

# Using Basic Tags



Kit Check has introduced an alternative approach to creating item tags called Basic Tags. These tags are 56% smaller, making them less of a hassle for providers and more seamless with the drug. With these tags the workflow for tagging new Kit Check items has been streamlined. This process is detailed below.

## Associating Item Tags

### Quantities of More Than One Item

To associate tags for more than one item at a time, users first begin by applying the tags to medications before they are created in Kit Check. Then, they place all of the tagged items into the scanning station. Upon scanning, Kit Check will ask users to verify the number of tags they have placed into the scanning station. Once the data is entered, they click *Next*.

**KITCHECK** SCAN Inventory Tags Reports Beth Arden Demo Hospital

### Add Items

It looks like you're trying to add new items to Kit Check.

Please check that all items inside the scanner have the same NDC / HRI / UPC, Lot Number, and Expiration date, then complete the form below.

- Quantity**  
Quantity in scanner:
- NDC / HRI / UPC
- Lot Number & Manufacturer's Expiration Date

Next

Photo 1: Adding Items

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- Quantity**  
Quantity in scanner:
- NDC / HRI / UPC
- Lot Number & Manufacturer's Expiration Date

Next

Photo 2: Enter Quantity

If the quantity entered does not match the number of tags in the scanning station, then users will be met with an error message asking them to confirm their data input or reach out to Kit Check support.

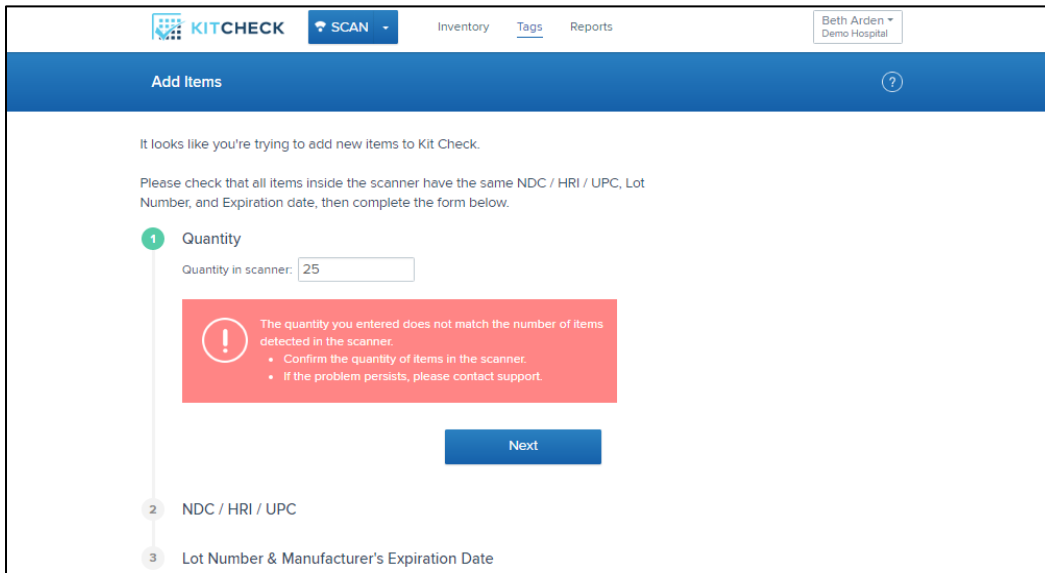


Photo 3a: Quantity incorrect, error

If the quantity entered is correct, users are prompted to enter the NDC of the item in hand, either manually or by scanning the barcode, under section 2.

