Inventory Side

This chapter discusses the Cell Inventory windows, which are displayed on the unit's *Inventory screen*.

The Parameters window has three tabs:

- Drug Parameters
- Cell Parameters
- Other

These tabs can be sorted by selecting the top-bar.

Using buttons—Inventory side

Several buttons used on the unit's *Prescription side* are also found on the *Inventory side*. Note that the *Prescription side* displays only one wizard button (**Manual Fill**); all other wizard buttons appear on the unit's *Inventory side*.

Toolbar

	**Lock** Log in to the application or secured function.	This button indicates that the application/secured function is locked. See **Error! Reference source not found.**.
	**Unlock** Log out of the application or secured function.	This button indicates that the application/secured function is unlocked. See **Error! Reference source not found.**.
	**Maintenance Tasks** Display Maintenance Tasks window (optional feature).	*Inventory side* only. Displays recommended replenishment tasks and expiring drug cells.
	**Replenish Approvals** Approve replenishments (Pharmacist-level only)	*Inventory side* only, only when Replenish Approvals are enabled. See **Error! Reference source not found.**.
	**Print Cell Labels**	*Inventory side* only. See **Error! Reference source not found.**.

	Delete Cell	*Inventory side* only.
	Return to Stock (RTS)	*Inventory side* only. See Error! Reference source not found..
	Replenish	*Inventory side only*. See Error! Reference source not found..
	New Drug	*Inventory side* only. See Error! Reference source not found..
	New Cell	*Inventory side* only. See Error! Reference source not found..
	System Functions Display the System Functions window.	On both screens. See Error! Reference source not found..
	Home Return to the Home window.	On both screens.

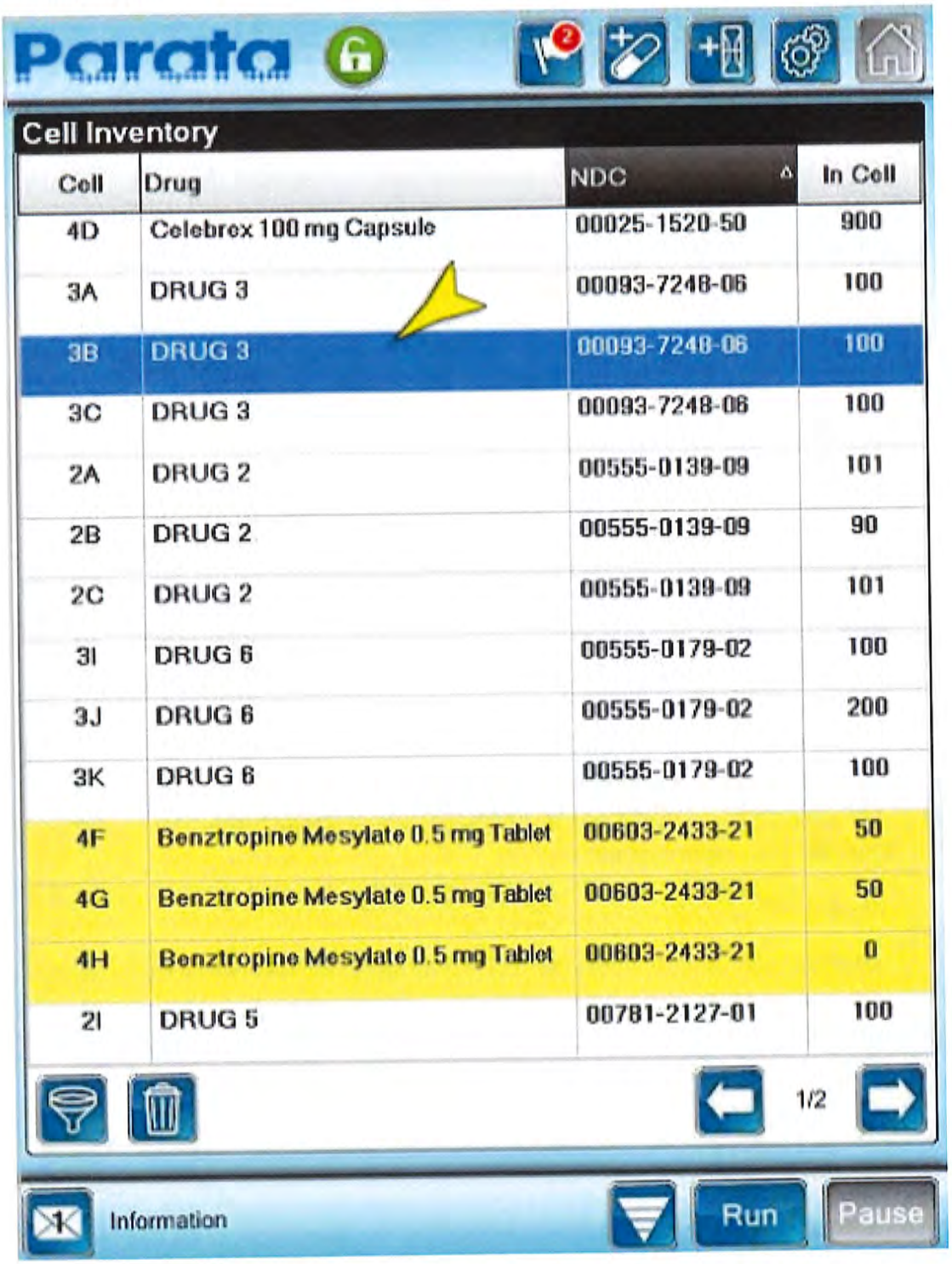
Filter keyboard

	Filter Key(s) Touch a letter to begin filtering data.	Used to locate drug information with the fewest keystrokes.

Action bar

	Filter/Filtering enabled Display the filter keyboard.	

Cell Inventory window



The Cell Inventory window, displayed on the *Inventory screen*, is the launch platform for all cell-management activities. It displays current drug inventory by cell, the drug name, NDC #, and the current

pill quantity. If configured for display, the Add column specifies the number of pills that can be added to each cell.

On the *Inventory side*, you can replenish cells, perform return-to-stocks, add new drugs, set up/delete cells, modify drug and cell parameters, and perform other system functions, including shutdown.

Locating cells — Touching any row on the Cell Inventory window (illustration) causes the corresponding cell's green LED to flash for 15 seconds. Scanning a vial or stock bottle on the *Inventory side* highlights the record, which includes the cell location, and also flashes the corresponding cell's green LED for about 15 seconds.

Cell records shaded in yellow are either empty or below the Low Inventory level (by default, <50 pills). *You can set low threshold quantities for each cell from the Parameters window.* See Error! Reference source not found..

Toolbar

	Maintenance Tasks(optional feature) Launches maintenance tasks (e.g. replenishment) and displays the number of tasks queued for completion.
	Replenish Approval Launch the Replenish Approval function, if enabled (*Pharmacist*-level operator only). See Error! Reference source not found..
	New Drug Launch the New Drug Wizard. Use when adding a new drug to the inventory in the Max. See Error! Reference source not found..
	New Cell Launch the New Cell Wizard. Use to set up a new cell. See Error! Reference source not found..
	System Functions Display the System Functions window. See Error! Reference source not found..

Action bar

	**Filter** Displays the Filter keyboard. You can filter the Drug and NDC columns by entering an alphanumeric substring; for example, typing "mes" would display all drugs whose names contained that 3-character string.
	**Delete Cell** Deletes a selected cell from the Max's database.

Working with cells

This chapter illustrates the parts of a standard cell, and discusses the following topics:

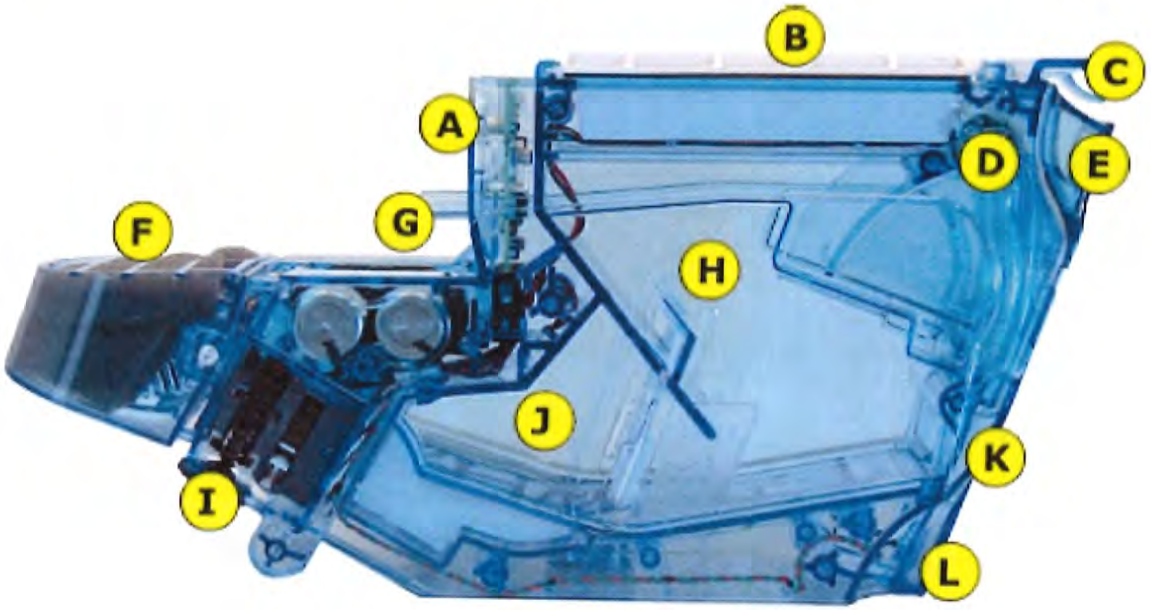
- Locating cells in the cell array
- Inserting and removing cells
- Printing cell labels
- Using the cell-replenishment funnel

Cells are plastic containers housing pills that are counted and dispensed into vials to fill a prescription. (See the illustration, below, of a standard locking cell.)

The Parata Max comes equipped with 148 standard cells and 40 super cells.

The Mini can hold 49 standard cells, 23 super cells and 3 standard cells—or a combination of both.

The number of pills a cell can hold depends on the physical size of the pill. After the pills are loaded into a cell, there must be sufficient space in the agitation chamber to allow the pills to properly agitate for accurate counting.



A: Cell communication board	G: High pressure stem
B: Cell breather	H: Pill hopper
C: Cell door latch	I: Nozzle height adjustor
D: Cell lock solenoid (absent on nonlocking cell)	J: Pill agitation chamber
E: Cell door (closed)	K: Cell indicator light (LED)
F: Nozzle breather	L: Cell release latch

Figure 4: Nozzle width adjustor

NOTE: To help prevent flooding the agitation chamber with pills, avoid allowing it to become more than 1/4 full.

The Master Drug List (MDL) includes maximum cell capacities for all drugs in the database. The Replenish Cell Wizard displays this pre-calculated value.

Affixed to the outside of the cell door is a label with a bar code containing the cell's serial number ID. The Max uses this serial number ID to associate the cell with the drug it contains, regardless of where in the cell array the cell is located.

Using locking cells

Locking cells strengthen your site's drug accountability by helping to prevent cell replenishment errors. They improve inventory control by ensuring that the cell will remain locked until the appropriate step in the inventory procedure. The cell remains unlocked for 15 seconds, then automatically relocks.

The door of a locking cell will remain locked, even after the cell has been removed from the unit—unless it was unlocked before being removed.

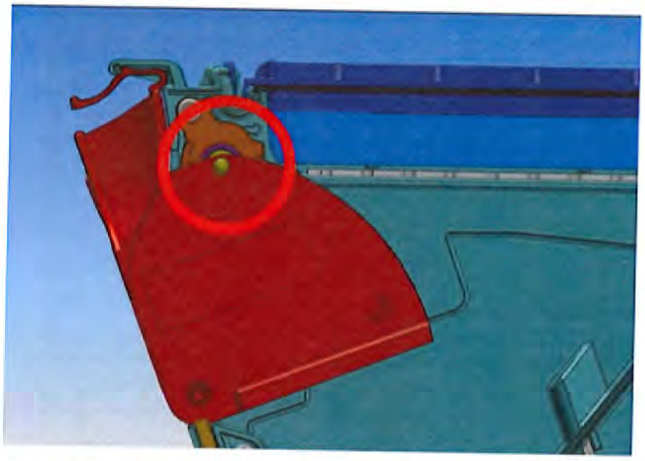
Used together with the Max's auditing and security features, locking cells help secure your site by restricting replenishment activities to authorized pharmacy personnel (Technician 3-level operators and above).

- Locking cells continue to perform their function regardless of the level of auditing enabled on your Max.

A locking cell requires no special procedures to install or configure. Once its bar code has been scanned, the system recognizes it as a locking cell.

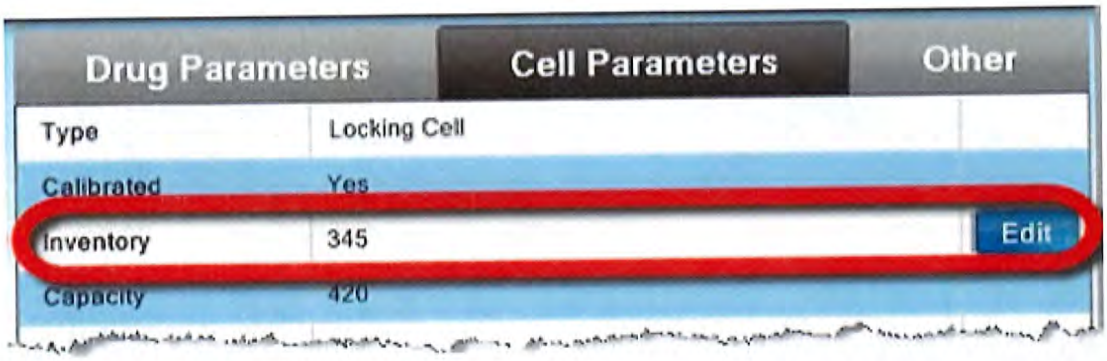
- Both standard and super cell versions of the locking cell are available.

The main physical difference between a locking cell and non-locking cell is that a locking cell employs a mechanism (*cell lock solenoid*) that inserts and retracts a pin into and out of the cell door wall.



Also note that the locking cell's bar code ID is placed *outside* the cell (see the following illustration):

Operators with *Technician 3* or higher access permissions can override the locked cell function by touching the **Edit Inventory** button on the **Cell Parameters** tab.



The flowchart illustrates when a cell is unlocked during the replenishment process (i.e., Step 7 of the Replenish Cell Wizard).

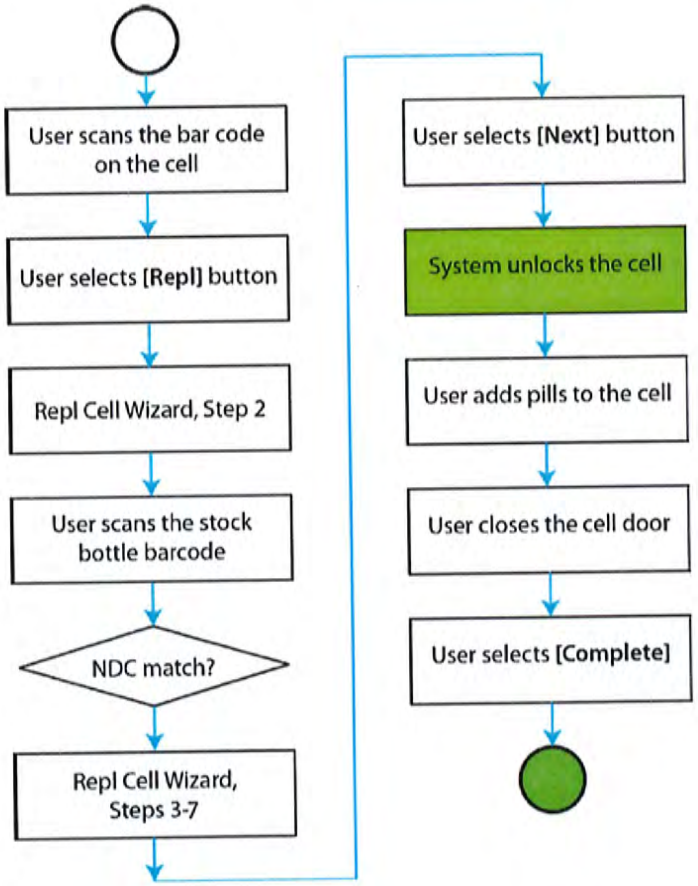
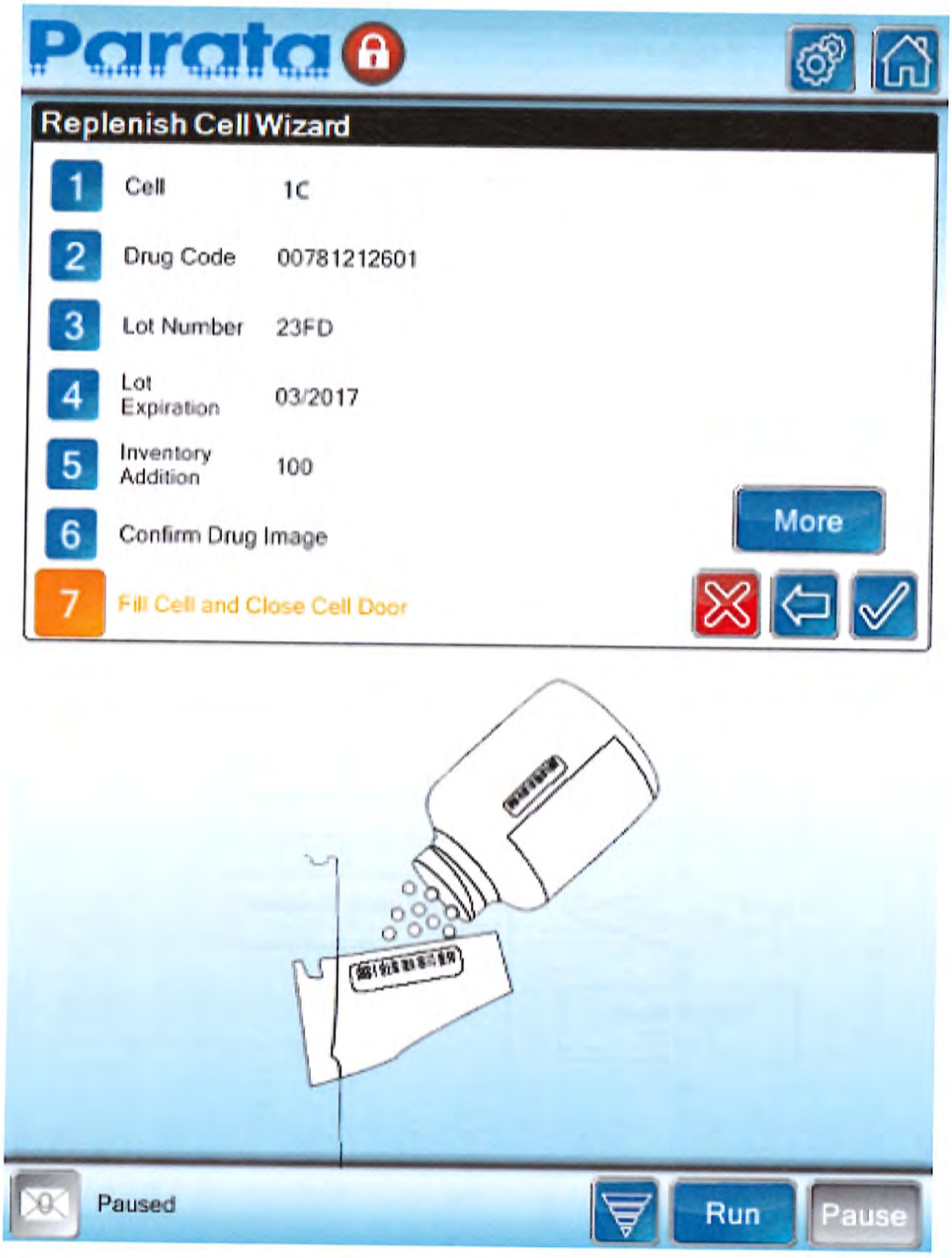


Figure 5: Wizard Step 7, Replenish Cell Wizard



Inserting/removing cells

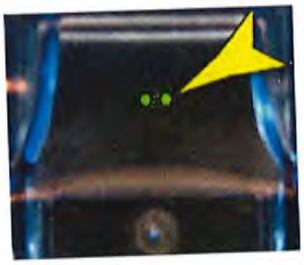
- Remove cells from the unit to calibrate them or to perform preventive maintenance procedures.
- Use the methods recommended below when inserting and removing cells. These procedures apply to all cell types.

  CAUTION: Relocating cells containing pill inventory, if not done properly, can result in pills flooding the agitation chamber. See **Error! Reference source not found.**.

To insert cells

1. Angle the cell slightly downward (about 20°), aligning it with its slot in the cell array.
2. Holding the cell firmly, guide it into position until you meet resistance.

3. Press the cell firmly until you hear a "click," signifying that the cell is properly inserted.

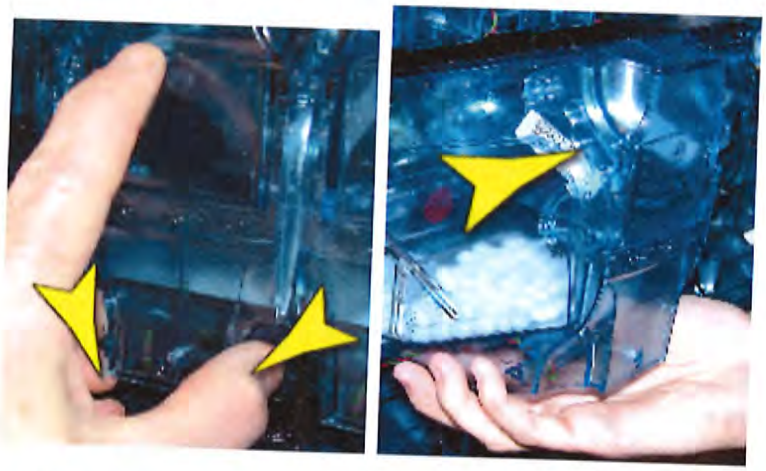


Normally these two LEDs are visible through the cell door.

When a cell is properly inserted and communicating with the Max, its power LED is green and steady; its "heartbeat" LED (arrow) is green and blinking steadily.

To remove cells

1. Using your thumb and middle finger, pull the cell release latch outward while at the same time lifting the cell slightly upward (about 20°).
2. Slide the cell out of its slot, supporting it from the bottom with your free hand.



Printing cell labels

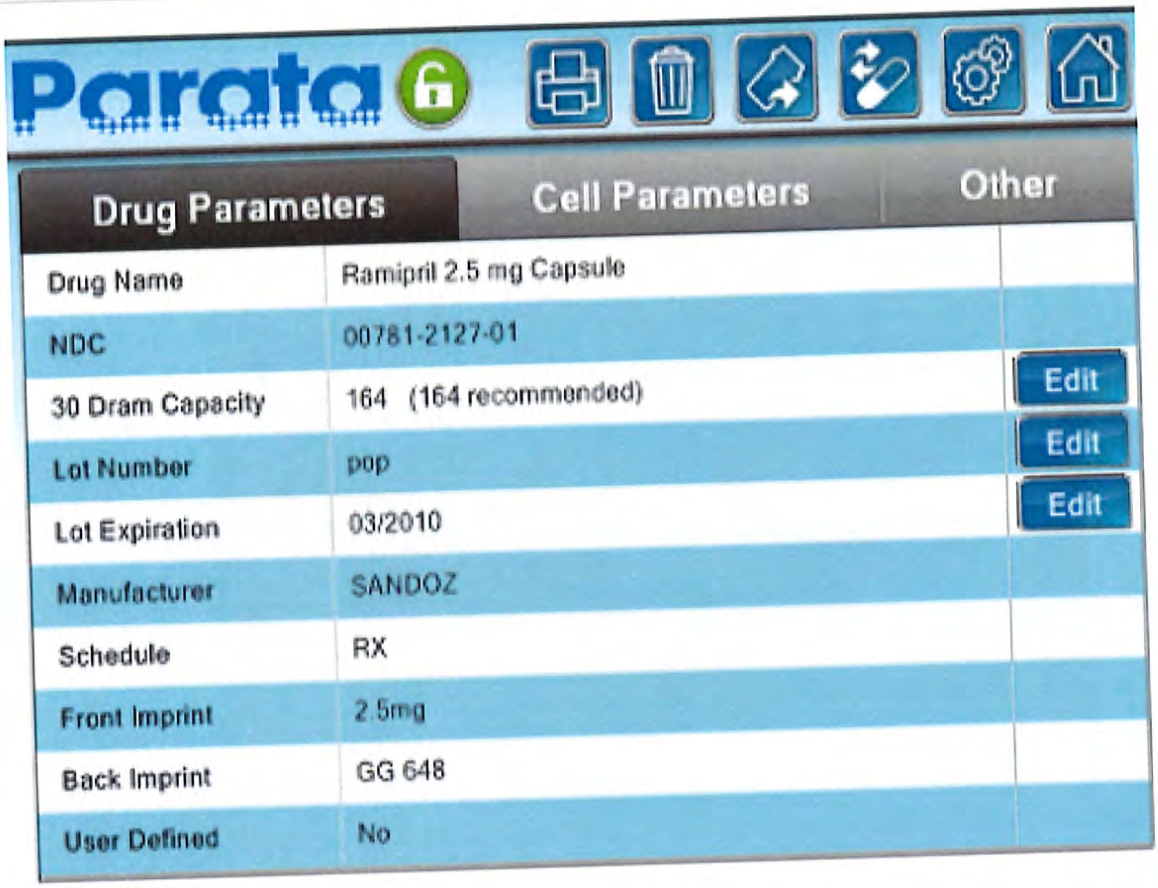
When you add a new drug to the Max and set up a new cell, you need to label the cell.

Refer to the HVS system manual for instructions for printing labels.

To print a cell label

1. From the Cell Inventory window, scan the bar code on the cell requiring a label.

The Parameters window is displayed.



2. Touch the Print button on the toolbar.

3. Apply the new cell label to the cell door, as shown in the illustration.

Using the cell-replenishment funnel

When replenishing a cell's inventory, you should use the Parata-supplied cell-replenishment funnel.

Functioning like a colander, the perforated bottom allows dust from the stock bottle to fall into a container during the pill preparation process, reducing the amount of dust poured into the cell.

NOTE: It is not necessary to remove a cell to replenish it. We recommend that you *do not* remove cells from the unit unless you need to recalibrate the cell or perform routine preventive maintenance.

The plastic funnel fits snugly into the cell to help eliminate spills and, when used properly, reduces issues introduced by detritus in the cell.

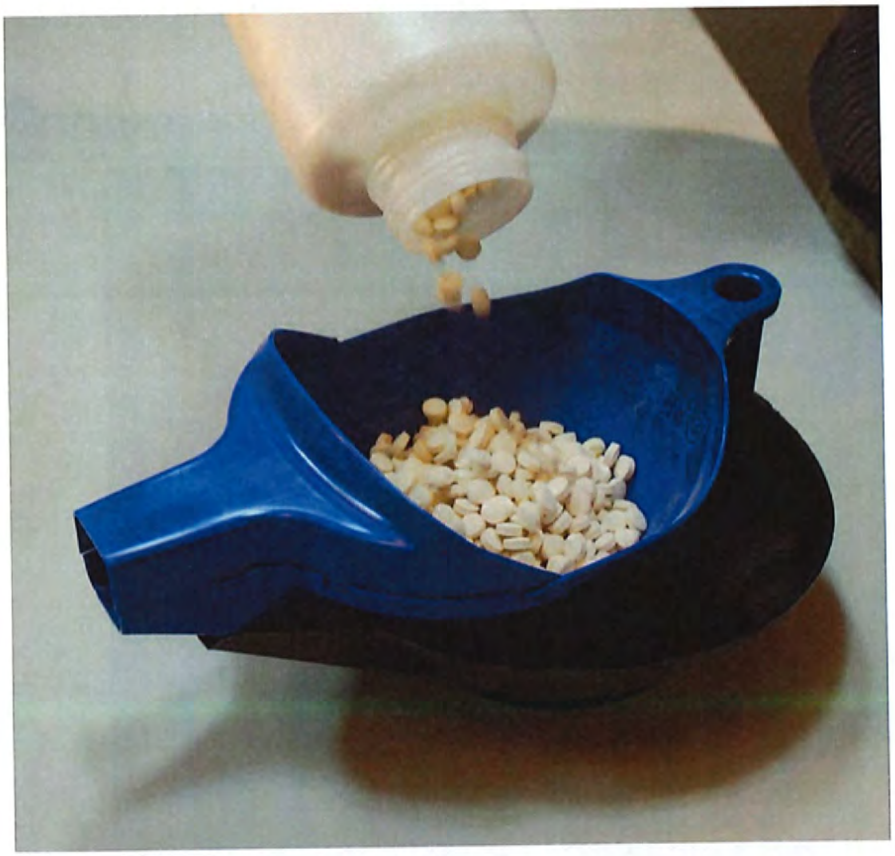
The wide bowl enables you to find and remove pill fragments, desiccants, pieces of cotton or other debris that may be contained in the stock bottle.

NOTE: When replenishing a cell using the plastic funnel, empty the contents of a *single* stock bottle into the bowl, and then pour the contents of the funnel into the cell you are replenishing. DO NOT EMPTY THE CONTENTS OF MULTIPLE STOCK BOTTLES INTO THE PLASTIC FUNNEL.

To use the cell-replenishment funnel

1. Set the funnel in an appropriate container.

2. Carefully pour the pills from a stock bottle into the funnel, watching for desiccants, pieces of cotton or other items that must be removed.



3. Hold the funnel over the container and gently shake it from side to side. Watch for and remove any pill fragments or non-pill items.

4. During the replenishment or return-to-stock process, use the funnel to pour the pills into the cell.

5. Close the cell door.

   The cell door locks and the green indicator light will flash while the system updates (this takes about 10 seconds).

6. To help ensure that the lock catches, close the cell door completely.

7. Follow pharmacy's standard operating procedure to clean the funnel before using it with another drug.

8. Follow pharmacy procedure to dispose of any pill residue that accumulates in the container.

Adding a new drug

This chapter explains how to add a new drug to the Max. A new drug is one not currently defined in the system's Master Drug List (MDL). You perform this procedure from the *Inventory screen*.

NOTE: The MDL is an internally-maintained database containing all dispensing information for each drug in the system's inventory.

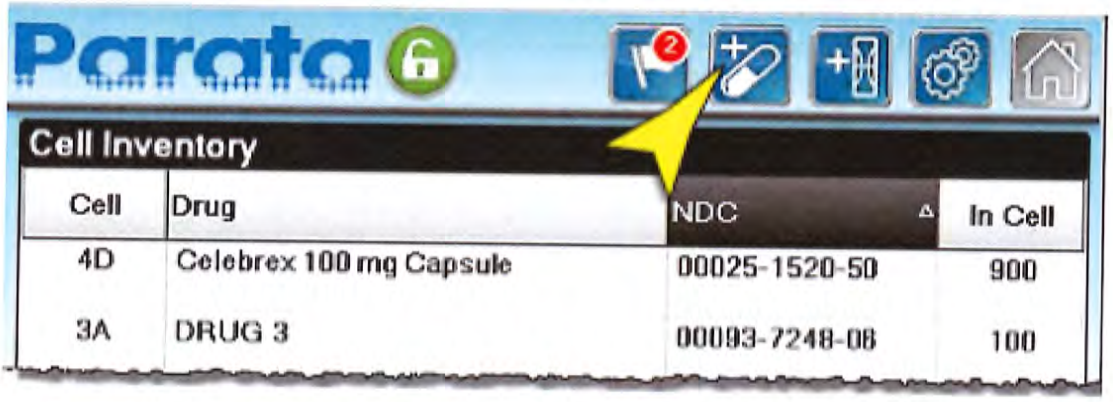
The New Drug Wizard guides you through the steps for adding a new drug to the Max.

NOTE: A new drug can be added to inventory anytime, including while the Max is in Run mode and processing orders.

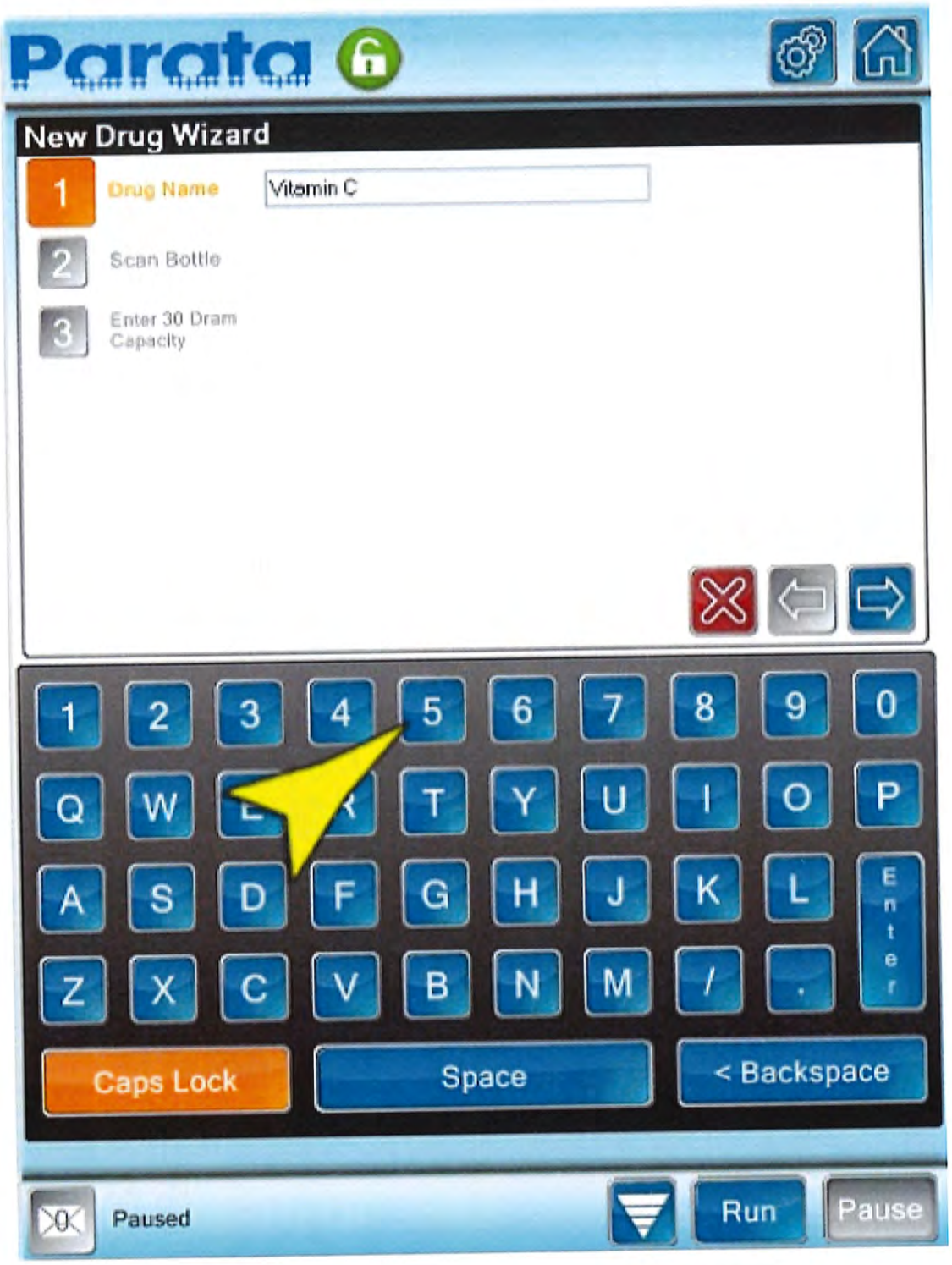
After you have added the new drug to the MDL, you use the New Cell Wizard to set up a cell to dispense the new drug. See **Error! Reference source not found.**.

