

WILL/GRUNDY EMERGENCY MEDICAL SERVICES SYSTEM**TITLE:** PYXIS - EMS SUPPLY & MEDICATION STATIONS**POLICY:**

Silver Cross, Morris, Provena Saint Joseph, and St. James Hospitals utilize the PYXIS system for retrieval/exchange of EMS supplies and medications used on ambulance runs. Providers at all levels that transport to these receiving facilities must be programmed into the system in order to gain access for supply replacement.

I. PYXIS - Provider Entry Process

A. System agency providers that transport to the above facilities will have to be entered into the program for PYXIS access. This can be accomplished by:

1. Contacting the EMS offices of the respective hospitals and request access privileges.
2. Information needed will be your name, EMT level, EMT license number (no 0's) and System agency you are affiliated with (mandatory).
3. Normally, it will take 48 to 72 hours to be programmed into the system.
4. New System EMT-I or paramedic graduates will automatically be entered into the PYXIS system if affiliated with a System provider agency that transports to specific hospitals, once state license is received.
5. When it is confirmed that a provider is entered into the PYXIS system, simply follow the supply station instructions for gaining access.
(See attachment)

II. PYXIS Operations

A. Pyxis operations are a smooth process for supply exchange. If you incur problems, you may consult with an ER nurse for help or contact your respective EMS office for intervention.

B. **Medication Exchange:** In instances where controlled substances need to be exchanged by System paramedics, you are instructed to make the exchange of Morphine, Versed and/or Valium with the ER charge nurse on duty.

EFFECTIVE DATE: 10-14-98**REVISED DATE:** 7-5-04, 8-20-07

**PYXIS INSTRUCTIONS
EMS SUPPLY/MEDICATION STATIONS
SILVER CROSS HOSPITAL**

1. FOR FIRST TIME PYXIS USERS ONLY !!!

- A. Enter your State ID # (Do NOT include the zeros at the beginning)
PRESS ENTER**
- B. Enter the word “NEW”
PRESS ENTER**
- C. PYXIS will then prompt you to create your own password.
NOTE: Make this password easy to remember – most problems occur when the provider forgets his/her password.
You will be prompted to re-verify your password. Paramedics and I/D’s should use the same password as they do with the Medication PYXIS station. Please remember your password. The Bio ID should also be set up with the Medication PYXIS through the User menu.**
- D. To change your password, refer to the instruction pamphlet on the PYXIS machine.**

2. PROBLEMS – OR PASSWORD IS EXPIRED

If you cannot get into the PYXIS for any reason (forgot your password, password expired), you will need to fax or e-mail notification of such to the EMS System Office. Be sure to include your full name and State ID number.

If you previously had access to the PYXIS stations, but now encounter that you cannot get into the system or your log-on indicates “Invalid Entry”, the possibility exists that your password has terminated or expired. If this is the case, try entering your state license number again (no beginning 0’s), and for password, enter the word “OLD”. The system should then indicate for you to enter a new password. If the work station screen indicates for you to enter your new password again, you have just renewed your PYXIS access privileges.