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| |  |  | | --- | --- | | Standardize Items | Items must be standardized, that is listed identically on all cabinets, to add to kits. | | Standardized Chargeable Procedure | Procedure name and the Standardized box checked are the only requisites. | |

Select a Type. Use the look-up table or enter the item/procedure ID Number. Select a Quantity. The description and control level fields will automatically fill when the ID number is selected.

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| |  |  | | --- | --- | | Item ID # | Item identification in database. | | Qty | The quantity may be adjusted with the up/down arrow buttons or entered as text. | | Type | Type is either Item or Procedure. Select the type before accessing the look-up table, as the type determines which table appears. | |

When a kit is complete, click Database100049.jpg OmniSuppliers. In the left window is a list of Available OmniSuppliers to which the kit can be assigned. Highlight a single OmniSupplier; click the single arrow pointing to the right window to assign the kit, or click the double arrows to assign kit to all Available Omnis.

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| |  | | --- | | NoteNote00052.jpg  Kits are always assigned to specific cabinets. A cabinet to which a kit is assigned is said to be a subscribed OmniSupplier; the kit will appear on the kits list for Patient Care on that OmniSupplier. | |

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| |  |  | | --- | --- | | Available OmniSuppliers | OmniSuppliers eligible to receive the kit. | | Single Arrow/Double Arrow | Use the single arrow to subscribe or unsubscribe a single selection; use the double arrow to affect all within a window. The arrow buttons toggle from one window to another.  Or, double-click an OmniSupplier to send it to the opposite window without using the arrow buttons. | | Subscribed OmniSuppliers | OmniSuppliers to which the kit has been assigned. | |

Click Save. If appropriate, an error or warning message will appear. In the screen below, user is informed that several of the items are not assigned to a target cabinet. The kit is valid, but user is prompted to ensure that the items are assigned. Click OK to finish.

Local Settings

Local Settings controls the behavior of configurations of a particular server. As is indicated by the title, the modifications do not affect the whole Omnicell system.

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| |  | | --- | | WarningWarning00055.jpg  DO NOT USE WITHOUT OMNICELL SUPPORT! Contact an Omnicell Project Manager before attempting to access these functions. | |

Machines

Purpose: to provide identity information and connectivity status for each server (machine) and allow modification of all fields but the machine ID.

Select the Machines table; set the Limits filters.

**2.**   Select a machine; click View, Copy, or Modify. Or, click Add to add another machine to the table.

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| |  |  | | --- | --- | | Handheld Machine | Machine is a handheld device, such as an OmniScanner. | | Last Update By and Dt/Tm | User and date/time of most recent modification for this machine. | | Machine ID | Identification number of server. | | Machine IP | Internet protocol address. Note: If you change a server’s IP address, you must update this field for full functionality. | | Machine Name | Name of the server with given ID. | | Machine Status | Down (not in use)  Off-Line  Up (on-line) | | Machine Type | CPC – Data management system.  NPC – Network server (OCRA).  OLR – OmniLinkRx server.  PPC – OmniExpert Link.  SMS – SafetyMed Server.  TPC – Support to a CPC/XPC.  XPC – CPC / PPC combo; (XpertLink). | | OmniExplorer | A licensable feature that provides limited OmniCenter access on a Color Touch OmniSupplier. | |

Medication Administration Sites

Purpose: to maintain a list medication administration sites that will appear on the cabinets when user is prompted to provide that information at time of issue.

Select the Medication Admin Sites table; set the Limits filters, if desired.

Select a site; click View, Copy, or Modify. Or, click Add to add another site to the table. Click Save.

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| |  |  | | --- | --- | | On the Cabinet | User may be prompted to supply a medication administration site when issuing a drug if the item is set to require such information. Each item can be set accordingly on the item’s Pharmacy radio button screen.  The list created on the OmniCenter will appear on the cabinet. | |

Medication Order Route

Purpose: to maintain a list of med order administration routes.

Select the Medication Order Route table; set the Limits filters.

Select a route; click View, Copy, or Modify. Or, click Add to add another route to the table.

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| |  |  | | --- | --- | | Description | Enter or edit the route’s description. | | IV | Check to specify an intravenous route. | | Route | Enter the route name. This field can only be edited when adding a new route. | |

## Medication Orders

Medication Orders

Purpose: to enter or modify medication orders received from the pharmacy through the med order interface.

Select the Medication Orders table; set the Limits filters.

Select a medication order; click Modify.

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| |  |  | | --- | --- | | Add | It is not necessary to select an entry before adding a new one. | | Admin Times | See [Medication Orders – Frequency](#database_medication_orders_–_fre_5591) for information relative to the broadcast of med orders to cabinets.  When no admin time is specified, the frequency must be set to either NONE or OTO or the med order will not be sent to the cabinet. | | General Info | Fields in the General Info area are editable from any screen, with the exception of the Med Order ID and Patient ID. | | Modify, Delete, Copy, or Print | Select an entry before clicking an action button. | |

[Medication Orders – General](#database_medication_orders_–_gen_6894)

[Medication Orders – Components](#database_medication_orders_–_com_489)

[Medication Orders – Frequency](#database_medication_orders_–_fre_5591)

[Medication Orders – Routing/Schedule](#database_medication_orders_–_rou_5018)

[Medication Orders – Miscellaneous](#database_medication_orders_–_mis_168)

Medication Orders – General

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| |  |  | | --- | --- | | Conf Status | Confirmed, Needs Clarification, Unconfirmed. Modifying an order can change SafetyMed status to Unconfirmed. | | Dose Amt | Used to calculate correct PSB auto-fill functionality. | | Dose Max | Enter maximum dose to create a range order. | | Dose Text | Descriptor, such as INH, tab, vial, etc, and dispensing instructions or notes. | | Dose Units | Ordered dose, mass or volume – ml, mg, GM, etc. An Invalid Med Order warning may occur at the cabinet if this value does not match the Strength Units specified in the Items table. See [Items – Pharmacy](#database_items_–_pharmacy_htm). | | Give Amount/Give Units | Quantity to administer. | | Med Order ID/MO Display | Identification of medication and MO. | | **Mixture Type** | Nurse-prepared, Pharmacy-prepared, or Single-component. | | Order Status | Active, Canceled, Discontinued, On hold. | | Patient ID/Pharmacist ID/Physician ID and Name | Patient’s identification, name at right; pharmacy personnel identification; and prescribing physician. | | Process Status | Admin time not found.  Frequency not found.  Holding for patient admit.  Item or equivalent not found in patient area.  MO ignored.  MO printed.  MO sent to Omnis.  Patient not found. | | Quantity | Amount to be removed at time of issue. Decimal quantities apply to multi-dose items only. | |

Medication Orders – Components

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| |  |  | | --- | --- | | Add, Modify, Delete | Specify items in a multi-component med order. | | **Item Description** | Med order name. | | MOI Type | Med order item type: Primary additive, Base, or Additive (additional). The primary is the additive first entered in the med order. Multi-component orders consisting of more than one additive and one base cannot currently be stocked in Omnis. Follow hospital policy. | | **Updated by** | Last change to med order. | |

Medication Orders – Frequency

Click Database100043.jpg Frequency, General tab.

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| |  |  | | --- | --- | | Admin Times | Times to give medication. Comma-delimited, 24-hour format. | | Change Frequency Defaults | Frequencies are not modifiable from this screen. Changes made here would apply to this MO only. To permanently change the defaults, modify the frequency directly on the Frequencies table. | | Duration | Continue to administer for length of time or dose: second, minute, hour, day, week, month, total dosage, dose, indefinite (X per duration). As a rule, this is not usually modified. Unrelated to early/late windows. | | Early Window/Late Window | Minutes before and after specified admin time that medication may be given and considered on time. Consider a four-hour late window for Stat and OTO orders. | | Frequency | Standard dosage-interval code. | | Lookup Table | Click to access list of available frequencies. | | Med Order Frequency Overrides Frequency Defaults | Schedules defined for a specific med order override the defaults set for that frequency. Use when PIS does not send frequency information. | | PRN | Permission to administer as needed. If desired, schedule admin times using the At This Interval check box and spinners. | |

Select Advanced tab. Complete the remaining data fields; click Save. Click Go Back.