To add a new drug

1. From the Cell Inventory window, touch the **New Drug** button.



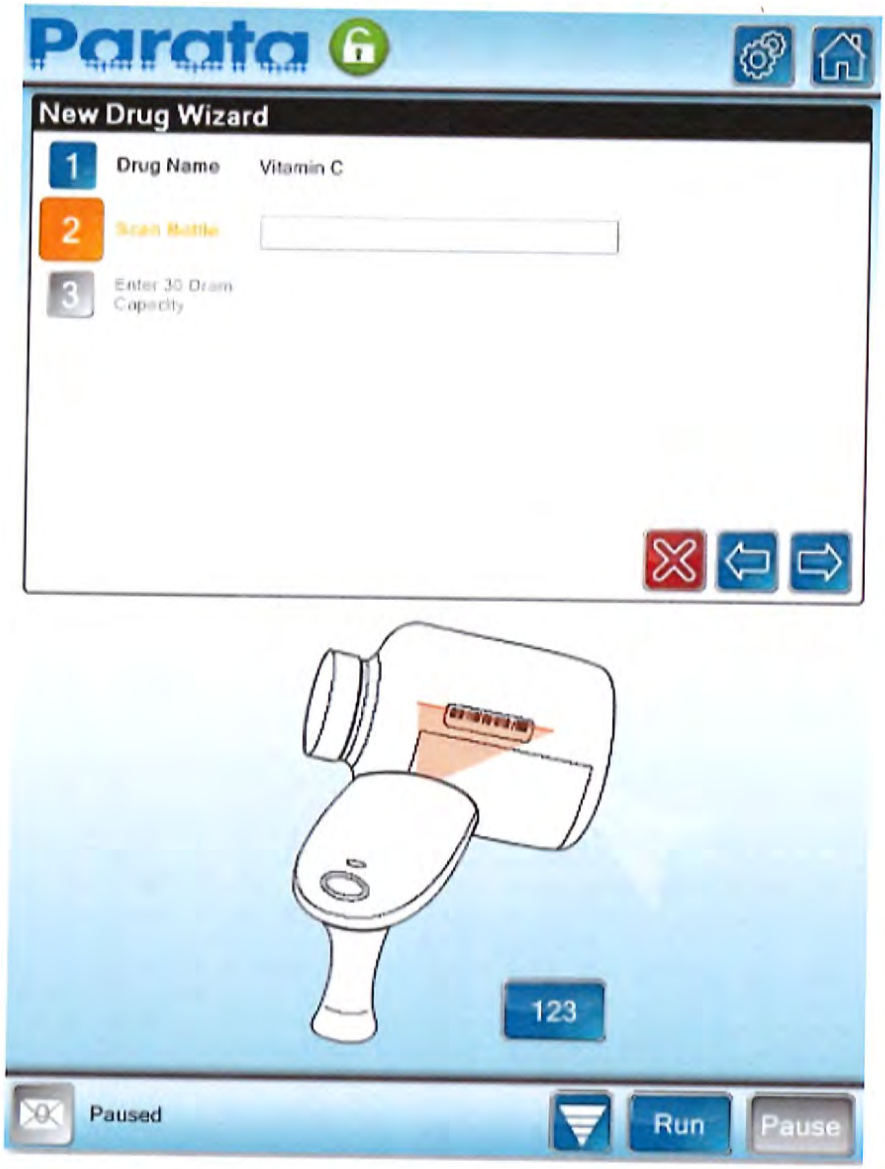
Step 1 of the New Drug Wizard is displayed.



2. Enter the drug name, using the pop-up keyboard.

3. Touch the **Next** button.

   Step 2 of the New Drug Wizard is highlighted.

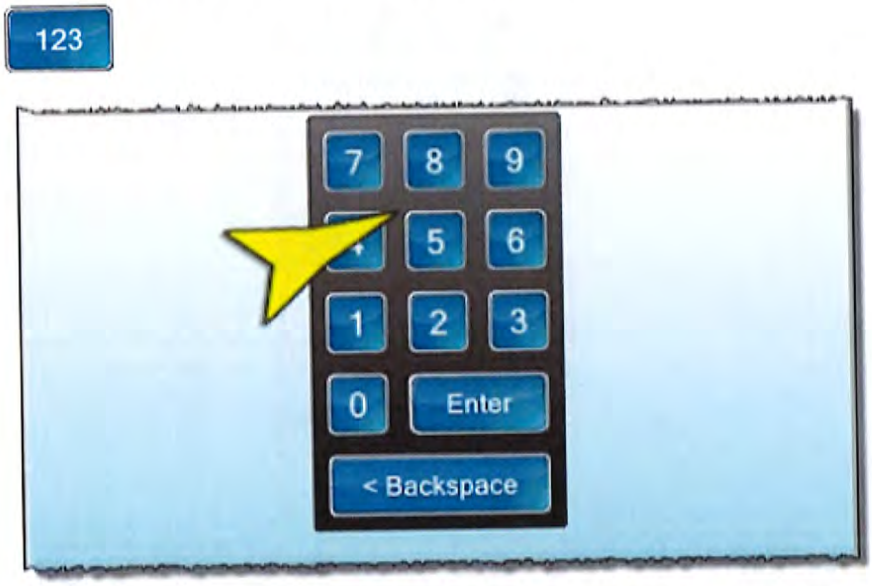


4. If you have the drug stock bottle, scan the bar code.

NOTE: To scan a bar code, point the scanner lens directly at the bar code and press the large button on the scanner.

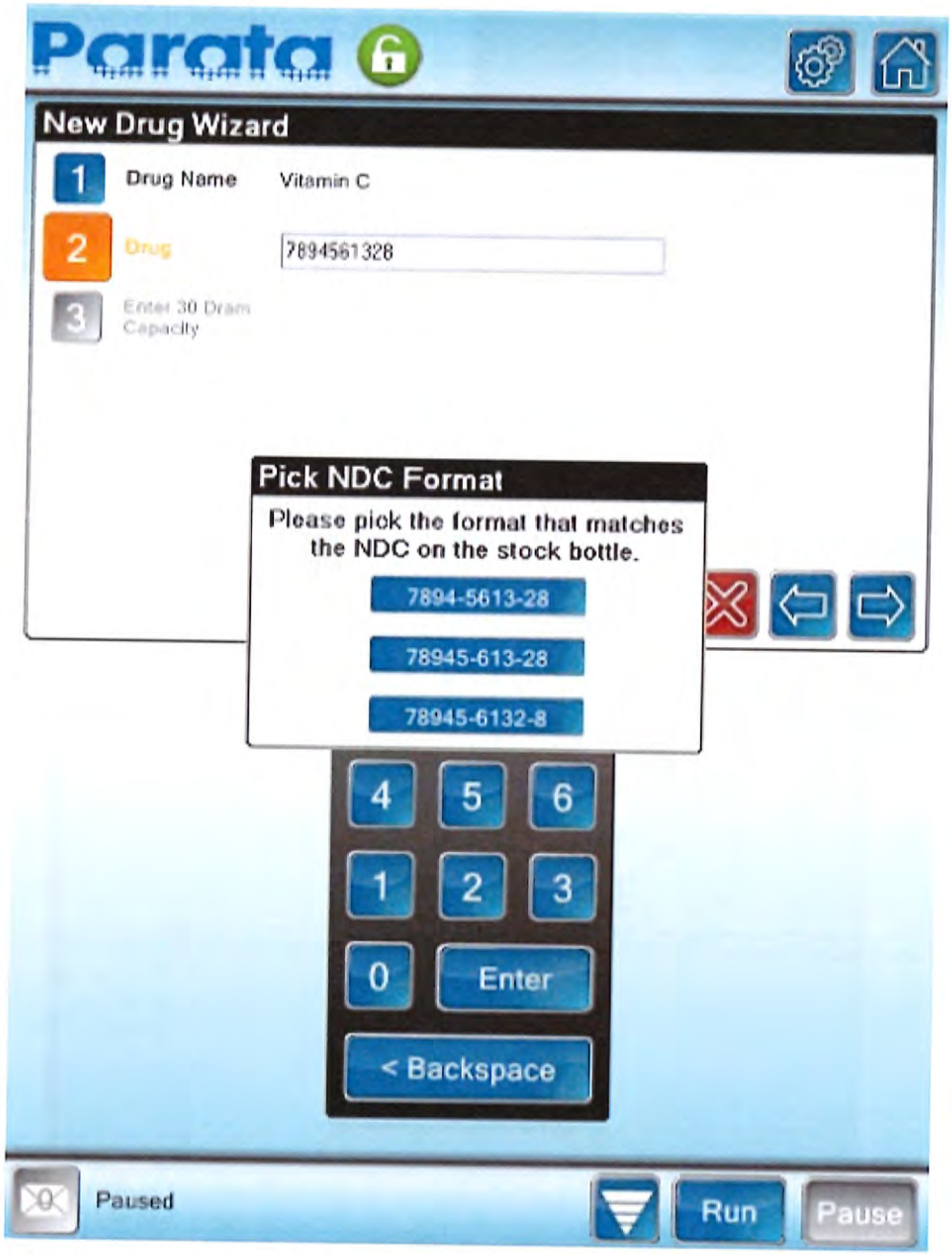
OR ...

a. Touch the **Keypad** button and enter the NDC manually.

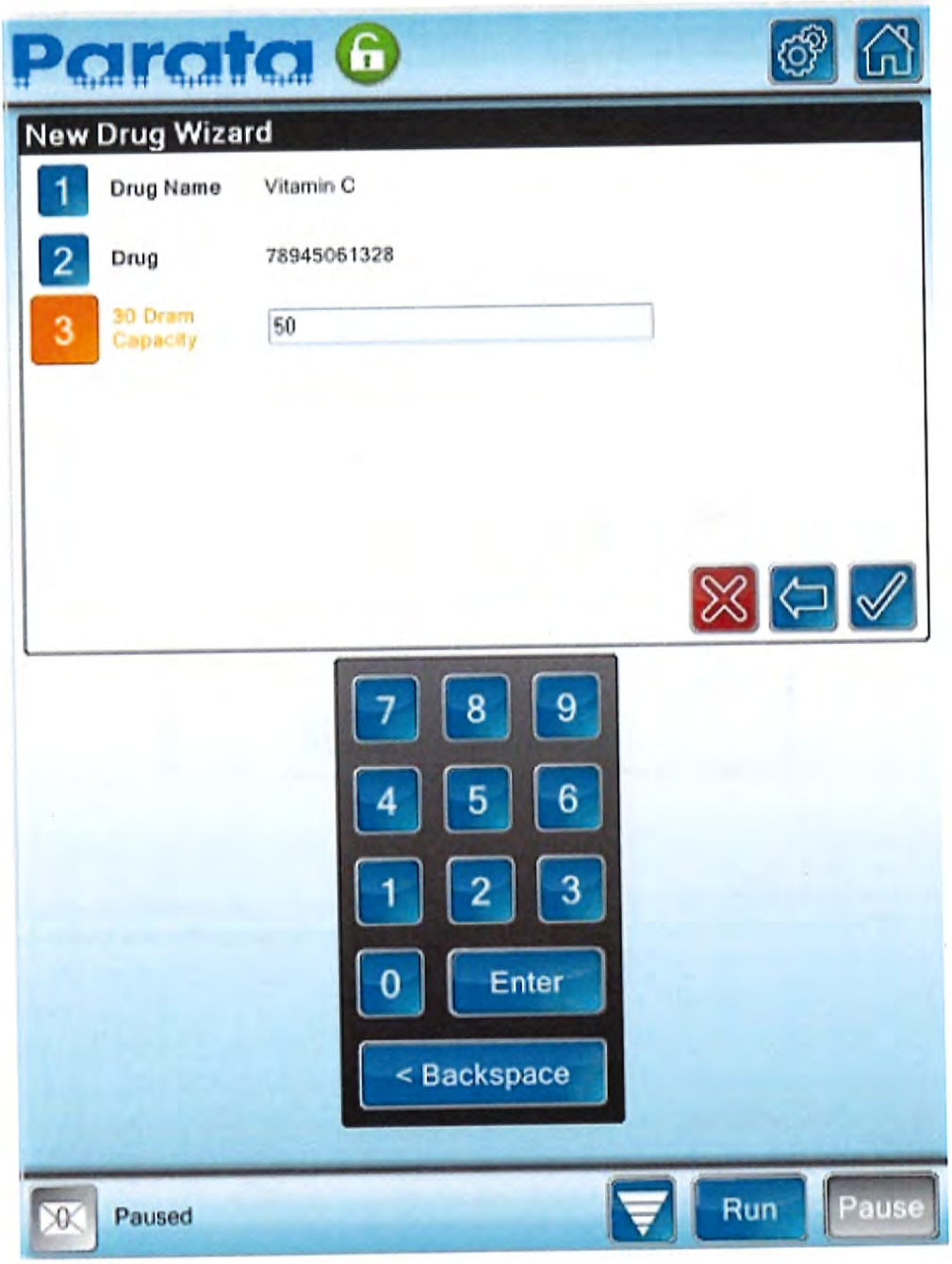


b. Then touch **Enter** on the keypad, or the **Next** button.

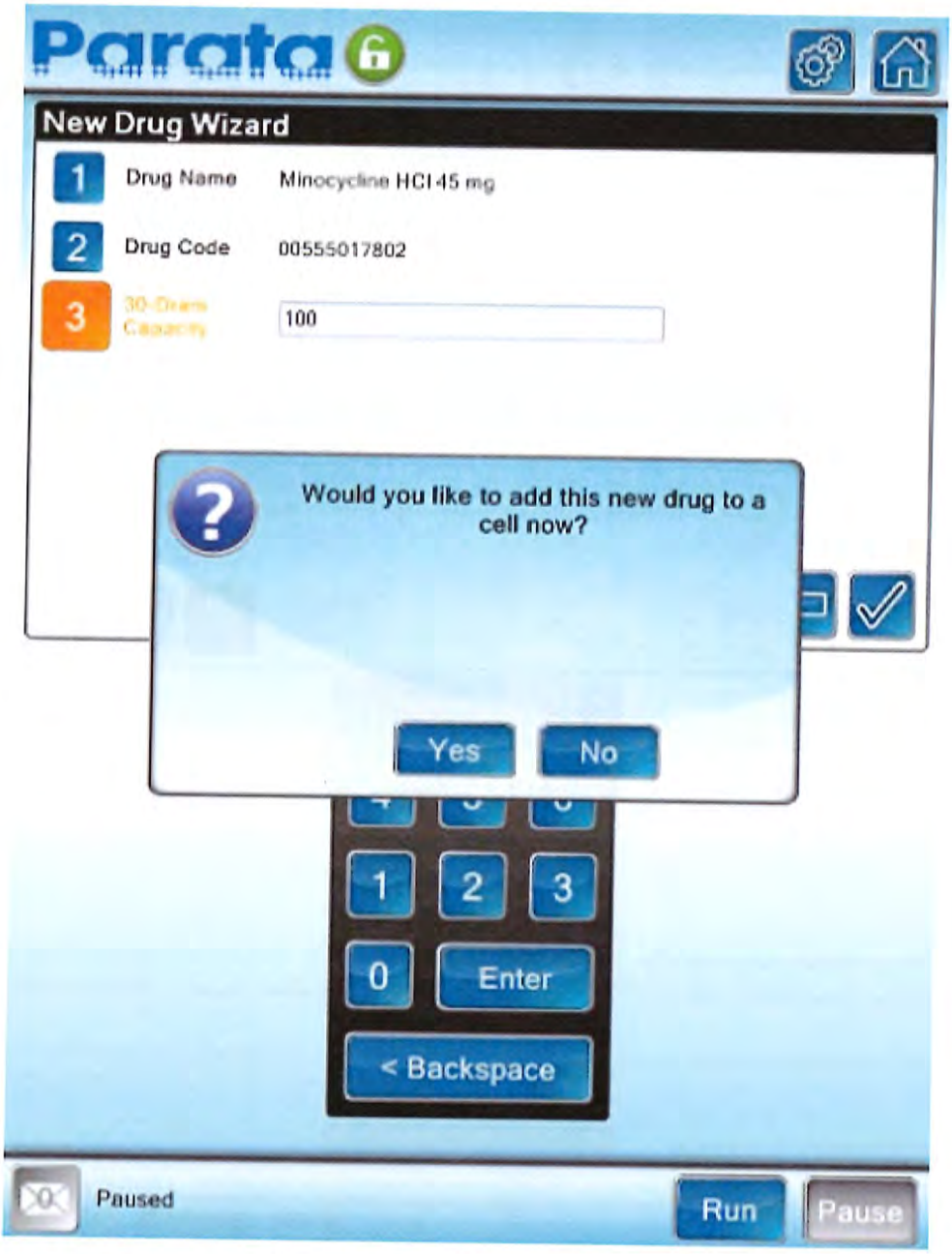
5. If the NDC number you enter is 10 characters, you are prompted to select the correct format. Inspect the bar code on the stock bottle and select one of the three options.



Step 3 of the New Drug Wizard is highlighted.



6. Using the pop-up keypad, enter the 30-dram capacity for this drug.
7. Touch **Complete**.



The new drug is added to the MDL, and you are prompted to set up a cell.

The next step is to set up a cell for the new drug. Follow the steps in Error! Reference source not found..

Setting up a new cell

This chapter explains how to add a new cell to the Max. You can set up a new cell at any time, including while the Max is in Run mode and processing orders.

The prerequisites for this process are:

- Determining the cell settings for the drug. Use the Drug Finder function to see if there are recommended settings. If there are no recommended settings, use the HPAC Cell Settings Tool (201-1464) to establish the appropriate settings for the drug.
- Physically setting the cell nozzle height, nozzle width and baffle settings, then entering these values and the pressure setting in the Cell Parameters window. See **Error! Reference source not found.** and **Error! Reference source not found.**.
- Printing a label for the new cell.
- If the drug is not already in the MDL, adding it to the system. The steps for adding a new drug to the MDL are described in **Error! Reference source not found.**
- If you are setting up a new cell to replace another cell, you must delete the cell that you are replacing. Failure to do so can result in an error condition upon startup.

The New Cell Wizard, located on the *Inventory side* of the Max, guides you through this procedure.

NOTE: To scan a bar code, point the scanner lens directly at the bar code and press the large button on the scanner.

Use this procedure to set up a new cell for a drug already defined in the Master Drug List (MDL).

NOTE: The MDL (Master Drug List) is an internally-maintained database that includes all the drug dispensing information for each drug in the Mini's inventory.

Perform this procedure from the Inventory screen.

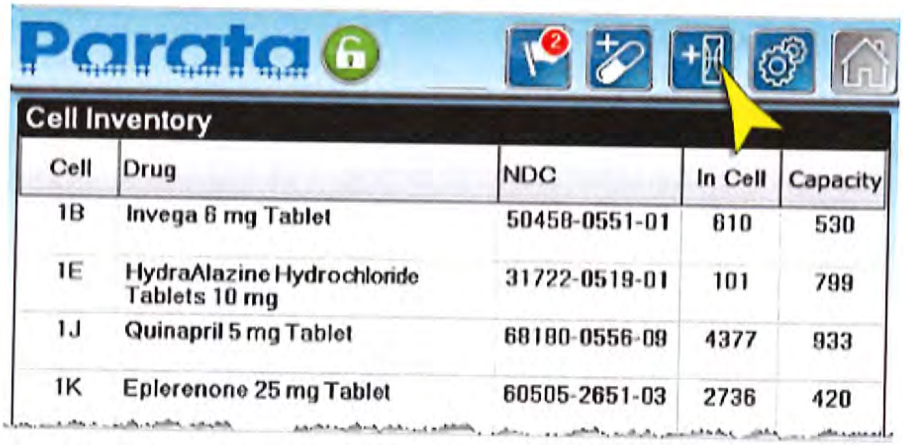
You can set up a new cell at anytime, including while the Mini is in Run mode and processing orders. Print a label for the new cell prior to performing this procedure.

NOTE: If you are setting up a new cell to replace another cell, you must delete the cell that you are replacing. Failure to do so can result in an error condition upon startup.

The New Cell Wizard guides you through the steps for setting up and calibrating a cell to house a drug already listed in the MDL.

To set up a new cell

1. On the Cell Inventory window, touch the **New Cell** button to launch the New Cell Wizard.

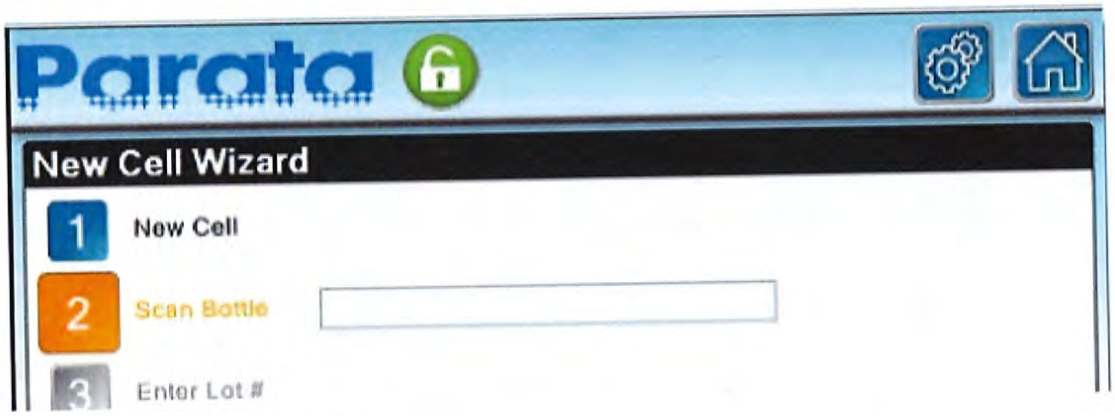


NOTE:Alternatively, you can launch the New Cell Wizard from either the Cell Inventory or Parameters windows by scanning the bar code on the new cell. If you scan the new cell, skip to Error! Reference source not found. of this procedure.

Step 1 of the New Cell Wizard is highlighted.

2. Scan the bar code of the new cell.

Step 2 of the New Cell Wizard is highlighted.



3. Scan the bar code on the stock bottle.

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

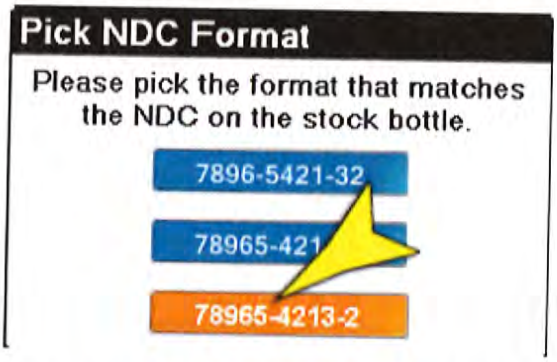
OR ...

a. Touch the **Keypad** button and enter the drug NDC manually.

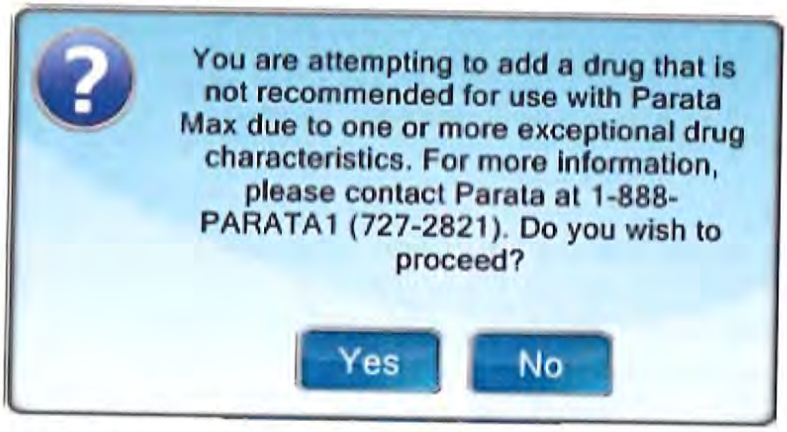
b. Then touch the **Next** button.

4. If the NDC number you enter is 10 characters, you are prompted to select the correct format.

5. Inspect the NDC on the stock bottle and select one of the three options.



NOTE: When the software identifies a drug that is not recommended for dispensing in the Max, it will display the following message.



DO NOT CALL the number listed in the message. Instead, call the number on the sticker attached to your Max unit for more information about this message.

6. Step 3 of the New Cell Wizard is highlighted. Enter the Lot #.

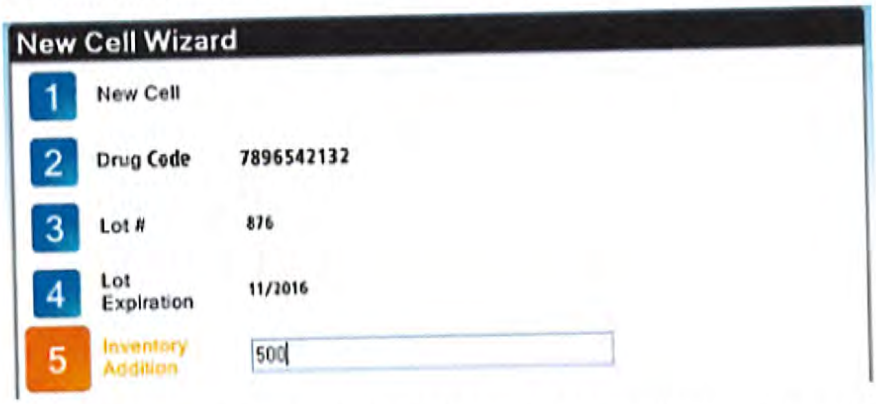
7. Touch the **Next** button.

   Step 4 of the New Cell Wizard is highlighted.

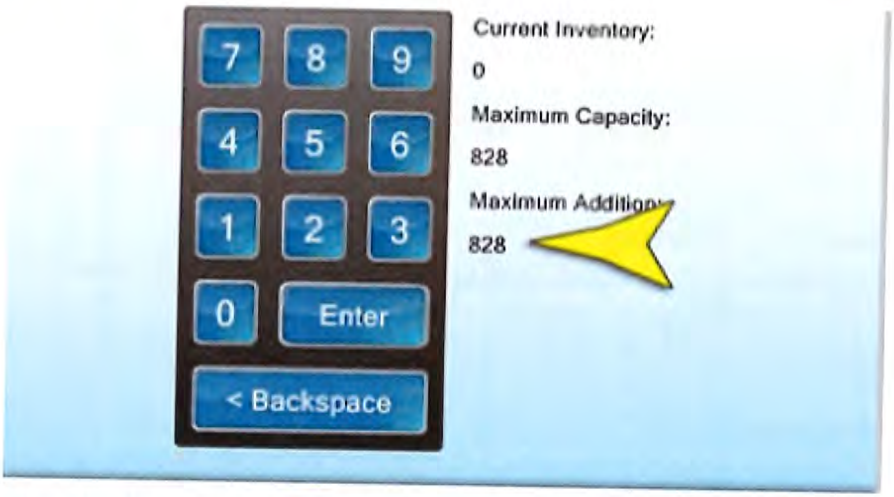
8. Use the displayed Lot Expiration Date control to select the month and year.

9. Touch **Next**.

   Step 5 (Inventory Addition) of the New Cell Wizard is highlighted.



10. Enter the pill quantity you are adding to the cell. (The Maximum Addition amount is displayed.)



NOTE:If the Use By Date option has been enabled on your Max, Step 5 of the New Cell Wizard will be Select Use By Date. For more information on this option, see Error! Reference source not found..

11. Touch Enter on the keypad, or the Next button.

    Step 6 of the New Cell Wizard is highlighted.

12. Confirm that the drug image matches the drug you are adding to the cell, and touch Next. If the pill image does not match the drug you are adding to the cell, touch Cancel.

    NOTE: For drugs for which no pill image is available, a "pill image not available" message will be displayed.

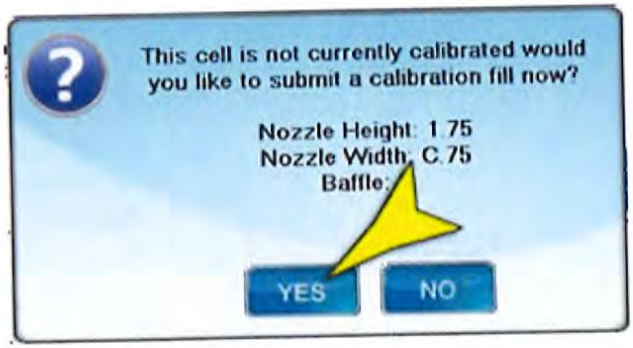
Step 7 (Fill Cell and Close Cell Door) of the Replenish Cell Wizard is highlighted. The cell's green indicator light blinks and the cell door unlocks.

13. Add the pills to the cell and close the cell door.

NOTE: When adding inventory to cells, use the Parata-supplied cell-replenishment funnel. See Error! Reference source not found..

14. Touch the **Complete** button.

You are prompted to run a calibration fill.



NOTE:If you are setting up a cell for a drug already defined in the Master Drug List (MDL), the cell parameters will be displayed.

The nozzle height, nozzle width and baffle settings must be set through physical cell calibration and entered into the database from the Cell Parameters window. See "Editing cell parameters" on page 62 for more information.

15. Touch **Yes** and move to the unit's *Prescription side*.

    NOTE: If you want to calibrate the cell at a later time, touch **No**. For instructions on completing cell calibration, see **Error! Reference source not found.**.

To complete this procedure, you must run a calibration test for the new cell.

Follow the steps in the next section, "Run a calibration test."

Running a calibration test

The calibration fill you were prompted to run when setting up a new cell is submitted to the Pending Queue, then processed. When it is complete, the record will be moved to the Ready Queue.

To access the Calibration Wizard, the prescription must be moved from the Ready Queue to the Complete Queue by:

- Scanning it out

  OR ...

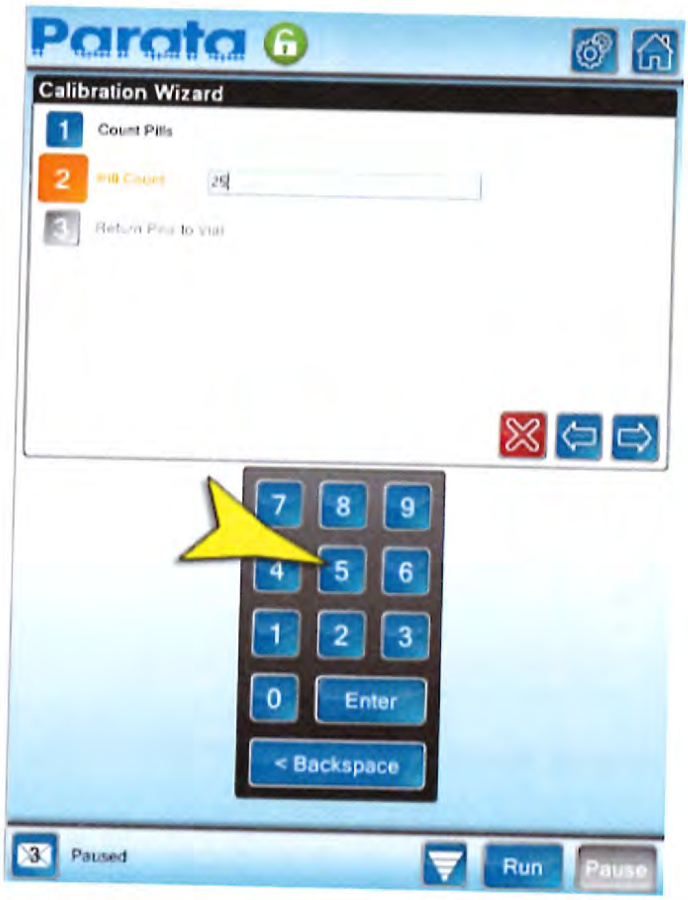
- Retrieving it from the prescription drop-off shelf and confirming the pickup.

To run a calibration test

1. Pick up the calibration vial from the prescription drop-off shelf and scan the vial.

   Step 1 of Calibration Wizard is highlighted.

2. Count the pills in the vial, then touch the **Next** button.
3. Use the keypad to enter the number of pills in wizard step 2.



4. Touch **Next**.

   Step 3 of the Calibration Wizard is highlighted.

5. Return the pills to the vial.

6. Touch the **Complete** button.

A message informs you that the cell has been successfully calibrated.

7. Touch **OK**. The calibration script record is transferred to the Complete Queue.

   - **Calibration error**

     If the quantity of pills you entered in step 3 of this procedure does not match the expected quantity, an error message appears indicating the cell is not correctly calibrated.

     Touch **OK**.

     The calibration fill record is transferred to the Incomplete Queue.

     Follow the directions in **Error! Reference source not found.** to run the Calibration Wizard a second time.

     If the quantity of pills you entered in step 3 of this procedure does not match the expected quantity a second time, refer to **Error! Reference source not found.** to determine the problem and correct the cell calibration.

