Safety and alerts

WARNING:Pressing an E(mergency) Stop button immediately halts all robotic activity. You must release the E-Stop button for the Parata Max unit to resume normal operation.

The E-Stop button is provided as a safety mechanism; it is not a general-purpose stop button. It should be pressed only when there is a safety concern, such as prior to reaching inside the Parata Max unit.

WARNING:Be extremely careful when clearing jammed caps from the capping mechanism (located below the cap bins). The blades that hold the cap are sharp.

WARNING:Make sure the drug in the cell is the correct replacement for the NDC you are entering.

WARNING: If this is a hazardous drug, please be advised that Parata does not recommend dispensing hazardous drugs with Parata Max.

WARNING: Be extremely careful of sharp edges when performing maintenance on the unit.

WARNING: The robotic arm can cause serious injury! Do not stick your hand into the "envelope" of the Parata Max unit (for example, through an empty cell location or the conveyor end opening to retrieve a dropped vial) *without first pressing an E-Stop*.

WARNING:Advanced Diagnostics provides access to machine sensors and actuators which can cause harm to the operator or system if exercised improperly.

CAUTION:After replenishing a cell, make sure the cell door is closed to prevent the contents from exiting.

CAUTION: Reducing pressure may lead to unrecognized counting errors.

CAUTION: Relocating cells containing pill inventory, if not done properly, can result in pills flooding the agitation chamber.

CAUTION: If the Max's cells *are* mapped and you run Load Cell Layout, the current configuration for all cells is cleared, and replaced with the cell configuration data from the XML file you loaded.

CAUTION:To avoid damaging the print head, do not attempt to clean the print head with anything other than a Cleaning Card.

CAUTION:Caps produced by other manufacturers may cause problems with the Max capping system. Do not attempt to operate the Max with unapproved cap types or sizes. Also, keep the cap bins free of foreign objects.

CAUTION: Using vials produced by another vial manufacturer may impede proper function of the system. Do not attempt to operate the Max with unapproved vial types or sizes. Also, keep the vial bins free of foreign objects.

CAUTION:The circuit breaker in the unit's Power Entry Module (PEM) is *for emergency use only*. Do not use it to power down the Max. Doing so can damage the PC.

CAUTION: Do not allow the print head to snap closed.

CAUTION: When opening a cap bin door, do not use the prescription drop-off shelves for leverage by pressing against them with your thumbs. Doing so may unseat or break a drop-off shelf.

CAUTION: When opening the small vial bin door, do not use the prescription drop-off shelves for leverage by pressing against them with your thumbs. Doing so may unseat or break a drop-off shelf.
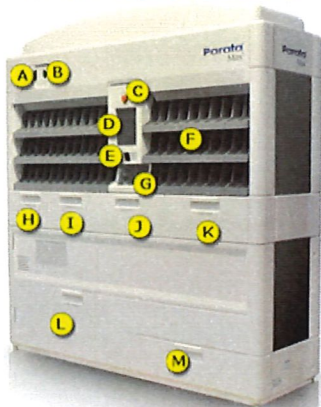
Getting Started

This chapter introduces you to the system's graphical user interface (GUI) and briefly describes some basic operating characteristics and tasks, including:

- How to power on the unit and start its main software applications.

- How the system receives and processes prescriptions (i.e. the system's autofill workflow).

- How you interact with the system when it is filling prescriptions automatically.

- The identity and purpose of the main elements of the GUI and how you interact with them.

- The purpose and characteristics of the system's task wizards and how you use them.
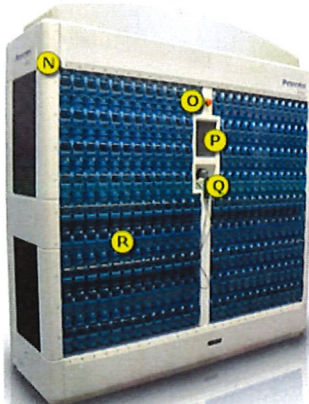
Components guide

You monitor and manage Rx orders on the Max's *Prescription side*. The Max's drug inventory, which is housed in cells, is monitored and managed on the *Inventory side*.

