If you need assistance with Lynx Mobile, please call 800.482.6700 or email msh.techsupport@mckesson.com.
Dispense and Queue User Guide

Dispense........................................................................................................................................ 3
  EMR Order Interface.......................................................................................................................... 5
  EMR Orders Tab..................................................................................................................................... 6
  Setting the treatment date of service .................................................................................................... 7
Adding instructions on item label ........................................................................................................... 8
  Updating patient demographic information .......................................................................................... 9
BSA Calculator ................................................................................................................................... 10
Editing or Returning Drug Doses ......................................................................................................... 11
Adding Items to Completed Transactions ............................................................................................ 12
Queue................................................................................................................................................. 14
Entering Lot numbers (optional) .......................................................................................................... 15
Reprinting Labels ............................................................................................................................... 15
Dispense

Dispensing allows you to enter the treatment order and billing information for each patient from any computer in your practice. Dispense does not adjust Inventory and no secure locations will open.

- Go to DISPENSE
- Select the patient’s name by searching or choose from one of the pre-populated lists: Patients in Queue or Patients Dispensed Today (your practice may also see Currently Scheduled Patients or Patients with Orders for Today, depending on your interface configuration)
- After selecting the patient, you will have four methods/tabs from which to choose item(s): patient’s history, your treatment regimens, your items list, or EMR orders.
- Items can be selected from multiple tabs

[NOTE: You can update a previous transaction to change the dispensed amount or add waste by selecting the UPDATE HISTORY link.]
- **History** tab – allows you to select items from the patient’s past treatments

![History Tab Example]

  - Choose a complete historical treatment by selecting Date of Service and clicking on **ADD ALL** to add all items from that date or add individual items by clicking on **+** to the left of needed items.

- **Treatment Regimen** tab – allows you to search for and choose a complete regimen or any parts of the regimen:

![Treatment Regimen Tab Example]

  - Click on **+** to left of name to see Treatment Regimen contents – Then Click on **+** at left to add individual item from regimen to dispense list

- **Items** tab – allows you to search for and choose individual items:

![Items Tab Example]

- **EMR Orders** tab – allows you to select items based on the items ordered in your EMR. This feature requires a separate interface with your EMR.
EMR Order Interface

Items and corresponding doses in orders that have been fully approved*1 in your EMR will display in the EMR tab of Lynx Mobile. Order information details can be viewed by placing the cursor over the icon. Lynx Mobile will attempt to find items in your Inventory that match the ordered items based on First Data Bank GCN codes or item name.

- Click either ADD ALL or click beside the individual items that will be used for the dispense.
- If there are multiple vial sizes for matching items, all sizes will be displayed. You will have to select the appropriate sizes and enter corresponding doses based on the total ordered dose from the EMR.
- If the word QUEUE appears next to the item name, this indicates that the item is in Queue for this patient and Date of Service. DO NOT click on the yellow !, as this will double the amount in queue for the patient. Instead, simply click on the QUEUE word next to any item and you will be taken to the patient’s queued items. From there, you can make any edits required or proceed with the dispense.

If you EMR sends over ROUTE (eg. IV, IVP), the Lynx Mobile Queue and EMR Orders tab separates dispense amounts of the same item as they relate to separate Order ID. This most often applies to 5FU, which may be administered the same day via IV push and via continuous infusion pump.

*1 Some EMR orders interfaces may be configured to send over unapproved orders. To find out if this option is available or enabled for your practice, please contact Lynx Tech Support.
EMR Orders Tab

Once all items have been selected

- Enter or verify dose amounts for all items
- Check Waste box for any items that are single dose. (may already be checked if item is set to auto-waste in your practice inventory.)
- Verify Date of Service is correct.
- Click  to save treatment into the Queue.
- The treatment can now be dispensed from the Queue. Items in secure locations (Lynx Mobile cabinets and refrigerators with Lynx Mobile remote locks) must be dispensed from the PC connected to the secure location.

Please note: The actions that are done in the dispense tab can be performed from any internet-accessible computer in your practice, as the inventory is not decremented and secure locations are not accessed from the Dispense page.
When EMR Orders Integration is enabled, dispense amounts of the same item will appear separately in the Queue as they relate to Order IDs or route.

Setting the treatment date of service

- The system will default to today’s date of service.
- If needed, you can easily change the date of service. You have to option of future dating the Dispense or Queuing up in advance. Click the Calendar and a pop-up will appear. Select the desired date.
Select **Queue** to **save** the transaction and **send** it to the **Queue**.

