### **Technical Brief**

# Codonics SLS® Administration Tool Workflow Improvements

#### **Overview**

Version 1.9.0 or newer software for Codonics Safe Label System (SLS) Administration Tool (AT) includes workflow improvements for updating formularies. These new enhancements include:

- Reporting drug Verifications that occurred on SLS Point of Care Stations (PCS) back to the AT.
- Reporting Drug Not Found (DNF) events that occurred on SLS PCS back to the AT.
- Identification of drugs in the SLS Formulary that have not yet been edited (i.e., Unedited).
- Smart Copy of DNF drugs or newly added drug(s) to the formulary.

NOTE: A hand scanner, preferably the one used for adding and verifying drugs in the AT, should be connected to the personal computer (PC) running the AT for managing verification and Drug Not Found processes.

NOTE: If the AT was closed, to receive the latest updates from SLS PCSs, log into the AT, go to the AT Device Manager, open the MDL, and connect to the SLS PCSs.

#### **Drug Verification**

Previously, the AT user wouldn't be able to immediately know when a drug that was not verified in the AT was verified on an SLS PCS unless they were told or they received notification from Email Notifier.

Now when a drug is verified on SLS PCS rather than on the AT, the verified drug information is sent back to the AT, letting the AT user know of the issue. To support this improved workflow, the AT Formulary tab now has a Verifications tab and Verification Events groups.

NOTE: With this verification information, the AT user can update the existing formulary and distribute a new formulary package to all SLS PCSs so that other SLS PCS users do not also have to verify the same drug that had been verified on a different SLS PCS.

When a subsequent verification occurs on any SLS PCS that has not been updated, those PCSs will report back to the AT and add the specific formulary package number to the drug entry whether it is in the SLS Verified or Resolved group.

The following are recommended workflows for different use cases to process drug verifications that have occurred on SLS PCS and have been reported back to the AT.

NOTE: If a verification event is identified, the AT user should obtain the drug container(s) associated with the event.

## Use case: A drug is verified on SLS PCS because it was not verified in the AT

- When a drug is verified on SLS PCS, the verification information is communicated back to the Administration Tool Verifications filter so that the formulary can be updated and deployed to all SLS PCSs.
- 2. The AT will display information for that drug in the SLS Verified filter. It will show the Date/Time of the verification, the Formulary in which the drug entry exists, and all the information defined for the drug in the MDD including Drug Name, Master ID (MID), if available, and the Container ID (CID), highlighted in yellow. The AT screen looks like:

Ĉ	CODON	lics	C	Formulary Build formulary for SLS	Build SLS Configura	tion 🔛 🛛	OEVICES Image SLS Devices	
Ē	Master Drug Database	15665	B	Verify Drugs	Undo 🧳 Stean Up			
8	SLS SLS Formulary	9581	E	Date/Time 🗣	Formulary	Drug Name	Master ID	Container ID
-	DAIE		С	02/17/2015 17:51	UNIVFOR-9	midazolam	00409230517	0409230517
?	Drug Not Found Events		Г	02/17/2015 17:50	UNIVFOR-9	morphine	10019017839	1001917839
V	Verifications Verification Events	8	Е	02/17/2015 17:49	UNIVFOR-9	insulin aspart	00169750111	0169750111
Veri	fication Filters		Г	02/17/2015 17:48	UNIVFOR-9	ceFAZolin	00781345170	0781345170
7	Failed Drugs that failed		Г	02/11/2015 22:55	UNIVFOR-9	midazolam	10019002859	1001902859
	SLS Verified		Е	02/11/2015 22:54	UNIVFOR-9	Succinylcholine	00409662902	0409662902
×	Drugs verified on SLS	7	Г	02/03/2015 21:37	PMTEST1RC9-112-1	midazolam		1001902759
Ż	Resolved Drugs now verified in the AT				1			
ł	Ignored Events that have been Ignored							

NOTE: The SLS Verified group only appears when Verify on SLS is turned off (i.e., unchecked) as part of the Configuration settings.



 Clicking the information button, i, for the verification event will provide verification event information, including on which SLS PCS the verification occurred, the user who verified it, and the drug information reported.



 Once you have the drug container(s) associated with the verified drug(s) on SLS PCS, you should click Verify

Drugs.

