

The 1-2-3 Dispensing System



1
Remove lowest numbered container from dispensing tray. (Containers are stored in dispensing trays sequentially numbered from front to back and from left to right).

Lift tab from bottle and place flagged label on a flat writing surface. Enter patient name, prescriber name and date.

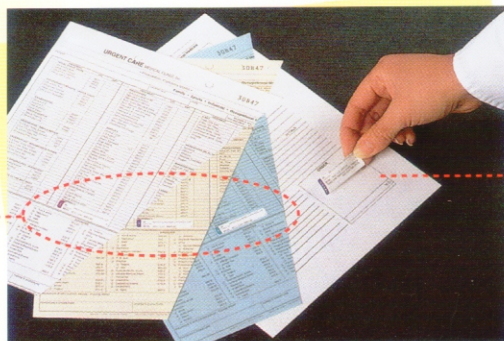


2
Pull label tab until separated from container and wrap remainder of flagged label around container.

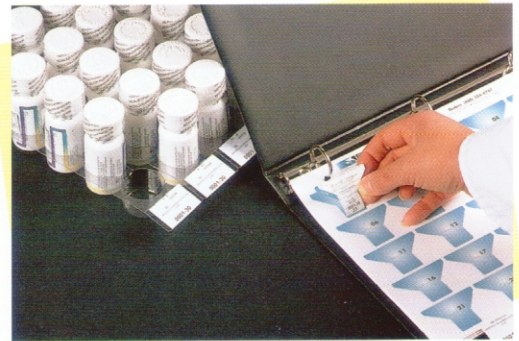


3
Separate patient receipt from office labels (3 Billing labels, Chart label, Log label) at perforation. The prescription and patient receipt are now ready for delivery to patient.

THE INTERNAL RECORD SYSTEM



Affix appropriate billing labels to tripartite billing form or superbill. Then affix patient chart copy to the patient's chart.



Affix the log record label to the appropriate sequential space on the log record. (Log records are index tabbed by the item number.)