Add New Medication Inventory in the Dispensing Module

Last Modified on 11/16/2021 8:42 am EST

Path: Dispensing Module > Inventory tab

About

In the Dispensing Module, new medication inventory is added via the Inventory Management feature. From here, you will be able to add new shipments into the module, record serial/lot numbers, and document inventory notes.

Add Medication to the Inventory

1. Navigate to the Inventory tab by following the path above.
2. From the **Add Medication** drop-down menu, select the type of medication you want to add to the inventory.

3. Enter the **Serial/Lot** #.
4. Enter the **Units Per Bottle**.
5. Enter an **Inventory Note**. This note is displayed on the inventory report.
6. If entering one bottle or package of pills, click the **Add One Bottle/Pkg** button. If entering multiple bottles, enter a **Number of bottles** and click the **Add Multiple Bottles/Pkgs** button.
7. A pop-up is displayed, confirming the entry of the medication into the inventory. Click the **OK** button.
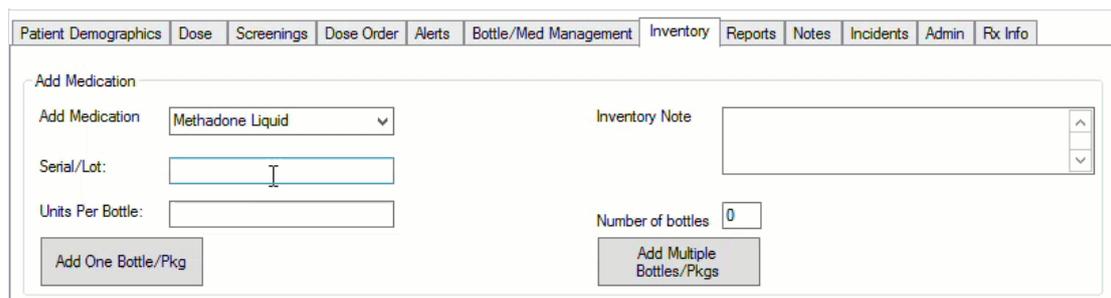
📌 **Note**: The system will take the Serial/Lot number entered and the number of bottles entered and create an individual identifier for each bottle. Example: If you enter= 3 bottles of Serial/Lot number 012345678190, when you go to Bottle/Med Management, the following bottles will be available to open: 012345678190-1, 012345678190-2, and 012345678190-3.