



Vanda Stock Count Procedure

Purpose	To prevent any discrepancy of the stock balance for the clinic. To audit the stock transaction created in the system. To eliminate any chances of stock count tampering. To ensure no false reporting of stock/inventory balances.
Severity Measures	Personnels to be involved in this procedure: <ul style="list-style-type: none">• The Main-in-Charge, who will be doing the stock investigation and has the authority to do batch adjustments.• Nurse(s) to be appointed for PHYSICAL stock count.• Any 1 of the Doctors (Optional)
Note:	Enforcement of strict procedure, Inventory Item List is only to be viewed by Main-in-Charge BEFORE Physical Stock Count.

Procedure Begins:

Documents	Main-in-Charge will have to print out a copy of Inventory Item List for himself/herself. Main-in-Charge must also print out a copy of Physical Inventory List, and depending on the Nurse(s) appointed, hereby distribute it accordingly.
Start Count	The Nurse(s) will stock count and indicate the actual physical balance on the Physical Inventory List. Any stock-related information can be written as remarks.
End Count	After finishing stock count, the Nurse(s) must report back to the Main-in-Charge. The Physical Inventory List must be signed off by the Nurse(s).
Discrepancy Check	Nurse(s) and Main-in-Charge will then do a stock investigation for any discrepancies. If there are discrepancies due to any reason, the Main-in-Charge must act accordingly.
Batch Adjustment	After confirming that the drug difference need to be adjusted, Main-in-Charge will have to do data entry in "Batch Adjustment", so that the difference can be balanced off with physical balance, but with valid reasons. After the drug balance tally with the physical balance, a copy of "Inventory Adjustment Report" will be printed out for future reference.
Final Stage	A copy of final "Inventory Item List" Report will be printed for doctor to sign off. It will be then file for future reference.

END