

PN-AAP-912/62

ISN-34412

**DRAFT**

REVISED RECEIPT, STORAGE & ISSUE  
POLICY & PROCEDURES

Central Medical Stores  
Medical and Health Department  
Ministry of Health, Labour &  
Social Welfare  
Government of the Gambia

3678  
a1-5

July 1982

This revised policy and procedure manual was developed over the period of May-June 1982, under a Program for Improved Management and Distribution of Pharmaceuticals in The Gambia, undertaken by the Medical and Health Department, of the Ministry of Health, Labour and Social Welfare of The Gambia, with technical assistance provided by Africare, Inc., a private, non-profit development assistance organization based in Washington, D.C.

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*Tom*

CENTRAL MEDICAL STORES

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ATTACHMENTS

1. Central Medical Stores Drug Vocabulary
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Central Medical Stores (CMS)  
Policy and Procedures

The following procedures are intended to be followed as part of CMS regulations regarding receipt, storage, and distribution of drug supplies.

POLICY: Drug distribution must be accomplished fairly and equitably among all facilities requisitioning drug supplies from CMS.

PROCEDURES:

A. Index Number. Each drug item held as a stock item by CMS will be assigned a specific and individual index number.

A.1. The Index Number Categories. The following categories include all CMS drug supplies. Each Category is given a numerical grouping as follows.

A.1.1. Oral Preparations (0000 - 1990):

This category includes all preparations to be administered by mouth, such as tablets, capsules, solutions, syrups and suspensions.

A.1.2. Cold Room Miscellaneous (1991 - 2999):

This includes items not intended for oral administration but sensitive to extreme room temperatures.

A.1.3. Injectables (3000 - 3999):

This includes all parenteral medications in volumes of less than 250 ml that do not require refrigeration.

A.1.4. Large Volume Parenterals (4000 - 4499):

This category contains all parenteral solutions packaged in containers of 250 ml or greater.

A.1.5. Refrigerated (4500 - 4999):

This is to include all items that require refrigeration for proper storage. This category may include oral preparations, injectables and external items.

A.1.6. External and Compounding Agents (5000 - 5999):

This includes all items intended for external application or items required in the manufacture or compounding of external and internal preparations.

A.1.7. Unassigned Categories (6000 - 8999):

This numerical range is intended for future use, such as categorization of medical supplies or other supplies stocked by CMS.

A.1.8. Use and Delete (9000 - 9999):

This category includes those items currently being issued until the supply is exhausted. Additionally, all non-stock gifts could be included in this category.

A.2. Stock Items without an Index Number.

Stock items will be assigned index numbers. Certain items that will continue to carry ledger folio numbers are dangerous drugs and non-stock gift items.

A.3. Assigning an Index Number.

It must be determined by the Chief Storekeeper or Chief Pharmacist to which category an item will be assigned. Once the category is determined, numerical placement is assigned in alphabetical order. Strength and unit quantity are in ascending numerical order.

A.3.1. Example 1.

Determine the placement of:

Ascorbic Acid Tablets, 50 mg., 1000's

Step 1. What category should it be placed in?

Answer: Oral Preparations (0000 - 1999).

Step 2. To determine placement within the assigned category, find the nearest alphabetical listing.

Follow these rules:

- a. Drug name -- Alphabetical
- b. Strength -- Numeric (lowest to highest)
- c. Quantity -- Numeric (lowest to highest)

Answer: The correct location would be between:

0060 Aminophyllin Tablets, 100 mg., 1500's

and

0080 Asorbic Acid Tablets, 200 mg., 1900's.

Therefore, any number between 0060 and 0080 would be appropriate; this item has been assigned 0070, as it allows future additions before and after the item.

A.3.2. Example 2.

Some items will be placed between existing numbers such as Metronidazole Injection (3443). Since 3440 and 3450 are already assigned, 3443 was chosen to leave room between each item in case a new item will need to be numerically inserted between the two.

A.3.3. Example 3.

On rare occasions, you may find that there may be no space for a new stock item. Suppose a product such as Tetracycline Eye Ointment 2% became available. You will notice the following listing on the CMS Drug Vocabulary (Attachment 1).

2120 Tetracycline Eye Ointment 1% TUBE

and

2121 Tetracycline Eye Ointment 3% TUBE

Solution:

2120.5 Tetracycline Eye Ointment 2% TUBE

The adding of a decimal point and the 5 still allows for additional items that could be incorporated in between.

A.4. Ledger Entry Notation.

All drug items have been given a new index number. They can be found in the DMS Drug Vocabulary, on each stock item tally card, on the Kardex file cards and on a bin card located in the assigned storage areas. Ledger entries will be continued for general medical supplies and non-drug items until these categories are also converted to the Kardex System.

A.4.1. Example 1.

OLD: DW73 Salbutamol 2 mg/5 ml 150 ml

NEW: 1230 Salbutamol 2 mg/5 ml 150 ml

A.4.2. Example 2.

OLD: T149 Salbutamol 2 mg 1000's

NEW: 1220 Salbutamol 2 mg 1000's

A.4.3. Combining of Oral Preparations into the same category.

You will note that the new numbers assigned for both Salbutamol products appear numerically close and they are in the same category and they are stored close to each other in the same storage area.

**A.5. Exceptions**

**A.5.1.** A distinction should not be made between tablets and capsules. This means if a number has already been assigned for a product and the strength & quantity are the same, then the item number will be the same.

Example:

1320 Tetracycline Capsules, 250 mg. 1000's

If a shipment of Tetracycline Tablets 250 mg. 1000's arrives, the proper item index number will be 1320 (the same as the capsules above).

**A.5.2.** Arrangement of Tablets/Capsules before Solutions/Suspensions/Syrups

Although not following the strict rules of alphabetical order, Tablets and Capsules are given a lower index number than corresponding Solutions, Suspensions or Syrups. This exception has been made to accommodate orderly stocking of shelves as solid dosage forms are of primary importance and liquid preparations of the same product are sometimes of lower priority or higher expense.

**A.6. Proper Location of Index Numbers.**

The Chief Pharmacist or Storekeeper will direct the listing of index numbers in the following documents or areas. This may be accomplished by using the INDEX NUMBER Assignment Sheet (see Attachment 11).

**A.6.1.** CMS Drug Vocabulary

All drug items will be given an index number as listed on the CMS Drug Vocabulary (Attachment 1).

**A.6.2.** Tally Card

All Tally cards will carry the stock item index number in the upper right corner (Attachment 2).

**A.6.3.** Bin Cards

Bin Cards which are located at the proper storage location of the product will be marked in large print (20 mm) with the index number. ADDITIONAL INFORMATION required on the Bin Card will be the generic name of the item, its form (Tablet, Solution, etc.), strength, and on the bottom line its Unit of issue (1000's, TUBE, Ampule). (See Attachment 3.)

**A.6.4.** Stock Item History Card

The index number appears on the upper left corner of this card in the Kardex file (see Attachment 4).

A.6.5. Inventory Control Card

The index number appears on the upper right corner of this card, also in the Kardex file (see Attachment 5).

A.6.6. Kardex Label Inserts

The index number appears as the first notation, along the left margin of this label in the Kardex file (see Attachment 6).

A.6.7. CMS Receipt Voucher

The index number will be placed in column number one under the title: Folio Number (see Attachment 7).

A.6.8. Combined Requisition and Issue Note

The index number will be placed in the column designated, "Item No." (see Attachment 8).

A.6.9. Standard Requisition/Issue Note  
(NEW FORM)

The index number will appear in the column titled "Index No." for the proper stock listed or requested (see Attachment 9).

B. Ordering and Tendering. The procedures as currently outlined by government regulations will be followed. One additional procedure will be added.

B.1. Additional Procedure. At the time that the order/tender is placed with the supplier, a copy of the order document will be passed to the proper clerk. He or she will add the following information to the Stock Item History Card (see Attachment 4).

1. Date order placed.
2. Name of supplier.
3. Order Number.
4. Order Quantity.
5. Expected Date of Delivery.

B.2. Purchase orders will be filed according to vendor or supplier.

C. Receipt of Supplies at CMS.

C.1. Policy

Receipt of stock items and gifts (stock items and non-stock items), will follow existing procedures. Several additional requirements are to be completed in order to establish more accurate and retrievable cost information.

C.1.1. The new procedures will begin with the preparation of the receipt voucher. The following information must be documented before the receipt voucher passes from the Stores Officers to the Kardex/Ledger Clerks.

