

## Walgreens Instruction Sheet

### To Whom It May Concern:

Thank you in advance for your help and participation in this project. American Medical ID is Walgreens' corporate approved provider of medical ID jewelry. For detailed instructions, please see below.

**GOAL:** To place an order form display on the pharmacy counter at ALL Walgreens pharmacies

### INSTRUCTIONS:

1. **Before entering the store, you will need to remove your display from the envelope and make sure it is a Walgreens display with the Walgreens logo on it.** (You can verify this is a Walgreens display the logo on the back of the envelope and on the front of the form.)



You should see the  
Walgreens logo

2. **Remove the black cardboard band from the top of the display so that the jewelry pieces are exposed.** Also, remove the white band around the order forms.



Remove this band



Remove this white band  
around forms

3. **Upon entering the store, introduce yourself to the pharmacy staff and let them know the American Medical ID program is an approved program for Walgreens Pharmacy.**
  - a. **Ex:** "Hi, my name is Bill and I am a representative of American Medical ID, Walgreens' corporate approved provider of medical ID jewelry. I am here to provide you with your order display resupply for the pharmacy counter. If you have any questions about the program, please contact American Medical ID at 800-363-5985."
4. **Place an order form display in a prominent place on the pharmacy counter and let the pharmacist know it is approved.**



← Order form display  
for pharmacy counter

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*Identify Yourself*

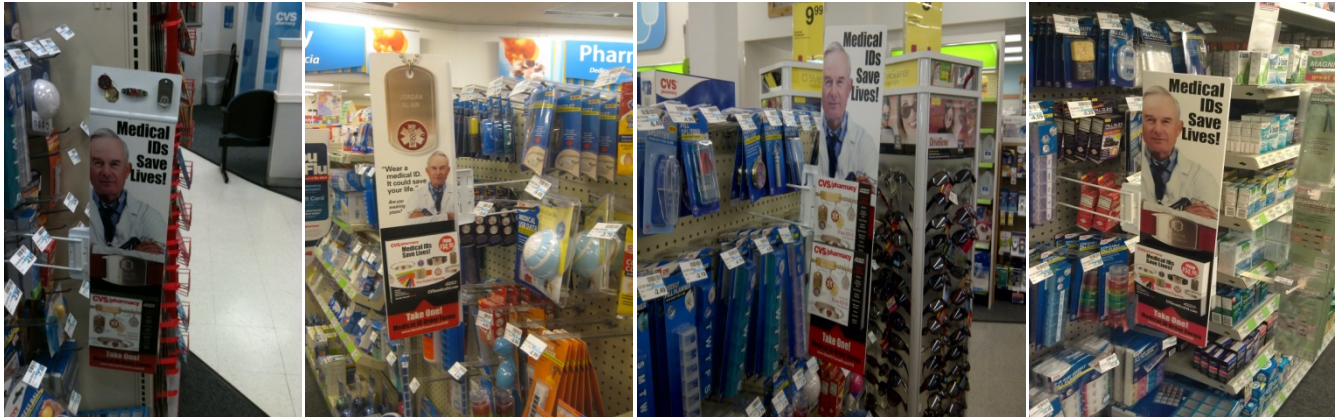
5. **Ask the pharmacist for the store number, then write that number using a marker on a blank sheet of paper. Take a photo of the display on the pharmacy counter including the handwritten sign with the store number in the picture to serve as proof you completed the assignment. The picture required should have the display and the specific store sign in it.**
  - a. **Please note that follow up calls will be made to ALL stores to verify accuracy of your reporting.**
6. **This completes your in store task.**

**Call Report Questions:**

1. Did you verify you had the correct display with the Walgreens logo on the order forms? Yes or No
2. Did you remove the black cardboard band from the top of the display? Yes or No
3. Did you remove the white band from around the order pad portion of the display? Yes or No
4. Did you introduce yourself to a member of the pharmacy? Yes or No
5. Did you place the counter top display on the pharmacy counter? Yes or No
  - a. If no, please indicate detailed reason in the comments field.
6. Did you take a photo of the display placed properly on the pharmacy counter, including a handwritten sign with the store number? Yes or No
  - a. If not, please indicate detailed reason why you did not take a photo on the comments field.

## Additional CVS and/or Walgreens Scope of Work Information 7/1/13

After reviewing some of the initial reports, there are three additional points of information to supplement the original Scopes of Work for the CVS and Walgreens projects. First are some additional pictures of the blade sign at CVS. The majority of CVS locations have this blade sign in addition to the display you are placing at the Pharmacy counter. The blade sign is usually located in what is called the apothecary (a·poth·e·car·ie) section. This is the section that has the pill holders and can either be found in front of the pharmacy or possibly down one of the aisles with the pill holders. In certain stores it may be placed at the store's discretion. You are expected to look for this sign when in a blade store; you may have to ask store management to help you locate it. Here are some extra pictures that should help locate and identify the blade sign:



The second piece of information is there may be an existing, older version of the display already at the Pharmacy counter when you arrive. You need to **REPLACE** the existing display with the new one you are bringing into the store. You should hand the old one to a member of the Pharmacy department and ask them to hold onto it as a possible backup. There should not be two displays on the counter when you leave the store. This goes for either CVS or Walgreens.

The third and final piece of information is directed only to those reps working on both CVS **AND** Walgreens. It is just a simple reminder the materials going to CVS are **DIFFERENT** than the materials going to Walgreens. Here is a picture of the materials going to Walgreens – take extra care that you do not leave them in a CVS location. This, of course, should be obvious but if you're busy and not paying attention this could be an easy mistake to make.



Careful attention to these three additional points will help ensure successful execution of this project. Please call KimEllen Cowan at 516-393-5408 if you have any questions on either the CVS or the Walgreen's project.

**Please do not begin this project until you receive the package(s) in the mail.**

**The details as to whether your store is a BLADE or NON BLADE store are listed on your call report next to the Store Name.**