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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.

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'.

![Pickup Bin Form]

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](image)

   The Rx and any related items will appear.

3. To view workflow information that pertains to the Rx, highlight the Rx and click Rx Info.
The **Prescription Workflow Information** screen will appear, detailing workflow information that pertains to the Rx.

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

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

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**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.

1. 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.

![Pickup Bin Manager](image)

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**.

![Pickup Bin Manager](image)
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>
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<tr>
<td>Showing 3 items in all pickup bins. Sorted by pickup bin.</td>
</tr>
<tr>
<td>Rx 9000035</td>
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<td>Rx 9000022</td>
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<td>Rx 9000032</td>
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