

Performing manual fills

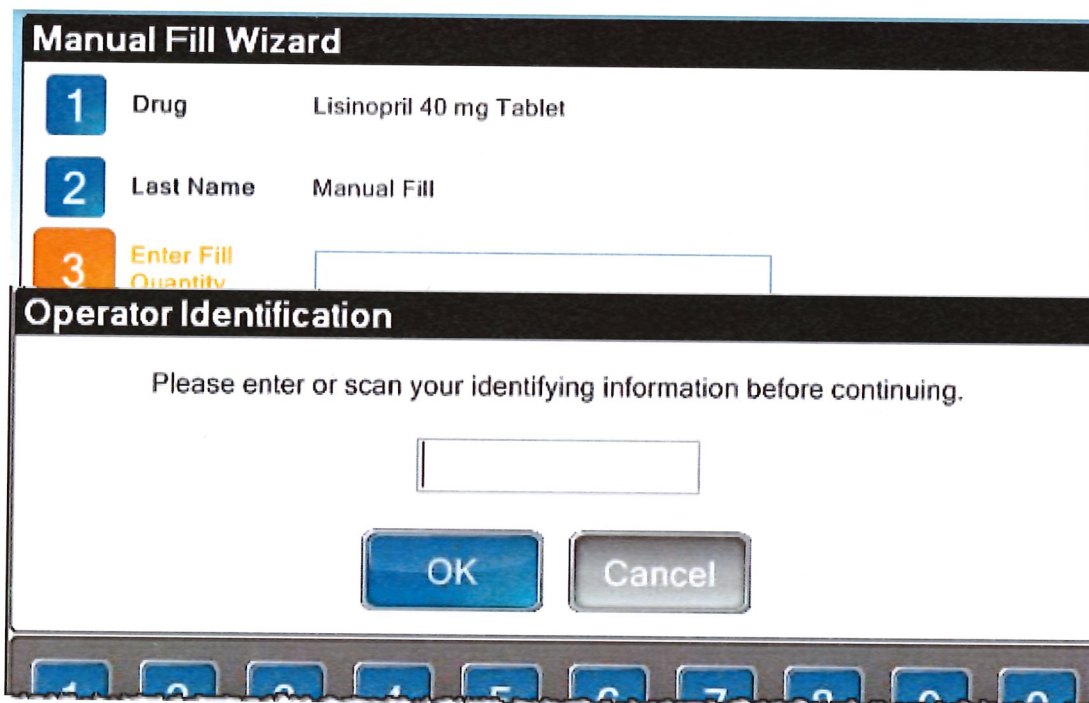
Sometimes it is necessary to dispense drugs from the Max system “on demand,” bypassing the normal Rx filling process.

Manual fills are commonly performed for the following reasons:

- To test a new cell setup
- When the network interface to the pharmacy’s computer is down
- When an Rx order did not load properly into the system
- To dispense a particular pill quantity

You perform manual fills on the unit’s *Prescription screen*. The Manual Fill Wizard guides you through the manual fill process.

NOTE: When operator auditing is enabled on your Max unit, if the Manual Fill Wizard times out during the manual fill process (if, for example, the operator performing the manual fill must conduct another task or becomes distracted), the Operator Identification window is displayed in the wizard’s foreground. The operator who initiated the manual fill procedure (or an operator with manual fill authorization) must log back in and complete the remaining wizard steps.



To perform a manual fill

1. On the Max unit's *Prescription side*, touch the **Manual Fill** button to launch the Manual Fill Wizard. Step 1 of the Manual Fill Wizard is highlighted.



Manual Fill Wizard

1

Select Drug

2

Last Name

Manual Fill

3

Enter Fill Quantity

4

Days Supply

0

5

Number of Fills

1

✕
←
→

Drug	NDC
Benzotropine Mesylate 0.5 mg Tablet	00603-2433-21
Celebrex 100 mg Capsule	00025-1520-51
Fluvoxamine Maleate 50 mg Tablet	00093-0056-01
Ramipril 1.25 mg Capsule	00781-2126-02

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2. If the drug you want is not displayed in the Drug panel, use the Previous/Next buttons to scroll through the Max unit's drug inventory until you locate the desired drug.

