





NCIS QUICK GUIDE Barcode Functionality in the ACU

1 Background

Barcode functionality can be used in the Aseptic Unit in two settings

- During lot management
- During tray set up

In order to understand barcode functionality in these setting it is necessary to distinguish between the two types of barcodes found on a product;

1. Linear barcode- this contains the EAN number (13 digits number printed below the barcode) and is unique for each product and strength.



2. Matrix barcode- contains information about product identification (EAN or GS1 numbers), expiry and lot (batch) number.





- All barcode scanners used with NCIS must be installed with the most up to date drivers for that device and configured as Serial Scanners
- Test all newly installed barcode scanners in lot management and tray verification using both correct and incorrect matrix and linear barcodes to ensure correct operation
- BD CATO has experience with the following barcode scanners, please contact the Project Team or CATO Support for advise on using alternative barcode scanners:
 - Datalogic Matrix 210 (not Matrix210n)
 - o Datalogic Gryphon 4400 or 4500 Series
 - Zebra/Motorola Symbol LS4208
 - Zebra/Motorola Symbol LS3508

2 Lot Management

If a drug product has a 13 digit EAN code it will be entered into the Master Drug File, this allows the barcode to be used during Lot Management. *Note: entering the EAN number in the Master File is completed by the NCCP*



- 2.1 Scanning the Linear Barcode
- If the linear barcode is scanned into the designation field, the system will identify the product strength associated with that linear barcode.

👵 BD Cato® 246.0719 - 08.1250 + cate, production + Famili Asing, AF6 @ TEST	_ 8 X
😫 🏠 🔿 🌦 🔀 🛔 Master data. Reference data. Therapy: Preparations: Reports: Tools: Administration	17 🖄 🖬
Lot management 🖉 🔿 👔	ĭ 💾 ⊗ JD ↓ ↑ 🗙
Show lets from Produtt	Preparation site:
Designation:	B Display blocked articles

• If there are no Lots for the Product Strength the following window will appear

💝 Enter lot number	×
Enter lot number	
Perjeta Concentrate for solution for infusion 420mg	
Lot number:	
Internal:	
	✓ OK 🎽 Cancel

- Enter the Lot number of the product
- If the lot is not available at the site the "Enter lot number" box will disappear or the following message will appear

Lot management	
No matching lot with the number ' HC	0356H13' was found for article 'Perjeta Concentrate for solution for infusion 420mg'.

• If there are active Lots for the Product strength NCIS will automatically prompt addition to the lot number that has the shortest expiry.

🌞 BD Cato™ 2.46.07.19 + DB 12507 + cato_test + Farrell Aisling, AF6 © GUH		EN English (ireland) 😯 Help 📜 🖅 🗶
😫 🏫 🔿 💼 🕕 💄 🛛 Master data 🛛 Reference data 🛛 Therapy 🛛 Preparat		
Lot management		×↑↓₡ ⊗ 💾 🖻 € ۹
Show lots from: Products		Preparation site: GUH
Designation: Perjeta Concentrate for solution for infusion 420mg		Display blocked articles
Data for all preparation sites		
Lot no.:	Internal:	Exp.:
NDC:	Barcode:	
E Recalled E Trial product	😳 Add 🛛 🗙	
Data for current preparation site	Add	· · · · · · · · · · · · · · · · · · ·
Number: Price:	Perjeta Concentrate for solution for infusion	Weight: g Determine weight <f4></f4>
Preferred Blocked	420mg, Lot no. 12345	Status: Approved Modify
	Quantity old: 5 pcs.	
Display used lots	Add: pcs.	New Edit Delete
Lot no. A X S	Quantity new: 5 pcs.	In prep. Used In use Remainder Avail. Price Weight (g)
12345 A		
H0356H13	V OK K Cancel	0 0 0 0 5

- If the Lot you wish to add is not the one with the shortest date click cancel. Select the Lot you wish to add to and click the + icon.
- 2.2 Scanning the Matrix Barcode
- If the matrix barcode is scanned into the designation field, NCIS will identify the product strength as well as the batch and expiry



• If the Lot is not in NCIS no additional options will be made available if the Lot is not in your prep site the following warning will appear.



