

Point of Use

Point of Use Workstation/HHT Guide

Version 2.6.6

**This guide has been designed specifically for
Nursing and Materials Management Staff**

Change Record

Date	Author	Version	Change Reference
9/22/2012	R. Hatt	V2.6.6	SP5

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@Par Point of Use

The **@Par Point of Use (POU)** product is designed for use in OR, Cath Lab, IR, and nursing departments as well as allowing Materials Departments access to several functions within the departments.

Nursing staff and Materials Management techs can improve the work flow efficiency and accuracy of Patient Charging and Par Replenishment process using the **@Par POU Management** system.

Nurses in the OR can also take advantage of the new Case Cart functionality which includes Case Pick and Case issue.

Note: The Case Cart functionality is only available for organizations on hand held terminal (HHT) devices.

There are three types of Clients available:

1. PC Workstation with Touch Screen monitor and attached scanner
2. PC Workstation with regular monitor and attached scanner
3. HHT with scanning capability built in

This document is for the aforementioned options 2 and 3. All processes will be the same in all types of client.

The objective of the system is to allow users to perform Logging of Item Usage for patients by Nurses and Replenishment by Material Techs, as well as generate Decision Making Support reports.

@Par POU streamlines the Patient Charging and Patient Charge review by billing person and improves the accuracy and efficiency of persons performing the associated tasks. The flexibility of @Par allows the billing to be completely optional as well.

There are two client roles created for use with **@Par POU**, a **Nurse Role** and a **Materials Tech Role**. Both roles are created in the @Par Web by supervisors or administrators with rights to create the roles. This information is available in the @Par POU Web Guide and the User Mgmt documents.

Once all required setup is done on the @Par POU server/web users can begin to use the client software.

Logging in to the Win32 POU Client

When a user has the software installed on the POU Win32 Workstation, they will see the following icon on their desk top **Figure 1**

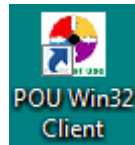



Figure 1

Click on this icon and the @Par POU login screen will appear in **Figure 2**








User ID:

Password:

1	2	3	4	5	6	7	8	9	0	-	=	<-
Q	W	E	R	T	Y	U	I	O	P	[]	\
Caps Lock	A	S	D	F	G	H	J	K	L	;	'	
Shift	Z	X	C	V	B	N	M	,	.	/	NUM	

Symbol Scanner Connection Succeeded



MHS-CA003

2/23/2012 1:50:21 PM

2.6.6-SP4_MFL4794

[Log Configuration](#)

System ID : AllPar-System




Figure 2

Type in a user id and password then **click** the Login button. **Figure 3** will appear

Access Menus	X
<div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px; width: 150px; margin: 0 auto;">Issue</div> <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px; width: 150px; margin: 0 auto;">Returns</div> <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px; width: 150px; margin: 0 auto;">Cycle Count</div> <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px; width: 150px; margin: 0 auto;">Putaway</div> <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; margin-bottom: 5px; width: 150px; margin: 0 auto;">Record Consumption</div> <div style="border: 1px solid black; background-color: #4a7ebb; color: white; padding: 5px; width: 150px; margin: 0 auto;">Exit</div>	
DEBBIE - Operating Room - OR <small>2.6.6-SP5.6230</small>	<small>9/21/2012 10:05:36 AM</small>

Figure 3

Note: Button options available on this screen are contingent on the settings under the **User Parameters** section on the **Point of Use → User Parameters** on the @Par POU web pages (**Figure 4**) for the user.

User ID

Debbie Downer (DEBBIE)

Go

Submit

Parameter	Value	Description
Menu Access	<input checked="" type="radio"/> All <input type="radio"/> Nurse <input type="radio"/> MMTech	[All - Enables all the buttons in Menu Access Nurse - Enables Issue and Returns buttons in Menu Access MM Tech - Enables Cycle Count and Putaway buttons in Menu Access]

Submit

Figure 4

Patient List: X

Patient BedNo	Patient Dept	Patient MRC	Patient Name	Account No	ACTIVE	GO	Clear
F136	PERI1	0000003	Kendall	00000003			
F135	PERI1	0000002	Jamison	00000002			
F134	PERI1	0000001	Johns	00000001			

Access Menus
Back
Return Items
Continue

MHS - PERI1 - Peri1 2/23/2012 1:52:49 PM

Figure 3

Note: Whether the Patient screen or Item screen appears after login is based on the setting under the User Parameters (**Figure 4**) for the user.

User Parameters

User ID: Debbie Downer (DEBBIE) Go

Submit

Parameter	Value	Description
Menu Access	<input checked="" type="radio"/> All	[All - Enables all the buttons in Menu Access Nurse - Enables Issue and Returns buttons in Menu Access MM Tech - Enables Cycle Count and Putaway buttons in Menu Access]
	<input type="radio"/> Nurse	
	<input type="radio"/> MMTech	

Submit

Figure 4

In **Figure 3** the ALL option has been selected – Enables all buttons for use by staff

In **Figure 5** the Nurse option has been selected – Enables only Issue, Returns, and Record Consumption buttons for use by staff

In **Figure 6** the MMTech option has been selected – Enables only Cycle Count, Putaway, and Record Consumption buttons for use by staff

Access Menus



Figure 5

Access Menus



Figure 6

There are two screens that are setup as default screens through the Profile Parameters (**Figure 7**) for a user assigned to the profile.

Default POU Screen	<input checked="" type="radio"/> Items <input type="radio"/> Patients	[POU Win32 Parameter Default POU screen for issue]
--------------------	--	---

Figure 7

This will trigger which screen appears after clicking the ISSUE button. The two default login screens are Patient login in **Figure 8** and Item screen in **Figure 9** below

Patient List: X

Patient BedNo	Patient Dept	Patient MRC	Patient Name	Account No	ACTIVE	GO	Clear
F136	PERI1	0000003	Kendall	00000003			
F135	PERI1	0000002	Jamison	00000002			
F134	PERI1	0000001	Johns	00000001			

Access Menus
Back
Return Items
Continue

MHS - PERI1 - Peri1 2/23/2012 1:52:49 PM

Figure 8

Add Patient
Select Par
ParTEST1 - Test o
Add Case
Account ID
X


Physician:
 Procedure:
 Reasons:
 Preferences:
 02/23/2012
 Clear Trans

Enter Comments
Lookup Items
Return Items
Add
Print
Access Menus
Issue Items

MHS - PERI1 - Peri1 Scanner Connection Open

Figure 9



One other note before moving on, is the  icon on the desktop.

POU Client Guide

If while connecting to the software there is an issue and a message appears, this button can be used to open a log file. A log file will then be written to a text file so that @Par Tech support or your local @Par Administrator can review the issue. Please contact @Par Support or your local @Par Administrator for assistance.


Cycle Count

If this is the first time the work station will be used for Issuing items, the Par Locations/Carts **must** be

counted or updated using the  button. **Click** this button and the following allocated or assigned carts will display: **Figure 10**

List Of Carts					
Par Loc	Par Loc Descr	BUnit	Dept ID	Dept Description	
08002P0112	IRV:LAB	08002	PERI1	PeriOp1	
08002P0111	PR-IRV-IN-PT-PH...	08002	PERI1	PeriOp1	
08002P0109	PR-IRV-CT SCAN	08002	PERI1	PeriOp1	

Figure 10

Select a Par Location to cycle count and **click** the  button **Figure 11**

Business Unit: 08002		Par Loc : 08002P0112			
Change Cart					
Item Description / ID	Bin Loc	Lot Number	Sr Number	Quantity On Hand	Act Qty
ADAPTER PH 10007522	0-0-1			16	- 16 +
CONTAINER 10007612	0-0-1			4	- 4 +
CONTAINER 10007646	0-0-1			7	- 7 +
NEEDLE HYP 10007661	0-0-1			4	- 4 +
NEEDLE HYP 10007669	0-0-1			4	- 4 +
NEEDLE HYP 10007672	0-0-1			7	- 7 +
SYRINGE BD 10007718	0-0-1			4	- 4 +
SYRINGE BD					- +
Save Cart Items					



MHS - PeriOp1 - PERI1
2.0.0-SP2.1984

7/19/2011 12:54:29 PM

Figure 11

If this is initial set up of Par Location or a newly allocated Par Location, all "ACT QTY" (Actual Quantity) values will be zeroes.

Lot Number and Sr. Number (Serial Number) are display only fields on this screen.

The quantity on hand column reflects what the system contains for the respective item. The user will count the items and adjust counts in the Act. Qty (Actual Quantity) field by entering the counted amount or using the  button to decrease quantity or the  button to increase quantity level

Once all counts have been entered, **click** the  button **Figure 12**

Items Saved successfully...


Would you like to Cycle Count another Cart?


Clicking No will exit out of the application

Yes

No

Figure 12

Click the  will close and return to the **List of Carts** screen.

Click the  button to return to main Access screen.

Printing a Count Sheet from Cycle Count

From the **List of Carts** screen **click** the  button **Figure 13**

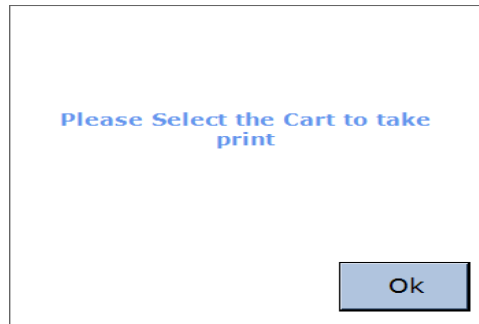


Figure 13

Click the OK button and **highlight** a Par Location. **Click** the  button **Figure 14**

Inventory Stock#	Description	Lot / Serial	System Qty	Count Qty
10030493	SLIDE GLAS		5	
10030487	COVERSLIP		5	
10029825	DRUG STIMU		4	
10022134	BANDAGE CU		5	
10022122	UNDERPAD I		5	
10022107	BALL COTN		5	
10022103	SPONGE GAU		5	
10022087	SPONGE GAU		5	
10021694	GLOVE EXAM		5	
10017297	GLOVE EXAM		5	
10017296	GLOVE EXAM		5	
10017295	GLOVE EXAM		5	
10017293	GLOVE EXAM		6	
10017273	GLOVE EXAM		5	
10017272	GLOVE EXAM		6	
10016303	SOLUTION I		5	
10008244	NEEDLE BLD		5	
10008234	TUBE COLLE		5	


Printed by MHS Page 2

Figure 14

When all par locations have been cycle counted with quantity on hand amounts, issuing items can be done.

Issue

The **Issue** screen is used by staff to issue items from @Par POU. Items are generally issued with patient information for billing and ordering purposes. However, issues can be created without selecting a patient.

Click the  button **Figure 15**

Par Loc	Par Loc Descr	Dept ID	BUnit	
CS08002	Central Sterile	OR	08002	
08002P0256	PR-IRV ORTHO	OR	08002	
08002P0010	EC-ED DISASTER...	OR	08002	
08002P0009	PR-IRV C. PROC	OR	08002	
08002P0006	PR-C.PROCES/C ...	OR	08002	
08002P0003	PR-CENTRAL PR...	OR	08002	
08002P0002	PR-CENTRAL PR...	OR	08002	
08002P0001	PR-CENTRAL PO...	OR	08002	

Continue
Close

Figure 15

If Par Locations/Cart IDs are set up and cycle count has been performed, carts will appear on this screen.

Click the **Continue** button. It is not mandatory to highlight a Par Location/Cart. **Figure 16**

Add Patient
Select Par
No Location Select
Add Case
Account ID

Physician:
Procedure:
Reasons:
Preferences:
02/24/2012
Clear Trans

Enter Comments
Lookup Items
Return Items
Add
Print
Access Menus
Issue Items

MHS - PERI1 - Peri1
2.6.6-SP4 MF1.4794
Scanner Connection Open

Figure 16

Note: As mentioned earlier in this document, the Item screen will appear by default based on parameter setting. If Patient List screen is set to default, that screen will appear.

Buttons available on Issue Screen

Add Patient - Opens the Patient Listing screen

Select Par - Opens Par Locations screen

Add Case - Adding an Item to an OR Case Carts. Case Carts will be explained in detail under the @Par HHT section of this document.

Clear Trans If a user needs to clear items that have been added to the screen but not yet issued, **click** this button. It will remove all transactions on the screen.

