BlueBin Stage Operations

Description: The BlueBin Staging Area (Stage) cycles bins for all active BBT Nodes. It serves as the scanning location for empty bins collected from nodes and as a gathering point for all bins that have been filled by Supply Chain Management (SCM) and are ready to be taken back to their nodes. There are designated areas on each Stage Rack for each BBT Node in the hospital.

Related: Form #3000 **–** Servicing BlueBin Technology Nodes
Form #3002 – Filling BBT Supply Orders (Art of Bin Fill)
Form #3003 – Managing BlueBin Stock-Outs
Form #3004 – BlueBin Kanban & Stage Maintenance

**Procedure:**

There are t[Dist Name] a BBT kanban is replenished:
- Dis[   ]me Low Unit-of-Measure (LUM) –no source label
- Dir[   ]he manufacturer (non-LUM) – source label = "Direct"
- Directly from the hospital's central warehouse – source label = "Inventory"

1. Upon completing the node replenishment routes (see Form #3000 –Servicing BBT Nodes), return the empty bins and kanban cards to the Stage Area.

2. Place the empty bins on the designated Stage Rack, barcode (back of the bin) facing frontwards:

    a. Check the node location label on the side of each bin to ensure you are placing the bin on the correct Stage Rack:

Note: The color on the back of the bin should match the color on the Stage Rack.

3. Place the retrieved kanban cards (yellow cards) in the "To Be Scanned" bin on the designated stage rack:

   a. Check the node location label on each yellow card to ensure you are placing the card on the correct Stage Rack:
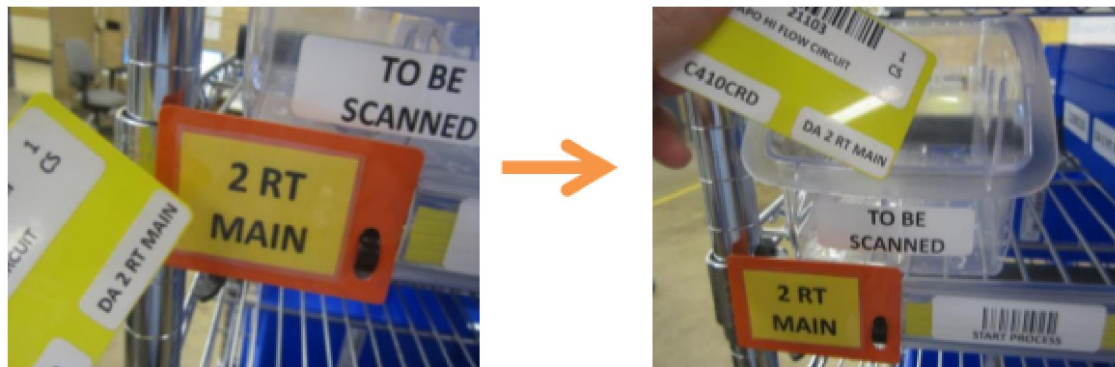
4. As you are placing the bins and cards on the Stage Rack to be scanned, check each bin and card for damage or soil. If a bin or card is damaged in anyway (e.g.: cracked, the label is peeling off, etc.), contact your Supervisor immediately. If the bin or card is soiled, use an antibacterial towelette to clean the bin or card prior to placing it on the Stage Rack (refer to Form #3004 for complete procedure).

5. Once all of the empty bins and cards are placed on their designated Stage Racks, retrieve the STAGE WORKSTATION and roll it to the location you will begin scanning:
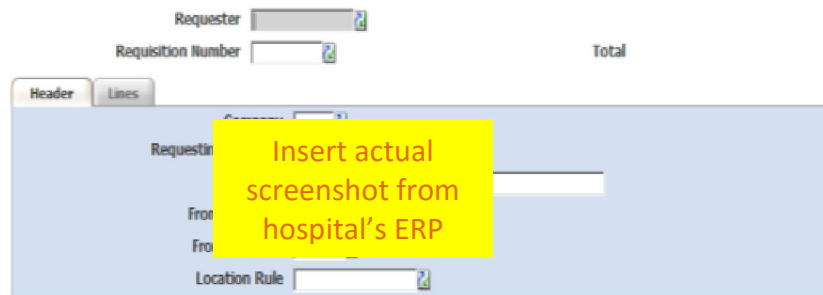

6. Login in ERP Name ing your assigned ID and Passcode.

BlueBin

7. Once logged in, proceed to the "BlueBin for Ordering" drop down from the left side navigation bar:

8. Once selected, the following screen will appear:

9. Enter your Lawson requestor name, and **leave the cursor in the Requester field**.

10. Remove the scanner from its cradle on the Stage Workstation.

   a. Remove the barcode scanner from its cradle located on the STAGE WORKSTATION.

   b. Scan the "START PROCESS" barcode (first label on the left side of the Stage Rack)

START PROCESS

c. Scan the "LOCATION" label (second label on the left side of the Stage Rack):

DA 2 RT MAIN

d. The HEADER information is now complete; the cursor will be blinking in the "DELIVER TO" cell.

e. Scan the "TAB TO LINES" barcode on the Stage Rack:

TAB TO LINES

Barcode sequence may change is Hospital is not using Lawson

f. The LINES field will now appear, the cursor will be blinking in the first cell:

LAWSON

Insert actual screenshot from hospital's ERP

Cursor will be blinking in the first cell

11. Start by scanning all Cards (one at a time) that were placed in the "To Be Scanned" bin. When finished scanning, place them in the "Scanned" bin:

12. Next, scan the bins from left to right.

13. <u>Glance at the screen after each scan</u>, you should see the "Item" Field and "Quantity" Field populate with each scanned Bin (or Card).

14. After the last bin is scanned, return to the Workstation and the "ADD" barcode from the right hand side of the Stage Rack:

ADD