



BAR CODE SCANNING PROCEDURES For Students

- Hand held scanners are programmed to specific individual computers. Therefore you must use the computer and scanner in the patient's room or, if needed, you must bring the entire mobile cart with computer/scanner into a patient's room.
- Meds are NOT to be opened till they are scanned at the patient's bedside.
- Three (3) beeps will sound when an item is successfully scanned.
- Do not place anything close to the scanner when it is not in use because the scanner light will remain on, thereby using up the battery. DO NOT face scanner close to or against the bedside table or wall.

Procedure once at patient bedside:

1. Scan UCI number on patient's armband. This will automatically open up the computer & MAR screen.
2. Scan drug that is to be administered, drug order will show in MAR. Hit "accept" and MAR will automatically indicate the med as given.
3. KP pharmacy bar coding tags will be placed on any medication that comes with their own manufacturer barcode. Make sure to scan the KP bar code tag.
4. If patient has a medication ordered with 2 different administrative routes identified, make sure you select the correct route to highlight on the MAR.
5. If you scan an item that is not showing on the MAR, the order may not have been completed by Pharmacy yet. You will receive a notice "*No orders for --- were found for this patient*". Please follow up with Pharmacy to verify order.
6. If a scanner does not accept the medication BUT the med is listed on the MAR and is there is an order for it to be given, indicate on the MAR in the Comments section "*barcode not readable*" and then you may administer the drug as usual.
7. For IVPBs, scan the vial of medication that is to be mixed, not the IV solution bag.
8. For IV bags, please be aware that there needs to be dark color contrast behind the IV bag in order for the coding to be picked up by the scanner.

Arm band maker will be available at the Nurses' Station for any patient in need of a new readable arm band. HOWEVER, NO ONE IS ALLOWED TO MAKE COPIES OF ARMBANDS.