8. Return the pills to stock.

   a. Go to the *Inventory side* and scan the vial.

   b. Scan the cell. Return-to-Stock Wizard Step 3 is highlighted.

   c. If the Inventory feature is enabled, verify the quantity displayed in the Return Quantity field. The amount displayed will be added back into the inventory.

- If the number of pills matches the quantity displayed, touch **Next**.
- If the number of pills does not match the quantity displayed, use the pop-up keypad to enter the correct quantity. Then touch **Enter** or **Next**.

d. Complete the Return-to-Stock Wizard, and empty the contents of the vial into the cell. Remember to close the cell door.

e. Touch the **Complete** button.

9. Run two or three manual fills to test the settings.

Running the Calibration Wizard

The Calibration Wizard can be invoked independently of the New Cell Wizard by scanning the bar code of an uncalibrated cell.

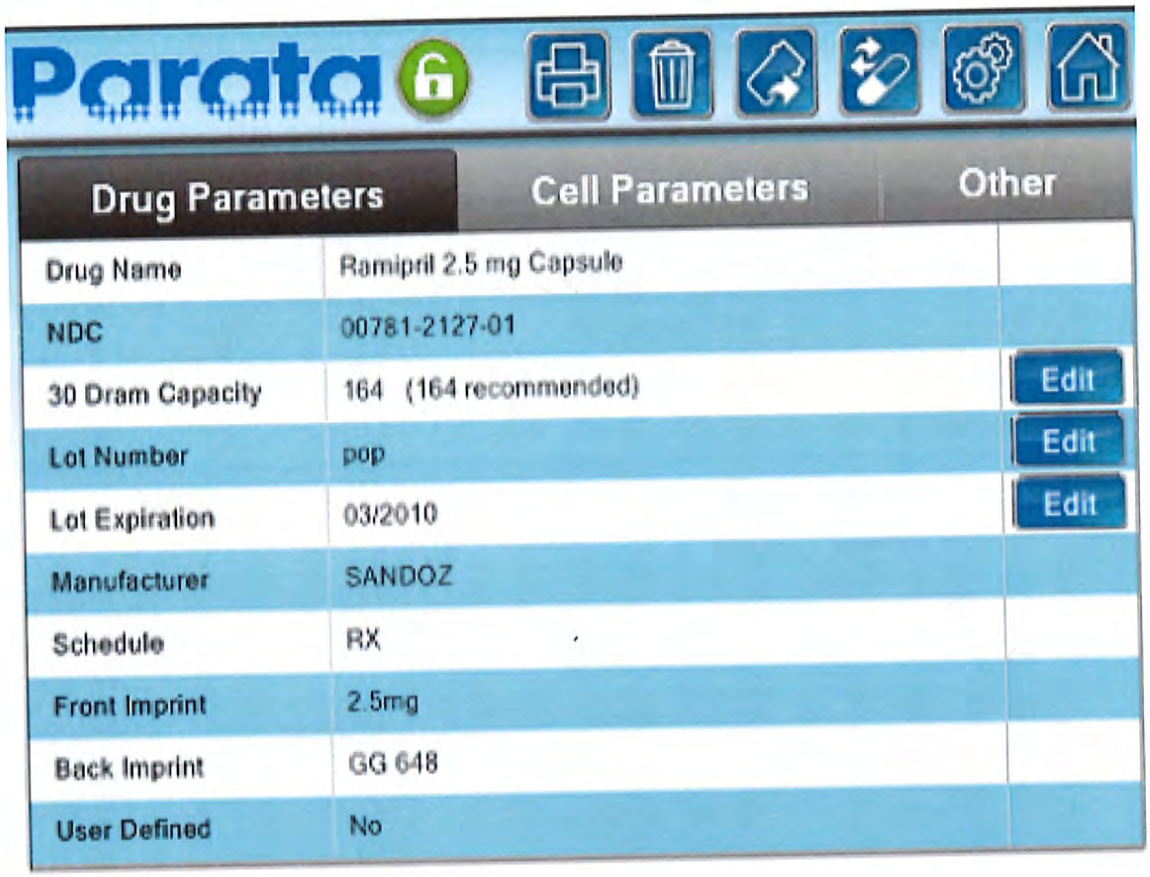
This is useful if you were not able to calibrate the cell when you ran the New Cell Wizard.

NOTE:The Non-Calibrated Cells report lists all uncalibrated cells on the Max. See **Error! Reference source not found.**.

To run the Calibration Wizard

1. Scan the bar code of the cell you are calibrating.

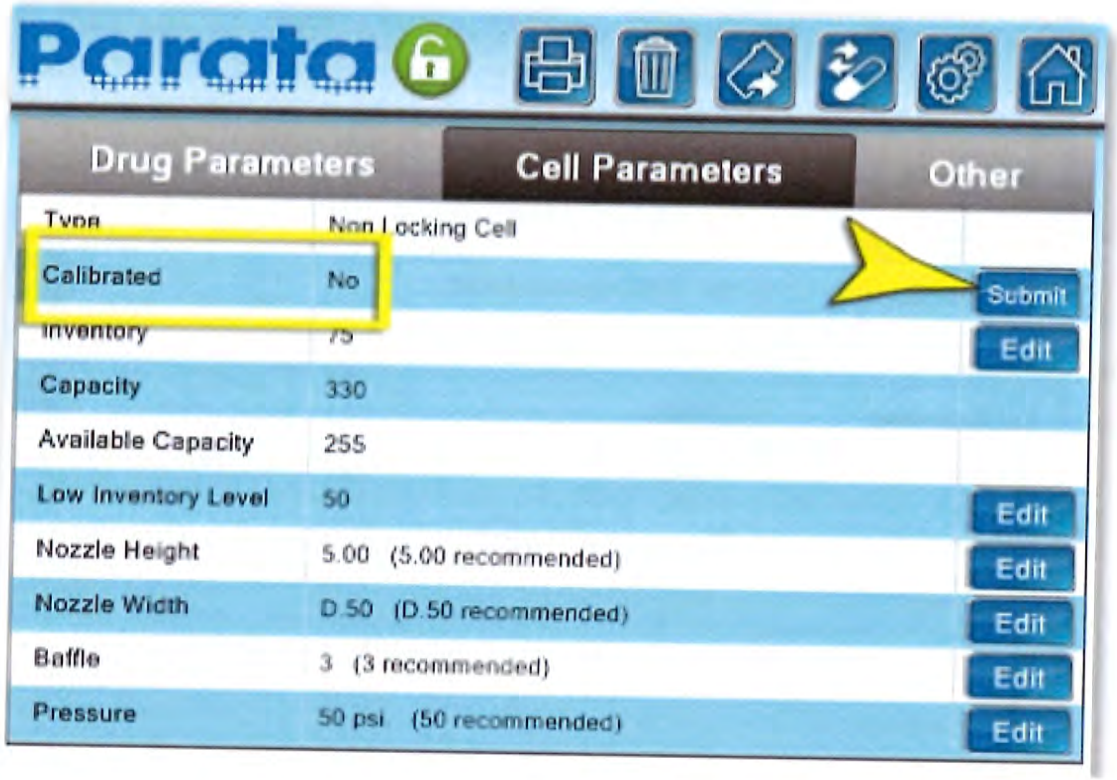
The Drug Parameters window opens.



2. Select the **Cell Parameters** tab.

   The Cell Parameters window opens.

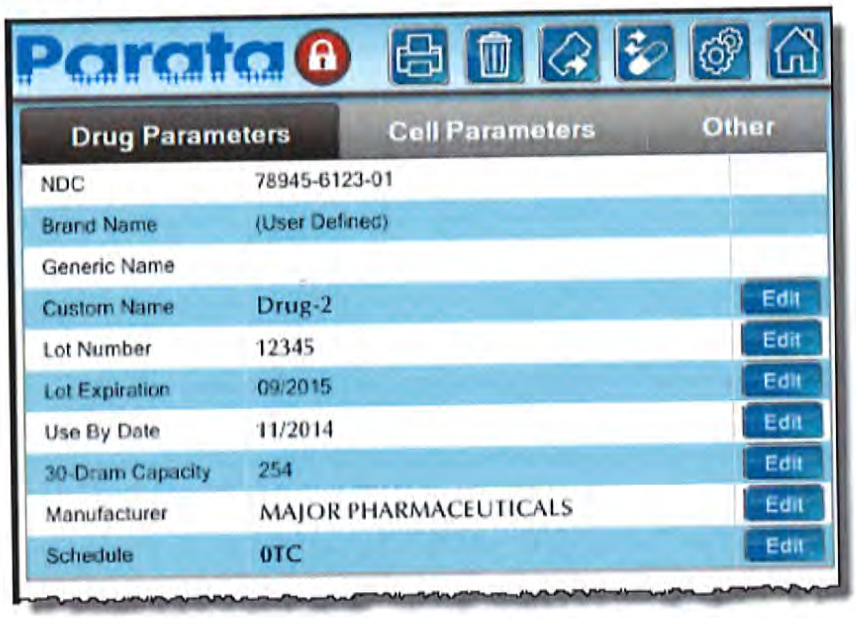
Figure 6: Because the scanned cell has not been calibrated, the Submit button is displayed.



3. Touch the **Submit** button to initiate a calibration fill.

NOTE:To complete this procedure, you must run a calibration test for the new cell.

Parameters window



You access the Parameters window on the *Inventory screen*. Its content is divided among three *tabs* (**Drug Parameters, Cell Parameters** and **Other**), from which you can add/modify certain drug/cell settings and values.

NOTE: You access the Parameters window *only* by scanning a cell that already has been set up (configured) for use with the system (i.e., not a new cell).

Only parameters associated with an **Edit** button can be modified; the rest are read-only or are disabled at your pharmacy.

If the drug is user-defined, additional parameters can be edited.

On the toolbar, the Parameters window displays buttons that initiate the Delete Cell, Return-to-Stock, and Replenish Cell wizards. You also can print cell labels and access the System Functions and Home (Cell Inventory) windows.

The Parameters window displays the current settings for the scanned cell and for the drug the cell is configured to dispense.

Table 1: Parameters window toolbar buttons

	Print Print cell labels on the Dymo printer. See **Error! Reference source not found.**.

	Delete Cell Delete a cell from the Max cell database.
	Return to Stock (RTS) Launch the Return-to-Stock Wizard. Use to return pills to the dispensing cell. See **Error! Reference source not found.**.
	Replenish Cell Launch the Replenish Cell Wizard. Use to restock a cell's pill inventory. See **Error! Reference source not found.**. If the Maintenance Tasks feature is enabled on your system, see also
	System Functions Display the System Functions window. See **Error! Reference source not found.**.
	Home Display the Home (Cell Inventory) window.

Using the Parameters window

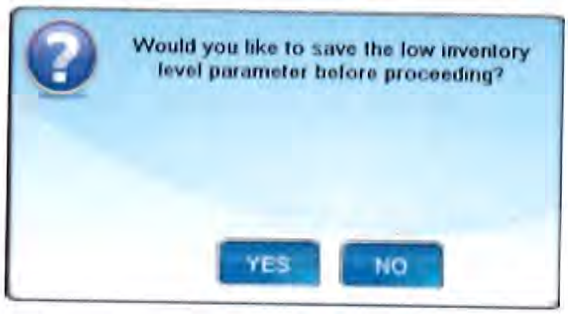
The settings and other values that appear on the Parameters window are maintained by the system in the Master Drug List (MDL). When you edit and save these settings, the MDL is updated.

NOTE: The MDL is an internally maintained database that includes all the drug dispensing information for each drug in the Max's inventory.

The Parameters window provides several ways for you to enter and select information and values.

In some instances you use the pop-up keypad or keyboard to enter values; in others, you select a value from a list or by manipulating a slider.

If you edit a value and then proceed to another editable parameter without saving the current one, a Question box (similar to below) opens.



Touch **Yes** to save the changes you have made, **No** to discard them.

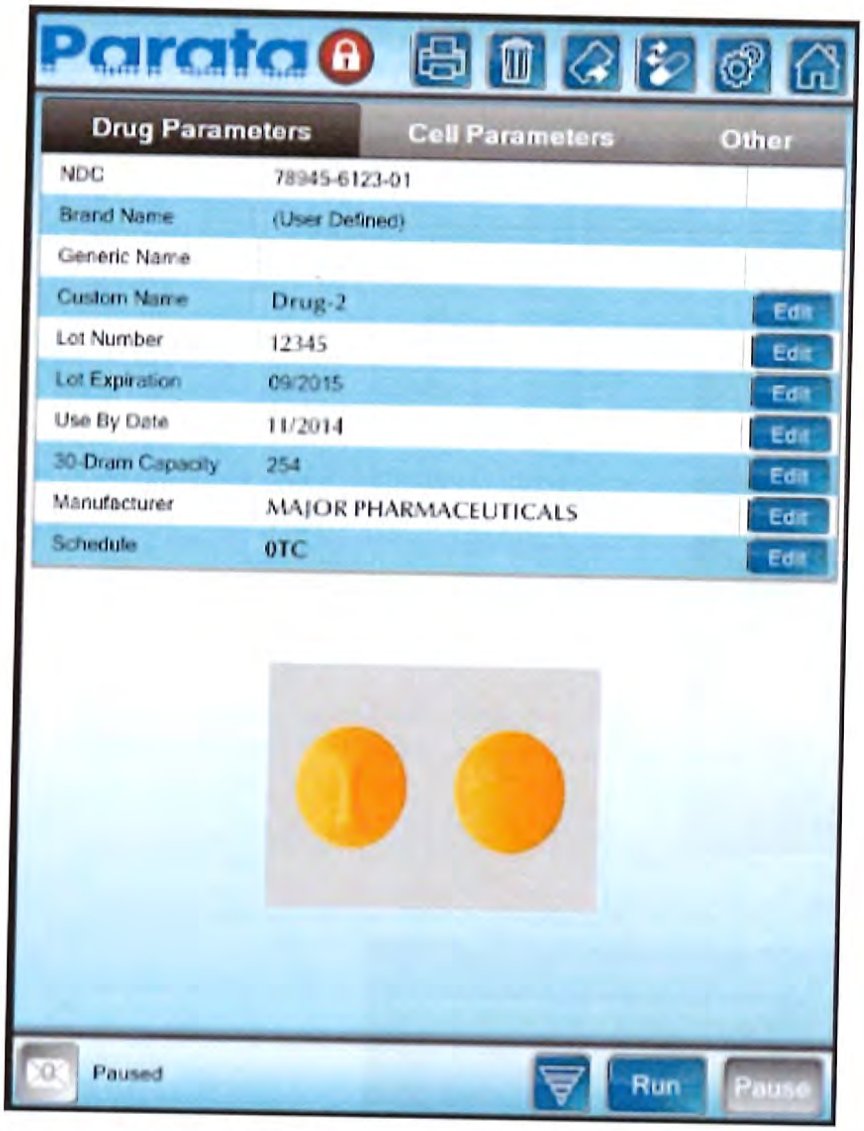
To display the Parameters window

1. For non-locking cells, open the cell door and scan the bar code on either side. For locking cells, scan the bar code on the outside of the cell door (*illustration*).

Figure 7: Scanning a non-locking cell

Figure 8: Scanning a locking cell

The Parameters window opens.

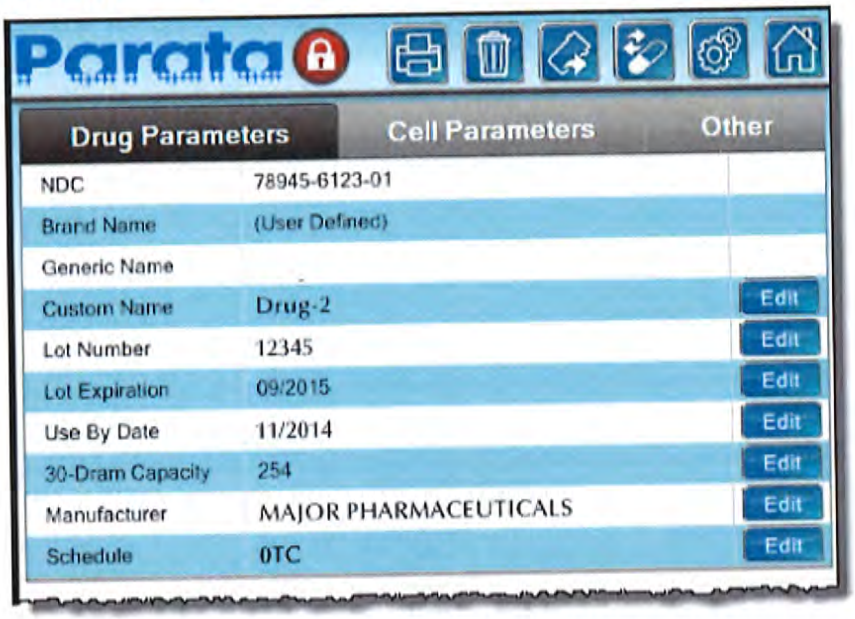


2. Select the appropriate tab. **Drug Parameters** is the default selection. Touch the **Cell Parameters** or **Other** tabs to select them.

3. Touch the **Edit** button next to the value you want to modify.

4. Enter/edit the information and touch the **Save** button.

Editing drug parameters



From the **Drug Parameters** tab you can edit the following parameters:

- Custom Name
- Lot Number
- Lot Expiration
- Use By Date
- 30-Dram Capacity
- Manufacturer
- Schedule

NOTE: If the drug is user-defined (that is, it is a drug you have added to the MDL), the Manufacturer and Schedule parameters also appear on the Drug Parameters tab.The Front Imprint and Back Imprint parameters for a user-defined drug, if present, appear on the **Other** tab. See **Error! Reference source not found.**.

Table 2: Drug Parameters

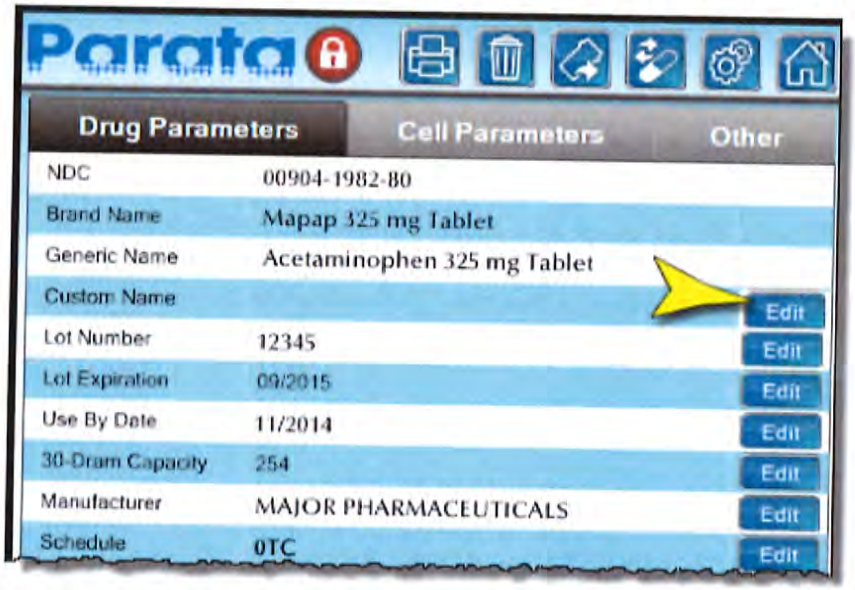
Parameter	Description
NDC	National Drug Code.

Parameter	Description
Brand Name	The brand name of the drug.
Generic Name	The generic name of the drug.
Custom Name	An operator-assigned name used to identify the drug.[1]
Lot Number	Stock bottle's lot number.
Lot Expiration	Stock bottle's lot expiration date.
Use By Date	Pharmacy-determined date, entered during replenishment, by which the prescribed drug must be used.
30-Dram Capacity	Pill quantity required to fill a 30-dram vial for this drug.
Manufacturer	Drug's manufacturer.
Schedule	Control level.

[1] The name of an operator-defined a user-defined drug is displayed in reports that display drug names as part of their format.

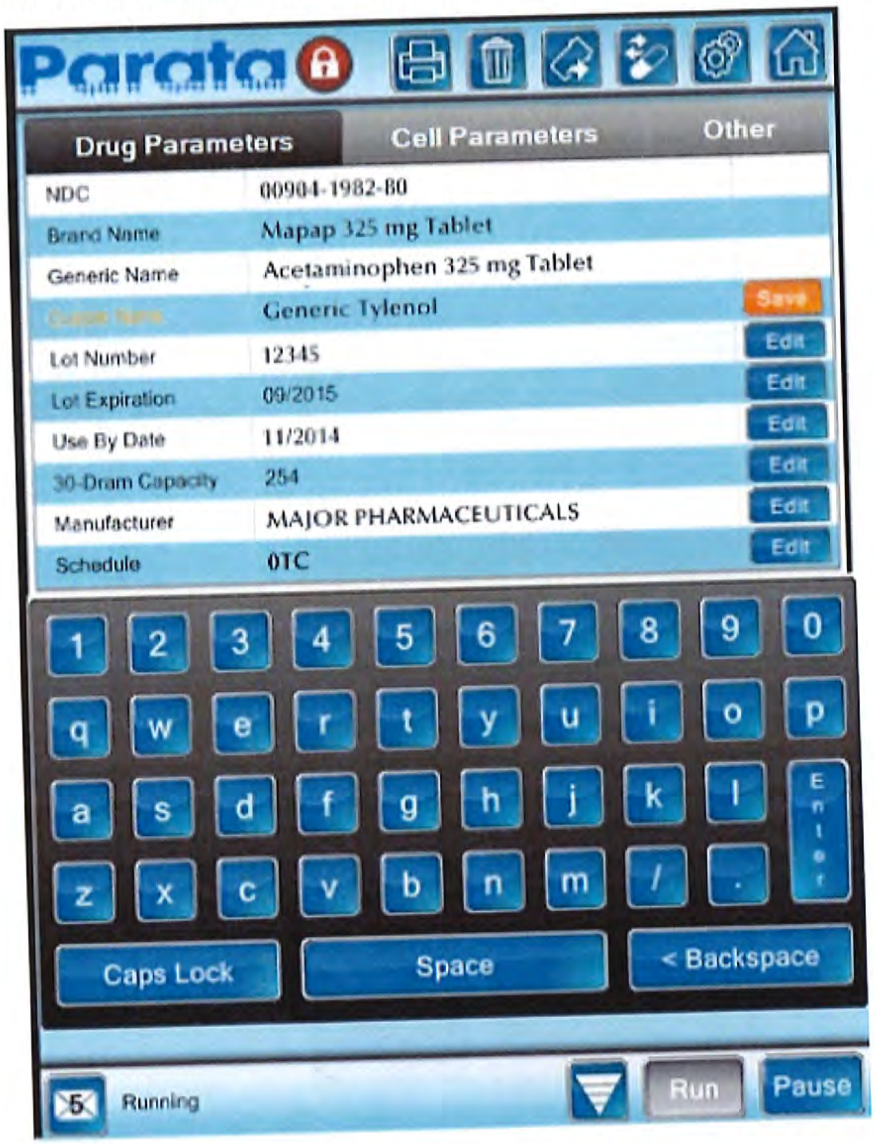
Custom Name

The Custom Name option lets you assign an arbitrary name to a specific drug. For example, you could assign the name "Generic Tylenol" to the generic drug acetaminophen.



To assign a custom name to a drug

1. Touch the Custom Name option's Edit button.
2. Use the pop-up keyboard to enter a name for the drug.



3. Touch the Save button.

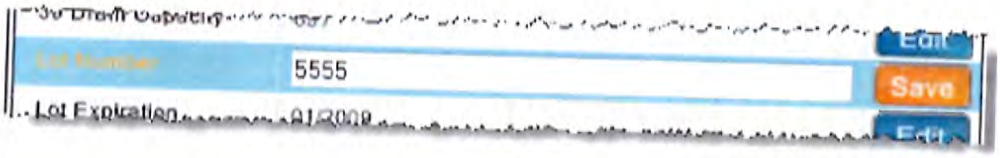
NOTE: If the drug has been user-defined (i.e. with the New Drug Wizard), the name it was assigned appears in the Custom Name field.

To set the Lot Number parameter

1. Touch the adjacent Edit button.

2. Use the pop-up keyboard to enter a new value.

3. Touch the Save (or Enter) button.

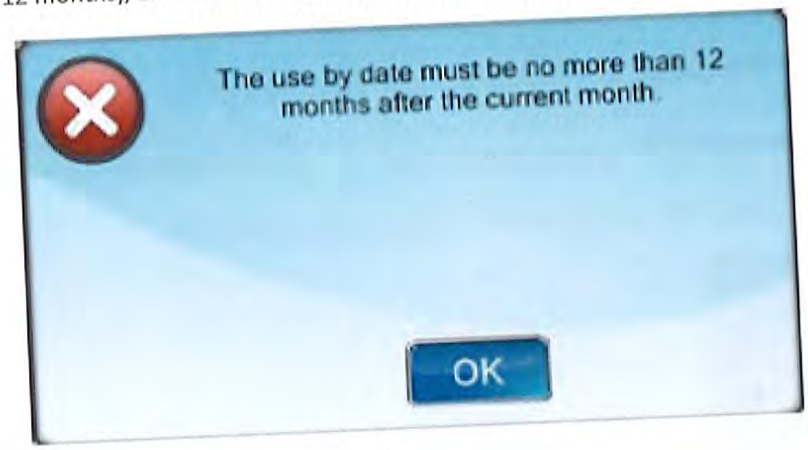


To set the Lot Expiration parameter

1. Touch the adjacent Edit button.
2. Use the Lot Expiration Date option buttons to select the Month/Year.
3. Touch the Save button.

To set the Use By Date parameter

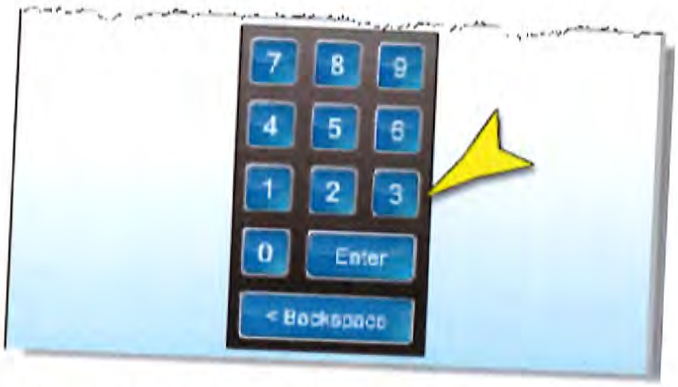
1. Touch the adjacent **Edit** button.
2. Select a Use By Date value.
   - If you select a date that is outside the range specified in the configuration file (typically 12 months), an error message similar to the following is displayed.



   - Touch **OK**, and select a valid Use By Date.
3. Touch the **Save** (or **Enter**) button.

NOTE:When determining whether a prescription can be filled, the system first evaluates the Lot Expiration value, followed by the Use By Date value (if enabled). If either value is sooner than the last date of administration for the prescription fill, the fill is not completed.

To set the 30 Dram Capacity parameter



1. Touch the adjacent **Edit** button.
2. Use the pop-up keypad to enter a new value.
3. Touch the **Save** (or **Enter**) button.

To set the Manufacturer parameter

1. Touch the adjacent **Edit** button.
2. Use the pop-up keyboard to enter a manufacturer name.
3. Touch the **Save** button.

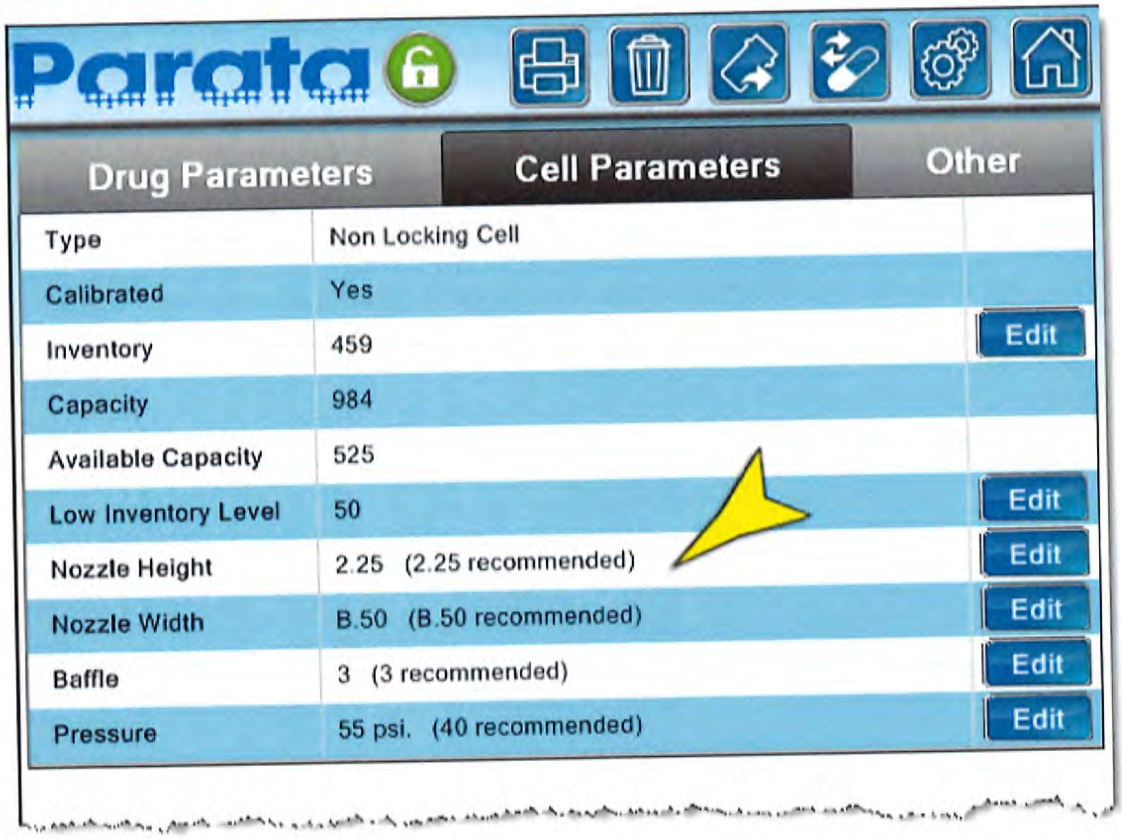
To set the Schedule parameter

1. Touch the adjacent **Edit** button to open the Schedule drop-down menu.

2. Select one of the options.

3. Touch the **Save** button.

Editing cell parameters



The **Cell Parameters** tab includes recommended cell and pressure settings for the drug (above, *arrow*), if they are available. These settings are useful when setting up or troubleshooting a cell.

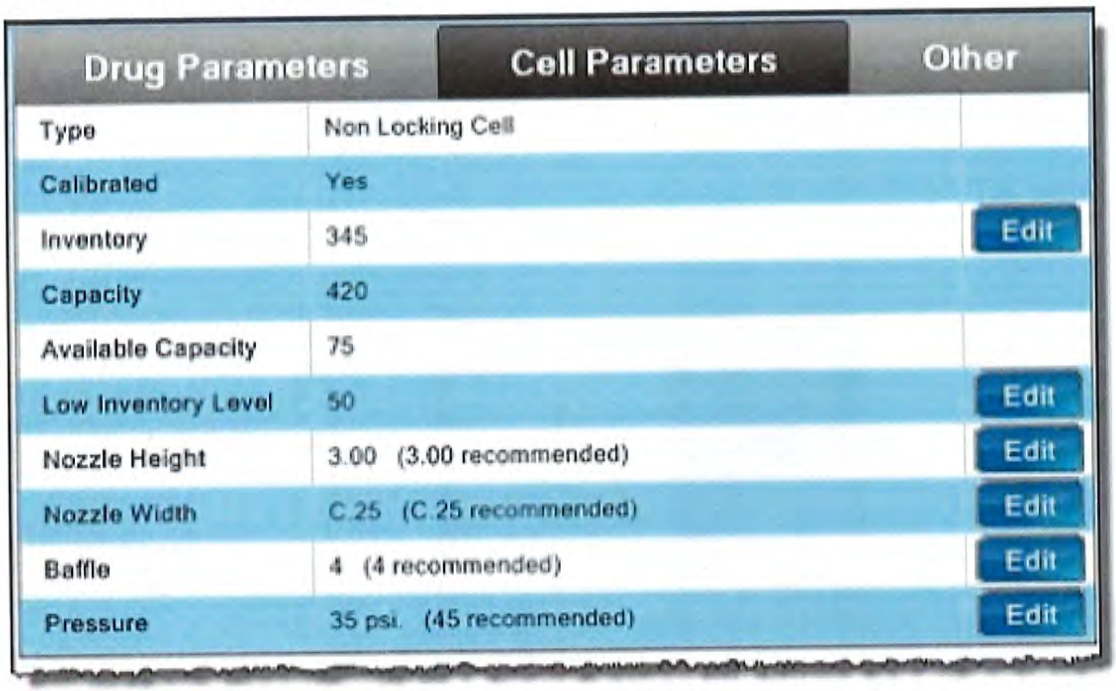
From the **Cell Parameters** tab you can edit the following parameters:

- Inventory
- Low Inventory Level
- Nozzle Height
- Nozzle Width
- Baffle
- Pressure

NOTE:If the selected cell has not been calibrated, the Calibrated status is No, and the **Submit** button is displayed so that you can submit a calibration fill. See **Error! Reference source not found.**.

Parameter	Description
Type	Type of cell: locking, non-locking or super cell.
Calibrated	Whether or not the cell has been calibrated.
Inventory	Current pill quantity.
Capacity	Maximum number of pills of the current drug that can be housed in this cell.
Available Capacity	Available Capacity = Capacity *minus* Inventory
Low Inventory Level	The number of pills that triggers the software to indicate that the drug should be replenished. The default value is 50 pills.
Nozzle Height	Adjustable setting controlling the height of the nozzle opening.
Nozzle Width	Adjustable setting controlling the width of the nozzle opening.
Baffle	Adjustable elevation controlling the pill level in the cell's agitation chamber.
Pressure	Level of high-pressure air (psi) required to accurately dispense the pills housed in this cell.

To edit the Inventory parameter



1. Touch the adjacent **Edit** button. If the cell is locked, it is unlocked.
2. Use the pop-up keypad to enter a new value.

3. Touch the **Save** (or **Enter**) button. If the cell is unlocked, it is locked.

Low Inventory Level

If the cell's inventory falls below this quantity, its record is highlighted in yellow on the Cell Inventory window.

