

OPIQ Narcotics Module

GRFD EMS Division

How it works

- ▶ The Narcotics Module in OPIQ allows labelling and tracking of Narcotics from initial ordering to the final use or destruction; as required by the DEA.
- ▶ Drug box checks will take place in OPIQ as normal under the appropriate unit (e.g. EN370 EMS Gear or PM373 Drug Box)
- ▶ A tag will be affixed to the controlled meds, which contains a control number (e.g. M-1001, V-1001, K-1001)

Benefits

- ▶ Not having to complete an ePCR to restock narcotics at hospitals
- ▶ Decrease turn-around times at the hospital
- ▶ No longer a need for paper drug box logs.

New PAR Level

DHS Minimums

- ▶ Morphine - 20mg
- ▶ Versed - 10mg
- ▶ Ketamine - 200mg (optional drug)

New PAR

- ▶ **Morphine - 40mg**
 - ▶ If you have 20mg of Morphine, you do not have to go OOS to replace.
- ▶ Versed - Stays at current 20mg
- ▶ Ketamine - Stay at current 200mg
 - ▶ Since Ketamine is optional drug, you don't have to go OOS to replace.

- If drop below DHS minimums, then go OOS
- Reference GRFD AG “Other Tab” for Drug Box minimum PARs [Link here](#)

Two Types of Narcotic Safes

Main Inventory Safe

- ▶ This will be the hub station medication machines, where units restock the narcotic from
 - ▶ Narcotic Safe 370, Narcotics Safe 375, Narcotic Safe 380

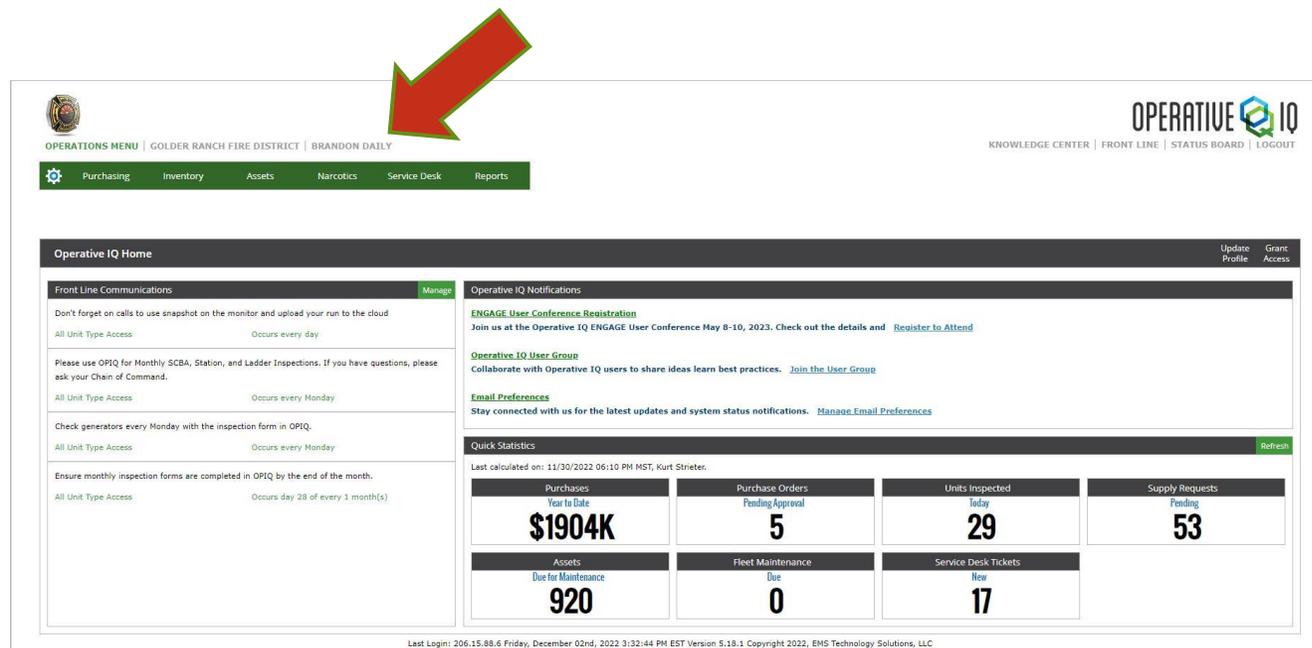
Unit Safe

- ▶ This is the units drug box that the narcotics are “stored in”
 - ▶ E.g. PM370 Drug Box

First things first...

