



Pickup Bin Management

User Guide

2020

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Pickup Bin Management

Pickup bins are used to organize Rx and non-Rx items that are awaiting pickup. It is up to the pharmacy to determine how pickup bins are managed; bins may be used to store similar items, items that belong to the same work order, or items that will be picked up by the same person.

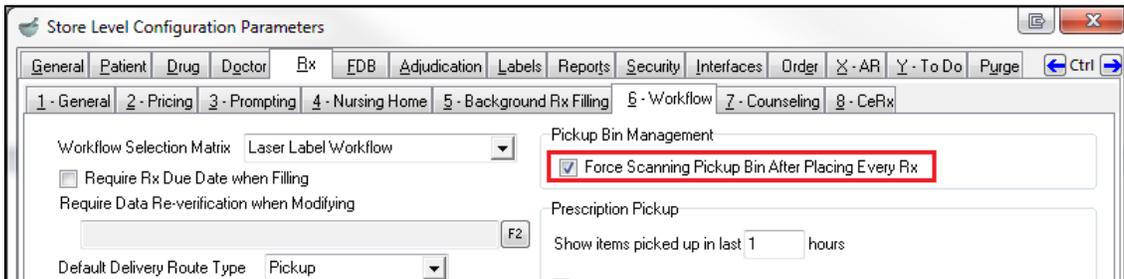
This document explains how to set up pickup bins and how to use the Pickup Bin Manager to organize items that are awaiting pickup. For information on how to perform pickups, see the [Pickup & Undo Pickup](#) user guide on our website.

Configuration

This section explains the configuration settings that must be in place before attempting to use pickup bins.

Store-level Configuration

1. From the Alt-X Start screen, go to **File > Configuration > Store > Rx > Workflow**.
2. Place a checkmark next to Force Scanning Pickup Bin After Placing Every Rx.