Ċ	CODONICS	6	Formulary Build formulary for SLS	Configu	iration 🛓 Dev Nanage	<b>/İCES</b> 1 SLS Devices	
ē	Master Drug Database 15665	B	Verify Drugs	🕥 Undo 🛛 🍕 Slean Us			
8	SLS 3LS Formulary 9581	E	Date/Time 😜	Formulary	Drug Name	Master ID	Container ID
			02/17/2015 17:51	UNIVFOR-9	midazolam	00409230517	0409230517
2	Drug Not Found 2 Events	Г	02/17/2015 17:50	UNIVFOR-9	morphine	10019017839	1001917839
ē	Verifications Verification Events	Е	02/17/2015 17:49	UNIVFOR-9	insulin aspart	00169750111	0169750111
Ver	ification Filters	Г	02/17/2015 17:48	UNIVFOR-9	ceFAZolin	00781345170	0781345170
	Failed Drugs that failed 1	Г	02/11/2015 22:55	UNIVFOR-9	midazolam	10019002859	1001902859
	SI S Verified	E	02/11/2015 22:54	UNIVFOR-9	Succinylcholine	00409662902	0409662902
	Drugs verified on 7	Е	02/03/2015 21:37	PMTEST1RC9-112.1	midazolam		1001902759
Ž	Resolved Drugs now verified 2 in the AT						
Ŕ	Ignored Events that have 0 been Ignored						

NOTE: To verify drugs, the formulary needs to be in the Under Development state.

5. The AT will display a Verify Drug dialog. Scan the

container with the hand scanner attached to the AT

computer.



6. A Verify Drug dialog will be displayed. Verify that the information about the drug is correct. Since the drug is already in the formulary, the Add to Formulary box will be grayed out. If the information is correct, click Yes. If the information is not correct either click No or Cancel and investigate why it's not correct.

Is	this the correct drug?						
Master ID	00409230517						
Container ID	0409230517						
Hospital ID							
Name	midazolam						
Tallman							
Concentration	1 mg/mL						
In Formulary?	Yes						
Add To Formulary							

7. The Container ID (CID) of the drug that was verified will turn green and its status will be displayed as Verified.

Ĉ	) CODON	lics	Ċ	Formulary Build formulary for SLS	Con	figuration	₩.	evices					
Č	Master Drug Database	15665		Verity Drugs	) tods 🛛 🍕 to	san Up							
물	SLS 818 Formulary	9581	Г	Date/Time 🤤	Formulary	Drug Name	Master ID	Container ID	Hospital ID	Taliman	Concentration	Route	Verification
			D	02/17/2015 17:51	UNIVFOR-9	midazolam	00409230517	0409230517			1 mg/mL	injectable	Verified X
2	Drug Not Found Events	2	Г	02/17/2015 17:50	UNIVFOR-9	morphine	10019017039	1001917839			10 mg/mL	injectable	Not Verified
Z	Verifications Verification Events	7	п	02/17/2015 17:49	UNIVFOR-9	insulin aspart	00169750111	0169750111			100 Units/mL	subcutaneous	Not Verified
Veri	ification Filters		Г	02/17/2015 17:48	UNIVFOR-9	cefAZolin	00781345170	0781345170		ceFAZolin	1 g	intravenous	Not Verified
	Failed Drugs that failed	1	п	02/11/2015 22:55	UNIVFOR-9	midazolam	10019002859	1001902859			1 mg/mL	injectable	Not Verified
	verification on SLS		Г	02/11/2015 22:54	UNIVFOR-9	Succinylcholine	00409662902	0409662902			20 mg/mL	injectable	Not Verified
	Drugs verified on SLS	6	С	02/03/2015 21:37	PMTEST1RC9-112-1	midazolam		1001902759			5 mg/mL		
Ž	Resolved Drugs now verified in the AT	3	F										
k	Ignored Events that have been ignored	•											

8. Although the entry is updated, it will be displayed in the SLS Verified group until you click over to another part of the AT. Then it will be displayed in the Resolved group.

	C	Formulary Build formulary for SLS	Con Build SLS	figuration © Config File	🛓 🖁	EVICES nage SLS Devices
			र	,		
Master 15665	1.8	Verify Drugs	Undo 🦧 Cle	an Up	_	_
SLS SLS Formulary 9581	E	Date/Time 🤤	Formulary	Drug Name	Master ID	Container ID
		02/17/2015 17:51	UNIVFOR-9	midazolam	00409230517	0409230517
Prug Not Found 2 Events	Г	02/17/2015 17:50	UNIVFOR-9	fentaNYL	00641602701	0641602701
Verifications Verification Events 7		02/17/2015 17:49	UNIVFOR-9	metoclopramide	00409341401	0409341401
Verification Filters						
Failed Drugs that failed verification on SLS						
SLS Verified Drugs verified on 6 SLS						
Resolved Drugs now verified 3						
Events that have been Ignored						

NOTE: Verification issues that are Reconciled or Ignored and are more than 30 days old can be manually pruned from the system using the Clean Up button on the top toolbar.



9. The AT user can now update the existing formulary and distribute a new formulary package to all SLS PCSs so that other SLS PCS users do not also have to verify the same drug that had been verified on a different SLS PCS.

NOTE: When a subsequent verification occurs on any SLS PCS that has not been updated, those PCSs will report back to the AT and add the specific formulary package number to the drug entry whether it is in the SLS Verified or Resolved group.