You will need to setup a pin for your OPIQ account

- ▶ Login into OPIQ back office and click on your name



The screenshot shows the OPIQ back office dashboard. At the top, the navigation bar includes the user name 'BRANDON DAILY' and the 'OPERATIONS MENU'. A red arrow points to the user name. Below the navigation bar, there is a 'Front Line Communications' section with a 'Manage' button. To the right, there are 'Operative IQ Notifications' and 'Quick Statistics' sections. The 'Quick Statistics' section displays a grid of metrics:

Purchases	Purchase Orders	Units Inspected	Supply Requests
Year to Date \$1904K	Pending Approval 5	Today 29	Pending 53
Assets	Fleet Maintenance	Service Desk Tickets	
Due for Maintenance 920	Due 0	Open 17	

At the bottom of the dashboard, it shows 'Last Login: 206.15.88.6 Friday, December 02nd, 2022 3:32:44 PM EST Version 5.18.1 Copyright 2022, EMS Technology Solutions, LLC'.

First things first...

Enter a 4-digit numeric PIN, one that you will remember in the field below, then hit “submit”

The screenshot shows the OPERATIVE IQ Profile Edit form. The form is titled "Profile Edit" and has "Submit" and "Cancel" buttons. It contains the following sections:

- Profile Info:**
 - First Name: Brandon
 - Last Name: Daily
 - Email Address: bdaily@grfdaz.gov
 - Phone Number:
 - Login ID: bdaily
 - Password: *****
 - Pin: *****
- Image:** NO IMAGE AVAILABLE
- Preferences:**
 - Default Application: Back Office
- Biometric Finger Print:**
 - Biometric Finger Print: Not Available
- Digital Signature:**
 - Digital Signature: Not Available
- Role Security:**
 - Role: Operations Extended Supervisors
 - Division: All Divisions Access

A red arrow points to the PIN field in the Profile Info section. The background dashboard shows various metrics and navigation options.

Note: The field will already have what appears to be something in it. Delete and enter selected PIN

Picking up Controlled Meds from Machine

- ▶ Controlled medications (Ketamine, Morphine and Versed) require dual verification at the medication machine in order to dispense the medication.
 - ▶ Paramedic will scan their RFID card and enter the coil number to be dispensed.
 - ▶ This will prompt a second member (EMT or PM) to scan their RFID card in order for the medication to be dispensed.
- ▶ No paperwork or completed ePCR will be needed to restock Narcotics from our machines

After the controlled medication(s) have been dispensed, log into OPIQ Frontline and select Narcotics Management



Then select “Safe to Safe Transfer”

Chain of Custody

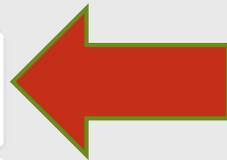
 PICK UP FROM CREW	 TRANSFER TO CREW
 PICK UP FROM SAFE	 RETURN TO SAFE

My Control Number Transactions

 ADMINISTER	 MANAGE BOX	 MANAGE FIELD BOX
 VIEW/AUDIT NARCOTICS	 INCIDENT REPORT	 PRINT LABELS

Narcotic Safe Transactions

 ADMINISTER FROM SAFE	 SAFE TO SAFE TRANSFER
 VIEW/AUDIT SAFE	 SAFE INCIDENT REPORT



Note: You will not have all the above options

- Select the Main Safe (Machine) the medication is being picked up at and what Unit safe it's going to (EN379)
At the bottom, enter the control number(s) from the label exactly as written, including the dash (e.g. M-1006, V-1005, etc.) and hit next

The screenshot shows a mobile application interface titled "Safe to Safe Transfer". It features three dropdown menus for selection: "Division" (Main Division), "From Safe" (Narcotic Safe 370), and "To Safe" (EN379 (EN379 EMS Gear)). Below these is a table of "Control Numbers to Transfer" with columns for Control Number, Description, Expiration Date, Lot Number, Box ID, Box Seal, and IR. A "Select" button is positioned above the table. At the bottom, there is a search bar labeled "Enter Control Number or Box ID" and a "Next" button. Three red arrows are overlaid on the image: one points to the "From Safe" dropdown, another points to the "To Safe" dropdown, and a third points to the "Next" button.

