

Medical Moments

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Pharmacy Inventory Part III: Marking a Bottle Finished

You are getting ready for an accreditation inspection and want to make sure your physical drug inventory matches your ZIMS drug inventory. You pull your Diazepam to check amounts remaining. You open a bottle which records indicate should have 2 tablets remaining. Somehow moisture has gotten into the bottle and the tablets are ruined. You need to record that these damaged tablets were properly discarded. You find the bottle in your inventory, select Actions> Add Usage Record>Discard. Then you will be able to mark it as Finished and no further usage can be recorded on that bottle.

The next bottle you review is injectable and should have 7.5mg remaining. However, you know that you emptied this bottle this morning. You try to mark this bottle as Finished, but you receive an error message. If there is a discrepancy greater than 10% of the starting volume, you will get this error message to review usage records. You look through the usage records and realize that a dose was administered during an emergency procedure over the weekend and had not yet been recorded in ZIMS. Once that record is entered, the inventory is accurate and the bottle can be marked as Finished.

Your inventory is interrupted by an animal emergency. When you return you discover that you need to edit a bottle that has been marked as Finished. Only the medical administrator at your institution can reopen a bottle. ZIMS creates a note that the bottle was reopened in the audit history that cannot be edited. You make a mental note to yourself to be more careful next time as revisions made after the bottle has been marked Finished should be uncommon and justifiable to regulating authorities.

When you are done with your inventory you create a “drug usage by bottle ID” report to generate a final copy for filing.



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◀ To mark a bottle as Finished use the Actions button in the Basic Info grid of the bottle record.

▼ You will receive a warning if there is a discrepancy greater than 10% of the starting volume of the bottle you are marking as Finished.

Warning!

The total recorded usage for this pharmacy item is 10mg / 8ml with a starting amount of 50mg / 10ml. The variance between total usage and starting amount is not acceptable for a regulated drug. Please resolve this conflict before attempting to mark this item as finished.

OK

Audit Notes

Note

Bottle marked as finished by Adrienne Miller on Mar 06, 2015 Total usage: 98 Count

Bottle marked as open by Adrienne Miller on Mar 06, 2015

◀ Your Audit Notes will track when a bottle is marked as Finished or Re-opened.

Report Date
Mar 06, 2015

Bottle Usage Report

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Bottle ID: D-458
DIAZEPAM 10 MG TABLETS (10 mg Solid > Tablet) (Diazepam)

Bottle Information		Drug Information		
Status	Opened	Regulated	Yes	
Starting Amount	100 count	Regulating Agency	DEA	
Remaining Amount	93.5 count	License Holder	Adrienne Miller	
Product Info		Vendor Info		
Lot Number	5432	Vendor Name	Professional Veterinary Products (PVP)	
Expiration Date	Sep 19, 2017	Invoice Number	2015-432	
Universal Product Code	-	Date Received	Mar 03, 2015	
Bottle Notes				
-				
Usage Information				
Date	Type	Amount	Responsible Party	Animal/Notes
Mar 06, 2015	Prescription	1 count	-	XGA018/Nigerian dwarf goat 20955567
Mar 06, 2015	Prescription	1 count	-	XGA020/Nigerian dwarf goat 20955569
Mar 06, 2015	Prescription	2.5 count	-	XGA016/Masai giraffe 19973911
Mar 06, 2015	Prescription	1 count	-	XGA019/Nigerian dwarf goat 20955568
Mar 06, 2015	Prescription	1 count	-	XGA021/Nigerian dwarf goat 20955570

◀ A Bottle Usage Report is a quick reference to how the bottle contents were dispensed.

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