• If the Lot for the Product and Product Strength is available in your prep site the Add Lots pop up will appear

🍀 BD Cato™ 2.46.07.19 • DB 12507 • cato_test • Farrell Aisling, AF6 @ GUH									E	N English (Ire	land) 😧 Hel		- ×
🛱 🏫 🕤 💼 🕕 💄 🛛 Master data 🛛 Reference data 🛛 Thera	apy Prepara	ations	Reports i	Fools Administi								🕏	Ū
Lot management									P ⊕	ŵ 🖁	ۍ 🗵	b ↓	\uparrow ×
Show lots from: Products											Prepar	ation site	guh 🖵
Designation: Perjeta Concentrate for solution for infusion 420mg										⇔	🗖 🗖 Disp	olay blod	ked articles
Data for all preparation sites													
Lot no.:			Inte	rnal:							Exp		
NDC:			.∏, Baro	ode:		al							
Recalled Trial product		- Add		Add	X	l							
Data for current preparation site					at a la a								
Number: Price:		420m	ig, Lot no. 12	a for solution for i 345	ntusion				Weight:		g Deterr	nine wei	ght <f4></f4>
Preferred Blocked		Qua	ntity old:	5 pcs.				Status:	Ap	proved		Modify	(
Display used lots		Add:	. [pcs.						New	Ed	lit	Delete
Lot no.	∆ X	: 0110	ntity news	5 per		In prep.	Used	In use	Remainde	er Ava	iil. Price	We	ight (g)
Data for all preparation sites													
Lot no.:			Inter	nal:							Exp.	:	•3
NDC:			.∏. Barco	ide:									
Recalled Trial product													
Data for current preparation site													
Number: Price:									Weight:		g Determ	nine weig	ht <f4></f4>
Preferred Blocked								Status:		<u> </u>		Modify	
Display used lots										New	Edi	it	Delete
Lot no.	_∧ X 5	Status	Т Тур	e Expiration	Total	In prep.	Used	In use	Remainde	r Ava	n. Price	Wei	ght (g)

- The Lot Number and other fields will now be open for entering information
- If the matrix barcode is scanned into 'Lot no' field the lot number and expiry fields will be populated. The number of units can then be added manually.

60 Geo/* 2.46.07.13 + 08 12987 + Geo, test + Farrell Aiding, AFE @ GEH	EN English (Instanci) 😧 Hele 💈 🖉 🗙
🛱 🏦 🔿 👼 🕒 🎽 Master data Reference data Th, way Preparations Reports Tools Administration	T 2 🗃
Lot management	×↑↓ & ⊙ 🖞 🖹 ⊙ 🤇
Show lots from: Products	Preparation site: OUH
Designation: CAREOplatin Teva Concentrate for solution for influion 600mg	Display blocked articles
Data for all preparation sites	
Lot no: 19831ME nternak	Babe (11/05/2021 💽
NUC Bercode:	
Recalled Trial product	
Data for current preparation site	
Number: Price	Weight: g Determine weight <f4></f4>
Preferred F Blocked	Status: New Modify
E Display used lots	Add Cancel

• If desired the Lot and Expiry can be added manually into this screen

2.4 Setting Blocked or Preferred Lots

NCIS will select lot numbers of shortest expiry to use in preparations. This can be overridden by marking lots as 'preferred' or 'blocked'. Preferred lots will be selected ahead of shorter expiry lots. Blocked lots will not be selected for use.

60 Cato** 2.46.07.39 + D8 12507 + cato_test + Farrell Assing, AP6 @ GUH				EN Englah (Heland) 🚯 Help 📜 🦪 🗙
😫 🏦 🔿 👼 🚯 💄 Master data – Reference data	Therapy Preparations	Reports Tools Administration		∓ ±
Lot management				_ ୍ 0 🗎 🗎 ⊙ 🗘 ↓ ↑ 🗙
Show lots from: Products				Preparation site 20H 🛫
Data for all preparation sites Lot no: [12343 NDC: [F Recalled IF Trial product		Internat Barcode: 7613326019743		top: [0/04/2020].
Data for current preparation site Number Price Protect Data for Current preparation site Data for Current preparatio				Weight: g Determine weight <f4> Status: New Modify</f4>
Display used lots Lot no.	X Status	T Type Expiration	Total In prep. Used In	Add Cancel

- 3 Tray set up
 - Once pharmacist verification has occurred the medication will be available in the 'set up preparation' screen

🔓 BD Cato™ 2.46.07.19 • DB 12507 • cato_test • NCIS_Test_Pharm2 NCIS_Test_Pharm2, TPH2 @ GUH			EN English (Ireland)	🖁 Help 📜 🖅 🗙
😫 🎢 🔿 🚔 🚺 💄 Therapy Preparations Reports Tools Administration				1 😨 💆 🗂
Set up preparation				×
Orders Preparation sets			Preparation site:	GUH Help <f1></f1>
C Medication filter				
Filter	Medica	tion type	Preparation	
Period: Today 🚽 (from 19/02/2020 🕂 🕕 to 19/02/2020 📑 🕕)	🔽 Mair	n medications	Hazardous 🗟	Display volumetric
Center / unit: [All centers and units]	Co-r	nedications	Setup: Apprv. &	not apprv. 🗨
1 medications in the list				Refresh list
Med. no. Order number Administration / Product(s)	Container	Patient	Patient number	Unit
x 22009 19/02/2020 16:00 Perjeta Concentrate for solution for infusion 420mg 250mL NaCl 0.9% Freeflex bag by intravenous infusion 2 h	reeflex bag	DALLAS JON	Y1234576	GUH - GUH Ward I

• Click on the medication to create/edit the parts list. NCIS will select the Lot Numbers with the shortest expiry, they can also be changed if required. Once Lots are selected click 'barcode verification' to check the trays contents.

