



Department of Pharmacy POLICY AND PROCEDURE

POLICY NUMBER: 886
VERSION: 1

SUBJECT: Annual Inventory of Drugs

POLICY:

The Pharmacy Department will conduct an annual inventory of all drugs each fiscal year.

This inventory will include DEA scheduled medications.

Inventory records will be maintained on file for at least three years.

PROCEDURE:

1. The pharmacy department will conduct an inventory at the end of each fiscal year.
2. Physical Count
 - A. Inventory sheets for each pharmacy area will be utilized for the physical count.
 - B. Pharmacy staff will be divided into teams of two persons each.

Each team will be assigned areas within the pharmacies to conduct a physical count of the inventory. After completing the physical inventory, both members of each counting team will sign the bottom of the inventory sheet signifying accuracy.
 - C. A team of two pharmacists will be assigned to count all DEA scheduled drugs.
3. Controlled Drugs Log Book
 - A. Pharmacists will verify that the physical inventory equals the inventory listed in the Controlled Drugs Log Book. All discrepancies will be investigated.
4. Correction of Computer Inventory
 - A. Pharmacy staff with appropriate computer access will be assigned to correct the computer inventory level
 - B. All corrections to the computer inventory will be logged onto the inventory sheets.
 - C. All adjustments are to be initialed by the person entering the corrections.

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Pharmacists will verify that the physical inventory and the Controlled Drugs Log Book inventories coincide with the computer inventory. All discrepancies will be investigated.

5. Pharmacy inventory records will be kept on file in the pharmacy for at least three years. A copy of the pharmacy inventory record will be forwarded to the Department of Finance.

Approved By: Romina Panoussi (PHARMACY SERVICES CHIEF II)	
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Supersedes:	