Pickup Bin Management
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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.

2. **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.

![Pickup Bins Screen]

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 Rxs 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 Rxs to Pickup Bins

1. Launch the **Pickup Bin Manager**.

2. Scan or type the Rx number in the **Search** field.

   ![Pickup Bin Manager screenshot](image1)

   The Rx and any related items will appear.

   ![Pickup Bin Manager screenshot](image2)

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

   ![Pickup Bin Manager screenshot](image3)
Pickup Bin Management

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

1. **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.

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**Prescription Workflow Information**

**Rx Num:** 9000035  
**Orig Rx Num:** 9000035  
**Fill Date:** 18-Mar-2014 9:13 AM  
**Work Order:** 52  
**Vials:** 1  
**Delivery:** PickUp

<table>
<thead>
<tr>
<th>Patient</th>
<th>Green, Sandra</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>100 Yonge St</td>
</tr>
<tr>
<td>City</td>
<td>Toronto</td>
</tr>
<tr>
<td>Phone</td>
<td>(555) 555-5555</td>
</tr>
<tr>
<td>Birthday</td>
<td>2-Feb-1980</td>
</tr>
</tbody>
</table>

**Brand:** Propoxyphene HCl 65mg  
**Generic:** 642 Tablets 65mg  
**Form:** TAB  
**DIN:** 00010001  
**Sched:** N  
**Pack:** 500

**Doctor:** Dr. Westheimer, Ruth  
**Address:** 220 Dunan Mill Rd Suite 204  
**City:** Toronto  
**Province:** ON  
**Phone:** (555) 444-4444  
**Fax:** (555) 555-5555  
**Phone Refills Not Allowed:**  
**Fax Refills Not Allowed:**

**Total Price:** $11.74  
**Patient Pays:** $11.74

**Page 1 of 2**

- **Entered:** Completed  
- **Prompt for Auto Refill/Refill Ren Completed:**  
- **Prompt for Pickup Notification:** Completed  
- **No Action Performed:**  
- **Auto Refill Set to No:**  
- **Allocate Inventory:** Completed  
- **Completed No Action Performed:**  
- **No Interactions Found:**  
- **Perform Local DUE:** Completed  
- **Complete Adjucitation:** Completed  
- **Prompt for Medication Review:** Completed  
- **Not Printed. Rx or Patient not eligible or patient previously opted out:**  
- **Print Label Set:** Completed  
- **Print Kroll Care:** Completed  
- **Complete No Action Performed:**  
- **Package Rx:** Completed  
- **Complete No Action Performed:**  
- **Verify Rx Packaging:** Complete No Action Performed  
- **On-screen verification not required:**

**Clear All**  
**Last Place**  

**Pickup Bin Manager**

**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**.

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

![Pickup Bin Manager](image)

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

![Pickup Bin Manager](image)

**Viewing Pickup Bins**

1. Launch the **Pickup Bin Manager**.

2. To view items sorted by bin, click **View Bins**.
All items currently in pickup bins will be displayed, organized by bin.

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

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

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**.
3. Answer Yes when asked ‘Are you sure you want to remove “[item description]” from “[bin name]”? ’

Are you sure you want to remove "Toothbrush" from "Bin 1"?

Yes
No

The item will be removed from the pickup bin.

<table>
<thead>
<tr>
<th>Search: *</th>
<th>Pickup Bin Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showing 3 items in all pickup bins. Sorted by pickup bin.</td>
<td></td>
</tr>
<tr>
<td>Rx 9000035</td>
<td>Green, Sandra</td>
</tr>
<tr>
<td>Rx 9000022</td>
<td>John, Smith</td>
</tr>
<tr>
<td>Rx 9000032</td>
<td>Morgan, Denise</td>
</tr>
</tbody>
</table>