1. Name of Supplier.
2. Order Number (Indent No., Reqn No., or LPO No.)
3. Date received.
4. Index Number.
5. Description (generic name, form strength).
6. Unit of Issue.
7. Quantity Taken on Charge.
8. Quantity received Intact.
9. Quantity received damaged.
10. Expiration Date - Take from the invoice or unit of issue.
11. Unit cost in Dalasis.

Items 10 & 11 are new and must be completed as these are the first steps in the chain of better information documentation and retrieval.

C.1.2. Expiration Date

It will be a requirement in tendering procedures to require that expiration dates for each item appear on proforma invoices. If not found on the invoice, the unit of issue must be examined and the expiration date noted. This information will be stored on the Stock Item Information card (Attachment 4) for future reference by the Chief Storekeeper.

C.1.3. Unit Cost

The person completing the receipt voucher (Senior Stores Officer) will document the unit cost in Dalasis. Foreign currency listed on the invoice must be converted to Dalasis before entering onto the Receipt Voucher. This procedure will enable accurate documentation of cost which will now be eventually transmitted to the ordering facilities, and be used by CMS in monitoring drug expenditures.

C.1.4. Estimation of Stock Items Received as Gifts

It is very important for the integrity of the system that all stock items received as gifts must be given a unit price. This procedure can be accomplished by retrieving similar information from prior purchases listed on the item's Stock Item History Card, or it can be found on the CMS Drug Vocabulary, as prices on the list become available.

C.2. Tally Card Entry

Stock item quantities will be entered onto the Tally Cards as current procedures dictate.

C.3. Passage of Receipt Voucher to Kardex/Ledger Clerk.

After signing the Receipt Voucher by the appropriate supply person, it will be posted on the Stock Item History Card and the Stock Item Inventory Control Card. The following information from the Receipt Voucher must be transcribed. (If not already entered during the ordering/tendering process)

1. Date ordered.
2. Vendor/Supplier name.
3. Order Number.
4. Quantity Ordered.
5. Quantity Received.
6. Date of Receipt.
7. Expiration Date.
8. Unit Price in Dalasis.

C.4. Disposition of Receipt Voucher.

The voucher is placed in a file according to vendor name.

C.5 Receipt of Dangerous Drugs.

At the present time, the old procedures are to be followed but eventual incorporation into the system is anticipated.

D. Storage. Given the limited space in the cold room, as many internal products as feasible will be stored in the cold room.

D.1. Storage of Items Outside the Cold Room.

External preparations and compounding ingredients will not be stored in the cold room. Also large volume parenteral solutions will not be stored in the cold room.

D.1.1. Handling of Crated Items Outside the Cold Room

Crated items will be stored outside the cold room until sufficient space exists in the cold room or when physical plant changes are made in the general stores areas and reduced room temperatures can be assured.

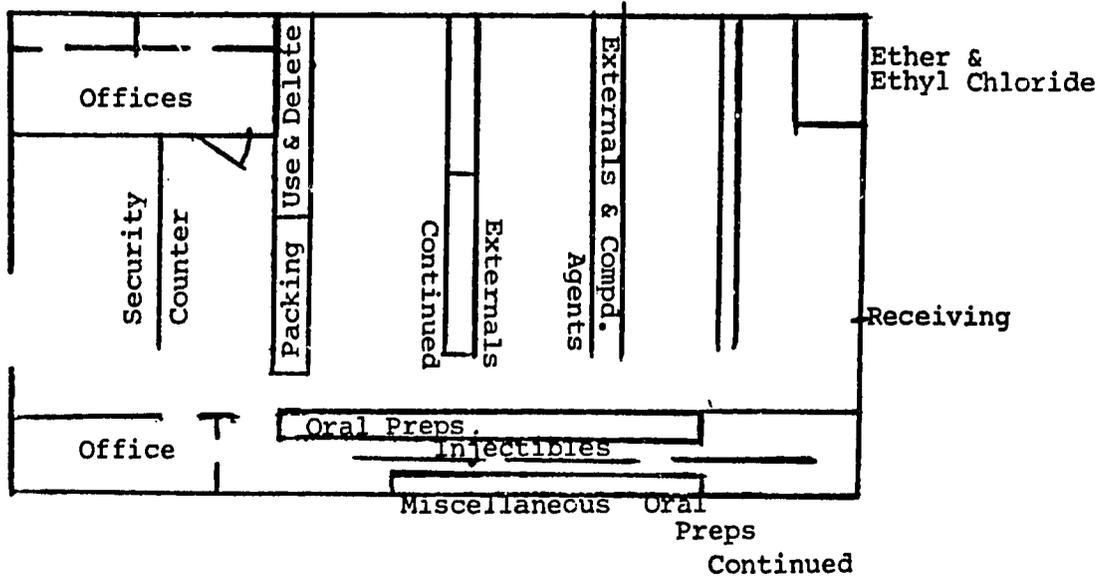
When the crates are received and quantities verified and storage capacity of the open shelves does not allow the stock to be placed on the shelf, the excess stock will be left in the crate and resealed. The outside of the crate will be marked with the item index numbers, name, quantity and expiration date.

D.2. Cold Room Items.

The following categories are to be stored in the cold room.

1. Oral Preparations (0000 - 1990).
2. Cold Rm. Miscellaneous (1991 - 2999).
3. Injectables (3000 - 3999).

D.3. Storage Floor Plan.



D.4. Tally Cards.

These documents will be maintained as a perpetual inventory of all stock items. They will be updated upon the receipt of a stock item or prior to approval of issuance.

D.5. Bin Cards.

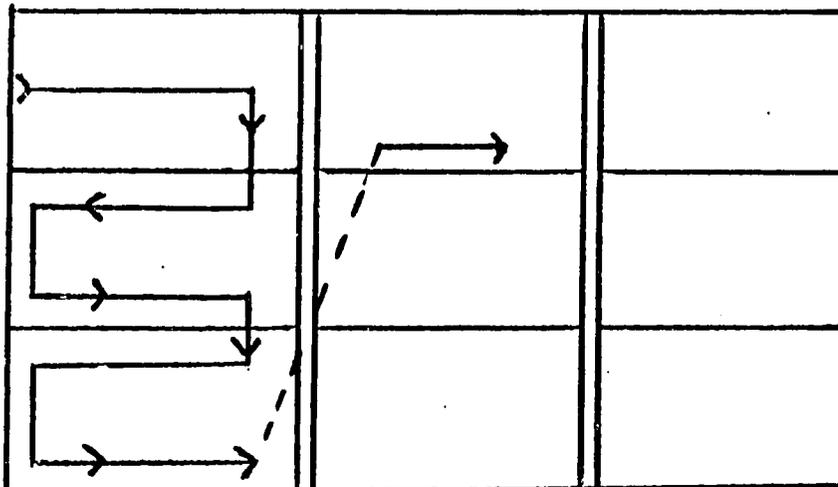
These cards must always appear at the location of a stock item. If damaged (torn) or missing, a new card should be prepared and affixed using proper adhesive tape or staples.

The new card for a new stock item is to be prepared by the Chief Pharmacist or Storekeeper to assure accuracy at the time a new index number is assigned. (See Attachment 11.)

A replace card for an existing item may be prepared by using the information on the tally card. This is to be done by a Storekeeper.

D.6. Shelving Arrangement.

The numerical order on the shelving is left to right per unit of shelving, then from top to bottom per unit of shelving.



**D.7. Assignment of Stores and Kardex/Ledger Sections By Individual.**

All CMS staff (except orderlies) should be able to post in the Kardex System. This will accommodate situations in which limited staff members are available due to illness or vacation periods.

**D.7.1. Assignment of Supply Sections**

**Area A.** The individual responsible for this section will be responsible for the Oral Preparations and Cold Room Miscellaneous, Index Numbers 0000 - 2999.

**Area B.** The individual assigned to this section will be responsible for the other remaining drug supply sections, Index Numbers 3000 - 9999.

These individuals will be responsible for the proper storage and retrieving of all items stored in their respective areas. They will also maintain the Tally Cards for each category.

Upon filling each order, they will return the triplicate copy of each order to the Storekeeper.

**D.7.2. Assignment of the Kardex/Ledger Entry Activities**

These activities are to be performed uniformly by all personnel responsible for posting. The workload is to be divided into 3 sections for the CMS Drug Supplies.

**Group 1.** The clerk will maintain all records for sections entitled Oral Preparations, and Cold Room Miscellaneous, Index Numbers 0000 - 2999.

**Group 2.** The clerk will maintain records from the section entitled Injectables, Large Volume Parenterals and Refrigerated Items, Index Numbers 3000 - 4999. This clerk will post UNICEF and L.P.O.'s in ledgers under the old system.