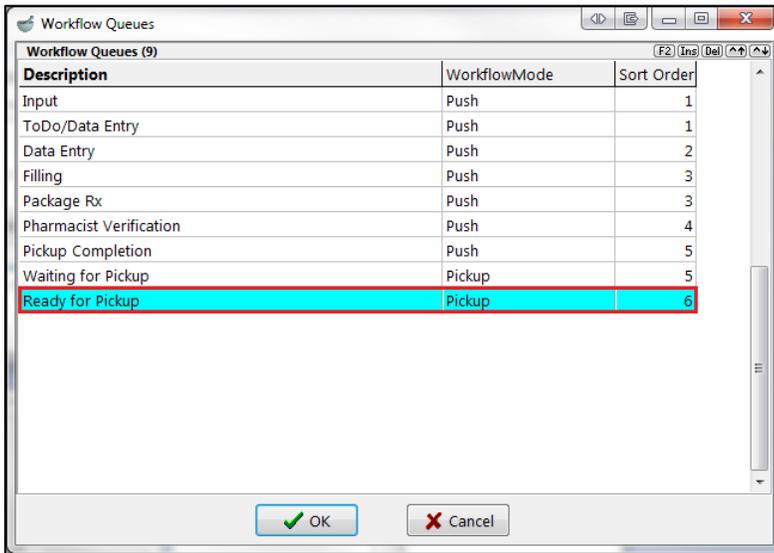


3. Click **OK** to close the **Store Level Configuration Parameters** screen.

Workflow States Configuration

1. From the Alt-X Start screen, go to **File > Configuration > Workflow > Edit Workflow Queues**.

2. Ensure the workflow queue **Ready for Pickup** is enabled.

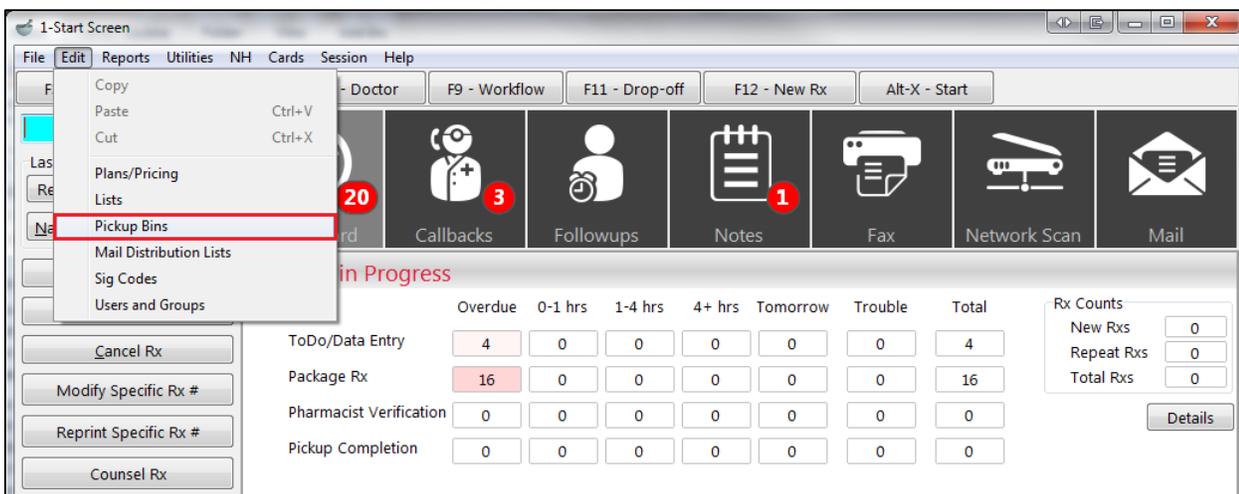


Pickup Bin Setup

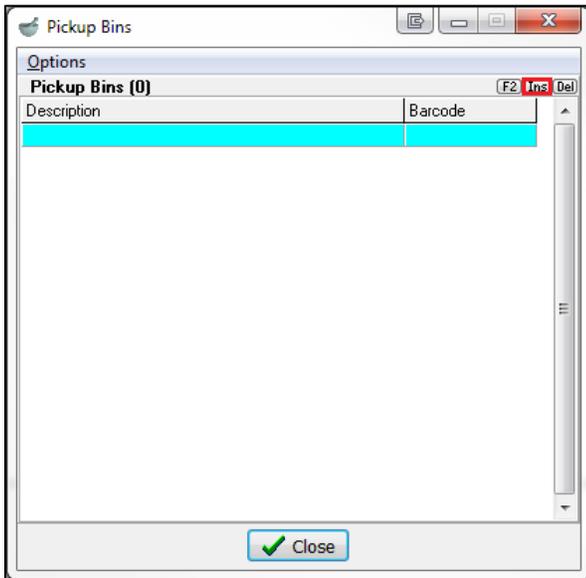
This section explains how to set up, modify, and remove pickup bins. Note that pickup bins must be empty before removing them from the system.

Creating Pickup Bins

1. From the **Alt-X Start** screen, go to **Edit > Pickup Bins**.



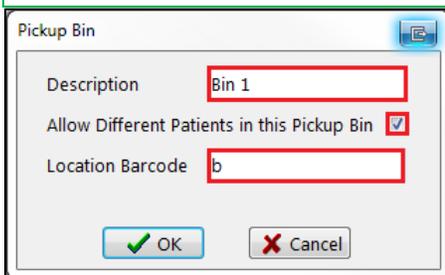
2. The **Pickup Bins** screen will appear. Click **Ins** or press the **Insert** key on your keyboard.



3. The **Pickup Bin** form will appear.

- Enter a name for the pickup bin in the **Description** field.
- Place a checkmark next to **Allow Different Patients in this Pickup Bin** if you want Rx's for multiple patients to be included in the same bin.
- Enter the location barcode in the **Location Barcode** field.

NOTE : All barcodes must be prefixed with the letter 'b'.