NOTE: The chute LED corresponding to the chute with low inventory also will be illuminated yellow. You still will be able to fill scripts while the chute LED is yellow, however, provided sufficient inventory remains.

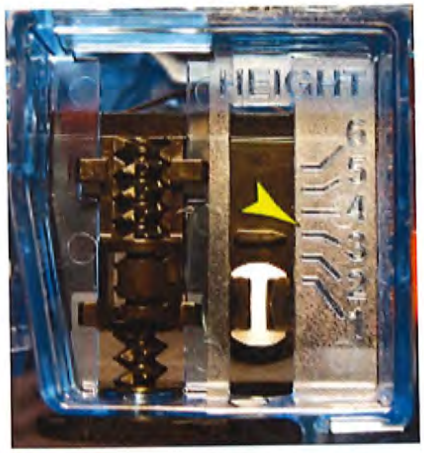
To set the Low Inventory Level parameter

1. Touch the adjacent **Edit** button.
2. Use the pop-up keypad to enter a new value.

3. Touch the **Save** (or **Enter**) button.

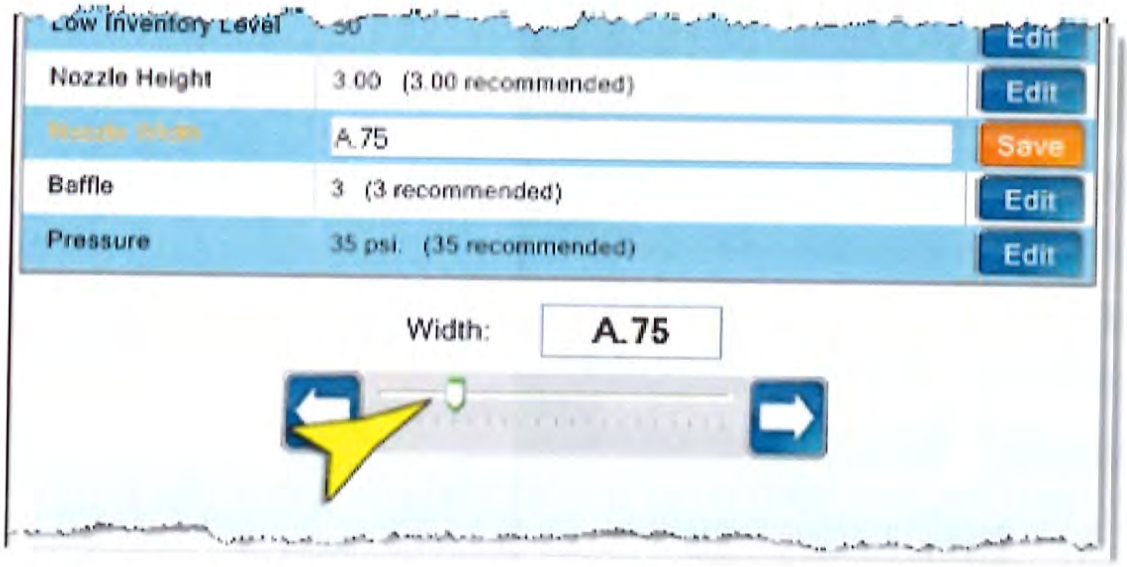
To set the Nozzle Height parameter

1. Touch the Nozzle Height **Edit** button.
2. Adjust the slider to match the cell's nozzle height adjustment. See **Error! Reference source not found.**.



3. Touch the **Save** button.

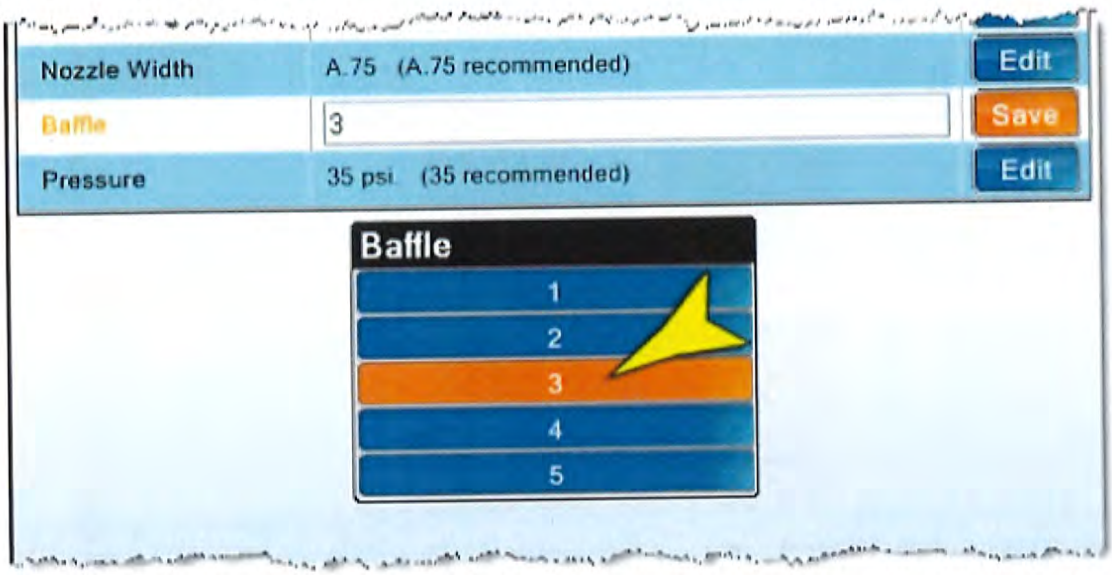
To set the Nozzle Width parameter



1. Touch the adjacent Edit button.
2. Adjust the slider control to match the cell's nozzle width adjustment. See Error! Reference source not found..

3. Touch the Save button.

To set the Baffle parameter

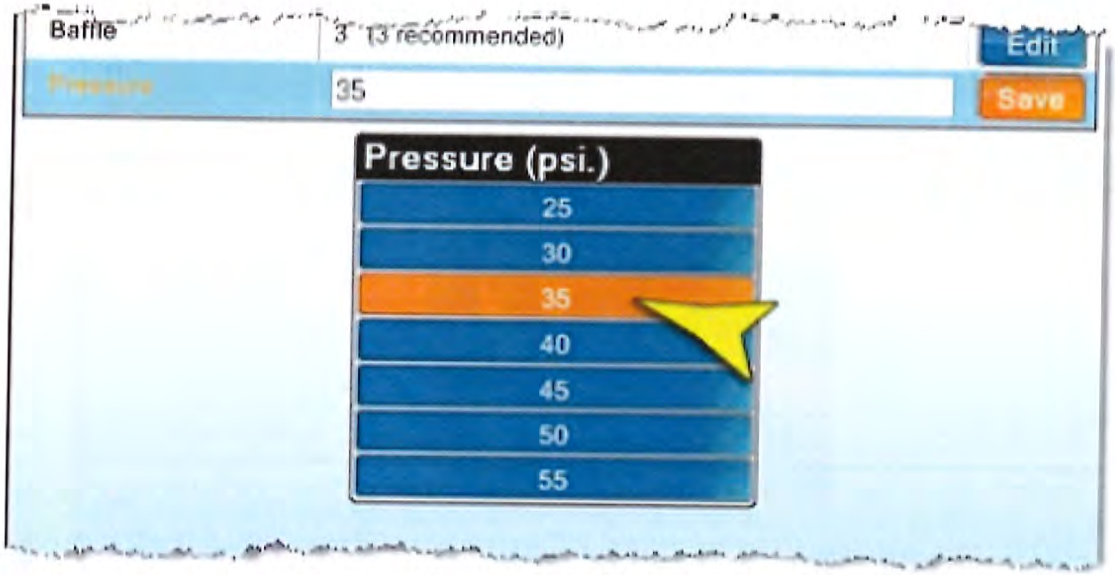


1. Touch the adjacent **Edit** button.
2. Use the Baffle option buttons to select the value that matches the cell's baffle setting. See **Error! Reference source not found.**

3. Touch the **Save** button.

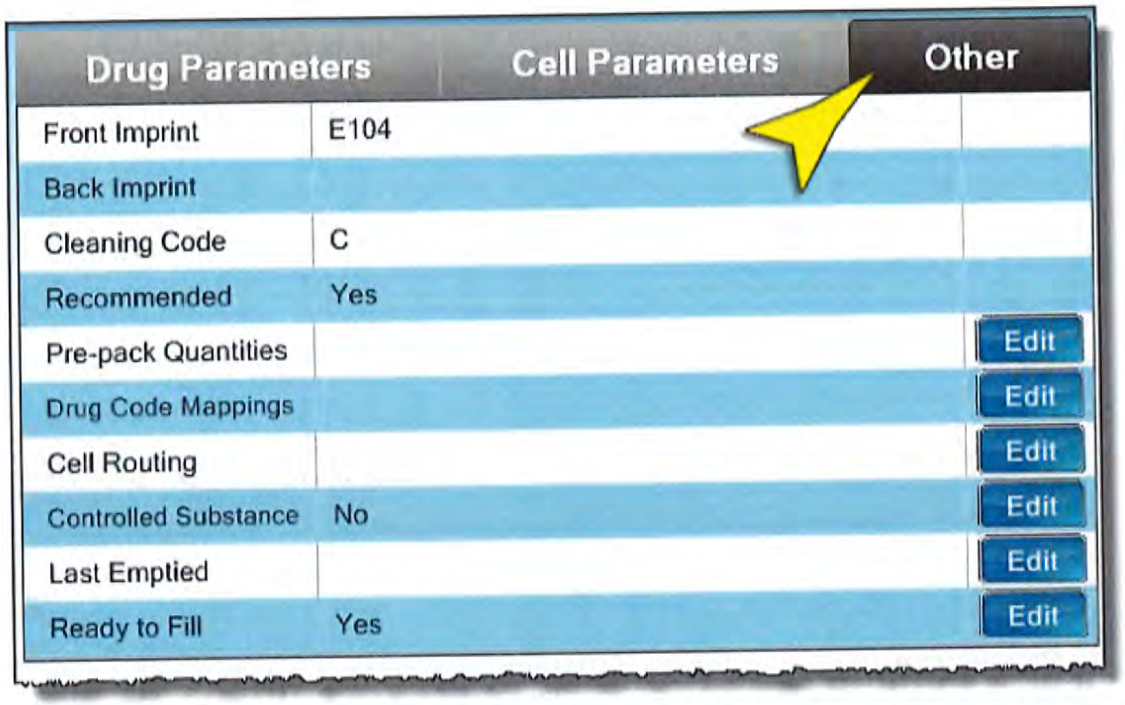
NOTE: Entering the Nozzle Height, Nozzle Width and Baffle values on the Cell Parameters window only records their values. You also must manually adjust the settings on the cell. See **Error! Reference source not found.** for more information.

To set the Pressure parameter



1. Touch the adjacent **Edit** button.
2. Using the Pressure (psi.) option buttons, select the desired value.
3. Touch the **Save** button.

Other parameters



From the **Other** tab you can edit the following parameters:

Parameter	Description
Pre-pack Quantities	The quantity of pills in standard pre-package units.
Drug Code Mappings	Lets you dispense a replacement drug for one that is not housed in the Max.
Cell Routing	Lets you configure the Max to maintain the same drug in different cells, while limiting distribution for particular client use (for example, clients participating in 340B).
Controlled Substance	Determines if access to cells containing controlled substances (CI-CV) is restricted to *Technician 4*-level operators. Note that this restriction can be overridden for specific lower-level technicians via the Operator Permissions Configuration screen. For more information, see **Error! Reference source not found.**.
Last Emptied	Lets an operator enter the date when a cell was last emptied, and optionally reset the cell's inventory level to zero.

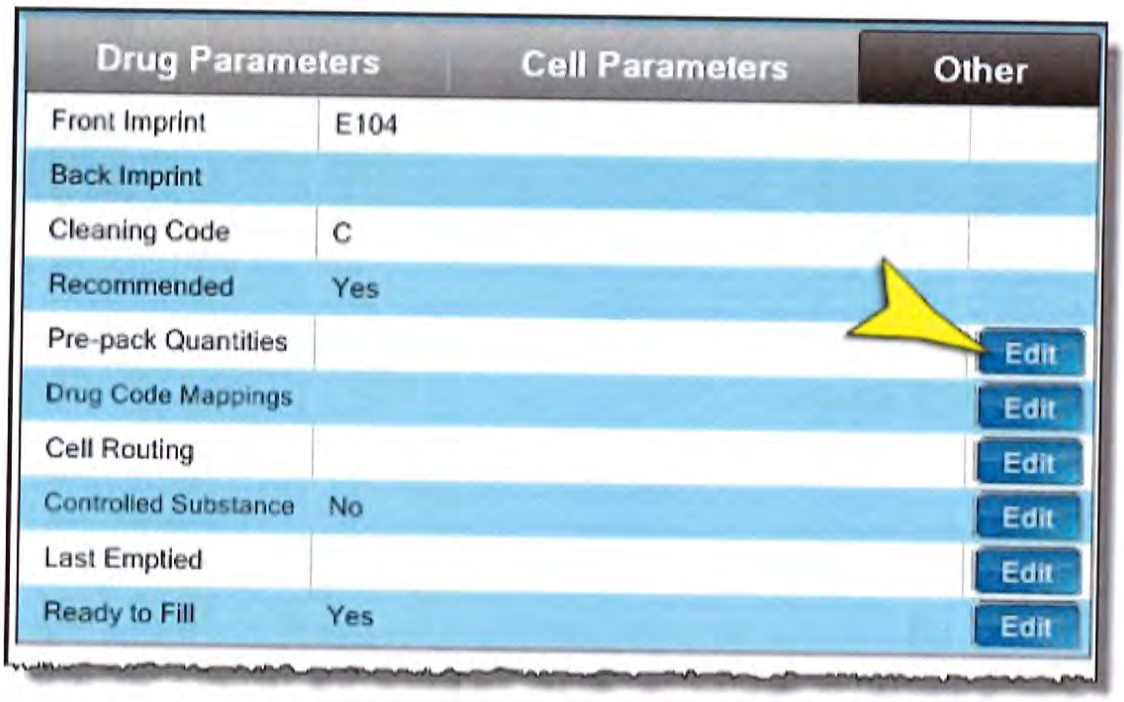
Parameter	Description
Ready to Fill	Lets an operator record the date when a cell is emptied of pills, and optionally zero out the cell's inventory.

NOTE:If the drug is user-defined (that is, it is a drug you have added to the MDL), the Front Imprint and Back Imprint parameters also appear on the Other tab.

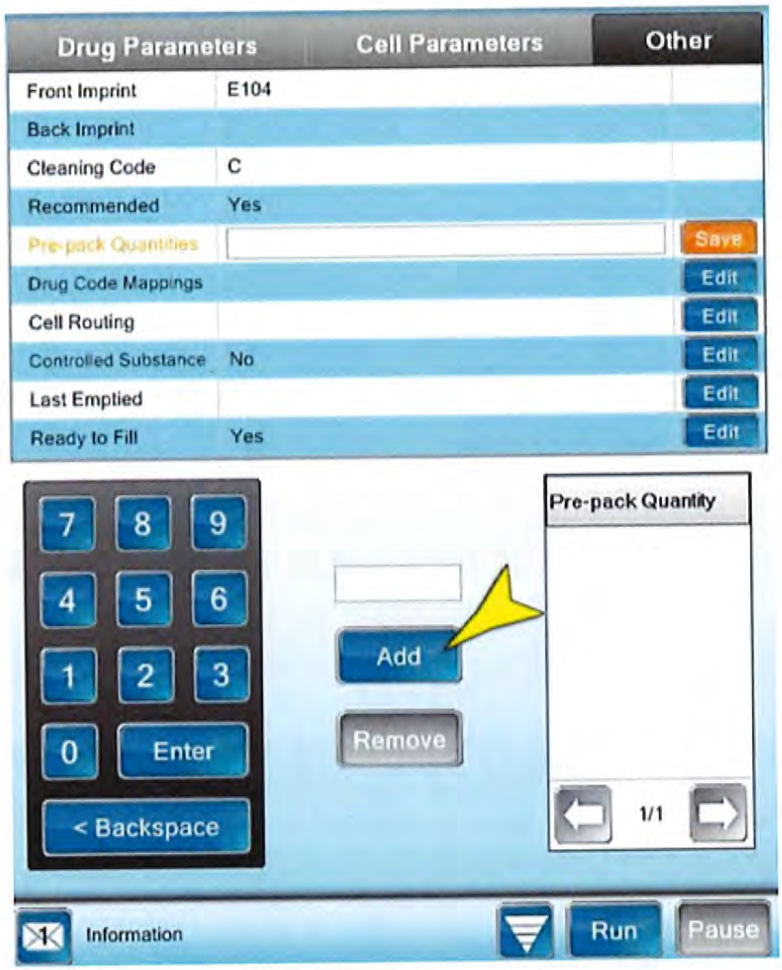
The Manufacturer and Schedule parameters for a user-defined drug appear on the Drug Parameters tab. See Error! Reference source not found..

To set Pre-pack Quantities

1. Touch the Pre-pack Quantities Edit button.



2. Use the keypad to enter the pill quantity for a pre-pack.



3. Touch **Add**. The quantity will be listed in the Pre-pack Quantity box on the right.
4. To remove a pre-pack quantity from the list, touch the quantity in the Pre-pack Quantity box, then touch the **Remove** button.
5. When you are finished, touch the **Save** button.

Drug Code Mappings

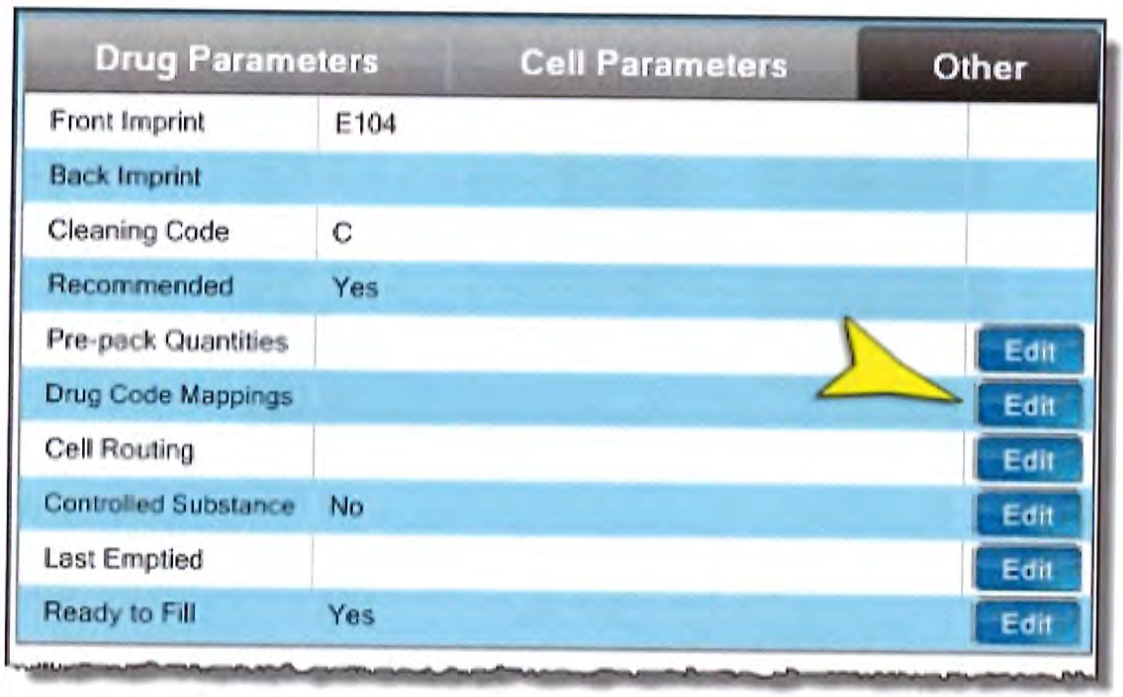
The NDC mapping feature enables you to direct the Max to dispense a replacement drug for a drug requested by the Pharmacy Management System (PMS) that is not in the unit.

NOTE:If you want to use the NDC mapping feature, call the number on the sticker attached to your Max unit and ask us to activate this feature for you.

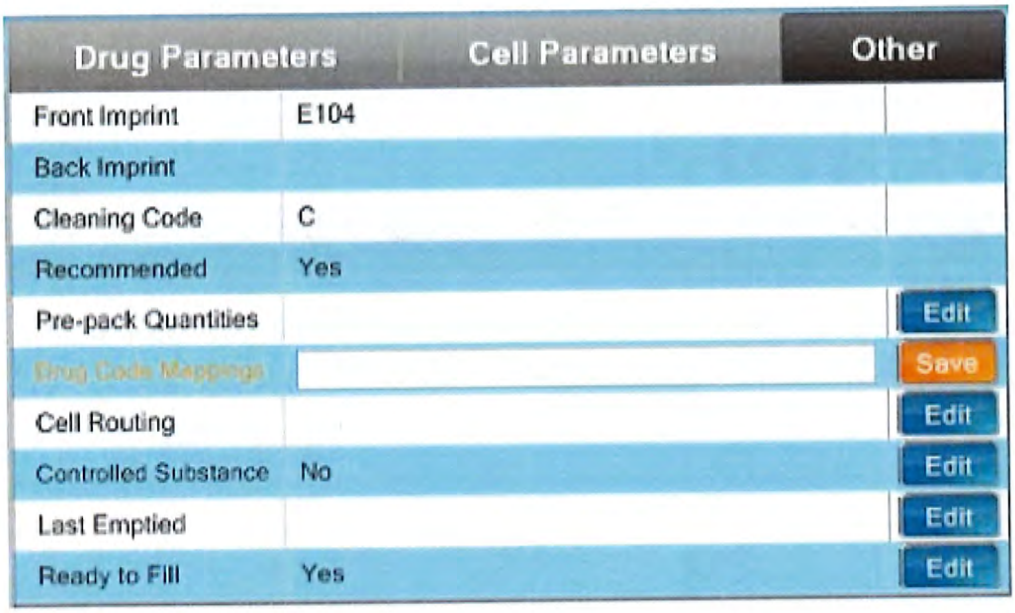
You must set up a cell with the replacement drug, then specify which NDC(s) the drug will replace. When the PMS requests an NDC that is not in the Max, the Max will dispense the replacement drug and print the replacement drug name on the vial label.

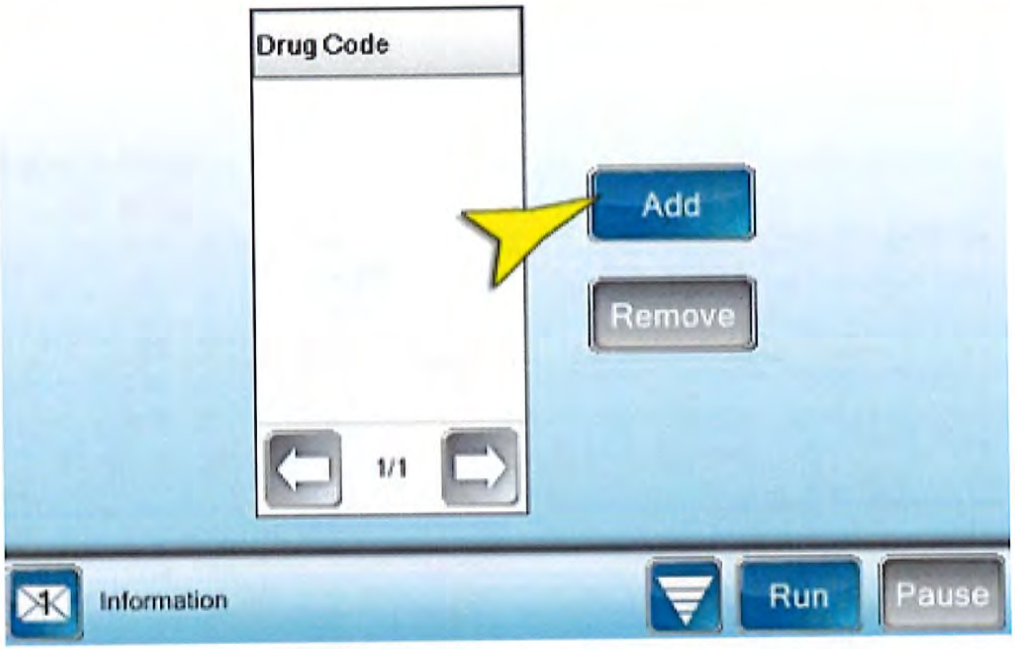
To create drug code mappings

1. Scan the cell that contains the replacement drug.
2. If prompted, scan your ID or enter your PIN.
3. The Parameters window opens. Select the **Other** tab.
4. Touch the **Edit** button next to Drug Code Mappings.



5. Touch **Add**.





6. Use one of the following methods to enter the NDC for the drug you are replacing:

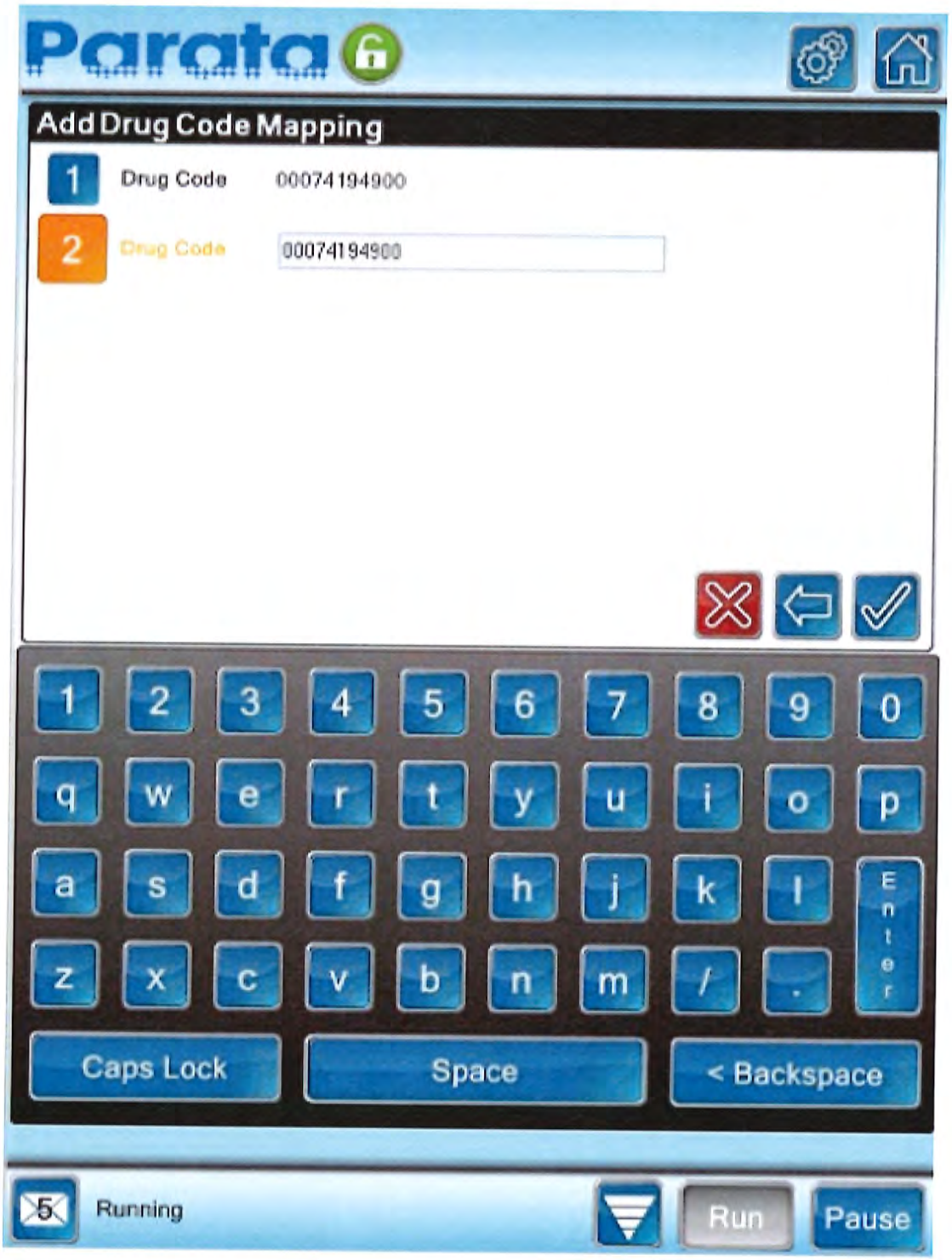
   - Scan the stock bottle and select the NDC format from the pop-up box.

     OR ...

   - Touch the **123** button to open the keypad, and enter the NDC.

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

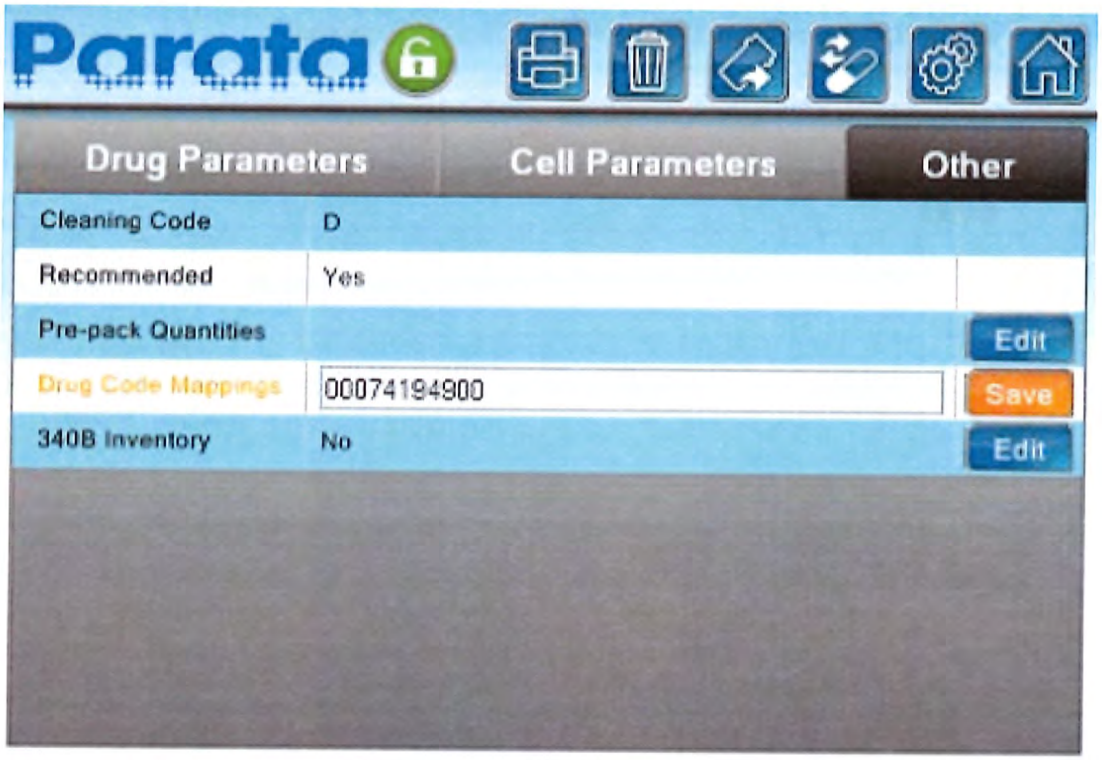
7. Confirm the NDC by scanning the stock bottle or entering the NDC a second time.

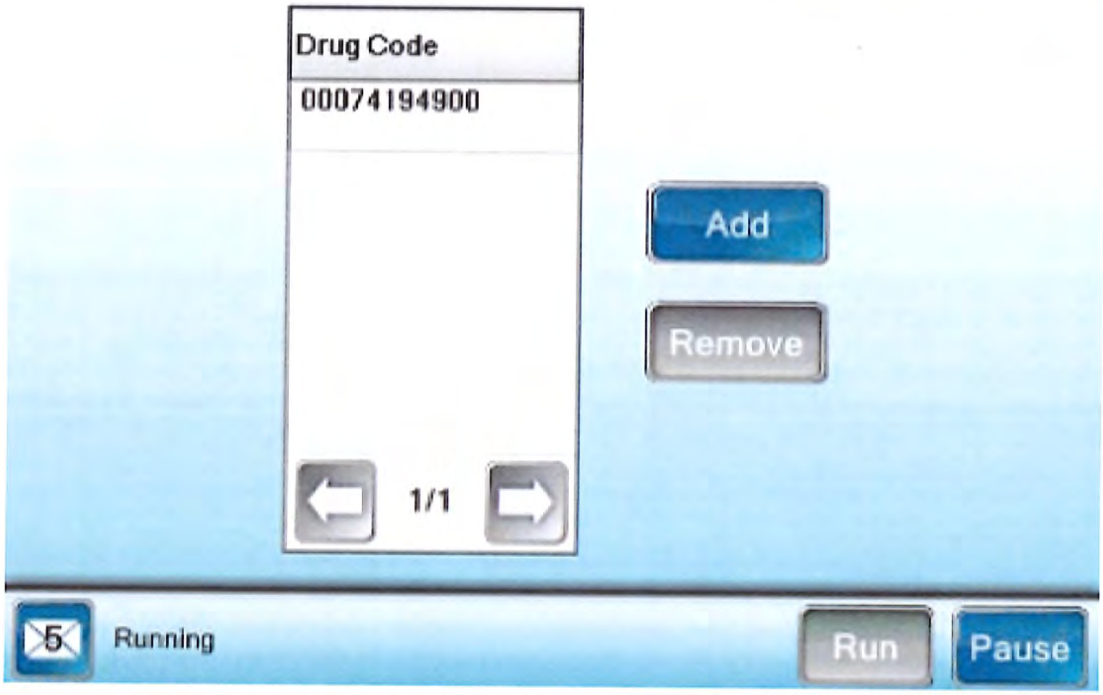


NOTE: An error message will display if the NDC is already mapped.

8. Touch the **Complete** button.

The NDC will display in the Drug Code box.