**Group 3.** This clerk will be responsible for the section entitled External and Compounding Agents and also the Use and Delete, Discontinued Section, Index Numbers 5000 - 5999 and 9000 - 9999.

This clerk will also post items not yet listed in the Drug Section but stored at CMS using the old ledger system.

All these records will be filed in the Kardex Cabinet files when not in use and at the end of each day, the Kardex Cabinet.

E. Issue of CMS Stock Items.

E.1. Policy.

Drug items are to be issued in accordance with approved procedures. The total value of issues will be determined by CMS. Each facility will be notified as to the value of supplies issued to them.

E.2. Issue Frequency.

It is the goal of CMS that all issues be completed on a scheduled basis. Initially, hospitals will submit scheduled orders every 2 weeks. Regional Stores will submit orders every two months; Health Centers and other facilities every 2 months.

E.3. Supplementary Issues.

It is a goal of the system to reduce the ordering frequency and allow CMS staff to fill large orders less frequently. This will reduce the total number of times each task is performed.

Supplementary Issues will not be allowed except for extreme medical emergencies. This procedure will be implemented upon the approval of the Director of Medical Services and in counsel with the Chief Pharmacist and the Chief Storekeeper.

E.4. Issue Documents.

The following are approved documents upon which stock items can be withdrawn from CMS.

E.4.1. Standard Requisition/Issue Note  
(see Attachment 9).

This document is the primary issue form. It is to be used in place of the existing Quarterly Issue Note and the Combined Requisition Issue Note, (see Attachment 8) for routine orders.

E.5. Instructions for use of the CMS Standard Requisition/Issue Note by Health Units.

(see Attachment 11)

E.6. CMS Procedures for Issuing Stock Items.

The following procedures are designed to permit accurate and efficient distribution of drug supplies from CMS to health units.

E.6.1. Preparation of the Standard Requisition/Issue Note.  
Before each scheduled order period, CMS will prepare a Standard Requisition/Issue Note for each facility using the system.

1. The name of the health facility will be added to the original and 2 copies attached to it.
2. Stock Levels (sometimes called Consumer Levels) for each stock item will be estimated by CMS. This information is to be gathered from the health unit Standard Requisition Note File at CMS.

Stock Level = 2 x the amount consumed between order periods.

Health Unit  
Stock Level = 2 x the amount used in 2 months.

RVH  
Stock Level = 2 x the amount consumed in 2 weeks.

3. The Stock Level (SL) will be entered into the proper column of the Standard R/I Note.
4. The Standard R/I Note(s) and copies are sent to the health units operating under the system.

E.6.2. Receipt of Standard R/I Note at CMS.  
At the beginning of the assigned month, facilities will return their completed Standard R/I Note. Each facility should have completed the columns marked OH (on hand) and ORD (order) for each item the facility is requesting from the preprinted list.

Additional Stock Items not preprinted must be completely listed with Index Number and name and estimated stock level. Medical Officer approval is required.

The ORD quantity and the OH quantity must NOT exceed the Stock Level (SL). CMS can assume that the ordering facility estimates the SL as being too high when the sum of the OH + ORD is less than the Stock Level.

E.6.3. Tally Card Review.  
The index number Tally Cards are reviewed and the issued quantity is entered appropriately on the Standard R/I Note. The inventory on the Tally card is reduced by the amount issued.

E.6.4. Approval of Issuance.  
The Standard Requisition/Issue Note is then sent to DMS for approval.

**E.6.5. Copy Separation.**

After issue approval is given, the last copy of the Standard R/I Note is separated and used by the appropriate supply officers to remove the items from their storage areas. The original and first copy are immediately given to the Kardex/Ledger clerks for posting and unit cost entry.

**E.6.6. Issue Posting & Unit Cost Entry**

While a scheduled order is being filled by the supply officer and before the issued items leave CMS, the Kardex/Ledger clerk will post each item and enter the unit and total cost for all items on the original and first copy of the Standard R/I Note. When completed they are returned to the Storekeeper.

**E.6.7. Delivery of Issues and Deposition of Standard R/I Note**

The Storekeeper will review the Standard R/I Note for accuracy and file the original according to health facilities. The first copy (costed) and the second copy together with the issued supplies are sent to the ordering facilities. The third copy is to be returned to CMS signed by the person who received the supplies. The costed copy is to be used by the health facility as a record of the cost of supplies received.

**E.7. Scheduled Health Facility Ordering Cycles.**

As the program progresses, more and more facilities will be added to the system. This will be accomplished at the discretion of the Chief Storekeeper, Chief Pharmacist, or upon the request of the DMS.

An evenly divided schedule will be developed so that only 50% of the facilities will order in any given month.

**E.8 Kardex/Ledger Clerk Procedures upon Issuance of Stock Items.**

Upon receiving the original and first copy of the Standard R/I Note, the clerk will enter the amount issued on the stock item inventory control card and the name of the facility also (written clearly). He/she will then ascertain the most recent unit cost and enter it onto the Standard R/I Note. The unit cost is then multiplied by the quantity ordered. The final Total Cost of the order is calculated when all the stock items have been costed out and the page or pages have been returned to the Storekeeper. He or his designated assistant shall calculate the total cost.

**E.9. Health Unit Training and Stock Review.**

Each health unit placed on the new system will be visited by a Storekeeper from CMS prior to the first order period. At that time, the CMS Storekeeper will review the ordering procedures with appropriate health unit employees. He/she will also review the stock on hand, remove excess, expired and unuseable supplies and

return them to CMS for restocking or destruction, as the case may be. The Storekeeper will also assist in the arrangement of stock items to coincide with the arrangement of the preprinted CMS Standard Requisition/Issue Note. (See Attachment 10).

**E.10. Training of Regional Stores Staff.**

The training of Regional Stores staff will be by the CMS Storekeepers. This system used will be identical to the Storage & Issue Procedures at CMS. Receipt of Stock Items will be the reverse of CMS Issue Procedures (receipt of Stock Items from CMS using the Standard Requisition/Issue Note).

**E.11. In-Service Training Team.**

When all stations have been visited, the training of new dresser-dispensers and other personnel will be done by the In-Service Training Team. This team will be instructed in the proper procedures by the Chief Storekeeper.

**F. Primary Health Care CMS and Regional Stores Policy & Procedures.**

The following policy and procedures are to be maintained and followed by CMS and the Regional Stores.

**F.1. Policy**

It is the policy to physically separate from other CMS or Regional Stores supplies, all Primary Health Care (PHC) drugs and supplies. Separate accounting systems will also be used for these items.

**F.2. Index Number.**

All stock purchased specifically for the Primary Health Care Program will carry an index number preceded by the letter "P". The numerical coding of the stock item index number will be the same as the identical Stores stock item. (That is to say, the same description, strength and unit of issue).

**F.3. Listing of Primary Health Care Drugs and Supplies.**

P-0020	Aluminum Hydroxide Tablets, 500 mg.	1000's-
P-0090	Aspirin Tablets, 300 mg.	1000's
P-0280	Chloroquin Tablets, 150 mg. base	1000's
P-0295	Chloroquin Syrup	1 Litre

P-0920	Pencillin V Tablets, 250 mg.	1000's
P-1020	Piperazine Tablets, 300mg.	1000's
P-1240	Senna or Senokot Tablets	1000's
P-2120	Tetracycline Eye Ointment, 1%	TURE
P-5070	Benzyl Benzoate	1 Litre
P-	Gentian Violet Paint Solution	1 Litre
P-	Proflavin Solution	1 Litre
P-5520	Savlon	5 Litre
DRS-42	Adhesive Tape	ROLL
M4S	Cotton Wool	ROLL

**F.4. Purchase.**

Primary Health Care drugs and supplies will be tendered for and received by CMS along with regular Stores items. The annual tendered price of the item (CIF) will be the price charged or unit cost. In order to replenish these into the main Stores, CMS will have access to the funds deposited into the Special DMS account.

**F.5 Receipt of PHC Supplies by CMS and Regional Stores.**

All items received for addition to PHC stores will be documented on a Receipt Voucher as in the manner for CMS supplies. A "P" index number is to be assigned. The unit of issue expiration date & unit cost are to be documented on the Receipt Voucher. Appropriate entries are to be made on PHC Stock Item History and Stock Item Inventory Control Cards.

**F.5.1. PHC Kardex System.**

All Primary Health Care items carried in Stores will have a Stock Item History Card and a Stock Item Inventory Control Card. These cards will be filed in a separate Kardex section. Each card will be prepared in the same fashion as the regular Stores stock items are prepared. All Index Numbers for these supplies will have the prefix "P" on each card in the PHC Kardex section. All cards will be filed in numerical order without separation due to category. Assignment of each number will follow the instructions given in F.2.