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| |  |  | | --- | --- | | MO Alert | Check to enable the following alert on the cabinet: WARNING! Please check MAR for Day/Time of Administration. Alert is set per frequency and can be overridden per med order here. | | PSB Auto-fill | Include this med order in patient-specific bin restocks. Auto-fill is set per frequency and can be overridden per med order here. | |

Medication Orders – Routing/Schedule

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| |  |  | | --- | --- | | Admin Held | Y indicates a held dose. | | Admin Instruct | Medication administration directions. This field is limited to 120 characters. | | **IV** | MO is noted as intravenous. | | Last Admin | Most recent administration. | | Last Transaction Dt/Tm | Most recent med order issue. | | No. of Issues | Number of issues per Scheduled Date/Time. | | Route | Administer by PO, IM, IV, etc. Click the lookup button to access the list of options. | | Sch Dt/Tm | Date/Time to administer MO. | | Start Dt/Tm – Stop Dt/Tm | Dates to begin and terminate MO. | |

Medication Orders – Miscellaneous

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| |  |  | | --- | --- | | Admin Duration | For IV med order, total duration of the administration. | | Admin Site | For IV med order, specific site of the administration. | | Conf User | Last user to confirm the med order. | | Last Conf | Most recent confirmation. | | Last Transaction Dt/Tm | Most recent med order issue. | | Omni Site+ID | Name/location of OmniSupplier. | | Sol Rate Amount/Units/Tm Units | For IV med order, dose amount and units per time. | | Trans Quantity | Amount last issued. | | **Updated by** | Last change to med order. | | User ID and User Name | User’s ID number and name. | |

MO Override Reasons

Purpose: to create a custom list of reasons for overrides.

Select the MO Override Reasons table; set the Limits filter, if desired.

Click Add to list new reason, or select a reason; click Modify. Click Save.

Omni Groups

Purpose: to give users access to all cabinets in a hospital area.

Select the Omni Groups table; set the Limits filters.

Select a group; click Modify. Or, click Add to create a new group.

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| |  |  | | --- | --- | | \*System Groups | Always preceded by an asterisk, system group names are composed of the site ID and the area and are created by the Omnicell system.  A group of this type cannot be deleted; only the users can be added or deleted. The OmniSuppliers listed in this type of group are determined by areas to which they are assigned; they are automatically added to this table, and cannot be modified. | |

Click Database200001.jpg OmniSuppliers. OmniSuppliers can be added to or removed from the selected group.

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| |  |  | | --- | --- | | Add or Remove | Select an OmniSupplier in the Available Omnis window. Click the right arrow. Or, to assign all OmniSuppliers, click the double right arrow. To remove an OmniSupplier from Selected Omnis, select it; click the left arrow or, to remove all, click the double left arrow. | |

Click Database200002.jpg Users. In the same way as described above, users can be added to or removed from the selected group. Click Save.

Modifications made at this screen are automatically reflected in the Users table. See [Users – OmniSupplier Access: Omni Groups](#database_users_–_omnisupplier_ac_1154).

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| |  |  | | --- | --- | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | | Cancel | Click Cancel to discontinue the action without saving any changes. | | Last Update By/DtTm | User who last changed data and date and time of most recent modification of this group. | |

## OmniSuppliers

OmniSuppliers

Purpose: to create and maintain the OmniSuppliers connected to the OmniCenter.

Select the OmniSuppliers table. Set the Limits filter.

Select an OmniSupplier; click Modify.

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| |  |  | | --- | --- | | Add | It is not necessary to select an entry before adding a new one. | | Modify, Delete, Copy, or Print | Select an entry before the action button. | |

[OmniSuppliers – Communication](#database_omnisuppliers_–_communi_4679)

[OmniSuppliers – Licensed Features](#database_omnisuppliers_–_license_874)

[OmniSuppliers – Patient Routing](#database_omnisuppliers_–_patient_1259)

[OmniSuppliers – Patient Bins](#database_omnisuppliers_–_patient_1981)

[OmniSuppliers – Items](#database_omnisuppliers_–_items_h_264)

[OmniSuppliers – Other Info](#database_omnisuppliers_–_other_i_1638)

[OmniSuppliers – Dispensing Alerts](#database_omnisuppliers_–_dispens_8434)

[OmniSuppliers – Notifications](#database_omnisuppliers_–_notific_1543)

[OmniSuppliers – Client Configurations](#database_omnisuppliers_–_client__4113)

[OmniSuppliers – Shared Configurations](#database_omnisuppliers_–_shared__5608)

[OmniSuppliers – CSM](#database_omnisuppliers_–_csm_htm)

OmniSuppliers – Communication

Purpose: to manage connectivity between cabinets and the OmniCenter.

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| |  | | --- | | NoteNote.jpg  To communicate: site, ID, area, and IP must match the cabinet. | |

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| |  |  | | --- | --- | | Area | Location of OmniSupplier in facility. | | **Computer Name** | Mobile cart name. | | Cost Center | Patient or cabinet accounting code. | | Health Update Late/Send Update | Minutes between cabinet contact with OmniCenter and number of minutes to pass before considered late. | | Hide When Down | Removes Omni from Status screen when down. | | IP Address (Internet Protocol) | Digital address for this Omni. | | Licensed Omni | Box auto-checks when cabinet is licensed and can be cleared manually. Unlicensed or Expired status indicated by double red asterisks next to Omni License box (\*\*). Restock lists do not generate for unlicensed cabinets. To communicate, a license is required for all cabinets, except those with a status of Down; verify cabinet status on the Status tab.  Unlicensed OmniSupplier – A message notifies certain users at log-on (those with rights to modify the global resource table) of unlicensed cabinets, cabinets with Down status do not generate this message.  Invalid OmniConnection License – If license key is not valid, all cabinets will be affected; no restocks possible. | | Machine ID | OmniCenter prefix. | | Master Omni | Indicates a virtual Omni containing a master list of items. Add items to the master and copy as needed to other cabinets. A master Omni is required; only one Omni can be the master. | | NetJet Settings | Comm Port – Ethernet, RAS, Modem, Token Ring, None.  Comm Protocol – Standard OXMODEM protocol or OXMODEM with 120K buffer; Standard TCP/IP or Windows TCP/IP.  Phone Number – Modem number. | | Omni Name/Site+ID/OmniSupplier ID | Cabinet name, location, and number. Omni Name is used to identify cabinets in Anywhere RN and SafetyMed. | | Omni Status | Up – Enable communication.  Unmonitored or Off-line – Temporarily suspend.  Down – Prevent communication. | | Omni S/W Ver# | Software version on OmniSupplier. | | Omni Type | CSM Cabinet, Color Touch System, Narcotics Vault, OmniSourceStation, Protozoa, Smart Mobile Cart, Standard, or Sure-Med. | | Queue Type | Flatfile, HTTPS, or MSMQ. Set the Omni status to Down before changing the queue type. | | **Send Format** | Identify mobile cart by Computer Name or IP Address. See entries above. | |

OmniSuppliers – Licensed Features

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| |  |  | | --- | --- | | Licensed Features | The following are offered through licensing with Omnicell.  Allergy Alert – Enable interface to send allergy alerts.  Item Scan (Anes) – Enable item bar code scans on an Anesthesia Workstation.  Med Lookup – Access pharmacy data on Web at the cabinet.  OmniExplorer – Provides cabinets connectivity to the OmniCenter and specific functionality.  OmniLinkRx – Connect physician order management system with cabinet.  Open Supply – Allows Omni to manage unlimited remote supply items.  Preference Cards – Lists, as procedure or physician, at the cabinet for case preparation.  SafetyStock – Enable item verification via bar code technology at cabinets during restock and issue or return.  Scheduled Meds – Display meds due for administration within specific time window.  SinglePointe – Enable patient-specific bins. Requires Color Touch 5.9.0.2 or later. Not available for Smart Mobile Cart, Narcotics Vault, or SourceStation cabinets.  Web Enable – Color Touch connectivity to the Web. | | Remote Items | Items Available – The number of remote supply and pharmacy options remaining under the current license. A license is required to increase the quantity of OmniScanner items above the default of 125 supply and 75 Rx items. Licenses are available in 250 item increments. Additionally, when the quantity of remote items exceeds the default number, each cabinet must be licensed for remote items.  Maximum Items – Maximum number of remote supply and pharmacy items that can be supported as currently licensed.  Note: Not applicable for remote supply items if Open Supply license is enabled. | |

OmniSuppliers – Patient Routing

Purpose:  to manage patient-type assignments to specific cabinets.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Area | Send all, only patients of this type, or no patients to selected area. To modify, select a patient type in the window at left; click Modify. Select Site and Area; click Save. | | Site (Patient Routing) | All areas or patient-specific area. | | Type | Patient type. | |

