



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



NCIS QUICK GUIDE

Configuring Barcode Scanners for use in NCIS.Med

Background

NCIS Med can be configured to use a barcode scanner to verify users, patients, products and medications in various steps through the NCIS workflow. A compatible barcode scanner must be configured for each workstation which uses these workflow steps, See appendix 1 for list of recommended barcode scanners.

In the past, computers often had serial com ports (e.g.RS-232); these have now largely been replaced by USB ports which communicate in parallel. NCIS barcode scanning functionality requires serial communication. In order to emulate a serial port for a USB connected device, the barcode scanner must be configured on each PC with a COM port setting. This will require the installation of specific drivers and may also involve device specific barcodes found in the Product Manual. Please liaise with the hardware specialist within your own hospital to ensure that the barcode scanner is installed correctly.

It is vital for the correct operation of barcode scanners that the most recent drivers are installed for your scanner. Following installation and configuration ensure that you test the scanner is operating correctly before proceeding.

STEPS TO CONFIGURE THE BARCODE SCANNER IN DEVICE PROPERTIES (for PC)

1. Ensure the most up to date driver for the barcode scanner has been installed on the PC
2. Connect scanner to PC via USB port
3. Scan the correct configuration barcode from the Product Manual
4. Complete driver installation (this should occur automatically as long as the correct driver is installed on the PC, however ICT administrator permission may still be required at this point)
5. Go to Devices and Printers menu →Barcode Scanner
6. Check correct configuration has been completed

CONFIGURING CORRECT INTERFACE FOR THE BARCODE SCANNER

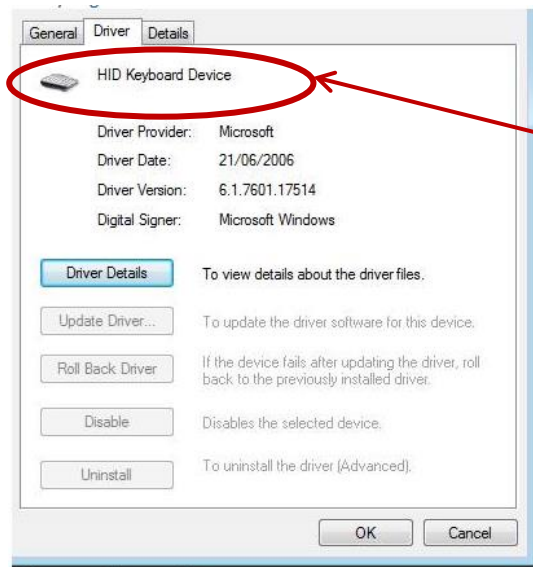
For the scanner to operate correctly in NCIS.Med it must be configured for serial communication e.g. using an USB Com to simulate RS232 standard interface. This is completed by scanning a configuration barcode from the scanners product manual. Below is an example from the Gryphon 4400/4500 series manual of the correct configuration barcode:



Scanning the configuration barcode may prompt an automated installation of the related driver file to the device properties; installation of the correct driver to each workstation must be completed by a person with IT administrative rights to the workstation(s).

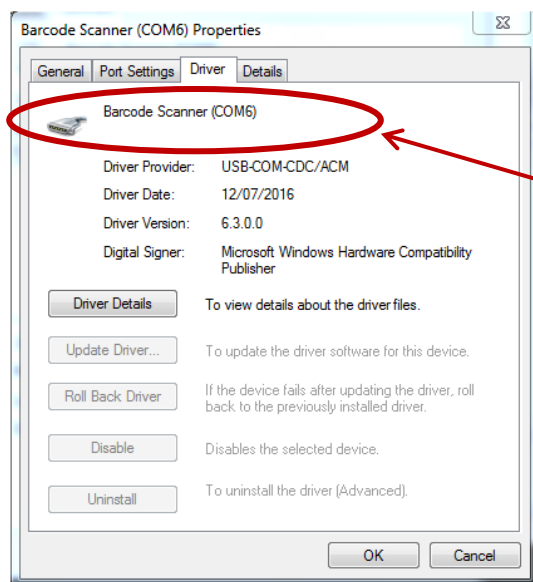


N.B. When viewing the properties of the scanner in Windows, if the device is referred to as a keyboard then **this configuration is incorrect**, see below:



The Barcode Scanner is being recognised as a Keyboard Device rather than a scanner. This indicates that the correct driver is **not** installed for the scanner device