😸 8D-Colo ¹⁰ 3.46.51 29 + D8 12507 + colo, text - NOS, Text, Pharm2 NOS, Text, Pharm2, TPH2 @ 60:H	EN English (reland)	9Heb 1 _ # X
🖆 🏟 🔿 🌦 🚭 🛓 Therapy Preparations Reports Tools Administration		1 🖬 🖻 🗎
Create/edit parts list		×
Planned preparation time: 13/92/2020 18:05 Preparation method: Volumetri:		
Products		
Perjeta Concentrate for solution for infusion: 420mg Ix 420mg (H0350H3) Remainder 21mg		420mg 🏠 💌
Total synleges Is Law Lot Syringe 20mL polypropylane		
Containers and additional articles (per medication)		2
Med.# 22009, DAELAS JON, Patient no: V12345%, for Wed, 19/02/2020 16:00 (0UH - GUH Wirr) 1x NaCl 0.9% 250mJ, Freeflackag non-PVC Freeroka Kabi, 1x Complexity Band 2 (1.7157 OHANSE OF	LOT NAME) (*)	i 🗾
Perjeta Concentrato for solution for influsion 420mg in 250mL NaC 0.9%, by introvenous infusion		-
		_
instructions in Med. labels	code verification	Confirm preparation
Shekiki Shikiki	Save parts list	💢 Reject parts list

- The barcode verification screen shows which products can be scanned to verify and which ones need to be verified manually.
 - Products that have a red highlight can be barcode verified, as shown below:



• Products without a red nignlight must be verified manually, as shown below:



4 Barcode verification of Trays

To barcode verify products which may be scanned, either the Matrix Barcode or Linear barcode can be scanned. However, the behaviour of each barcode type needs to be considered.

4.1 Correct matrix barcode scanned

NCIS compares **both** the **lot number** and the **product barcode** of the scanned product to the information in Masterdata. If this matches the product will be verified.

💑 60 Con 11 24 (21 12 + 06 135) 12 + 06 (34) (40) (44) (40) (24) (24) (40) (44) (40) (40) (40) (40) (40) (4		- e x
😫 🏠 🔿 🏯 🚯 🏦 Therapy Preparations Reports Tools Administration		1 🗹 🗎
Create/edit parts list		×
Planed preparation time: 21/02/2020 12:17 Preparation method: Volumetric 🛫		
Products		
CM80/pikin Tex Concentrate for solution for infusion 450mg In 130mg (23314213047323480) Inmander Deg		150mg 🚺 😢
Total peliges britaer Lak Springs Smit polytotoptene		
Containers and additional articles (per medication)		2
Med # 2898 DAULAS XXN, Pattert no: 11234751 (hr Fri 22.092/2020 142.09 (XXH - GUH Want) Is Glucose 5% 100mL Bag Valido none PVC Baster (RC1596] to Complexity Band 2 (1.1557 CH4/V6E OF LOT WANEI (Y		<u>i</u> 2
CARREptatin Leva Concentrate for solution for influence 4% by infravenous influence		
Stremetros Med. tabet	MM Darcode verification	Confirm preparation
Parts for a part block	Save parts Ect	# Reject parts Est
- ALL ALL ALL ALL ALL ALL ALL ALL ALL AL	- are part of	Ca universitational

4.2 Incorrect matrix barcode scanned

NCIS compares **both** the **lot number** and the **product barcode** of the scanned product to the information in Masterdata. If this does not match the product will not be verified and the yellow banner shown below will appear on screen.

No matching entry has been found in the list for the scanned an	ticle. Please check the selecte	d article.		
	📀 Confirm manually	🗊 Remove article	🛛 Interrupt	💢 Discard

4.3 Linear barcode scanned of correct product

NCIS compares **only** the **product barcode** of the scanned product to the information in Masterdata. When this matches, the product is verified.

NOTE: When the linear barcode is scanned at this point only the correct product identity can be verified, lot number is not considered.



4.4 Linear barcode scanned of incorrect product

NCIS compares **only** the **product barcode** of the scanned product to the information in Masterdata. If this does not match the product will not be verified and the yellow banner shown below will appear on screen.

No matching entry has been found in the list for the scanned art	icle. Please check the select	ed article.		
	Confirm manually	Remove article	🔋 Interrupt	📕 Discard