9. When you are finished, touch the **Save** button.

10. Touch the **Home** button to exit.

Cell Routing

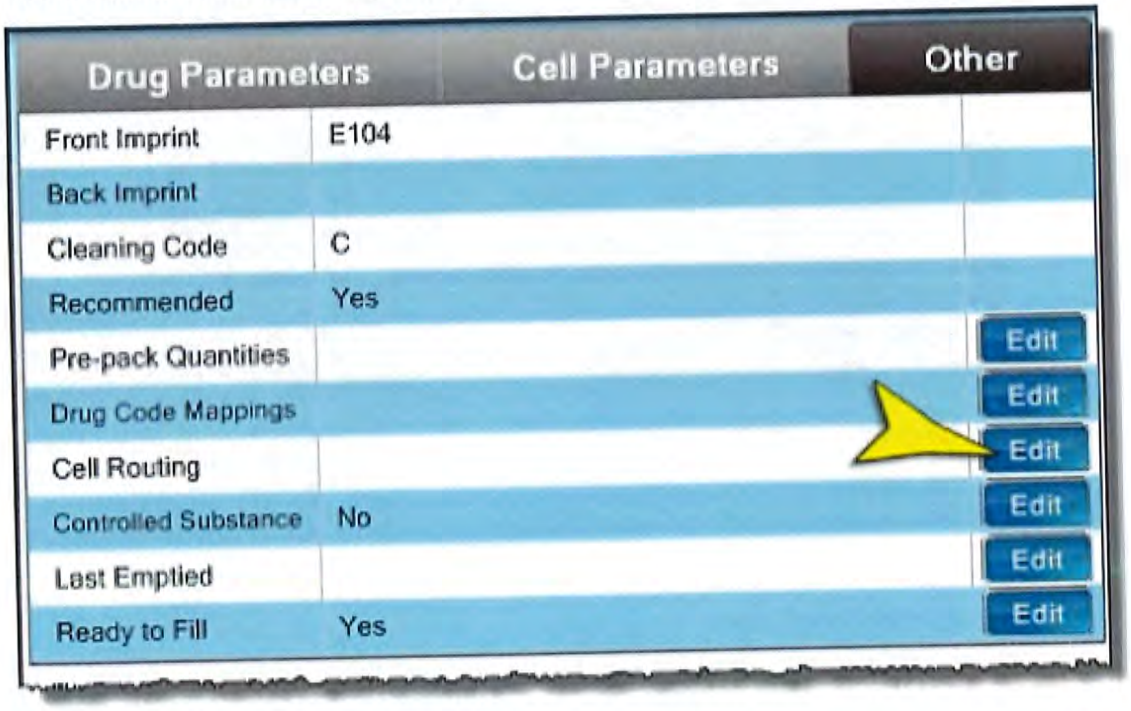
This feature allows the Max to maintain the same drug in different cells, and limit distribution for particular client use. There is no limitation on the number of cells that can be configured with the Cell Routing feature.

NOTE: If you need to use the Cell Routing feature, call the number on the sticker attached to your Max unit and ask us to activate this feature for you. Note that your site's Pharmacy Management System (PMS) must provide routing information via the Host Interface or label sheet.

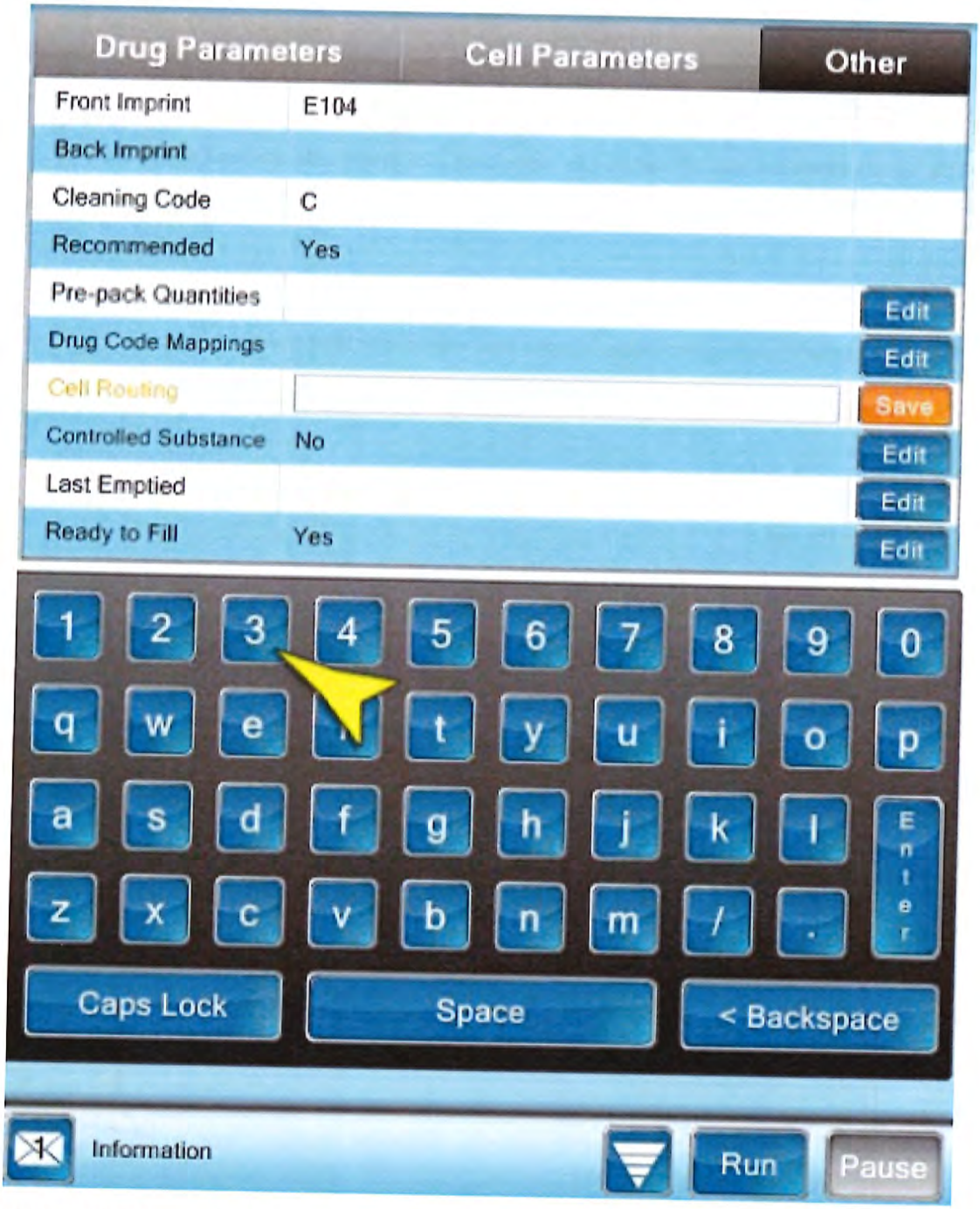
NOTE: Distribution is restricted to cells with an exact "routing" information match.

To implement the Cell Routing feature

1. Scan the cell.
2. If prompted, scan your ID or enter your PIN.
3. In the Parameters window, select the **Other** tab.
4. Touch **Edit** next to the Cell Routing option.



5. Touch the Cell Routing field and enter a unique text string (tag) that identifies the cell containing the identical drug, for example, "340B."



NOTE: While it is a good idea to assign meaningful tags, leaving this field empty also makes it a unique identifier for the cell.

6. Touch **Save** next to the Cell Routing option.

7. Touch the Home button to exit.

See Error! Reference source not found..

Controlled Substance

This option lets the authorized operator designate specific cells as containing controlled substances. Doing so restricts access to cells containing controlled substances schedule C-II drugs to *Technician 4-*level (and above) operators, *provided the appropriate auditing and security function level has been implemented on the Max.* (See Error! Reference source not found..)

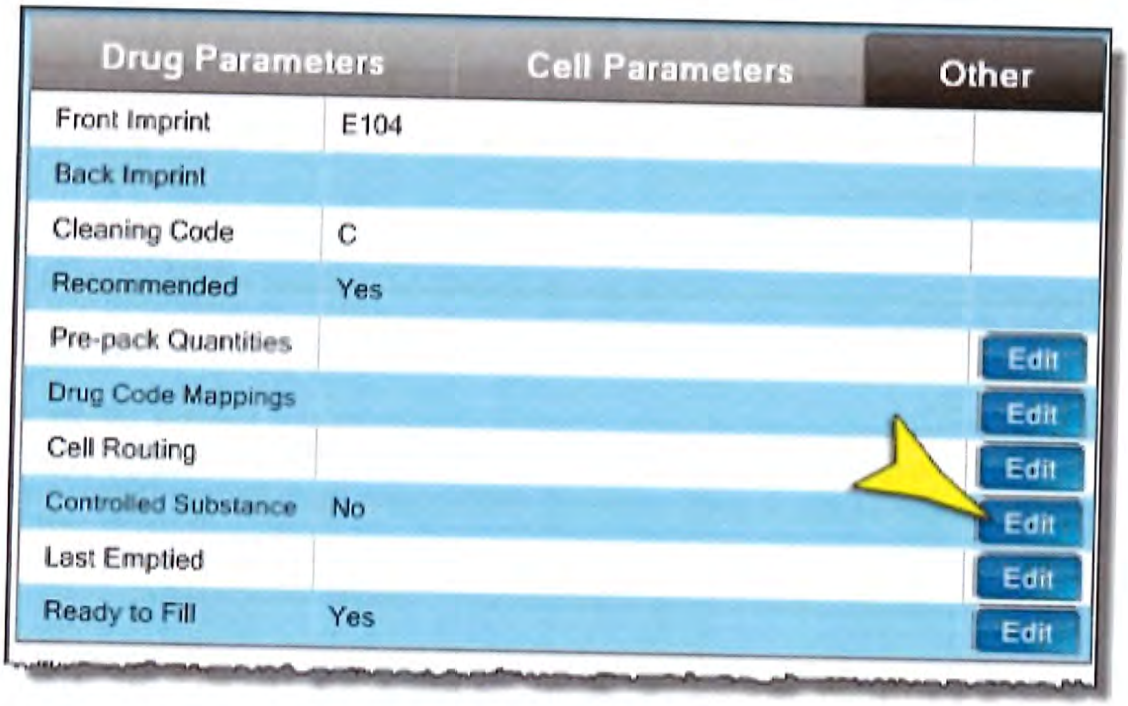
NOTE: The Controlled Substance flag applies to the drug cell, not to the drug. Therefore, you must set the Controlled Substance flag to Yes for each cell that contains a C-II drug. Likewise, if you have multiple cells that hold the same C II drug, you must set the Controlled Substances flag to Yes for each of those cells.

NOTE: When your unit's security function group is set to All or Inventory Side, access to cells whose Controlled Substance flag is Yes is limited to operators at the Technician 4 level or higher.

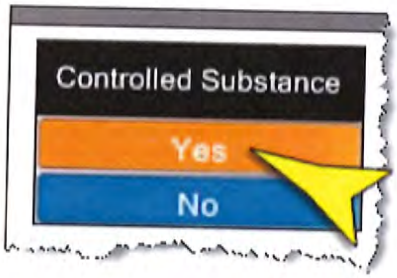
NOTE: These restrictions do not apply if they have been overridden for designated operators via the Operator Permissions Configuration screen.

To designate a cell as containing a controlled substance

1. Scan the cell.
2. In the Parameters window, select the Other tab.
3. Touch Edit next to the Controlled Substance option.



4. If prompted, scan your ID or enter your PIN.
5. On the Controlled Substance dialog box, touch **Yes**.



6. Touch **Save** next to the Controlled Substance option.

7. Touch the **Home** button to exit.

Last Emptied

Some states require that cell inventory be emptied within a certain period of time. Affected pharmacies are required to record the date when a drug cell is emptied of pills.

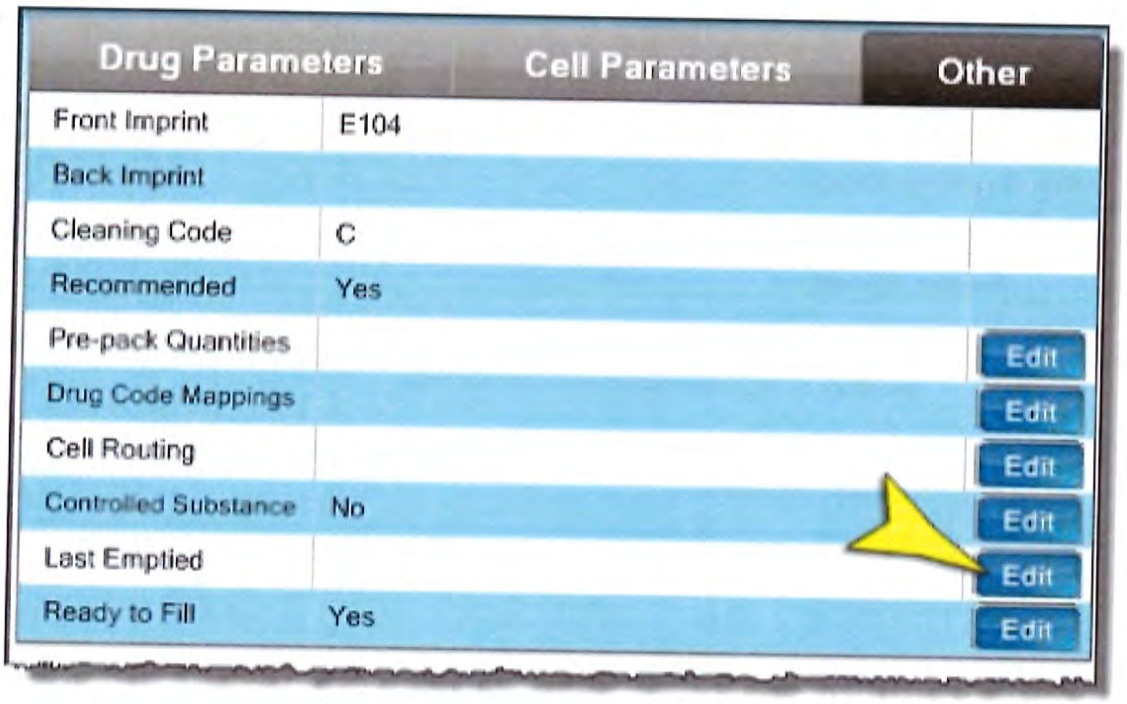
That is the purpose of this feature. The operator also has the option of "zeroing out" the cell's inventory—without using the Cell Replenish Wizard.

To help ensure your pharmacy empties a cell completely of inventory within the required timeframe, follow the process below.

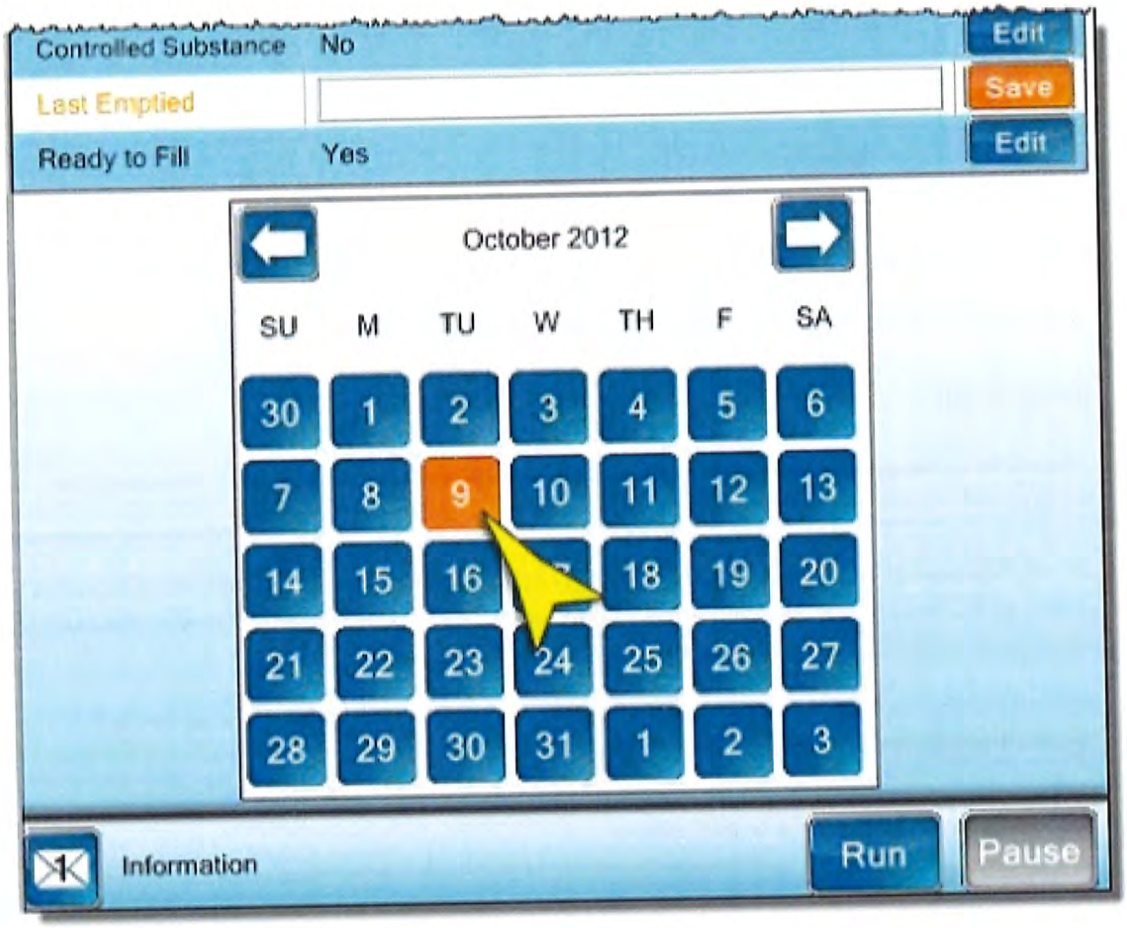
1. Determine how to indicate to staff not to replenish a specific cell until it has been completely emptied of inventory.
    - Options might include placing a small colored sticker on the cell, or similarly identifying the stock bottle containing the NDC in that cell.
2. On a schedule determined by your pharmacy, run the Cell Last Emptied report. (See **Error! Reference source not found.**.)
    a. Review the "Days Since Empty" column to identify which cells are approaching the deadline to be emptied.
    b. For these cells, indicate (using a pharmacy-determined method) that those cells must not be replenished.
    c. Continue replenishing remaining cells, until the deadline for emptying them approaches.

To record the date a cell is emptied

1. Scan the cell.
2. In the Parameters window, select the Other tab.
3. Touch **Edit** next to the Last Emptied option.

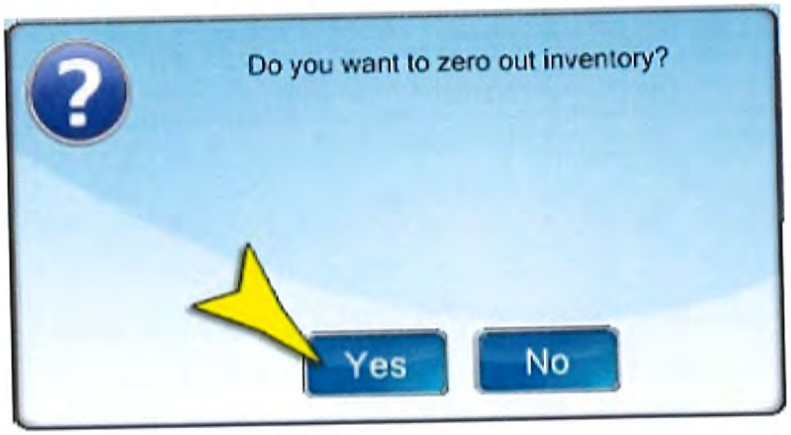


4. If prompted, scan your ID or enter your PIN.
5. On the pop-up calendar, touch the date the cell was emptied of its pills.



6. Touch **Save** next to the Last Emptied option.

7. Respond to the query "Do you want to zero out inventory?":



- Touch Yes to adjust the pill inventory for the emptied cell to "0."
- Touch No to leave the pill inventory for the emptied cell as is.

8. Touch the Home button to exit.

NOTE:Provided the appropriate level of auditing and security has been enabled, the name of the operator who certified when the cell was emptied also appears in the Cell Last Emptied report.

See Error! Reference source not found..

Ready to Fill

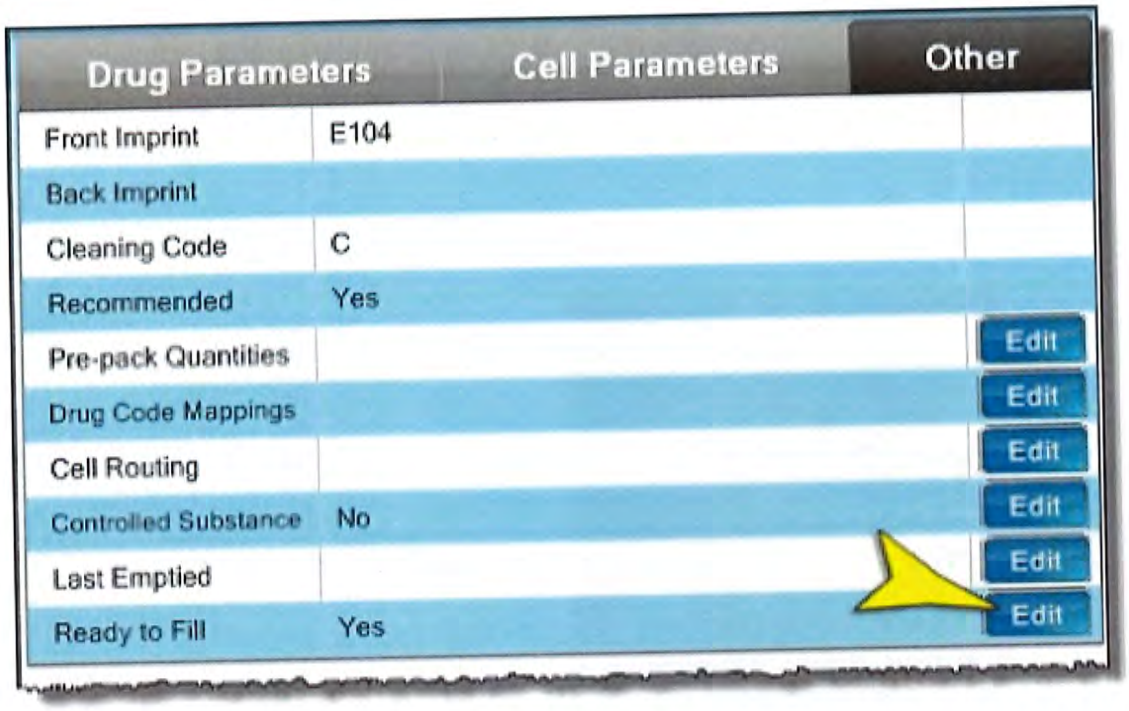
This option is designed to indicate why a cell is not being used in a multiple cell configuration (i.e. multiple cells containing the same NDC).

If "No" is displayed in this field, the scanned cell is not ready to fill. You can change the cell's status to "ready to fill" by touching the Edit button and selecting "Yes." *This method of reenabling the cell is preferred over pulling out the cell and reinserting it.*

NOTE: Selecting "No" for this option will temporarily disable the cell; however, the system will automatically reset its status to an online state.

To return the cell to "ready to fill" status

1. Scan the cell.
2. In the Parameters window, select the Other tab.
3. Touch Edit next to the Ready to Fill option.



4. If prompted, scan your ID or enter your PIN.
5. On the Ready to Fill dialog box, touch **Yes** to reset the cell's status to "ready to fill." Touch **No** to take the cell offline temporarily.

6. Touch **Save** next to the Ready to Fill option.

7. Touch the **Home** button to exit.

Replacing a cell

Before starting this procedure, you should have the following items:

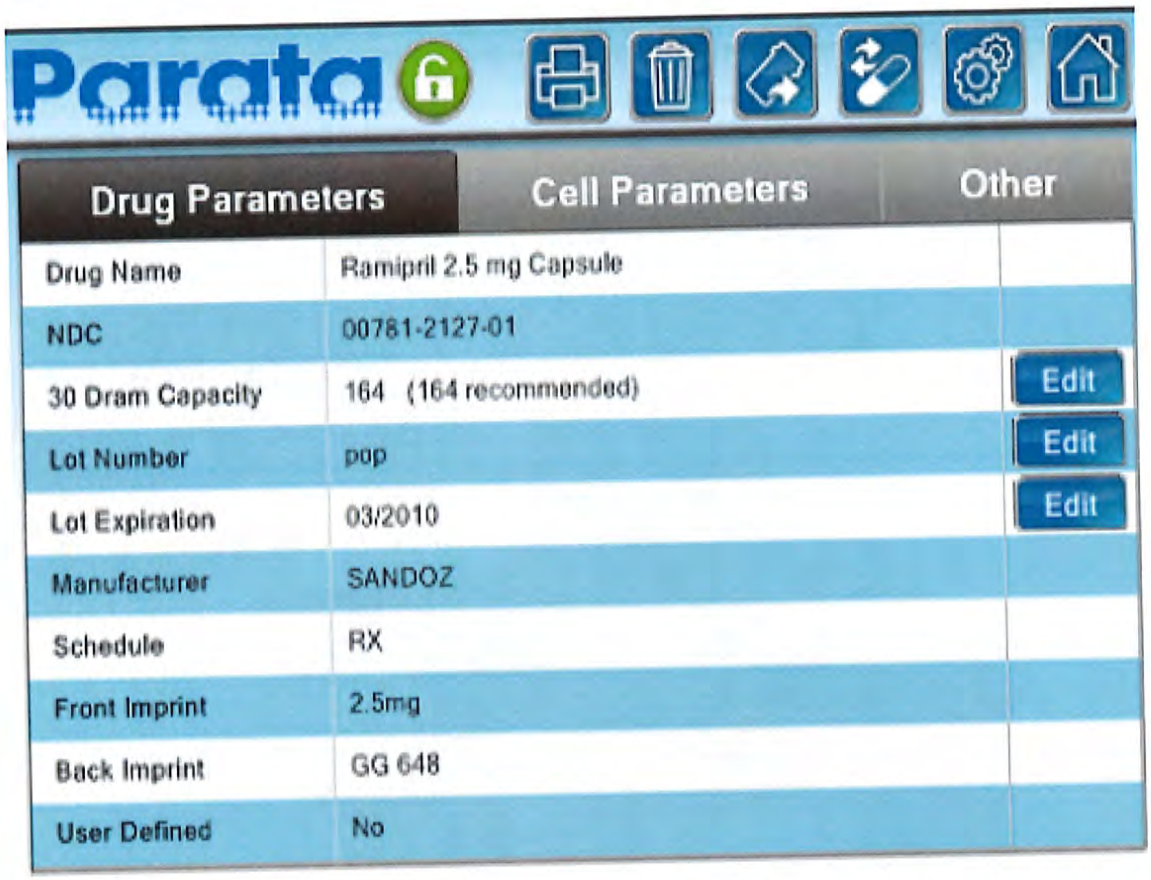
- The new cell
- *Cell Calibration Worksheet, 120-0122*

- The stock bottle for the drug contained in the cell(s) you are replacing
- A Parata cell-replenishment funnel

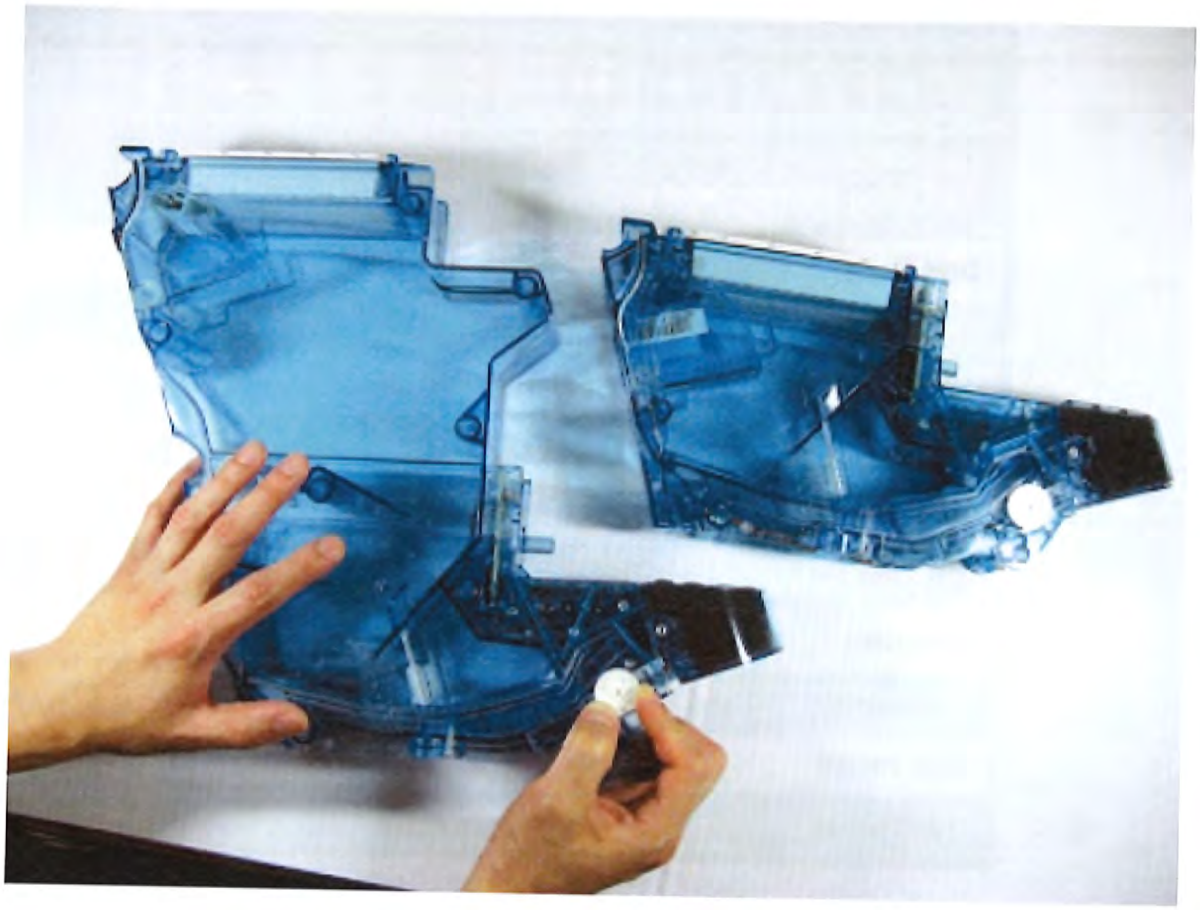
To replace a cell

1. Scan the bar code of the cell you are replacing.

The Drug Parameters window opens.



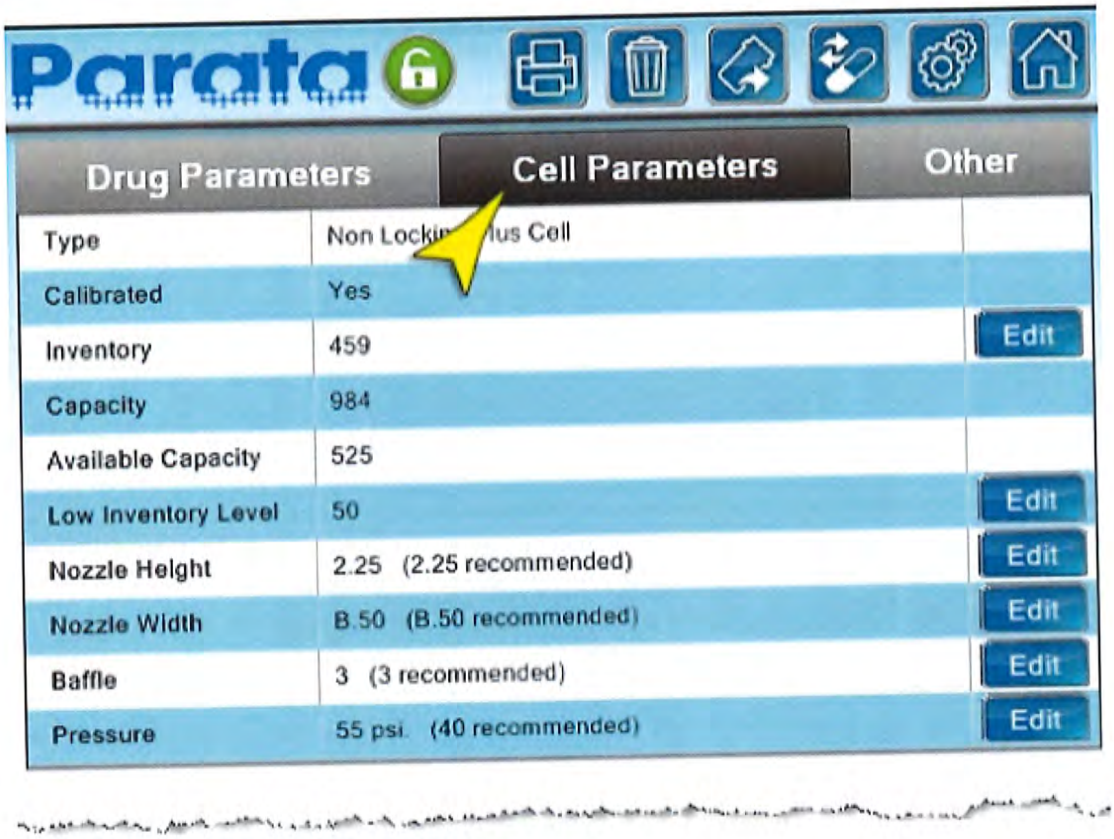
2. Touch the **Print** button to print a cell label on the Dymo printer.
3. Affix the label to the new cell.
4. Remove the cell you are replacing from the Max.
5. Physically adjust the calibration controls on the new cell (nozzle height, nozzle width, baffle height) to match those on the cell you are replacing. See **Error! Reference source not found.**.



NOTE: Do NOT use the values on the Cell Parameters window—the cell's calibration settings may have been modified since the drug was added.

6. On the *Cell Calibration Worksheet*, record the Lot Number and Lot Expiration values displayed on the Drug Parameters window.

