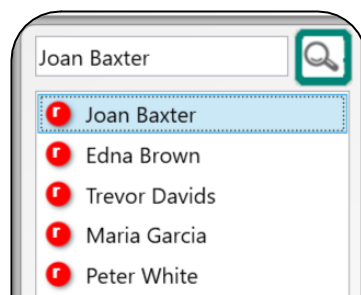


Check In

This is the standard check in procedure.



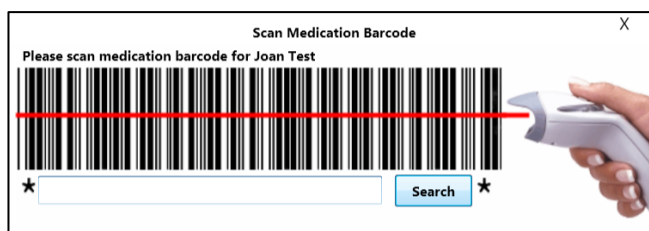
Click on the **Check In** icon.



Select the appropriate **resident**.



Click on **Scanner** icon.



The **Scan Medication Barcode** box will appear. Scan the barcode on the medication.

Breakfast: 08:00 Lunch: 12:00 Dinner: 17:00 Evening: 21:00

From: 14/10/2015 To: 14/10/2015

Description	Form	Strength	Instructions	Additional Instructions
Co-codamol 30/500 tabs	tablet	30/500	Take 4 tabs at 4 hourly intervals as required for pain. Do not take more than 12 tabs in 24 hours. If you feel sleepy, do not drive or use tools or machines. Do not drink alcohol. Contains paracetamol. Do not take anything else containing paracetamol. Talk to a doctor if once if you take too much. Even if you feel well.	

Ensure that all the information is correct, round times, dose, strength and additional instructions.
This cannot be changed once a medication has been checked in.

Drug Code	Quantity
FUR26	28

---- Please Select ----

---- Please Select ----

Pharmacy - Awaiting Delivery

Pharmacy - Owing

Disposed/Destroyed/Item Complete

Pharmacy - Returned

In Stock

Select the **storage location** for the medication from the drop-down menu.



Select the **Check In** icon.

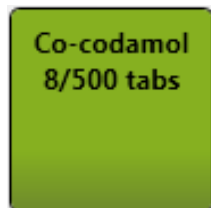
Saving Successful

The information has been saved

OK

A **Saving Successful** box will appear. Click **OK**.

If the pharmacy is still owing medication, then the medication will remain amber until the stock is received. Once you receive it you can check it in fully. This medication can still be administered.



Once the medication is checked in fully it will turn green to indicate it has been fully checked in. Repeat process until all medication has been checked in.



The status of the check in for each resident can be immediately identified by the colour of the traffic light next to the resident's name.
 No medication has been checked in yet.
 Medication has been partially checked in.
 All medication has been checked in fully.



Not checked in



Partially checked in



Fully checked in

Medication check in works on a traffic light system.