OmniSuppliers – Patient Bins

Purpose:  to view or unassign patient-specific bins or cart drawers.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Bin Location | Cabinet; zone, drawer, and bin number. E.g., MZ1D2B4 indicates main cabinet, zone 1, drawer 2, bin 4. For Smart Mobile Carts, the bin location is displayed as 90x00, where x = the drawer number. | | Drawer Desc | Drawer description (type of drawer). | | Item Count | Number of unique item IDs assigned to the bin. | | Multi-use Return | Bin has been reserved for the return of multi-use items only, e.g., ointments and inhalants. When a bin of this type is unassigned, it retains this setting. | | Patient ID | ID of patient associated with selected bin. Appears at bottom of screen. Unassigned patient-specific bins display no patient name or ID. | | Protected | No additional items can be assigned to this bin. | | Qty on Hand | Total quantity of items in the bin. | | Unassign | Only available if the global auto-clear configuration is enabled and Qty on Hand equals zero. Unassigns all items and the patient. See [General System Settings](#administration_general_system_se_4876). | |

OmniSuppliers – Items

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Items | List of items in this OmniSupplier. | |

OmniSuppliers – Other Info

Select Versions tab.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Note | Lists the name of each software product. | |

Select Serial Numbers tab.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Hardware Type and Serial Numbers | The internal identification of a cabinet. | |

Select Miscellaneous tab. Complete the remaining data fields; click Save.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **# Comm Failures** | Number of consecutive failures. | | **Adjusts for DST** | Check to adjust clock for Daylight Saving Time automatically. | | Cleared Wst DtTm/Cleared Waste by | Date/time the waste/return bin is emptied and by whom. | | Curr Call Dt/Tm | Date/time of current communication. | | Curr Call Status | Communication success or failure between the OmniCenter and cabinet. | | **Curr Call UTC** | Date/time of current communication, in Universal Time Coordinated. | | Misc 1, 2, 3 | Area for miscellaneous notations for administration of this cabinet. | | **Time Zone** | Select the cabinet's time zone. | |

OmniSuppliers – Dispensing Alerts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add or Remove Dispensing Alerts | Select a dispensing alert from Available Alerts. Click the right arrow. Or, to assign all alerts, click the double right arrow. To remove an alert, select one; click the left arrow. To remove all, click the double left arrow. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | | Assign Dispensing Alerts | Dispensing alerts appear only on assigned cabinets. Alerts can be unassigned from a cabinet without deleting the alert from the database. | |

OmniSuppliers – Notifications

Purpose:  to manage cabinet-specific restock notifications.

|  |  |
| --- | --- |
| |  | | --- | | NoteNote00007.jpg  All restock settings refer to stockout situations, only, per specific cabinet. See [Restock Route Maintenance](#administration_restock_route_mai_33) and [Restock Configuration Setup](#administration_restock_configura_6823) to set-up restocks. | |

Click Database100043.jpg Notifications, Stock-out Restock tab.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Default Printer Settings for Pick List, Restock List, and Labels | Printers follow a hierarchical system. If set to default, the order ascends as: Item/OmniSupplier/Restock/System. This means on the following screens:  1.  Item screen, default refers to the printer listed on the OmniSupplier Restock screen: Database/OmniSupplier/Restock.  2.  OmniSupplier screen, default refers to the printer listed on the Restock Setup Configuration screen: Administration/Setup/Rstk Config Setup.  3.  Restock Configuration Setup screen, default refers to the OmniCenter system printer found in the drop-down menu at the top of any OmniCenter screen: File/Printer Setup. | | Normal Printer and Label Printer | See above for default printer definition; retain default or select printer from list. | | Print List and Label Configurations | Default – Default to printer setting on the Administration tab/Administration Type: Setup/Restock Configuration Setup screens.  No – Do not print list/labels during auto stockout restocks from this cabinet.  SafetyStock – Print labels only for SafetyStock items, that is, for items that require a bar code scan during restock transactions.  Yes – Print labels regardless of the SafetyStock status of an item during auto stockout restocks at this cabinet. | |

Select Item Quantity tab. Complete the remaining data fields; click Save.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Notify by Email | Click Add to access list. Check type and attachment(s). See [Email Address Records – Export/Import](#administration_email_address_rec_3703) to create or edit email lists. | |

OmniSuppliers – Client Configurations

Purpose: to manage the behavior of each cabinet remotely at the OmniCenter.

|  |  |
| --- | --- |
| |  | | --- | | NoteNote00010.jpg  Configuration modifications can be global or localized, that is to many cabinets at once or to a single cabinet. Access is restricted and based on a user’s server access level. | |

On the Database200011.jpg Client Configs screen, select a Category and an Option. Click Modify.

Both the Default Value and the Current Value list. Find a definition of the option in the Description field. Modify the current value in one of three ways: a spinner control utilizing up and down arrows, a drop-down menu, or a box in which to enter text (not shown).

Click Save.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Enable Cabinets for Remote Configuration Option Management: Get/Send List Maintenance | Cabinets must be enabled to get or send configuration options to the OmniCenter. A cabinet can be enabled by sending a GET OMNI CONFIG request for the configuration options via the List Maintenance screen found on the Administration tab/OmniSupplier Administration Type. Secondly, a cabinet can be enabled on the cabinet, itself, via the Omni Config button: Omni Configs/Omnis/Enable: Automatically Save Configs to Omni. | | OmniSupplier Status | Central management of configurable options applies to Color Touch cabinets, only, and the cabinet must be on-line. On-line status of all OmniSuppliers may be verified on the Status tab of the OmniCenter. | |

OmniSuppliers – Shared Configurations

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Cabinet Attached** | View-only setting. Checked when hardware is present. | | **Case** | Check to enable cases on this cabinet. | | FLAC Override | Field Level Access Control Override: OmniSupplier may be exempt from certain restrictions governing an OmniCenter database according to specific user types and access levels. | | **Flexible Stock** | When checked, indicates this cabinet can restock an item even if a bin has not been specified. This setting is not user-modifiable. | | **Force Dose-Waste Balance** | When enabled, calculates expected waste. | | My Items Enabled | Check to enable the My Items feature on this cabinet. | | **Override Prompt** | Check to require reason for override. | | PCR Enabled | Check to enable system-wide post-case reconciliation on this cabinet. | | Pharmacy | Enable the cabinet for pharmacy zones. Checked by default if pharmacy items are detected during OmniCenter upgrade. | |

OmniSuppliers – CSM

Purpose: to set CSM-specific cabinet configurations.

|  |  |
| --- | --- |
| |  | | --- | | NoteNote00014.jpg  See the Controlled Substance Management User Guide for more information. | |

Click Database100043.jpg CSM, Areas tab.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | All Sites | Check to view areas at multiple sites. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not. | | Selected Areas | Areas supported by this CSM cabinet. | |

Select Misc tab. Complete the remaining data fields; click Save. Click Go Back.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Dispense Sheet** | Default CSM dispensing form. | | **Patient Sheet** | Default CSM dispense-to-patient form. | | **Rest ID Prefix** | Used by this CSM cabinet when generating restock IDs. | | **Tracking Prefix** | Used by this CSM cabinet when generating usage form numbers. | |

Patient Types

Purpose: to set up the automatic discharge feature that will discharge patients based on date or activity.

Select the Patient Types table; if desired, set the Limits filters. Click Modify.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Modify, Delete, Copy, or Print | Select an entry before clicking an action button. | | **Type (Patient Type)** | This information comes from ADT to OmniCenter. Interface, or patient types, can be modified as necessary. | |

Only Discharge Days and the Discharge Type are modifiable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Discharge Days | The number of days before a patient is considered discharged, based on the patient type and discharge type. | | Discharge Type | Discharge type used by the automatic discharge feature is based either on admit date or on-going activity. Patients will discharge according to the following:  A – Admit Date will discharge a patient based on the number of days after admit (often used for same-day surgery or procedure)  L – Last Activity Date will discharge a patient after a specific number of days during which no transaction has occurred. | |

## Patients

Patients

Purpose: to add to or modify the patient database.