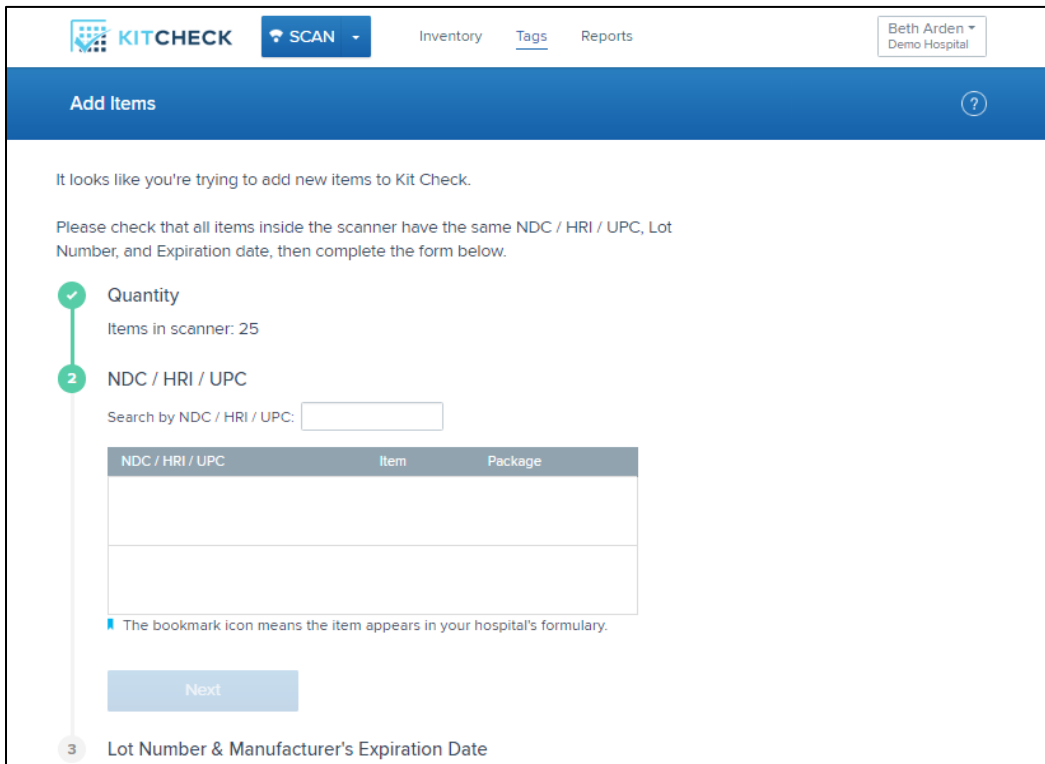


Photo 3b: Quantity correct, enter NDC

With the NDC entered, users choose the selection that matches the manufacturer's NDC and item information.