Prescription side

Inventory side

A	Power-entry module (PEM)
B	Power-on button
C	Emergency stop (E-Stop)
D	Prescription screen
E	Fixed scanner
F	Prescription drop-off shelves
G	Exception carousel
H	Cap bin (Large)
I	Cap bin (Small)
J	Vial bin (Large)
K	Vial bin (Small)
L	Prescription drop-off-bin
M	labeller drawer
N	Cell location IDs
O	Emergency stop (E-Stop)
P	Inventory screen
Q	Hand-held scanner
R	Cells (148 standard)

Starting up

This section describes the automatic and manual application start-up procedures.

Starting up normally

The Max application starts automatically when you press the power-on button.

To start up normally

1. Press the green power-on button located on the unit's Power Entry Module (PEM) on the *Prescription side*.
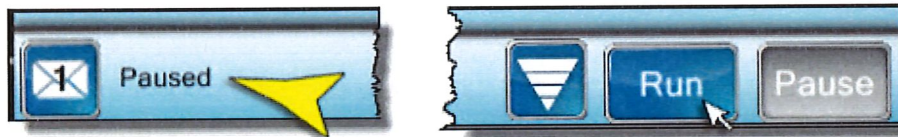

The PC powers up, and a confirmation screen and prompt appears on the *Prescription* screen.

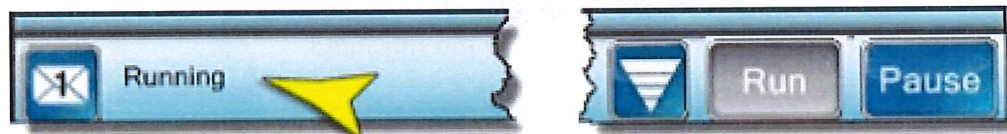2. On the *Prescription screen*, touch **OK** to continue the start-up process.

The Microsoft Windows 10 operating system loads. The Max application software then launches automatically.

When the system is ready, the Rx Queue window opens on the *Prescription screen*, and the Cell Inventory window opens on the *Inventory screen*.

3. Touch the **Run** button to put the unit in Run mode.

The unit's status is Paused (arrow).
Touch Run to place the system in Run mode—
the system starts processing orders.

The unit's status is Running (arrow).
Touch Pause to place the system in Pause mode—
the system temporarily stops processing orders.

The unit's status is Running (*arrow*). Touch **Pause** to place the system in Pause mode—the system temporarily stops processing orders.

NOTE: If Auto Run mode is enabled on your system, queued Rx orders begin to fill automatically when you start the unit. See Auto Run.

NOTE: The **Run** and **Pause** buttons on the status bar of the Max application are used only to start and stop/pause the processing of Rx orders. If an order is being filled when you touch the **Pause**

button, the Max will complete the order before pausing. When the unit is in Pause mode, orders are received from the pharmacy interface, but are not processed until you put the Max in Run mode.

Starting up manually

If the Max application software is not running after you power on the unit, you must start it manually.
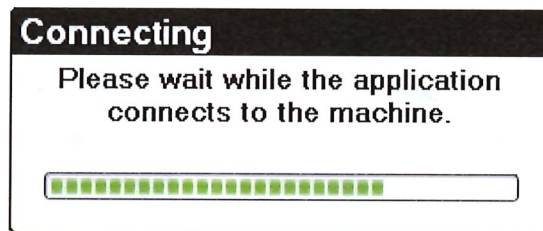
To start the application software manually

1. If AIM is not already running, double-tap the **AIM** icon on the Windows 10 desktop on the unit's *Inventory side*.

2. On the *Prescription side*, double-tap the Max **Application** icon.

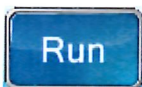3. On the *Inventory side*, double-tap the Max **Application** icon.

A message and progress bar indicate the status of the startup procedure.

Upon successful startup, the Rx Queue window opens on the *Prescription screen*. On the *Inventory screen*, the Cell Inventory window opens.
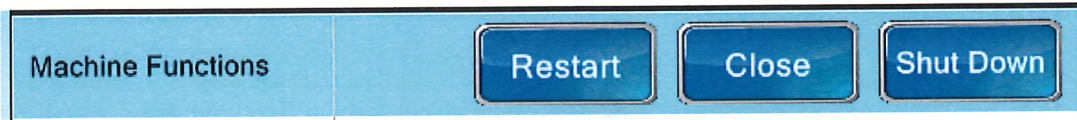
Upon successful startup, the Chute Details window opens on the *Prescription screen*, and the Cell Inventory window opens on the *Inventory screen*.