OR ...

Use the filter to locate the desired drug:

- a. Touch the **Filter** button to display the Filter keyboard.



- b. Touch the first letter(s) of the drug name until the drug is displayed. (Touch the **Filter** button to exit.)

Figure 18: Filter keyboard



- 3. When the drug you are looking for is displayed, select it. (When you touch the drug record, it is highlighted blue.)

Manual Fill Wizard




1 Drug

2 Last Name




3 Enter Fill Quantity

4 Days Supply

5 Number of Fills

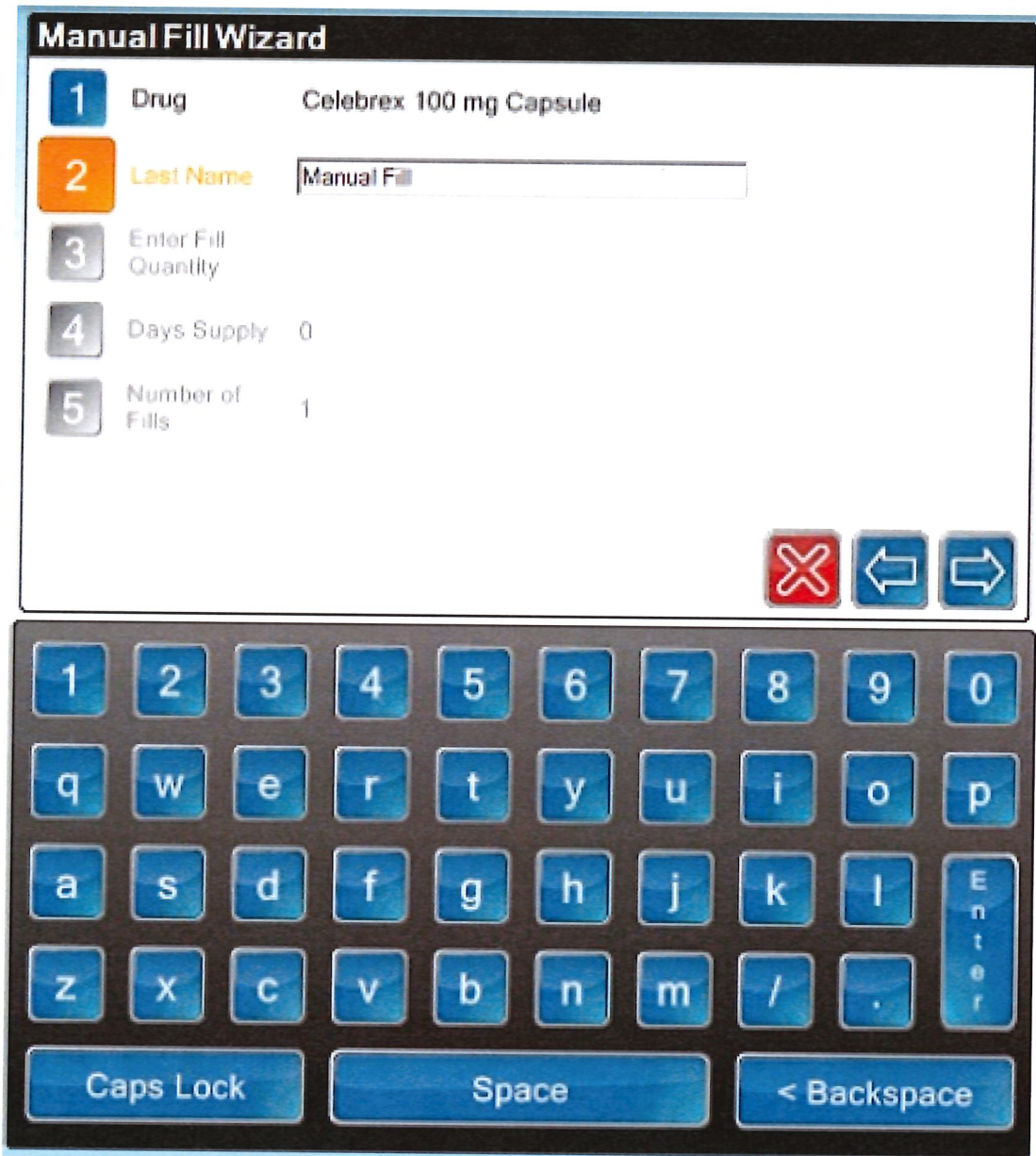
  

Drug	NDC
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4. Touch Next.

Step 2 of the Manual Fill Wizard is highlighted.