**F.6. Storage of PHC Supplies at CMS and Regional Stores.**

Separate Tally Cards will be maintained for each PHC Stock Item carried in Stores. Active storage will be in specifically designated location. Excess crated items that can not be stored in the active storage location will be stored at the discretion of the Chief Storekeeper. All marked "PHC" or "P". In addition each crate shall bear the description of each item, Unit of Issue and "P" Index Number.

Each unit of issue when stocked on the shelving in the active storage area will also be marked most conspicuously with a large "P" on each container.

**F.7. Issue of PHC Supplies by CMS and Regional Stores.**

All issues will be requested on a Standard Requisition/Issue Note for Primary Health Care Drugs and Supplies. This note is to be the same format as the other CMS Standard Requisition Issue Notes. Each approved PHC Item (See F.3.), will be preprinted on the original and two copies of the note.

**F.7.1. Preparation the Standard R/I Note of PHC.**

Each village Health Worker (VHW), will submit an oral or written request to their supervising Community Health Nurse (CHN). The CHN will then prepare the Standard Requisition/Issue Note and authorize the filling of the Requisition.

**F.7.2. Special Instructions for Completing the Standard R/I Note for Primary Health Care.**

At this time Stock Levels will not be required. Only the "On Hand" and "Order" spaces need to be completed by the CHN. (See Attachments 11 & 12.)

**F.7.3. CMS and Regional Entries.**

CMS and Regional Stores will enter the issue quantity, the unit price (if not already entered) and the cost. The total cost will then be calculated.

**F.7.4. PHC Items Requiring Compounding.**

Those preparations requiring compounding or mixing at the present times (Gentian Violet paint and Proflavin) and not carried as shelf items will be compounded and obtained at the appropriate health centre or hospital serving the village. The VHW will be advised

as to the local source for these items. It is expected that in order to replenish these items, the VHW will be required to provide the proper container.

**F.7.5. Payment For Supplies Received by VHWs.**

Primary Health Care Drugs and Supplies will be purchased at designated government stores throughout The Gambia. Following appropriate government regulations payment is to be made to the Ministry of Finance and credited to the Special DMS account.

**F.7.6. Filing of PHC Standard R/I Notes.**

Upon receipt of supplies after payment by the VHW, the second copy of the R/I Note is signed or marked with a finger print to verify receipt. The original and second copy are retained by the stores. The first copy is sent to the Supervising CHW for review. The completed Standard R/I Note for PHC will be filed separately and made available for possible review.

G. ROYAL VICTORIA HOSPITAL/PHARMACY DRUG STORE  
(PDS) - POLICIES & PROCEDURES

G.1 General

The following policies and procedures are intended to be followed as part of revised Central Medical Stores (CMS) regulations. The revised ordering, receipt and record keeping procedures are detailed below. The goals of the new procedures are to increase the time interval between regular drug orders to CMS and to decrease the number of supplementary request. The total number of items requested on a supplementary basis should also decrease.

G.2 Index Numbers

Each drug item held as a stock item by CMS will be assigned a specific and individual index number. This number will serve as a reference number to a specific drug, strength, and size during the ordering and receiving process.

G.2.1.1 Oral Preparations (0000-1990)

This category include all preparations to be administered by mouth such as tablets, capsules, solutions syrups, and suspensions.

G.2.1.2 Miscellaneous Preparations (1991-2999)

This category includes preparations not intended for oral administration such as ophthalmics, suppositories, and some tropical ointments.

G.2.1.3 Injectables (3000-3999)

Includes all parenteral medications in volumes of less than 250ML that do not require refrigeration.

G.2.1.4 Large Volume Parenterals (4000-4499)

Includes all parenteral solutions packaged in containers of 250ML or more.

G.2.1.5 Refrigerated Items (4500-4999)

Includes all items that require refrigeration for proper storage. This category may include oral preparations, injectables and external items.

G.2.1.6 Externals and Compounding Agents (4500-4999)  
Includes items intended for external application or items required in the manufacture or compounding of external and internal preparations.

G.2.1.7 Use and Delete (9000-9999)  
Includes those items currently being issued until the supply is exhausted.

G.2.2 Items Without Index Numbers - Some items ordered and received by PDS will have no index numbers. These items include dangerous drugs, non-stock preparations and nonstock gifts.

G.2.3 Assignment of Index Numbers - All index numbers for drug items must be assigned by specific individuals at CMS. No employee of PDS is authorized to assign Index Numbers. CMS will periodically furnish to the PDS a revised catalogue of stock items available with the correct index numbers.

### G.3. DRUG STORAGE AND STOCK LEDGER ARRANGEMENT

G.3.1 Stock Item Shelving Arrangement - Stock drug items have been arranged on the shelves according to index number categories as specified above. One exception is that oral liquid preparations have been stored in a separate shelving section for ease in dispensing.

G.3.2 Non-Stock Item Shelving Arrangement - Non-stock drug items have been arranged alphabetically in a separate shelving area from the stock items. These drugs are shelved as oral solids, oral liquids, injectables, and externals and compounding agents. Only items which are expected to be used immediately or which are frequently ordered have been placed on permanent shelving. Non-stock drugs which are INFREQUENTLY USED have been separated into their pharmacological class and stored in cardboard boxes above the permanent shelving. These boxes are labeled for easy retrieval of drugs as they are needed.

G.3.3 Stock Ledger Arrangement - Ledger sheets in the general stock ledger have been rearranged alphabetically and by index category. Index numbers as they appear in the CMS stock item catalogue have been written at the top of ledger sheets which are stock items.

**G.4. ORDERING PROCEDURES:**

Orders from CMS will be placed on one of two different ordering forms depending upon whether the order is scheduled or unscheduled. Scheduled orders will be placed on a new form, the standard Requisition and Issue Note (S.R.I.N.). Unscheduled orders, orders for dangerous drugs, and orders for non-drug items such as soap will be ordered using the Combined Requisition and Issue Note (S.R.I.N.).

G.4.1 S.R.I.N. (See attachment) - The S.R.I.N. is an ordering form which is preprinted with the drugs and index numbers which are most commonly ordered from CMS. Definitions of terms which appear on the S.R.I.N. are given below.

G.4.1.1 Unit of Issue - A description of how the drug item is dispensed. For example, a bottle of 1000 tablets is dispensed as 1000s. Other units of issue will be ampules, vials, grams, kilograms, etc.

G.4.1.2 SL (Stock Level) - The number which will appear in this column will represent the number of units of a drug item which is normally stocked by the PDS. The stock level assigned should be enough to last for an entire ordering period. The number will be calculated and assigned by CMS personnel based upon prior usage history of Royal Victoria Hospital.

G.4.1.3 OH (On Hand) - This space is for the actual number of units (physical count) of the drug item in stock.

G.4.1.4 ORD (ordered) - This space is for the number of units of the drug item which is to be ordered.

G.4.1.5 ISS (issued) - This space is for the number actually supplied by CMS. In some cases the issued number will be different from the ordered number.

G.4.1.6 Unit Price - Represents the cost of the issued drug per unit of issue.

G.4.1.7 Cost - Represents the cost of the total number of units issued for that item.

G.4.2 How to order using the S.R.I.N - Follow the steps detailed below to order using the S.R.I.N.

G.4.2.1 Use the S.R.I.N. only for regularly scheduled orders. The S.R.I.N. will be sent to you ahead of time by CMS.

- G.4.2.6 If, when filling an order, CMS makes a substitution, CMS personnel will indicate the change on the S.R.I.N. including the index number and the description of the item issued as a substitute.
- G.4.2.7 PDS personnel will make three (3) copies of the S.R.I.N. and send all three copies to CMS at least one week prior to the expected date of delivery. The second copy containing cost and issuing information will be returned to the PDS for posting and record keeping purposes.
- G.4.3 How to order using the C.R.I.N. (see attachment) - Follow the steps below in order to use the C.R.I.N. for ordering from CMS.
  - G.4.3.1 Use the C.R.I.N. only for supplementary emergency orders, orders for dangerous drugs, or orders for non-drug items.
  - G.4.3.2 Find the item you wish to order in the CMS stock catalogue and enter its index number in the column titled "Item No."  
  
Write in the description, unit, stock on hand, and number of units required.  
  
Order only enough stock to last until the next regularly scheduled order.
  - G.4.3.3 If the index number of the item required is not available to you, or the item has no index number, simply leave the "Item No." column blank.

