

Restocking Medications

1. Scan in to MedServe with badge or primary PIN code
2. Select medication bin to be restocked
3. Enter secondary PIN code and press unlock button
4. Select medication to be restocked and choose option 'Restock'
5. Enter quantity to be stocked into cabinet and select 'Save'
6. Select the 'Restock' button and cabinet bin will unlock
 - For medications with countbacks required:
 - i. Open bin as indicated for the selected medication
 - ii. MedServe cabinet will prompt to count medication PRIOR to restocking
 - iii. Count on-hand inventory of selected medication
 - iv. Enter quantity onto touchpad
 1. If quantity is accurate, proceed with restocking
 2. If quantity is inaccurate, the system will prompt the user for a recount or approve discrepancy. User will only receive one final attempt for the recount
 3. If discrepancy is created, system will inform user of discrepancy or if count is correct, system will prompt confirmation screen
 4. Proceed with restocking medication
7. Select lock button when transaction is complete to log out or proceed with next transaction