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| TO DO LIST - Cashier | |
| |  |  |  | | --- | --- | --- | | **Due Date** | **What** | **Done** | | Daily | **Restocking bottles/caps** |  | | Daily | **RTS -Run 7 day call through Pioneer and send out through VOW** |  | | Daily | **RTS: Run 10 day report within Pioneer and RTS** |  | | Daily | **Pull 7 day out med sync bags and send out message (RTS in 3 days)** |  | | Daily | **Call IOUs** |  | | Daily | **1 day prior to med sync calls** |  | | Daily | **Cash out the tils/registers at the end of the night** |  | | Daily | **File prescription hard copies** |  | |  |  |  | |  |  |  | | PRN | **Put basketed drugs away throughout the day** |  | | PRN | **Offering services at POS** |  | | PRN | **Dusting pharmacy workspace weekly** |  | | PRN | **Vacuum Friday** |  | | PRN | **Cashing out patients/customers** |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
|  | NOTES: |
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