STATSAFE INSTRUCTIONS

1. **From log in screen enter user name. User name is{ first name initial, last name, and last 4 of your social security number}. Example JSMITH1234**
2. **Enter password: Pharmacy1. Note the P is capitalized.**
3. **Select Remove med**
4. **Select patient**
5. **Select med or meds**
6. **Enter pin number (4 digit code on left side of label)**
7. **Enter quantity in the card (current inventory)**
8. **Enter doses to be taken**
9. **Put card back and close drawer**
10. **Hit finish/ok on screen**
11. **Control meds (must call pharmacy to get code) 309 690-7790. If after 5pm call the after hours number**