IOU Process (through Eyecon)

Preferred dispensing amount is a seven day supply to patients.

1. Scan Pioneer label to Eyecon
2. Scan the stock bottle to Eyecon
3. Count prescribed quantity
4. If quantity in stock is less than prescribed, dispense a seven day supply (or use professional clinical judgement with exceptions)
5. Select Finish on Eyecon display
6. Select Yes to finalize count on Eyecon display
7. Select Workflow tab in Pioneer
8. Select IOU item in Pioneer
9. Confirm IOU has been completed correctly in Pioneer

IOU Process (through manual entry)

1. Select Workflow tab in Pioneer
2. Select Fill Station
3. Enter drug information on the left hand side
4. Select Actions tab
5. Select Add IOU
6. Enter the amount owed and the due date (next business day)
7. Select Save
8. After adding IOU, select the IOU item under the Workflow tab
9. Confirm IOU has been completed correctly in Pioneer

End of day reporting

1. Select Workflow tab in Pioneer
2. Select IOU
3. Select Reports
4. Select IOU outstanding report
5. Ensure all items on report are on the end of day Rx order

Completion of IOU process

1. Select Workflow tab
2. Select IOU
3. Double click on each IOU item
4. Enter the satisfied date
5. Save and print the labels
6. Circle or highlight the IOU satisfies section for easy identification
7. Fill Rx
8. Select next step for pharmacist verification
9. During verification process, select verify Rx again
10. Once verification is complete, select next step for binning Rx
11. At time of pick up, select sign for Rx again
12. Complete transaction

*** To enable the completion of IOUs through the Eyecon, the below settings should be checked in Pioneer.

1. Select Location tab
2. Select My Location
3. Select Rx Options
4. Select Create IOU for Partial Fill from Eyecon device