

**PYXIS SYSTEM ACCESS REQUEST FORM  
NATIONAL NAVAL MEDICAL CENTER - DEPARTMENT OF PHARMACY**

To access the Pyxis MedStation system, please complete the User ID information below. You will use a User ID and BioID (a numerical representation of your fingerprint) to access patient medications on the nursing unit. If available, your User ID is made of the first initial of your first, middle, and last names followed by your "last four." The first time you access a MedStation you will be asked to place one of your fingers on the BioID pad and have your fingerprint scanned. Please fill in the information below to gain a User ID for Pyxis MedStation.

By completing and signing this form, you are verifying that you have read and understand the following statement:

I understand that my User ID, in combination with my fingerprint scan, will be my electronic signature for all transactions within Pyxis MedStation Systems. I understand that no retrievable record of my fingerprint exists. All of my transactions on the MedStation will be permanently recorded with my User ID and a time-stamp and date. These records will be maintained and archived as per hospital policy and will be available for inspection by the Drug Enforcement Agency (DEA), NCIS and State regulatory agencies. I will use proper patient identifiers for all transactions. If an emergency occurs and the patient identification is unknown, an identifier will be created per the SOP of my area. The entry will be edited by the end of the shift during which the identification is made to the proper identifiers. I further understand that any controlled substances discrepancy that I am involved in is my responsibility to properly resolve and document by the end of my shift. Should this not occur within 72 hours, I will be reported to the Controlled Substance Inventory Board for resolution.

**PRIVACY ACT STATEMENT:**

THE FOLLOWING STATEMENT IS REQUIRED BY THE PRIVACY ACT OF 1974 PUBLIC LAW 93-579). The information requested is authorized by Title 5, U.S. Code, Sections 301 and 552a. The purpose of gathering this information is to uniquely identify a user in the Pyxis System and to meet the requirements in the Manual of the Medical Department, Chapter 16, which requires the name, rank, corps, and SSN following each entry by a provider in the medical record. You are not required to provide this information; however, failure to do so may result in disapproval of user privileges on the Pyxis System. In accordance with Public Law 98-473 Chapter XXI, Paragraph 1030, *I understand that I may not share my username/password.*

Printed Name of Pyxis User: \_\_\_\_\_

Signature of the Pyxis User: \_\_\_\_\_

Rate/Rank: \_\_\_\_\_ Main Work Area: \_\_\_\_\_ (specific ward, clinic, etc.)

Initials: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_ Badge Exp'n: \_\_\_\_\_

**LEVEL OF ACCESS: (CIRCLE ONE)**

- |                   |                      |                          |     |
|-------------------|----------------------|--------------------------|-----|
| ANESTHESIA STAFF  | CARD CATH TECH       | NURSE/RN/MD/DO/CRNA/ETC. | LPN |
| HOSPITAL CORPSMAN | RESPIRATORY TX STAFF | CHARGE/SUPERVISOR        |     |

**\*\*\*FOR DH/DIVO/CNS/DTO USE ONLY\*\*\***

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Ext/pager: \_\_\_\_\_

**\*\*PLEASE INITIAL THAT THE USER COMPLETED THE MEDSTATION TUTORIAL: \_\_\_\_\_**

Tutorial must be completed prior to issuing a User ID.  
Tutorial Certificate of Completion should be placed in the user's training folder.

To receive your User ID and initial password, return the completed form in person to the Inpatient Pharmacy window. Please have your staff badge available.

PYXIS OVERRIDE MEDICATION GUIDELINES  
NATIONAL NAVAL MEDICAL CENTER - DEPARTMENT OF PHARMACY

Non-Profile vs. Profile Stations

- o Inpatient Wards use Profile Stations (medication orders cross from CHCS/limited override list).
- o PACU/OR/APU/ER and Outpatient Clinics use NON-Profile Stations (CHCS orders do NOT cross, will need to "Add Patients," and each patient will have FULL access to the station inventory).

1. When is it appropriate to override a medication on a Profile Station?

- a. In an emergency situation and/or when further delay in administering the medication would compromise patient care.
- b. When a patient has not yet been admitted into CHCS (this is done by the Admissions Department) and letter "a" applies.

2. What do you need to consider when overriding a medication for a patient?

- a. When you override a medication, this bypasses the pharmacist screening process, which includes but is not limited to a thorough review of conflicts such as allergies, drug interactions and appropriate administration procedures. By utilizing the override function, you take on the role of the pharmacist and must consider all potential conflicts of the medication. In taking on this role, you accept liability for any adverse events that may arise from giving this medication without a pharmacist review.
- b. There **MUST** be an active physician order for each medication obtained via the override process. If there is not documentation supporting the override medication, the department supervisor will be contacted for appropriate resolutions and/or actions.
- c. It is unacceptable to override or take medications from a patient's profile with the intent to give the medication to another patient.
- d. Prior to overriding, you will be prompted to document the appropriate reason for the override (e.g. Emergency Use/Patient Safety, Patient Comfort, or Other).

3. What additional step must be completed prior to overriding a medication for a patient not admitted into CHCS?

- a. Each user has the ability to add a temporary patient into the MedStation. Once this is done you will have full access to all NNMC approved override medications (narcotic and non-narcotic). It is **ESSENTIAL** that the patient is entered with the correct last name and most importantly, the full social security number including FMP (i.e. XX/XXX-XX-XXXX).

By signing below, I understand the correct procedure for performing a profile override.

PYXIS User: \_\_\_\_\_  
(Printed name)

PYXIS User: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_ Contact #: \_\_\_\_\_