Example:

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>OH</u>	<u>REQ</u>
0010	Acetazolamide 250MG	1000s	0	1
	Virema Tablets	100s	0	12

- G.4.4 Frequency of Scheduled Ordering - The goal of the system is to have Royal Victoria Hospital PDS order from CMS only once monthly on the S.R.I.N. PDS personnel should also order enough non-drug supplies and dangerous drugs to last for the entire ordering period. These items are ordered on the C.R.I.N. and submitted with the S.R.I.N. at the regularly scheduled ordering time.

G.4.5 Supplementary Orders - No supplementary orders are allowed under the new ordering arrangement except in cases of medical emergency. If an item which is out of stock is deemed a medical emergency by the Principal pharmacist or a physician, a supplementary order (C.R.I.N.) will be completed and approved by the Director of Medical Services (DMS). The number of supplementary basis should be kept to an absolute minimum.

G.5 RECEIVING ORDERS FROM CMS

G.5.1 Stock Items - Stock items should be stored according to drug index category in the PDS. All items should be taken on charge in the general stock ledger in the usual manner. Strict attention must be given to the descriptions of all drug items received. Remember that the drug name, strength, unit of issue and index number must match on the S.R.I.N. and the ledger sheet before posting.

G.5.2 Non-Stock Items - These items will be taken on charge in the non-stock ledger or gift ledger in the usual manner. Only frequently used non-stock or gift items should be stored on permanent shelving. Most should be separated according to pharmacological class and stored in boxes above the permanent shelving.

G.6 MAINTENENCE OF GENERAL STOCK LEDGER

G.6.1 As a general rule, ledger sheets which have a nil balance and which are very infrequently used should be removed from the active ledger.

G.6.2 New ledger sheets should be inserted alphabetically and by index number within the proper drug index number category. All ledger sheets are numbered, therefore it will be necessary to designate new ledger sheets as A,B,C, etc. If a new ledger sheet goes between pages 66 and 67, the new sheet will be 66A.

G.6.3 The index to the ledger should be updated each time a new ledger sheet is added. Periodically, the entire index should be recopied in the proper order in order to avoid confusion.

G.6.4 Each ledger sheet should be titled with the COMPLETE drug description and index number if available. There should be only one item per ledger sheet so that the ledger can be maintained in proper alphabetical and index number order.

G.6.5 Questions About Ledger Procedures - The following are questions which may arise concerning proper ledger procedures.

G.6.5.1 Question: A stock item is received from CMS for which you have no ledger sheet. What should be done?

Answer: Make a new ledger sheet including the complete description and index number of the new item. Place the new ledger sheet into the proper drug category alphabetically and by index number. Assign the sheet a number and update the ledger index.

Example: You receive ferrous sulfate 200mg, 100s from CMS. You have a ledger sheet for 1000s but not for 100s. Prepare a new ledger sheet with the complete description and index number of the new item. Place this new sheet just before ferrous sulfate 1000s (assuming no smaller units of issue exist.) Assign the new sheet a page number and update the Ledger Index.

G.6.5.2 Question: You have ledger sheets for drugs which are not listed in the CMS catalogue and therefore have no index numbers. What should be done with these sheets?

Answer: Retain these ledger sheets in alphabetical order according to drug index number category until the balance is nil. Then remove the ledger sheet from the active ledger. If more stock of the same item is received, CMS should assign it an index number and it should be retained as a stock item.

Example: A ledger sheet exists for Emetine Injection 40mg/ml, 1ml amps. The balance is 12 amps. Retain this ledger sheet until all amps are issued, then remove the sheet from the active ledger.

G.6.5.3 Question: Some of the ledger sheets have incomplete descriptions and therefore cannot be matched with an index number. What should be done?

Answer: Locate the stock in question physically and complete the description of the item at the top of the ledger sheet. Locate the index number of the item (if there is one) in the CMS catalogue and write it on the top of the ledger sheet.

Example: A ledger sheet is titled only as carbachol injection. The strength or size is not stated. Find the stock of carbachol injection on the shelves and complete the description as follows: Carbachol Injection 0.25mg/ml, 1ml amps. Refer to the CMS catalogue to locate the index number for this item which is 3080. Write in the index number at the top of the ledger sheet.

G.6.5.4 Questions: Two different drugs are posted on one ledger sheet. It is impossible to put both in alphabetical order while still on the same sheet. What should be done?

Answer: Make a new ledger sheet for one of the items and bring the balance forward to this sheet. Then insert each sheet in its proper alphabetical and index number order.

Example: Lignocaine Injection and procaine injection are both posted on the same ledger sheet. BOTH cannot be placed in alphabetical order. Make a new ledger sheet for procaine injection (either would be OK) and transfer the balance to this new sheet. Be sure to include the COMPLETE description and index number. Insert both the Procaine Injection sheet and the Lignocaine Injection order into the proper place in the ledger.

G.6.5.5 Questions: A ledger sheet has two or more sizes or strengths of one drug posted under the same ledger heading. What should be done?

Answer: These items must be separated. Each drug strength and size should be under its own separate heading in the ledger. Make new ledger sheets for each separate item. Do a physical inventory of each separate drug item and transfer the balances to their respective ledger sheets. Remove the old ledger sheet from the active ledger after noting where the balances were forwarded.

Example: Propranolol 10 mg tablets, 1000s and propranolol 40mg tablets, 1000s are both posted under the same ledger heading. The balance is 6. You find that you have 4 bottles of 40 mg and 2 bottles of 10mg. Make two new ledger sheets and transfer the correct balances of each to the new sheets. Use complete descriptions

and include the index number if available.  
Remove the old combined ledger sheet after noting  
that 4 bottles were forwarded to the 40mg sheet  
and 2 bottles were forwarded to the 10mg sheet.

**G.7 ACCESS TO PHARMACY STOREROOM**

- G.7.1 All business conducted by the Pharmacy Drug Storeroom  
will be done through the dispensing window. Doors to  
the PDS should remain locked at all times.
  
- G.7.2 Only designated pharmacy personnel will be allowed access  
to the drug storeroom. Generally, the storekeeper and  
his assistant (s) should be the only persons with routine  
access to the storeroom.

CENTRAL MEDICAL STORES  
DRUG LIST (VOCABULARY)

Categories

Oral Preparations 0000-1900  
Cold Room Miscellaneous 1991-2999  
Injectables 3000-3999  
Large Volume Parenterals 4000-4499  
Refrigerated 4500-4999  
Externals and Compounding Agents 5000-5999  
Use and Delete (Discontinued) 9000-9999

Index Number  
Description  
Unit-of-Issue

ORAL PREPARATIONS

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
0010	ACETAZOLAMIDE TABLETS, 250 mg.	1000's	T-2
0020	ALUMINUM HYDROXIDE TABLETS, 500mg.	1000's	T-3
0030	AMITRIPTYLINE TABLETS, 25mg.	1000's	T-4A
0040	AMPICILLIN CAPSULES, 250mg.	1000's	T-5
0050	AMPICILLIN ORAL SUSPENSION		DW-3
0060	AMINOPHYLLIN TABLETS, 100mg.	1500's	T-6A
0070	ASCORBIC ACID TABLETS, 50mg.	1000's	T-7
0080	ASCORBIC ACID TABLETS, 200mg	1900's	T-7A
0090	ASPIRIN TABLETS, 300mg.	1000's	T-8
0100	ASPIRIN TABLETS, 500 mg.	1400's	T-10
0110	BECLOMETHASONE INHALER	EACH	DW-6
0120	BENDROFLUAZIDE TABLETS, 5mg.	1000's	
0130	BENDROFLUAZIDE TABLETS, 5mg.	5000's	T-14
0140	BEPHENIUM TABLETS, 500 mg.	1100's	T-15A
0150	BEPHENIUM SACHETS	25's	DR-9
0160	BISACODYL TABLETS, 5 mg.	11,000's	T-17
0170	BUTOBARBITONE TABLETS, 100mg.	1000's	T-16
0180	CALCIUM LACTATE TABLETS, 300mg.	500's	T-22
0190	CARBAMAZEPINE TABLETS		
0200	CARBIMAZOLE TABLETS, 5mg.	100's	T-23
0210	CARBIMAZOLE TABLETS, 5mg.	1000's	T-23A
0220	CHLORAMPHENICOL CAPSULES, 250mg.	100's	T-28A
0230	CHLORAMPHENICOL CAPSULES, 250mg.	1000's	T-28
0240	CHLORAMPHENICOL CAPSULES, 250mg.	1900's	T-28
0250	CHLORAMPHENICOL SYRUP, 125mg. per 5ml.	60ml.	
0260	CHLORAMPHENICOL SYRUP, 125 per 5ml.	1 L.	DW-10
0270	CHLOROFORM & MORPHINE TINCTURE	500 ml.	DW-181
0280	CHLOROQUIN TABLETS, 150mg. base	1000s	T-24
0290	CHLOROQUIN TABLETS, 150 mg. base	2100's	T-24A
0292	CHLOROQUIN TABLETS, 150mg. base	5000	
0295	CHLOROQUIN SYRUP	1L.	
0300	CHLOROQUIN SYRUP, 50mg base per 5ml.	4.5L.	
0310	CHLORPHEMIRAMINE TABLETS, 4mg.	500's	
0313	CHLORPHEMIRAMINE TABLETS 4mg.	1000's	
0320	CHLORPROMAZINE TABLETS, 25mg.	1000's	T-26
0330	CHLORPROMAZINE TABLETS, 100 mg.	1000's	T-27
0340	CHLORPROMAZINE SYRUP, 25mg. per 5 ml.	1L.	DW-12
0350	CHLORPROPAMIDE TABLETS, 250mg.	500's	T-29A
0360	CLOFAZIMINE TABLETS, 100mg.	1000's	
0370	COLCHICINE TABLETS, 0.5mg.	1000's	T-30
0380	COD LIVER OIL	1 L.	DW-13
0390	COTRIMOXAZOLE TABLETS (80/400)	1000's	T-13
0400	COTRIMOXAZOLE SUSPENSION	120 ml.	DW-81
0410	COUGH SYRUP CONCENTRATE		
0420	COUGH TABLETS	3400's	T-33