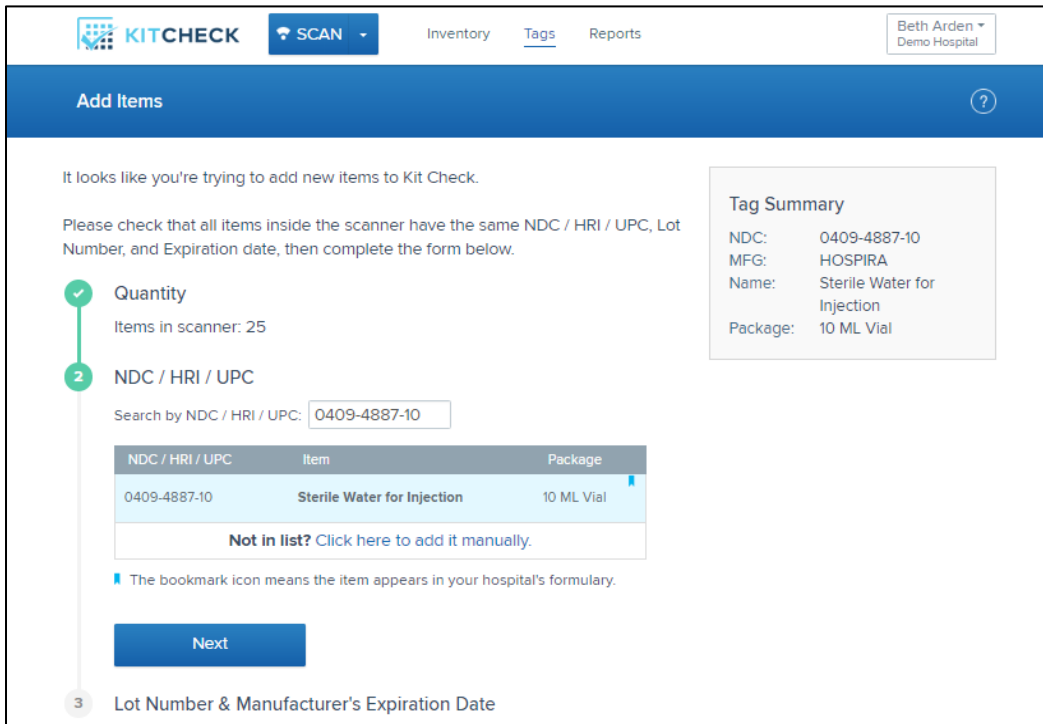


Photo 4: Quantity correct, select drug from drug list

At this stage, users enter the lot number and expiration date combination printed on the manufacturer's label. If the lot number and expiration date pair have been entered before, the application will prompt users to *Add Items* immediately. If the lot number and expiration date pair are new, users will be asked to verify by re-entering the information. Once those entries match, they will be asked to *Add Items*.

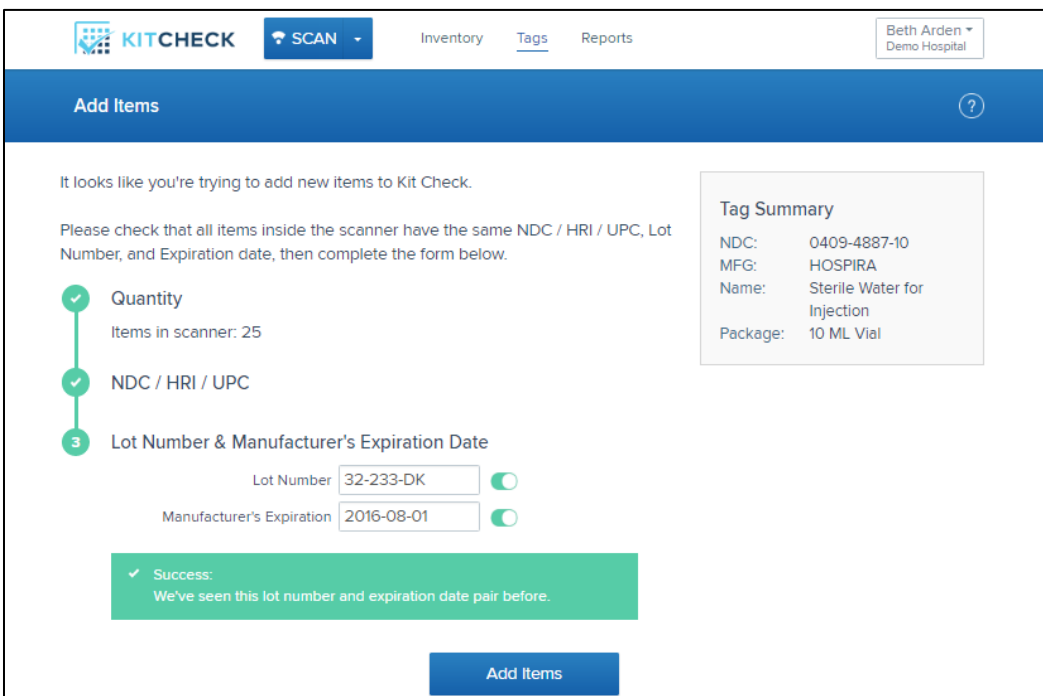
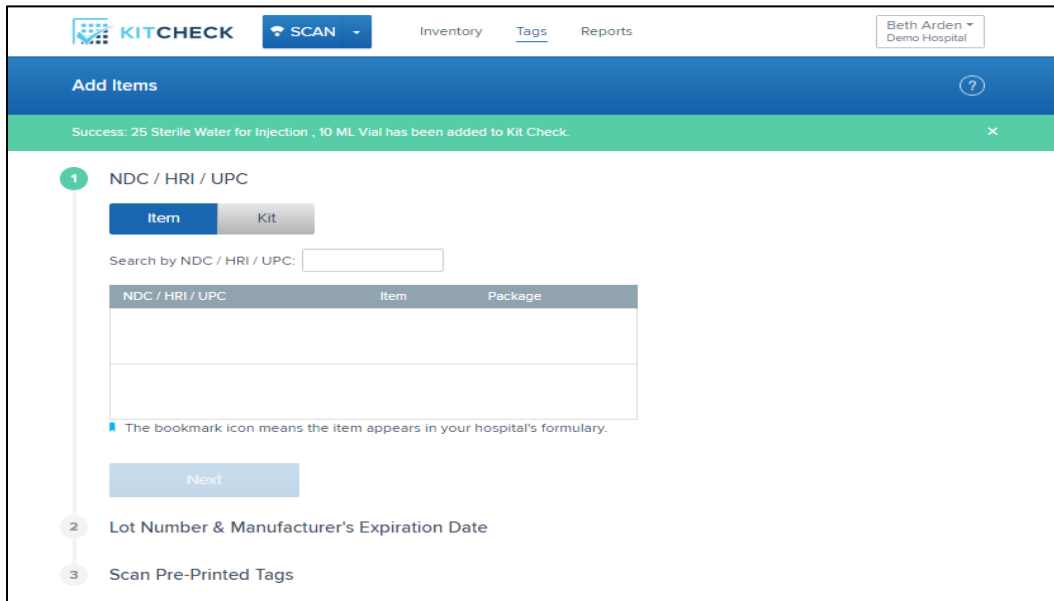