Put the unit in Run mode to begin filling Rx orders.

Shutting down

Restarting the applications, closing the applications, rebooting Windows and unit shutdown all are performed from the **General** tab on the System Functions window—from either side of the unit.

Machine Functions		Restart	Close	Shut Down

To support communication between the Express and the HVS workstation connected to it, you must restart the HVS workstation each time the Express software or the Express unit is shut down or restarted. Restart the HVS workstation *after* the Express has started and/or the application has launched.

CAUTION:The circuit breaker in the unit's Power Entry Module (PEM) is *for emergency use only*. Do not use it to power down the Max. Doing so can damage the PC. To power-down the Max, follow the unit shutdown procedure; see **Error! Reference source not found.**.

Shutting down the Max

NOTE:When you shut down the unit, the scripts in the queue will be deleted.

Use the following steps to completely shut down the Max, including powering off the unit's computer.
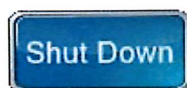
To shut down the Max

1. Resolve any Incomplete Rx orders.

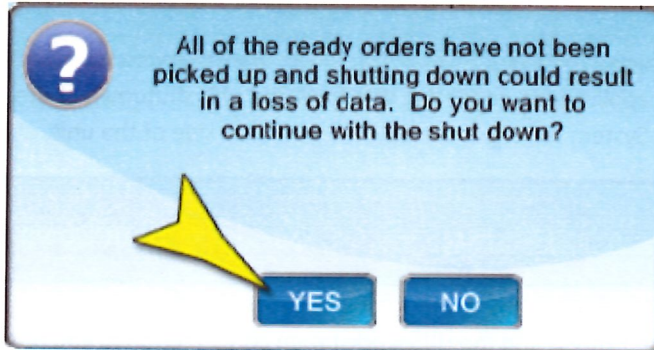2. Put the Max in Pause mode. Rx order processing halts.

    [Pause]

3. Wait for any actively-processing Rx orders to complete.

4. Touch the **System Functions** button to display the System Functions window

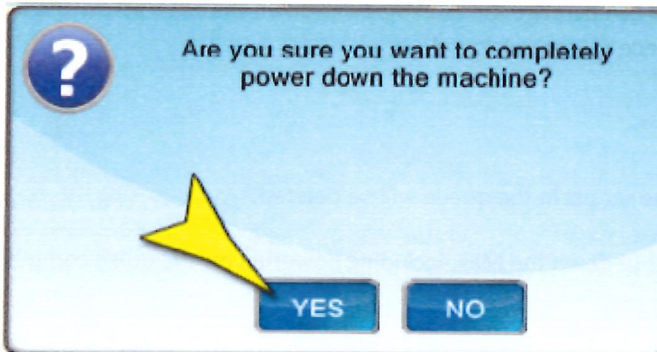   [⚙]

5. On the **General** tab, touch the **Shut Down** button.

    [Shut Down]

6. If there are Ready scripts that have not been cleared, you are notified:

All of the ready orders have not been picked up and shutting down could result in a loss of data. Do you want to continue with the shut down?

YES   NO

7. Select **Yes** to continue.

8. You again are prompted to confirm the shutdown operation:

Are you sure you want to completely power down the machine?

YES   NO

9. Select **Yes** to continue.

10. Wait for Windows to close completely. The PC powers off automatically.

Autofill workflow

This section outlines the workflow—the interactions between you and the Max—during routine automated Rx order processing.

