


Name of Policy: Daily Automated Dispensing Cabinet Transaction Report Policy Number: 3364-133-101 Approving Officer: Chief Operating Officer Responsible Agent: Administrative Director Pharmacy Services Scope: University of Toledo Medical Center		 Effective date: Original effective date: 3/17/2014	
Key words: Daily Automated Dispensing, Transaction, Report, Biometrics, ID			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo Medical Center will maintain positive ID records for all Automated Dispensing Cabinet transactions.

(B) Purpose of policy

To comply with the appropriate state and federal laws and regulations.

(C) Procedure

1. Every effort will be made to use biometrics for positive ID of automated dispensing cabinet transactions.
2. If the user cannot be enrolled the user may be set to bypass biometrics.
3. If the biometrics are not used the user must print a daily transaction log at the end of each shift.
 - a. Log in to Pyxis Server Link: <https://pyxes-prd00.utad.utoledo.edu>
 - b. Username = UTAD, Password = UTAD Password
 - c. Click on “**Reports**”
 - d. “**Run Reports**”
 - e. Will take user to the “**Activity Tab**”
 - f. Click on “**All Device Events Report**”
 - g. On the left-hand side of the screen, click “**Users**”
 - h. Make sure the date range and time includes user’s shift (user will be running these at the end of the shift)
 - i. Click “**De-select All**”
 - j. Under “**Define Filter**” → search for user’s name
 - k. Click box next to the user’s name so a check mark shows
 - l. Once user’s name is checked, click “**Run**” in upper right-hand corner (blue color button)
 - m. Please “**Print**” as a PDF
 - n. Print out your report, sign, date and send to pharmacy after every shift.

The logs will be maintained in pharmacy and audited by nursing for compliance.

<p>Approved by:</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <hr/> <p>Date</p> <hr/> <p>Holly Smith Administrative Director Pharmacy Services</p> <hr/> <p>Date</p> <hr/> <p>Russell Smith Chief Operating Officer</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Pharmacy</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>none</i> <p>Initial effective date: April 19, 2004</p> <p>Review/Revision Date:</p> <p>4/04 7/04 8/07 10/12/2010 12/21/2010 09/01/2011 2/1/2013 4/29/2025</p> <p>Next review date:</p>
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