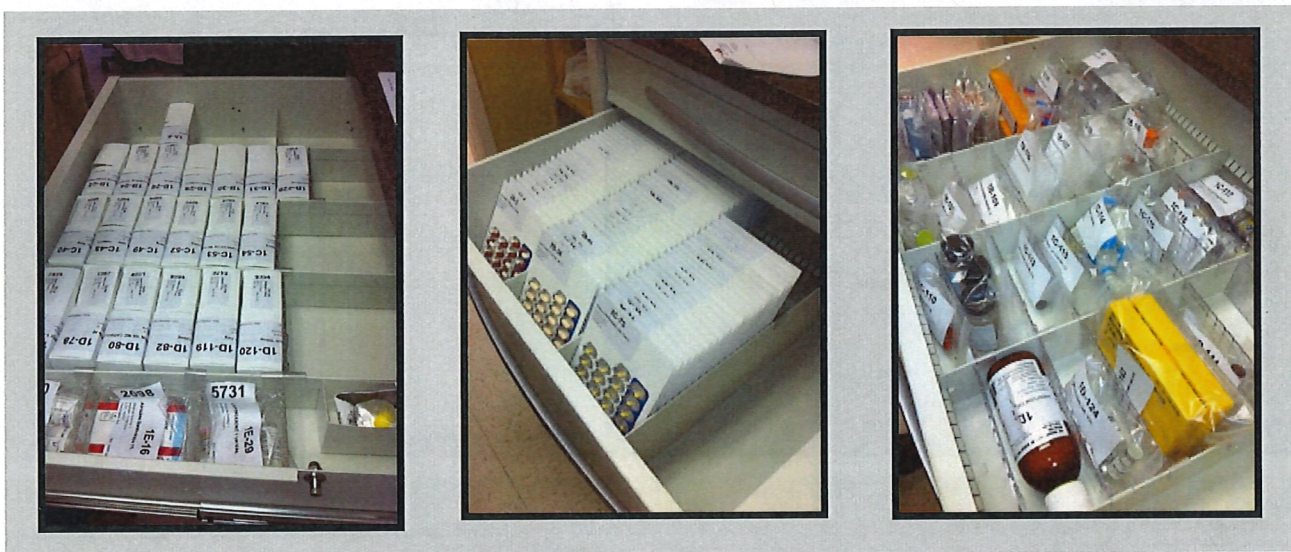




StatSafe Set Up

Step #1: Configure Cabinet (continued)

Configure Drawers: Place the dividers in the drawers to create rows. Then determine how many items you will place in each row. Below are sample photos. Medication will need a master package like a small box to accommodate the StatSafe label that contains the serial number, PIN, etc.





StatSafe Set Up

Step #2: Configure StatSafe Functions - Portal

Go to portal.istatmed.com, sign in using your user name and password that you have received from Phoenix LTC via email. Choose the StatSafe you wish to configure from, "Available Carts" and then choose, "Cart Settings." See exhibit on next page.

- A. Do you want to utilize the two custom texts associated with patients? (example: room/door or patient ID)
- B. How many minutes do you want to remain logged in without activity?
- C. Do you want your and/or the facility's BNDD Number (Bureau of Narcotics and Dangerous Drugs) logged on reports? If any...
- D. Does a prescription need to be entered into the StatSafe before a med is allowed to be dispensed? Typically for first dose and stat meds the answer is no.
- E. Do you want the user (typically the dispensing nurse) to have the right to resolve blind-count discrepancies? Typically this is reserved for supervisors only.
- F. Do you want to assign a physician to each transaction? Otherwise the physician will be assigned to each resident.
- G. Do you want a comment logged for each med and/or narc transaction, or none at all?



StatSafe Set Up

Step #3: Configure Drawers - Portal

Go to portal.istatmed.com and sign in. Choose the StatSafe you wish to configure from, "Available Carts" and then choose "Cart Settings." On the bottom of the window scroll down and configure each location / drawer. See exhibit on next page.

- A. Enter the number of rows in the drawer.
- B. Enter the maximum items per row.
- C. Name a separate location that you wish to track but not part of the StatSafe cabinet, such as a refrigerator. Click the box and name the location. Please contact Phoenix LTC when you wish to add an additional location. Pre-assigned drawers should NOT be named as separate locations.
- D. Click the box if you want the location to require a witness user. Typically for a narc location.
- E. Click the box if you want the location to require a PIN for audits. Typically for a narc location.
- F. Click the box if you require the facility to phone the pharmacy for a unique access-PIN (different from the drug verification PIN) each time the location is accessed. Typically for a narc location.
- G. Click the box if you want the location to require a supervisor only for accepting new inventory.



StatSafe Set Up

Step #4: Enter Inventory - Portal

Enter Inventory:

Go to portal.istatmed.com and sign in. Choose the StatSafe icon you wish to enter inventory from, "Available Carts" and then choose, "Inventory." Enter the drug information.

HINT: To utilize the library click "Add from Library." Entering text into the Drug Name or other fields will not search the library.

HINT: The StatSafe will sort by Drug Name and Secondary Name. Be sure to use the substitute or generic name for the Secondary Name. This will make searching for medications easier.

You may allow the facility to return specific medications to the StatSafe. An example situation would be an epipen is pulled for a patient and then is not needed. This is established when the medication is entered into inventory. Click "Returnable" in the upper right-hand corner.

Before you can complete the entry, click "Select a Drawer." Choose the location / drawer and row that is best suited for the medication. StatSafe will assign the numeric position and PIN. ***It is highly recommended that each row be filled to 80% capacity to leave room for future restocking orders.*** Please note that the inventory table will sort by the column heading you click on.

HINT: Bulk items such as bags of saline or other items that would be difficult to count should be entered in as quantities of one instead of multiple quantities. For example, if you want 4 bags of 1000ML Normal Saline and to reorder at 2 you should enter 4 separate items with a quantity of 1 and a reorder of 2. The system will combine these items by NDC to determine when to reorder.

HINT: Liquids and injectables should be entered in the system in whole units instead of MLs. You will be put the number of MLs per dose in the Conversion Rate field of the items. This will make it easier for the user to remove an item.



StatSafe Set Up

Step #4: Enter Inventory – Portal (continued)

Print Labels

After the inventory is entered, print a test label. Turn off any scaling (or shrink to fit) on the printer or Adobe Acrobat software when the print is not aligning with the labels. Then print all labels when the print is aligned with the labels. Affix the labels on the packages in a way that the serial number, (for example 2A-99), may be easily read when in the drawer. The label portion with the four-digit PIN should be folded over on the back of the package. The purpose is to force the user to remove the package and have it in their hand to ensure the correct med is dispensed. There are three different label sizes from which to choose. Pack the inventory in totes to be delivered to the facility and entered into the StatSafe after the facility training is complete.

Step #5: Enter User for StatSafe Cabinet - Portal

Go to portal.istatmed.com and sign in. Choose the StatSafe from, "Available Carts" and then choose, "Users." Choose, "Add User" and enter your:

- Full Name
- User Name
- Password
- User Level (most likely supervisor for full access to all of the cabinet's operations)

The entries above are not case sensitive.

Sign your StatSafe iPad on to your WiFi so it will accept your new user profile.

You now have full access to the portal and cabinet. It is an application just like on your tablet or mobile phone. It is intuitive and simple to use. We recommend that you explore the system and familiarize yourself with it before presenting it to your facility for use. The next two pages are training check sheets. Please contact us with any questions, comments or concerns at 855.MED.CART.