You monitor and manage Rx order processing from the unit's *Prescription side*.
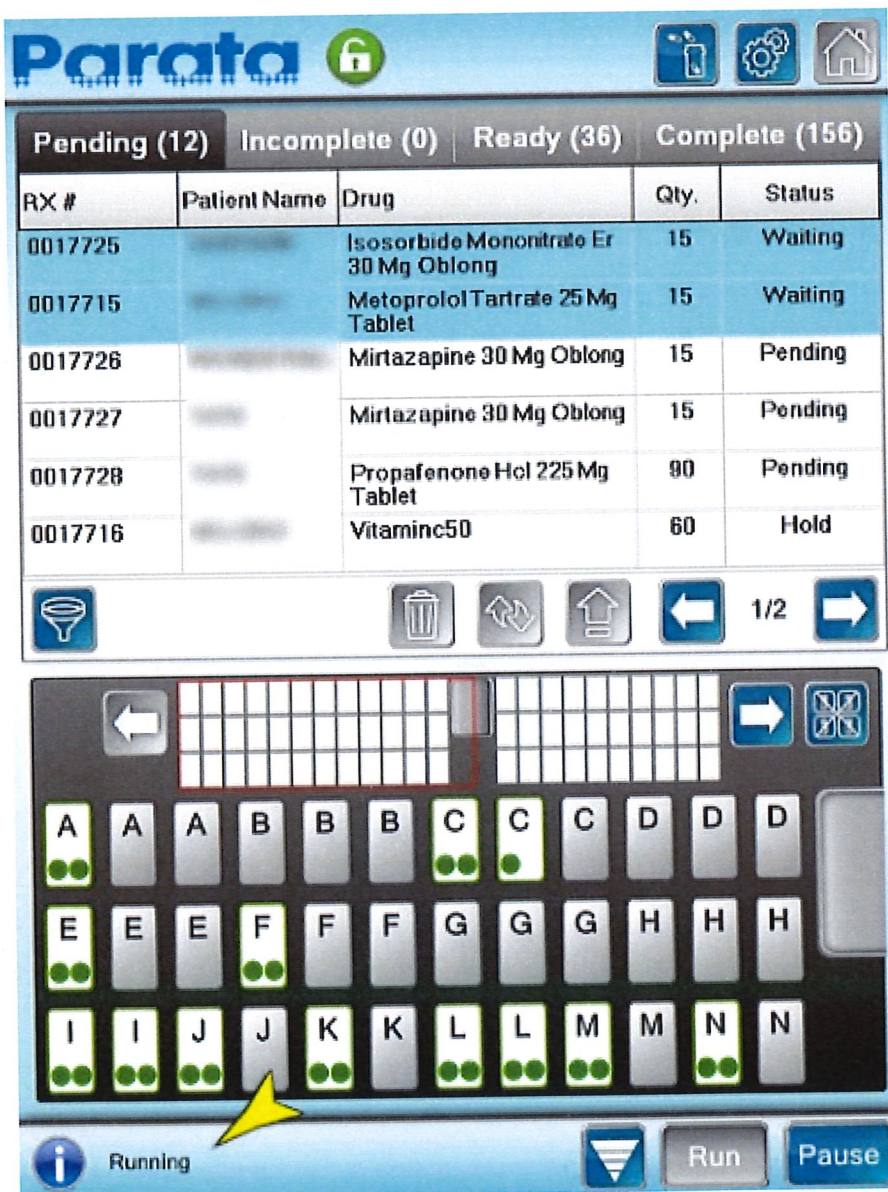
Before you start to process Rx orders, ensure that:

- The proper caps and vials are loaded; *if not,* see **Error! Reference source not found.** and **Error! Reference source not found.**.

- The vial feeders are enabled.

- A sufficient number of labels are loaded in the labeller; *if not,* see **Error! Reference source not found.**.

- The cells contain a sufficient quantity of pills.

- The cells contain a sufficient quantity of pills; *if not,* see **Error! Reference source not found.**.

To process Rx orders

1. The Pending Queue is the home window on the **Prescription side** of the Max. It displays when the application starts and when you touch the **Home** button. (The Pending Queue lists the Rx orders that have been sent from the pharmacy's computer to the Max.)

Figure 1: In this illustration, the system already is in Run mode.

