Employees check in and are matched with their previously completed assessment forms. New employees are given forms to fill out.

Employees review assessment forms, make any necessary updates to information.

Employees receive information about disease/medication (fact sheet, video or oral presentation).

Forms are reviewed by medical personnel.

Employees receive medicine from medical personnel.

**Key Features:**

- Separate entrance and exit for ease of movement.
- More than one line to speed up the process.
- Medications must be secured at all times.
- Need not follow this exact floor plan, as long as ample space is provided for each key function.