**Adding instructions on item label**

- Click on [Instructions]. The pop-up window below will appear.
- Type instruction and click **SAVE**.
- Instructions will appear on drug label along with pre-set instructions from Global Label Item Association.
Updating patient demographic information

- Patient information can be updated in the Dispense and Queue screens as well as the Patient menu.
- Click on the title of the field that you wish to update and a pop-up will appear.
- Example: Click on Diagnosis. The pop-up window will appear and allow you to add/edit the diagnosis and stage.
BSA Calculator

- Click **More Patient Info / BSA Calculator** link. (See orange arrow below.)
- A pop-up of the Patient Detail will appear.
- BSA calculator can be set to either Mosteller or DuBois DuBois.
- Adjustments to Weight can be made and the BSA will recalculate.
- To save the a change in Height or Weight Click **SAVE**
- [Note: **More Patient Info / BSA Calculator** link is also available in the Queue]

Allergies Field Highlighted

The allergies field will be highlighted when any information is entered in this field (even NKDA).
Editing or Returning Drug Doses

- Go to **Dispense**
  - Search for the patient’s name or locate a name from one of the populated lists
  - Click **UPDATE HISTORY** (to the right of the patient’s name)

- Edit amounts or delete transactions
  - Choose the Date of Service to edit, using the **RETURN** or **UPDATE**
  - Update values as necessary
  - You can change the date of service by clicking **CHANGE DOS** and selecting a new date
  - Click **SAVE**

- User is taken to **Queue**
  - Select the patient’s name to complete transaction.
  - You can also **ADD MORE ITEMS** from the Queue

- For Returns (decrease dispensed amount), click **RETURN** and Door/Drawer location pops open so you can return items. Close appropriate Door/Drawer locations to confirm the transaction.

- For Dispenses (increase dispensed amount), click **DISPENSE** and Door/Drawer location pops open so you can remove items. Close appropriate Door/Drawer locations to confirm the transaction.

- For non-secured items (items not stored in a Door/Drawer location) click **CONFIRM** to complete the transaction.
Adding Items to Completed Transactions

- Go to **Dispense**
  - Select patient’s name from the list of “Patients Dispensed Today” or search for any patient
  - Select items you would like to add from the **History**, **Treatment Regimen** or **Inventory** tabs
    - Items with [QUEUE] listed are already waiting in the Queue and may not need to be added
  - Enter amounts for each item you add
  - Click **Queue**

- Go to **Queue**
  - Verify amounts or add, edit or delete items from the Queue.
  - Click **Dispense** and Door/Drawer location pops open so you can remove items. Close appropriate Door/Drawer locations to confirm the transaction.
  - For non-secured items (items not stored in a Door/Drawer location) click **Confirm** to complete the transaction.

[Note: The warning icon ![Exclamation Mark] is a safety feature, but still has the same functionality as the add icon ![Plus Sign]. An example of using the icon would be Infed or Fluorouracil, where you would give a test dose or bolus prior to giving a push or infusion. See example on next page of Infed test dose.]
Adding Items to Completed Transactions (continued)

Example: Infed test dose. Patient will be given 25mg test dose prior to 1000mg infusion.

- After completing the Dispense of the 25mg test dose and releasing transaction from the Queue.
- If patient responds well to the test dose and you wish to dispense the remaining 975mg then, click on **DISPENSE** menu.
- Search and Click on patient name.

- In History tab, click the warning icon next to Infed to select the item again. (See the orange arrow above.)
- Enter the subsequent dose of 975mg and Click **CONFIRM** and then click **CONFIRM**.
Queue

It is from within the Queue screen that you will open the Lynx Mobile cabinet doors, decrement inventory and complete the dispensing process for the patient.

- Go to QUEUE
  - Select the Patient’s name. (The name appears in orange when selected.)
  - The Supervising Physician will default to the patient’s physician of record. To select a different physician for the transaction, select a physician name/code from the pick list before clicking DISPENSE.
  - The Supervising Physician will be attached to the transaction and will appear on reports.
- Verify the dosage amounts and items - You will be able to edit, add and delete from this screen as well
  - Click on ADD MORE ITEMS to add additional items to this Queue entry – user is taken to the Dispense – Add Items screen (same instructions as with Dispense).
  - Click on EDIT to change the dispense and/or waste amounts for the pending transaction.
  - To delete one or more items, check the items to be deleted from the Queue entry and click DELETE.
- Select items to dispense by using checkbox selector (remaining items will stay in Queue).
- Click on DISPENSE and Door/Drawer location pops open so you can remove items. Close appropriate Door/Drawer locations to confirm the charge, decrement inventory and print labels.
- For non-secured items (items not stored in a Door/Drawer location) click CONFIRM to complete the transaction. This will decrement the inventory and send the information to the patient transaction history.
Entering Lot numbers (optional)

- Go to QUEUE
  - Select the Patient’s name. (The name is in orange when selected.)
  - Click
- Click the drop down and Item Lot# History will appear with expiration date.
- Once the number is entered, close the door and the next set of drugs will be highlighted.
- [NOTE: Lot number tracking is controlled in Inventory Detail. See inventory section.]

Reprinting Labels

- You can reprint labels for previously completed transactions from the Update History page.
  - Navigate to the Update History page by clicking on UPDATE HISTORY from either the Dispense – Select Patient page or the Dispense History tab in the patient record.
  - Select the item(s) for which you would like to print an additional label by clicking the box in the Label column next to the item.
  - Click the REPRINT LABELS button