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RxNow Quick Reference Sheet

RxNow Support 877-581-6337

Logging On

1. Enter your **Card ID**.
   - Enter your card ID in the **Card ID** field.
2. Press **Enter** on the keyboard.
3. Enter your PIN.
   - Scan your finger on the biometric reader, or enter your PIN in the **PIN** field using the keyboard.
4. Tap **Login** on the screen.

Find a Resident

1. Enter the first several letters of the Patient/Resident's last name.
2. When the Resident is found, tap the correct Patient/Resident's name.
3. Tap **Continue**.

Add a Resident

1. Tap **Find**.
2. Enter Resident's last and first name.
3. Tap **Begins**.
   - If a Resident can be found, a list of matching Residents will be displayed. Select the Patient and visit number.
4. If the Resident is not found, tap **Find Again** and type the Resident's last and first name.
5. Tap **Equals**.
6. A window appears asking if you want to add this Resident. Tap **Yes**.
7. Enter Patient information, including **Last Name**, **First Name**, and **Date of Birth**.
8. Tap **Close**. The added Resident should now appear in the **Patient Browser**.

Dispense Medication

1. Select the Resident.
2. Tap the Resident's name.
3. Tap **Continue**.
4. Select the **Medication** on the touchscreen.
   - Tap **Trade/Generic** to switch between viewing the medication list by trade or generic names.
5. Enter **Dispense Quantity** and tap **Accept**.
6. Tap **Dispense**.
   - When the drawer opens, a window will be displayed on the screen showing the medication to be dispensed with the cabinet location. You will then need to remove the requested medication(s) in the requested amount(s).
7. Tap **Medication(s)** and
   a. Scan the medication for verification.
   b. If the medication will not scan tap **Verify** to signify a visual verification has been completed.
   c. The error message window appears stating "A Wrong medication/supply has been scanned. Med supply scanned is (name of drug)." The DT shows the right drug, but the warning lets you know you picked the wrong medication.
8. Upon receiving an indication in green that the process is complete, tap **Accept**.
9. You can review orders again by tapping **Review**.
10. Tap **Accept**.
11. Tap **Logout**.

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Cancel Dispense

1. From **Dispense Verification**, select the medication and tap **Cancel Dispense**.
2. From **Med Browser**, tap **Review**.
3. Tap the medication.
4. Tap **Cancel Dispense**.
5. Tap **Accept**.
6. Tap **Back**.

Return Medications Non-Controlled Substances

1. Select the Resident's name, and then tap **Usage**.
2. Select the **Medication** that you want to return.
   - The item being returned must be recyclable, re-dispensable, and reusable in order to return it.
3. Tap **Return**.
4. Select the **Amount** you are returning.
   - Remember that returns are entered in whole quantities.
5. Tap **Accept**.
   - Wrap the printed receipt around the item that you are returning and place it in the drawer, if applicable.
6. Close the drawer and tap **Back**.

Return Medications Controlled Substances

1. Select the Resident and tap **Usage**.
2. Select the medication that you need to waste.
3. Tap **Return**.
4. Select a **Reason** for the waste.
   - Select the **Amount** you are wasting. Since the medication is a controlled substance, tap **Witness** and have your witness log on.

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