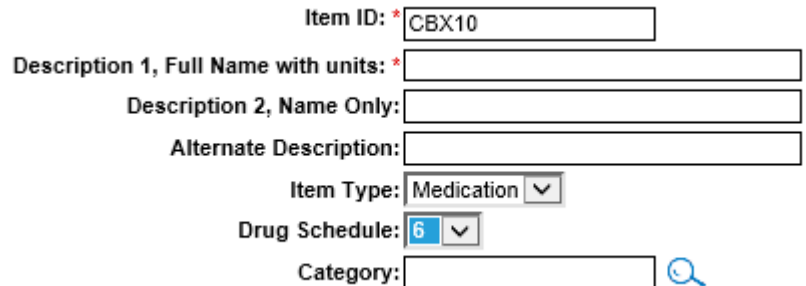## Adding New Items

Prior to logging into MyQLink.net, collect the data needed for input. Gather the necessary reorder information such as cost information and replenishment form. Visualize how the item will be removed from the Solution (tab, cap, ml, vial, box, etc.).

Log in with System Administrator rights and select the site's accessible database > On the menu bar, select Inventory > On the primary screen, select View Items > In the upper right, select Add New Item > Begin the data input with the information that describes the product to issuing users, restocking users, and purchasing agents.

Item Attributes

*Item ID Unique alpha or numeric sequence to be used as a key identifier within the database. This number will be the practice management number, if applicable. Characters other than hyphen or space are not permitted.

*Description 1 Full Item description with units. Input the data as a user would performing a search with the most popular used name and strength/ size. This field is limited to 35 alpha numeric characters.

Item ID: *	CBX10
Description 1, Full Name with units: *	
Description 2, Name Only:	
Alternate Description:	
Item Type:	Medication
Drug Schedule:	6
Category:	

, " " ' # % * characters are not permitted.

Description 2: This field is for a generic name, or if your practice calls the item by another name.

Alternate Description Alias for user to cross reference. This will not be displayed on the Solution issue list.

Item Type Select Item Type from the drop down list. Medication selection will allow dose, form, and volume fields available for input. Supply selection will deselect availability to edit Form, Dose, and Volume.

Drug Schedule Enter the 1-12 drug class for each medication. Non-controlled medications are listed as 6; Supplies are listed as 0. All other schedules can be used for unique items that need restriction or to be treated separately from other items. Example: Keys, Prescription pads, etc.

Category Enter the category for this item. Used for User Privileges and Templates. Leave defaulted, if there are no restrictions on this item. Set up Item Categories in Item Categories in Inventory Tab.

*Items with an asterisk denote required fields.

Item Attributes (Continued)

Fractional Issue, Multidose Use for fractional dosing of liquids, injectables, and tablets. A decimal point is provided for the user when dispensing the medication. This feature is recommended for multi-dose vials and bottles.

Fractional Issue, Single Use Item For single use items, like pre-filled syringes. In this case, the whole contents of the syringe will be recorded as issued, and the difference between the full content of the syringe and the dose the user entered will be record as a waste transaction at the time of issue. If the user needs to subsequently change the waste, they can return to the cabinet, look up the transaction, and decrease or increase the waste up to the full amount issued.

Form of Administration (Medication) How the medication will be administered to the patient. Examples: oral, topical, injectable.

Strength Numerator (Medication) Enter a numeric value. In the drop down menu to the right, add the Unit of Measure (UOM), e.g. mg, ml, mcg, mEq, oz, etc. Example: 5mg

Strength Denominator (Medication) Enter a numeric value for the volume.

Fractional Dose Units Indicates the units of the volume. Example: 1ml

Total Amount in Unit of Cabinet Restock Volume per container size. Issue units in a restock unit. Example: 10ml in a Vial. This is the amount the system will calculate waste from for a Single Dose Vial.

Minimum Order Quantity Defaulted to equal the Supplier portion lower on the page.

Bulk Order Quantity Defaulted to equal the Supplier portion lower on the page.

*Supplier Choice 1-3 Indicate the primary or default supplier 1, 2, or 3. Supplier information is filled in at the bottom of the screen.