   Select the Patients table; if desired, set the Limits filters. Select a patient and click Modify.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Add or Modify a Patient | Click Add. All fields are blank but Admitted Date/Time, which defaults to the time of data entry; Status default is Active; Type default is Inpatient – all are modifiable. The required fields are: Site ID, Patient ID, and Patient Name. If Status is Temporary, Area is a required field.To Modify, Discharge, Delete, Copy, or Print a patient record, select an entry before clicking an action button. | |

[Patients – Standard](#database_patients_–_standard_htm)

[Patients – Miscellaneous](#database_patients_–_miscellaneou_166)

[Patients – Allergies](#database_patients_–_allergies_ht_5772)

[Patients – Scheduled Meds](#database_patients_–_scheduled_me_2796)

[Patients – Med Orders](#database_patients_–_med_orders_h_5819)

[Patients – Patient Bins](#database_patients_–_patient_bins_5604)

[Patients – Custom Fields](#database_patients_–_custom_field_5639)

Patients – Standard

Click Database200015.jpg Standard. All fields but Patient ID and Allergies are modifiable.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Admitted and Discharge Dt/Tm | Patient’s admission info. | | Allergies | Patient’s known allergic conditions. Select Database200016.jpg Allergies to view or modify. | | Area | Location of patient within facility. | | Cost Center | OmniSupplier-specific accounting code used for report purposes. | | ICD Code | Diagnosis code from ADT/DRG interface. | | Medical Record # | Patient’s record identification. | | Operation Area | Scheduled room or area for patient, if applicable, received via ADT interface. | | Payor ID | Insurance plan identification number. | | Physician/Attending Physician | Doctors of patient. | | Room #/Site ID # | Specific room for this patient; location or identification of facility, respectively. | | Status/Type | Verification – Active, discharged, pre-admit, temporary.  Patient Type – INP, ERM, etc. See [Patient Types](#database_patient_types_htm). | |

Patients – Miscellaneous

Click Database200017.jpg Misc. Enter information, as appropriate.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | ADT by/ADT Dt/Tm | Date/time and by whom ADT was processed. | | MedB Pat | Medicare eligibility. | | Misc 1, 2, 3 | Additional patient-specific information. | | Note | Appears on cabinet. | | **Updated by** | Last change to patient. | |

Patients – Allergies

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Allergies | Patient’s known allergic conditions. | |

Patients – Scheduled Meds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Scheduled Meds | Item Description, Last Admin, Last Transaction Date/Time, Med Order ID, Number of Issues, and Scheduled Date/Time are the available fields. | | View Only | The Scheduled Meds screen is view only. | |

Patients – Med Orders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Med Orders | Frequency, Item Description, Med Order Dose, Med Order ID, Route, and Status are the available fields. Item ID, PRN, and Processing Status are displayed below the list. | | View Only | The Med Orders screen is view only. | |

Patients – Patient Bins

Click Database200018.jpg Patient Bins. Unassign items or bins, as appropriate.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Active Omni | Patient’s cabinet according to the Rooms table. | | Bin Location | Cabinet; zone, drawer, and bin number. For Smart Mobile Carts, drawer number only. | | Drawer Type | Locking, sensing, or matrix drawers. | | Inactive Omni | Patient’s previous cabinet after items are transferred to the active omni. Any remaining patient items can only be removed for transfer or destock. | | Interim Omni | Patient’s cabinet at time of patient transfer. The interim omni can dispense items for a patient until any item is stocked in the omni to which the patient is being transferred. At that point, the interim omni becomes the inactive omni. | | Item ID | Unique item number in database. | | Multi-use Return | Patient bin that has been reserved for the return of multi-use items only, e.g., ointments and inhalants. When a bin of this type is unassigned, it retains this setting. | | POM | Patient’s own medication. | | Protected | No more items can be assigned to this bin. | | Qty on Hand | Number of this item in the bin. | | Single-item Bin | A patient-specific bin can be converted to a single-item bin only at the cabinet. See Color Touch 16.0 User Guide. | | Unassign Bin | Only available if the global auto-clear configuration is enabled and Item Count equals zero. The bin remains patient-specific. See [General System Settings](#administration_general_system_se_4876). | | Unassign Item | Only available if the global auto-clear configuration is enabled and Qty on Hand equals zero. See [General System Settings](#administration_general_system_se_4876). | |

Patients – Custom Fields

Purpose: to view vendor-specific patient information to be broadcast in billing and inventory messages.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | View Only | The Custom Fields screen is view only. | |

Physicians

Purpose: to add to or modify the physician database.

Select the Physicians table; if desired, set the Limits filters.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add a Physician | Click Add. All fields are blank. Enter information. | | Modify, Delete, Copy, or Print a Physician Record | Select an entry before clicking an action button. | |

Click Modify. All fields but Physician ID are modifiable.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Pager Number | Doctor’s pager contact information. | | Phone | Doctor’s primary contact number. | | Physician ID | Doctor’s unique identification number. | | Physician Name | Doctor’s name. | |

PrefCards

Purpose: to create physician or procedure-specific file system used to prepare for OR cases.

Select the Preference Cards table; if desired, set the Limits filters.

Click Add.

Click Database200019.jpg Items; click Add. Select Type; click the Item ID lookup button. Select item; click OK. Enter the Quantity. Click OK. Click Save.

|  |  |
| --- | --- |
| |  | | --- | | WarningWarning.jpg  Deletion of any highlighted item or procedure on the Items radio button screen, when in View mode, will result in the deletion of the PrefCard, not the highlighted item/procedure. To delete an item or procedure from a PrefCard, see the OmniCenter Administrator Guide. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Items, Modify, Copy, or Delete | Select the item already assigned to the PrefCard, click the action button. Only the quantity can be modified. | | Preference Cards – View (Deleted) | On this screen (notice, title is red) an unintended PrefCard deletion may be prevented before going back:  1.  Click Copy.  2.  Enter PrefCard ID and Procedure (one may duplicate the data that was just deleted, or provide new).  3.  Enter the Physician, if desired.  4.  Click Save. | |

Click Database200022.jpg OmniSuppliers. To subscribe (add) an OmniSupplier to a selected PrefCard, select an OmniSupplier in the Available Omnis  window to move to the Subscribed Omnis window.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add or Remove Cabinets | Select a cabinet in the Available Omnis window. Click the right arrow. Or, to assign all cabinets, click the double right arrow. To remove a cabinet from Subscribed Omnis, select it; click the left arrow or, to remove all, click the double left arrow. | | Arrows | Single arrows send highlighted entries from one window to the other. Double arrows send all entries whether highlighted or not.  Double-clicking the cabinet name eliminates the need to click the arrows. | | Available Omnis | Only licensed OmniSuppliers will appear in the Available Omnis window. Unlicensed OmniSuppliers are not available for PrefCards. | |

Click Database200023.jpg Notes. Enter the information. Notes will print on the PrefCard Detail Report. Click Save.

Procedures

Purpose: to store procedures that can be assigned to cases.

For complete information on Cases and Delayed Billing, see the OmniCenter Administrator Guide.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Modify a Procedure | Once a procedure is saved, only the Procedure Name can be modified. | |

## Restock Orders

Restock Orders

Purpose: to review or print restock orders.

   Select the Restock Orders table; if desired, set the Limits filters. Select an order or click Print. This is a view/print-only table.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Omni Site+ID | Name and location in database. | | Ordered Dt/Tm | When item was first listed for restock. | | Restock ID # and Route | Particular restock identification and route for OmniSupplier ID listed. | | Restock Stop # | Specific placement on restock list relative to restock route (route order). | | **Restock Type** | Normal or critically low. | | Rstk Rt Ctrl Lvl | Restock limited to specified control levels. | |

[Restock Orders – Restock](#database_restock_orders_–_restoc_2777)

[Restock Orders – Misc](#database_restock_orders_–_misc_h_2201)

Restock Orders – Restock

Purpose: to review or print restock orders.

Select an item; click View.

Click Database200024.jpg Restock; click Print. This is a view/print-only screen.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Bin/Part # | Location of item at source. | | Cost Center | OmniSupplier-specific accounting code for report purposes. | | Dispensing Error | Dispensing error due to hardware. | | Item ID # | Item’s ID number in database. | | **Omni Bin ID** | Item bin number in OmniSupplier. | | Par Level Qty | Ideal amount to have on hand. | | **Partial Restock** | Item was not fully stocked. | | Qty on Hand | Amount in OmniSupplier when last polled. | | Qty Ordered | Usually amount to reach par level. | | Qty Received | Actual amount restocked last time. | | Qty/Stock Unit | Number of items per unit of stock, such as quantity of gloves in a box. | | Restock Dt/Tm | Most recent restock of this item. | | Source | Place from which item is ordered. | | Unit of Issue | Qualifier – ea., vial, bottle, box; unit by which an OmniSupplier is restocked by pharmacy or materiels. | |

Restock Orders – Misc

Click Database200025.jpg Misc; click Print. This is a view/print-only screen.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **DEA 222 #** | Regulatory tracking number for this order. | | **End Date/Time** | Date and time when restock ended. | | **Include Eq Dose** | Include in restock even if an equivalent item is also stocked. | | Last Update by/Last Update Dt/Tm | Most recent change in data for this item on this restock order. | | **Mfr Invoice No** | Manufacturer’s invoice number for items received. | | Misc 1, 2, 3 | Item-specific notes. | | OPC Tran ID | Omnicell PharmacyCentral transaction code. | |

Rooms

Purpose: to associate a PSB-enabled omni with a room or area default.

|  |  |
| --- | --- |
| |  | | --- | | NoteNote00028.jpg  For patient-specific bins, each room must be associated with a PSB Omni. | |

Select a room or area; click Modify. To add a room, see table.

