

HS8 Quick Reference Guide

Omnicell Site Transactions

For medications that are taken from the pharmacy safe and added to Omnicell stock (with Omnicell then taking the stock out of Merlin balance after the fact). For these transactions, we need to enter the transaction into HS8 manually and delete the pending order that will then generate in HS8 after the stock has been

- For Box Hill Hospital based Omnicell cabinets, continue to pick stock from B-PH1
- For Maroondah Hospital based Omnicell cabinets, continue to pick stock from M-PH1.

There is no change to the way that these transactions are processed through Merlin. Do not confirm requisitions generated for Omnicell, or issue out to Omnicell Merlin site.

For Box Hill Hospital Omnicell sites, if a medication is to be sent to the physical safe located in the medication room, because the drug is not kept in the Omnicell for that location, ensure to issue out in Merlin to:

- B-EMER (for Emergency Department safe)
- B-ICU (for ward 2.1 – ICU safe).

This *will* create a pending item for these transactions.

To process a manual “Stock Out” in HS8:

1. Open HS8 → Register Locations, select the Pharmacy site for the register you would like to view.
2. Select “Stock In & Out” → “Stock Out”.
3. Open the dropdown box for Location and select the “Omnicell” location that the stock is being transferred to (e.g. “B-2.1 (Omnicell)”).
4. Type in the Restock ID found on the Omnicell Restock List, into the “Reference” field.
5. Search for the product being sent in the “Drug” field (ensure correct drug, formulation and strength).
6. Type the quantity being transferred into the “Quantity” field.
7. Click Add Item.
8. Repeat steps 5 to 7 for each product being transferred.

9. Update "New Balance" with the balance of medication in the safe. The balance will be different to the Merlin balance. If the box turns red after entering the balance, please investigate the discrepancy immediately.
10. Enter Surname, Firstname and password, then click "OK" to save transaction.
11. Once the drug is added to the Omnicell and the stock is taken out of Merlin, a pending order will generate in the main HS8 site (e.g. B-2.1). This order needs to be deleted. The order will look different under "Pending Imports" as the "Ext. System Ref:" will look like TFR[MERLINCODE]-[SITE]-XXX.
12. Select this pending order, then delete using the delete button at the top of the screen. In the "Note" field, enter "Omnicell". This action requires a co-sign with another pharmacist.