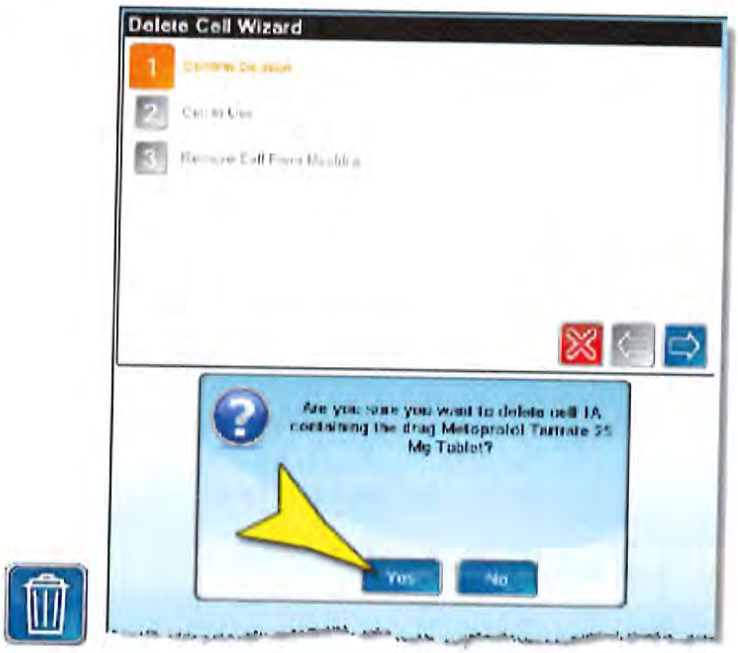
7. Select the **Cell Parameters** tab to display the Cell Parameters window.



8. On the *Cell Calibration Worksheet*, record the Inventory field value.

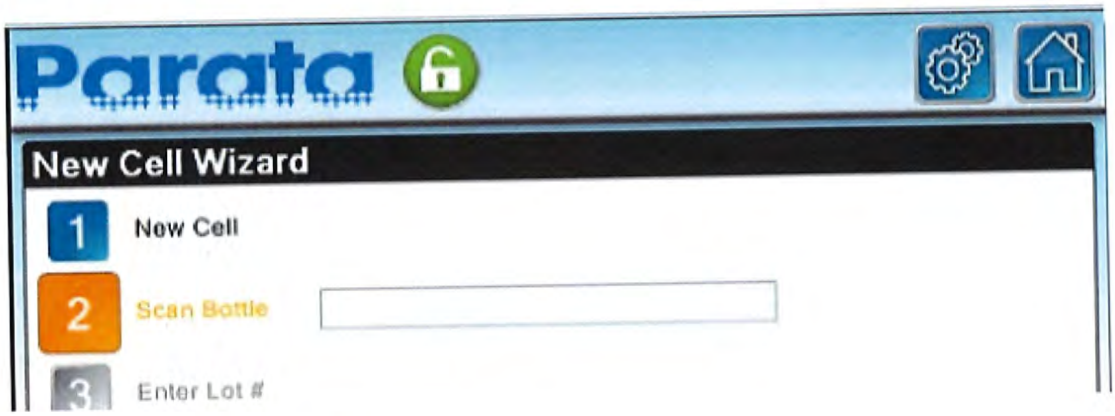
   If you are setting up a new cell to replace another cell, *you must delete the cell that you are replacing*.

9. Touch the **Delete** button to display Step 1 of the Delete Cell Wizard.



10. Touch Yes to confirm the cell deletion.
11. Remove the cell you are replacing from the unit.
    - If you are replacing standard cells with a super cell, scan the second cell you are replacing, and then delete the cell by repeating Error! Reference source not found. through Error! Reference source not found..
12. Tilt the cell back and remove the pills through the cell door.
13. Install the new cell in the Max.
14. Use the Parata cell-replenishment funnel to pour the pills into the new cell.
15. Scan the bar code of the new cell.

The New Cell Wizard opens and Step 2 is highlighted.



16. Scan the stock bottle.

Step 3 of the New Cell Wizard is highlighted.

17. Complete the New Cell Wizard as described beginning on Error! Reference source not found., using the Lot #, Expiration Date, and Inventory values you wrote down in Error! Reference source not found. through Error! Reference source not found..

NOTE:To complete this procedure, you must run a calibration test for the new cell.

Calibrating cells

For a cell to dispense the correct number of pills for the drug it contains, it must be properly calibrated. Calibrating a cell involves manually adjusting three controls on the cell and setting one parameter in the software:

- nozzle width
- nozzle height
- baffle height
- psi (pressure) - set on the **Cell Parameters** tab.

Occasions when you must manually calibrate a cell include, but are not limited to:

- Replacing a defective cell
- Setting up a new cell (Error! Reference source not found.)

This chapter provides the procedures for manually adjusting controls on cells and setting the pressure (psi) level. These procedures apply both to standard cells and super cells. The following topics are discussed:

- Determining if the cell parameters are in the MDL (Master Drug List)
- Adjusting the nozzle width and height, and baffle height on a new cell
- Adjusting the nozzle width and height, and baffle height on a cell that is currently in use

Calibrating a cell: general procedure

1. If you copied the cell parameters from a defective cell, continue to step 3.
2. If you do not have a record of the cell parameters for the defective cell, or you are setting up a cell for a new drug:
    a. Use the HPAC Cell Settings Tool (201-1464) to determine initial values for nozzle width, nozzle height, baffle height and pressure (psi).
    b. Record these values.

c. Continue with step 3.

3. Manually adjust the nozzle width, nozzle height and baffle settings on the cell to match the width, height and baffle values you recorded. See **Error! Reference source not found.**.

4. Set the pressure for the cell on the **Cell Parameters** tab.

5. Enter the nozzle width, nozzle height and baffle settings on the **Cell Parameters** tab. See **Error! Reference source not found.**.

Determining cell parameters

Cell parameters for a new drug

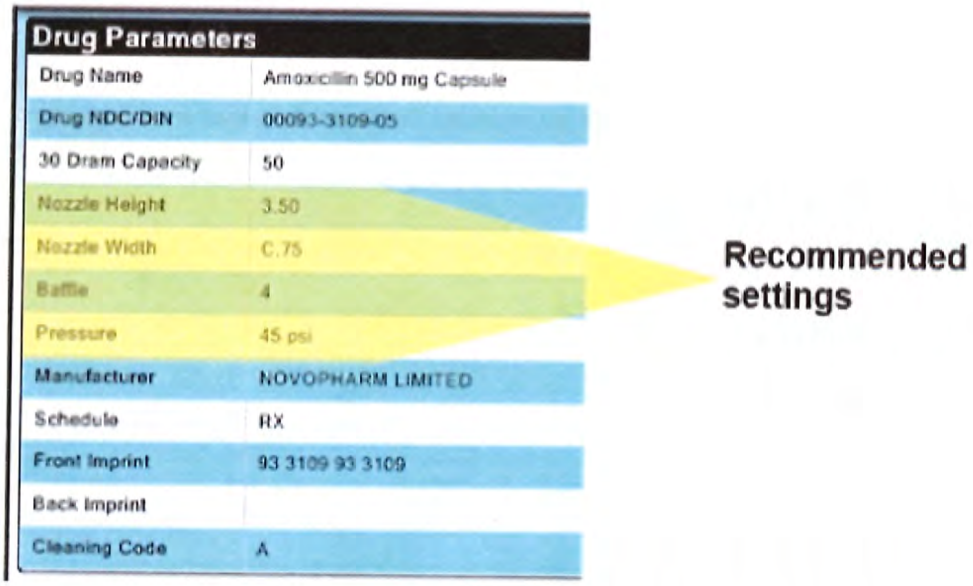
The first step in the process is to determine the cell parameters for the drug.

- If the drug is in the MDL, use the recommended parameters in the database.
- If there are no recommended parameters or the drug is not in the MDL, use the HPAC Cell Settings Tool (201-1464) to determine the parameters.

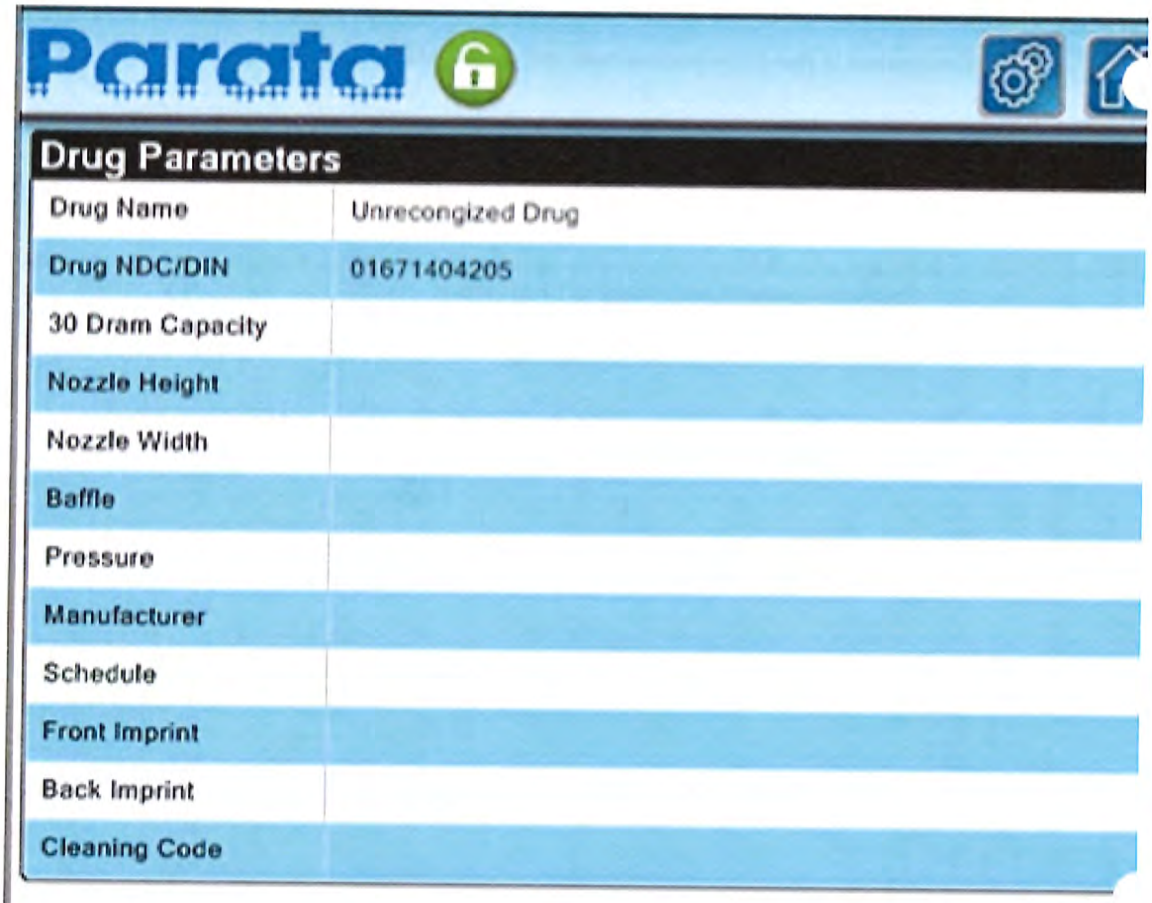
To determine if the drug parameters are in the MDL

Before collecting drug parameters, check the MDL to see if the drug is known and has parameters defined.

1. On the Prescription-side monitor, touch the **Systems Functions** button.
2. Touch the **Launch** button next to Drug Finder.
3. When prompted, scan the stock bottle.
    - *If the drug is in the MDL*, the Drug Parameters window displays the drug information with the recommended settings.



- *If the drug is not in the MDL,* the message Unrecognized Drug is displayed in the Drug Name field.



If the drug is in the MDL and has recommended settings:

1. Record the values for nozzle width, nozzle height, baffle height, and pressure on the Cell Calibration Worksheet.

2. Go to **Error! Reference source not found.**

Otherwise, go to To check the customer community for drug parameters.

- *If the drug is **not** in the MDL or does not have recommended settings,* search for these settings on the Parata Drug Database (PDDB). This is accessible on the customer community portal: https://parata.force.com/customers/Login

Adjusting width, height and baffle height

This section explains how to manually adjust a cell nozzle and baffle height.

Setting nozzle width

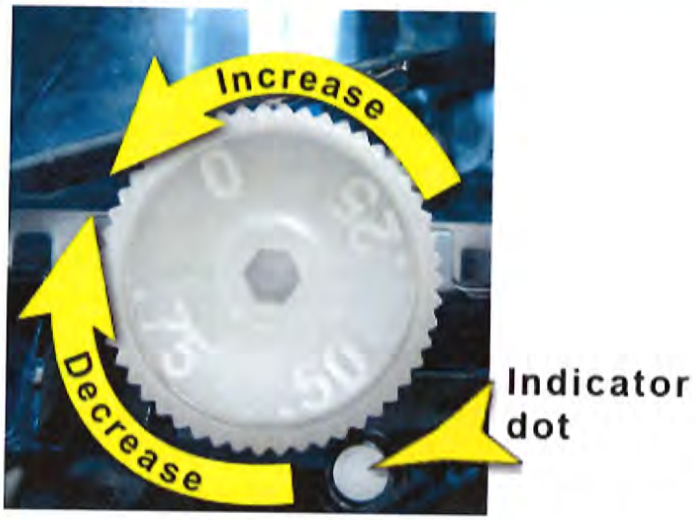
Nozzle width is set by turning the width adjustment knob (white) located on the right side of the cell. You can adjust the width in quarter-turn increments from A.0 (narrow) to E.75 (wide). Turning the knob clockwise decreases the nozzle width; turning the knob counter-clockwise increases nozzle width.

The width setting consists of two values: the alpha value on the width scale, located on the bottom of the cell, and the decimal value on the width adjustment knob. Turning the knob changes both values at the same time.

- The *alpha values* on the scale range from A to E; the hash mark indicates the current value. Each full turn of the knob moves the hash mark up or down one letter.

- The *decimal values* on the adjustment knob range from 0 to .75; the value that is aligned with the white "indicator dot" on the cell is the current value.

Figure 9: Arrow identifies the Indicator dot. If the adjustment knob is difficult to turn with your fingers, use the 1/8" hex key supplied in the Starter Kit.



The decimal value is the ultimate indicator of the width setting because the value lines up exactly with the indicator dot, whereas the hash mark position on the scale is approximate.

For example, when the width is set to C.50, the hash mark should be half way between "C" and "D" on the width scale when the ".50" value on the knob is aligned with the indicator dot. The hash mark may not appear to be exactly half way between "C" and "D" on the scale, but the adjustment is correct when the ".50" value on the knob is aligned with the indicator dot.

In the illustrations below, the nozzle width is set to C.50.

To successfully calibrate a cell, it is important to:

- *Align the decimal number with the indicator dot:* When a number on the knob is correctly aligned with the indicator dot, you will feel the knob settle into place.

Adjust the setting from narrow to wide: The final turns to the desired setting should always be counterclockwise, increasing the nozzle width. This applies to setting up the cell for the first time and to making adjustments to optimize cell performance.

To set the nozzle width on a new cell

1. Begin by adjusting the width to a value one full turn *below* the desired setting (example: A.50, if the desired value is B.50). As you turn the knob, the "0" value will align with the indicator dot. When this happens, verify that the hash mark on the scale is on the expected letter (example: B.0, if the desired value is B.50) before continuing.

2. Turn the width adjustment knob counter-clockwise in one-quarter-turn increments until the desired value is aligned with the indicator dot.

   NOTE: If you accidently turn the knob past the desired setting:

   a. Adjust the width to a value one full turn below the desired setting, as described above.

   b. Turn the width adjustment knob counterclockwise in one-quarter-turn increments until the desired value is aligned with the indicator dot.

To adjust the nozzle width

Follow these steps to adjust the settings to pass the calibration test or to optimize cell performance.

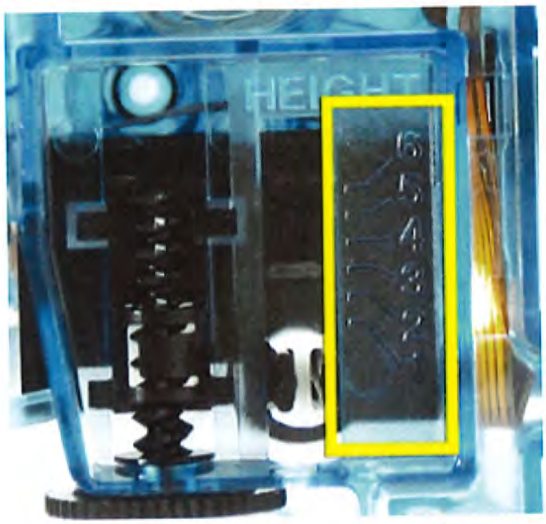
1. To adjust the cell to a *wider* setting:
    a. Turn the width adjustment knob counterclockwise one-quarter turn.
    b. Retest the cell.
2. To adjust the cell to a *narrower* setting:
    a. Adjust the width to a value one full turn *below* the desired setting (example: A.50, if the desired value is B.50). As you turn the knob, the "0" value will align with the indicator dot. When this happens, verify that the hash mark on the scale is on the expected letter (example: B.0, if the desired value is B.50) before continuing.
    b. Turn the width adjustment knob counterclockwise in one-quarter-turn increments until the desired value is aligned with the indicator dot.
    c. Retest the cell.

Setting nozzle height

Nozzle height is set by turning the height adjustment knob (black) located on the bottom of the cell. You can adjust the height in quarter-turn increments from 1.0 (short) to 6.50 (tall). Turning the knob clockwise decreases the nozzle height; turning the knob counterclockwise increases nozzle height.

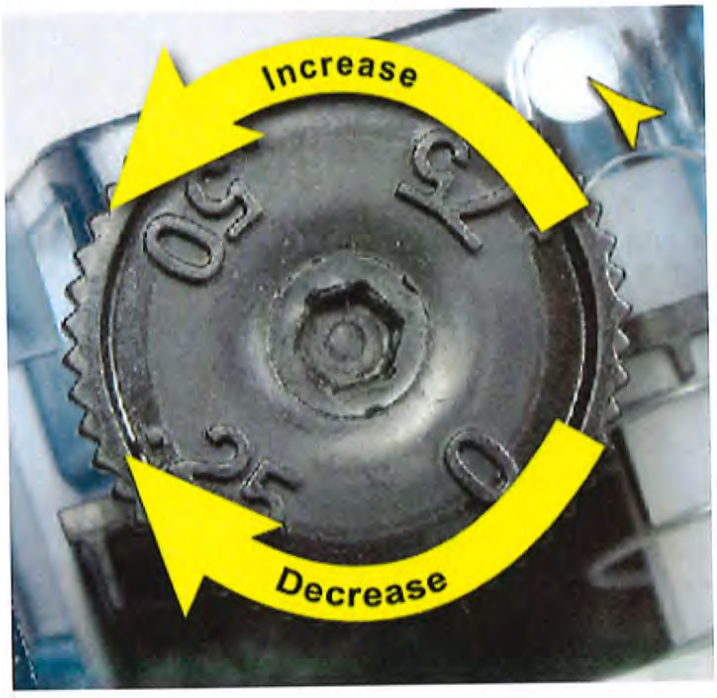
The height setting consists of two values: the numeric value on the height scale, located on the left side of the cell, and the decimal value on the height adjustment knob. Turning the knob changes both values at the same time.

- The *numeric values* on the scale range from 1 to 6; the hash mark indicates the current value. Each full turn of the knob moves the hash mark up or down one number.



- The *decimal values* on the adjustment knob range from 0 to .75; the value that is aligned with the white "indicator dot" on the cell is the current value.

Figure 10: The arrow identifies the indicator dot. If the adjustment knob is difficult to turn with your fingers, use the 1/8" hex key supplied in the Starter Kit.

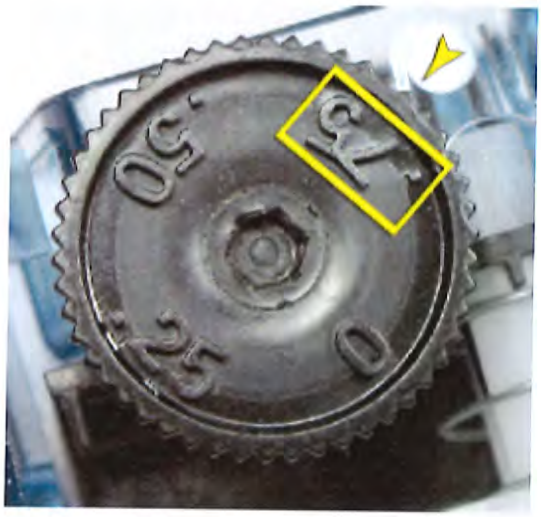


The decimal value is the ultimate indicator of the height setting because that value lines up exactly with the indicator dot, whereas the hash mark position on the scale is approximate.

For example, when the height is set to 3.75, the hash mark should be 3/4 of the way between "3" and "4" on the height scale and the ".75" value on the knob will be aligned with the indicator dot. The hash

mark may not appear to be exactly 3/4 of the way between "3" and "4" on the scale, but the adjustment is correct when the ".75" value on the knob is aligned with the indicator dot.

In the illustrations below, the nozzle height is set to 3.75.



To successfully calibrate a cell, it is important to:

- *Align the decimal number with the indicator dot:* When a number on the knob is correctly aligned with the indicator dot, you will feel the knob settle into place.

- *Adjust the setting from low to high:* The final turns to the desired setting should always be counterclockwise, increasing the nozzle height. This applies to setting up the cell for the first time and to making adjustments to optimize cell performance.

To set the nozzle height on a new cell

1. Begin by adjusting the height to a value one full turn *below* the desired setting (example: 2.50, if the desired value is 3.50). As you turn the knob, the "0" value will align with the indicator dot. When this happens, verify that the hash mark on the scale is on the expected letter (example: 3.0, if the desired value is 3.50) before continuing.

2. Turn the height adjustment knob counterclockwise in one-quarter-turn increments until the desired value is aligned with the indicator dot.

   NOTE: If you accidently turn the knob past the desired setting:

   a. First, adjust the height to a value below the desired setting as described above.

   b. Turn the height adjustment knob counterclockwise in one-quarter-turn increments until the desired value is aligned with the indicator dot.

To adjust the nozzle height

Follow these steps to adjust the settings to pass the calibration test or to optimize cell performance.

1. To adjust the cell to a higher setting:

   a. Turn the height adjustment knob counterclockwise one-quarter-turn.

   b. Retest the cell.

2. To adjust the cell to a lower setting:

   a. Adjust the height to a value one full turn *below* the desired setting (example: 2.50, if the desired value is 3.50). As you turn the knob, the "0" value will align with the indicator dot. When this happens, verify that the hash mark on the scale is on the expected letter (example: 3.0, if the desired value is 3.50) before continuing.

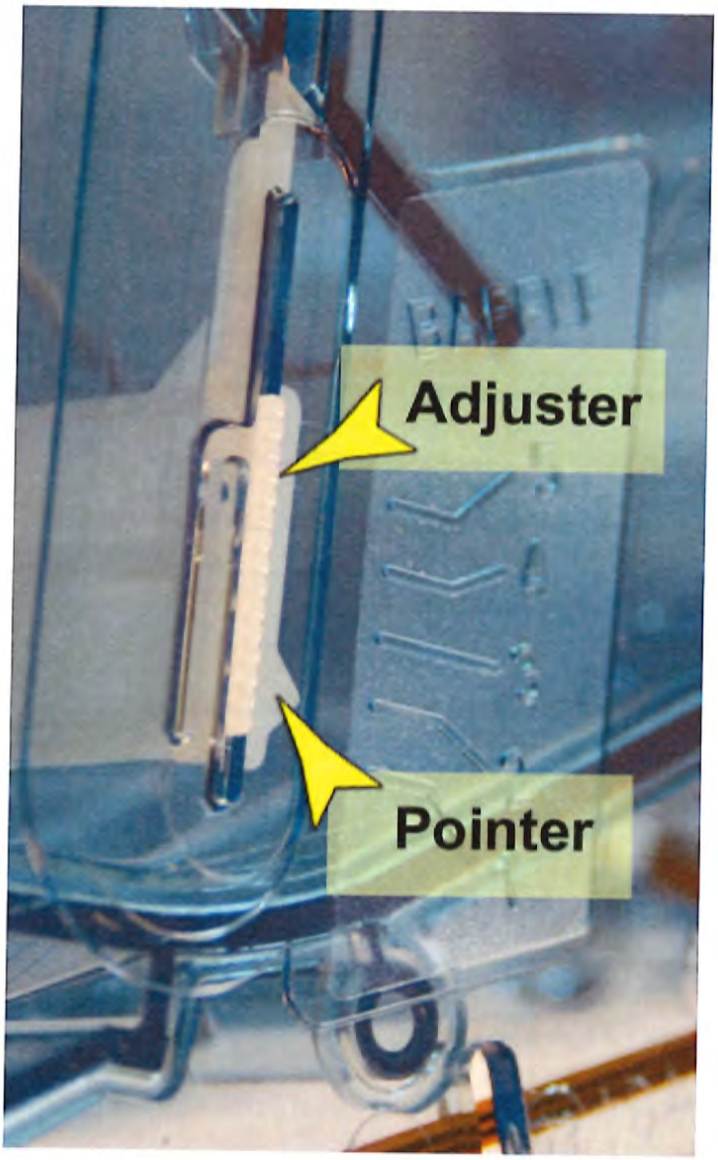
   b. Turn the height adjustment knob counterclockwise in one-quarter-turn increments until the desired value is aligned with the indicator dot.

   c. Retest the cell.

Setting baffle height

The adjustable baffle controls the flow of pills into the cell agitation chamber. The baffle height values are indicated on each side of the scale; the values range from 1 (low) to 5 (high).

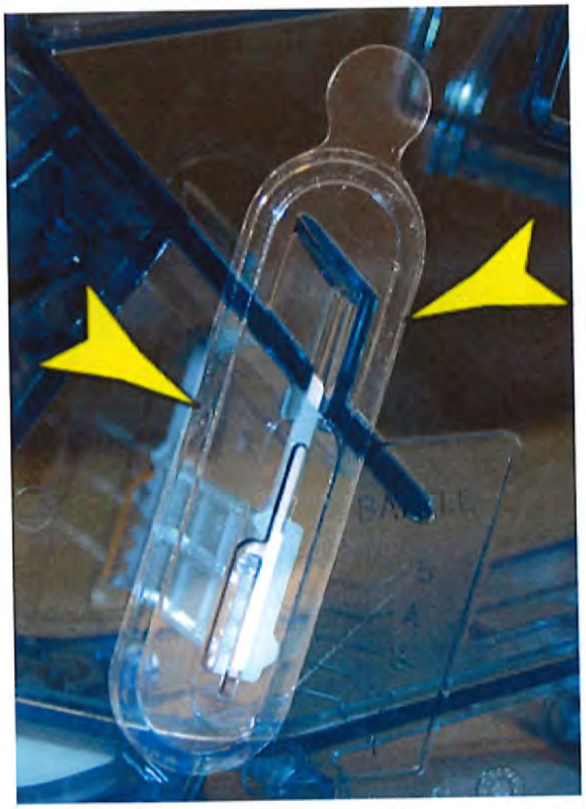
Set the baffle height by sliding the adjuster up or down. The baffle will "click" into a detent at each setting, locking the baffle in place. A white plastic pointer on the adjuster indicates the current baffle setting.



NOTE: When adjusting the baffle with pills in the cell, tip the cell backward and gently shake it from side to side to empty the agitation chamber into the pill hopper.

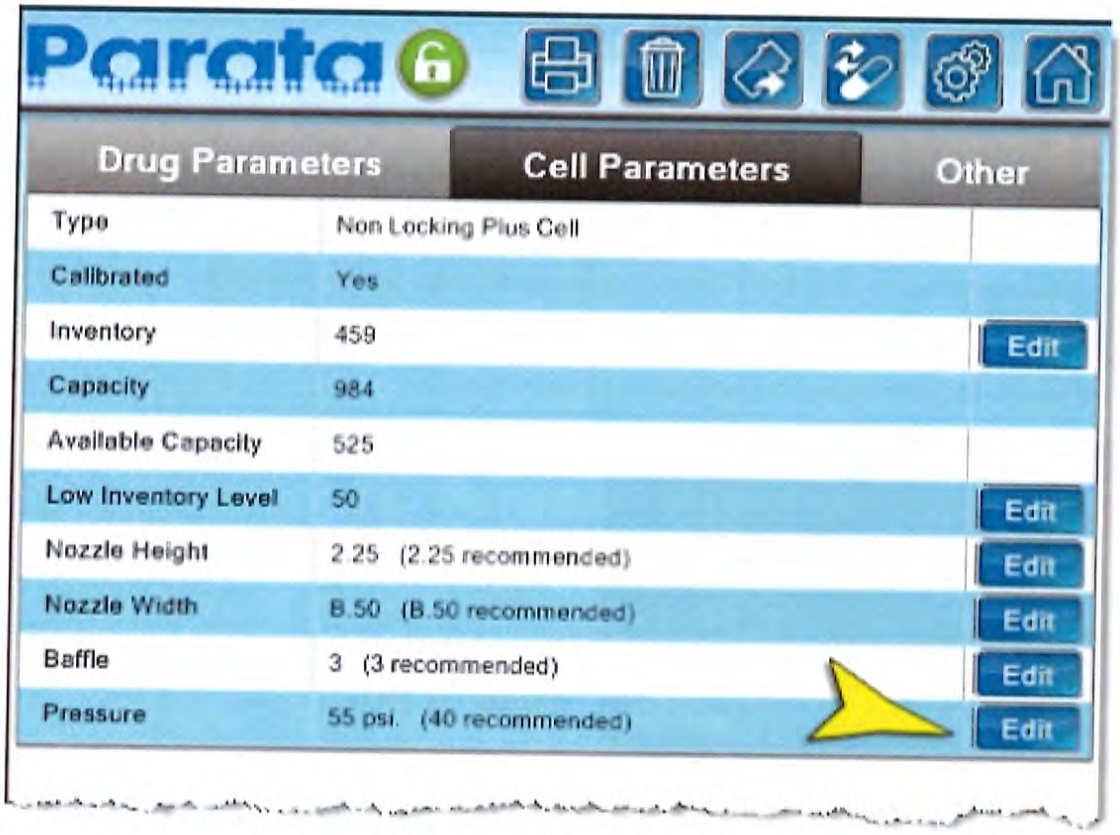
After you have confirmed the accuracy of your calibration adjustments, apply a clear baffle cover over the baffle adjuster on each side of the cell.

Apply pressure to the outer edge of the baffle cover to secure it in place.

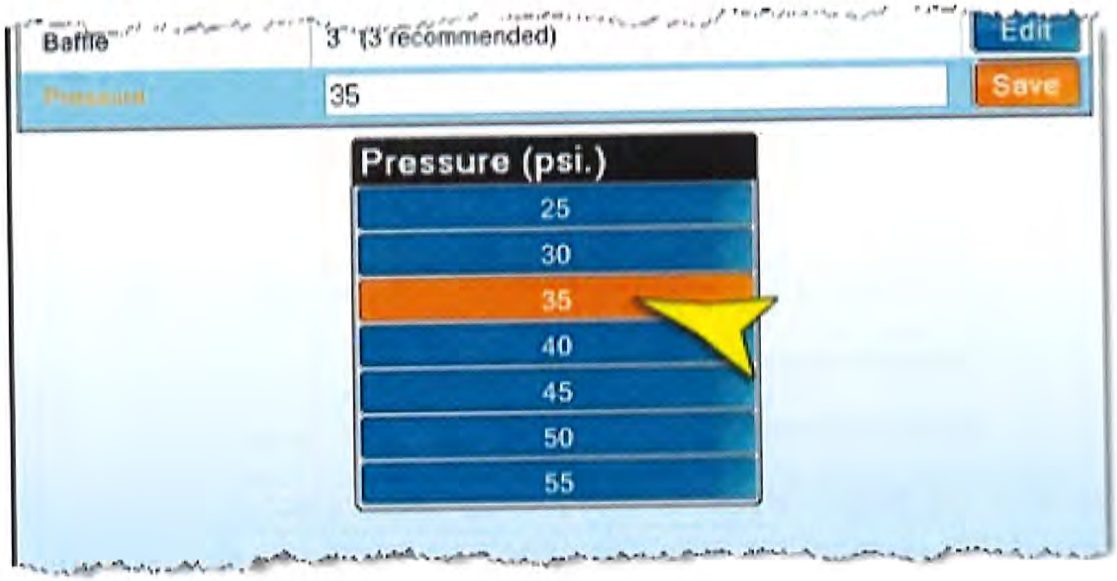


Apply pressure to the outer edge of the baffle cover.

To set the cell pressure



1. Open the cell door and scan the bar code on the side of the door. The Parameters window opens.
2. Select the **Cell Parameters** tab.
3. Touch the **Edit** button next to the Pressure option.
4. Touch the Pressure option button displaying the desired value.



5. Touch the **Save** button.

To save the configuration values

Enter the nozzle height, nozzle width, and baffle parameters in the **Cell Parameters** tab.

See **Error! Reference source not found.** for additional information on the **Cell Parameters** tab.

1. Touch the **Edit** button next to the Nozzle Height option.

2. Move the slider to select the desired value, and then touch the **Save** button.
3. Touch the **Edit** button next to the Nozzle Width option.
4. Move the slider to select the desired value, and then touch the **Save** button.
5. Touch the **Edit** button next to the Baffle option.
6. Touch the option button containing the desired value, and then touch the **Save** button..

Replenishing a cell

This chapter explains how to use the Replenish Cell Wizard to replenish a cell (i.e. add pills to empty cells or to cells with low inventory).

The Cell Inventory window displays the current inventory status of each cell in the unit.

NOTE: When adding inventory to cells, use the Parata-supplied cell-replenishment funnel. (See **Error! Reference source not found.**.)