#### Use case: a drug is verified on SLS PCS after being identified on SLS PCS via 9-digit mapping

 Starting in 1.9.0 software, to reduce the number of Drug Not Founds on SLS PCS, an additional search algorithm using the first 9 digits of the Container ID was implemented on SLS PCS to identify possible matching drug entries in the formulary.



NOTE: 9-digit mapping only works in US NDC mode. It is enabled in the AT on the **Safety** tab.

2. At the SLS PCS, the user will be required to select a matching drug and then scan the vial again to verify the drug name and concentration.





3. The verification information is communicated back to the Administration Tool Verification filter so that the formulary can be updated and deployed to all SLS PCSs.





 Information including the vial's Drug Name, Concentration, and Container ID (i.e., NDC) are provided. An example of what is communicated back to the AT Verification tab is shown here.

0 0000	NICS	Formulary Auto terminary to 52.5	Configura	ition 🤮 User	s 3 Voor Loos	Devices Manage SLS Devices			
Master Drup Detabase	1	Verify Drugs	<b>)</b> xo 🧳 may						
SLS SLS formany	1	Date/Time 🛊	Formulary	Drug Name	Naster ID	Container ID	Hospital 3D	Talman	Concentration
I DNF	-	01/21/2019 16:17	9D0GIT-3, PROFZANTAC-5	propofol		6332326925			10 mg/mL
2 Deg Met Paurel Events	<u> </u>	01/21/2019 16:16	900GIT-3	propofol		6332326927			10 mg/mL
Verifications Verification Guerra	2								
Verification Filter	s								
Failed Drugs that below wellication on SLS	•								
SLS Verified Disc verified or SLS	2	$\Diamond$							
Resolved Drugs new verified in the #7									
Ignored Costs that have been ignored	66								

5. The AT user should select a drug in the SLS Verified tab and if further information is needed as to where, when, or who scanned and verified the vial, click the i button in the Actions column for additional information about the event.

Actions	
<i>[</i> ] <b>+</b> 0	i

Drug not found.	Add the drug to t	te Master Drug Database.			
Master ID:					
Container ID:		6332326925			
Name:		propofol			
Taliman:					
Concentration:		10 mg/mL			
Route:					
Status:					
Event Created:		01/10/2019 13:41			
Events (2)					
Date/Time 🗢	Event Type	Details	Event ID	User Name	User Ini
01/10/2019 13:3	9 VERIFIED	CID = 6332326925 Drug verification: Verified. Name: propofol. Concentration: 10 mg/mL. Formulary: PROPZANTAC-5	26914	ADMIN	ADN
01/21/2019 16:1	7 VERIFIED	CID = 6332326925 Drug verification: Verified. Name: propofol. Concentration: 10 mg/mL. Formulary: 9DIGIT-3	57370	ADMIN	ADN

 The AT user should then click on the + button in the Actions column to add this drug to the MDD and formulary.



7. The New Drug dialog will open in the AT. Confirm the information that's populated, add Hospital ID, Tallman lettering and Route as required. The Add to Formulary box is checked by default. Click Create, which will create both a new drug entry in the MDD and add the drug to the SLS formulary.

Master ID:	Enter 11 Digit ID
Container ID:	6332326925
Hospital ID:	Enter Hospital ID
Name:	propofol _
Tallman:	Enter Tallman
Concentration:	10 V mg/mL V . Select Number V Select Units
Route:	Enter Route
Status:	ACTIVE
Add to Form	ulary

8. If you have the vial, click Verify in the AT, which will open the Verify Drug dialog.



9. Scan the vial's barcode. A Verify Drug dialog will display all the drug's information for the user. If correct, click Yes. If not, click No or Cancel and investigate why the information is not correct.

15 005 00	e correct drug?
Master ID	
Container ID	6332326925
Hospital ID	
Name	propofol
Tallman	
Concentration	10 mg/mL
In Formulary?	Yes
Add To Formulary	



10. The Container ID and Verification field will be updated to green and Verified.

8	Devices Manage SLS Devices					Notifications
	Container ID	Hospital ID	Tallman	Concentration	Route	Verification
	6332326925			10 mg/mL		Verified X

11. The drug entry is **Resolved**. Once you click off the filter, it will be removed from the SLS Verified filter interface.

	Formulary Build formulary for 52.5	Configu	uration Auser	S LS User Lies	Devices Marage SLS Davions
Master 2	Verity Drugs	) Units 🛛 🍕 Clean U	2		
SLS Supervision 2	□ Date/Time ♀	Formulary	Drug Name	Master ID	Container ID
DNF Dras Mat Formed	01/21/2019 16:16	9DIGIT-3	propofol		6332326927
Verifications					
Verification Filters					
Failed Drugs that failed werification on SLS 0					
SLS Verified Drops verified on SLS					
Resolved Dugs now verified 1	~				
Ignored Events that have 65 been ignored					

12. The AT user can now update the existing formulary and distribute a new formulary package to all SLS PCSs so that other SLS PCS users do not also have to verify the same drug that had been verified on a different SLS PCS.

