

Reconcile Medication Inventory for Dispensing Bottles

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Path: Dispensing Module > Inventory tab

About

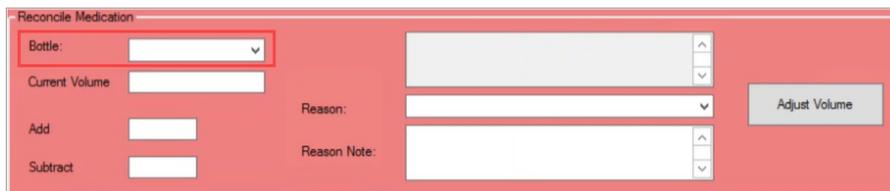
Medication Inventory discrepancies or incorrect entries (for example, if 1,000 units are entered instead of 10,000 units) are corrected from within the Dispensing Module using the Reconcile Medication functionality.

Reconcile Medication Inventory

1. Navigate to the Inventory tab of the Dispensing Module following the path above.
2. In the Reconcile Medication section, use the **Bottle** drop-down to select the bottle you'd like to reconcile.



Note: In order for the bottle to show as an option to select, it must have been opened first in Bottle/Med Management.



The screenshot shows the 'Reconcile Medication' form with the following fields and controls:

- Bottle:** A dropdown menu.
- Current Volume:** A text input field.
- Add:** A text input field.
- Subtract:** A text input field.
- Reason:** A dropdown menu.
- Reason Note:** A text area.
- Adjust Volume:** A button.

3. Once the bottle is selected, the amount listed in the system is displayed along with any other notes that were first entered in with the inventory. In the **Current Volume** field, enter the volume you want to change the inventory to.



The screenshot shows the 'Reconcile Medication' form with the following fields and controls:

- Bottle:** A dropdown menu with 'DEMO001-S' selected.
- Current Volume:** A text input field with '9960.00' entered and highlighted in red.
- Reason Note:** A text area with the text: 'Received Shipment from Hikma Pharmaceuticals Inc. Shipment included: 160 bottles of 1000mL Methadone HCl USP 10mg/mL Cherry.'

4. From the **Reason** drop-down, select a reason for the adjustment.
5. *(Optional)* Enter a **Reason Note**.
6. Click the **Adjust Volume** button.