Photo 5: Quantity correct, enter lot and expiration

Users should see a *Success* bar at the top of the screen. This message signifies that the items have been associated correctly.



*Photo 6: Successful association*

## Single Quantities

If users are trying to associate a single item tag, the workflow is identical to that of associating multiple tags at a time. Users begin by placing one Basic Tag into the scanning station. When the individual tag is scanned, users will be asked to confirm the quantity of "1", then the screen below will appear.

**KITCHECK** SCAN Inventory Tags Reports Beth Arden Demo Hospital

**Add Items** ?

It looks like you're trying to add new items to Kit Check.

Please check that all items inside the scanner have the same NDC / HRI / UPC, Lot Number, and Expiration date, then complete the form below.

1 **Quantity**  
Items in scanner: 1

2 **NDC / HRI / UPC**

Item Kit

Search by NDC / HRI / UPC:

NDC / HRI / UPC	Item	Package
63323-651-02	Adenosine 6 MG/2ML	2 ML Vial
63323-616-03	Amiodarone HCl 150 MG/3ML	3 ML Vial
63323-311-19	Calcium Gluconate 10 %	10 ML Vial
63323-332-15	Cefotaxime Sodium 2 GM	1 EA Vial

**Not in list?** [Click here to add it manually.](#)

The bookmark icon means the item appears in your hospital's formulary.

3 **Lot Number & Manufacturer's Expiration Date**

Photo 7: Single Item Association, NDC Input

At this point, users should select *Item* from the toggle bar, scan the barcode of the item to obtain the NDC, then enter the item's lot number and manufacturer's expiration date.

Photo 8: Single Item Association, Lot and Expiration Entry

## Verification of Association

Once an association of item information to tags has been made, in most cases by a technician, it must be verified by a pharmacist. This is done in exactly the same way as with Kit Check's Detail Tags. First, users place tags of the same NDC, lot number, and expiration date in the scanning station. After hitting the *Scan* button, a screen will appear asking for input of data to verify the NDC, lot number, and expiration that are located on the medication itself.

Photo 9: Batch verification, info entered

If all data is entered correctly, users should see a green *Success* bar. If incorrect, Kit Check will point users to the data that does not match what has been encoded and will allow them to make the appropriate change.