Click the PSB Omni (patient-specific bin) lookup button. Select a PSB omni; click OK. Click Save.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add a Room | Click Add. Enter room number, area name, and miscellaneous room information. Click the lookup buttons to assign Site ID # and PSB Omni. A room can be listed only once per site. Click Save. | | Add an Area Default, if Desired | Click Add. Enter area name. Click the lookup buttons to assign Site ID # and PSB Omni. Do not enter a room number. Click Save. The area default is not associated with the Areas table. | | Patient Routing | Patient routing settings must agree with the Rooms table or else the Rooms table data will be ignored. See [OmniSuppliers – Patient Routing](#database_omnisuppliers_–_patient_1259). | | Patient Transfer | Associating rooms or areas with PSB omnis automates the transfer of a patient’s profile between cabinets when he or she is moved to another location in the hospital.  During patient transfer the software locates the patient first by Site ID and Room, then by Site ID and Area, and finally by patient routing. | |

Sites

Purpose: to create or modify the sites associated with the OmniSuppliers.

Select the Sites table; if desired, set the Limits filters. Click Add or Modify. All fields but Site ID are modifiable.

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Modify, Delete, Copy, or Print a Site | Select entry before clicking an action button. | |

Enter location or contact information about the site.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Address Lines 1 through 4 | Address or contact information. | | **Day Sheet Default** | Select a default Day Sheet for this site (overrides the system-wide default). | | Last Update by | Most recent user to modify data. | | Last Update Dt/Tm | Date/time of last change. | | Site ID # | Two-digit alpha-identification code for specific facility. | | Site Name | Name of facility. | | Site Status | Up (on-line) or Down (off-line). | | Site Type | Type of facility, such as hospital, clinic, long-term care, etc. | |

## Transactions

Transactions

Purpose: to review the history of transactions. A limited number of fields are modifiable on succeeding screens.

|  |  |
| --- | --- |
| |  | | --- | | ImportantInformation.jpg  The transactions are limited to those in the live database. Only users with level 9 server access can view transactions in the historical database. These data appear in the Transactions (hist) table. See [Archiving Setup](#administration_archiving_setup_h_4448). | |

   Select the Transactions table; if desired, set the Limits filters. Click View. The first level screen is Item.

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| |  |  | | --- | --- | | Cost Center | OmniSupplier-specific accounting code used for report purposes. | | Last Trans Dt/Tm | Most recent stock transaction. | | Omni Type | Color Touch System, Narcotics Vault, OmniSourceStation, Protozoa, Smart Mobile Cart, Standard, and Sure-Med. | | Site ID #/Omni Site+ID | Two-digit alpha code of site and specific cabinet name. | | Trans Quantity | Items placed in cabinet list as a positive numbers, items removed as negative. | | Trans Subtype | See the Report Abbreviation Key report. | | Transfer Type (Transaction Type) | A-inactive access, B-bedside, C-cycle count, D-discrepancy, E-emergency, F-discrepancy error, I-issue, K-item transfer, M-modify bin, N-null, O-supplemental restock, P-chargeable procedure, Q-discrepancy resolution, R-return, S-restock, T-case transfer, W-waste, X-return to pharmacy, Z-issue to waste/rtn reconciliation. See the Report Abbreviation Key report. | |

[Transactions – Item](#database_transactions_–_item_htm)

[Transactions – Pharmacy](#database_transactions_–_pharmacy_4349)

[Transactions – Patient](#database_transactions_–_patient__5392)

[Transactions – User](#database_transactions_–_user_htm)

[Transactions – OR](#database_transactions_–_or_htm)

[Transactions – Case](#database_transactions_–_case_htm)

[Transactions – Restock](#database_transactions_–_restock__9561)

[Transactions – Misc](#database_transactions_–_misc_htm)

[Transactions – Med Order](#database_transactions_–_med_orde_4944)

[Transactions – Dispensing Alerts](#database_transactions_–_dispensi_4155)

[Transactions – Bedside](#database_transactions_–_bedside__3331)

[Transactions – Accounts](#database_transactions_–_accounts_7249)

[Transactions – Bar Code/Tracking](#database_transactions_–_bar_code_8100)

Transactions – Item

Database200031.jpg Item is the default screen after a transaction is first selected. Three data fields are available for modification: Cost Center, Unit Cost, and Unit Price; click Modify to activate the available fields.

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| |  |  | | --- | --- | | **Allow Nurse Mix** | Multi-component item that can be prepared by the nurse. | | Billing Type | Payment classification. | | Charge ID # | ID number used in billing. | | Cntback Skipped | Item count entered at OmniSupplier. | | Control Level | Classification of controlled substances assigned by the DEA. | | Critical Source | Location of critical restock source. | | **Cntback Skipped** | Countback was skipped. | | **Implant Tracking** | Yes (one-time only) or No (never). | | Item Description and Item ID # | Name and ID, not including aliases. | | Item Group | Item’s access restriction group. | | MedB Item | Drug or supply eligibility for Medicare. | | Mfr Name/Mfr Part No | Manufacturer’s name and item ID. | | Misc 1, 2, 3 | As listed on item’s Misc screen. | | MO Due Type | Med Order Assumed Due, Medication Due, Medication Not Due, or (X) Not Applicable. | | MO Item Type | Base, No Med Order, Primary, or Single. | | Omni Bin ID | Item bin number in OmniSupplier. | | **Order Rounding** | Normal restocks will be rounded to this number. | | Override MO | Transaction was an override, Y or N. | | Par Level Qty | Ideal amount to maintain in OmniSupplier. | | Qty on Hand | Amount presently available. | | Qty/Stock Unit | Number of items per unit of stock, such as quantity of bandages in a box. | | Reorder Source | Normal source, Omni, or stockroom. | | Stock Type | Standard (cannot be unassigned from all bins in this cabinet), Restricted (cannot be assigned to this cabinet), or Unrestricted. Applies only to single-item bins. | | Unit Cost | Charge to facility per unit of issue. | | Unit of Issue | Dose or usage as given to patient, e.g., one bandage. | | Unit of Stocking | Qualifier — amount and packaging of item in the OmniSupplier, such as one box of adhesive bandages. | | Unit Price | Charge to patient per unit of issue. | | Uses S/N Flag | Serial number required for this item; Loaner, Yes or No. | |

Transactions – Pharmacy

Click Database200032.jpg Pharmacy. Only Cost Center is available for modification.

To alter, click Modify.

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| |  |  | | --- | --- | | Commit Prior | Commit prior transactions for this item. | | Committed | Specifies whether intended dose was administered to patient. | | Dosage Form | Descriptor, e.g., INJ, tab, vial, etc. | | Dosage Vol Amt | Volume per strength units, e.g., 650. | | Dosage Vol Unit | Volume measure: ml, mg, GM, etc. | | Dose Amt | Listed in med order, may differ from issued. | | Dose XA | Transaction by dose. | | I/A Dose | Intended or Actual dose. | | Issue Canceled | Item’s issue was canceled. | | Linked Omni Site ID | OmniSupplier associated with partial-dose waste or return activity. | | Med Admin Site | Admin site indicated at issue. | | Multi-bin Trans | Transaction involves multiple bins. | | Multi-day Admin | Item is administered continuously over several days. | | Multi-item | Transaction with more than one item, e.g., items in an equivalent dose. | | Multi-use | Item can be used multiple times by one patient.. | | Override Reason | Reason provided at time of issue. | | **Package Dose** | Standard package dose for single issue. | | Reconcile Dose | Item is tracked in a Patient Medication Account (PMA). | | Rtn Reason | Explanation of returned med. | | Strength Amount | Total strength of package, such as 650 (2 tabs at 325 mg each). | | Strength Units | Unit of measure: ml, mg, GM, etc. | | Total Intended | Aggregate intended dose; may include associated multi-bin and multi-item transactions. | | Total Vol Amt | Total volume of package, such as 2 tabs per pack. | | Total Vol Units | Sum of Dosage Vol Units – must be same type, such as: ml, mg, GM, etc. | | Trans Amount | Quantity in transaction. | | Waste Amount | Quantity or dose of wasted item (free text field). | |

Transactions – Patient

Click Database200033.jpg Patient. Five data fields are available for modification: Cost Center, Payor ID, ICD Code, DRG, and Attending Physician.

To alter, click Modify.