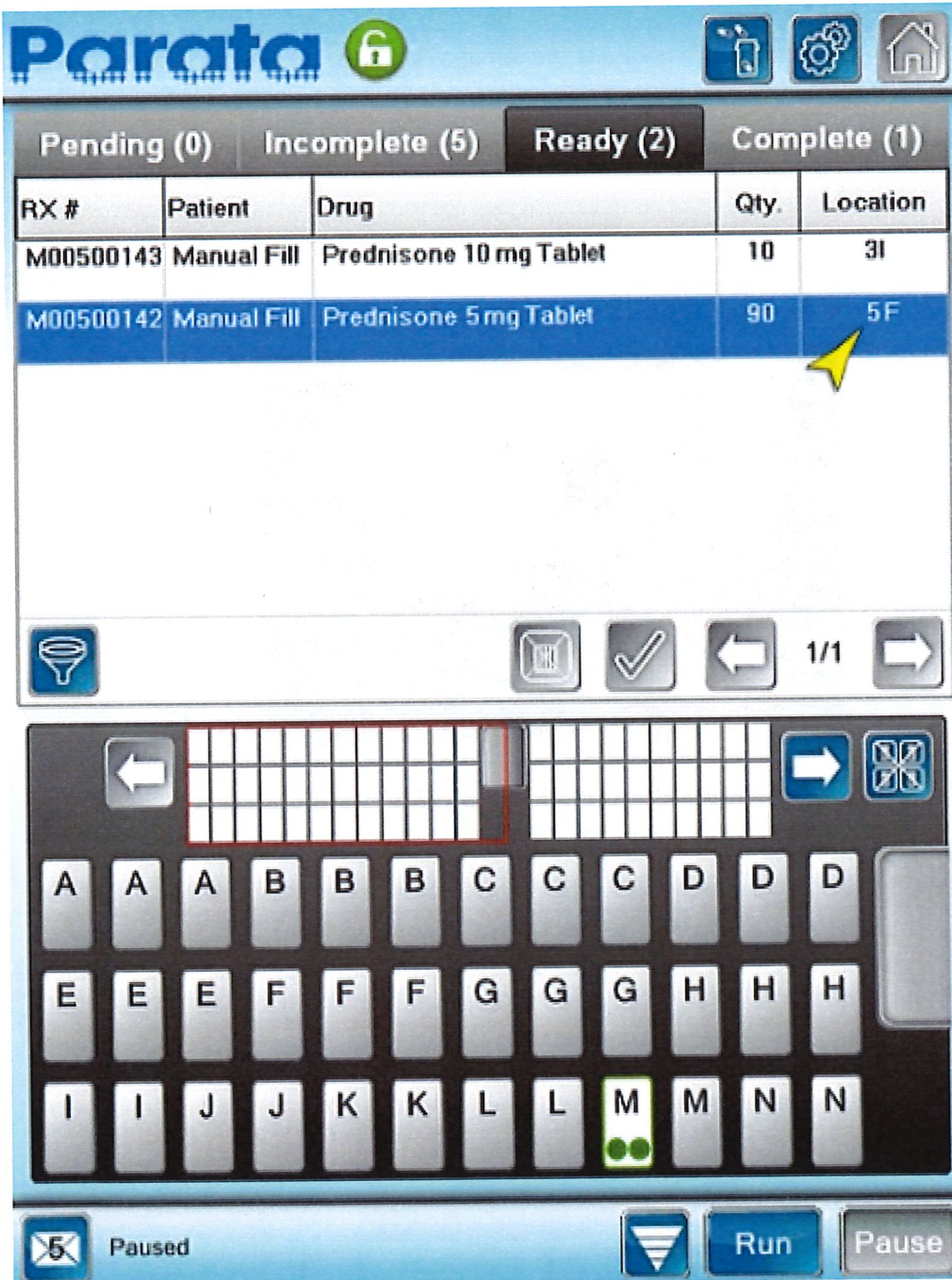2. If the Max unit is not already in Run mode, touch **Run**.

As each prescription is processed, it is labeled, filled, capped and deposited in a prescription drop-off shelf, customarily by the patient's last name , or it is sent to the drop-off chute.

The prescription's record then appears on the Ready Queue.

3. Touch the Ready tab to display the Ready Queue.

Figure 2: The Ready Queue lists all the Rx orders that have been successfully processed and are ready to be picked up from the prescription drop-off shelves and the drop-off bin. The drop-off shelf locations appear in the last column, Location.

4. The next step is to retrieve the prescription from the drop-off shelf or bin. There are three methods: For manual fills and bin scripts (i.e. scripts that the host system sends to the prescription drop-off shelves), the next step is to retrieve the prescription from the drop-off shelf or bin.

NOTE:For *chute scripts* (i.e. scripts that the host routes to the drop-off chute), the following methods for retrieving/completing scripts do not apply. Chute scripts are automatically completed.

There are three methods for retrieving and completing a script that has been deposited in a drop-off shelf or bin:

- o Method 1:

    i. On the Ready Queue window, locate the prescription drop-off shelf containing the prescription.