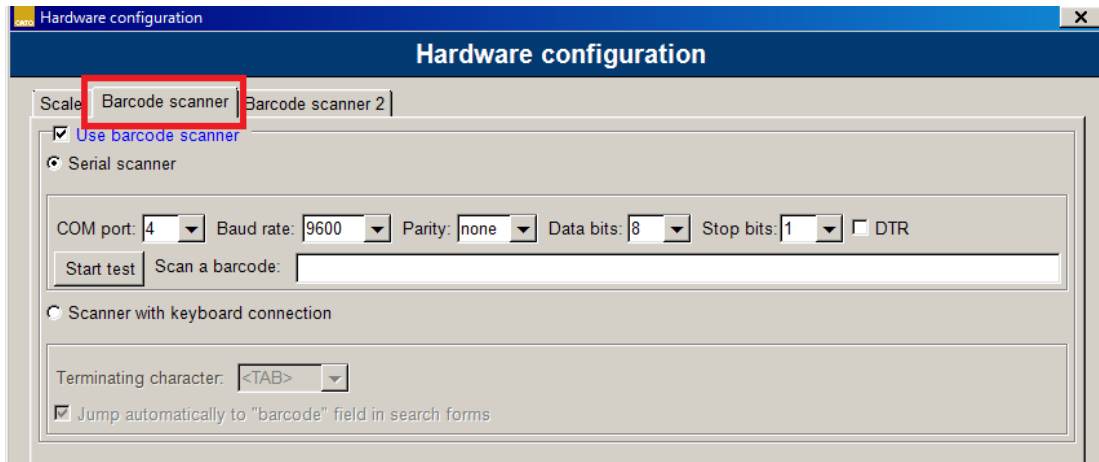
The correct configuration is evident where the driver is referred to as a Barcode Scanner (COM #), see below:



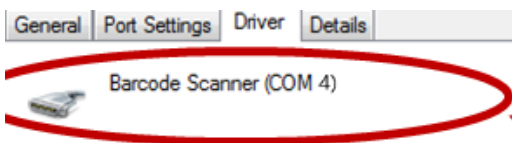
The Barcode Scanner is being recognised as a Barcode Scanner associated with a COM Port. This is the correct configuration

Steps to Configure the Barcode Scanner in NCIS.Med

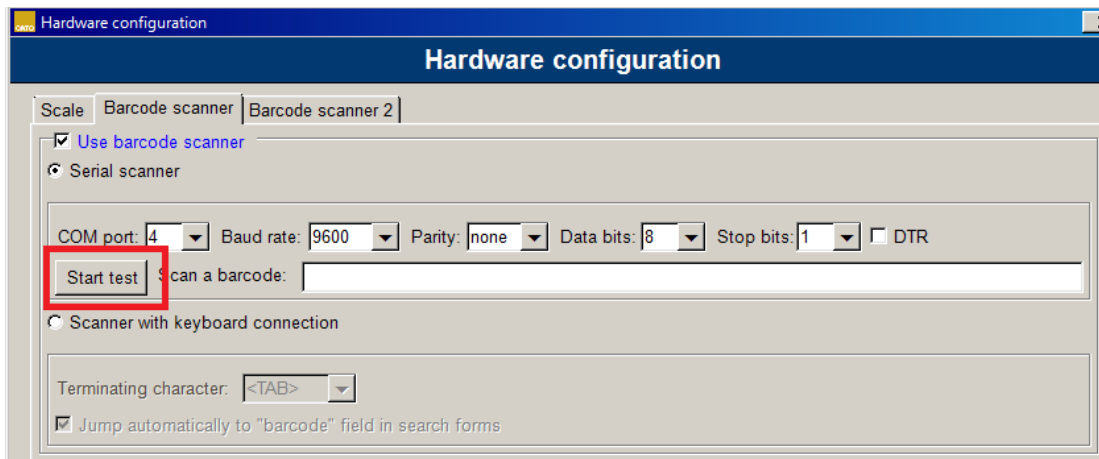
1. Log into NCIS MED with appropriate user account
2. Go to Administration → Hardware Configuration
3. Select Barcode Scanner from the top of the form.