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
0430	DAPSONE TABLETS, 100mg.	1000's	T-36
0440	DEXAMETHASONE TABLETS, 0.5 mg.	7000's	T-41
0450	DIAZEPAM TABLETS, 5 mg.	500's	T-37A
0460	DICLOXACILLIN CAPSULES, 250 mg.	1000's	T-116A
0470	DIETHYLCARBAMAZINE TABLETS, 50mg.	1000's	T-38
0480	DIETHYLCARBAMAZINE TABLETS, 50mg.	7000's	
0490	DIGOXIN TABLETS, 0.25 mg.	1000's	T-39
0500	DILOXANIDE TABLETS, 500 mg.	250's	T-40
0510	DIPHENHYDRAMINE TABLETS, 50 mg.	3000's	T-38C
0520	EPHEDRINE TABLETS, 30 mg.	1000's	T-46
0530	ERGOMETRINE TABLETS, 0.5 mg.	500's	
0540	ERGOTAMINE TERTRATE TABLETS, 1 mg.	100's	T-48
0550	ERYTHROMYCIN TABLETS, 250 mg.	1000's	T-45
0560	ETHAMBUTOL TABLETS, 400 mg.	1000's	T-49
0570	ETHAMIVAN DROPS, 5%	5 ml.	DW-19
0580	FERROUS SULPHATE TABLETS, 200 mg.	1000's	T-54
0590	FERROUS SULPHATE TABLETS, 200 mg.	3500's	T-54A
0593	FERROUS SULPHATE CAPSULES, 300 mg.	100's	
0600	FERROUS SULPHATE, 200 mg. with FOLIC ACID 250 mcg. TABLETS.	1000's	T-54
0610	FOLIC ACID TABLETS, 5 mg.	1000's	T-55
0620	FOLIC ACID TABLETS, 5 mg.	7000's	T-55A
0630	FUROSEMIDE TABLETS, 40 mg.	1000's	T-14B
0640	GLYCERYL TRINITRATE TABLETS, 0.5 mg.	100's	T-61A
0650	GRISEOFULVIN TABLETS, 125 mg.	1000's	T-62
0670	HALOPERIDOL TABLETS, 0.5 mg.	1000's	T-69
0680	HALOPERIDOL TABLETS, 1.5 mg.	1000's	
0690	HALOPERIDOL TABLETS, 2 mg.		
0700	HYDRALAZINE TABLETS		
0710	HYDROCHLOROTHIAZIDE TABLETS, 25 mg.	7600's	T-71
0720	IMIPRAMINE TABLETS, 25 mg.	1000's	T-75
0730	ISONIAZID TABLETS, 100 mg.	1000's	T-76
0740	ISONIAZID & THIAZETAZONE TABLETS (Thiazina Adult)	1000's	T-77
0750	ISONIAZID & THIAZETAZONE TABLETS (Thiazina Infant)	1000's	T-77A
0755	LINCOMYCIN SYRUP		DW-139
0760	MAGNESIUM TRISILICATE COMPOUND TABLETS		
0770	METHYDOPA TABLETS, 250 mg.	1000's	T-95
0773	METHYLTESTOSTERONE TABLETS, 10 mg.	100's	
0780	METRIFONATE TABLETS, 100 mg.	1000's	T-96
0800	METRONIDAZOLE TABLETS, 250 mg.	1500's	T-97
0790	METRONIDAZONE TABLETS, 200 mg. or 250 mg.	1000's	T-99
0805	MULTIVITAMIN TABLETS	100's	
0810	MULTIVITAMIN TABLETS	100's	
0815	MULTIVITAMIN TABLETS	1000's	DW-50A

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
0820	MULTIVITAMIN CONCENTRATED SYRUP	5000's	
0830	NICLOSAMIDE TABLETS, 500 mg.	1000's	T-105
0840	NICOTINAMIDE TABLETS, 50 mg.	1000's	T-106
0850	NIRIDAZOLE TABLETS, 500 mg.	1000's	T-107
0870	NITROFURANTOIN 100 mg.	500's	T-108
0860	NITROFURANTOIN TABLETS, 50 mg.	7300's	T-108A
0880	NORETHISTERONE TABLETS, 5 mg.	500's	T-109
0890	ORAL REHYDRATOIN POWDER	packet	
0900	PARACETAMOL TABLETS, 500 mg.	1000's	T-122
0910	PARAFIN LIQUID	1 L.	DW-140
0920	PENICILLIN V TABLETS, 250 mg.	1000's	T-123
0930	PENICILLIN TABLETS, 200,000 units	1500's	
0940	PENICILLIN V ORAL SYRUP, 125 mg per 5 ml.	150 ml.	DW-65
0950	PHENOBARBITONE TABLETS, 30 mg.	1000's	T-124
0960	PHENOBARBITONE TABLETS, 100 mg.	1000's	T-125
0970	PHENYL BUTAZONE TABLETS, 100 mg.	500's	T-126
0980	PHENYL BUTAZONE TABLETS, 100 mg.	1000's	
0990	PHENYL BUTAZONE TABLETS, 200 mg.	1000's	T-126
1000	PHENYTOIN CAPSULES, 100 mg.	1000's	T-127
1010	PHENYTOIN CAPSULES, 100 mg.	1500's	T-127A
1020	PIPERAZINE TABLETS, 300 mg.	1000's	T-128
1030	PIPERAZINE TABLETS, 300 mg.	2600's	T-128A
1040	PREDNISOLONE TABLETS, 5 mg.	1000's	T-129
1050	PROBENECID TABLETS, 500 mg.	100's	T-130
1060	PROBENECID TABLETS, 500 mg.	1000's	T-130
1070	COBENEMID TABLETS	100's	T-130
1080	PROGUANIL TABLETS, 100 mg.	1000's	T-131
1090	PROMETHAZINE HCl or Theoclate TABLETS, 25 mg.	1000's	T-133
1100	PROMETHAZINE SYRUP, 5 mg per 5 ml.	1 L.	DW-67
1110	PROPANTHELINE TABLETS, 15 mg.	1000's	T-134
1120	PROPRANOLOL TABLETS, 40 mg.	1000's	T-135
1130	PYRAZINAMIDE TABLETS, 500 mg.	1000's	T-136
1140	PYRIDOMINE TABLETS, 50 mg.	1000's	T-137
1150	PYRIMETHAMINE TABLETS, 25 mg.	1000's	T-138
1160	PYRIMETHAMINE TABLETS, 25 mg.	5900's	T-138
1170	PYRIMETHAMINE & DAPSONE TABLETS (Maloprim)		
1180	RESERPINE TABLETS, 0.25 mg.	1000's	T-142
1190	RIFAMPIN CAPSULES, 150 mg.		
1200	RIFAMPIN CAPSULES, 300 mg.		
1210	SALAZOSULFAPYRIDINE TABLETS, 500 mg.		
1220	SALBUTAMOL TABLETS, 2 mg.	1000's	T-149
1230	SALBUTAMOL SYRUP, 2 mg per 5 ml	150 ml.	DW-73
1240	SENNA OR SENOKOT TABLETS	1000's	T-150
1250	SPIRONOLACTONE TABLETS, 25 mg.	1000's	T-157
1260	STILBESTROL TABLETS, 5 ml.	1000's	T-152
1263	SULFAMETHIZOLE TABLETS, 100 mg.	1000's	