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
test-1012	Pretinenol 10 mg/ml (1 ml vial)	01/01/2026	000000			🗑️
test-1013	Pretinenol 10 mg/ml (1 ml vial)	01/01/2026	000000			🗑️
test-1014	Pretinenol 10 mg/ml (1 ml vial)	01/01/2026	000000			🗑️
test-1015	Pretinenol 10 mg/ml (1 ml vial)	01/01/2026	000000			🗑️

After hitting next, verify the control numbers are correct and click submit.

This will prompt for your pin and signature. Once complete, hit sign and you will receive a confirmation.

Pick Up from Safe

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
test-1003	Pretinenol 10 mg/ml (1 ml vial)	10/10/2025	0000000			IR
test-1004	Pretinenol 10 mg/ml (1 ml vial)	10/10/2025	0000000			IR
test-1006	Pretinenol 10 mg/ml (1 ml vial)					IR

Daily, Brandon Security Verification

Pin

Digital Signature


Clear Bypass Sign

Submit

Administering Controlled Medication

After using a controlled medication, select “Administer From Safe” from the menu

The screenshot displays a software interface with the following sections and buttons:

- Chain of Custody**
 - PICK UP FROM CREW
 - TRANSFER TO CREW
 - PICK UP FROM SAFE
 - RETURN TO SAFE
- My Control Number Transactions**
 - ADMINISTER
 - MANAGE BOX
 - MANAGE FIELD BOX
 - VIEW/AUDIT NARCOTICS
 - INCIDENT REPORT
 - PRINT LABELS
- Narcotic Safe Transactions**
 - ADMINISTER FROM SAFE (highlighted with a red arrow)
 - SAFE TO SAFE TRANSFER
 - VIEW/AUDIT SAFE
 - SAFE INCIDENT REPORT

Select your Unit Safe and click “Select”

Administer from Safe

Division *
Main Division X

Narcotic Safe *
EN379 (EN379 EMS Gear) X

Control Numbers to Administer

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
Enter or Select a Control Number or Box ID to proceed						

Select

This will populate all narcotics in your Unit Safe. Select the correct one and click save, then next

Select Control Numbers

Control Numbers to Issue

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
<input checked="" type="checkbox"/>	test-1001	Pretinenol 10 mg/ml (1 ml vial)	10/10/2025	0000000		
<input type="checkbox"/>	test-1003	Pretinenol 10 mg/ml (1 ml vial)	10/10/2025	0000000		IR
<input type="checkbox"/>	test-1004	Pretinenol 10 mg/ml (1 ml vial)	10/10/2025	0000000		IR
<input type="checkbox"/>	test-1006	Pretinenol 10 mg/ml (1 ml vial)	10/10/2025	0000000		IR

Back Save

- Enter the dosage, run number and unit ID (e.g. PM370 Drug box or EN374 EMS Gear) then click submit. This will prompt for your pin and signature.

The program will automatically account for the waste amounts based on the dosage.

The screenshot shows the 'Administer' screen of a mobile application. At the top, there is a teal header with a back arrow on the left, the word 'Administer' in the center, and a menu icon on the right. Below the header, the form is divided into several sections:

- Enter Control Number Details:** This section contains a text input field with the value 'test-1001' and the text 'Pretenenol 10 mg/ml (1 ml vial)' below it. Below this is a 'Dose #1 (mg) *' input field with the value '5'. A '+ Add Dose' button is located below the dose field. At the bottom of this section are two input fields: 'Waste (mg)' with the value '5.00' and 'Waste (ml)' with the value '0.50'.
- Administration Form:** This section contains three input fields: 'Run Number *' with the value '2200000', 'Unit *' with the value 'PM370 Drug Box', and 'Comments' with the placeholder text 'Type something' and a character count of '255 characters left'.