User Defined Text *(Future Release.)*

NDC Number (Numeric National Drug Code) Text box for unique product identifier for drugs used in the United States.

Enter NDC on Restock Allows entry of a NDC number during a restock of an item.

Enter NDC on Issue Allows entry of a NDC number during an issue of an item in the event a bin contains multiple NDCs.

Item Attributes (Continued)

External Item:	☐
Refridgerated Item:	☐
Billable Item:	☐
Billing ID/J-Code:	[ ]
Billing unit of Measure:	[▼]
Issue/Dose Units to Billing units conversion:	1
Round Billing Quantity up to Nearest Integer:	☐
Add waste and dose amount together in Billing Transaction:	☐
Issue Witness:	☐
Waste Witness:	☐
Restock Witness	☐
Cycle Count Witness:	☐
Can Return to Issue Location:	☐
Return only to Return Bin:	☐

External Item Item will be stocked outside the Solution, but tracked through the system. External items cannot reside both inside and outside the Solution. They will need different item ID#s. Must be check for QBud items.

Refrigerated Item (*Legacy flag for OmniCell Cabinet users*) In current settings, the fridge name will show on issue if set in the Fridge Admin Screen. If not set, the bin number of the item's location will show on issue.

Billable Item Identifies an item that would be billable to the patient through third party interface, if applicable.

Billing ID/J-Code HCPCS Level II J-Code Billing Identifier or other Billing ID (available for other industries)

Billing unit of Measure Indicates billing units, e.g. mg, ml, tab, etc.

Issue/Dose Units to Billing units conversion How many issue units are in a billing unit? Dictated by J-Codes. Can also be used in other industries. This field accepts a decimal point when needed to accomplish the conversion. Defaulted to 1.

Round Billing Quantity up to Nearest Integer Indicates decimal billing quantities need to be rounded up to nearest integer (whole number) quantity.

Add Waste and Dose amount together in Billing Transaction: When billing interface is active, it will combine the waste and issue amount together.

Issue Witness Two users required to access the item.

Waste Witness During issue process, this function will require two users to document waste.

Restock Witness Two users are required to restock the item.

Cycle Count Witness Two users required to Cycle Count item.

Can Return to Issue Location Allows user to return item back to the original bin.

Return only to Return Bin For items that cannot be returned to the original issue location, but are returned to an designated return bin (CUBIE or Matrix Drawer) within the Solution.

If neither of the return flags are checked, the system will assume the item will be returned to an external location.

Item Attributes (Continued)

Countback: ☐
Blind Countback: ☐
Container Number on Restock: ☐
Container Number on Issue: ☐
Lot Number on Restock: ☐
Lot Number on Issue: ☐
Expiration Date on Restock: ☐
Expiration Date on Issue: ☐
Emergency Item: ☐
Emergency Dose: 0

Countback Initial count of the bin during the transaction. Once access is gained to the bin, the user will be prompted to verify the beginning count, verifying the last user's entered quantity. The bin quantity will deduct the requested issue amount after the count has been verified.

Blind Countback As in Countback mentioned above, but the beginning count will not appear on the screen; the user will be required to input a count into a blank text box.

The Countback box (above) must be selected in conjunction with the Blind Countback option.

Container Number on Restock* For controlled items that have a container number assigned by the practice, the user will be requested to input the container number during the restock process.

Container Number on Issue* As mentioned above, this feature is used to track controlled item containers. The user is prompted to verify the container number during the Issue process.

Lot Number on Restock* Used to track medical supplies and medications restocked in the Solution. During the restock process the user will be prompted to enter the item lot number.

Lot Number on Issue* As mentioned above, this function is used to track medical supplies and medications issued to patients. The user will be prompted to verify the item lot number during the issue process.

Simple Expiration Date: Flagging "Expiration Date on Restock" alone will provide a single expiration date for the <u>bin</u> as entered during the Assignment, Restock, or Cycle Count process (i.e. The expiration date for all items in the bin that is entered for the soonest expiration date.