#### Use case: a drug is mapped from a 10-digit Container ID to an 11-digit Master ID in the formulary. It is learned and then verified on SLS PCS.

1. At the SLS PCS, the user will be required to select a matching drug and then scan the vial again to verify the drug name and concentration.



CODO	NICS		Ready	2	ADN 🚱
SYRING	E	BLANK	LINES	IV	PATIENT
Dilute		The drug Please so verify	has now beer can container drug and prin	n learned. again to t label.	Batch
		E	ОК		0
_					

NOTE: 10-digit mapping only works in US NDC mode.

2. The verification information is communicated back to the Administration Tool Verification filter so that the formulary can be updated and deployed to all SLS PCSs.



3. Information including the vial's Drug Name, Concentration and Container ID (i.e., NDC) are provided. An example of what is communicated back to the AT Verification tab is shown here.

	Formulary References to \$25	Configura	tion 🤮 Users	Uner Lans 🗧	Devices Manage SLS Devices			
Master 1	With Drugs -	) and 🗳 analy						
SLS SLS	Date/Time &	Pornulary	Drug Nome	Master ID	Container ID	Hospital 3D	Tolman	Concentration
A DNF	01/21/2019 16:17	900GET-3, PROPZANTAC-5	propofol		6332326925			10 mg/mL
E benb	01/21/2019 16:16	900087-3	propofol		6332326927			10 mg/mL
Verifications	$(\mathbf{P})$							
Verification Filters								
Failed Drugs that take worksales on \$1.5								
SLS Verfied	$\Diamond$							
Resolved Dright ton worked In the AZ								
Lance discussion and how ES								



4. The AT user should select the drug in the SLS Verified tab and if further information is needed as to where, when, or who scanned and verified the vial, click the i button in the Actions column for additional information about the event.

Actions	
<i>F</i> • • 0	i

Drug not found.	Add the drug to t	he Master Drug Database.			
Master ID:					
Container ID:		6332326925			
Name:		propofol			
Tallman:					
Concentration:		10 mg/mL			
Route:					
Status:					
Event Created:		01/10/2019 13:41			
Events (2)					
Date/Time 🕈	Event Type	Details	Event ID	User Name	User Init
01/10/2019 13:39	VERIFIED	CID = 6332326925 Drug verification: Verified. Name: propofol. Concentration: 10 mg/mL. Formulary: PROPZANTAC-5	26914	ADMIN	ADN
01/21/2019 16:17	VERIFIED	CID = 6332326925 Drug verification: Verified. Name: propofol. Concentration: 10 mg/mL. Formulary: 9DIGIT-3	57370	ADMIN	ADN

5. The AT user should then click the + button in the Actions column to map the 10-digit information from this drug to the 11-digit MDD drug entry.



6. The Choose A Drug dialog will be displayed. Review the information and if correct, click Select.



7. The Edit Master Drug dialog will open in the AT. The drug's 10-digit Container ID will map to the 11-digit Master ID drug entry that is in the MDD. Confirm the information that's populated, add Hospital ID, Tallman lettering, and Route as required. The Add to Formulary box is grayed out and checked by default because the drug entry is now updated in the formulary. Click Save, which will update the drug entry in the MDD and the SLS formulary.

Master ID:	06332326927
Container ID:	6332326927
Hospital ID:	Enter Hospital ID
Name:	propofol _
Tallman:	Enter Tallman
Concentration:	10 v mg/mL v . Select Number v Select Units v
Route:	Enter Route
Status:	ACTIVE
Add to Form	ulary
	Select Different Drug
wrong Drug for	this container ID7 buck bind bind bind

8. If you have the vial, click Verify in the AT which will open the Verify Drug dialog.







9. Scan the vial's barcode. A Verify Drug dialog will display all the drug's information for the user. If the information is correct, click Yes. If not, click No or Cancel and investigate why the information is not correct.

D 06332326927 er ID 6332326927 ID propofol ration 10 mg/mL ulary? Yes o Formulary	Is t	his the correct drug?
er ID 6332326927 ID propofol ration 10 mg/mL ulary? Yes o Formulary	Master ID	06332326927
ID propofol ration 10 mg/mL ves	Container ID	6332326927
ration 10 mg/mL ulary? Yes	Hospital ID	
ration 10 mg/mL ulary? Yes	Name	propofol
ration 10 mg/mL. ulary? Yes	Tallman	
ulary? Yes	Concentration	10 mg/mL
o Formulary	In Formulary?	Yes
	Tallman Concentration In Formulary? Add To Formulary	10 mg/mL Yes
	Search For Drug	

10. The Container ID and Verification fields will be updated to green and Verified.

Drug Name	Master ID	Container ID	Concentration	Route	Verification
propofol	06332326927	6332326927	10 mg/mL		Verified X

11. The drug entry is **Resolved**. Once you click off the filter, it will be removed from the **SLS Verified** filter interface.