Three red arrows point to specific elements: one points to the 'Dose #1 (mg) *' field, another points to the 'Run Number *' field, and a third points to the 'Submit' button at the bottom right of the form.

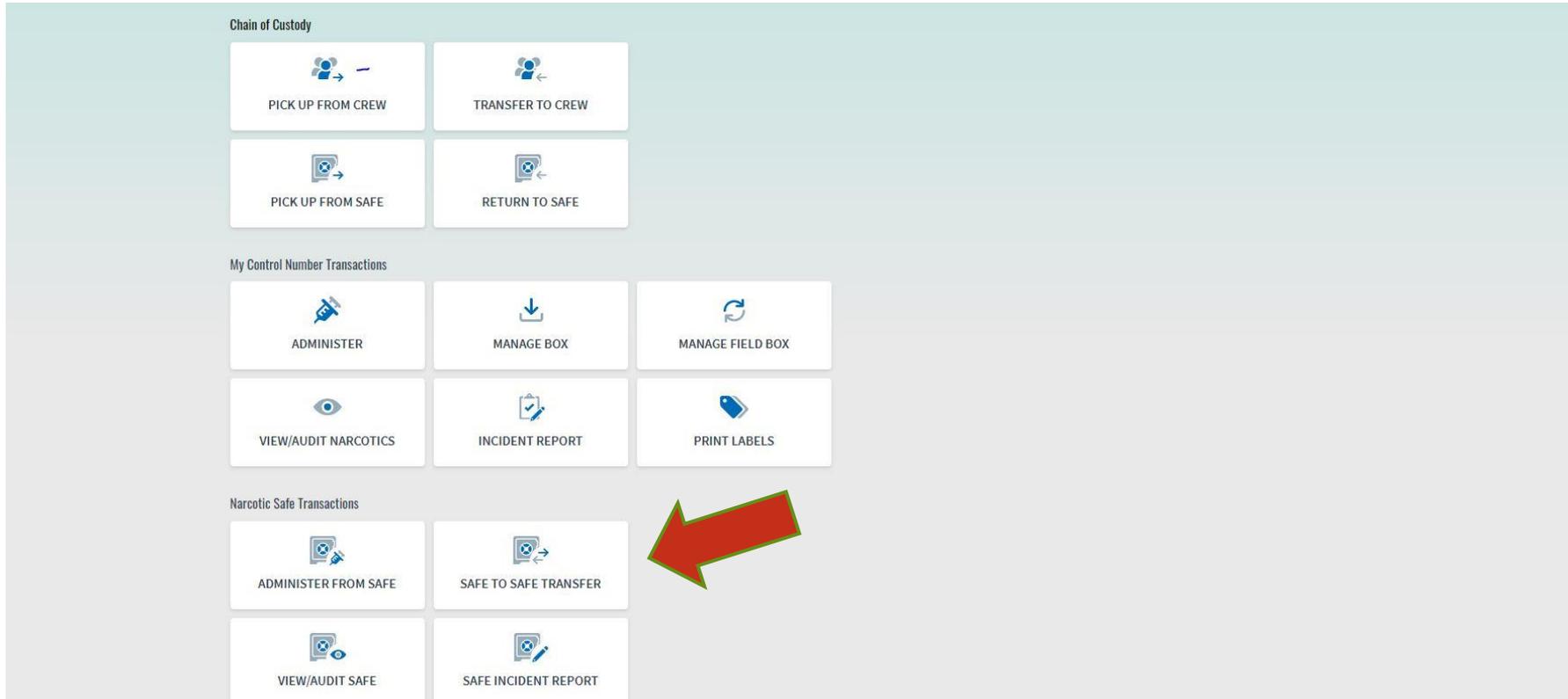
If additional dose was given, click “Add dose” and enter amount. The waste amount will adjust automatically

Submit

Transferring Controlled Medications

From GRFD Suppression to Medic Trucks, or vice-versa

If transferring a Narcotic to another unit, click “Safe to Safe Transfer”



This would commonly be used if Medic truck is replacing an Engine's used Narcotic or Engine is giving the medic truck their remaining vial

Select Unit safe transferring from and to.
Can search control number on bottom, or click select to pull from list.

