Weekly Packing and Dispensing Workflow

Generate Dispense Forecast Report in Virtual Pill Balance
or via **QScript**, if applicable

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Dispense required prescriptions in Dispense Software

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Import script balance in Dispense Tracker

Reminder: Check Unmapped drugs

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Collect stock from dispensary. Transfer to packing area, following Pharmacist checking process

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Batch Print Foil / Label for Patient Group(s) in **Printing & Sending**

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Pack with Guided Fill
or **Packing Bay**, if applicable

Reminder: Select Pack Start Date & No. of weeks to pack. When finished, select Record Packed to deduct pill balances.

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Pharmacist check packs via Pickup/Delivery Manifest, if applicable

Packs ready for collection & delivery

☐ External tasks   ◼ Tasks within myPak Software