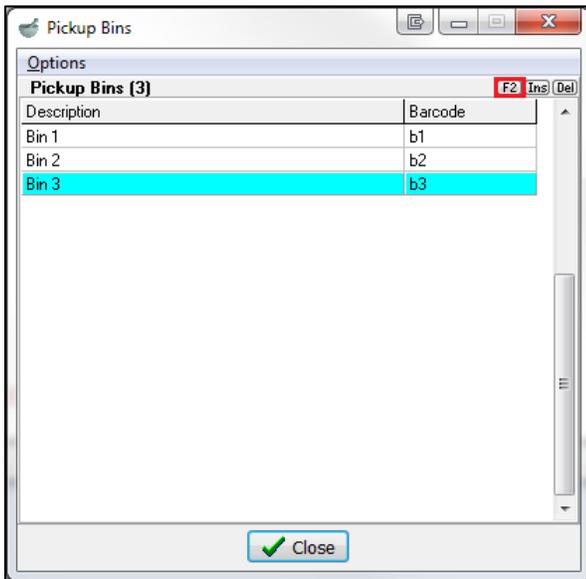


4. Click **OK** to close the **Pickup Bin** form.

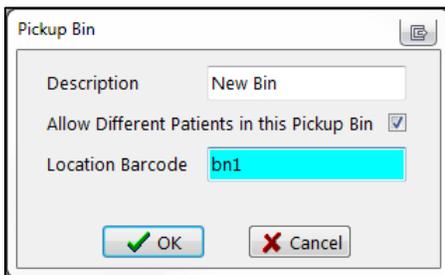
5. Repeat steps 2-4 for each bin you want to set up. Click **Close** to close the **Pickup Bins** screen.

Modifying Pickup Bins

1. From the **Alt-X Start** screen, go to **Edit > Pickup Bins**.
2. The **Pickup Bins** screen will appear. Highlight the bin you want to modify and click **F2** or press the **F2** key on your keyboard.

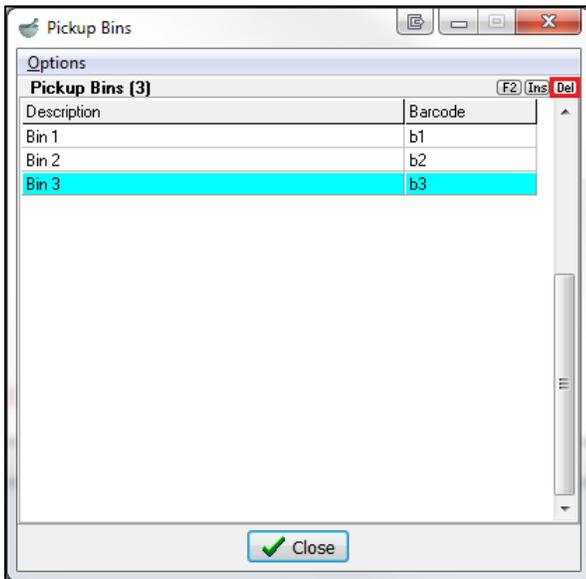


3. Make the necessary modifications and click **OK**.

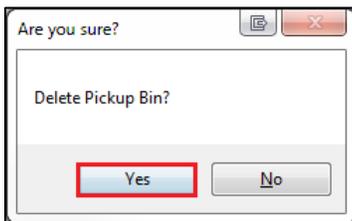


Removing Pickup Bins

1. From the **Alt-X Start** screen, go to **Edit > Pickup Bins**.
2. The **Pickup Bins** screen will appear. Highlight the bin you want to remove and click **Del** or press the **Delete** key on your keyboard.