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| |  |  | | --- | --- | | **Active, Inactive, PSB Omni** | Inactive omni is the most recently inactive cabinet. | | **Allergy Alert** | Displays allergy information, if applicable. | | Area | Patient’s location within facility. | | Attnd Physician | Attending physician. | | DRG | Diagnostic related group code. | | ICD Code | Diagnosis code. | | Issd to Dis Pat | Item was issued to discharged patient. | | MedB Pat | Patient eligibility for Medicare. | | Medical Record # | Patient’s medical record number. | | Misc 1, 2, and 3 | Notes from patient misc screen. | | Patient ID # | Patient identification code. | | Patient Name and Status | Patient’s name and status at the time of transaction: active, discharged, or temp. | | Payor ID | Insurance plan identification number. | | Physician Name | Physician who ordered this transaction. | | **Procedure 1** | Procedure name. | | Room # | Patient’s room. | | Temp Pat Info | Reference to pre-admit information for this patient. | | Type | Patient type, such as INP (inpatient) and SDS (same day surgery). | |

Transactions – User

Click Database200034.jpg User. Only Cost Center is available to modify.

To alter, click Modify.

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| |  |  | | --- | --- | | Log On Pos ID | Positive ID method: card, fingerprint, none; historical transactions will list as unknown after software upgrade. | | Omni User Type | User: nurse, pharmacist, etc. | | User Name | User who performed this transaction. | | Witness ID | User ID of witness for this transaction. | | Witness Name | User name of witness for this transaction. | |

Transactions – OR

Click Database200035.jpg OR. Only Cost Center is available to modify.

To alter, click Modify.

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| |  |  | | --- | --- | | Kit Description | Name of kit. | | Kit ID | Identification of kit in database. | | **Physician Name** | Physician listed on the PrefCard. | | **Procedure** | Description of case/procedure to which the PrefCard is attached. | |

Transactions – Case

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| |  | | --- | | NoteNote00038.jpg  Kits issued for cases will display information on both the OR and Case radio button screens. A kit issued directly for a patient will not display information on the Case screen. | |

Click Database200039.jpg Case. Only Cost Center is available to modify.

To alter, click Modify.

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| |  |  | | --- | --- | | Case Date | Date and time of procedure. | | Case ID/Description | Identification number of this case and a brief description of the procedure. | | Case Physician | Doctor listed on case in database. | | Case Status | Admitted, Billable, Canceled, Pre-admit, Transferred | | Room # | Case room, such as OR or Outpatient Surg. | | Transfer From/Transfer To | Case patient transfer information. | |

Transactions – Restock

Click Database200040.jpg Restock. Only Cost Center is available to modify.

To alter, click Modify.

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| |  |  | | --- | --- | | Batch Type | Compound recipe batch type. | | DEA 222 # | DEA regulatory tracking number. | | Destination Area, Code, Omni, Site | Destock destination information. | | Mfr Invoice No | Manufacturer’s invoice number for item received. | | Ordered Dt/Tm | Date and time item was ordered. | | Partial Restock | Indicates whether the item was only partially restocked. | | Recipe Name, Type | Compound recipe name and type. | | Restock ID # | Individual restock ID. | | Restock Origin, Type | Source and type of restock. | | Restock Route | Restock route for this Omni. | |

Transactions – Misc

Click Database200041.jpg Misc. Only Cost Center is modifiable.

To alter, click Modify.

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| |  |  | | --- | --- | | **Adjustment XA** | Indicates an adjustment to a prior transaction. | | Anywhere RN Type | Type of remote integration system. | | **CSM Processed, Dt/Tm** | CSM information. | | Date Billed | Date the transaction billed. Used for accounting and reporting purposes. | | **Expiration Date** | Expiration date for item bin. | | **Expired Bin XA** | Indicates a transaction with an expired bin. | | **External Source/Transaction ID/Original ID** | Information about transactions from external BPOC systems. | | **Last Trans UTC** | Most recent stock transaction, in Universal Time Coordinated. | | MedB Trans | Transaction eligibility for Medicare. | | Misc, Misc2, and Misc Date/Tm | Transaction detail. | | PSB Bin | Transaction associated with patient-specific bin. | | Qty Requested | Amount ordered for patient. | | **Return Bin XA** | Indicates a transaction with a return bin. | | **Source Area, Code, Omni, Site** | Transaction source information. | | **Tracking Number** | CSM usage form number. | |

Transactions – Med Order

Click Database200042.jpg Med Order. Only Cost Center is modifiable. Click the General and Components tabs to view details.

   To alter, click Modify.

**3.**   Click General tab.

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| |  |  | | --- | --- | | Admin Times, Instruct | Lists the frequency of the patient’s medication schedule and any special instructions, if applicable. | | Dose Amt, Max, Text | Prescribed amount, units, and most that may be given. Text is additional dose info. | | Give Amt, Units | Intended dose and unit of measure. | | **IV** | Indicates an intravenous med order. | | Item ID #, Description | ID and name of medication. | | **MO Display** | Med order display name. | | MO Prescrib Phys | Physician who prescribed the med order. | | **Mixture Type** | For a multi-component med order, indicates whether it was prepared by a nurse or by the pharmacy. | | Order Status, Process Status | Active, on Hold, Discontinued, Canceled. Process status: med order sent to Omnis, item not found in patient area, patient not found, frequency not found, admin time not found, med order printed, med order ignored. | | Physician ID | Patient’s physician. | | PRN | Give as needed. | | Route, Site | Administration route and site. | | Start Dt/Tm, Stop Dt/Tm | Beginning and ending admin of med order. | |

**4.**   Click Components tab.

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| |  |  | | --- | --- | | MOI Type | Med order item type: Primary additive, Base, or Additive (additional). The primary is the additive first entered in the med order. | |

Transactions – Dispensing Alerts

Click Database200043.jpg Disp Alerts. Only Cost Center is modifiable.

To alter, click Modify.

Transactions – Bedside

Click Database200044.jpg Bedside. Only Cost Center is modifiable.

To alter, click Modify.

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| |  |  | | --- | --- | | Note | Text of note associated with this transaction. | | Note Type, Desc | Transaction note type and description. See the Report Abbreviation Key report. | |

Transactions – Accounts

Click Database200045.jpg Accounts. Only Cost Center is modifiable.

To alter, click Modify.

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| |  |  | | --- | --- | | Account Opened | Date and time account was created. | | Account User ID | User who created the account. | | PCR ID | Post-case reconciliation account ID. | | Request Opened | Date and time of remote item request. | |

Transactions – Bar Code/Tracking

Click Database200046.jpg Bar Code/Tracking. Only Cost Center is modifiable.

To alter, click Modify.

|  |  |
| --- | --- |
| Bar Code Format | EAN-UCC, McKesson, or HIBCC, for example. |
| Bin Conf ID | Bin confirmation number. |
| Confirm Issue | Bar code scan required or not required during issue. |
| Confirm Restock | Item, restock, or no scan required. |
| **Expiration Date** | Product expiration date. |
| Item Scan Type | Type of scan or not scanned. |
| Item S/N | Manufacturer’s serial number for item. |
| **Lot Number** | Product lot number. |
| Product ID | Identification as extracted from the bar code. |
| **Raw Scan Code** | Human-readable number appears in this field. |
| **Scan Override** | Bar code scan required or not required for override. |

Usage Form Files

Purpose: to maintain usage form files for CSM. See the Controlled Substance Management User Guide for complete information.

On the Database tab, select the Usage Form Files table.

Set the Limits filters if desired, or accept defaults; click Search.

Select a form. To alter, click Modify.

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| |  |  | | --- | --- | | Form Type | Day Sheet – Day sheets contain multiple drugs in a grid format, and are intended to allow the recording of narcotic usage for a day. These sheets are produced on demand, and are not triggered by any dispense or pick workflow. Once completed, they are returned to pharmacy and filed for recordkeeping.  Drip Sheet – Single sheets specific to long-running IVs, these are used to record the amount of medication administered to a patient during a given time period. They are uniquely numbered and will require processing in CSM.  Patient-specific Sheet – Single sheets that address only one patient, these are generated only during “dispense to patient” workflows.  Single Sheet – Single sheets contain one medication, pre-populated with the quantity of a single dispense, with space to record condition the medication addressed. They are generated during “dispense to area” and “dispense to cabinet” workflows. They are uniquely numbered and will require processing in CSM. | | Import/Export | Import or export usage forms in Excel format. | | Max Lines | Set the maximum number of doses per page. | | **Print Settings** | Set page size and orientation. | |

User Biometric Events

Purpose: to review or print user biometric event history.

On the Database tab, select the User Biometric Events table.

Set the Limits filters if desired, or accept defaults; click Search.

Select an event, click View or Print.

User Events

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| |  | | --- | | ImportantInformation00049.jpg  The user events are limited to those in the live database. Only users with level 9 server access can view user events in the historical database. These data appear in the User Events (hist) table. See [Archiving Setup](#administration_archiving_setup_h_4448). | |

Purpose: to review or print user event history.

