

Q4 Pharmacy Staffing Readiness Checklist

Forecast the Demand

- ✓ Do you have a large new client(s) going live on 1/1?
- ✓ Are you anticipating an increase in patient volume due to deductible resets?

Audit Your Internal Capacity

- ✓ How many techs do you have available for end of year operations?
- ✓ How many are cross-trained or specialized in tasks like data entry or prior authorizations?
- ✓ Do you have contingency plans for PTO, sick leave, or burnout?

Define the Right Roles

- ✓ Do you need techs with specific experience (e.g. prior auths, mail-order fulfillment, claims)?
- ✓ Will any roles require remote or hybrid capacity?
- ✓ Are you open to temp-to-perm conversions starting in January?

Plan for Speed + Scale

- ✓ Do you have a staffing partner on deck with a ready-to-go bench?
- ✓ Are you set up for rapid onboarding (compliance, EHR access, training)?
- ✓ Can you onboard in waves if volume increases suddenly?

Let's Talk It Through

ASG Pharmacy has the right dose of staffing excellence:

- ✓ Techs trained for Q4 workflows
- ✓ Flexibility to scale up/down
- ✓ Support now, conversion-ready later