



Codonics Safe Label System Installation Services Description

A Codonics Project Leader and Field Technical Specialist will work with you and your staff to ensure the successful implementation of the Safe Label System throughout your facility(s). They will work with you through the different phases of the project including: Planning, Implementation, Deployment and Go-Live.

1. **Planning** – The assigned specialist(s) will work with the site staff. (Codonics recommends that the site project team include members from IT, Pharmacy, Anesthesia, and the post install product support team) to complete any required risk assessments, review the purchase order in order to confirm everything is correct, plan the implementation including defining required Codonics mounting options and/or networking options, defining locations for power and internet connections, defining the tentative schedule, etc.

Note:

- The customer is responsible for conducting any required site surveys and for obtaining any additionally required site infrastructure including, but not limited to: routers, switches, wireless access points, ethernet ports and/or electrical power ports.

2. **Implementation** – The assigned Codonics specialist(s) will work remotely with the pharmacy staff responsible for managing the formulary to define the medications to be included in the SLS formulary, define hospital specific settings, install the SLS Administration Tool application, build the formulary and train the staff on using the Codonics Administration Tool to manage the system after Go-Live.

Notes:

- The customer is responsible for providing a computer or server share upon which the Administration Tool suite can be installed.
- Once the medications to be included and the hospital specific settings are defined in the SLS Formulary Template, Codonics will request sample medication bar codes for rule definition and testing.
- The customer is responsible for verifying the formulary content, conducting drug verification and formulary approval.
- Codonics recommends the use of a handheld bar code scanner with the Administration Tool for drug verification and learning / adding additional drugs to the formulary. If the customer is supplying their own scanner, rather than purchasing a model sold by or recommended by Codonics, Codonics will provide assistance in configuring the scanner, but cannot guarantee full functionality.

3. **Deployment** – The assigned Codonics specialist(s) will be on-site to prepare the units for Go-Live and provide clinician and super user training. The assigned Codonics representative(s) will un-box, mount¹ and install the Safe Label System Point of Care Station (PCS) devices throughout the facility(s), and will ensure that the systems are configured for Go-Live by calibrating the system, installing the formulary, etc. The site project manager must confirm the availability of facility

¹ Mounting includes the installation of Codonics shelves and/or Codonics provide mounting accessories onto customer owned anesthesia carts. Installation and removal of third-party mounting accessories is not included.

resources, accessibility to the locations and that all site-supplied infrastructure (i.e. power, LAN, Wi-Fi, IP Addresses) are in place prior to Codonics arrival.

The Codonics specialist(s) will also provide training for SLS users and SLS Super Users. They will also assist Pharmacy representatives as required on using the Administration Tool including tasks such as adding drugs to the formulary and conducting drug verification.

Notes:

- If an additional site visit is required due to the unavailability of site resources and/or site infrastructure, Codonics will bill the customer as a rate of \$1,500 per day with a 2-day minimum.
 - Codonics requires confirmation three weeks’ notice prior to arriving on site.
4. **Go-Live** – The assigned Codonics specialist(s) will be on-site the day before Go-Live to trouble shoot any last-minute issues that may arise. The assigned specialist(s) will be on site the first and second day of Go-Live to provide on-site support and training during the Go-Live.

Total implementation times vary. For planning purposes assume:

1. A typical installation takes 10to 12 weeks.
2. Codonics needs a minimum three weeks’ advance notice to come on-site to install, train and support go-live activities.
3. Codonics is usually onsite as defined in the table below. The exact number of days will vary based upon number of units being installed.
4. Codonics will arrive on site Monday and depart Friday. Codonics staff does not travel on weekends unless arrangements are agreed in advance. The exception is international installations for which Codonics staff will travel on weekends.

# Of Units	Install Trips/Days on Site	Go-Live Trips/Days on Site	Additional Days
1 to 6	1 Trip / Combined Install and Go-Live		\$1,500 per Day 2 Day Minimum
7 to 15	1 Trip / Up to 4	1 Trip / Up to 3	
16 to 30	2 Trips / Up to 4 each	1 Trip / Up to 3	
31 to 45	2 Trips / Up to 4 each	2 Trips / Up to 3 each	
46 +	A custom plan will be developed.		

Codonics Technical Support:

- Codonics Technical Support is available 24 / 7. Codonics “800 Number” is staffed from 8:30 to 5:30 Eastern, Monday through Friday and the technical support paging system is available at all other times. To contact Codonics technical support please call (800) 444-1198 or email the team at Support@Codonics.com.
- Safe Label System Installation questions or concerns may be directed to the installation team at (800) 444-1198 or via email at Installation@Codonics.com.