12. The AT user can now update the existing formulary and distribute a new formulary package to all SLS PCSs so that other SLS PCS users do not also have to verify the same drug that had been verified on a different SLS PCS.

### Use case: Drugs that fail verification on SLS PCS

1. When a drug fails verification on SLS PCS, the AT will display information for that drug in the Failed verification filter. There it will report the Date/Time of the failed verification, the formulary in which the drug entry exists, and all the information defined for the drug in the MDD including Drug Name, MID (if available), and the CID, highlighted in red.

- 2. Review the drug information and find the container that was scanned that caused the failed verification.
- 3. It is possible that either the information in the formulary is incorrect (e.g., drug name, concentration, concentration units) or there is another drug that has the same CID.
- 4. If the information in the formulary is incorrect, update the formulary and deploy it to all SLS PCSs.
- 5. If it is another drug (e.g., name, concentration) with the same CID, then the second drug (along with all its drug information) should have its own drug entry entered in the MDD and formulary with the same CID as the first drug. The formulary should be deployed to all SLS PCSs. Once both drug entries are in the formulary, SLS PCS will ask a user which of the two drugs it is each time a container with this same CID is scanned.

### Use case: Ignoring drugs that are verified on SLS PCS (successfully or failed)

1. If there is a drug entry that you do not want to verify in the AT, you can select the ignore icon in the Actions column of the SLS Verified filter.



- 2. You will be asked to confirm that you want to move the drug entry to the **Ignored** filter. Click **Yes**.
- 3. The drug entry will be moved to the **Ignored** filter.

NOTE: Drug entries that are Ignored and are more than 30 days old can be manually pruned from the system using the Clean Up button on the top toolbar.

#### Drugs verified with 1.7.0 or older software

For drugs that were verified on an SLS PCS with 1.7.0 or older software within 30 days of upgrading SLS PCS to 1.9.0, only the CID will be reported back to the AT.

1. The AT will determine if there are any matching drugs (i.e., CID matches). If the CID of the verified drug matches a single CID in the MDD, the AT will automatically populate the drug information in the drug entry. If there is not a single match, the AT will only show the CID, highlighted in yellow. If the drug is a verified failed, the CID will be highlighted in red.



2. If there is not a single match, the AT will only show the CID that was scanned on SLS PCS. In this use case, you should click the Add icon.

Actions	
#4 <b>+</b> 0i	

3. If there isn't an exact CID match, but there are 10 to 11digit MID mappings, then the AT will display the mapping options for the user to review and select.

NOTE: If there are multiple CID matches (i.e., duplicate CIDs for different drugs), both drug entries will be displayed and you will need to choose the correct drug. However, because there are two drugs with the same CID in the MDD, you will not be able to verify the drug.

- 4. If you select a mapped drug, the AT will automatically populate all the drug information on the Edit Drug dialog and prompt you to save the drug information (including the CID) in the MDD. The AT will then return you to the SLS Verified filter with all the information now filled-in for the drug.
- 5. Review the drug entry information.
- 6. Follow the steps starting with step 3 in the previous section, "Use Case: A drug is verified on SLS PCS because it was not verified in the AT."

#### **Drug Not Found**

When a drug is not in the formulary and a SLS PCS user scans the drug container on SLS PCS, a Drug not found (DNF) message is displayed on the SLS PCS. A user has always been able to print a custom Blank label to ensure proper labeling of a syringe. Now the DNF information is sent back to the AT Formulary, letting the AT user know of the issue.

NOTE: With this DNF information, the AT user can update the existing formulary and distribute a new formulary package to all SLS PCSs so that other SLS PCS users do not experience a DNF issue for the same drug.

For those SLS PCSs that aren't updated, when a subsequent DNF occurs, they will report back to the AT and add the specific formulary package number to the drug entries whether it is resolved or still unresolved.

To support this workflow, the AT Formulary tab now has a DNF tab and a Drug Not Found Events group. Now when a DNF on an SLS PCS occurs, the PCS will report the CID to the DNF tab in the AT. Clicking the Unresolved group displays an entry with the available information.

Ĉ	сороі	NICS	ē	Formulary Build formulary for SLS	Configurat Build SLS Config File	ion 🔤 Device Manage SLS	BS Devices	
ē	Master Drug Database	15666		Learn Drugs	erify Drugs 📋 Create Report	🖒 Undo 🧳	Ilaan Up	
몸	SLS SLS Formulary	9581		ate/Time 🗣	Formulary	Drug Name	Master ID	Container ID
	DNE			3/05/2015 14:13	UNIVFOR-9	Lidocaine	00409427901	0409427901
8	Drug Not Found Events	3	□ 0	2/13/2015 17:01	PMTESTIRC9-112.1			2222222222
7	Verifications Verification Events	6	□ 0	2/13/2015 17:01	PMTEST1RC9-112-1			1212121212
Drug	g Not Found E	vents						
2	Unresolved Events not yet addressed	3						
2	Resolved Events already addressed	0						
ė	Ignored Events that have been ignored	1						

Clicking the information button, i, in the Actions column for the DNF event will provide DNF event information, including which SLS PCS the event occurred and the user who scanned the container.