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
1270	SULPHADIMIDINE TABLETS, 500 mg.	1000's	T-153
1280	TRI-SULFA TABLETS	1300's	T-153A
1290	SULPHAMETHOXYPYRIDAZINE TABLETS, 500 mg	1000's	T-154
1310	SYRUP OF FIGS	500 ml.	DW-74
1320	TETRACYCLINE CAPSULES, 250 mg.	1000's	T-117
1330	TETRACYCLINE SYRUP, 125 mg per 5 ml.	pt or 500 ml	
1340	TETRACYCLINE SYRUP, 125mg. /5ml.	1 L.	DW-80
1350	THIABENDAZOLE TABLETS, 500 mg.	36's	
1360	THIABENDAZOLE TABLETS, 500 mg.	1000's	T-161
1370	THIAMINE TABLETS, 25 mg.	500's	T-164
1380	THIAMINE TABLETS, 100 mg.	1000's	T-164
1390	THIAMINE COMPOUND TABLETS	1000's	T-165
1400	THYROXINE TABLETS, 100 mcg.	1000's	T-162
1410	TOLBUTAMIDE TABLETS, 500 mg	1000's	T-163
1420	TRIHXYLLPHENIDYL TABLETS, 5 mg.	1000's	T-15
1430	VITAMIN COMPOUND TABLETS		
	COLD ROOM MISCELLANEOUS		
2000	ACETARSOL VAGINAL TABLETS, 250 mg.	500's	T-1
2110	ANTIBIOTIC-STEROID EAR PREPARATION	5 ml.	DW-247
2020	BETAMETHASONE & NEOMYCIN EYE OINTMENT (Betnesol-N)	TUBE	
2030	BISACODYL SUPPOSITORIES	EACH	DW-302
2040	CHLORAMPHENICOL EYE OINTMENT	TUBE	
2050	CHLORTETRACYCLINE EYE OINTMENT	TUBE	
2060	GLYCERIN SUPPOSITORIES, ADULT	12's	DW-310
	<u>COLD ROOM MISCELLANEOUS</u>		
2070	HEMORRHOIDAL SUPPOSITORIES		
2080	METRONIDAZOLE VAGINAL TABLETS, 100 mg	1500's	T-97C
2090	MICONAZOLE OINTMENT	TUBE	
2100	NYSTATIN VAGINAL TABLETS, 100,000 units	100's	T-10
2120	TETRACYCLINE EYE OINTMENT, 1%	TUBE	
2121	TETRACYCLINE EYE OINTMENT, 3%	TUBE	

INJECTABLES

NEW INDEX #	DESCRIPTION	UNIT OF ISSUE	OLD CODE NO.
3010	ADRENALIN INJECTION 1 in 1000, 1 ml.	AMP	I-1
3020	AMINOPHYLLINE INJECTION, 250 mg. per 10 ml.	AMP	I-2
3030	AMPICILLIN INJECTION	VIAL	I-2A &I-4
3040	ASCORBIC ACID INJECTION, 500 mg. per ml.	AMP	I-55
3050	ATROPINE SULFATE INJECTION, 0.5 mg. per ml., 1 ml.	AMP	I-3
3060	BUPIVICAINE INJECTION, 0.5%, 10 ml.	AMP	I-74
3070	CALCIUM GLUCONATE INJECTION, 10%, 10 ml.	AMP	I-10
3080	CARBACHOL INJECTION, 0.25 mg. per ml., 1 ml.	AMP	I-11
3100	CHLORAMPHENICOL INJECTION. 1 Gm.	VIAL	I-12
3090	CHLORAMPHENICOL INJECTION, 500 mg.	AMP	I-
3110	CHLOROQUIN INJECTION, 40 mg. per ml., 2 ml.	AMP	I-14
3120	CHLOROQUIN INJECTION 40 mg. per ml., 5ml.	AMP	I-15
3122	CHLOROQUIN INJ, 40 mg/ml., 30 ml.	VIAL	
3130	CHLORPHENIRAMINE INJECTION, 10 mg. per ml., 1 ml.	AMP	I-13
3140	CHLORPROMAZINE INJECTION, 50 mg. per 2 ml.	AMP	I-16
3150	CLOXACILLIN INJECTION, 250 mg.	VIAL	I-9
3160	CYANOCOBALAMIN INJECTION		
3170	DEXTROSE INJECTION, 50 %		
3180	DEXAMETHASONE INJECTION, 4 mg. per ml. 2 ml.	VIAL	I-23
3190	DIAZEPAM INJECTION, 10 mg. per 2 ml.	AMP	I-20
3200	DIGOXIN INJECTION, 0.25 mg. per 2 ml.	AMP	I-22
3210	ERGOMETRINE MALEATE INJECTION, 0.5 mg. per ml., 1 ml.	AMP	I-29
3220	ETHAMIVAN INJECTION, 55, 2ml.	AMP	I-30
3230	FUROSEMIDE INJECTION, 20 mg per 2 ml.	AMP	I-36
3241	GALLAMINE INJECTION, 80 mg. per 2 ml.	VIAL	I-31
3240	GALLAMINE INJECTION, 40 mg/2 ml.	AMP	
3250	GENTAMICIN INJECTION		I-37
3260	HEPARIN INJECTION, 25,000 units	VIAL	I-46
3270	HYDRALAZINE INJECTION		
3280	HYDROCORTISONE ACETATE INJECTION, 25 mg. per ml., 1 ml.	VIAL	I-44
3290	HYDROCORTISONE ACETATE INJECTION, 25 mg. per ml., 5 ml.	VIAL	I-44

INJECTABLES

NEW INDEX #	DESCRIPTION	UNIT OF ISSUE	OLD CODE NO.
3300	HYDROCORTISONE SODIUM SUCCINATE INJ. 100 mg. per 2 ml.	AMP	I-45
3310	HYOSCINE INJECTION, 20 mg. per ml., 1 ml.	AMP	I-47
3320	IRON-DEXTRAM INJECTION, IV/IM 2 ml.	AMP	I-53
3330	IRON-DEXTRAM FOR INFUSION, 20 ml.	AMP	I-53A
3340	KANAMYCIN INJECTION 1 Gm.	VIAL	I-64
3343	KETAMINE INJECTION, PEDIATRIC		
3350	LIGNOCAINE INJECTION, 1%, 20 ml.	AMP	I-70
3360	LIGNOCAINE INJECTION, 1%, 20 ml.	VIAL	I-70
3370	LIGNOCAINE INJECTION, 1% with ADRENALINE 1:80,000, 50 ml.		
3380	LIGNOCAINE INJECTION, 2% with ADRENALINE 1:200,000 50 ml.	VIAL	I-171A
3390	LIGNOCAINE SPINAL HEAVY INJECTION, 5%, 2ml.	AMP.	I-73
3400	LIGNOCAINE INJECTION, 20 mg/ml with ADRENALIN 5ug/ml, 50 ml.	VIAL	
3410	METHYLCOCAINE INJECTION, SPINAL (Carbocaina), 4%, 2 ml.	AMP	I-18
3420	MERSALYL INJECTION, 2 ml.	AMP	I-77
3430	METHOXAMINE INJECTION, 20 mg. per ml., 1 ml.	AMP	I-78
3440	METHYLPREDNISOLONE INJECTION, 40mg. per ml., 1 ml.	VIAL	I-109
3443	METRONIDAZOLE INJECTION		
3450	NEOSTIGMINE INJECTION, 2.5 mg. per ml., 1 ml.	AMP	I-87
3460	NIKETHAMIDE INJECTION, 25%, 2ml.	AMP	I-88
3470	PARALDEHYDE INJECTION, 5 ml.	AMP	I-100
3480	PENICILLIN BENZYL, 1 million units with PENICILLIN PROCAINE 3 million units (Servipen-G Forte 4)	VIAL	
3490	PENICILLIN, BENZATHIN-BENZYL INJECTION, 1,200,000 units (Restospan).	VIAL	I-103A
3500	PENICILLIN BENZYL INJECTION, 1 million units	VIAL	I-101
3510	PENICILLIN SODIUM INJECTION, 1 million units, IM use only	VIAL	
3520	PENICILLIN TRIPLOPEN INJECTION, single dose	VIAL	I-103
3530	PENICILLIN PROCAINE INJECTION IN OIL, 300,000 units/ml, 10 ml.	VIAL	I-102