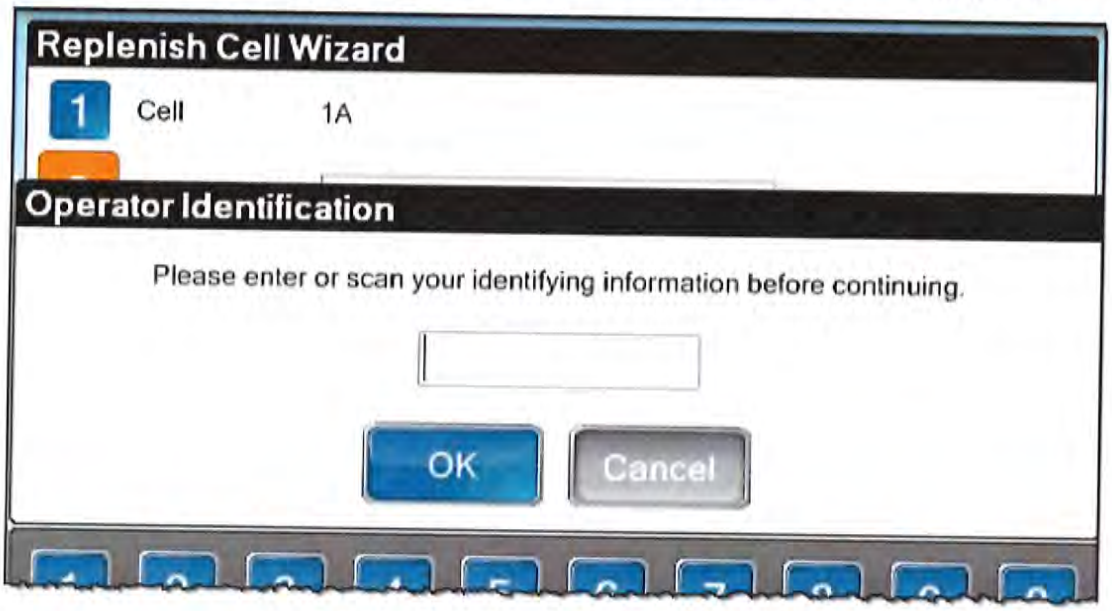
The Max informs you when to replenish a cell in the following ways:

- The drug record on the Cell Inventory window will be shaded in yellow.
- The LED for the chute associated with the cell with low inventory is illuminated yellow. (You can continue to fill scripts from this cell, however, provided it retains sufficient inventory.)
- The drug will be listed in the Low Cell report.
- The drug will be listed in the Inventory by Cell report.

See **Error! Reference source not found.** and **Error! Reference source not found.** for more information.

You replenish cells on the *Inventory side* of the Max unit. You can replenish a cell at any time, including while the Max is in Run mode and filling orders.

NOTE:When auditing is enabled, if the Replenish Cell Wizard times out during the cell replenishment process (if, for example, the operator performing the replehishment must conduct another task or is otherwise distracted), the Operator Identification window is displayed in the wizard's foreground.



The operator who initiated the replenishment procedure (or an operator with cell replenishment authorization) must log back in to complete all wizard steps.

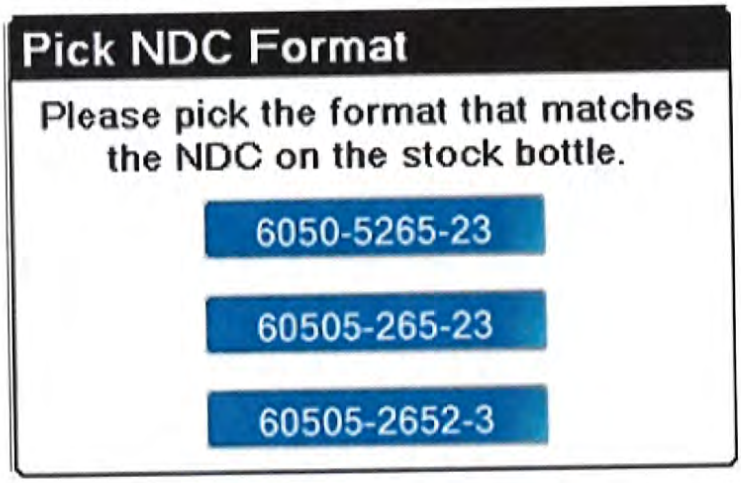
The Replenish Cell Wizard guides you through the cell replenishment process.

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

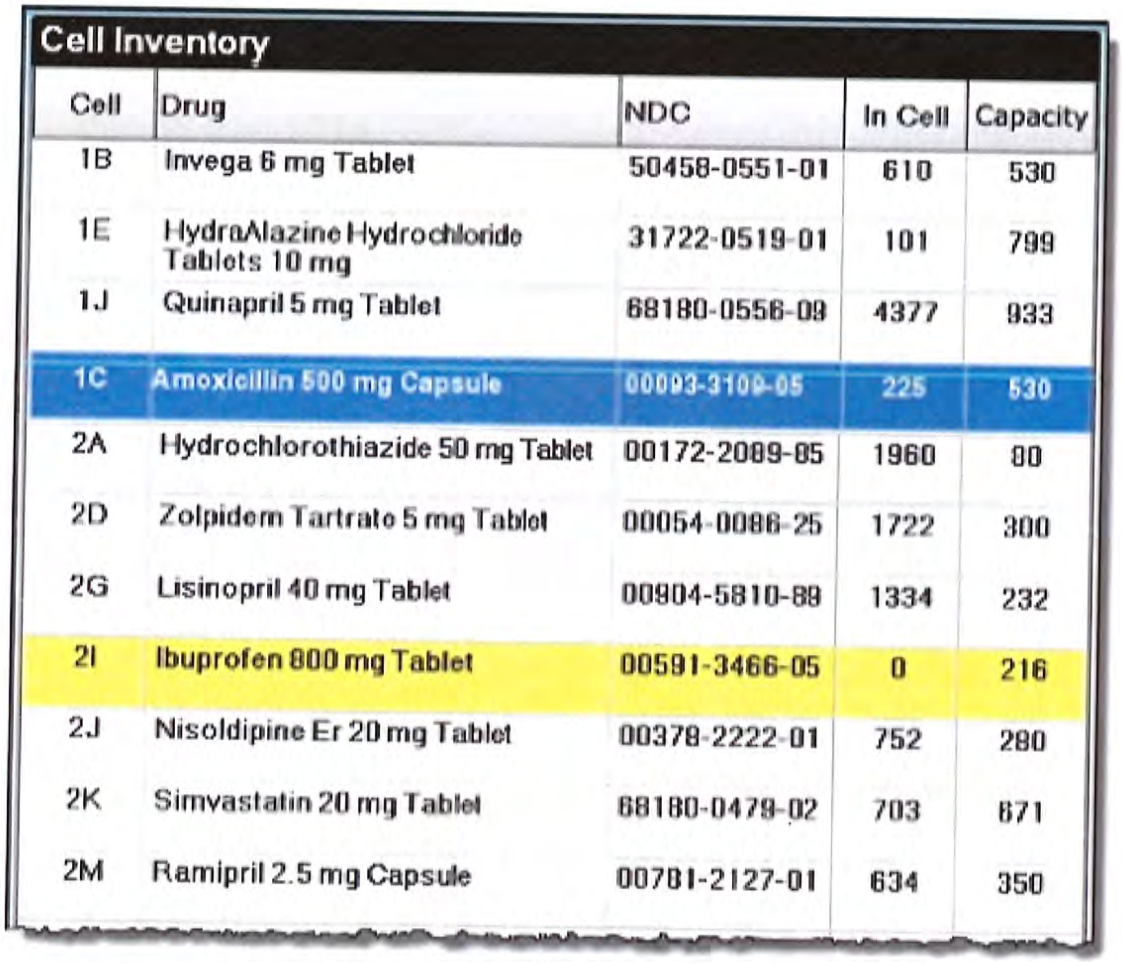
To replenish a cell

1. On the *Inventory screen*, scan the bar code on the stock bottle.

2. Select the NDC format that matches the stock bottle.



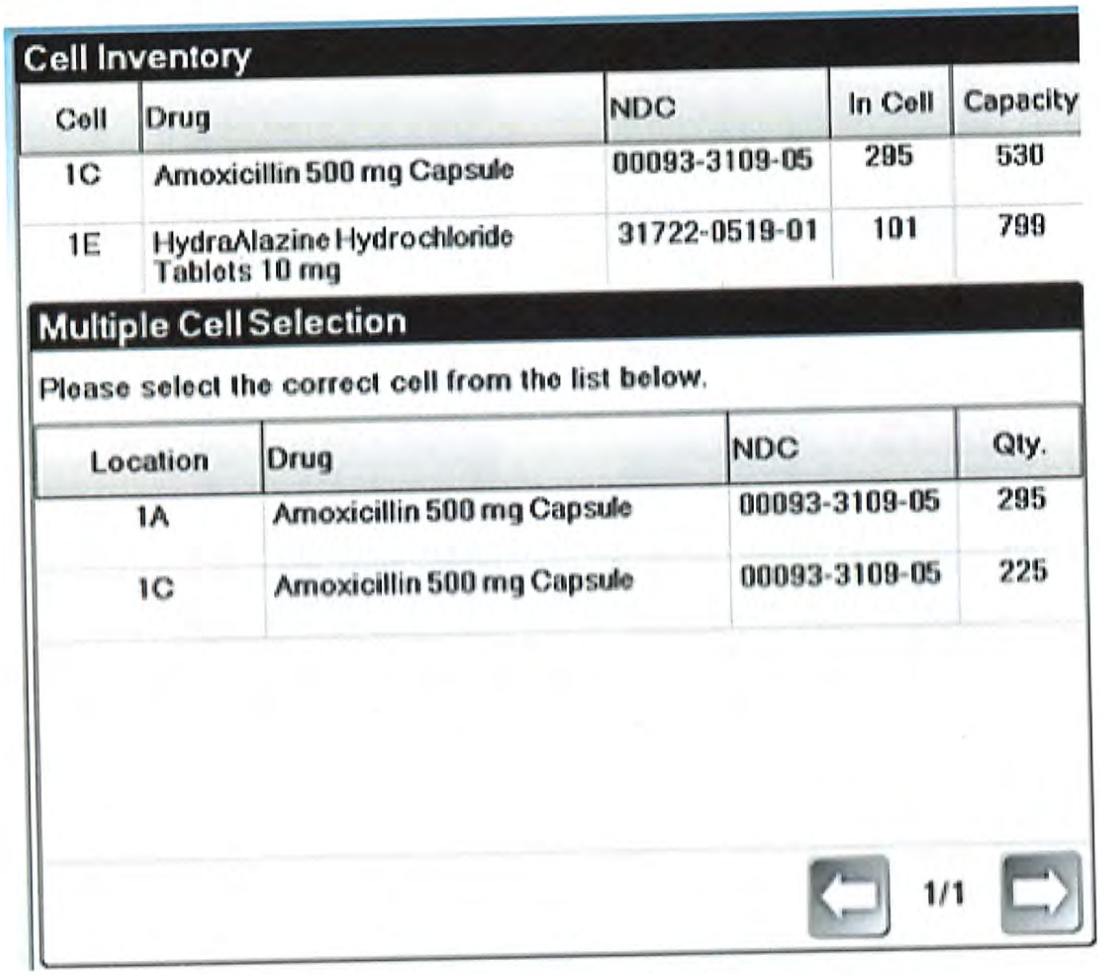
The cell that dispenses the drug will be highlighted (blue, in this example) in the Cell Inventory window.



Cell Inventory

Cell	Drug	NDC	In Cell	Capacity
1B	Invega 6 mg Tablet	50458-0551-01	610	530
1E	HydraAlazine Hydrochloride Tablets 10 mg	31722-0519-01	101	799
1J	Quinapril 5 mg Tablet	68180-0556-09	4377	933
1C	Amoxicillin 500 mg Capsule	00093-3109-05	225	530
2A	Hydrochlorothiazide 50 mg Tablet	00172-2089-85	1960	00
2D	Zolpidem Tartrate 5 mg Tablet	00054-0086-25	1722	300
2G	Lisinopril 40 mg Tablet	00904-5810-89	1334	232
2I	Ibuprofen 800 mg Tablet	00591-3466-05	0	216
2J	Nisoldipine Er 20 mg Tablet	00378-2222-01	752	280
2K	Simvastatin 20 mg Tablet	68180-0479-02	703	871
2M	Ramipril 2.5 mg Capsule	00781-2127-01	634	350

If more than one cell contains the scanned drug, you must select the appropriate cell. Touch the cell on the Multiple Cell Selection window, and continue with step 3.



Cell Inventory

Cell	Drug	NDC	In Cell	Capacity
1C	Amoxicillin 500 mg Capsule	00093-3109-05	295	530
1E	HydraAlazine Hydrochloride Tablets 10 mg	31722-0519-01	101	799

Multiple Cell Selection

Please select the correct cell from the list below.

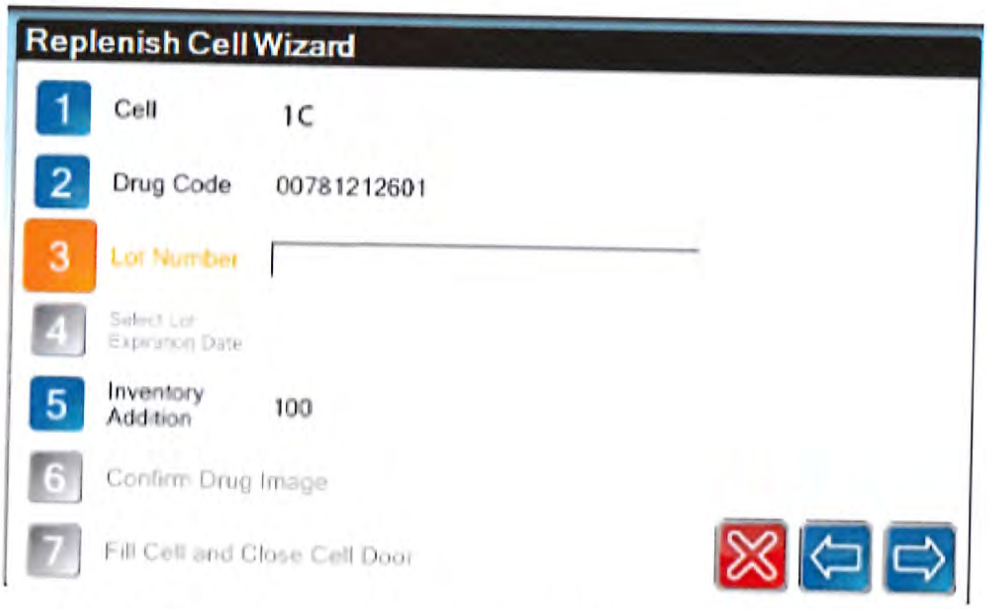
Location	Drug	NDC	Qty.
1A	Amoxicillin 500 mg Capsule	00093-3109-05	295
1C	Amoxicillin 500 mg Capsule	00093-3109-05	225

1/1

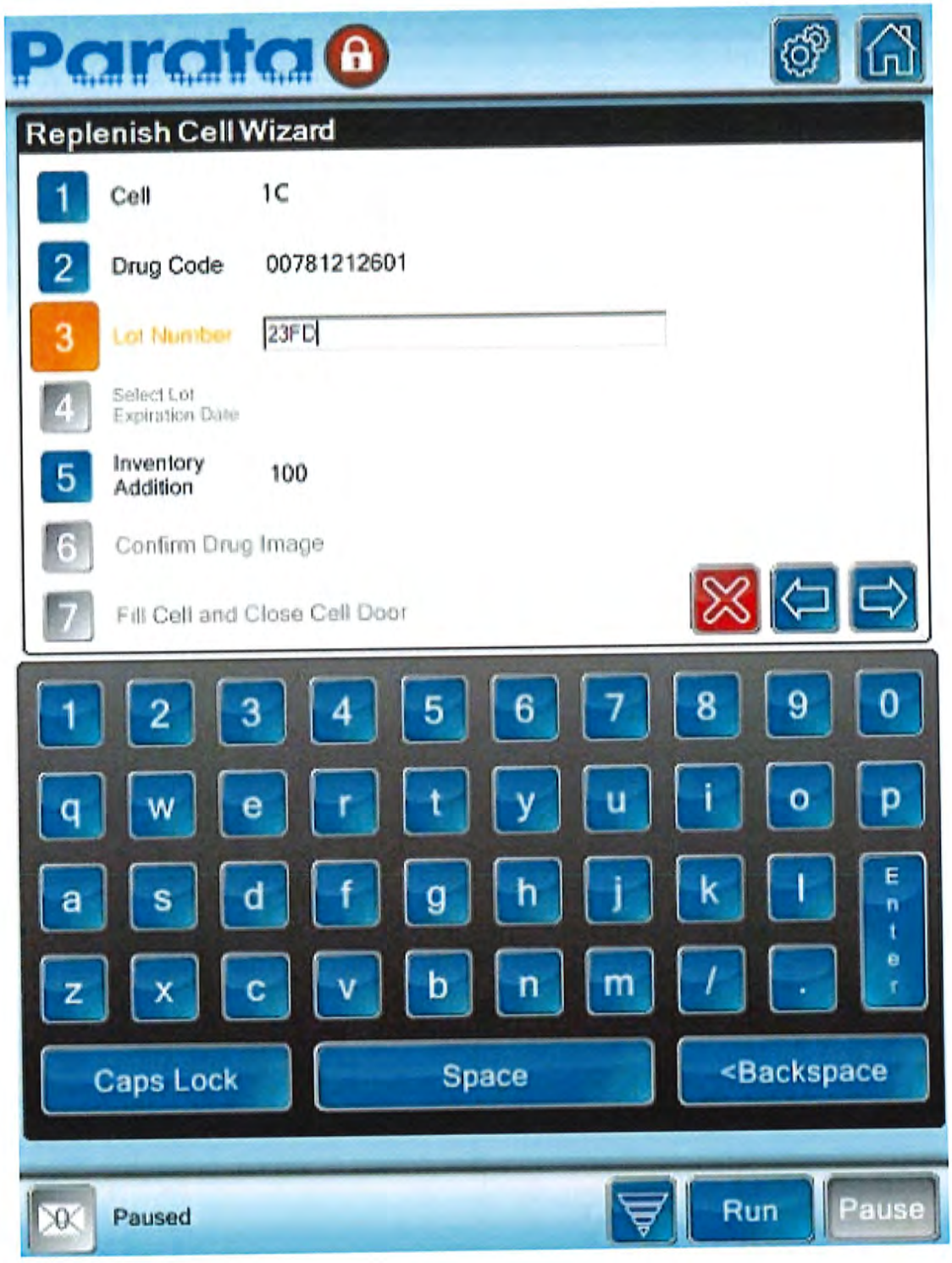
3. The cell's green indicator light flashes to identify its location. Scan the bar code on the cell.

The Replenish Cell Wizard launches with Step 3 highlighted.

NOTE: Because you already have scanned the cell and stock bottle, the first two wizard steps are skipped automatically.



4. Enter the stock bottle's Lot #, using the pop-up keyboard.



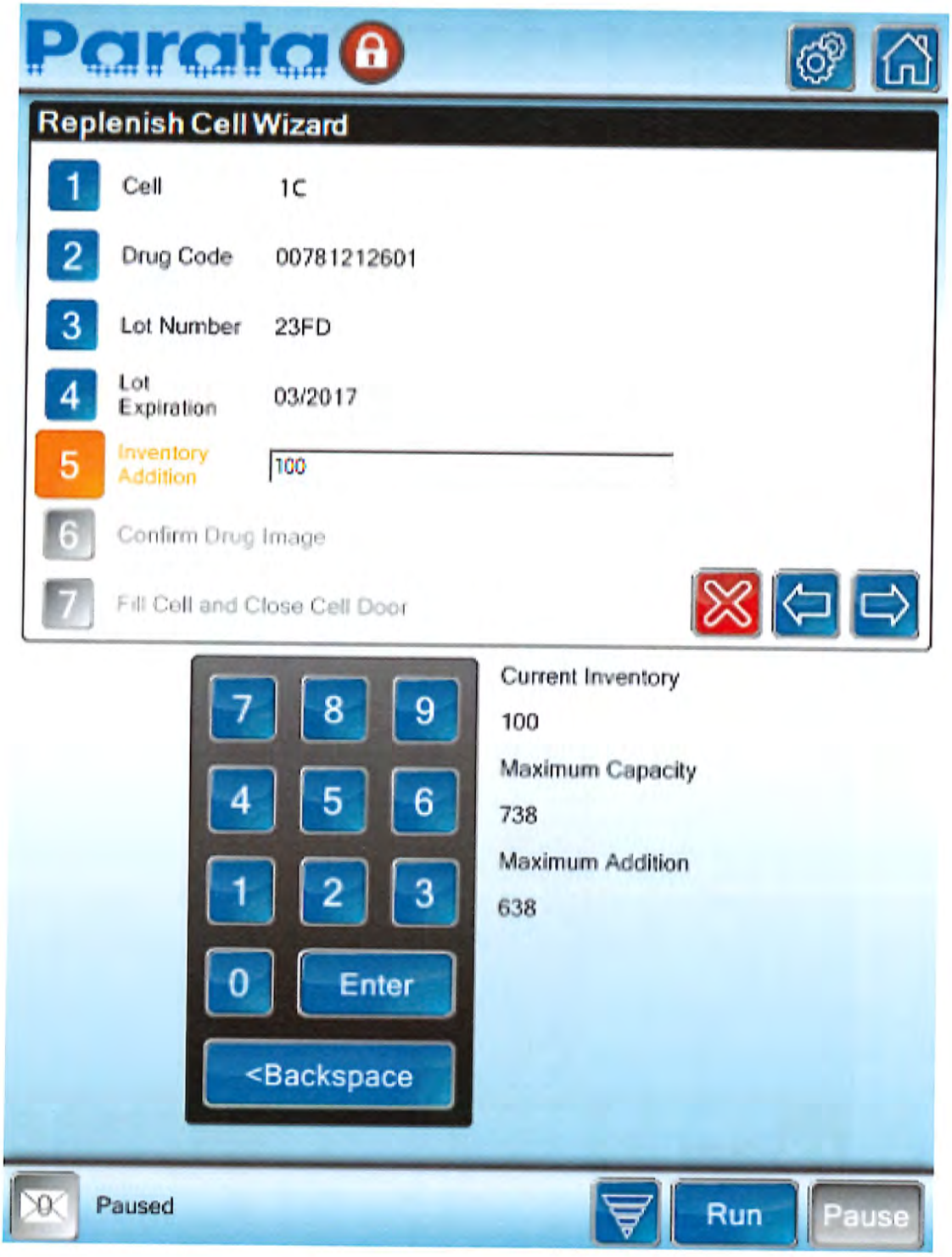
5. Touch **Next**.

Step 4 of the Replenish Cell Wizard is highlighted.

6. Use the **Lot Expiration Date** option buttons to select the expiration month and year.

7. Touch **Next**.

Step 5 of the Replenish Cell Wizard is highlighted.



NOTE:If the Use By Date option has been enabled and configured at your pharmacy, wizard Step 5 will instead be Select Use By Date. Proceed to **Error! Reference source not found.** for further instruction, continue with **Error! Reference source not found.** in this procedure.

8. Enter the number of pills you are adding to the cell. The Maximum Addition value is displayed.

   If the NDC package code (the number of pills in the stock bottle) is in the MDL, scanning the stock bottle already will have populated the Inventory Addition field with the quantity indicated by that code. If the package code is not in the MDL, the field will remain blank.

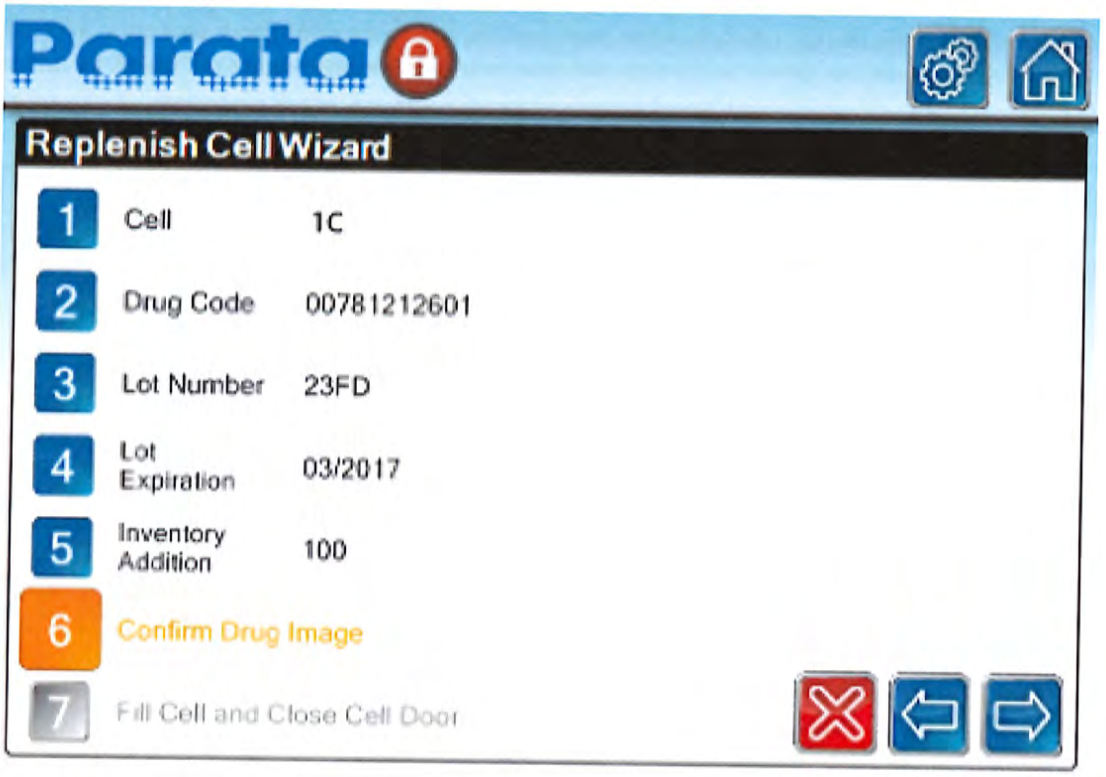
   NOTE: If necessary, count out by hand the quantity of pills to be added to the cell.

   - If the quantity in the bottle is not the same as the number of pills you added to the cell, you can edit the quantity by:
     i. Touching the Inventory Addition field.
     ii. Touching the **<Backspace** key on the keypad to delete the quantity.
     iii. Entering the correct quantity on the keypad.

9. Touch **Next**.

   NOTE: If you enter a pill quantity that will exceed the cell's capacity, an Incomplete Step message appears. Touch **OK** and enter an appropriate quantity.

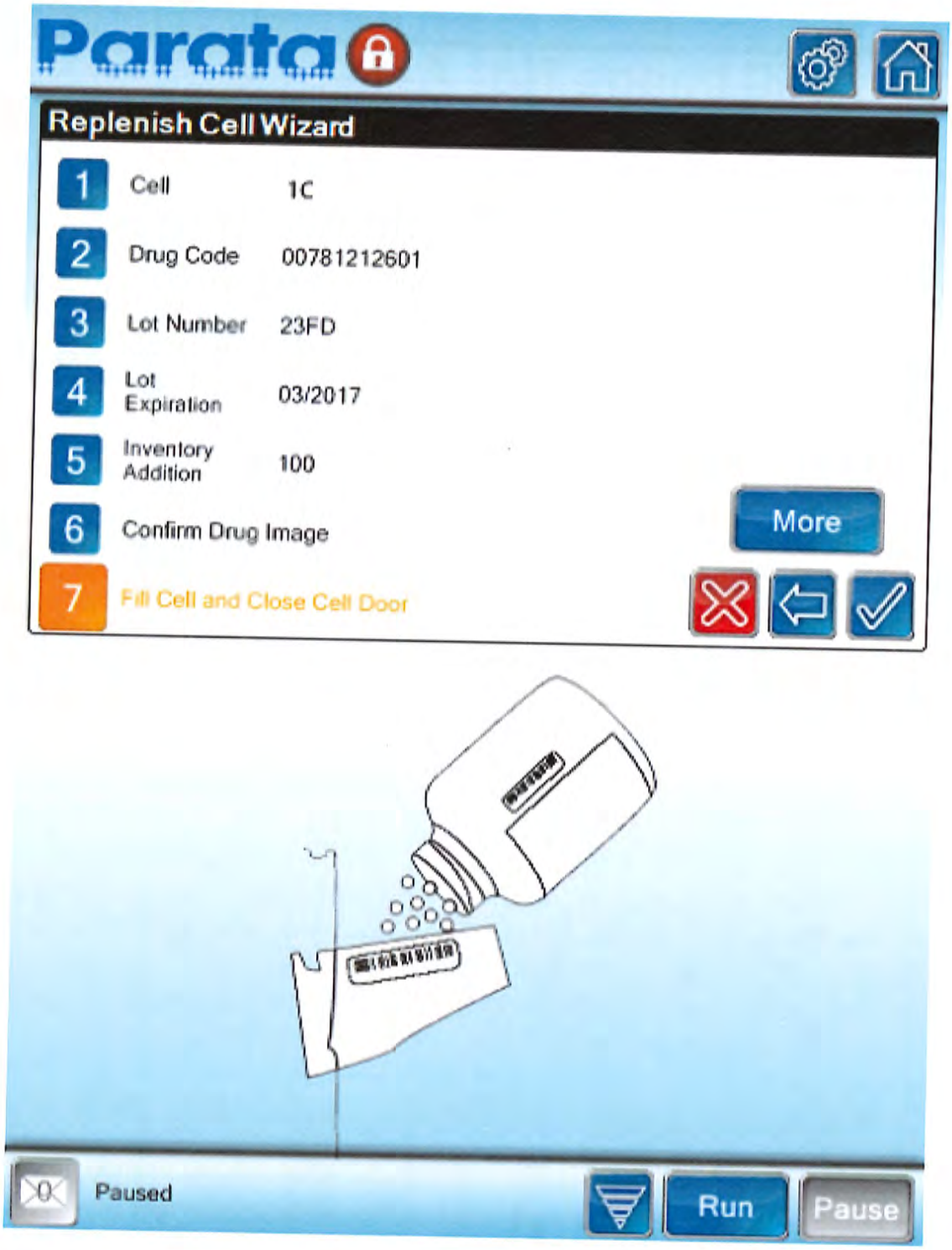
Step 6 (Confirm Drug Image) of the Replenish Cell Wizard is highlighted.



10. Confirm that the drug image matches the drug you are adding to the cell, and touch **Next**. If the pill image does not match the drug you are adding to the cell, touch **Cancel**.

NOTE: For drugs for which no pill image is available, the following message is displayed:

Step 7 of the Replenish Cell Wizard is highlighted. The cell's green indicator light blinks and the cell door unlocks.



11. Add the pills to the cell.

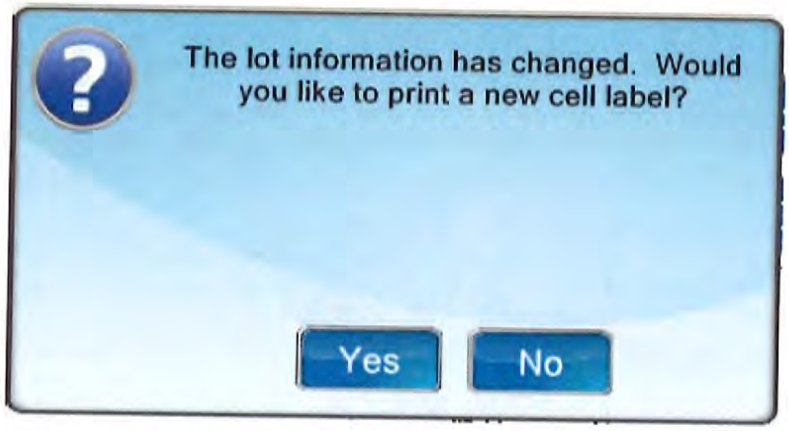
NOTE: When adding pills to cells, always use the Parata-supplied cell-replenishment funnel. See Error! Reference source not found..

12. Close the cell door and touch the **Complete** button.

The cell door locks and the green indicator light will flash while the system updates (approximately 10 seconds).

NOTE: After replenishing a locked cell, make sure the cell door is completely closed so that the lock engages.

- When either the lot number or expiration date changes from its previous value for a given cell, you will be prompted to reprint the cell label.



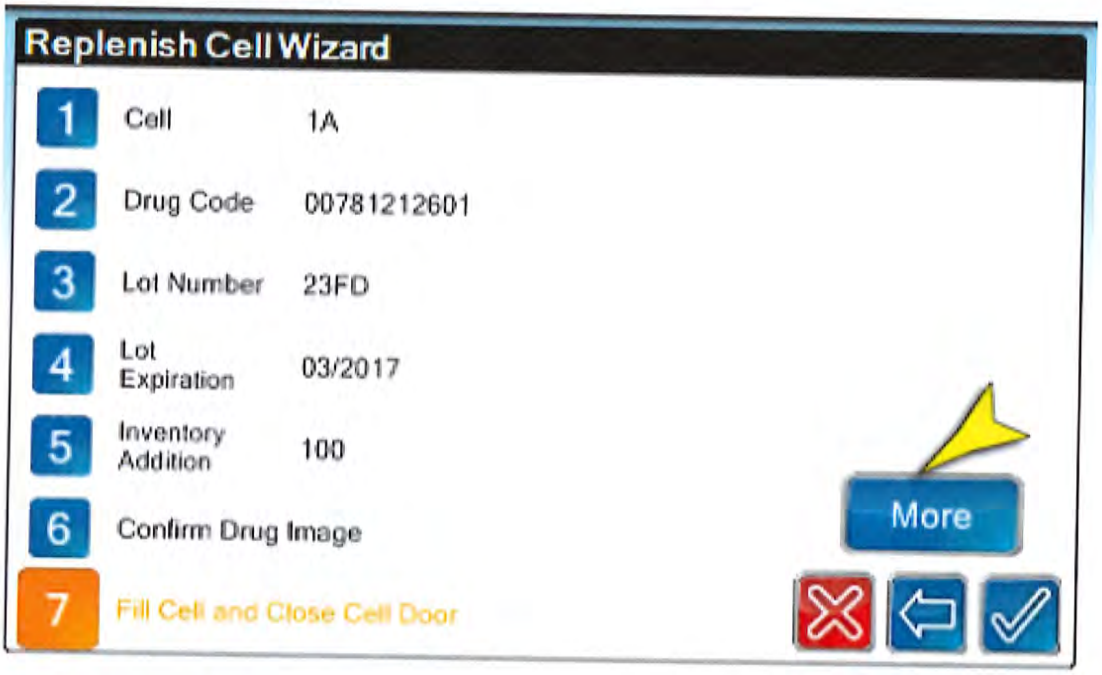
NOTE: By default, this feature is enabled. It can be disabled by a Parata technician at the time your unit is installed and configured.

Touch Yes to print a cell label, or No to continue without printing a label.

The Cell Inventory window opens. The quantity value for the cell you have replenished is updated.

Filling the cell with pills from multiple bottles

The Replenish Cell Wizard's More button makes it easy to add pills to a cell from multiple bottles sharing the same lot number and expiration date.