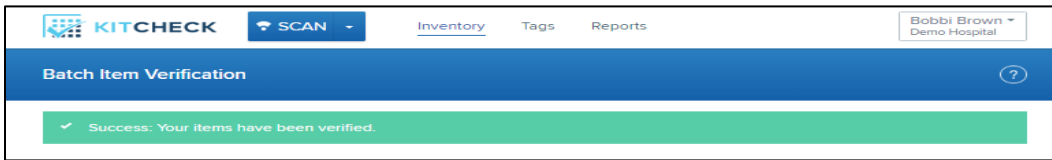


Photo 10: Batch Verification Success Screen

## Association of Kit Tags

In trying to associate a kit tag, users can place one Basic Tag into the scanning station and hit *Scan*. Users will be prompted to make a selection from a toggle bar. In this case, users should select *Kit* and then scroll through the kit types, until the desired kit is selected.

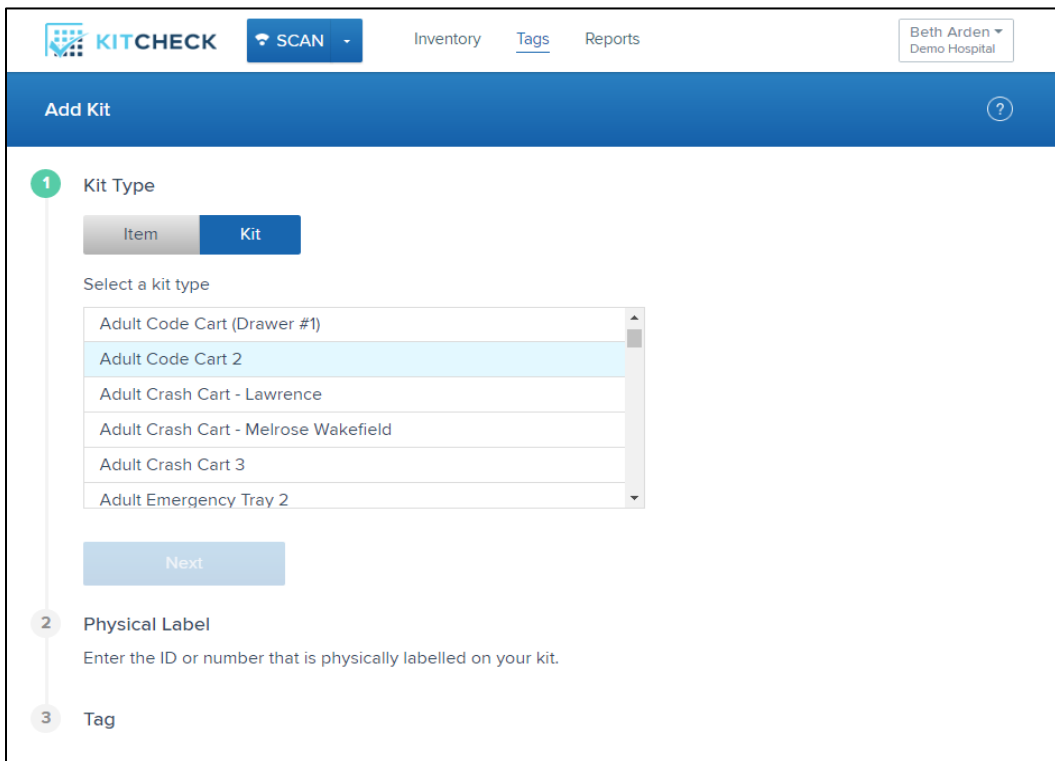


Photo 11: Add Kit Tag, Select Kit Master

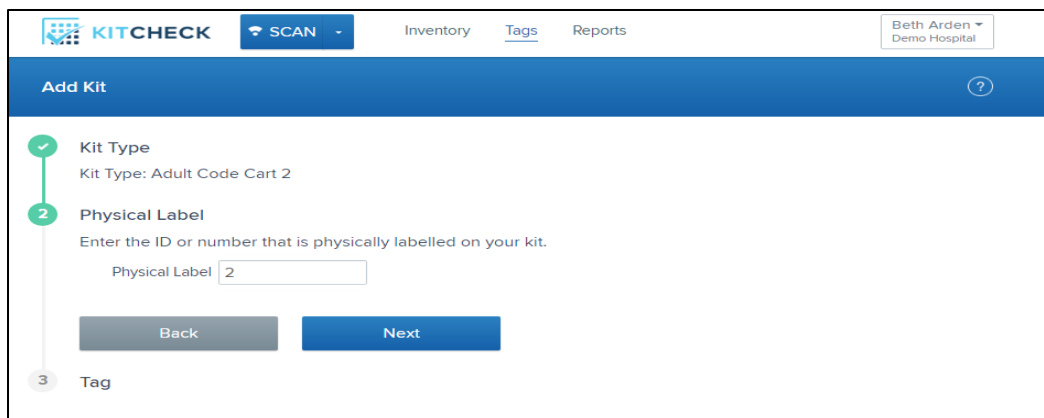


Photo 12: Add Kit Tag, Label Text Entered