3. Answer **Yes** when asked 'Delete Pickup Bin?'

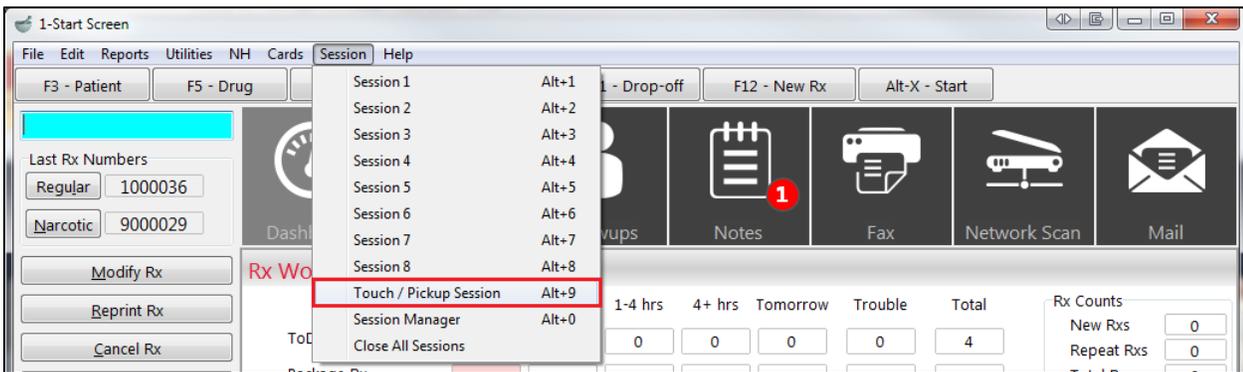


Pickup Bin Manager

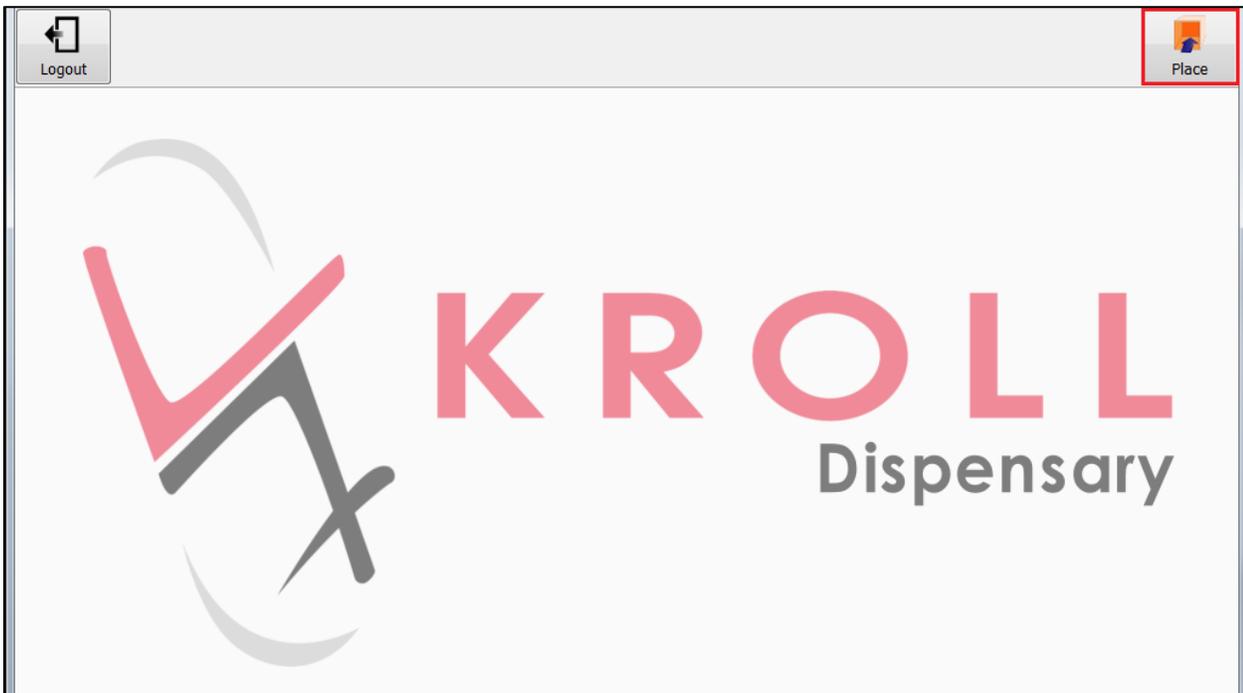
The Pickup Bin Manager is an application independent of Fill that is used to place items in pickup bins and record the picked up status of those items. This section explains how to launch the Pickup Bin Manager, how to place items in pickup bins, and how to view and manage those bins.