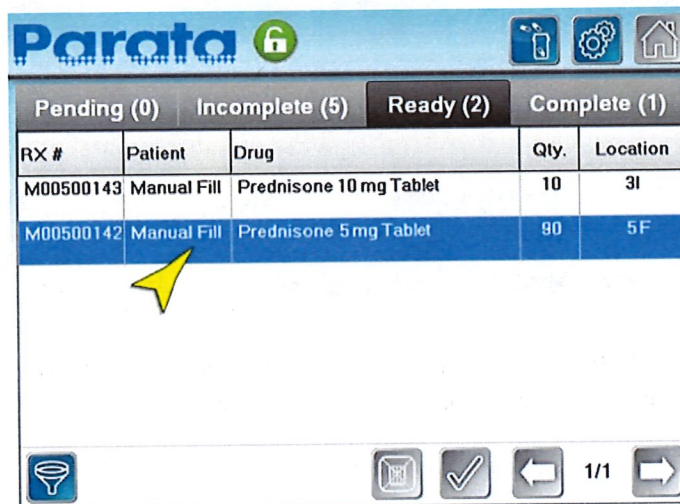   ii. Remove the vial from the shelf and scan the bar code on the vial label.

    NOTE: Scanning the completed vial's bar code transfers the Rx order from the Ready Queue to the Complete Queue.

- o Method 2: Instead of scanning out the vial, you can use the following method.

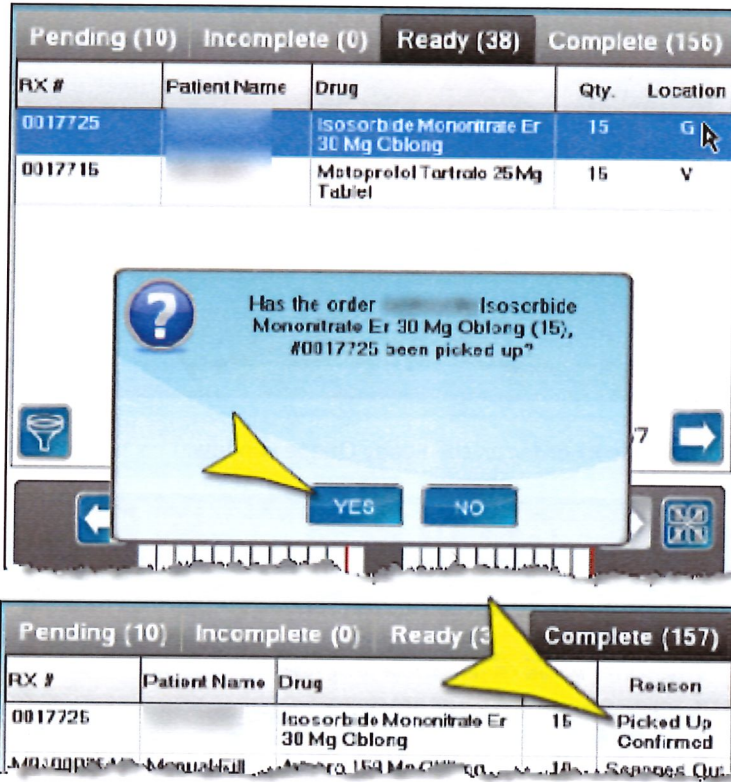   i. Pick up the Rx order from its prescription drop-off shelf.

ii. Select the Rx order on the Ready Queue window.

iii. Touch the **Complete** button.

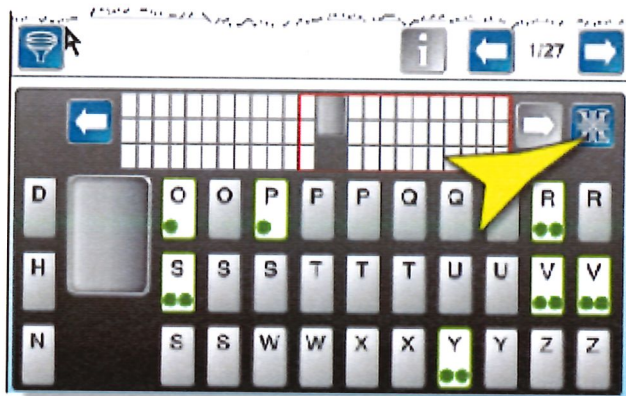iv. Touch **Yes** in the Question box, confirming that you have picked up this order from its shelf.