Enter Comments Allows users to add comments to an issue **Figure 17**

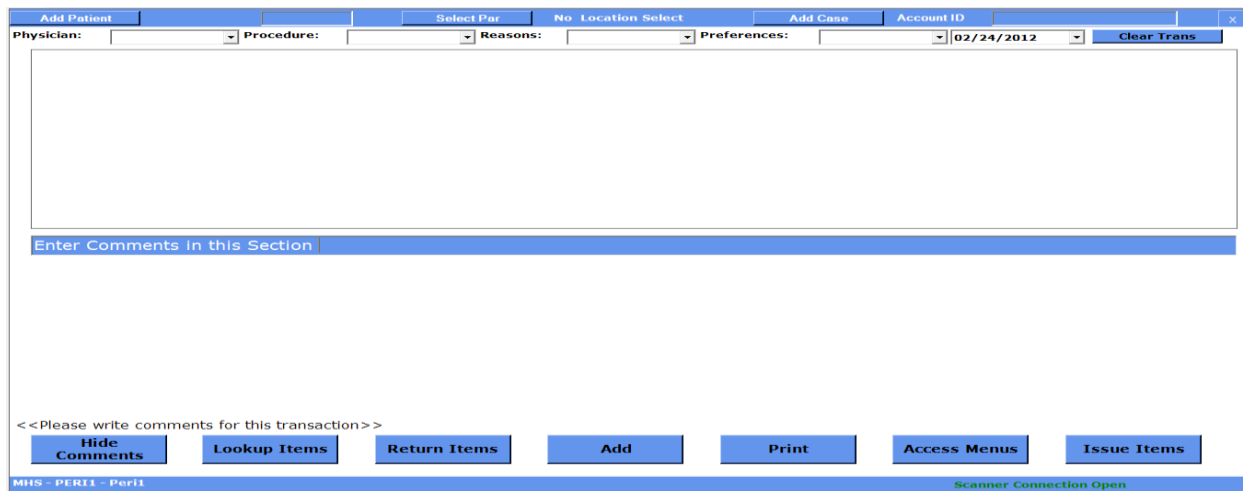


Figure 17

Hide Comments **Click** this button if user wants to hide the comments so they do not display after entering

Lookup Items Used to search for an item **Figure 18**

AddNewItem

Item ID

UPC ID

Manf Item ID

Vendor Item ID

Manufacturer

Description

Search Across

Close **Clear** **Search**

Figure 18

The **Search Across** button is used to search for an item wherever it may exist within the organization. In other words, any Par Location or Cart that the item is located will appear regardless of cart allocation. This is used if an item is not available within the department and is required. Staff will find where the item is and go borrow it from another department with a reason code of Loan for example.

The **Search** button is used to search for an item that is on allocated carts. **Enter** an Item and search.

To add the item from this screen **highlight** the item and **click** the **Add This Item** button **Figure 19**

AddNewItem

Item ID: 10000348

UPC ID:

Manf Item ID:

Vendor Item ID:

Manufacturer:

Description: STRIP 4X.5

DEPARTMENT	CART_ID	ITEM_ID
PERI1	08002P0109	10000089
PERI1	08002P0109	10000096
PERI1	08002P0109	10000121
PERI1	08002P0109	10000123
PERI1	08002P0109	10000348
PERI1	08002P0109	10005588

Hit Add This Item to add it to your list

Search Across

Close **Clear** **Search**

Add This Item

Figure 19

Add This Item Once item is found and highlighted use this button to add the item to the Issue screen

Figure 20

Add Patient		Select Par		No Location Select		Add Case		Account ID		X	
Physician:		Procedure:		Reasons:		Preferences:		Clear Trans			

Bin LOC	QOH	Sr No:	Issue Qty	Wastage Qty	
STRIP 4X.5			- +	- +	X
10000348	0-0-1	4	1	0	

Enter Comments	Lookup Items	Return Items	Add	Print	Access Menus	Issue Items
----------------	--------------	--------------	-----	-------	--------------	-------------

MHS - PeriOp1 - PERI1
2.6.6-SP2.1964

Scanner Not Connected

Figure 20

- Close** Used to close out of the Lookup Items screen
- Clear** Used to clear information from **Lookup Items** screen but user remains on screen to search again
- The item will appear automatically with an Issue Quantity of 1 (one). **Click** on the **+** button to increase the Issue or Wastage Quantity and **click** on the **-** button to decrease the Issue or Wastage Quantity.
- If this is the only item to issue, user then **clicks** on the **Issue Items** button.
- Return Items** Used to return items that have been issued if required **Figure 21**

PatientName / ID	Account No	Service Date Time	Dept Name	User ID
Jones/0000001	0000001	4/7/2011 3:42:11 PM	PeriOp1	MHS
Johnson/0000002	0000002	3/28/2011 11:08:06 ...	PeriOp1	MHS
		3/17/2011 1:01:50 PM	PeriOp1	MHS
		3/17/2011 1:00:50 PM	PeriOp1	MHS
Johnson/0000002	0000002	6/9/2011 11:01:44 AM	PeriOp1	MHS
		5/23/2011 8:05:41 AM	PeriOp1	MHS
		4/25/2011 12:02:50 ...	PeriOp1	MHS
		4/25/2011 9:38:01 AM	PeriOp1	MHS
		4/22/2011 1:33:45 PM	PeriOp1	MHS
		4/22/2011 9:06:01 AM	PeriOp1	MHS
		3/17/2011 12:10:08 ...	PeriOp1	MHS
		4/20/2011 10:26:11 ...	PeriOp1	MHS
		4/20/2011 10:25:16 ...	PeriOp1	MHS
		4/13/2011 11:04:47 ...	PeriOp1	MHS

Return Items
without patient

Back

Details
Screen

MHS - PeriOp1 - PER11

2.6.6-SP2.1964

7/19/2011 8:48:57 AM

Figure 21

This functionality will be covered in the **RETURNS** section of this document.

Add

Used to add an item to the Issue screen – User can either enter manually or scan an item bar code label into the field **Figure 22**

Sr No:	<input type="text"/>	-	+	-	+	X
Lot No:	<input type="text"/>		1		0	

Figure 22

Print

If user **clicks** this button before an item is entered on the screen the following message is displayed **Figure 23** Otherwise, the issue information will print **Figure 24**

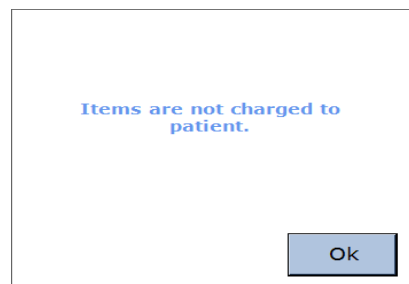


Figure 23

Inventory Control - 7/19/2011 8:48:57 AM			
Item Name	Quantity	Unit	Location
PERIOP1	1	EA	PERIOP1
PERIOP2	1	EA	PERIOP2
PERIOP3	1	EA	PERIOP3

Figure 24

Access
Menus

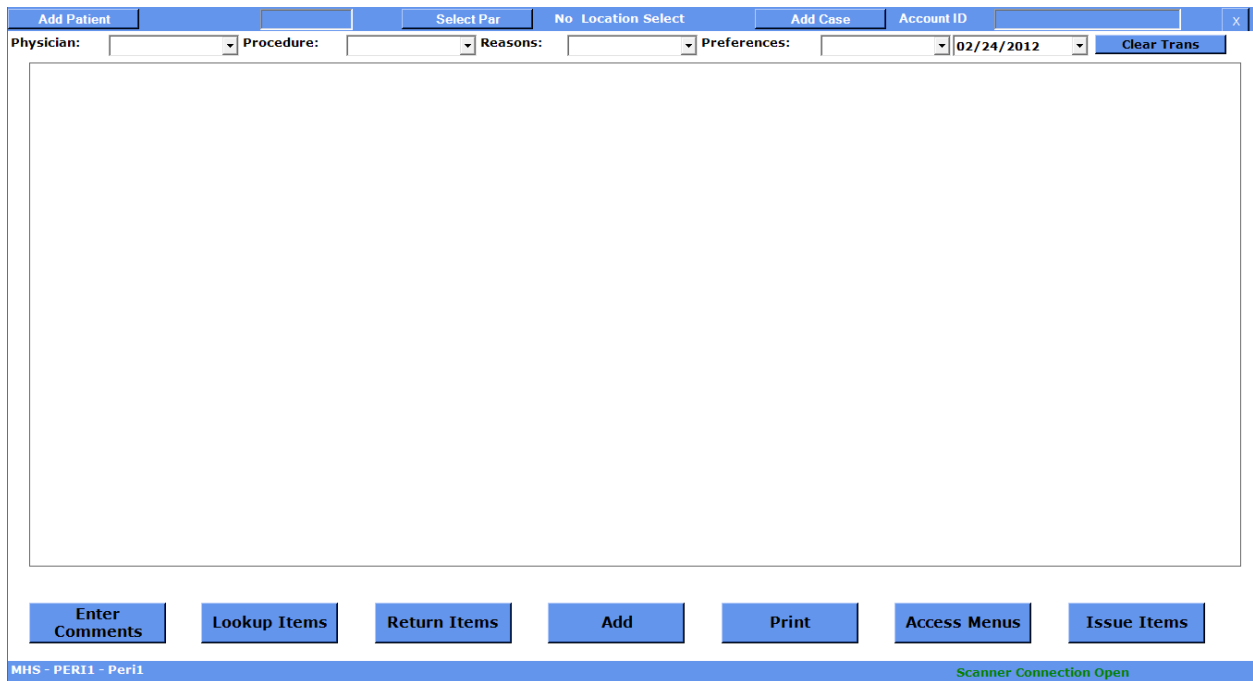
Used to return user to main menu screen

Issuing items from POU Workstation

From the Issue screen users will have the ability to issue an item using following process:

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Confidential - All Rights Reserved 2001 - 2012 AtPar, Inc.
501 Kings Hwy East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

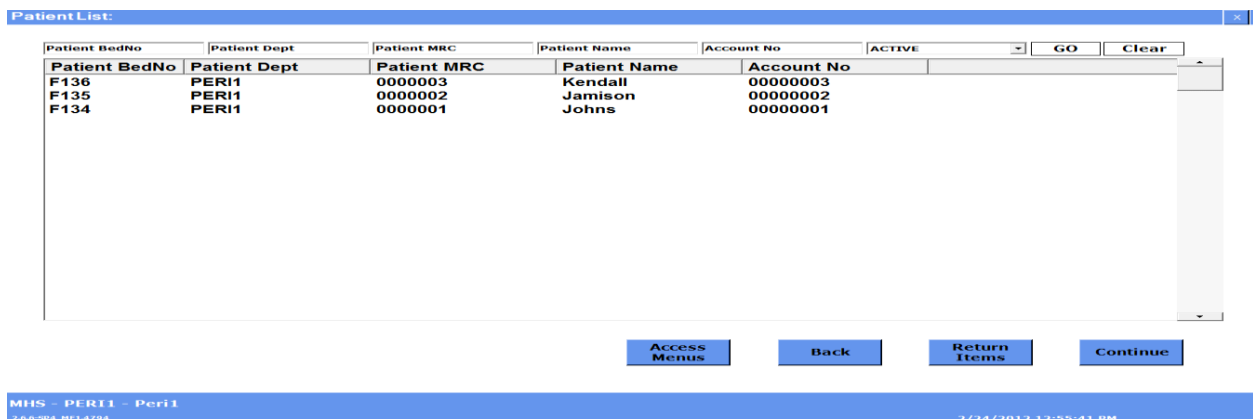
Select Patient → Select Physician → Select Procedure → Select Reason Code → Select Preferences though not all process steps are mandatory.



The screenshot shows the main interface of the POU Client Guide. At the top, there is a navigation bar with buttons: "Add Patient", "Select Par", "No Location Select", "Add Case", and "Account ID". Below this is a form with fields for "Physician:", "Procedure:", "Reasons:", "Preferences:", and a date field set to "02/24/2012". A "Clear Trans" button is also present. The main area is a large empty box. At the bottom, there is a row of buttons: "Enter Comments", "Lookup Items", "Return Items", "Add", "Print", "Access Menus", and "Issue Items". The status bar at the very bottom shows "MHS - PER11 - Peri1" and "Scanner Connection Open".

Figure 25

Click the **Add Patient** button in the upper left hand section of the screen and the Patient List screen will appear **Figure 26**



The screenshot shows the "Patient List" screen. It features a table with the following columns: "Patient BedNo", "Patient Dept", "Patient MRC", "Patient Name", "Account No", and "ACTIVE". The table contains three rows of patient data:

Patient BedNo	Patient Dept	Patient MRC	Patient Name	Account No	ACTIVE
F136	PER11	0000003	Kendall	00000003	
F135	PER11	0000002	Jamison	00000002	
F134	PER11	0000001	Johns	00000001	

Below the table are buttons for "Access Menus", "Back", "Return Items", and "Continue". The status bar at the bottom shows "MHS - PER11 - Peri1" and the date/time "2/24/2012 12:55:41 PM".