Expiration Date on Restock* Used to track medication and supplies that expire to reduce or eliminate monthly medication expiration date check. The user will be requested to input item expiration date during the restock process. (U*sed alone for Simple Expiration – see Note below)*

Expiration Date on Issue* Used to track medication & supplies that may expire to ensure expired meds & supplies are not in the stocked or issued to patients. The user will be prompted to verify the expiration date during the issue process.

Container Expiration Date: "Container Number on Issue and Restock" must be checked to use the Lot Number and Expiration Date feature for <u>each individual container</u> (i.e. for when each bottle or vial will expire). *Items already assigned must be de-assigned then reassigned for the above feature to function.*

Emergency Item Future Release.

Emergency Dose Future Release.

Item Attributes (Continued)

Item Class The user may select the magnifying glass for list selection of item classes. Item classes are set up under the Inventory Tab > Item Classes.

Exclude from Critical Override (Profile items only) When checked, this feature will NOT allow a "Profile Override, Critical" user to add this item to a Patient Profile. Only "Profile Override" delegated users can add this item to a Patient Profile.

Rx Check Needed (CRx Station only) When enabled, a secondary check will be required for this item prior to transport. Must be check in both Databases.

Pharmacy Owned (CRx Station only) This item is supplied via CUBIE Replenishment from an supplying Pharmacy.

Active Ability to Activate or Deactivate an item.

***Supplier 1-3** Supplier providing this item. Click on magnifying glass for list selection and select a supplier. The asterisk denotes this is a required field, the supplier list may be modified in the Purchasing Menu.

***Supplier Item** Supplier order number or SKU from supplier catalog. This number will show up on the Automatic PO sent to the Supplier. If unknown, will be defaulted to 99999999.

Supplier Minimum Order Quantity Enter the minimum amount to order. This must be equal to or greater than the Bulk Order Quantity.

***Supplier Bulk Order Quantity** In the first field add a numeric value. The second field (form) are the units in the Order. The third field is used for the unit of measure used in ordering the product. How is the product sold and shipped?

Supplier Bulk Order Price: Numeric field for the cost of a Bulk Order Unit.

Supplier Manufacturer: Select the manufacturer for this item. The manufacturers may be setup in Inventory Tab > View Manufactures.

Mfg. Item: Add the Manufacturer's number in this field.

Supplier NDC: Enter Supplier specific NDC for the item.

Account #: Add the supplier's account number or general ledger code in this text field.

Lead Time: The amount of time it takes for an order to be submitted, processed, and delivered by the wholesaler.

Last Review: Date field to record for replacement item or pricing update.

Pack Issue

The Pack Issue feature is only indicated for supply items and Non-Fractional Issue mediations.

This feature allows the item to order in small units but issue in larger Pack quantities from the Solution. In the below example, the item is set up to order by the ml a minimum of 480mls every order and will be issued in a pack of 60ml.

Minimum Order Quantity

This setting allows the item to be set to order a minimum amount per order.

Sample Item Setup

Medication Equivalents

(Only for Patient Profile User using cabinet software version 35 or higher)

By setting Med Equivalents, the system will be able to issue an equivalent item if the original item is not available. For example: An order for 500mg Amoxicillin can be fulfilled by issuing two 250mg Amoxicillin, an item which has a different item ID.

> **Item:*** 10011
> **Description 1:** Amoxicillin Caps 500mg
> **Equivalent Item:*** 10010
> **Description 1:** Amoxicillin Caps 250mg
> **Number of Equivalent Items equal to original Item:** 2

To set up Med Equivalent Items, select View Med Equivalent in the Inventory Tab. Select Add New Equivalent Item. Use the magnifying glass to search and select the Original Item, in this case Amoxicillin 500mg. Use the second field to search and select the equivalent item, Amoxicillin 250mg. Set the number of equivalent items equal to the original item. In this case, it takes two Amoxicillin 250mg to equal one Amoxicillin 500mg. Select Save to save the new equivalent item.

Medication Combos

(Only for cabinet software version 35 or higher)

Setting Med Combos allows a medication to be linked to an associated medication or supply that needs to be combined with the first medication. For Example: Anytime a unit of insulin is selected to be issued from the Solution, an insulin syringe will be issued with it automatically.