Launching the Pickup Bin Manager

1. Go to **Session > Touch / Pickup Session** to launch the **Pickup Bin Manager**.



2. The **Pickup Bin Manager** will appear. Log in and click **Place**.



Adding Rx's to Pickup Bins

1. Launch the **Pickup Bin Manager**.
2. Scan or type the Rx number in the **Search** field.

Pickup Bin Manager

Clear All Exit Place Add Non-Rx View Bins View Oldest Search

Search: 9000035

The Rx and any related items will appear.

Pickup Bin Manager

Clear All Exit Place Add Non-Rx Search

Search:

Items to Place in Bin			
Rx 9000035	Green, Sandra	642 Tablets 65mg	
Related Items (Same Patient or Work Order)			
Rx 9000027	Green, Sandra	282 MEP 350/200/15mg	
Rx 1000033	Green, Sandra	3TC 300mg	
Rx 9000011	Green, Sandra	642 Tablets 65mg	
Rx 1000031	Green, Sandra	Accel-Pioglitazone 45mg	
Rx 1000015	Green, Sandra	Acetazolamide 250mg	Not Ready to Place

3. To view workflow information that pertains to the Rx, highlight the Rx and click **Rx Info**.

Pickup Bin Manager

Clear All Exit Place Add Non-Rx Rx Info

Search:

Items to Place in Bin			
Rx 9000035	Green, Sandra	642 Tablets 65mg	
Related Items (Same Patient or Work Order)			
Rx 9000027	Green, Sandra	282 MEP 350/200/15mg	
Rx 1000033	Green, Sandra	3TC 300mg	
Rx 9000011	Green, Sandra	642 Tablets 65mg	
Rx 1000031	Green, Sandra	Accel-Pioglitazone 45mg	
Rx 1000015	Green, Sandra	Acetazolamide 250mg	Not Ready to Place

The **Prescription Workflow Information** screen will appear, detailing workflow information that pertains to the Rx.

Prescription Workflow Information

Ok

Rx Num	9000035	Orig Rx Num	9000035	Fill Date	18-Mar-2014 9:13 AM	Work Order	52	Vials	1	Delivery	Pickup
Due	18-Mar-2014 9:32 AM		2m 29s	Workflow Queue		Workflow Action					

Patient Green, Sandra Address: 100 Yonge St City: Toronto Prov: ON Phone: Cell (555) 555-5555 Sex: Female Birthday: 2-Feb-1980 Age: 34 years	Brand 642 Tablets 65mg Generic Propoxyphene HCl 65mg Form: TAB Manuf: PPI (Pen) Pack: 500 DIN: 00010081 Sched: N	Doctor Dr. Westheimer, Ruth Address: 220 Dunan Mill Rd Suite 204 Office City: Toronto Prov: ON Phone: (555) 444-4444 Fax: (555) 555-5555 Phone Refills: Not Allowed Fax Refills: Not Allowed
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Total Price: \$11.74 Patient Pays: **\$11.74**

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<input checked="" type="checkbox"/>	Entered	Completed	18/03/2014 09:13:43	KRL	
<input checked="" type="checkbox"/>	Prompt for Auto Refill/Refill Ren	Completed	18/03/2014 09:13:43	KRL	Auto Refill set to No
<input checked="" type="checkbox"/>	Prompt for Pickup Notification	Completed No Action Performed	18/03/2014 09:13:43	KRL	Pickup Notification set to No
<input checked="" type="checkbox"/>	Allocate Inventory	Completed	18/03/2014 09:13:44	KRL	
<input checked="" type="checkbox"/>	Perform Local DUE	Completed No Action Performed	18/03/2014 09:13:45	KRL	No Interactions Found.
<input checked="" type="checkbox"/>	Complete Adjudication	Completed	18/03/2014 09:13:45	KRL	
<input checked="" type="checkbox"/>	Prompt for Medication Review	Completed No Action Performed	18/03/2014 09:13:46	KRL	Not Printed. Rx or Patient not eligible or patient previously opted out.
<input checked="" type="checkbox"/>	Print Label Set	Completed	18/03/2014 09:14:43	KRL	
<input checked="" type="checkbox"/>	Print Kroll Care	Completed No Action Performed	18/03/2014 09:14:44	KRL	
<input checked="" type="checkbox"/>	Package Rx	Completed	18/03/2014 09:15:01	KRL	
<input checked="" type="checkbox"/>	Verify Rx Packaging	Completed No Action Performed	18/03/2014 09:15:01	KRL	On-screen verification not required.
<input checked="" type="checkbox"/>	Mark as Ready for Pickup/Deliv	Completed	18/03/2014 09:15:01	KRL	