Figure 26

Highlight a Patient and **click** the **Continue** button **Figure 27**

Note: Use the **Back** button to return to Issue screen without selecting a patient or use the **Return Items** button to return items for patient (covered later in this document)

Jamison |
 Change Patient
 F135/ 0000002
 Select Par
 No Location Select
 Add Case
 Account ID 00000002
 X

Physician:
 Procedure:
 Reasons:
 Preferences:
 02/24/2012
 Clear Trans

Enter Comments
Lookup Items
Return Items
Add
Print
Access Menus
Issue Items

MHS - PERI1 - Peri1
 2.6.6-SP4 MF1.6794 Scanner Connection Open

Figure 27

The patient information (Last Name, Patient Medical Record Number, Bed, Account ID) will now appear in the Issue screen. To change the patient before issue or after issuing is complete, **click** the

Change Patient

button and the Patient List screen will appear.

Options now available are:

1. Select a physician from a drop down list
2. Select a procedure from a drop down list
3. Select a reason from a drop down list
4. Select a preference (list) from a drop down list
5. Select none of the above

If there is a Symbol Scanner attached to the workstation, staff can now start scanning item bar code labels to automatically start adding items.

Another option, they can **click** the **Add** button, **click** the **Lookup Items** button, or if Preference Lists have been created use the drop down list next to Preferences label. See **Figure 28** for the Preference list drop down.

Add Case
Account

Preferences:

Multiple Locations

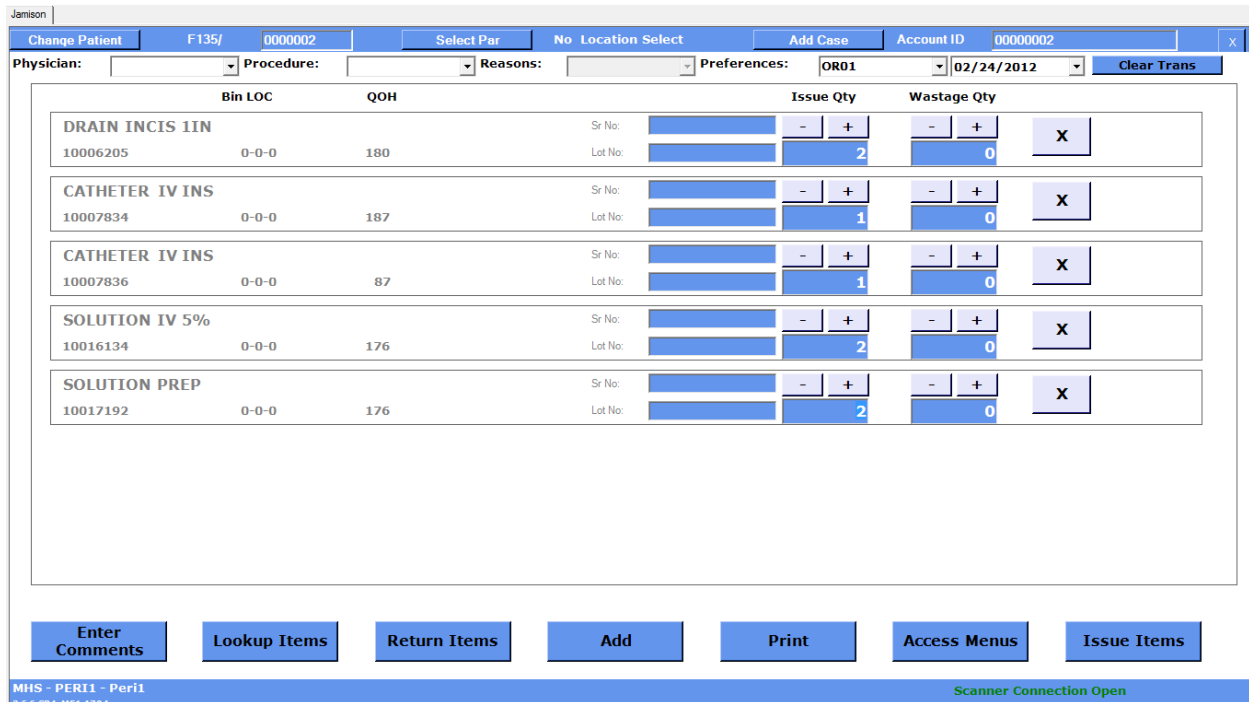
OR01

SST02

Figure 28

Preference lists are an efficient method to issue items to a patient when a procedure normally uses same items.

Click a preference list **Figure 29**



Bin LOC	QOH	Sr No.	Lot No.	Issue Qty	Wastage Qty	
DRAIN INCIS IIN						X
10006205	0-0-0	180		2	0	
CATHETER IV INS						X
10007834	0-0-0	187		1	0	
CATHETER IV INS						X
10007836	0-0-0	87		1	0	
SOLUTION IV 5%						X
10016134	0-0-0	176		2	0	
SOLUTION PREP						X
10017192	0-0-0	176		2	0	

Figure 29

Now staff can adjust quantity or continue adding items to patient. The Preference list has made the process much quicker.

If staff **click** the incorrect process list or scan the wrong item bar code, they can clear all transactions by using the **Clear Trans** button

If staff needs to just remove one line item then **click** the **X** button **Figure 30**

Jamison |

Change Patient	F135/	0000002	Select Par	No Location Select	Add Case	Account ID	00000002	X
Physician:		Procedure:		Reasons:		Preferences:	OR01	02/24/2012
						Clear Trans		

Bin LOC	QOH	Issue Qty	Wastage Qty
DRAIN INCIS 1IN 10006205 0-0-0 180	Sr No: <input type="text"/> Lot No: <input type="text"/>	- <input type="text"/> + <input type="text"/> 2	- <input type="text"/> + <input type="text"/> 0 X
CATHETER IV INS 10007834 0-0-0 187	Sr No: <input type="text"/> Lot No: <input type="text"/>	- <input type="text"/> + <input type="text"/> 1	- <input type="text"/> + <input type="text"/> 0 X
CATHETER IV INSY 10007836 0-0-0 87	Sr No: <input type="text"/> Lot No: <input type="text"/>	- <input type="text"/> + <input type="text"/> ±	- <input type="text"/> + <input type="text"/> 0 Undo
SOLUTION IV 5% 10016134 0-0-0 176	Sr No: <input type="text"/> Lot No: <input type="text"/>	- <input type="text"/> + <input type="text"/> 2	- <input type="text"/> + <input type="text"/> 0 X
SOLUTION PREP 10017192 0-0-0 176	Sr No: <input type="text"/> Lot No: <input type="text"/>	- <input type="text"/> + <input type="text"/> 2	- <input type="text"/> + <input type="text"/> 0 X

Enter Comments Lookup Items Return Items Add Print Access Menus Issue Items

MHS - PERI1 - Peri1
2.0.6-SP4 ME1.4704 Scanner Connection Open

Figure 30

When issuing items the system will automatically ignore processing any of the line items that have been highlighted. If a user has removed the wrong item, they can place it back in Issue status by **clicking** the **Undo** button.

Once all items have been added, staff **clicks** the **Issue Items** button and following screen will appear **Figure 31**

Items Saved succesfully...

Would you like to add another transaction?

Clicking No will exit out of the application

Yes No

Figure 31

Click the **Yes** button to stay on Issue screen or **click** the **No** button to return to Access Menus screen.

Returns

Returning items is common when items that were part of a Case Pick or Issue with Preference Lists were not used from Preference Lists.

Returns

When the **Returns** button is selected from the Access Menu or from Issue screen the following screen will appear **Figure 32**

List of Transactions					
PatientName / ID	Account No	Service Date Time	Dept Name	User ID	
Jones/0000001	0000001	4/7/2011 3:42:11 PM	PeriOp1	MHS	
Johnson/0000002	0000002	3/28/2011 11:08:06 ...	PeriOp1	MHS	
		3/17/2011 1:01:50 PM	PeriOp1	MHS	
		3/17/2011 1:00:50 PM	PeriOp1	MHS	
Johnson/0000002	0000002	6/9/2011 11:01:44 AM	PeriOp1	MHS	
		5/23/2011 8:05:41 AM	PeriOp1	MHS	
		4/25/2011 12:02:50 ...	PeriOp1	MHS	
		4/25/2011 9:38:01 AM	PeriOp1	MHS	
		4/22/2011 1:33:45 PM	PeriOp1	MHS	
		4/22/2011 9:06:01 AM	PeriOp1	MHS	
		3/17/2011 12:10:08 ...	PeriOp1	MHS	
		4/20/2011 10:26:11 ...	PeriOp1	MHS	
		4/20/2011 10:25:16 ...	PeriOp1	MHS	
		4/13/2011 11:04:47 ...	PeriOp1	MHS	

Return Items without patient
Back
Details Screen

MHS - PeriOp1 - PERI1
2.6.6-SP2.1964
7/19/2011 8:48:57 AM

Figure 32



Details Screen

Click the **Details Screen** button without selecting a line to return and the following screen appears **Figure 33**

please select the transaction for items

Ok

Figure 33

Click the  button to return to **List of Transactions** screen, **highlight** a line to return items for, and click the  again **Figure 34**

9/13/2011 9:38:05 AM

Change Transaction

Item Description / ID	Lot Number	Serial Number	Charge Quantity	Return Quantity	Wastage Quantity
STAIN MODIFIED WRIGHTS PK 10062203			12	<div style="display: flex; justify-content: space-between;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>	<div style="display: flex; justify-content: space-between;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>
WATER DISTILLED 1-GALLON 10125604			3	<div style="display: flex; justify-content: space-between;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>	<div style="display: flex; justify-content: space-between;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 2px;"></div>



Return Items

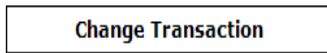
MHS - PERI1 - Peri1
2.6.0-SP4_MFL14794

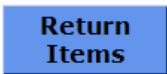
2/27/2012 8:42:29 AM

Figure 34

Return Items screen is now displayed.

Click on the  button to increase the Return Quantity or Wastage Quantity and click on the  button to decrease the Return Quantity or Wastage Quantity.

If the user enters this screen by accident and wants to go back to the **List of Transactions** screen click the  button

Click the  button when each line has been changed or if no return is required. **Figure 35**

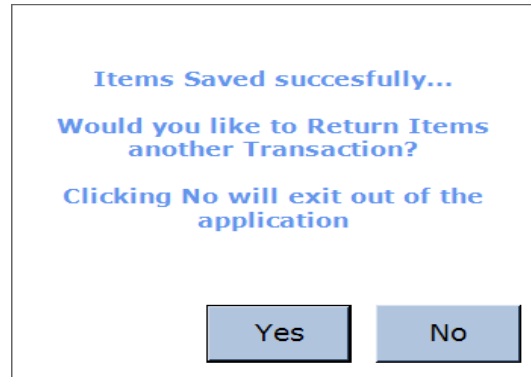
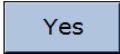
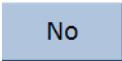


Figure 35

Click the  button to stay on Returns screen or **click** the  button to return to Access Menus screen