On the Database tab, select the User Events table.

Set the Limits filters if desired, or accept defaults; click Search.

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| |  |  | | --- | --- | | Event Access | For security purposes, access is based on users’ server access rights. The following may view user events:  7 – System Administrator  9 – Senior Omnicell Tech  C – Pharmacist A | |

Select an event, click View or Print.

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| |  |  | | --- | --- | | **EHR Audit** | Event has been flagged for Electronic Health Record audit. | | Event Date/Time | Time and date event occurred. | | Event Detail | Date/time; screens accessed; reports viewed, printed, exported, or scheduled; global exports; password changes; log on, log off, and failures. Only the Status and Log on screens, I/O server events, and upgrades will not record. | | Event Type | See the Report Abbreviation Key report. | | **Event UTC** | Time and date event occurred, in Universal Time Coordinated. | | **Patient ID #/Name** | Patient associated with the event. | | **System Name** | Specific machine that generated the event. OmniCenter on local machines will list machine type and name or via terminal services (OCRA) will list TS; OmniExplorer will record IP address of machine or OmniSupplier request. | | System Type | System that generated the event, e.g., Console, Maintenance, I/O Server, Anywhere RN, or OmniExplorer. | | User ID/Name | User who performed event. | | View Only | User event records cannot be altered. | |

## Users

Users

Purpose: to create or modify users associated with the Omnicell system.

   Select the Users table. Click Add. Or, select a similar user, click Copy to base the new user on an existing one.

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| |  |  | | --- | --- | | Add a User | Click Add. All fields are blank. Enter information. | | Modify or View a User | After selecting a user, click the Modify button. Once in modify mode, the button disappears and the data fields that can be modified are white. However, if user clicks the View button after first selecting a user, the modify option is still available on the next screen. | | Omni User Type | Classification of user. Access rights and restrictions differ accordingly. | | **User ID** | Necessary for log-on, user specific. | | **User Name** | Last name, first name of user. | |

[Users – Server](#database_users_–_server_htm)

[Users – OmniSupplier Privileges](#database_users_–_omnisupplier_pr_8384)

[Users – Item Access](#database_users_–_item_access_htm)

[Users – OmniSupplier Access: Omni Groups](#database_users_–_omnisupplier_ac_1154)

[Users – OmniSupplier Access: Additional Omnis](#database_users_–_omnisupplier_ac_1231)

[Users – OmniSupplier Access: Omni Summary](#database_users_–_omnisupplier_ac_9481)

[Users – Assigned Patients](#database_users_–_assigned_patien_3565)

[Users – Smart Mobile Cart](#database_users_–_smart_mobile_ca_4982)

[Users – User Biometrics](#database_users_–_user_biometrics_773)

[Users – CSM Roles](#database_users_–_csm_roles_htm)

Users – Partner IDs

Users – Server

Click Database200050.jpg Server.

All fields but User ID and Password are modifiable.

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| |  |  | | --- | --- | | Acct Age Exempt | Free from time-based cancellation. Automatic age-off is governed by a user-defined value in the Global Settings table. | | Acct Expire Date | Date user account will expire. | | **Admin Witness Req** | Witness is required for all administrations recorded by this user in SafetyMed. | | **Anywhere RN Access** | User can access Anywhere RN. Required for SafetyMed. | | Archive Notify | User is notified when data are archived. | | Bar Code | User bar code, only if different from user ID. For Color Touch and SafetyMed log-on. | | **CSM Witness** | Check to enable user to witness CSM cabinet transactions. | | Chart Exceptions | User can chart exceptions in SafetyMed. | | Eligible Witness | Grants permission to act as a witness. | | Email | Click the lookup button to select a destination for My Items alerts. | | FP Exempt | User is not required to use a biometric (fingerprint) password. | | FP Registrar | No – Cannot register others’ fingerprints.  Supervisory – Can register fingerprint  and change FP exempt status of others; can log on without fingerprint, even if not FP exempt, retaining limited access.  Yes – Can register others’ fingerprints after registrar’s initial fingerprint log-on. | | Language | Select user’s preferred language for OmniCenter and Color Touch. Overrides system default language. See [Regional and Language Settings](#administration_regional_and_lang_5050). | | My Items Recon | Check to give user access to the My Items Reconciliation screen in OmniCenter. Only users with this access can modify this field. | | Note | Additional information pertinent to the user. | | OC Remote Access | Permit user to access OmniCenter via OmniCenter Remote Access (OCRA). | | OSM Access | User can access OmniServer Manager software. | | Password | Necessary for log-on, user-specific. | | Password Expired | Check to expire password and require user to create a new password at next log-on. | | Prof Title | Professional title, e.g., RN, MD, Pharm D. Appears on eMAR. | | PW Age Exempt | User password never expires. | | **SafetyMed Access** | User can access SafetyMed. | | Server Access | User’s access level to the Omnicell system, specifically the OmniCenter. Access rights and restrictions differ. | | User Initials | Automatically assigned, but can be edited (up to four characters in length). Must be unique for each user. Appear on eMAR. | |

Users – OmniSupplier Privileges

Click Database200051.jpg OmniSupplier Privileges.

All fields but User ID and Password are modifiable.

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| |  |  | | --- | --- | | Acc Restrict Itm | Permission to access restricted items. | | Mag Card ID | Magnetic card user-identification code. | | Med/Surg, Pharmacy, Respiratory | User’s access to zones in cabinet. | | My Items Access | Check to enable My Items for user. Items will be issued by quantity, not dose. | | Override MO | Permission to issue without med order:  All – No override restrictions. User can override any med order.  No – Complete override restrictions. User cannot override any med order.  Yes – Partial override restrictions. User can override a med order for items set to Override; this user rating denies override of medication orders for items set to Yes. | | PCR Access | Check to enable system-wide post-case reconciliation for user. Items will be issued by quantity, not dose. | | PSB Transfer | With proper item access privileges, user can manually transfer patient profiles and assigned items between patient-specific bin Omnis. | | UD Access | Right to access unit dose compartment in Sure-Med or OmniDispenser Module. | | Web Access | Cabinet access to the Internet. | |

Users – Item Access

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| |  | | --- | | NoteNote00054.jpg  Access to items requires applicable control level and item group privileges. | |

Click Database200055.jpg Item Access.

All fields but User ID and Password are modifiable.

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| |  |  | | --- | --- | | Control Levels 0–6, S (Supplies) | User’s access to each control level. | | Item Groups | Specify one or more item groups to grant user access. Selecting All Groups gives access to every item group. | |

Users – OmniSupplier Access: Omni Groups

|  |  |
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| |  | | --- | | WarningWarning00058.jpg  Selecting the Delete button on the Omni Groups tab, in View mode, will result in the deletion of the user from the user database, not from the Omni group. Until the Modify button is selected, actions affect the user, not the groups. Once Modify has been selected, the Delete button disappears. | |

Click Database200059.jpg OmniSupplier Access.

Select the Omni Groups tab. In the Available Groups, at left, select desired group(s) for selected user.

Modifications made at this screen are automatically reflected in the [Omni Groups](#database_omni_groups_htm) table.

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| |  |  | | --- | --- | | Add or Remove Groups: Single Arrows/Double Arrows | Buttons with single arrows send a single highlighted entry from one window to the other. Buttons with double arrows will send all entries whether highlighted or not. | | Available Groups/Selected Groups | Available Groups – Those to which the user has not been assigned access privileges; however, user may have access to specific cabinets in an available group, see [Users – OmniSupplier Access: Additional Omnis](#database_users_–_omnisupplier_ac_1231).  Selected Groups – Groups to which the user has access rights. | | Cancel | Abort without saving changes. | | Omni List | Review the OmniSuppliers in a highlighted group. | | Show Available \*Area Groups | Area groups are system-created not user-defined, based on the areas in the hospital, and always preceded by an asterisk. Temporary users are always assigned to this type of group. | |

Users – OmniSupplier Access: Additional Omnis

Use this screen to allow the user access to OmniSuppliers in addition to those included in the user’s Omni Group(s).

Click Database200060.jpg OmniSupplier Access.

Select the Additional Omnis tab. In the Available Omnis, at left, select desired OmniSupplier(s) for user.

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| |  |  | | --- | --- | | Add or Remove Omnis: Single Arrows/Double Arrows | Buttons with single arrows send a single highlighted entry from one window to the other. Buttons with  double arrows will send all entries whether highlighted or not. | | Available Omnis/Selected Omnis | Available Omnis – Those to which the user has not been assigned access privileges.  Selected Omnis – Cabinets to which the user has access rights. | | Cancel | Abort without saving changes. | | Pharmacy | Y = OmniSupplier has pharmacy zone. | |

Users – OmniSupplier Access: Omni Summary

Click Database200061.jpg OmniSupplier Access.