When associated successfully, the green *Success* bar will appear.

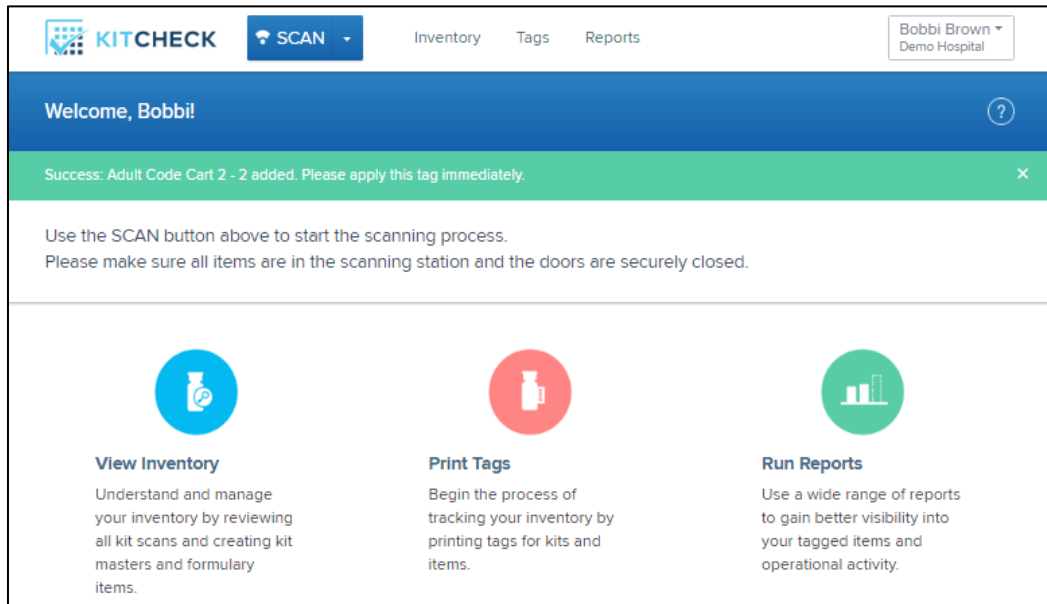


Photo 13: Add Kit Tag, Success Screen

## Manage Items

To gather data on a Basic Tag, users can navigate to the *Inventory* tab, select *Manage Items*, and scan the QR code using their barcode scanner. The following is what users will see once the tag is barcode scanned. Notice that because the Basic Tag only holds EPC information, this page gives users all detail pertaining to the tag's association. This includes, but is not limited to NDC, lot number, expiration date, and verification status.