Figure 3: When you clear a Ready script in this way, its record is moved to the Complete Queue and the Reason is listed as "Picked Up Confirmed."
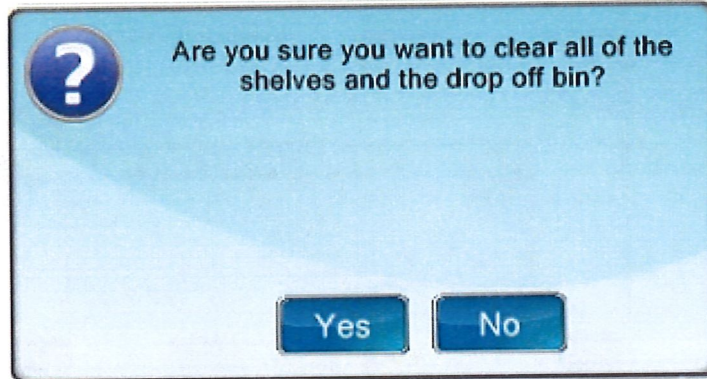

- Method 3: Wait until all Pending orders have been successfully run, then clear them either all at once, or one drop-off shelf at a time, from any of the Rx queue tabs.

  To clear all completed orders at once,

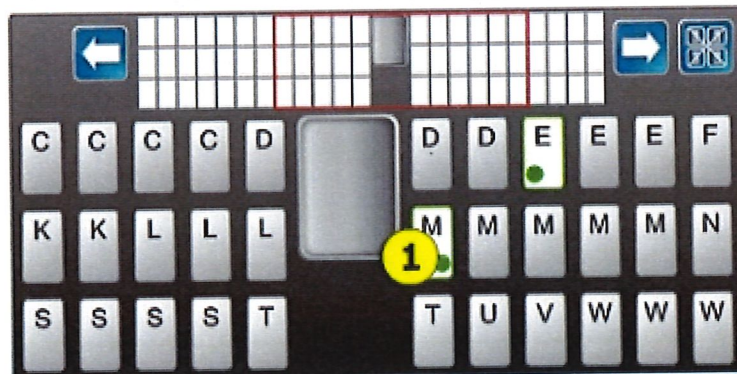 i. Touch the **Clear all shelves** button:

ii.   In response to the confirmation message, touchTouch **Yes** to clear all of the shelves and the drop-off bin.
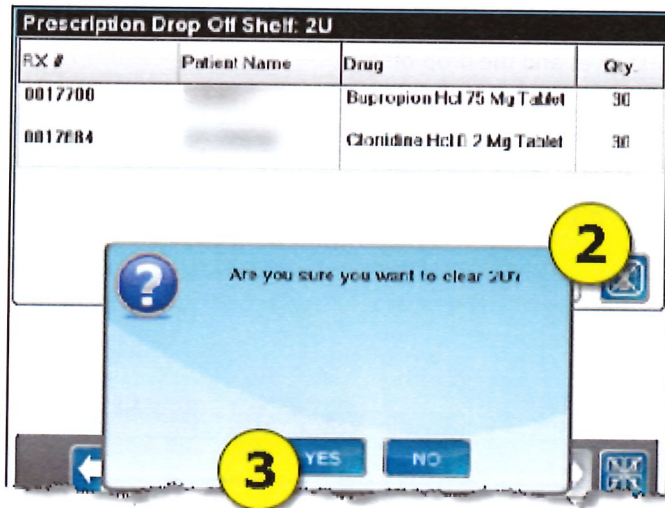

To clear all orders from a *single* drop-off shelf:

i.   Touch the shelf icon to open the Shelf Contents queue.

ii.   Touch the **Clear shelf** button.

Prescription Drop Off Shelf: 2U			
RX #	Patient Name	Drug	Qty.
0017700		Bupropion Hcl 75 Mg Tablet	90
0017884		Clonidine Hcl 0.2 Mg Tablet	30

2

? Are you sure you want to clear 2U?

3 YES NO

    iii.   Touch **Yes**.

5. Deliver the prescription to the patient or temporary holding area.