The Omni Summary tab lists all OmniSuppliers in Omni Groups and additional Omnis to which the selected user has access rights. This is a view-only screen.

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| |  |  | | --- | --- | | Area | Location of OmniSupplier. | | Cancel | Abort without saving changes. | | Omni Group Name | User-defined collection of OmniSuppliers. | | Omni Name | OmniSupplier’s unique descriptor. | | Omni Site+ID | Name and location in database. | |

Users – Assigned Patients

Purpose: to create or modify a nurse’s My Patients list in Anywhere RN. See the Anywhere RN User Guide.

Click Database200062.jpg Assigned Patients. All fields but User ID and Password are modifiable.

Select available patients at left and assign them to the user.

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| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Add or Remove Patients: Single Arrows/Double Arrows | Buttons with single arrows send a single highlighted entry from one window to the other. Buttons with double arrows will send all entries whether highlighted or not. | | Available Patients/Selected Patients | Available Patients – Patients not assigned to the user’s My Patients list.  Selected Patients – Patients assigned to the user’s My Patients list; patients can be assigned to more than one user. | | Site/Area | Select to display available patients in the location. | |

Users – Smart Mobile Cart

Click Database200063.jpg Smart Mobile Cart.

All fields but User ID and Password are modifiable.

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| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Config Access | User can modify settings in the Mobile Cart Management application. Config Access automatically enables Drawer Access. See the Savvy Mobile Medication System User Guide. | | Drawer Access | User can unlock and open Smart Mobile Cart drawers. | |

Users – User Biometrics

Click Database200064.jpg User Biometrics.

The screen lists fingerprint information for the selected user. This is a view-only screen.

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| |  |  | | --- | --- | | Device Type | Device used to register fingerprint. | | Finger | Finger and hand used. | | Legacy | Fingerprint was registered on a pre-15.0 cabinet. | | Omni Site+ID | Name and location of cabinet where fingerprint was registered. | | Quality | Quality score reported by the registering device. | | Registered | Date and time fingerprint was registered. | | Template | Fingerprint-matching engine used to record biometric data. | |

Users – CSM Roles

Purpose: To assign CSM roles to an individual user. See [CSM Roles](#database_csm_roles_htm) to assign roles to all users.

Click Database200065.jpg CSM Roles.

Select available roles at left and assign them to the user.

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| |  |  | | --- | --- | | Add or Remove Roles: Single Arrows/Double Arrows | Buttons with single arrows send a single highlighted entry from one window to the other. Buttons with double arrows will send all entries whether highlighted or not. | | Available Roles/Selected Roles | Available Roles – Roles not assigned to the user.  Selected Roles – Roles assigned to the user. | |

Vendors

Purpose: To maintain contact information in support of vendor-specific orders.

Select the Vendors table. Click Add; or select a vendor and click View or Modify.

Enter or modify vendor information in the fields provided. Click Save.

# Miscellaneous

Symbols

Symbols may appear in technical manuals, user guides, and on labels adhered to the OmniCenter server and cabinets. Notes provide additional information. Refer to appropriate documentation or contact Omnicell for more information.

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| |  |  | | --- | --- | | CSA_USA.jpg | CSA – International Certification Mark of Safety Standards for both USA and Canada. | | CTICK.jpg | CTICK – Australian Safety Certification Mark. | | CE.jpg | Conformite Europeenne – Safety and Emissions Certification Mark of Standards for Europe. | | earth.jpg | Earth Ground Symbol | | fuse.jpg | Fuse Symbols – Lists proper amp rating for replacement fuse. | | Information.jpg | Important – Important user information. | | Note.jpg | Note | | PSE.jpg | NSP – Japanese Safety Certification Mark. | | netcomm.jpg | Network Communications – Ethernet port. | | UL.jpg | Underwriters Laboratories, Inc. – American Safety Certification Mark. | | Warning.jpg | Warning – A warning identifies a condition or action that may endanger the user, damage the unit, or compromise data. | |

Cleaning Instructions – OmniCenter and Cabinets

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| |  |  | | --- | --- | | Drawers and Bins | Use a commercial glass cleaner. Wipe spills promptly. | | Frame and Bottom Shelf | Vacuum to remove accumulated dust from under the bottom shelf, as well as under/behind the cabinet. | | Keyboards and Screens | Use a commercial glass cleaner, 5% bleach and water, alcohol, distilled water, or other non-hydrocarbon cleaners. Do not use abrasives or solvents. | | Plexiglas Doors and Panels | Use a commercial glass cleaner. Caution: solutions such as alcohol, betadine, acetone, nail polish remover and abrasive cleaners should never be used; they will permanently damage the Plexiglas. | |

Global Settings Listing Report

Overview

Use this Maintenance-type report to view default OmniCenter access privileges by user type.

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| |  | | --- | | NoteNote00025.jpg  Maintenance reports are available only to level 9 (Sr. Omnicell Technician) users. Contact an Omnicell Project Manager for assistance. | |

User Tips

The Access Type lists the screens and tables (called Sub-types) in OmniCenter. See the Description field for information on each Sub-type.

The Resource Value field describes the level of access by user level. The first nine digits describe access for user levels 1–9; the last four digits describe access for user levels A–D.

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| |  |  | | --- | --- | | Key, User Level | 1-Jr. Nurse/Assistant, 2-Regular Nurse, 3-Sr. Nurse, 4-Restock Technician, 5-Data Clerk, 6-Hospital Administration Staff, 7-System Administrator, 8-Omnicell Technician, 9-Sr. Omnicell Technician, A-Pharmacy Technician A, B-Pharmacy Technician B, C-Pharmacist A, D-Pharmacist B | | Key, Access Level | 0-No Access, 1-R-Low, 2-View, 3-R-High, 4-Add, 5-Modify, 6-Delete, 7-Full | |

Glossary

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| |  |  | | --- | --- | | Aging | Date and time at which an item or record expires | | Auto-fill | Automatic calculation for patient-specific bins that keeps on hand a specified number of days’ worth of medication | | Base | Main fluid in a multi-component (IV) order; the solution into which other components are mixed | | Case | Surgical case | | C/L | 1. Critical low (below restock level); 2. control level | | Consignment | Item is not billed for until issued | | Countback | User prompt to immediately count and record the quantity of items in a bin | | CPC | Control PC; hosts the OmniCenter application | | Cycle count | Countback scheduled at regular intervals | | Destock | The removal of items, for inventory purposes, from a cabinet | | DRG | Diagnosis-related Group code; specifies a procedure | | eMAR | Electronic Medication Administration Record | | FLAC | Field level access control; restricts OmniCenter fields by user type | | Frequency | Interval at which a medication is administered, such as BID (twice daily) | | ICD | International Classification of Diseases OmniCenter supports both ICD-9 and ICD-10 codes. | | Interfaces | Omnicell software that enables third-party software, such as ADT and PIS, to communicate with Omnicell’s system | | Issue | The removal of items, for nursing purposes, from a cabinet | | Matrix bin | Uncovered bins whose size can be customized | | MO | Medication order | | Multi-dose | Item that contains multiple doses to be administered to multiple patients (such as a bottle of aspirin) | | Multi-use | Item that can be administered multiple times to a single patient (such as an inhalant) | | Null | Incomplete transaction | | OCRA | OmniCenter Remote Access | | OSM | OmniServer Manager software | | Override | Item issued without a medication order | | Par | Quantity of items in a bin when fully restocked | | Payor | Insurance provider | | PCR | Post-case reconciliation | | POM | Patient’s own medication, brought from home | | PPC | Partner PC; hosts I/O server, which handles communication between OmniCenter and other interfaces, such as ADT and PIS | | PrefCard | Preference card; report that lists specific needs and materiels for a procedure | | Primary additive | In a multi-component (IV) order, the first additive named in the order | | PRN | Item administered at the discretion of the nurse; does not require a med order | | PSB | Patient-specific bin | | Remote item | Item that is tracked by Color Touch, but not located at the cabinet | | R/O | Reorder level; when the quantity of items reaches this number, an automatic restock is generated | | Route | 1. Method by which a med is administered (such as intravenous or oral);  2. the sequence in which several cabinets are restocked | | S/O | Stockout; zero quantity on hand | | Standardized | Several key descriptor fields are identical for an item across all cabinets | | Token | Discrete chunk of information exchanged in a transaction (such as an event or transaction type and subtype) | | Valid item | Item information is sufficiently entered to verify the item as a valid liquid or valid solid | | Waste | The disposal of an item | | **WPC** | Workstation PC | | XPC | PC that combines the functions of the CPC and PPC | |