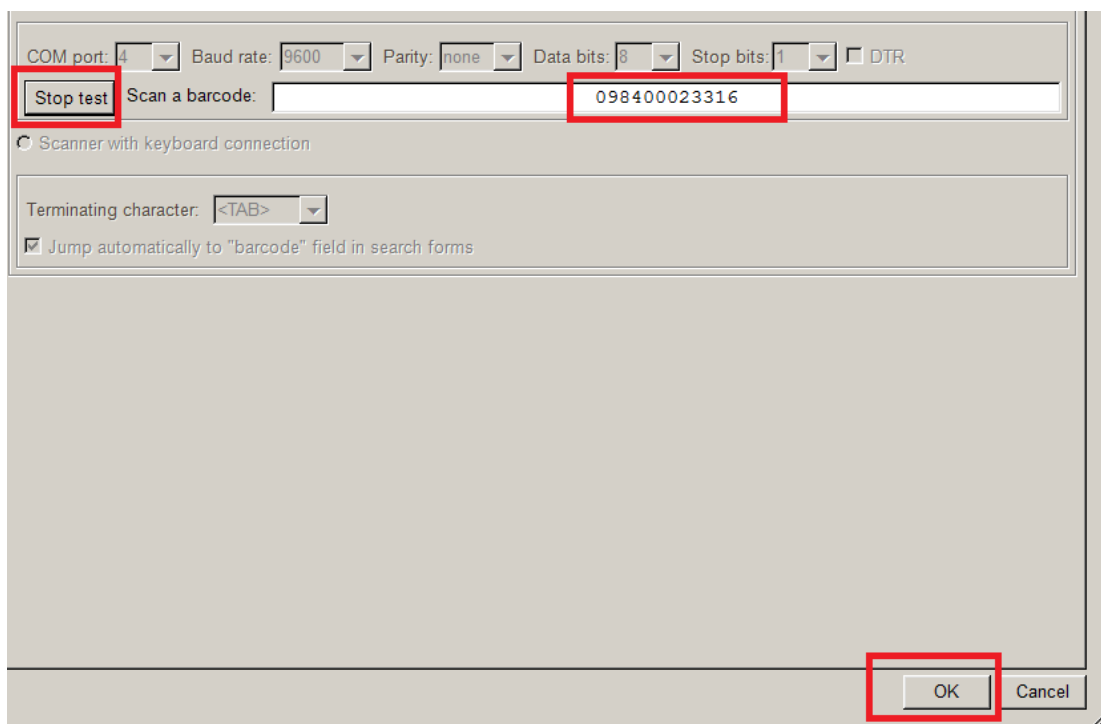
4. Tick "Use barcode scanner"
5. Select the correct Com Port number as per device properties



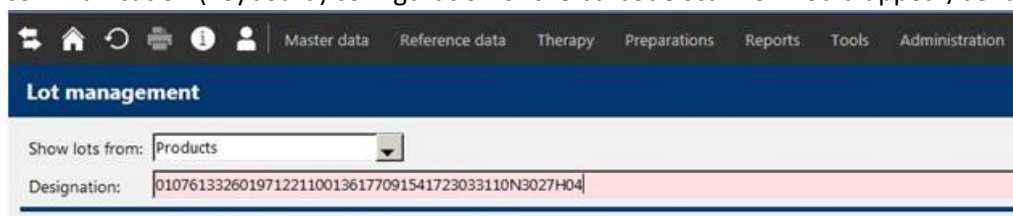
6. Click on Start Test



7. Use the barcode scanner to scan a barcode



8. The barcode should read into the box on screen indicating that the test is successful. If the barcode does not read in this box check the following:
 - i. The barcode scanner has been configured for serial communication e.g. with an RS-232 standard interface setting.
 - ii. Ensure to start your Citrix session with the barcode scanner plugged in. If you have started Citrix without the scanner plugged in, logout of Citrix, plug in the scanner and log back in to Citrix.
9. Click on Stop Test
10. Click on OK
11. Also complete configuration in the Training environment to confirm patient barcode scanning is working correctly.
12. To verify that the configuration has been successful, it may be useful to check the scanning behaviour in NCIS.MED at this point. If when scanning a SACT product package barcode (e.g. Herceptin) in Lot Management you find that rather than a menu option being offered, that the barcode content populates the Designation field (see figure below and refer to NCIS Quick Guide for using barcodes in ACU), then it is likely the incorrect driver is installed. This is how parallel communication (keyboard) configuration of the barcode scanner would appear/behave in NCIS.



Appendix 1 – Recommended Barcode Scanners

The below lists the latest recommended barcode scanners for use with NCIS:

- Datalogic Matrix 210 (not Matrix210n)
- Datalogic Gryphon 4400 or 4500 Series (note: The NCIS Office have tested these models)
- Zebra/Motorola - Symbol LS4208
- Zebra/Motorola - Symbol LS3508