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	\bigcirc
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	
Quantity in scanner:	
Next	
2 NDC / HRI / UPC	
3 Lot Number & Manufacturer's Expiration Date	

Photo 1: Adding Items

KITCHECK SCAN - Inventory Tags Reports	Beth Arden 👻 Demo Hospital
Add Items	\bigcirc
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 Quantity in scanner: 25	
Next	
2 NDC / HRI / UPC	
3 Lot Number & Manufacturer's Expiration Date	





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.

KITCHECK SCAN -	Inventory Tags Reports	Beth Arden 👻 Demo Hospital
Add Items		\bigcirc
It looks like you're trying to add new items Please check that all items inside the scar	s to Kit Check. nner have the same NDC / HRI / UPC, Lot	
Image: Number, and Expiration date, then complete the completet the complete the complete the complete the completet	ete the form below.	
The quantity you entered detected in the scanner. Confirm the quantity I the problem persis	d does not match the number of items y of items in the scanner. sts, please contact support.	
	Next	
2 NDC / HRI / UPC		
3 Lot Number & Manufacturer's E	Expiration Date	

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.

KITCHECK SCAN - Inventory Tags Reports	Beth Arden 🔻 Demo Hospital
Add Items	?
It looks like you're trying to add new items to Kit Check.	
Number, and Expiration date, then complete the form below.	
Quantity	
Items in scanner: 25	
2 NDC / HRI / UPC	
Search by NDC / HRI / UPC:	
NDC / HRI / UPC Item Package	
The bookmark icon means the item appears in your hospital's formulary.	
Next	
3 Lot Number & Manufacturer's Expiration Date	

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.

KITCHECK SCAN - Inventory Tags Reports	Beth Arden 🔻 Demo Hospital
Add Items	\bigcirc
Success: 25 Sterile Water for Injection , 10 ML Vial has been added to Kit Check.	×
Item Kit Search by NDC / HRI / UPC:	
The bookmark icon means the item appears in your hospital's formulary. Next	
2 Lot Number & Manufacturer's Expiration Date	
3 Scan Pre-Printed Tags	



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.



	tory Tags Reports	Beth Arden 🔻 Demo Hospital		
Add Items		?		
It looks like you're trying to add new items to Kit Chec	ik.			
Please check that all items inside the scanner have the Number, and Expiration date, then complete the form	e same NDC / HRI / UPC, Lot below.			
Quantity Items in scanner: 1				
2 NDC / HRI / UPC				
Item Kit				
Search by NDC / HRI / UPC: 63323-42				
NDC / HRI / UPC Item	Package			
63323-651-02 Adenosine 6 MG/2ML	2 ML Vial			
63323-616-03 Amiodarone HCI 150 MG/3ML	3 ML Vial			
63323-311-19 Calcium Giuconate 10 %	10 ML Vial			
63323-332-15 Cefotaxime Sodium 2 GM	1 EA Vial			
Not in list? Click here to add it r	manually.			
The bookmark icon means the item appears in your hospital's formulary.				
Next				
3 Lot Number & Manufacturer's Expiration D	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.



KITCHECK SCAN - Inventory Tags Reports	Beth Arden 🔻 Demo Hospital
Add Items	0
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 Items in scanner: 1 NDC / HRI / UPC 63323-426-05 3 Lot Number & Manufacturer's Expiration Date Lot Number O Manufacturer's Expiration O Verify Lot Number O Verify Lot Number O Verify Manufacturer's Expiration O Verify Manufacturer's Expirat	Tag SummaryNDC:63323-426-05MFG:FRESENIUS KABIUSAUSAName:Rocuronium BromidePackage:5 ML Vial
Add Items	

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.

КІТСНІ	ECK SCAN -	Inventory	Tags	Reports	Bobbi Brown - Demo Hospital
Batch Item Ver	ification				?
It looks like you Please check th manufacturer's Please read the number of item	're trying to verify a batch of r nat all items in the scanning st label. • NDC, Lot Number, and Expir: s present in the scanning stat	newly tagged ite tation have the s ation Date off th tion.	ems. same NDC le manufac	, Lot Number, and	I Expiration Date printed on the enter it in the fields below. Also, count the
NDC:	0409-4887-10				
Lot Number:	32-233-DK				
Expiration:	2016-08-01				
Quantity:	25				
Cancel	Verify				

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.



KITCHECK SCAN - Inventory Tags Reports	Bobbi Brown 👻 Demo Hospital			
Batch Item Verification	?			
 Success: Your items have been verified. 				

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.

	KITCHECK SCAN - Inventory Tags Reports	Beth Arden ▼ Demo Hospital
Add	Kit	?
1	Kit Type	
	ltem Kit	
	Select a kit type	
	Adult Code Cart (Drawer #1)	
	Adult Code Cart 2	
	Adult Crash Cart - Lawrence	
	Adult Crash Cart - Melrose Wakefield	
	Adult Crash Cart 3	
	Adult Emergency Tray 2	
	Next	
2	Physical Label	
	Enter the ID or number that is physically labelled on your kit.	
3	Tag	

Photo 11: Add Kit Tag, Select Kit Master

÷	KITCHECK SCAN · Inventory Tags Reports	Beth Arden ▼ Demo Hospital
Ad	i Kit	?
2	Kit Type Kit Type: Adult Code Cart 2 Physical Label Enter the ID or number that is physically labelled on your kit. Physical Label 2	
3	Back Next Tag	



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.



КІТСНЕСК	SCAN - Inventory	Tags Reports	Bobbi Brown 🔻 Demo Hospital
Manage Items			?
Item Data		Most Recent Scan	
NDC / HRI / UPC	0409-4887-10	Time	Apr 21, 2016 at 13:38
Item Name	Sterile Water for Injection	Scan Type	Single Item Scan
Strength		Scanner	Sim Lab Scanner
Package	10 mL vial		
Lot Number	32-233-DK		
Mfg.'s Expiration Date	Aug 01, 2016		
Catalog	Medi-Span US		
Recalled?	No		
Tag Data			
EPC	8001-00D7-00000000-0000-72	2C9	
Created on	Apr 21, 2016 at 13:02		
Created by	Beth Arden		
Restriction Status	Unrestricted		
	Verified by Bobbi Brown on Apr	21, 2016 at 13:21	
Verification Status	Verified - Batch Scan		
Verified By	Bobbi Brown		
Verified At	Apr 21, 2016 at 13:16		

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.