Actions	
# • <b>•</b> •	

Once the i button is clicked, the following screen will appear:

Container ID:		0409427901						
Name:								
Tallman:								
Concentration:								
Route:								
Status:								
Request Created:		05/05/2014 15:27						
Events (1)								
Date/Time 📚	Event Type	Details	Event ID	User Name	User Initials	Formulary	SLS Device	IP Address
05/05/2014 15:40	DRUG_NOT_FOUND	CID = 0409427901	110	ROSS GOOI	RSG	180PMTEST-106	Ross's Cube	10.1.132.156

To process any DNF events that have occurred on SLS PCS and been reported back to the AT, the following are recommended workflows for different use cases.

NOTE: If a DNF event is identified, the AT user should obtain the containers associated with the event.



### Use case: DNF with a single Container ID (CID) match in the MDD

 If the CID of the DNF event matches a single CID in the MDD, the AT will automatically populate the drug information in the Unresolved screen. The CID will be highlighted in red.

Γ	Date/Time 🤤	Formulary	Drug Name	Master ID	Container ID
	03/05/2015 14:13	UNIVFOR-9	Lidocaine	00409427901	0409427901

- 2. Once you have the container, you should click the Verify tab to verify the drug container.
- 3. The Verify Drug dialog will appear.



 Using the hand scanner attached to the AT PC, scan the container. A Verify Drug dialog box is displayed, which allows you to verify the drug container information as

well as automatically add the drug to the formulary.

Verify Drug	
Is this the co	rrect drug?
Master ID	00409427901
Container ID	0409427901
Hospital ID	
Name	Lidocaine
Tallman	
Concentration	1 %
In Formulary?	No
Add To Formulary	
× No	Cancel 🗸 Yes

5. After verifying the information is correct, click **Yes**. The entry is updated, turns green, and is added to the **Resolved** group.



NOTE: The entry is updated and will be displayed in the **Unresolved** group until you click to another part of the AT. It then will be displayed in the **Resolved** filter.

	Build formulary for BLS	Configura Build SLS Config F	ition 🔄 Devi Namage	CES SLS Devices	
Master Drug Database 15666	Learn Drugs	Verify Drugs 📋 Create Report	<b>`</b> ) 1145 🍕	Clean Up	
SLS SLS 9582	☐ Date/Time ♀	Formulary	Drug Name	Master ID	Container ID
DNF Drug Not Found Events     Z     Verifications     Verifications     6	03/05/2015 14:13	UNIVFOR-9	Lidocaine	00409427901	0409427901
Drug Not Found Events					
Unresolved Events not yet addressed					
Resolved Events already addressed					
Ignored Events that have 1 been ignored					

6. You can then go to the Unedited filter in the formulary (see "Unedited Formulary Drugs" later in this Technical Brief) to define the drug's formulary settings.

### Use case: DNF whose 10-digit CID maps to a drug's 11-digit MID in the MDD

 If the CID of the DNF event doesn't match a CID in the MDD, the DNF event will only display the CID of what was scanned on SLS PCS. The CID will be highlighted in red.

Γ	Date/Time 😜	Formulary	Drug Name	Master ID	Container ID
Г	03/05/2015 14:13	UNIVFOR-9			0409427901

2. You should click the Add icon in the Actions column.





3. The AT will determine if there are any matching drugs (i.e., CID matches). If there isn't an exact match but there are any 10- to 11-digit MID mappings, the AT will display mapping options for the user to review and select.

Choose a Drug						
Choose a mapped drug for the Cont	ainer ID 0409427901					
Drug Choices:						
Name: Lidocaine Master ID: 00409427901 Octainer ID: Hospital ID: Concentration: 1 %						
X Cancel	Ø Not in List 🗸 Select					

4. If you select a mapped drug, the AT will automatically populate all the drug information in the Editing Master Drug dialog.

Editing Master Drug(s) Lidocaine							
Combination	Drug						
Master ID:	00409427901						
Container ID:	0409427901						
Hospital ID:	Enter Hospital ID						
Name:	Lidocaine _						
Tallman:	Enter Tallman						
Concentration:	1 V Select Number V Select Units V						
Route:	Enter Route						
Status:	ACTIVE -						
Add to Formu	ulary						
Wrong Drug for	this Container ID? Select Different Drug						
X Cancel	X Cancel						

5. After clicking **Save**, a dialog will ask you to confirm the entry. Click **Yes** and the entry will be added to the MDD.

