# PYXIS: ADD A TEMPORARY PATIENT

**If the patient is not on the Pyxis MedStation census list (global search completed):**

A. Select "Add Temporary Patient" at the bottom of the screen.

B. Select appropriate unit and gender.

C. Enter the patient's LAST NAME and press Enter.  If no name available, enter Room number.

D. Enter the patient's FIRST NAME and press Enter.

E. Enter the patient's Hospital FIN Number and press Enter.

   a. During STAR down time new patients are given a sticker with a FIN number that will be entered into the system when STAR is available

F. Select "Accept"

G. Select patient and then remove medications as needed


Medications that need to be returned should be returned to the profile under which they were removed.  For example, if medications removed for "John Doe" need to be returned, they should be returned to "John Doe" and not under the patient's actual name.  This will minimize the amount of medications requiring reconciliation when the records are merged later.