- 5. To skip entering the patient's last name, touch **Next** and *continue with Error! Reference source not found. of this procedure.*

Otherwise, overwrite the default text **Manual Fill** with the patient's last name, and touch **Next** to continue.

Step 3 of the Manual Fill Wizard is highlighted.

Manual Fill Wizard

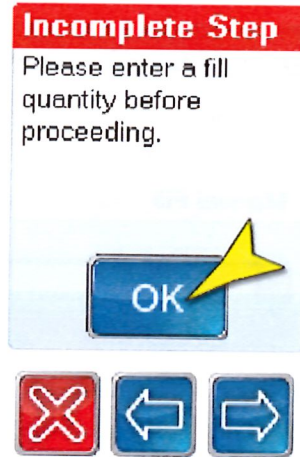
1	Drug	Celebrex 100 mg Capsule
2	Last Name	Manual Fill
3	Fill Quantity	<input type="text" value="10"/>
4	Days Supply	0
5	Number of Fills	1



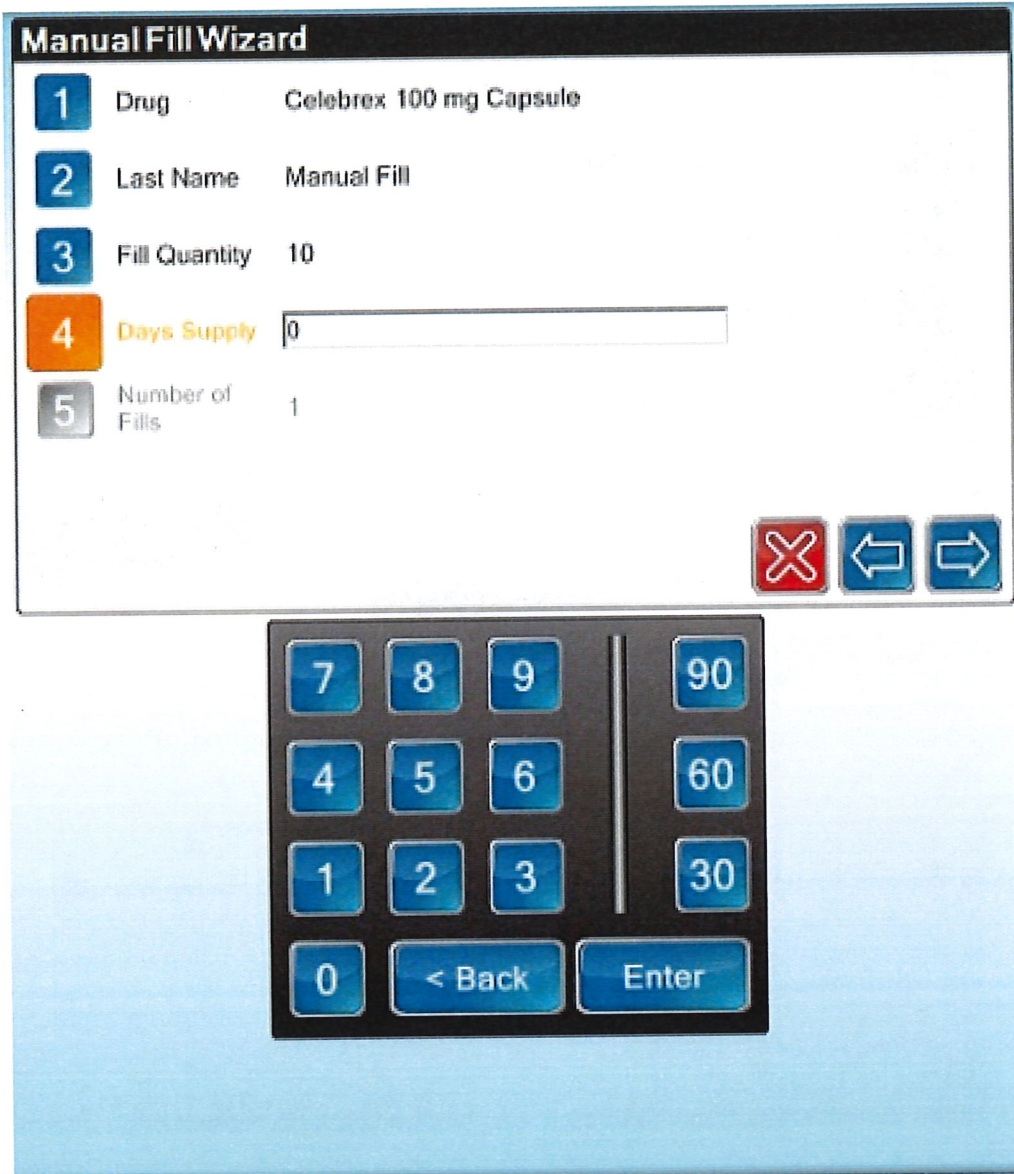
NOTE: The keypad displayed by the Manual Fill Wizard includes three keys for entering common pill quantity amounts.

