

Prescriptions sent electronically (E-scripts)

- Only print and file C2 prescriptions. All other prescriptions do not need to be printed and kept on file.

Written prescriptions

- Enter as waiting in Pioneer and put the prescription in the appropriate colored basket.
- Print label and apply to prescription.
- File prescription.

Verbal prescription orders

- Orders received through the IVR:
 - Print the IVR request.
 - Listen to the prescription order.
 - Document order request on IVR copy.
 - Scan the IVR copy to Pioneer.
 - File copy of IVR request.
- Orders received through the Telephone:
 - Document order request on Rx pad.
 - Scan the Rx copy to Pioneer.
 - File copy of verbal Rx.
- Transfer requests:
 - Document order request on Rx pad.
 - Scan the Rx copy to Pioneer.
 - File copy of verbal Rx.

Filing Prescriptions

- All C2 prescriptions are filed separately in groups of 100.
- Wrap each group of 100 with two rubber bands.
- Document on the outside of the bundle the start and end
 - "N" number
 - "Rx" number
 - Date
- All other prescriptions are filed in groups of 100 separately from C2 prescriptions, with each group labeled with the start and end
 - "Rx" number
 - Date