Click **OK** to close the **Prescription Workflow Information** screen.

4. Scan or type the barcode of the pickup bin you want to place the Rx in. The Rx will be placed in the bin.

 Clear All
 Exit Place

Pickup Bin Manager

 Add Non-Rx
 View Bins
 View Oldest
 Search

Search:

1 item was placed in Bin 1.

Adding Non-Rx Items to Pickup Bins

1. Launch the **Pickup Bin Manager**.
2. Click **Add Non-Rx**.

3. Perform a patient search. Highlight the patient record and click **Select**.

Green, Sandra	Female	34	1980-Feb-02
100 Yonge St, Toronto ON M1M 1M1		(555) 555-5555 Cell	

4. Enter a description of the item.

The **Require Patient Identification on Pickup** yes/no button indicates if the patient is required to show identification upon picking up the item. Clicking **NO** will change the button to **YES** and vice versa.

1. Click **OK**. The item will appear in the **Items to Place in Bin** list.

The screenshot shows the 'Pickup Bin Manager' interface. At the top, there are buttons for 'Clear All', 'Exit Place', 'Add Non-Rx', and 'Search'. Below these is a search bar. The main content area is titled 'Items to Place in Bin' and contains a table with the following data:

Non Rx Item	Green, Sandra	Toothbrush	
Related Items (Same Patient or Work Order)			
Rx 9000035	Green, Sandra	642 Tablets 65mg	Bin 1
Rx 9000027	Green, Sandra	282 MEP 350/200/15mg	
Rx 1000033	Green, Sandra	3TC 300mg	
Rx 9000011	Green, Sandra	642 Tablets 65mg	
Rx 1000031	Green, Sandra	Accel-Pioglitazone 45mg	
Rx 1000015	Green, Sandra	Acetazolamide 250mg	Not Ready to Place

2. Scan or type the barcode of the pickup bin you want to place the item in. The item will be placed in the bin.

The screenshot shows the 'Pickup Bin Manager' interface after an item has been placed. The search bar is empty. A green banner at the bottom of the main content area displays the message: '1 item was placed in Bin 1.' The top navigation bar includes buttons for 'Clear All', 'Exit Place', 'Add Non-Rx', 'View Bins', 'View Oldest', and 'Search'.

Viewing Pickup Bins

1. Launch the **Pickup Bin Manager**.
2. To view items sorted by bin, click **View Bins**.

The screenshot shows the 'Pickup Bin Manager' interface with the 'View Bins' button highlighted by a red box. The search bar is empty. The top navigation bar includes buttons for 'Clear All', 'Exit Place', 'Add Non-Rx', 'View Bins', 'View Oldest', and 'Search'.

All items currently in pickup bins will be displayed, organized by bin.

Clear All
 Exit Place

Pickup Bin Manager

View Bins
 View Oldest
 Search

Search: *

Showing 4 items in all pickup bins. Sorted by pickup bin.

Rx 9000035	Green, Sandra	642 Tablets 65mg	Bin 1	0 Days in Bin
Non Rx Item	Green, Sandra	Toothbrush	Bin 1	0 Days in Bin
Rx 9000022	John, Smith	282 MEP 350/200/15mg	Bin 2	0 Days in Bin
Rx 9000032	Morgan, Denise	282 MEP 350/200/15mg	Bin 2	1 Days in Bin

1. To view items sorted by the how long they have been in their respective bins, click **View Oldest**.

Clear All
 Exit Place

Pickup Bin Manager

Add Non-Rx
 View Bins
 View Oldest
 Search

Search:

All items currently in pickup bins will be displayed, oldest items appearing first.

