

EFFECTIVE DATE: 7/1995	<u>DEPARTMENT OF PHARMACY</u>  <b>POLICY &amp; PROCEDURE</b>	SECTION: PYXIS ®
REVISION DATE: 7/2001		Page 1 of 1
<b><u>Access to Pyxis® MedStation Rx</u></b>		

**POLICY:**

It is the policy of KU Med to strictly manage access privileges to the MedStation Rx system to insure adequate security for medications, including controlled substances, to provide for proper documentation of medication use, and to assure confidentiality of patient data.

**PROCEDURES:**

- I. **User Database Maintenance.** The Pharmacy will identify an individual who will serve as system manager and will be responsible for assigning and maintaining user IDs. Users will be responsible for their own password information.
- II. **New Access.** Individuals authorized to use the MedStation Rx system must obtain a system identification code (User ID) and personal password by completing a Pyxis MedStation Rx ID/Password Verification Statement and SignOn Request Form (Appendix A) during the orientation process. The Authorized by line must be signed and dated by authorized staff development personnel or the immediate supervisor. The completed form will be faxed to Pharmacy Administration (88840), where user information is entered into the MedStation Rx console and a temporary password is assigned (the temporary password is always TEMP). The user should go immediately to the MedStation, sign on, and change their password. This password will expire every 90 days.
- III. **Biometric Password (BioID).** All MedStations are equipped with the BioID fingerprint scanner. This is the primary method of secured access.
- IV. **Change Current Access.** Any change in access requires that a new Pyxis MedStation Rx ID/Password Verification Statement and SignOn Request Form be completed as above.
- V. **Area Access Privileges.** Access is only granted to those areas (MedStations or Pharmacy console) where the user commonly works. The supervisor and system manager will define access privileges.
- VI. **Per Diem, Agency and Float Access.** Nurses working on a unit for a day will be Activated at the MedStation by a nurse, charge nurse, nurse manager, nursing supervisor, pharmacy personnel, or other designee with this privilege. This Activation will expire in 14 hours. Float nurses will be granted access to units they work most often. Other access will be available as above. **Under NO circumstances will a temporary access code be issued.**
- VII. **Forgotten Password.** In the event that a user forgets their password, it is their responsibility to come to the Inpatient Pharmacy and present their badge or photo ID. Their password will be reset to their user ID and they will be prompted to change it when they log on again.



APPROVAL: \_\_\_\_\_  
DIRECTOR OF PHARMACY