Returning Items without Patient information

From the **List of Transactions** screen **click** the  button **Figure 36**

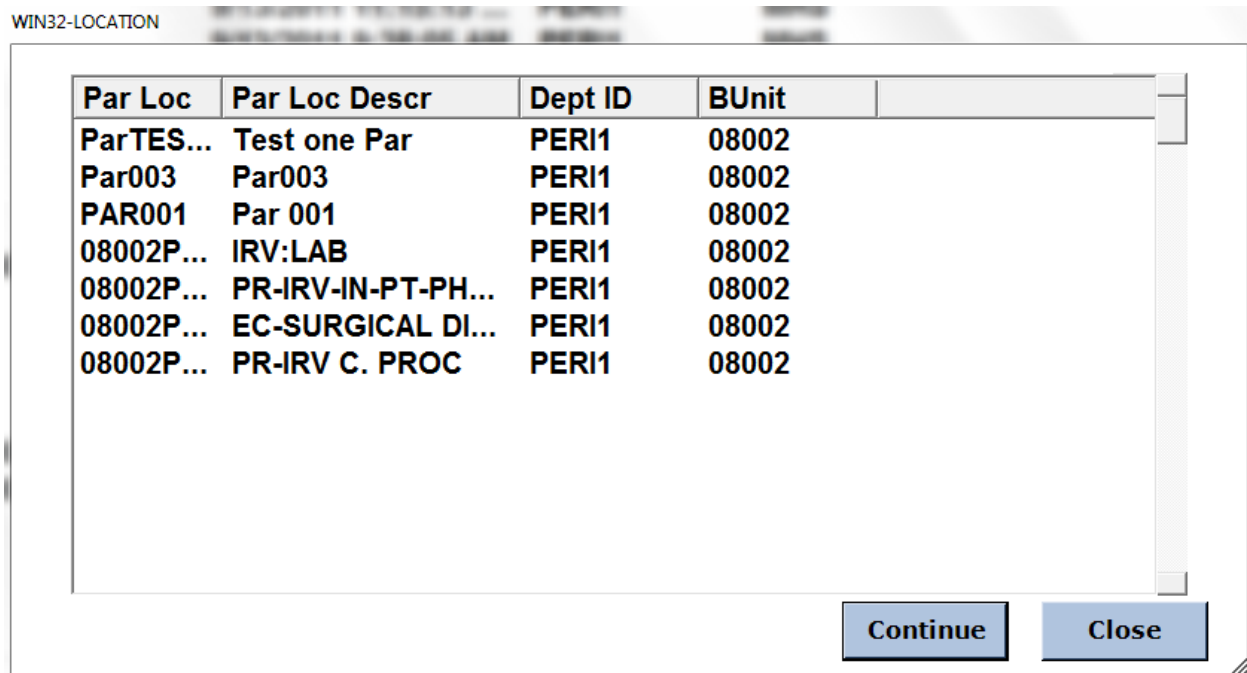
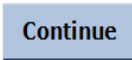
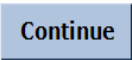
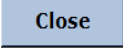
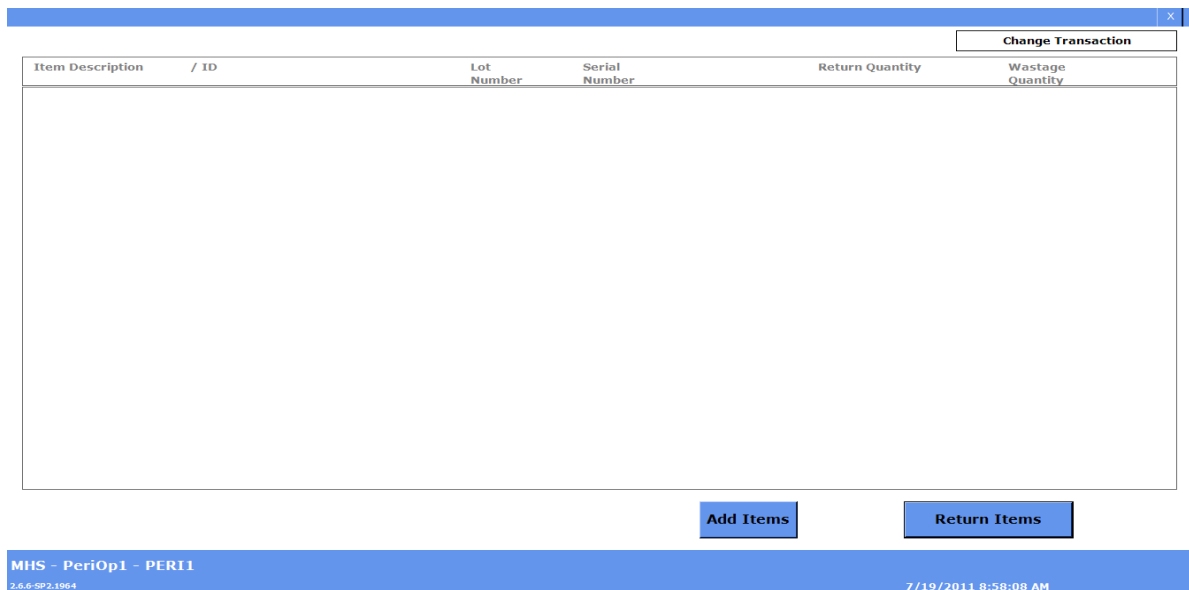



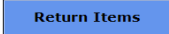
Figure 36

User may select a Par Location to return item to and **click** the  button or if returning without Par Location, **click** the  button without selecting a Par Location. **Figure 37**

The  button will close the screen in **Figure 36**



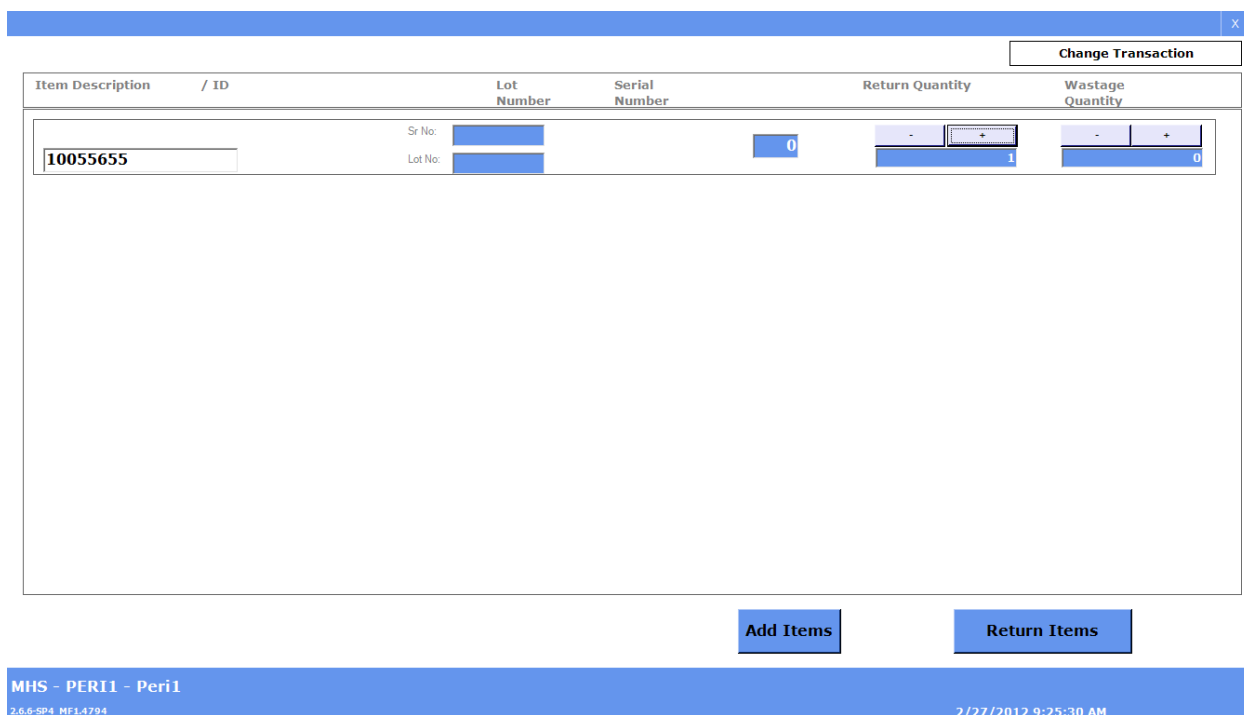
Item Description / ID	Lot Number	Serial Number	Return Quantity	Wastage Quantity


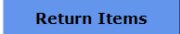
MHS - PeriOp1 - PERI1
 2.6.6-SP 2.1964 7/19/2011 8:58:08 AM

Figure 37

To add an item for return **click** the  button **Figure 38**



Item Description / ID	Lot Number	Serial Number	Return Quantity	Wastage Quantity
10055655			0	1

MHS - PERI1 - Peri1
 2.6.6-SP4_MF1.4794 2/27/2012 9:25:30 AM

Figure 38

Enter the Item Description/ID and **enter** a Return Quantity or Wastage Quantity.

When done, **click** the  button **Figure 39**

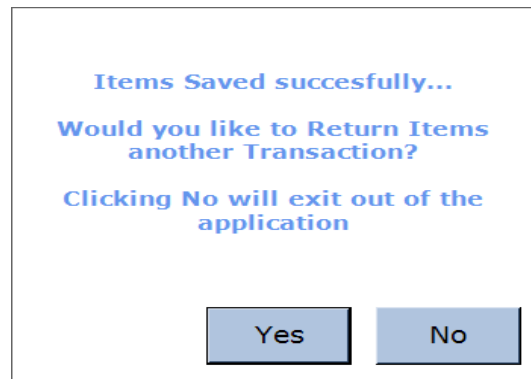
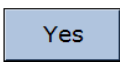
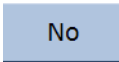


Figure 39

Click the  button to stay on Returns screen or **click** the  button to return to Access Menus screen

Putaway

This option is used by Material staff to put items away in their respective Par Locations/Carts after orders have been received from vendors.

Click the  button from the **Access Menu** screen and the **List of Pending Orders** screen appears as shown in **Figure 40**

List of Pending Orders					
Order ID	Order Date Time	Par Loc	BUnit	Vendor ID	
16	10/18/2011 7:59:31 AM	08002P01...	08002		
14	10/13/2011 7:59:34 AM	08002P01...	08002		
13	10/7/2011 8:02:27 AM	08002P01...	08002		
12	10/6/2011 8:01:28 AM	08002P01...	08002		
11	10/5/2011 8:02:40 AM	08002P01...	08002		
10	9/13/2011 8:01:02 AM	08002P01...	08002		

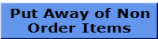

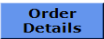




Figure 40

If no orders have been processed or the MM Interface process has not been setup under the **@Par POU Web/Server**, this screen will be blank.

Click the **Order Details** button without selecting a line and the following screen will appear **Figure 41**

Please Select the Order to Check
the Order Items

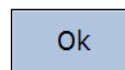


Figure 41

Click the **Ok** button and **highlight** an order to be put away. Click the **Order Details** now **Figure 42**

Order ID :	10	Business Unit :	08002	Par Loc :	08002P0112			
ERP Order No:	215				Change Order			
Item ID	Item Description	Sr #	Lot #	Exp Dt	Qty Ord	Qty Recvd	Qty To Recv	Qty Ptwy
10022103	SPONGE GAUZ				119	119	0	- 0 +
10022087	SPONGE GAUZ				119	119	0	- 0 +
10008217	SET BLD COLL				100	100	0	- 0 +
10007733	SYRINGE BD 2				15	15	0	- 0 +
10007719	SYRINGE BD 1				50	50	0	- 0 +
10007718	SYRINGE BD 5				50	50	0	- 0 +
10021694	GLOVE EXAM L				10	10	0	- 0 +
Save Orders								

MHS - PERI1 - Peri1
2.6.6-SP4_MF1.4794
2/27/2012 9:51:09 AM

Figure 42

If the user enters this screen by accident and wants to go back to the **List of Pending Orders** screen click the **Change Order** button

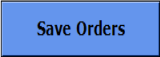
The information captured on this screen is: **Order ID | Business Unit | Par Location | Item ID | Item Description | Serial Number | Lot Number | Expiration Date | Quantity Ordered | Quantity Received | Quantity to Receive | Quantity Putaway**

QTY Ord - Quantity Ordered – System quantity count level.

QTY Recvd - Quantity Received – Should be zero at this time. If this was partially received the receive quantity would appear here.

QTY to Recv - Quantity to Receive – The quantity to putaway

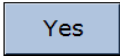
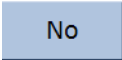
Qty Ptwy – Quantity Putaway - Actual quantity that user is putting away

Enter the item Putaway quantity in the respective line and when finished **click** the  button.
Figure 43

Items Saved succesfully...
Would you like to putaway another order?
Clicking No will exit out of the application



Figure 43

Click the  button to stay on Putaway screen or **click** the  button to return to Access Menus screen

Putaway of NON Order Items

From the **List of Pending Orders** screen **click** the  button **Figure 44**

Order ID :	0	Business Unit :	08002	Par Loc :	PAR001	X
ERP Order No:				<input type="button" value="Change Order"/>		

Item ID	Item Description	Sr #	Lot #	Exp Dt	Qty Ord	Qty Recvd	Qty To Recv	Qty Ptwy

MHS - PERI1 - Peri1
2.6.6-SP4_MFL4794
2/27/2012 10:27:28 AM

Figure 44

Scan the item bar code label, **click** the button, or **find** the item to putaway using the button. **Figure 45**

Order ID :	0	Business Unit :	08002	Par Loc :	PAR001	X
ERP Order No:				<input type="button" value="Change Order"/>		

Item ID	Item Description	Sr #	Lot #	Exp Dt	Qty Ord	Qty Recvd	Qty To Recv	Qty Ptwy
10055655	COVER SHOE V				0	0	0	<input type="text" value="2"/> <input type="button" value="-"/> <input type="button" value="+"/>

MHS - PERI1 - Peri1
2.6.6-SP4_MFL4794
2/27/2012 10:36:34 AM

Figure 45

Enter a Quantity to Putaway in Qty Ptwy field or use the or buttons to add and decrease the quantity field

When complete click the button **Figure 46**

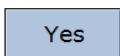
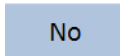
Items Saved successfully...

Would you like to putaway
another order?

Clicking No will exit out of the
application

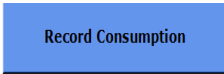


Figure 46


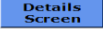
Click the  button to stay on Putaway screen or **click** the  button to return to Access
Menus screen

Record Consumption

This option is used to record consumption of OR Case Carts. Case Carts will be explained in detail under the @Par HHT section of this document.

Click the  button from the **Access Menu** screen **Figure 47**

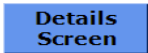
List of Case Cart Transactions					
Case Description	PrefID	Patient ID	Service Date Time	Dept Name	User ID
OR01/CASE060	OR01	000001	2/1/2012 9:03:18 AM	PERI1	MHS
SST01/CASE051	SST01	000001	12/8/2011 10:30:20 AM	PERI1	MHS

MHS - PERI1 - Peri1 2/27/2012 10:55:51 AM

Figure 47


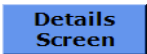
The **List of Case Cart Transactions** screen will be displayed. Only Case Carts that have been **"Picked"** will appear on this list.