Martine TD	
Master ID	00409427901
Container ID	0409427901
Hospital ID	
Name	Lidocaine
Tallman	
Concentration	1 %
Route	
Status	ACTIVE

6. The AT will then return you to the **Unresolved** group with all the information now filled in for the drug.

ě	Master Orug Estabase	15005		Lean Drugs	Verity Drugs 📋 Create	Report "	1 100	Ø 2003	-				_		_
8	SLS SLS Femulary	9582		Date/Time 😜	Formulary	Orug Name	Haster ID	Container ID	Hospital 3D	Taliman	Concentration	Route	VerMotion	Status	Adjons
	DNE		Е	03/06/2015 14:13	UNEVFOR-9	Lidocaine	00409427901	0409427901			1 %		Not Verified	ACTIVE	<b>*</b> Ø
3	Drug Net Pound Events	2	Г	02/13/2015 17:01	PMTESTIRC9-112.1			222222222222							PI + 0
ā.	Ventications		E	02/13/2015 17:01	PMTESTIRC9-112.1			121212121212							周+0

7. Review the drug entry information. Once you have the container, you should click Verify. The AT will display a Verify Drug dialog and you should scan the container using the hand scanner attached to the AT PC.

Verify D	)rug	
	Please scan a container.	
		Exit



8. A Verify Drug dialog will be displayed. Verify the information about the drug is correct. If the drug is not already in the formulary, you can check the box Add to Formulary.

Verify Drug						
Is this	s the correct drug?					
Master ID	00409427901					
Container ID	0409427901					
Hospital ID						
Name	Lidocaine					
Tallman						
Concentration	1 %					
In Formulary?	Yes					
Add To Formulary						
× No	Cancel 🗸 Yes					

9. If the information is correct, click **Yes**. The drug's CID will turn green, and it will be verified and shown as added to the formulary via the green arrow in the **Actions** column.

	Nate/Time 🗘	Formulary	Drug Name	Master ID	Container ID	Hospital ID	Taliman	Concentration	Route	Verification	Status	Actions
C 0	3/05/2015 14:13	UNIVFOR-9	Lidoceine	00409427901	0409427901			1 %		Verified X	ACTIVE	💌 🖉 🧿 i

NOTE: The entry is updated and will be displayed in the Unresolved group until you click to another part of the AT. Then it will be displayed in the Resolved group.

10. You can then go to the **Unedited** filter in the formulary (see "Unedited Formulary Drugs" later in this Technical Brief) to define the drug's formulary settings.

#### Use case: Ignoring DNF Events from SLS PCS

1. If there is a DNF that you do not want to reconcile in the AT, you can select the lgnore icon in the Actions column.



- 2. You will be asked to confirm that you want to move the drug entry to the **Ignored** filter. Click **Yes**.
- 3. The drug entry will be moved to the **lgnored** group.

NOTE: Drug entries that are Ignored and are more than 30 days old can be manually pruned from the system using the Clean Up button on the top toolbar.

#### **Unedited Formulary Drugs**

When a drug is added to the SLS Formulary (whether it is manually from the MDD, from the verification process, or from the DNF process previously discussed), but you haven't edited the entry's drug settings (e.g. drug classification template, message, dilution, diluents, etc.), a new workflow improvement has been added to easily find those drugs.

Now, the SLS Formulary tab has a Formulary Drug Filters group and an All and an Unedited filter. To easily find those drug entries that have not yet been edited, click the Unedited filter, which will display each drug in the formulary that has not yet been edited.

👌 Safe Label System Administra	tion Tool - Overview	v				
Help						
	Formu	<b>lary</b> ry for SLS	Config Build SLS Cor	uration	Devices Manage SLS Device	
Master Drug Database 15664	Promote To Test/Review	Unde	Jamola To r Davalopmani	Create Package	Create Report	Undo
SLS SLS Formulary 9578	Master ID	Container ID	Name 🗢	Concentration	Tallman	Template
W DNE	L 42023011310	4202311310	ketamine	10 mg/mL		Miscellaneous White
Prog Not Found 1 Events	L 00409427901	0409427901	lidocaine	1%		Miscellaneous White
Verifications 3					1	
Formulary Drug Filters						
All formulary items 9578						
Formulary items 2						
Promotion Level: Under Development						
Updated: 08/27/2014 18:05 By: Administrator						
Paokaged: 08/27/2014 17:28 By: Administrator						

The CID will be highlighted in yellow until the drug is edited.

NOTE: Once the drug is edited, the entry is updated and displayed in the **Unedited** list but no longer highlighted in yellow. The entry remains in this filter until you click another filter or tab. You can edit the drug again at any time.

It is recommended that you complete all your edits on a drug before clicking on another filter or tab because this will be the easiest way to see which drugs you have been editing.