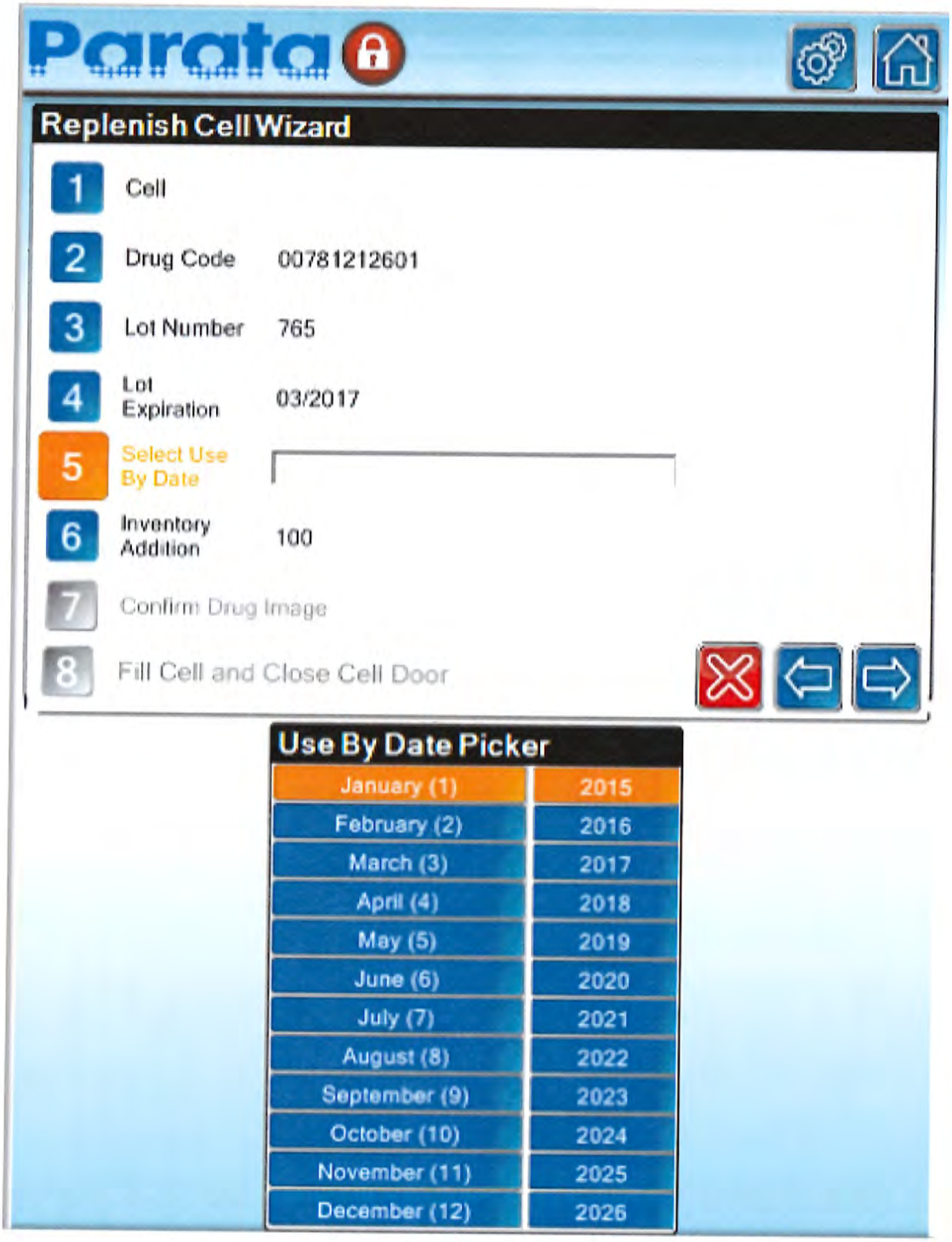
1. When filling from multiple stock bottles, pour the first bottle into the cell, enter the appropriate data, and touch the **More** button (*arrow*). The fields will automatically populate with the data from the first stock bottle.
2. Scan the second stock bottle to confirm the drug information.
3. Verify the lot number and expiration date.
4. Confirm the drug image.
5. Touch the **More** button to repeat the process.
6. When you have finished adding pills, touch the **Complete** button.

If the Use By Date option is enabled

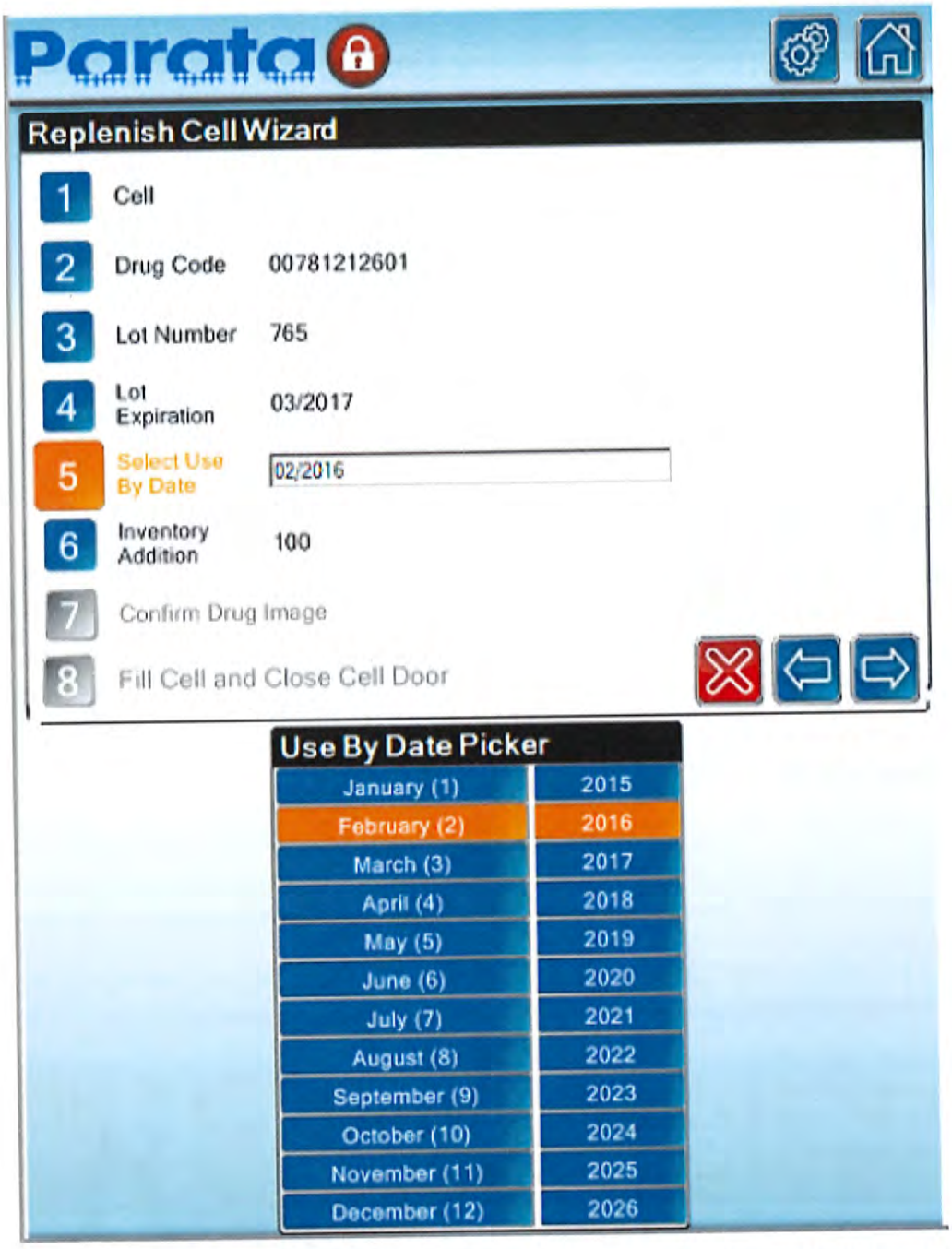
NOTE:Enabling or disabling the Use By Date option is controlled by settings in a system configuration file. This file is not accessible by the operator. Call the number on the sticker attached to your unit to have this option turned on or off.

Some state regulations require that drugs dispensed by automation (e.g., Parata Max) not have an expiration date greater than one year from the replenishment date. The Use By Date option is designed to prevent the operator from filling a cell with drugs whose expiration date is greater than 12 months from the date of replenishment.

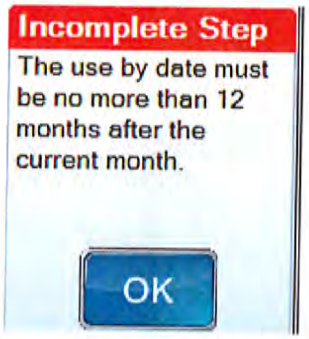
The Use By Date option might be enabled at your site. When this is the case, you must select a Use By Date no later than 12 months from the date on which you are performing the replenishment (i.e., the current day's date). That date will be compared against the last date of administration for a fill, to determine if the drug can be dispensed for that fill.



Touch an appropriate date on the calendar control that is displayed by Step 5 of the Replenish Cell Wizard.



If you select an invalid date, such as a date beyond the 12-month period (or a date that occurred in the past), an Incomplete Step message is displayed.



Select a valid date, then touch OK.

Continue with Error! Reference source not found..

NOTE: When enabled, a drug's Use By Date is also selectable on the Drug Parameters window; see Error! Reference source not found..

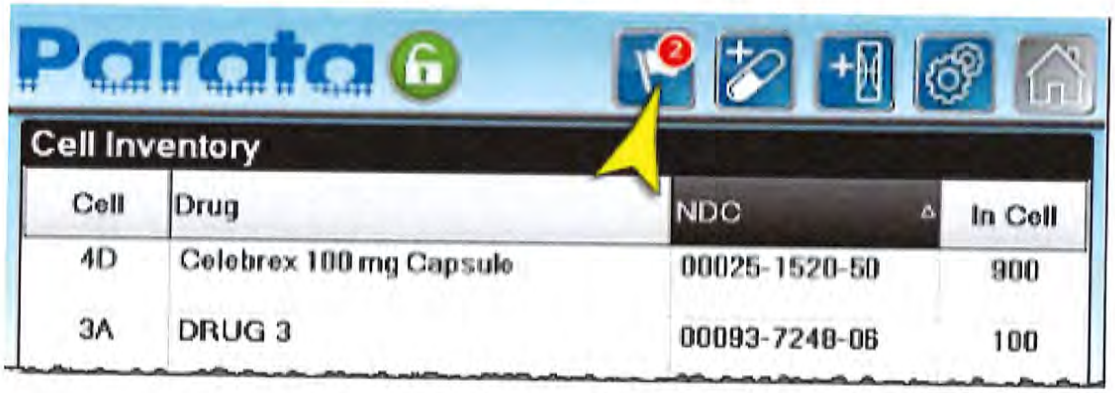
Replenishment approvals

When Replenish Approvals is enabled, the **Replenish Approval** button (flag) will appear on the toolbar.

NOTE:A *Pharmacist-level* (or authorized) operator must approve all replenishes before the replenished cell can dispense drugs again (unless the Replenish Approvals access privilege has been enabled for an individual lower-level operator).

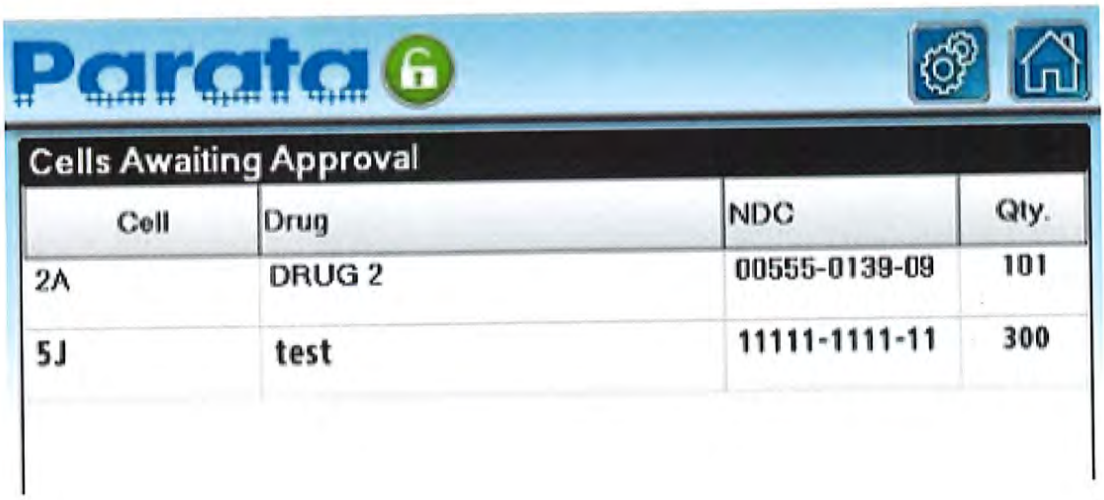
To approve replenishments

1. Touch the **Replenish Approval** button to open the Cells Awaiting Approval window.



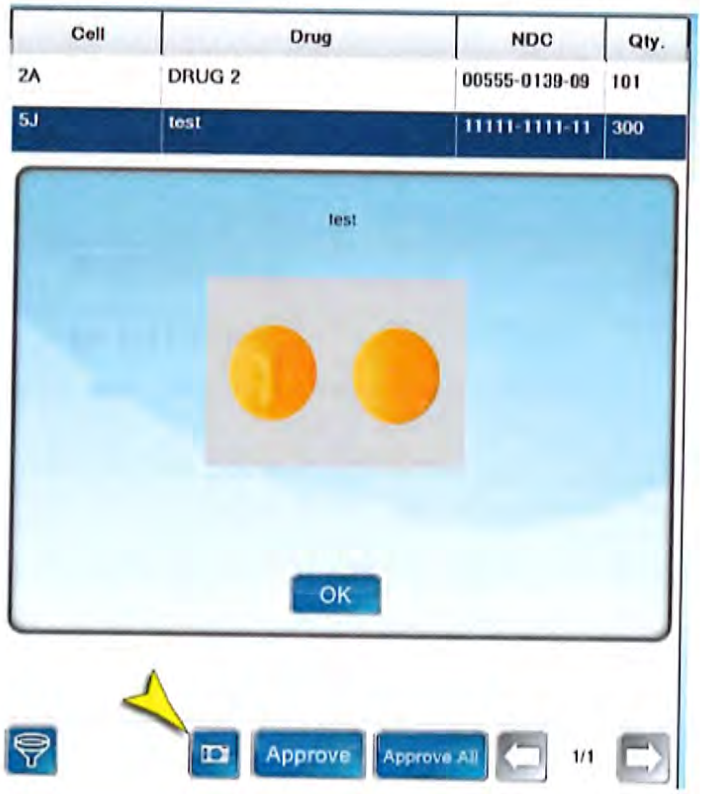
2. If prompted, scan your ID or enter your PIN, and touch OK.

   All cells awaiting approval will be listed on the Cells Awaiting Approval screen.



3. Approve each cell in the list individually by selecting the cell, and then touching the **Approve** button.

4. Approve each cell in the list individually by selecting the cell, touching the **Image** button (*arrow*) to display and confirm the drug image, and then touching the **Approve** button.

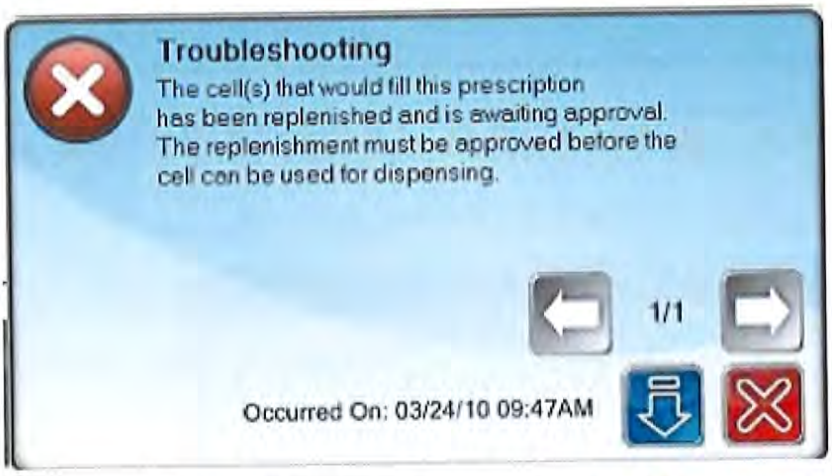


5. Approve all pending cells by touching the **Approve All** button.

NOTE: If more than one bottle was used to fill a cell, the cell will be listed on this screen and all of the bottles used to fill the cell will be listed in the Audit Replenishments report.

NOTE: Each script sent to the Max for a drug located in a cell that is awaiting approval will go into the Incomplete Queue. When a Pharmacist-level (or authorized) operator approves the cell, these scripts will automatically be resubmitted for filling.

A Troubleshooting message similar to the following is displayed when you touch an Incomplete script and request additional information.



The script(s) will automatically be resubmitted to be filled after a Pharmacist-level operator approves the replenished cell(s).

Returning pills to stock (RTS)

You must use the Return-to-Stock (RTS) Wizard to return incomplete Rx orders, partial fills, calibration test fills and unclaimed orders to the Max's inventory. This chapter discusses the following topics:

- Performing return-to-stock (RTS) procedures
- Returning to stock multi-vial scripts

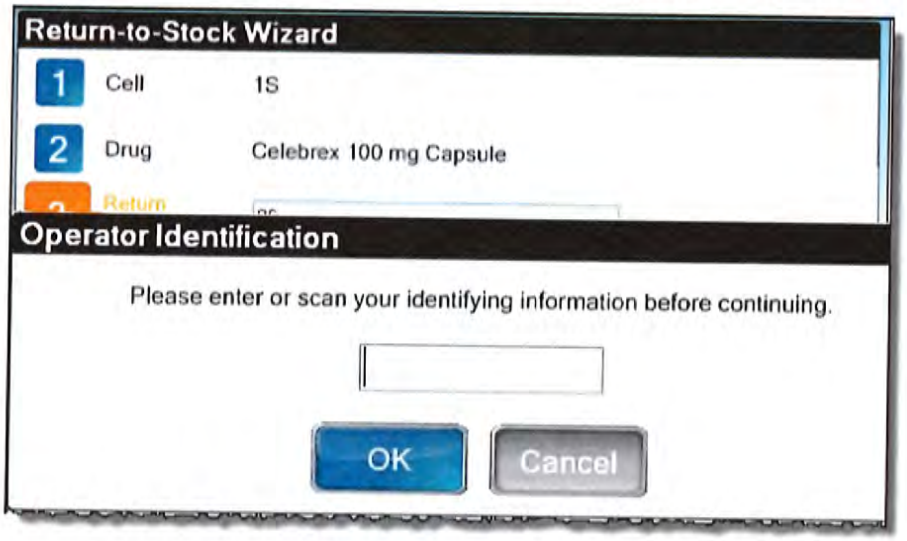
The Return-to-Stock Wizard, which runs on the unit's *Inventory side*, guides you through the RTS process.

NOTE:When the Replenish Approvals function is enabled, a *Pharmacist-level* (or authorized) operator must approve all return-to-stock procedures before the replenished cell can continue to dispense drugs (see **Error! Reference source not found.**).

NOTE:By default, Step 3 of the Return-to-Stock Wizard (Return Quantity) is independently locked via a setting in a system configuration file, thus preventing unauthorized operators from making adjustments to the quantity of pills being returned. (At many sites, only an operator with *Pharmacist-level* authorization can edit the Return Quantity field.) Locking this step minimizes opportunities for inventory discrepancies.

Authorized operators can access the Return Quantity wizard step by touching the **Locked** button (displayed adjacent to Step 3), and then entering their credentials in the pop-up Operator Identification window.

NOTE: When auditing is enabled, if the Return-to-Stock Wizard times out during the return-to-stock process (if, for example, the operator performing the RTS must conduct another task or is otherwise distracted), the Operator Identification window is displayed in the wizard's foreground.



The operator who initiated the return-to-stock procedure (or an operator who is authorized to perform return-to-stock procedures) must log back in to complete all wizard steps.

To perform a return-to-stock procedure

1. On the *Inventory side*, scan the bar code on the vial to identify the cell that dispensed the prescription.

The cell that contains this drug will be highlighted in the Cell Inventory window.

Cell Inventory

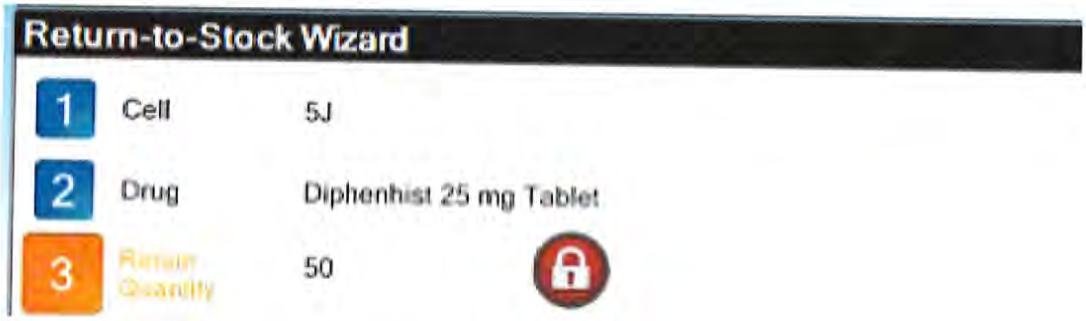
Cell	Drug	NDC	In Cell	Capacity
1B	Invega 6 mg Tablet	50458-0551-01	610	530
1E	HydraAlazine Hydrochloride Tablets 10 mg	31722-0519-01	101	799
1J	Quinapril 5 mg Tablet	68180-0556-09	4377	933
1I	Metoprolol Tartrate 25 Mg Tablet	00378-0018-01	18	250
2A	Hydrochlorothiazide 50 mg Tablet	00172-2089-85	1960	80
2D	Zolpidem Tartrate 5 mg Tablet	00054-0086-25	1722	300
2G	Lisinopril 40 mg Tablet	00904-5810-09	1334	232
2I	Ibuprofen 800 mg Tablet	00591-3466-05	0	216
2J	Nisoldipine Er 20 mg Tablet	00378-2222-01	752	280
2K	Simvastatin 20 mg Tablet	68180-0479-02	703	671
2M	Ramipril 2.5 mg Capsule	00781-2127-01	634	350
3A	Levothyroxine Sodium 100 mcg Tablet	00378-1809-01	2198	472

IF the vial is confirmed to have been filled from the cell *AND* the NDC in the vial matches the drug in the cell, the cell's green LED flashes to identify its location.

2. Scan the bar code on the cell.

Bar codes: unlocked cell	Bar code: locked cell.
	

Step 3 of the Return-to-Stock Wizard is highlighted. *Note that this step is locked by default.*



NOTE: Because you already have scanned the cell and vial, the first two steps are skipped automatically.

The wizard automatically calculates the pill return quantity and displays the value in the **Return Quantity** field. Proceed to **Error! Reference source not found.** of this procedure.

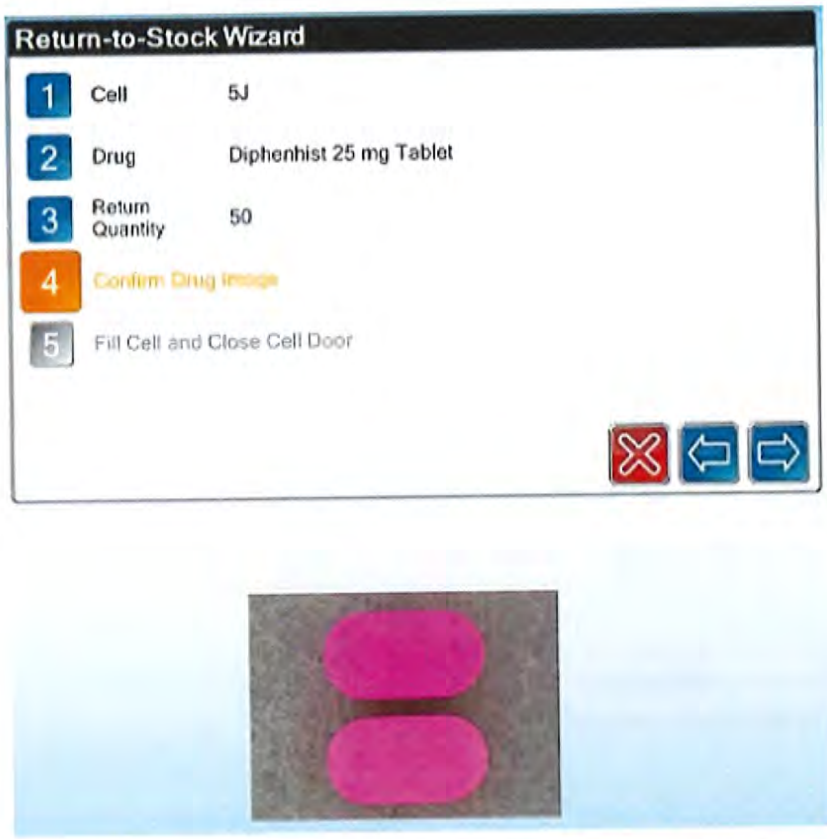
NOTE:If you are authorized to modify the return quantity, touch the red **Locked** button and enter your credentials in the pop-up Operator Identification window. Upon your successful sign-in, the green **Unlocked** button replaces the Locked button. After making any pill quantity adjustments using the keypad, go to **Error! Reference source not found.** of this procedure.

NOTE: If the Inventory function is not enabled, the **Return Quantity** field is not displayed. Wizard Step 5 (Fill Cell and Close Cell Door) will be the last wizard step. Skip to **Error! Reference source not found.** of this procedure.

3. Touch **Next**.

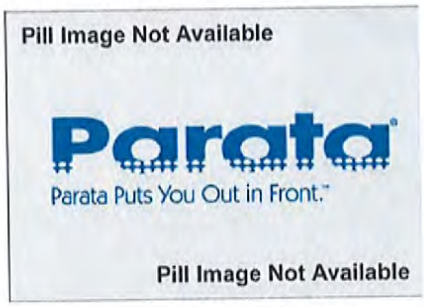
NOTE:If you enter a pill quantity that will exceed the cell's capacity, an Incomplete Step message appears. Touch **OK** and enter an appropriate quantity.

Step 4 of the Return-to-Stock Wizard is highlighted.



4. Confirm that the drug image matches the drug you are returning to stock, and touch **Next** to continue. If the pill image does not match the drug you are returning to stock, touch **Cancel**.

   NOTE:For drugs for which no pill image is available, the following message is displayed:



   Step 5 of the Return-to-Stock Wizard is highlighted. The cell's green indicator light blinks and the cell door unlocks.

5. Pour the contents of the vial into the cell.

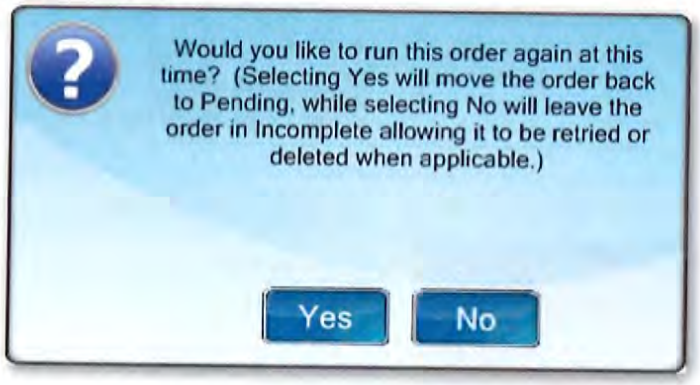
   NOTE: When returning pills to cells, use the Parata-supplied cell replenishment funnel. See **Error! Reference source not found.**.

6. Close the cell door and touch the **Complete** button.

The cell door locks and the green indicator light will flash while the system updates (approximately 10 seconds).

NOTE: Make sure that the cell door is completely closed to ensure that the lock engages.

NOTE:If the drug you are returning to stock was the result of an incomplete count, the following question box is displayed:



Touch **Yes** to return the Rx order to the Pending queue to be run again.

Touch **No** to leave the Rx order in the Incomplete queue.

NOTE:If you have returned an Incomplete order to stock, a Question box asks you if you want to rerun the script.

Touch **Yes** to automatically resubmit the Incomplete order. Otherwise, select **No**.

RTS—multi-vial scripts

You also use the Return-to-Stock Wizard to return unused pill inventory from multi-vial scripts to the dispensing cell. (A multi-vial script is an Rx order that requires more than one vial.)

The Max tracks each vial in a multi-vial order as it is filled and completed (scanned out).

When you scan a vial bar code on the *Inventory side*, the system recognizes that the vial is part of a multi-vial order, and prompts you to identify each vial whose pills you are returning to inventory.

For more information on handling multi-vial fills, see **Error! Reference source not found.**.

Deleting a cell

At times it is necessary to delete a cell from the Max unit's database. For example, you may want to replace a cell containing a name-brand drug with a new cell containing a generic equivalent.

NOTE: You MUST delete a cell before replacing it with another cell.

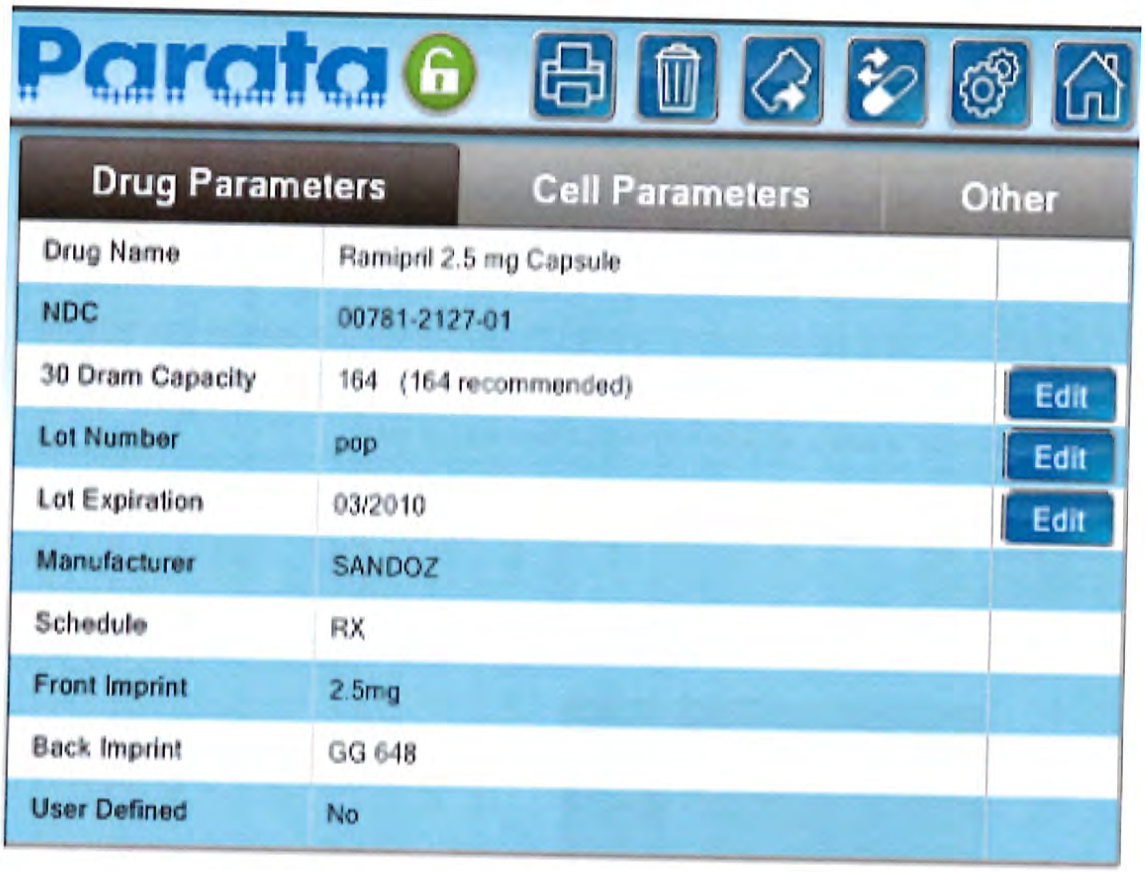
This procedure is performed from the unit's *Inventory side*.

To delete a cell

1. From the Home (Cell Inventory) window, scan the bar code on the cell you are deleting.

NOTE: To scan a bar code, point the scanner lens directly at the bar code and press the large button on the scanner.

The Parameters window opens.

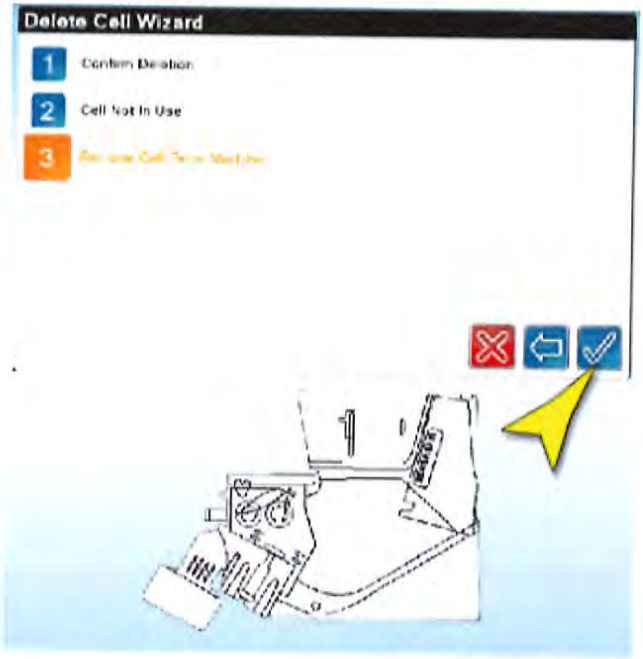


2. Touch the **Delete Cell** button.

The Delete Cell Wizard opens, displaying a Question box.

3. Touch **Yes** to continue.
4. Check if any orders are processing.
    - If no orders for this cell currently are being filled, proceed to the next step.
    - If the system detects Rx orders currently being processed for this cell, a message appears asking you to wait until the order(s) have been processed.

      Step 3 of the Delete Cell Wizard is highlighted.
5. Remove the cell from the unit and touch the **Complete** button.



NOTE:Once you touch **Complete**, all pending orders for the cell you deleted are transferred to the Incomplete Queue with the error message Drug Not Found, assuming the unit is not configured with another cell containing the same drug.

The deleted cell's history will remain in the database.