

**Fisherville Pharmacy Downtime
Prescription Pick-Up**

Date: _____

Patient Name: _____

Rx Numbers: _____

Name of Person Picking-Up: _____

Signature: _____

Date POS was Fixed: _____

Payment Information

Sale Total: _____

Form of Payment:

Cash A/R Account Check Credit Card

Manual Credit Card Info

Card Number: _____

Expiration Date: _____

Cardholder Name: _____

Security Code: _____

Downtime Procedure:

- Fill out separate Downtime Prescription Pick-Up Slip out for each patient
- Once the POS is fixed cash out all sales according to payment information provided (you can manually type all RX #'s into POS) Sign "downtime" to complete the sale
- Scan all completed receipts and Downtime Prescription Pick-Up Slips into Patient's Profile Documents
- File BOTH Downtime Prescription Pick-Up Slip and completed sales receipt into Downtime Signature File (located in file cabinet)

**Fisherville Pharmacy Downtime
Prescription Pick-Up**

Date: _____

Patient Name: _____

Rx Numbers: _____

Name of Person Picking-Up: _____

Signature: _____

Date POS was Fixed: _____

Payment Information

Sale Total: _____

Form of Payment:

Cash A/R Account Check Credit Card

Manual Credit Card Info

Card Number: _____

Expiration Date: _____

Cardholder Name: _____

Security Code: _____

Downtime Procedure:

- Fill out separate Downtime Prescription Pick-Up Slip out for each patient
- Once the POS is fixed cash out all sales according to payment information provided (you can manually type all RX #'s into POS) Sign "downtime" to complete the sale
- Scan all completed receipts and Downtime Prescription Pick-Up Slips into Patient's Profile Documents
- File BOTH Downtime Prescription Pick-Up Slip and completed sales receipt into Downtime Signature File (located in file cabinet)