Click the  button **Figure 47**

please select the transaction for items

Ok

Figure 47

Click the  button and **highlight** an order to record consumption of and then **click** the  button again **Figure 48**

Case Cart Id : CASE060	Pref List Id : OR01	X	
<input type="button" value="Change Case Carts"/>			
Item Description / ID	Consumed Quantity	Return Quantity	Wastage Quantity
DRAIN INCIS 1IN 18IN PENROS RUB 10006205	2	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>
CATHETER IV INSYTE AUTOGURD 1.16IN 10007834	1	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>
CATHETER IV INSYTE AUTOGARD 1.16IN 10007836	1	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>
SOLUTION IV 5% DEX 0.45% NA CHL 10016134	2	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>
SOLUTION PREP SCRB CARE 10% PVP 10017192	2	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>	<div style="display: flex; justify-content: space-between; align-items: center;"> - + </div> <div style="border: 1px solid black; width: 100px; height: 15px; margin: 2px 0;"></div> <div style="text-align: right; padding-right: 5px;">0</div>
<input type="button" value="Save Items"/>			

MHS - PERI1 - Peri1

2.6.6-SP4_MF1.4794

2/27/2012 11:00:35 AM

Figure 48

This is last chance to record wastage, returns from a Case Cart prior to issuance. Incrementing the Return Quantity or the Wastage Quantity can be done by either entering value manually or using the



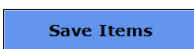
button next to the respective line item.

If the user needs to decrement the Return Quantity or the Wastage Quantity it can be done by either entering value manually or using the



button next to the respective line item

Once information is ready, **click** the



button

Note: When SAVE is selected this Case Cart is no longer available in @Par POU.

Logging in to the POU HHT Client

Prior to utilizing the **@Par POU** product, the **@Par Administrator or Supervisor** must first set up a login and parameters for any client to access the **@Par POU** client hand held terminal (HHT).

Once users are set up, and software has been installed on the HHT, they will see the login screen as shown in **Figure 49** below

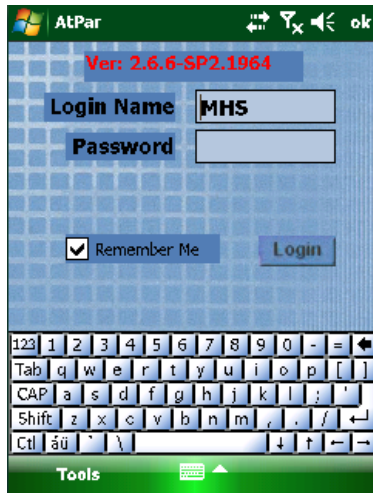


Figure 49

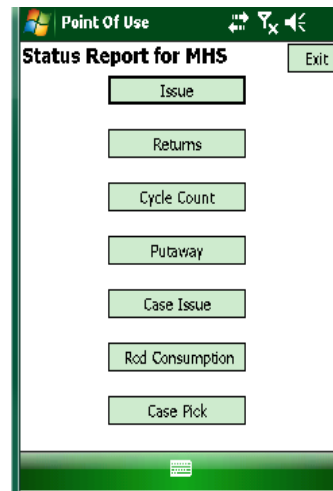



Figure 50

Enter the Login Name and Password (if required) and **click** the Login button 

If multiple @Par product icons appear, **click** on the  icon and the **@Par POU** Status screen will appear. **Figure 50**

Access Menus - Status Screen

Functionality of the product at this point will be dependent on how the role for this user is setup on the @Par POU Web and is handled in the **Profile Parameters** section on the @Par Web page

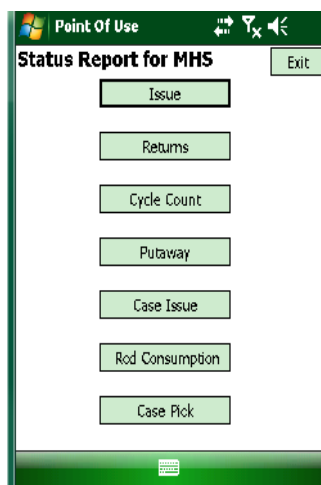


Figure 51

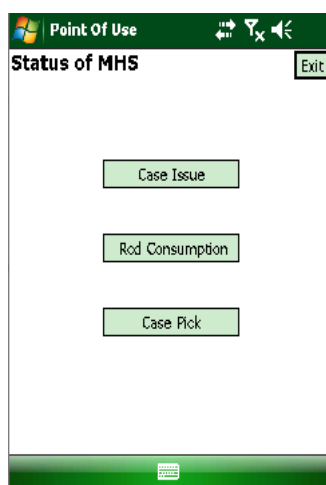


Figure 52

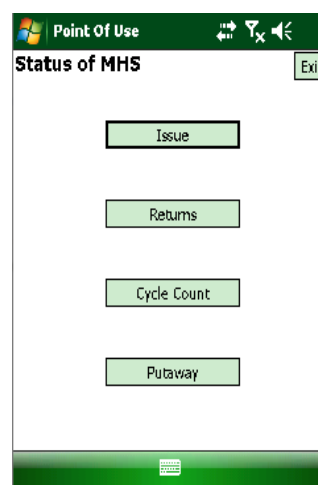


Figure 53

The following profile parameter is setting will provide you with one of three screens.

Access to POU / CaseCart Menu	<input type="radio"/> POU <input type="radio"/> CaseCart <input checked="" type="radio"/> Both	[POU-Point of Use Access CaseCart-CaseCart Access Both-Enables Access to POU and CaseCart]
-------------------------------	--	--

Figure 51

Access to POU / CaseCart Menu	<input type="radio"/> POU <input checked="" type="radio"/> CaseCart <input type="radio"/> Both	[POU-Point of Use Access CaseCart-CaseCart Access Both-Enables Access to POU and CaseCart]
-------------------------------	--	--

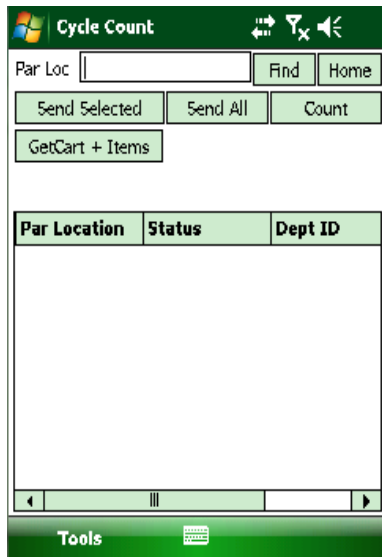
Figure 52

Access to POU / CaseCart Menu	<input checked="" type="radio"/> POU <input type="radio"/> CaseCart <input type="radio"/> Both	[POU-Point of Use Access CaseCart-CaseCart Access Both-Enables Access to POU and CaseCart]
-------------------------------	--	--

Figure 53

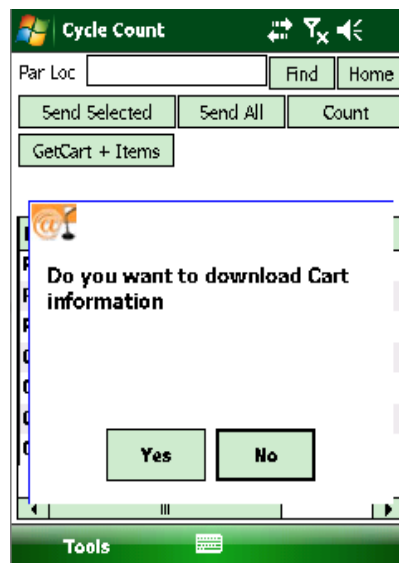
Cycle Count

If this is the first time the Par Locations/Carts is used it **must** be counted or updated using the button. **Click** this button and the following screen displays: **Figure 54**



The screen displays the 'Cycle Count' title bar. Below the title bar is a 'Par Loc' input field with 'Find' and 'Home' buttons. Below this are three buttons: 'Send Selected', 'Send All', and 'Count'. Below these is a 'GetCart + Items' button. At the bottom is a table with three columns: 'Par Location', 'Status', and 'Dept ID'. The table is currently empty. At the very bottom is a 'Tools' button.

Figure 54



The screen displays the 'Cycle Count' title bar. Below the title bar is a 'Par Loc' input field with 'Find' and 'Home' buttons. Below this are three buttons: 'Send Selected', 'Send All', and 'Count'. Below these is a 'GetCart + Items' button. A dialog box is overlaid on the screen with the text 'Do you want to download Cart information' and two buttons: 'Yes' and 'No'. At the bottom is a 'Tools' button.

Figure 55

Click on the button **Figure 55**

Click to download all Carts and associate items **Figure 56**

Click to return to the Cycle Count Status screen **Figure 54**

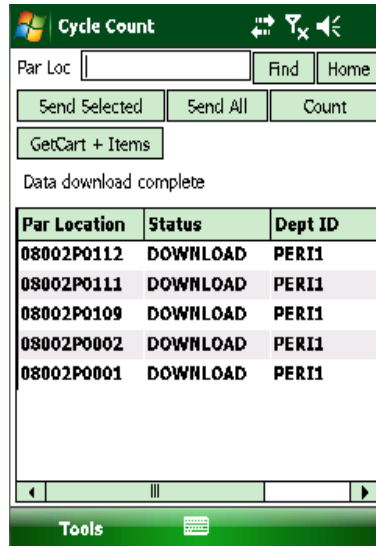
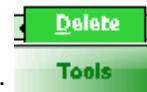


Figure 56



Click the **Tools** in the lower left hand corner of the HHT will displays as:

Delete will remove all information for highlighted Par Location and following message appears **Figure 57**



Event data will be deleted. Do you wish to Continue



Figure 57

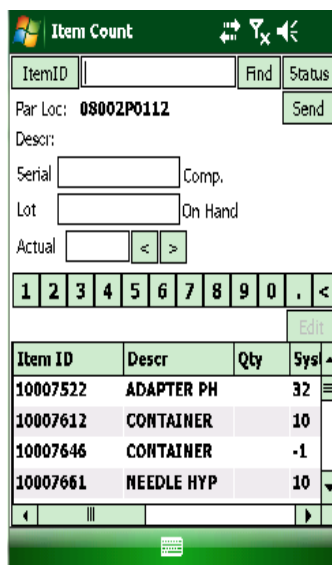


to delete Record



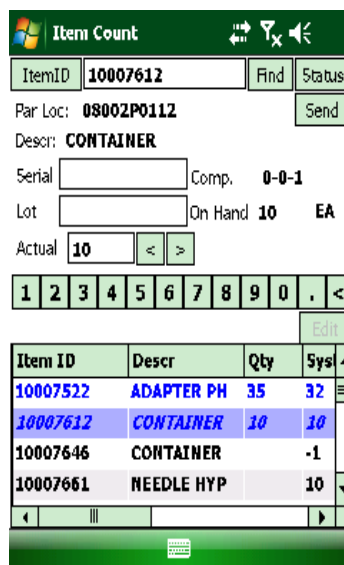
to return to Cycle Count screen **Figure 54**

Highlight a Par Location to count, and **click** the **Count** button again. The following screen will now appear. **Figure 58**



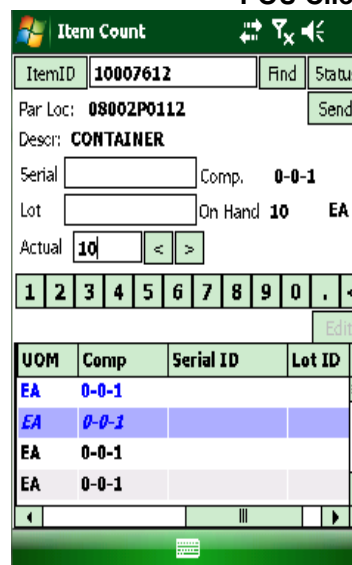
Item ID	Descr	Qty	Sys
10007522	ADAPTER PH	32	
10007612	CONTAINER	10	
10007646	CONTAINER	-1	
10007661	NEEDLE HYP	10	

Figure 58



Item ID	Descr	Qty	Sys
10007522	ADAPTER PH	35	32
10007612	CONTAINER	10	10
10007646	CONTAINER	-1	
10007661	NEEDLE HYP	10	

Figure 59



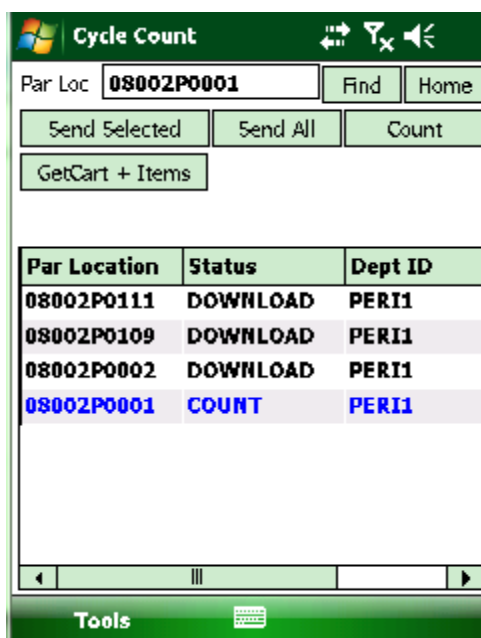
UOM	Comp	Serial ID	Lot ID
EA	0-0-1		
EA	0-0-1		
EA	0-0-1		
EA	0-0-1		

Figure 60

Lot Number and Sr. Number (Serial Number) can be manually entered or scanned

The quantity on hand column reflects what the system contains for the respective item. The user will count the items and adjust counts in the Actual (Actual Quantity) field by entering the counted amount
Figure 59 (Figure 60 is same screen as 59 but other fields visible using scroll bar at bottom of the screen)


Once all counts have been entered, **click** the **Status** button. **Figure 61** appears



Par Location	Status	Dept ID
08002P0111	DOWNLOAD	PERI1
08002P0109	DOWNLOAD	PERI1
08002P0002	DOWNLOAD	PERI1
08002P0001	COUNT	PERI1

Figure 61

Click the **Send All** or **highlight** a record in **COUNT** status and **click** the **Send Selected** button

Click the  button to return to **Access Menu** screen.

