

Workflow WEDNESDAYS

Max My Sync

Topic: Optimize Med Sync Workflow & Staff Schedule

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Best Practice

Create a Med Sync process that evolves with pharmacy workflow needs and utilize Med Sync calendar to better plan staff schedule and inventory management. Click [HERE](#) to watch the recorded Webinar.

Standard Operating Procedure & Workstations

- Develop a step-by-step guide on med sync process that the entire staff can access and follow.
- Assess the current pharmacy workflow and determine what modifications is necessary. Utilize resources and tools that are immediately accessible.
- Separate the Med Sync technician(s) from disruptive bench tasks. This can be achieved either by a dedicated workstation or by allocating prioritized time to Med Sync tasks.



Optimize the pharmacy space. Repurpose counter space and rearrange workstations to improve efficiency.

Use the Med Sync Calendar to Determine Staff Schedule

- A robust Med Sync program allows pharmacies to gain control of the daily workflow and anticipate days with increased workloads.
- Before creating the pharmacy staff schedule, look at the projected Med Sync calendar and determine the number of staff necessary to support the workload.
- Utilize slower Med Sync days to cross train staff on Med Sync tasks.



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