Clear All
 Exit Place

Pickup Bin Manager

View Bins
 View Oldest
 Search

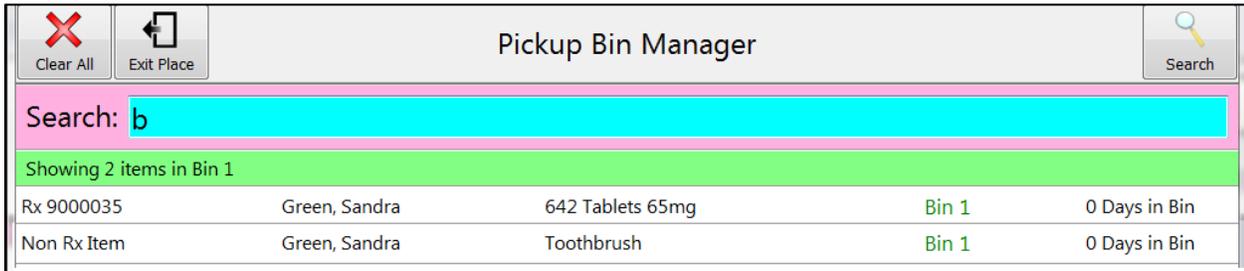
Search: #

Showing 4 items in all pickup bins. Oldest items first.

Rx 9000032	Morgan, Denise	282 MEP 350/200/15mg	Bin 2	1 Days in Bin
Rx 9000022	John, Smith	282 MEP 350/200/15mg	Bin 2	0 Days in Bin
Rx 9000035	Green, Sandra	642 Tablets 65mg	Bin 1	0 Days in Bin
Non Rx Item	Green, Sandra	Toothbrush	Bin 1	0 Days in Bin

Searching Pickup Bins

1. Launch the **Pickup Bin Manager**.
2. Scan or type the barcode of the bin you want to locate. All items currently in the bin will be displayed.

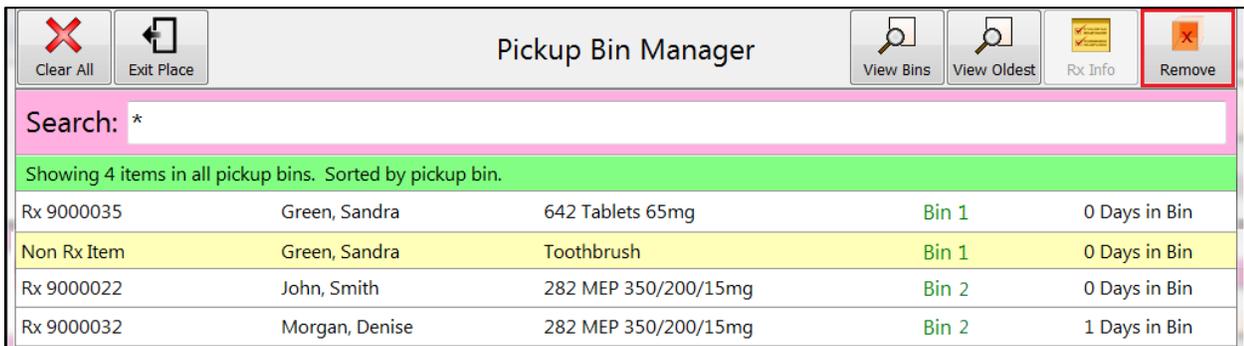


The screenshot shows the 'Pickup Bin Manager' application. At the top, there are buttons for 'Clear All' (with a red X icon) and 'Exit Place' (with a mobile phone icon). A search bar on the right contains the text 'b'. Below the search bar, a green header indicates 'Showing 2 items in Bin 1'. The main area contains a table with two rows of data.

