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| TO DO LIST – Data Entry | |
| |  |  |  | | --- | --- | --- | | **Due Date** | **What** | **Done** | | Daily | **RTS - After RTS identified, Look at labels (special order, extenuating circumstance) before RTS, bottles are restocked to the shelf; return if needed, med sync calls if 7 days after; rerun if 14 days out** |  | | Daily | **Ordering and Receiving Orders: Open McKesson, start orders, add to existing order throughout the day** |  | | Daily | **Ordering and Receiving Orders: Check in controlled inventory order (Manually review items and receive McKesson C2 Order)** |  | | Daily | **Ordering and Receiving Orders: Check in uncontrolled inventory order (pull FOAs, IOUs to match received med)** |  | | Daily | **Manually receive invoices from 3rd party vendor** |  | | Daily | **Place ordered drugs on shelf** |  | | Daily | **Queue: Pending Renewals & Dr Call Box** |  | | Daily | **Work Queues: eScripts - review and take action on denied eScripts** |  | | Daily | **Work Queues: Follow-up on rejected 3rd party claims** |  | | Daily | **Work Queues: Work PA Queue, follow-up when necessary** |  | | Daily | **Sync Process - Process Cycle Fills and Print Queue (DROP SYNC)** |  | | Daily | **Sync Process - med refill requests** |  | |  |  |  | | PRN | **Phone Calls – Answer on ring 2** |  | | PRN | **Returning McKesson Misorders** |  | | PRN | **Sync Process: Talk to patients about why they should enroll into med sync** |  | | PRN | **Sync process: Enroll new patients (sign and scan in)** |  | | PRN | **Sync Process: update patient sync profiles** |  | | PRN | **Sync Process: document notes within sync notes** |  | | PRN | **Sync Process - med sync queue; make sync phone calls** |  | | PRN | **Sync Process - update patient med list (med rec)** |  | | PRN | **Document eCare Plans** |  | | PRN | **Submit eCare Plans** |  | | |
|  | NOTES: |
|  | Phone Calls Process:   * Fill Station answers on ring 1 * Data Entry answers on ring 2 * ANYONE answers on ring 3 |