> **Item:*** CBX6
> **Description 1:** Central Flush Kit
> **Combo Item:*** CBX9
> **Description 1:** Saline Flush 0.9% 50ml Bag
> **Number of Combo Items equal to original Item:** 1
> **Use above number to multiply the main item does to get the Combo Item Dose:** ☑

To set up a Med Combo, select View Med Combos in the Inventory Tab. Select Add New Combo Item. Use the magnifying glass to search and select the Primary Item. In this case, insulin. Use the second field to search and select the Combo item, in this case, the syringe. Set the number of Combo items equal to the original. Now, any time insulin is issued, one syringe will be issued. Check the box at the bottom for the Combo item to be issued in multiples, based on the Primary item issue amount. Example: If the user issues out 1 unit, 1 Combo item will be issued; if 2 units are issued, 2 Combo items will be issued, etc. This item's amount will be dynamic based on the issue amount.

Alternate ID

Inventory items can commonly be used for different purposes within a facility. These primary items can be set up with Alternate IDs and descriptions to carry a different purpose for each, while still being assigned to the same product. The end user will have the option of selecting this Alternate ID during an Issue/Return/Waste transaction.

NOTE: Alternate ID is not available for Touch to Take or QBuds Systems.

View Alternate IDs: From the item listing page you will be able to view a detailed listing. You will be able to Add or Edit each Alternate ID.

Adding an New Alternate Item ID: From the View Alternate ID page, select Add New Alternate ID. Select the magnifying glass to the right of the Item ID to search and select an existing item in the Database. Fill in the new Alternate ID and Alternate Descriptions to identify it to the end user. Descriptions can be up to 60 characters in length.

Item ID:*	10243
Description 1, Full name with units:	Hydromorphone C-2 1mg/mL
Description 2, Name Only:	Hydromorphone C-2 1mg/mL
Alternate ID:*	10243a
Alternate Description 1:	Hydromorphone C-2 1mg/mL
Alternate Description 2:	ongoing pain management in clinic
Active:	√
Billable:	√
Billing ID/J-Code:	
Billing unit of Measure:	
Issue/Dose Units to Billing units conversion:	
Round Billing Quantity up to Nearest Integer:	☐
Add waste and dose amount together in Billing Transaction:	☐

Active: Check if this Alternate ID is to be viewed and used by the end user. Uncheck to deactivate.

Billable: Check the box if utilizing a 3rd Party Interface for charge capture against the specific Alternate ID. If unchecked, charge capture data will not be sent to a Third Party System for transactions performed against the specific Alternate ID.

Billing ID/J-Code HCPCS Level II J-Code Billing Identifier or other Billing ID (available for other industries).

Billing unit of Measure Indicates billing units, e.g. mg, ml, tab, etc.

Alternate ID (con't)

Billing unit of Measure Indicates billing units, e.g. mg, ml, tab, etc.

Issue/Dose Units to Billing units conversion
How many issue units are in a billing unit? Dictated by J-Codes. Can also be used in other industries. This field accepts a decimal point, when needed, to accomplish the conversion. Defaulted to 1.

Round Billing Quantity up to Nearest Integer
Indicates decimal billing quantities need to be rounded up to nearest integer (whole number) quantity.

Add Waste and Dose amount together in Billing Transaction: When billing interface is active, it will combine the waste and issue amount together

Edit: Select Edit to edit an existing Alternate ID

Delete: Select Delete to delete an existing Alternate ID

Once the Alternate ID is set as active, the end user will have the option of selecting the Alternate description during a Pre-select transaction for button, non-button, and external items transaction.

Deleting an Alternate ID will cause historical data loss! Deactivating is recommended instead.

Item ID:* 10243
Description 1, Full name with units: Hydromorphone C-2 1mg/mL
Description 2, Name Only: Hydromorphone C-2 1mg/mL
Alternate ID:* 10243a
Alternate Description 1: Hydromorphone C-2 1mg/mL
Alternate Description 2: ongoing pain management in clinic
Active: ☑
Billable: ☑
Billing ID/J-Code:
Billing unit of Measure:
Issue/Dose Units to Billing units conversion:
Round Billing Quantity up to Nearest Integer: ☐
Add waste and dose amount together in Billing Transaction: ☐