Issue

The **Issue** screen is used by staff to issue items from @Par POU. Items are generally issued with patient information for billing and ordering purposes. However, issues can be created without selecting a patient.

Issuing from a HHT

Click the  button from the **Point of Use Status** screen the following screen will appear **Figure 62**

Figure 62

Figure 63

Synch must be completed first by **clicking** the **Synch** button in **Figure 63**

Click the **Yes** button to sync all items

Click the **No** button to return to the Issues screen **Figure 62**

Select Physician, Patient, Reason, or Procedure code and to add an item **click** the **Issue** button in **Figure 62** and **Figure 64** will appear on the HHT

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501 Kings Hwy East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Figure 64

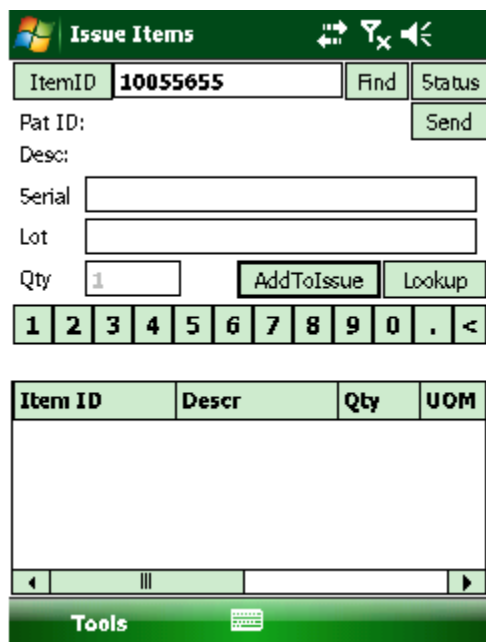
Figure 65

Scan Item ID bar code label and **click** the **Find** button **Figure 65**

The system will automatically **add** the scanned item if the following **Profile Parameter** is selected

Auto add to issue on item scan ☒ [Checking this will add an item to issue after item scan]

If the parameter is **NOT** checked the following screen appears **Figure 66**



Issue Items

ItemID: **10055655** Find Status

Pat ID: Send

Desc:

Serial:

Lot:

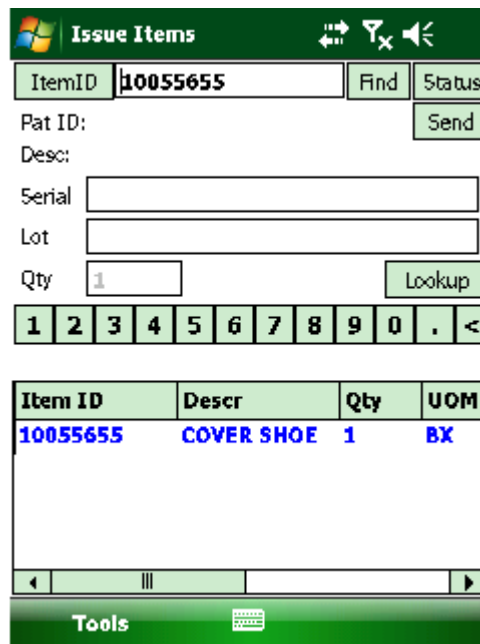
Qty: **1** AddToIssue Lookup

1 2 3 4 5 6 7 8 9 0 . <

Item ID	Descr	Qty	UOM

Tools

Figure 66



Issue Items

ItemID: **10055655** Find Status

Pat ID: Send

Desc:

Serial:

Lot:

Qty: **1** Lookup

1 2 3 4 5 6 7 8 9 0 . <

Item ID	Descr	Qty	UOM
10055655	COVER SHOE	1	BX

Tools

Figure 67

Note the Qty (Quantity still defaults with 1) but the item hasn't been added. User must **click** the **AddToIssue** button and **Figure 67** displays

User can continue adding issues or if done, **click** the **Send** button which will issue the item or **click** the **Status** button which returns user to the Issue Status screen **Figure 68**

Status	Patient ID	User ID
ISSUED		MHS

Figure 68

If users are in a wireless environment they will send from the Issue Items screen **Figure 67**

If users are in a non-wireless environment they will send from the Issue Status screen and use either the **Send Selected** button (highlight an issue) or the **Send All** button (sends all items with a status of Issued).

Click the **Home** when done and this returns to the **Access Menu** screen

Issue an Item by Lookup

Click the **Lookup** button in **Figure 67** and a pop up window displays, which the user can utilize to find an item to add to this patient's screen as shown in **Figure 69**.

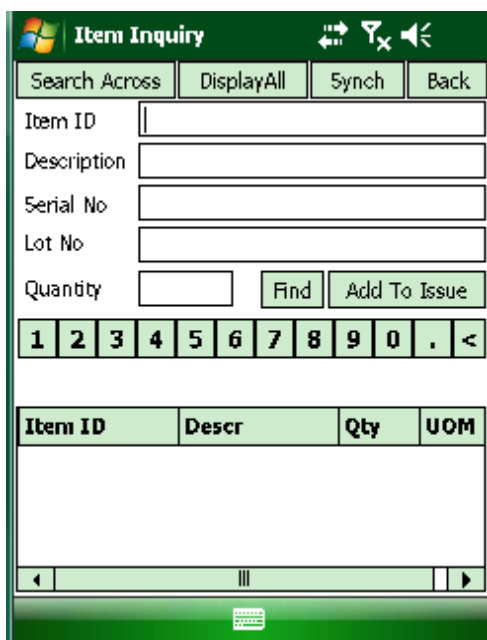


Figure 69

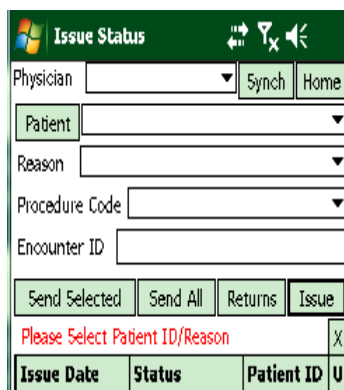
Search Across type or scan in an Item ID – this searches all locations where the item can be found – user highlights item and adds to the issue

DisplayAll displays all synched items – user highlights and adds to the issue

Synch if synch from Issue Status screen was not performed, user can synch using this button

Back returns to the Issue Items screen

Messages



Physician Synch Home

Patient

Reason

Procedure Code

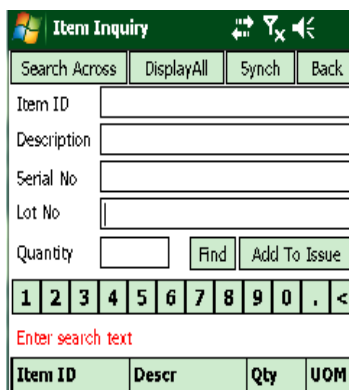
Encounter ID

Send Selected Send All Returns Issue

Please Select Patient ID/Reason

Issue Date	Status	Patient ID	UOM
------------	--------	------------	-----

Figure 70



Search Across DisplayAll Synch Back

Item ID

Description

Serial No

Lot No

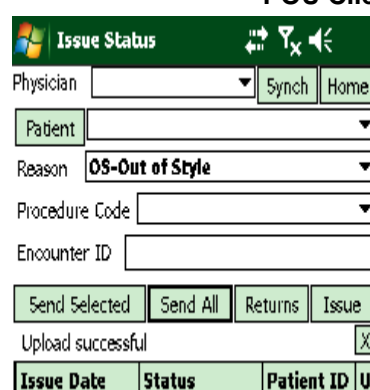
Quantity Find Add To Issue

1 2 3 4 5 6 7 8 9 0 . <

Enter search text

Item ID	Descr	Qty	UOM
---------	-------	-----	-----

Figure 71



Physician Synch Home

Patient

Reason **OS-Out of Style**

Procedure Code

Encounter ID

Send Selected Send All Returns Issue

Upload successful

Issue Date	Status	Patient ID	UOM
------------	--------	------------	-----

Figure 72

Appears when user **clicks** the **Issue** button without selecting Patient or Reason will return following **Figure 70**

Appears when user **clicks** the **Find** button without entering an item **Figure 71**

Sending issues to server successfully **Figure 72**



Search Across DisplayAll Synch Back

Item ID

Description

Serial No

Lot No

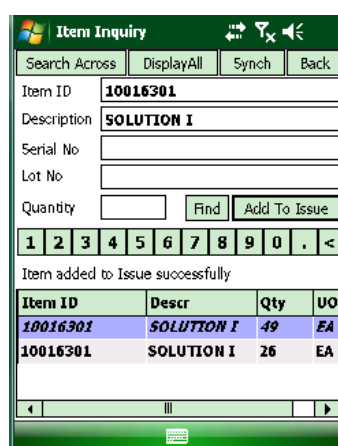
Quantity Find Add To Issue

1 2 3 4 5 6 7 8 9 0 . <

Please get the data

Item ID	Descr	Qty	UOM
---------	-------	-----	-----

Figure 73



Search Across DisplayAll Synch Back

Item ID **10016301**

Description **SOLUTION I**

Serial No

Lot No

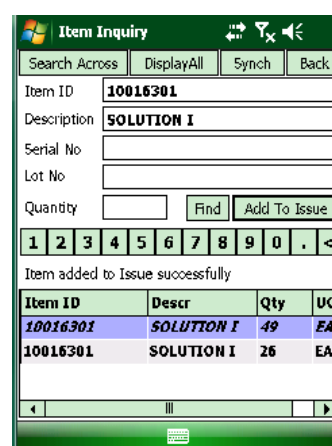
Quantity Find Add To Issue

1 2 3 4 5 6 7 8 9 0 . <

Item added to Issue successfully

Item ID	Descr	Qty	UO
10016301	SOLUTION I	49	EA
10016301	SOLUTION I	26	EA

Figure 74



Search Across DisplayAll Synch Back

Item ID **10016301**

Description **SOLUTION I**

Serial No

Lot No

Quantity Find Add To Issue

1 2 3 4 5 6 7 8 9 0 . <

Item added to Issue successfully

Item ID	Descr	Qty	UO
10016301	SOLUTION I	49	EA
10016301	SOLUTION I	26	EA

Figure 75

Click **Add To Issue** without Synching or enter Item ID **Figure 73**

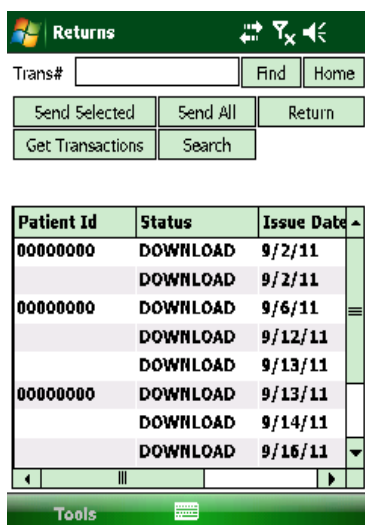
Successful synching of data **Figure 74**

Added an item to the issue successfully **Figure 75**

Returns

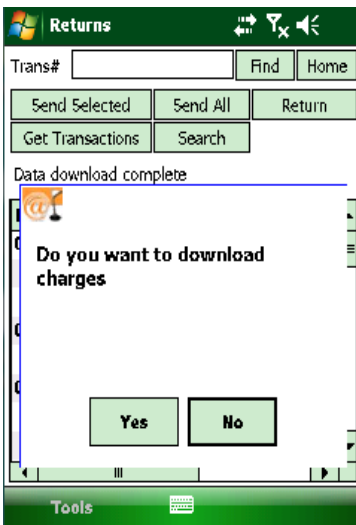
Returning items is common when items that were part of a Case Pick or Issue with Preference Lists and were not used from or wasted.