#### Smart Copy

To aid in editing drugs that have been added to or are already in the formulary, a new workflow improvement, Smart Copy, has been added.

Smart Copy allows you to copy formulary settings from an already-edited drug with the same name and concentration so that settings do not need to be manually entered for each formulary drug.



A new icon for Smart Copy was added to the Actions column of the formulary and to the Edit selected buttons at the bottom of the formulary.

Actions		
<b>/</b>	×	
🔊 Edit Selected	Smart Copy Selected	X Delete Selected

1. Select the desired drug entries that have the same name and concentration.

Safe Label System Administration Tool - Overview									
нер									
Ĉ	сорог	NICS	ē	Formul Build formular;	ary y for SLS			Devices Manage SLS Devices	
ē	Master Drug Database	15664	1	Promote To Test/Review	Under	anota To Oevebpinent	Greate Package	Create Report	Undo
물	SLS SLS Formulary	9578		Master ID	Container ID	Name 💲	Concentration	Tallman	Template
2	DNF Drug Not Found Events	1	- -	42023011310 00409427901	4202311310 0409427901	ketamine lidocaine	10 mg/mL 1 %		Miscellaneous White
7	Verifications Verification Events	3							
For	nulary Drug Fi	Iters							
8	All All formulary items	9578							
2	Unedited Formulary items not yet edited	2							

- 2. Click the Smart Copy icon.
- 3. A dialog box will be displayed. You will be asked whether you want to see all the matching drugs already in the formulary or whether you want to copy the first matching drug in the formulary.

Copy From Similar Edited Formul	ary Drug			
Found at least one similar edited Formulary Drug to copy from.				
× Cancel	See Matches 🗸 Copy First Match	1		
£				

**WARNING:** Clicking Copy First Match can result in an entry that has different or no messages or unwanted information. See Matches is recommended for safety to see all the options and select the best choice.

4. If you click See Matches, all already-edited formulary drug entries that have matching drug name and concentration as the selected drugs will be displayed.

NOTE: The list of similar drugs will be sorted by the **Message** column in ascending order.

	Naster ID	Container ID	Name	Concentration	Taliman	Template	Message 😄	Dilution Status	Dilutio
œ	00024111207		lidocaine	1 %		Local Anesthetics		Not Allowed	-
C	00074198601	0074198601	lidocaine	1 %		Local Anesthetics		Not Allowed	
С	00074206305		lidocaine	1 %		Local Anesthetics		Not Allowed	
C	00074471301		lidocaine	1 %		Local Anesthetics		Not Allowed	
C	00074478601		lidocaine	1 %		Local Anesthetics		Not Allowed	
8									N

- 5. Review all of the drug entries and select the one you want to Smart Copy the drug information from.
- 6. The Smart Copy Editing Formulary Drug(s) dialog will be displayed, showing all the settings for the edited drug selected in step 5 that will be applied to the unedited drugs. Saving (and possibly changing) these settings will not affect the edited drug selected in step 5. It will only affect the drugs selected for Smart Copy.

	Lidocaine 1 % Expires: 06/28/2014 18:17 Prepared: 06/27/2014 18:17	By:	
Template:	Local Anesthetics	Drug Classifications	^
Message:			
Audio:	lidocaine.wav	► Play	
	No Audio (Silence)	🕨 Play	
Expire Time:	24 Hours		
Dilution Status:	Not Allowed 💌		
Preparation Method:	Normal Dilutions		
Dilutions:		+ Edit	
Total Dose /		4 500	

7. Review all the settings (e.g., Drug Classification, Message, Audio, Expiration Time, etc.) and make any modifications to the drug entry. When done editing, click Save to update the drugs selected for Smart Copy.

NOTE: Any changes made on the Smart Copy Edit dialog, for example adding a message, will NOT affect the edited drug that you have copied from step 5.



8. The selected entries are updated. If you remain on the Unedited filter, previously unedited entries are now no longer highlighted in yellow. The entry remains in this filter until you click to another filter or tab. You can edit the drug again at any time.

🔿 Safe Label System Administration Tool - Overview							
Help							
	Euld formulary for	y 🔅 C		Devices Manage SLS Devices			
Master 15664	Promote To Test/Review	Usinota To Under Development	😗 Greate Package	Create Report	Undo		
SLS SLS Formulary 9578	Master ID Co	intainer ID Name 🕏	Concentration	Tallman	Template		
A DNF	L 42023011310 421	02311310 ketamine	10 mg/mL		Miscellaneous White		
Ping Not Found 1 Events	00409427901 04	09427901 lidocaine	1 %		Local Anesthetics		
Verifications 3					1		
Formulary Drug Filters							
All All formulary items 9578							
Enmulary items 1							

NOTE: It is recommended that you complete all your edits on a drug before clicking on another filter or tab because this will be the easiest way to see which drugs you have been editing.

#### **Technical Support**

If problems occur during operation, contact Codonics Technical Support at any time.

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