Rx 9000035	Green, Sandra	642 Tablets 65mg	Bin 1	0 Days in Bin
Non Rx Item	Green, Sandra	Toothbrush	Bin 1	0 Days in Bin

Removing Items from Pickup Bins

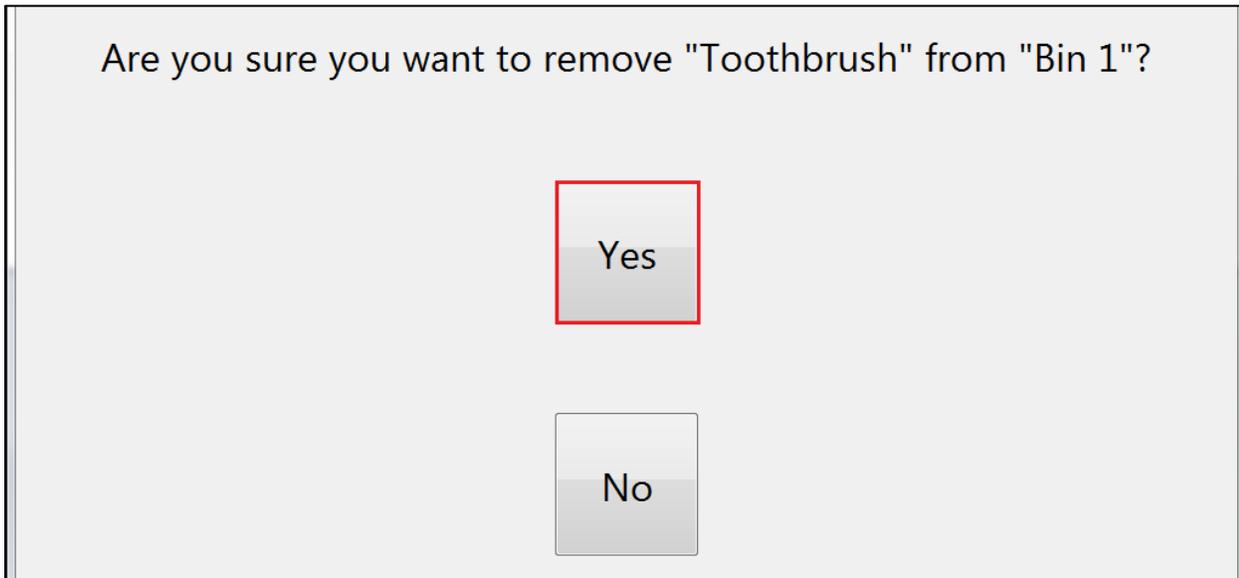
1. Call up the bin you want to remove the item from.
2. Highlight the item you want to remove and click **Remove**.



The screenshot shows the 'Pickup Bin Manager' application with a search for '*'. The top navigation bar includes buttons for 'View Bins', 'View Oldest', 'Rx Info', and 'Remove' (with a red X icon). A green header indicates 'Showing 4 items in all pickup bins. Sorted by pickup bin.' The main area contains a table with four rows of data. The second row, 'Non Rx Item Green, Sandra Toothbrush Bin 1 0 Days in Bin', is highlighted in yellow.

Rx 9000035	Green, Sandra	642 Tablets 65mg	Bin 1	0 Days in Bin
Non Rx Item	Green, Sandra	Toothbrush	Bin 1	0 Days in Bin
Rx 9000022	John, Smith	282 MEP 350/200/15mg	Bin 2	0 Days in Bin
Rx 9000032	Morgan, Denise	282 MEP 350/200/15mg	Bin 2	1 Days in Bin

3. Answer **Yes** when asked 'Are you sure you want to remove "[item description]" from "[bin name]"?'



The item will be removed from the pickup bin.

Clear All		Exit Place		Pickup Bin Manager			View Bins	View Oldest	Search
Search: *									
Showing 3 items in all pickup bins. Sorted by pickup bin.									
Rx 9000035	Green, Sandra	642 Tablets 65mg	Bin 1	0 Days in Bin					
Rx 9000022	John, Smith	282 MEP 350/200/15mg	Bin 2	0 Days in Bin					
Rx 9000032	Morgan, Denise	282 MEP 350/200/15mg	Bin 2	1 Days in Bin					