Click the **Returns** button from the **Point of Use Status** screen or the **Returns** button from Issue screen the following screen will appear **Figure 76**



Patient Id	Status	Issue Date
00000000	DOWNLOAD	9/2/11
00000000	DOWNLOAD	9/2/11
00000000	DOWNLOAD	9/6/11
00000000	DOWNLOAD	9/12/11
00000000	DOWNLOAD	9/13/11
00000000	DOWNLOAD	9/13/11
00000000	DOWNLOAD	9/14/11
00000000	DOWNLOAD	9/16/11

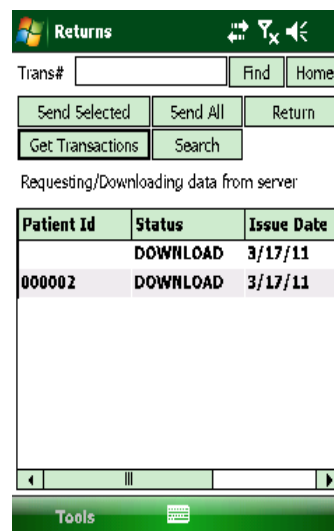
Figure 76



Do you want to download charges

Yes No

Figure 77



Patient Id	Status	Issue Date
000002	DOWNLOAD	3/17/11
000002	DOWNLOAD	3/17/11

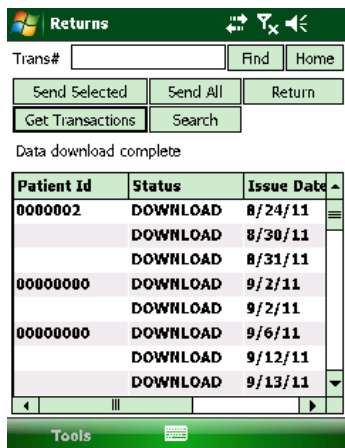
Figure 78

If any items are ready for return and NOT on the HHT user clicks the **Get Transactions** button **Figure 76**

Yes to download data **No** to return to the Returns screen without getting data **Figure 77**

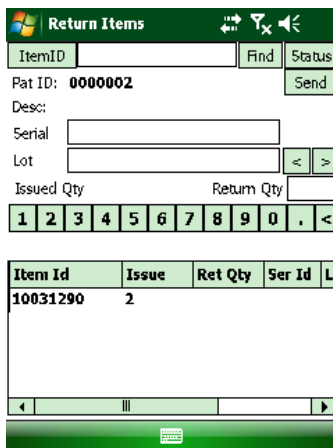
Data is now being downloaded from server **Figure 78**

Once data is downloaded, following screen appears **Figure 79**



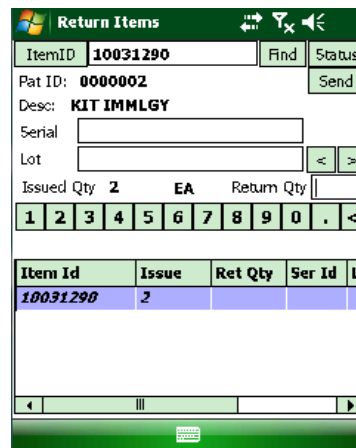
Patient Id	Status	Issue Date
0000002	DOWNLOAD	8/24/11
00000000	DOWNLOAD	8/30/11
00000000	DOWNLOAD	8/31/11
00000000	DOWNLOAD	9/2/11
00000000	DOWNLOAD	9/6/11
00000000	DOWNLOAD	9/12/11
00000000	DOWNLOAD	9/13/11

Figure 79



Item Id	Issue	Ret Qty	Ser Id	L
10031290	2			

Figure 80



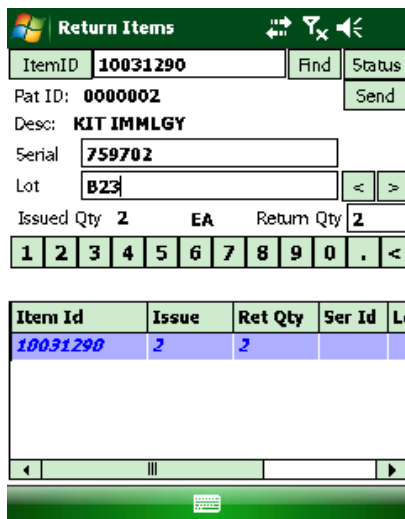
Item Id	Issue	Ret Qty	Ser Id	L
10031290	2			

Figure 81

Highlight the record to return and **Return** screen and the Return Items screen will appear **Figure 80**

Highlight or **scan** item bar code label **Figure 81**

Enter the Return Qty and/or Serial number and Lot Number **Figure 82**



Return Items

ItemID: **10031290** Find Status

Pat ID: **0000002** Send

Desc: **KIT IMMLGY**

Serial: **759702**

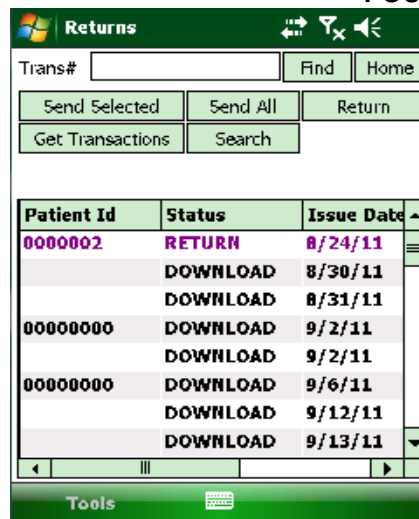
Lot: **B23** < >

Issued Qty: **2** EA Return Qty: **2**

1 2 3 4 5 6 7 8 9 0 . <

Item Id	Issue	Ret Qty	Ser Id	L
10031290	2	2		

Figure 82



Returns

Trans# Find Home

Send Selected Send All Return

Get Transactions Search

Patient Id	Status	Issue Date
0000002	RETURN	8/24/11
	DOWNLOAD	8/30/11
	DOWNLOAD	8/31/11
00000000	DOWNLOAD	9/2/11
	DOWNLOAD	9/2/11
00000000	DOWNLOAD	9/6/11
	DOWNLOAD	9/12/11
	DOWNLOAD	9/13/11

Tools

Figure 83

If in Wireless environment, **click** the **Send** button else **click** the **Status** button **Figure 82**

The Status will change to **Return** **Figure 83**

From the **Returns status** screen **click** the **Send All** button or **highlight** a record and **click** the **Send Selected** button

Putaway

This option is generally used by Material staff to put items away in their respective Par Locations/Carts.

Click the  button from the **Point of Use Status** screen and the Putaway Status screen appears as shown in **Figure 84**

Putaway Status

Par Loc Find Home

Send Selected Send All PutAway

Get Orders

Order No	Order Date	Status

Tools

Figure 84

Putaway Status

Par Loc Find Home

Send Selected Send All PutAway

Get Orders



@

Do you want to download orders

Yes No

Tools

Figure 85


Putaway Status


Par Loc:

Order No	Order Date	Status
16	10/18/11	DOWNLOAD
14	10/13/11	DOWNLOAD
13	10/7/11	DOWNLOAD
12	10/6/11	DOWNLOAD
11	10/5/11	DOWNLOAD






Tools


Figure 86

Click the  button in **Figure 84** and screen pops up in **Figure 85**



Click the  **button to download orders or** **click the**  **button to return to the Putaway screen without getting Orders** **Figure 86**

Highlight or **scan** in Par Loc field in **Figure 86** and **click** the  button **Figure 87**

 Item PutAway		  									
ItemID	<input type="text"/>	Find <input type="button" value="Status"/>									
Cart ID:		<input type="button" value="Send"/>									
Desc:											
Vend ID:											
Ord. Qty:	Vend Cat#										
P. Qty	<input type="text"/> <input type="button" value="←"/> <input type="button" value="→"/>	Comp.									
1	2	3	4	5	6	7	8	9	0	.	<

Item ID	Putaway Qty	Receive Qty
10008188		0
<div> <input type="button" value="←"/> <input type="button" value="III"/> <input type="button" value="→"/> </div>		

Figure 87

 Item PutAway															
ItemID	10008188	Find	Status												
Cart ID:	08002P0112	Send													
Desc: DEVICE URINLYSS TST VACTNR															
Vend ID:															
Ord. Qty:	1	Vend Cat#													
P. Qty	1	Comp.	0-0-1												
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td><td>.</td><td><</td> </tr> </table>				1	2	3	4	5	6	7	8	9	0	.	<
1	2	3	4	5	6	7	8	9	0	.	<				

Item ID	Putaway Qty	Receive Qty
0008188	1	0
<div> <div>◀</div> <div> </div> <div>▶</div> </div>		

Figure 88

Putaway Status

Par Loc: **08002P0112** Find Home

Send Selected Send All PutAway



Get Orders

Order No	Order Date	Status
10/18/11	PUTAWAY	
10/13/11	DOWNLOAD	
10/7/11	DOWNLOAD	
10/6/11	DOWNLOAD	
10/5/11	DOWNLOAD	
9/13/11	DOWNLOAD	

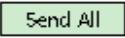
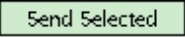
Tools

Figure 89

Enter the putaway quantity of the item **Figure 88**

If in Wireless environment, **click** the  button else **click** the  button **Figure 88**

The Status will change to **Putaway** **Figure 89**

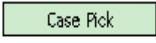
From the **Putaway Status** screen **click** the  button or highlight a record in Return status and **click** the  button

Case Cart – Case Pick

The Case Cart functionality of @Par POU is used by OR departments with Case Cart scheduling and issuance requirements. @Par POU will use an inbound HL7 message/xml file from an organization's OR Scheduling system (i.e. OR Manager, GE, Epic, etc.) to retrieve Case information.

@Par POU will use the OR Scheduling data for header and item details on the Case Pick. Staff in the OR Storeroom will "pick" items and place in a sanitized room. Usually the Case Pick function is done in advance (night before, 1-2 days before) the surgery is schedule. Items picked are placed in a Case and OR nurses wheel the Cases into the OR suite for use on the procedure.

NOTE: Case Picking **MUST** be performed on the HHT and is NOT available on the Win32 Client environment

After login to the HHT user will **click** the  button to begin the process **Figure 90**

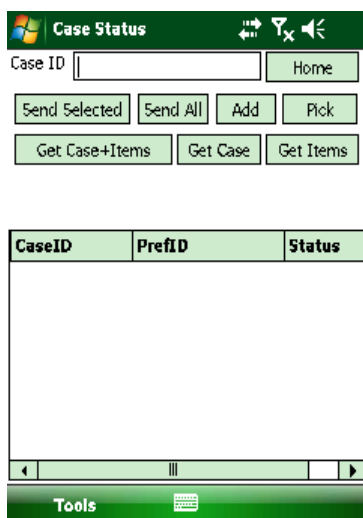


Figure 90

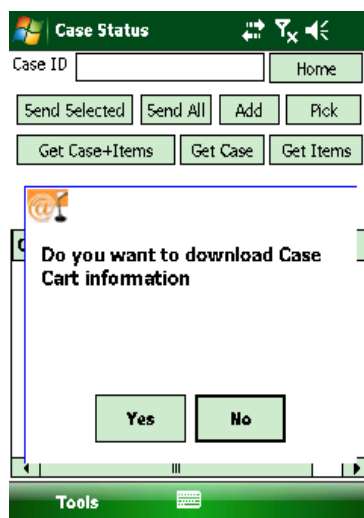


Figure 90

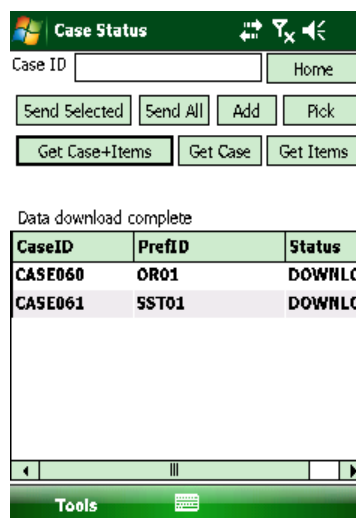
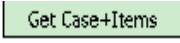




Figure 91

Click the  button to download all Case Header and Case items **Figure 90**

Note: An alternative method to get the information on the HHT is to **click** the  button which downloads all open Case Cart headers in **OPEN** status. Then **highlight** a case to download and **click** the  button which will download all items associated with Case Cart header.