The screenshot shows the 'Safe to Safe Transfer' mobile application interface. The interface includes the following elements:

- Safe to Safe Transfer** (Title)
- Division *** (Dropdown menu): Main Division
- From Safe *** (Dropdown menu): EN379 (EN379 EMS Gear)
- To Safe *** (Dropdown menu): PM380 (PM380 Drug Box)
- Control Numbers to Transfer** (Table):

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
Enter or Select a Control Number or Box ID to proceed						
- Select** (Button)
- Enter Control Number or Box ID** (Search bar)
- Next** (Button)

Red arrows indicate the following actions:

- Arrow pointing to the **From Safe *** dropdown menu.
- Arrow pointing to the **To Safe *** dropdown menu.
- Arrow pointing to the **Select** button.
- Arrow pointing to the **Enter Control Number or Box ID** search bar.

After narcotic is selected, hit next, then submit. This will prompt for PIN and password

Safe to Safe Transfer

Safe to Safe Transfer

Division *
Main Division

From Safe *
EN379 (EN379 EMS Gear)

To Safe *
PM380 (PM380 Drug Box)

Control Numbers to Transfer

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
test-1009	Preteneol 10 mg/ml (1 ml vial)	10/10/2025	0000000			

Select

Enter Control Number or Box ID

Next

EN379 (EN379 EMS Gear) To PM380 (PM380 Drug Box) Transfer

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
test-1009	Preteneol 10 mg/ml (1 ml vial)	10/10/2025	0000000			

Verify correct control number

Submit

Once complete, the medication will show up in the new units narcotic safe

Verifying Control Numbers in Box

To be completed during each drug box pass-on

Click View/Audit Safe

Chain of Custody

 PICK UP FROM CREW	 TRANSFER TO CREW
 PICK UP FROM SAFE	 RETURN TO SAFE

My Control Number Transactions

 ADMINISTER	 MANAGE BOX	 MANAGE FIELD BOX
 VIEW/AUDIT NARCOTICS	 INCIDENT REPORT	 PRINT LABELS

Narcotic Safe Transactions

 ADMINISTER FROM SAFE	 SAFE TO SAFE TRANSFER
 VIEW/AUDIT SAFE	 SAFE INCIDENT REPORT



Select your Unit Safe, which will populate all control numbers in that box

Safe Control Numbers Audit

Division *
Main Division

Narcotic Safe *
EN379 (EN379 EMS Gear)

Summary

Description ↑	Quantity	Verified	Variance
Pretenenol 10 mg/ml (1 ml vial)	7	0	7

Individual Control Numbers

<input type="checkbox"/> Control Number	Description ↑	Expiration Date	Lot Number	Box ID	Box Seal	IR
<input type="checkbox"/> test-1009	Pretenenol 10 mg/ml (1 ml vial)	10/10/2025	0000000			
<input type="checkbox"/> test-1011	Pretenenol 10 mg/ml (1 ml vial)	01/01/2026	000000			
<input type="checkbox"/> test-1012	Pretenenol 10 mg/ml (1 ml vial)	01/01/2026	000000			
<input type="checkbox"/> test-1013	Pretenenol 10 mg/ml (1 ml vial)	01/01/2026	000000			