6. Enter the prescribed pill quantity using the pop-up keypad, and then touch Next.
 - o If you omit the pill quantity, an Incomplete Step prompt reminds you.



- o Touch OK, then complete Error! Reference source not found. of this procedure.

Step 4 of the Manual Fill Wizard is highlighted.

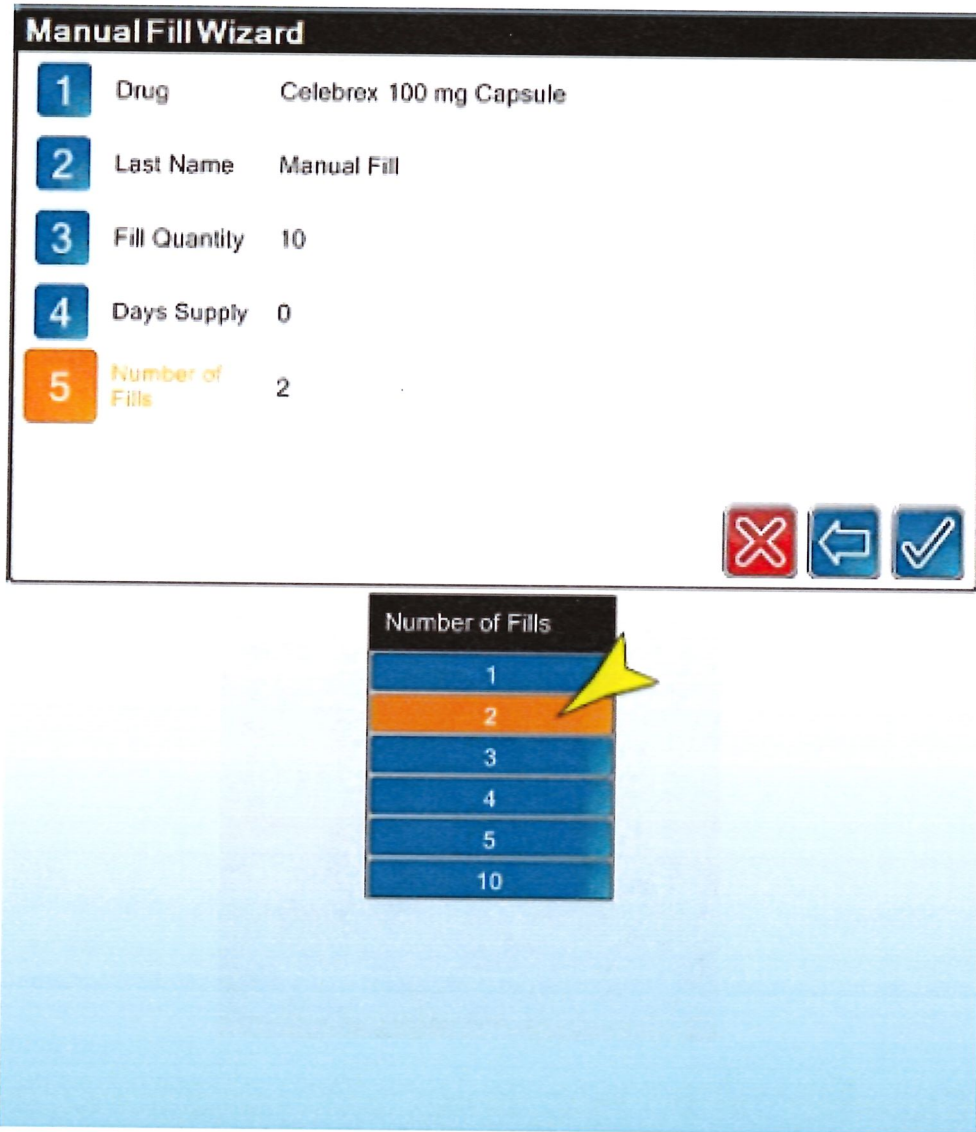


- 7. Enter the days' supply value using the pop-up keypad, or accept the default value (0), and then touch Next.

NOTE: Inclusion of the wizard step Days Supply is determined by a configuration setting in a system file. Thus if this wizard step is not essential at your site, it can be omitted, in which case the Manual Fill Wizard will have only *four* steps.

See also **NOTE:** If the drugs in the cell will expire before the patient can take the full prescribed pill quantity (as defined by the Days Supply value in wizard step 4), the Rx order will go to the Incomplete Queue with an Error status of " Pills Will Expire."

Step 5 of the Manual Fill Wizard is highlighted.



- 8. If you are processing multiple manual fills (or pre-packs), select the number from the **Number of Fills** option buttons. (The default selection is 1.)
- 9. Touch the **Complete** button.



The manual fill order appears at the top of the Pending Queue with a status of Pending. If there is an order in the queue with a Waiting status, the manual fill will be queued immediately after the Waiting order.

- 10. Put the Max in Run mode, if necessary.



NOTE: If the drugs in the cell will expire before the patient can take the full prescribed pill quantity (as defined by the Days Supply value in wizard step 4), the Rx order will go to the Incomplete Queue with an Error status of "Pills Will Expire."

Pending (0)		Incomplete (1)	Ready (18)	Complete (18)
RX #	Patient	Drug	Qty.	Error
M06214390	Manual Fill	Celebrex 100 mg Capsule	15	Pills Will Expire

The Alert Messages queue will display a troubleshooting message similar to the following:

The expiration date for the drug in the cell will soon pass.
Remove the inventory and replenish the cell.

Performing a manual fill from a routed cell

When you initiate a manual fill for a drug that has been routed to more than one cell with the Cell Routing option, a sixth wizard step will be displayed (Select Cell), together with a pop-up selection control that prompts you to designate the cell from which to fill the order.

To perform a manual fill from a routed cell

1. Complete the Manual Fill procedure in **Error! Reference source not found.** Complete 1 through 7 of the manual fill procedure. Step 6 of the Manual Fill Wizard will be displayed.
2. If any routed cell can be used to fill the order, select "Any." Otherwise, select the desired cell from the Select Cell list.