Click the  button to download case and items **Figure 91**

Click the  button to return to the Case Status screen without getting carts **Figure 90**

Once cases are downloaded to the HHT **highlight** a Case ID to pick and **click** the  button **Figure 92**

Case Items

ItemID: 10017192 Find Status
 Pat ID: 000001 Send
 Desc: SOLUTION PREP SCRIB CARE 10%
 Str Loc: 0-0-0
 Pick Qty: 2
 Qty: (EA)

Item ID	Descr	Qty	UO
10017192	SOLUTION	EA	
10016134	SOLUTION IV	EA	
10007836	CATHETER IV	EA	
10007834	CATHETER IV	EA	

Tools

Figure 92

Case Status

Case ID: Home
 Send Selected Send All Add Pick
 Get Case+Items Get Case Get Items

CaseID	PrefID	Status
CASE060	OR01	PICKED
CASE061	SST01	DOWNLOA

Tools

Figure 93

If in Wireless environment and all picking is completed, **click** the **Send** button else **click** the **Status** button **Figure 93**

The Status will change to **PICKED**

From the **Case Status** screen **click** the **Send All** button or **highlight** a record in Picked status and **click** the **Send Selected** button.

Generally, the case that has been picked will now be moved in close proximity to the OR Suite for easy access by OR Nursing staff. During the procedure, nurses can add items to a case that has been picked by using the Win32 Client (see section later in this document)

Adding another Case Cart

Highlight the Case ID on the Case Status screen and **click** the **Add** button **Figure 94**

Select a picked Case Cart from the list **Figure 95**

Case Status

Case ID: CASE061 Home
 Send Selected Send All Add Pick
 Get Case+Items Get Case Get Items

Select One

CaseID	PrefID	Status
CASE061	SST01	DOWNLOA

Tools

Case Status

Case ID: CASE061 Home
 Send Selected Send All Add Pick
 Get Case+Items Get Case Get Items

Select One

Are you sure, you want to add another preference list?

Yes No

Tools

Case Status

Case ID: Home
 Send Selected Send All Add Pick
 Get Case+Items Get Case Get Items

Data download complete

CaseID	PrefID	Status
CASE060	OR01	DOWNLOA
CASE061	SST01	DOWNLOA

Tools

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
Confidential - All Rights Reserved 2001 - 2012 AtPar, Inc.


501 Kings Hwy East Fairfield, CT 06825 Phone: (888) 647-4621 Fax: (888) 647-4621

Figure 94


Figure 95

Figure 96


Click the  button to add another case and items **Figure 96**

Click the  button to return to the Case Status screen without getting case **Figure 94**

Highlight a Case ID to pick and **click** the  button **Figure 96**

Note: This will add a cCase in OPEN status – you must **highlight** the OPEN case and **click** the  button.

Now pick and process the case as normal.

When finished **click** the  button to return to the **Access Menu** screen

Adding an item to a Picked Case Cart on Win32 Client

While an OR Nurse is using items, there are times when they need to add and issue an additional item. Best practice workflow is that in the suite there will be a Win32 Client for their access.

Login to the Win32 Environment and the Issue screen as described previously in this document

Click the  button **Figure 97**

Please select Case :

Case ID	Case Description	PrefID	Physician	Patient ID	Patient Name	Status
CASE061	SST01	OR01	BF1-Bubba	000001		PICKED
CASE061	SST01	SST01	BF1-Bubba	000001		OPEN
CASE060	OR01	OR01	SW1-Stuart	000001		PICKED

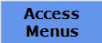
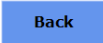
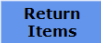







Figure 97

The nurse will select the Case Cart description to add an item to and then **click** the  button **Figure 98**

000001 |

Add Patient	/	000001	Select Par	No Location Select	Add Case	Account ID	X
Physician:	Stuart Woods A	Procedure:	PeriIOP	Reasons:	Preferences:	02/28/2012	Clear Trans

Bin LOC	QOH	Sr No:	Issue Qty	Wastage Qty	
DRAIN INCIS IIN			- +	- +	X
10006205	0-0-0	Lot No:	2	0	
CATHETER IV INS			- +	- +	X
10007834	0-0-0	Lot No:	1	0	
CATHETER IV INS			- +	- +	X
10007836	0-0-0	Lot No:	1	0	
SOLUTION IV 5%			- +	- +	X
10016134	0-0-0	Lot No:	2	0	
SOLUTION PREP			- +	- +	X
10017192	0-0-0	Lot No:	2	0	
			- +	- +	X
		Lot No:	1	0	

Enter Comments Lookup Items Return Items Add Print Access Menus Issue Items

Figure 98

Nurse will add an item using process discussed in previous Win32 section of this document and when done, **click** the **Issue Items** button (This is the same as the Case Issue covered in the next section of this document)

Tools from the HHT

Click the Tools button at the bottom of the HHT **Figure 99**



Figure 99

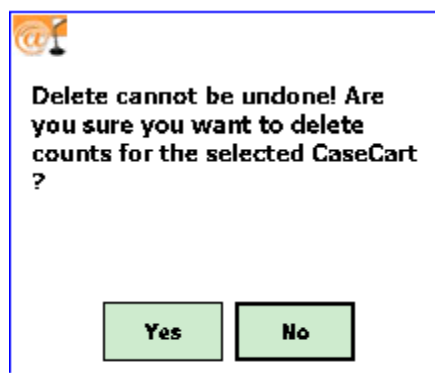


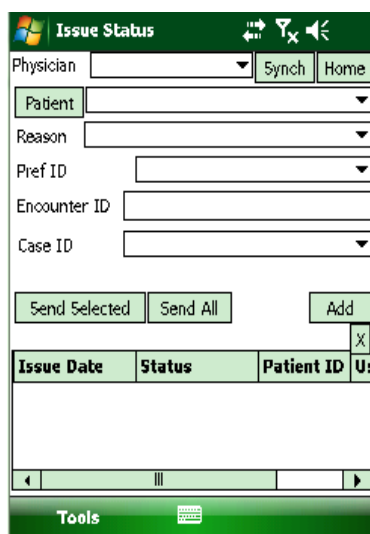
Figure 100

This option will clear counts from the Case Cart on the HHT.

Case Cart – Case Issue

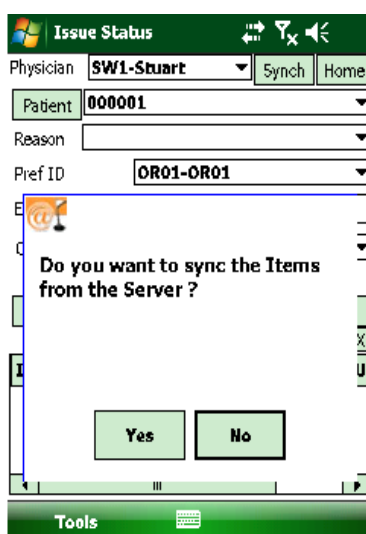
The Case Issue function CAN be used on the HHT or on the Win32 environment and is the second step in Case Cart processing.

Click the  button from the **Access Menu** screen and the Case Status screen appears as shown in **Figure 101**



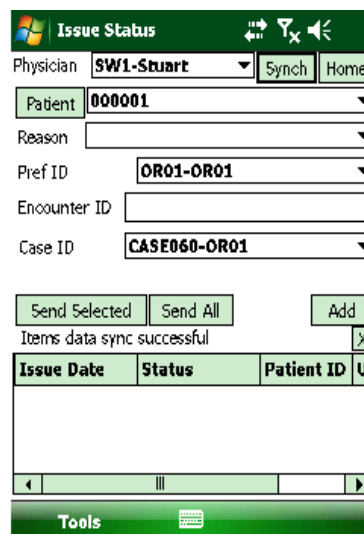
The 'Issue Status' screen features a top navigation bar with a Windows logo, the title 'Issue Status', and icons for navigation. Below the bar are fields for 'Physician' (a dropdown menu), 'Synch' (a button), and 'Home' (a button). Further down are fields for 'Patient' (a dropdown menu), 'Reason' (a dropdown menu), 'Pref ID' (a dropdown menu), 'Encounter ID' (a text field), and 'Case ID' (a dropdown menu). At the bottom, there are buttons for 'Send Selected', 'Send All', and 'Add'. A table with columns 'Issue Date', 'Status', 'Patient ID', and 'U:' is visible at the very bottom.

Figure 101



A modal dialog box titled 'Do you want to sync the Items from the Server ?' is displayed over the 'Issue Status' screen. The dialog has two buttons: 'Yes' and 'No'.


Figure 102



The 'Issue Status' screen is shown after the sync process. The 'Case ID' field now displays 'CASE060-OR01'. A message 'Items data sync successful' is visible above the table. The 'Add' button is highlighted.


Figure 103

Click the  button **Figure 101**

Click the  button to sync data **Figure 103**

Click the  button to return to the Issue Status screen without getting case **Figure 101**

Drop down list windows for Patient, Reason, Pref ID, and Case Id can be selected **Figure 103**

Click the  button **Figure 103**

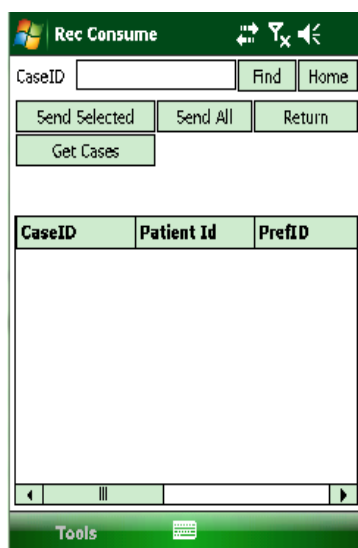
Process now is same as Item Issue as discussed earlier in this document.

The last step in the Case Cart process is to Record Consumption.

Record Consumption

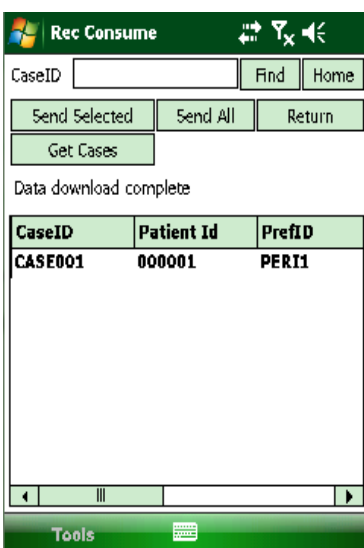
This option is used to record consumption of OR Case Carts and can be performed on the HHT or on the Win32 Client. Essentially this is the last option for nurses to have access to the Case Cart. Recording any returns or wastage is done at this time.

Click the **Record Consumption** button from the **Access Menu** screen and the Rec Consume screen appears as shown in **Figure 104**



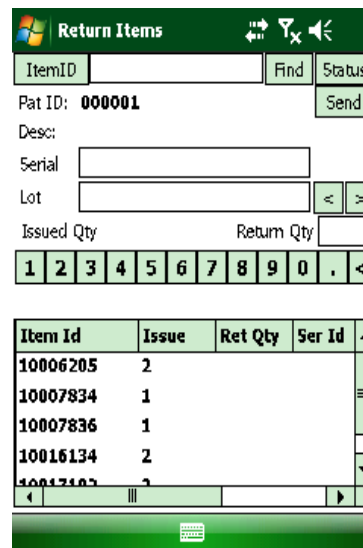
The 'Rec Consume' screen features a top navigation bar with a Windows logo, the title 'Rec Consume', and navigation icons. Below the bar is a 'CaseID' input field with 'Find' and 'Home' buttons. A row of buttons includes 'Send Selected', 'Send All', and 'Return'. Below these is a 'Get Cases' button. The main area contains a table with columns 'CaseID', 'Patient Id', and 'PrefID'. The table is currently empty. At the bottom is a 'Tools' bar with a printer icon.

Figure 104



This 'Rec Consume' screen is identical to Figure 104 but includes the text 'Data download complete' above the table. The table now contains one row: 'CASE001', '000001', and 'PERI1'.

Figure 105



The 'Return Items' screen has a top navigation bar with a Windows logo, the title 'Return Items', and navigation icons. It includes an 'ItemID' input field with 'Find' and 'Status' buttons, and a 'Send' button. Below are fields for 'Pat ID: 000001', 'Desc:', 'Serial', and 'Lot'. There are 'Issued Qty' and 'Return Qty' input fields. A numeric keypad is shown below these fields. The main area contains a table with columns 'Item Id', 'Issue', 'Ret Qty', and 'Ser Id'. The table lists several items with their respective quantities. At the bottom is a 'Tools' bar with a printer icon.

Figure 106

Click the **Get Cases** button **Figure 105**

This will give a list of all CASE CARTS that have been "Picked"

Highlight the CaseID and **Click** on the **Return** button **Figure 105**

Enter the Return Qty for any items (if any) and if in Wireless environment and all returns are complete **click** the **Send** button else **click** the **Status** button

From the **Rec Consume** screen **click** the **Send All** button or highlight a record in Return status and **click** the **Send Selected** button

Note: Once Record Consumption has been processed the Case Cart is no longer available on @Par POU HHT or the Win32 environment.