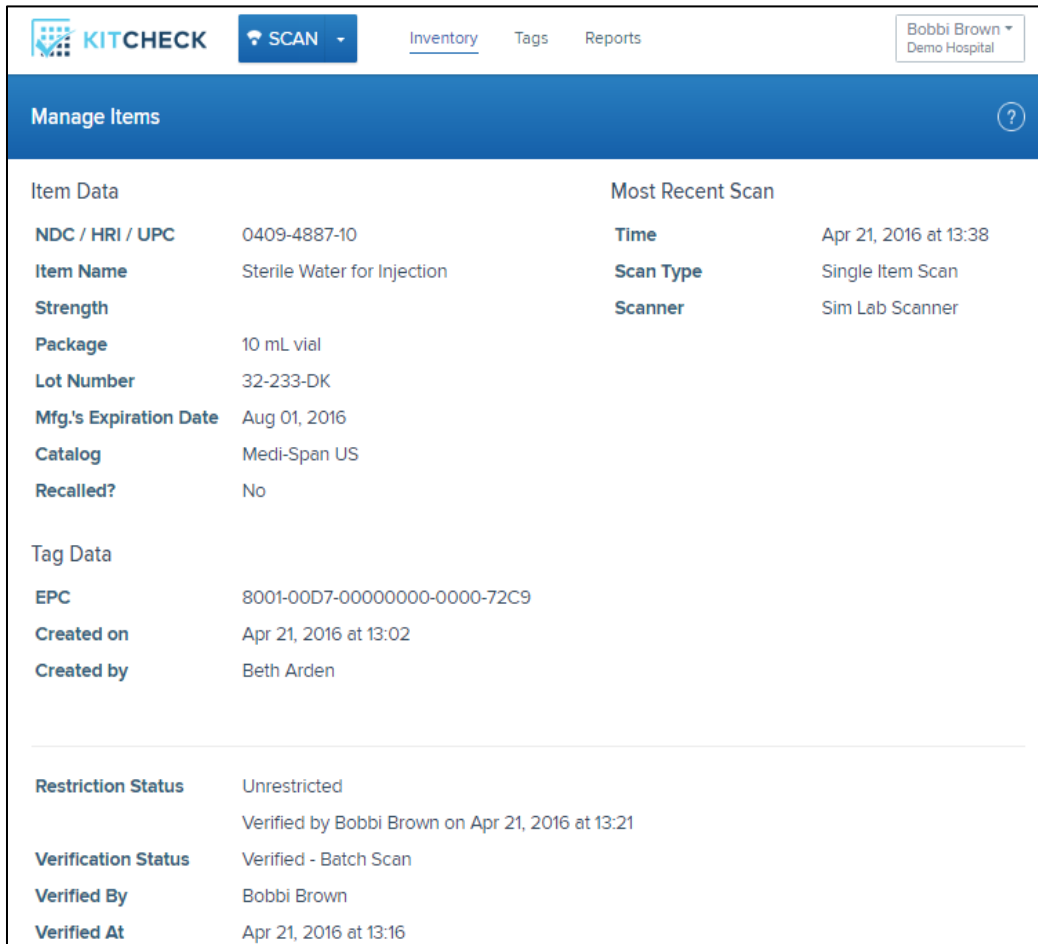


Photo 14: Manage Items Screen After Scanning QR

## Workflow Interruptions

If users mistakenly place a mix of unassociated Basic Tags and *already associated Basic Tags* into the scanning station, they will be met with the following error:

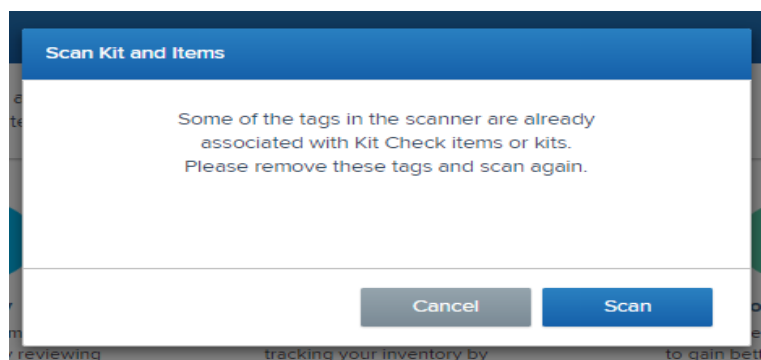


Photo 15: Scan Error, Associated and Unassociated Tags in Scanner

To work past this interruption, users should take the tags from the scanning station and verify that each of those tags is not associated by using the *Manage Items* workflow detailed above. If the error persists, users should call Kit Check support.