Enter Control Number or Box ID

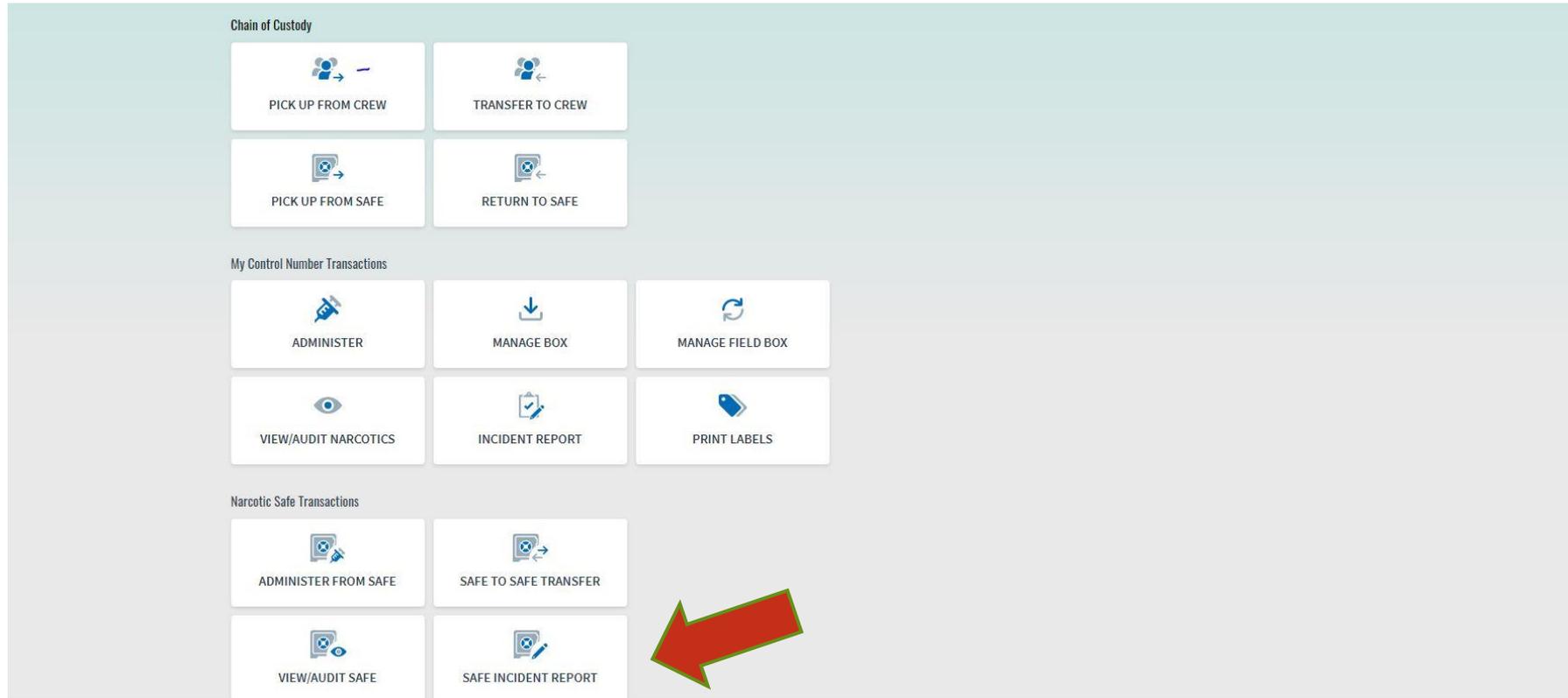
Next

Check all to verify control numbers and click next, then submit
This will prompt for your PIN/password

Incident Reports

Broken, damaged, missing, double-dispensed

If double-drop from medication machine, broken or damaged Narcotic, click “Safe Incident Report”



* In addition to these steps, immediately notify station Captain and the On-duty EMS Captain. Place Narcotic into drop box at hub station *

Select the Main or Unit Safe and click select or enter the control number and click next

Safe Incident Report

Safe Incident Report

Division *

Main Division

Narcotic Safe *

Narcotic Safe 370

Control Numbers for Incident Report

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
Enter or Select a Control Number or Box ID to proceed						

Select

Enter Control Number or Box ID

Next



After selecting correct control number, select the reason for the Incident Report and comments on what happened, then submit. This will prompt for your PIN and signature

← Safe Incident Report ☰

Control Number	Description	Expiration Date	Lot Number	Box ID	Box Seal	IR
test-1017	Pretinenol 10 mg/ml (1 ml vial)	01/01/2026	000000			

Incident Report

Incident Report Reason *

Damaged Vial Missing

Expiring/Expired Other, Please explain below

Comments

 221 characters left

Submit

Questions?

- We are excited for this new opportunity and understand some unexpected issues may arise.
- This may seem like a lot of information, but we are positive it will be a more efficient and easier process compared to the current method of narcotic replacement

If you have any questions, please reach out to your EMS division at EC@grfdaz.gov , We are here to support you!