StarWellness Med Sync Daily Process

Sync Pickups

Get today’s pickups ready:

1. Print list of today’s pickups

2. Check if all meds are filled for pickup:
   - Yes
   - No
   - Troubleshoot

Follow up on yesterday’s pickups:

1. Manage will call bin (using Med Sync baskets)

2. Check if patient picked up meds on time:
   - Yes
   - No
   - Send Missed Appointment campaign

3. Once patient picks up meds, change sync date.

[Diagram showing the flow of processes with decision points and actions]
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Sync Fills

Start fills for future pickups:

1. Print list of today’s fills

2. Review printed med list
   - >> flag drugs requiring refill
   - >> authorization/inventory
   - >> mark what has been filled
   - >> leave list in Med Sync basket so all staff members see notes

3. Are all meds synced?
   - yes
   - no

   - Supply short fills

4. Rx process and fill

5. Label and place in will call bin (Med Sync basket)
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Short Fills

Supply short fills:

1. Print list of today's short fills
2. Review printed med list
3. Rx process and fill
4. Label and place in will call bin (Med Sync basket)
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Full Fills

Supply full fills:

1. Print list of today’s full fills
2. Review printed med list
3. Rx process and fill
4. Label and place in will call bin (Med Sync basket)