

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **PROCUREMENT**

CODE: 7.13.0  
DATE: 1/5/82  
REVISED: 12/27/2018, 4/19/22  
APPROVED: Tinh Tran, Pharm.D.  
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SUBJECT: **PHYSICAL INVENTORY AND AUDIT**

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POLICY

PHYSICAL INVENTORY

- A. Although there is a running inventory on all drugs, a physical count of the drug stock on pharmacy shelves and in the Pyxis MedStations is taken by pharmacy employees at the end of the fiscal year.
- B. This information is put on pre-printed, pre-listed sheets and checked for accuracy by a county auditor. These sheets are priced out by the Rancho Los Amigos National Rehabilitation Center fiscal department.
- C. Spot audits are done monthly by checking physical inventory with the electronic inventory.

Reviewed: 7/2/2014bdk, 4/07/2016bdk, 4/19/2022 TT

Approved By: 