



Los Angeles County Department of Health Services

Policy & Procedure Title:		Monthly Pharmaceutical Inventory	
Category:	300-399 Operation Policy	Policy No.:	329.008
Originally Issued:	7/15/2010	Update (U)/Revised (R):	4/28/2015
DHS Division/Unit of Origin:	Office of Pharmacy Affairs		
Policy Contact – Employee Name, Title and DHS Division: Amarylis Gutierrez, Pharm. D., Director, Pharmacy Affairs			
Contact Phone Number(s):	(213) 240-7717		
Distribution: DHS-wide	<input checked="" type="checkbox"/>	If not DHS-wide, other distribution:	

PURPOSE:

The purpose of this policy is to provide controls and delineate accountability over the maintenance of a pharmaceutical inventory.

POLICY:

Each pharmacy will conduct a monthly inventory for a sample of selected high cost and/or high risk pharmaceuticals.

PROCEDURE:

- I. Facility pharmacies must take a monthly inventory of the top 25 high cost and/or high diversion risk medication on the last business day or the first business day of each month.
 - a. A list of the drugs for the monthly inventory will be maintained by the facility pharmacy. It will be subjected to change according to the usage.
- II. If the inventory discrepancy remains unresolved, it must be reported to the facility Pharmacy Director or his designee (i.e. pharmacists in charge - PIC). The facility Pharmacy Director shall take corrective action.
- III. Any discrepancies above 20% that continue for three consecutive months must be reported to DHS Pharmacy Affairs for full investigation of the discrepancies.
- IV. The inventory report is to be kept for a period of three years and may be audited by the finance department or other appropriate agencies in the County.

The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.

- V. Facilities who have implemented a system that maintains a perpetual inventory, e.g. Talyst equipment or Cerner Etreby Inventory Control, are exempt from these procedures but they must continue to maintain the inventory in accordance with established procedures. Items that are not maintained through a perpetual inventory system are subject to procedures in this policy.