



Checklist for FIS Receiving ReadyMed Packages at Stores

Once ReadyMed packages are received in your store:

- Call the patient to notify them their medication is ready to be picked up. Write your initials on the ticket, along with the date you called the patient.
- If you are given information about the patient that would prevent them from picking up their ReadyMed pack and could impact the start date on the box, notify LTC immediately. It is important that you notify LTC immediately if you learn the patient is currently in the hospital, or the patient is unable to pick up medication because of financial issues.
- If the ReadyMed pack hasn't been picked up three days after your initial call to the patient, call the patient again. Initial and date the ticket again to document call was made.
- If the ReadyMed pack is still at your store seven days after the date written at the top of the ticket, return the pack to LTC. The date written at the top of the ticket is the last day the patient can pick up the ReadyMed pack before their scheduled start date.