INJECTABLES

NEW INDEX #	DESCRIPTION	UNIT OF ISSUE	OLD CODE NO.
3540	PENTAMIDINE INJECTION, 200 mg.	AMP	
3550	PENTAZOCINE INJECTION, 30 mg. per ml., 1 ml.	AMP	I-104A
3560	PHENOBARBITONE SODIUM INJECTION, 200 mg. per ml., 1 ml.	AMP	I-105
3561	PHENOBARBITONE SODIUM INJECTION, 200 mg. per 2 ml.	AMP	I-105
3570	POTASSIUM CHLORIDE INJECTION, 10% 10 ml.	AMP	I-106
3580	PHYTOMENADIONE (VITAMIN K) INJECTION, 10 mg. per ml., 1 ml.	AMP	I-107
3590	PROCAINE INJECTION, 2% 10 ml.	VIAL	I-71A
3600	PROCHLORPERAZINE INJECTION		I-180
3610	PROMAZINE (Sparine) INJECTION, 50 mg. per ml., 10 ml.	VIAL	
3620	PROMETHAZINE INJECTION		
3630	PREDNISOLONE INJECTION, 25 mg.	AMP	I-109A
3640	RIBOFLAVIN INJECTION, 10 mg. per 2 ml.	AMP	I-111
3650	SODIUM BICARBONATE INJECTION, 8.4%, 20 ml.	AMP	I-17A
3660	SODIUM CHLORIDE INJECTION, 0.9%		
3670	SODIUM CHLORIDE INJECTION, 10%, 10ml.	AMP	I-60
3680	STIBOCAPTATE INJECTION, 500 mg.	AMP	I-115
3690	STREPTOMYCIN INJECTION, 1 Gm.	VIAL	I-116
3700	STREPTOMYCIN INJECTION, 5 Gm.	VIAL	I-117
3710	SULPHADIMIDINE INJECTION, 1 GM. per 3ml.	AMP	I-118
3730	TETRACYCLINE INJECTION, IM 250 mg.	VIAL	I-124
3740	TETRACYCLINE INJECTION IV 250mg. per 5 ml.	VIAL	I-89
3750	THIAMINE (VITAMIN B-1) INJECTION, 100mg. per ml., 30 ml.	VIAL	I-89
3760	THIOPENTONE INJECTION, 1 Gm.	VIAL	I1125
3770	TUBOCURARINE INJECTION		
3850	VITAMIN B COMPLEX INJECTION, (B1, B6, B12), 2ml.	AMP	
3860	WATER FOR INJECTION, 5 ml.	AMP	I-131
3870	WATER FOR INJECTION, 10 ml.	AMP	I-131

LARGE VOLUME PARENTERALS

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
4010	DARROW'S SOLUTION INJECTION		
4020	DARROW'S SOLUTION INJECTION-HALF STRENGTH		
4030	DEXTRAN-40, 10% in DEXTROSE OR SALINE, 500 ml.	EACH	I-57
4039	DEXTROSE 5% INTRAVENOUS INFUSION, 500ml.	EACH	
4040	DEXTROSE 5% INTRAVENOUS INFUSION, 1 L.	EACH	I-58
4050	DEXTROSE 4.3% with SODIUM CHLORIDE 0.18% INTRAVENOUS INFUSION, 250 ml.	EACH	I-55A
4060	DEXTROSE 4.3% with SODIUM CHLORIDE 0.18% INTRAVENOUS	EACH	I-55
4070	HARTMAN'S SOLUTION INTRAVENOUS INFUSION	EACH	I-59
4080	HARTMANN'S SOLUTION HALF-STRENGTH INTRAVENOUS INFUSION	EACH	
4090	SODIUM LACTATE, 1/6 MOLAR INTRAVENOUS INJECTION, 500 ml.	EACH	I-56
4100	SODIUM CHLORIDE 0.9% INTRAVENOUS INFUSION, 500 ml.	EACH	I-54
4101	SODIUM CHLORIDE 0.9% INTRAVENOUS INFUSION, 1 L.	EACH	

REFRIGERATED

4510	ANTI GAS GANGRENE 20,000 units	AMP	V-3
4540	ANTI SNAKE SERUM, 20 ml.	VIAL	V-1
4530	ANTI RABIES VACCINE, 7 dose	BX	V-5
4520	ANTI RABIES SERUM 1,000 units per 5 ml.	VIAL	V-5A
4550	A.T.S. (CURATIVE) units 10,000	AMP	V-2
4560	A.T.S. (PROPHYLACTIC) 1,500 units	AMP	V-4
4570	DIPHTHERIA ANTITOXIN 40,000 units	VIAL	V-6
4590	INSULIN SOLUBLE INJECTION, 40 units per ml. 10 ml.	VIAL	I-51
4600	INSULIN ZINC SUSPENSION, LENTE 40 units per ml. 10 ml.	VIAL	I-52
4610	INSULIN PROTAMIN ZINC 40 units per ml, 10 ml.	VIAL	I-
4620	OXYTOCIN INJECTION, 10 units per ml, 1 ml.	AMP	I-93
4630	RABIES ANTITOXIN SERUM 1,000 units, 5 ml.	VIAL	V-7
4640	SUXAMETHONIUM INJECTION, 50 mg. per ml, 10 ml.	VIAL	I-119A

EXTERNALS & COMPOUNDING AGENTS

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
5010	AMMONIA AROMATIC SOLUTION	500 ml.	DW-100
5020	AMMONIATED MERCURY OINTMENT	500 Gm.	DW-201
5030	ATROPINE SULFATE POWDER	10 Gm.	
5040	BELLADONNA TINCTURE	2 L.	DW-177
5050	BENZOIC ACID	500 Gm.	DR-101
5060	BENZOIC ACID COMPOUND OINTMENT (Whitfield's)		
5070	BENZYL BENZOATE	1 L.	DW-205A
5080	BETAMETHASONE CREAM size ?	TUBE	DW-206
5090	CALAMINE	1 KG	DR-109
5093	CETRAMIDE	500 Gm.	
5100	CHLORHEXIDINE 5% (ANTISEPTIC CREAM) 75 Gm.	TUBE	DW-203
5110	CHLORINATED LIME	500 Gm.	DR-112
5120	CITRIC ACID	500 Gm.	DR-16
5130	DEXTROSE	500 Gm.	DR-22
5133	DITHRANOL	100 Gm.	
5140	EMULSIFYING WAX	500 Gm.	DR-124
5150	ETHER, ANESTHETIC	500 ml.	DW-202
5160	ETHYL CHORIDE SPRAY	100 ml.	DW-216
5170	FERROUS SULPHATE	1 KG.	DR-34
5180	FLEXIBLE COLLODION	500 ml.	DW-22
5190	FORMALDEHYDE	2 L.	DW-223
5200	GAMMA BENZENE HEXACHLORIDE	100 Gm.	DR-132
5209	GENTIAN VIOLET	100 Gm.	DR-131
5210	GENRIAL VIOLET	400 Gm.	
5220	GLYCERIN	500 ml.	DW-125
5230	GLYCERIN	1 L.	DW-125
5240	GLUTARALDEHYDE (CIDEX) SOLUTION	gallon	DW-209
5250	HALOTHANE	250 ml.	DW-128
5260	HYDROCORTISONE CREAM/OINTMENT	TUBE	1L
5265	HYDROGEN PEROXIDE	1L	
5270	HYDROGEN PEROXIDE	2.5L	DW-230A
5280	HYOSCYAMUS TINCTURE	2L	DW-178
5300	ICHTHAMOL COMPOUND OINTMENT	JAR	DW-26
5310	IODINE	100 Gm	DR-139
5320	IODINE SOLUTION, 2%, 15 ml.	15 ml.	DW-25
5330	LUBRICANT JELLY	TUBE	DW-127
5370	LYSOL	1 gallon	DW-238A
5350	LYSOL	5 gallon	DW-238
5360	MAGNESIUM SULPHATE	50 KG	DR-61
5370	METHYLATED SPIRITS	5 gallon	DW-241
5380	METHYL SALICYLATE	500 ml.	DW-240
5410	ORANGE TINCTURE	1 L.	DW-180
5420	PEPPERMINT OIL	500 ml.	DW-160

EXTERNALS & COMPOUNDING AGENTS

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
5430	PEVIDINE SCRUB	5 L.	DW-261
5440	PHENOL	500 Gm.	DR-171
5450	PODOPHYLLUM RESIN	100 Gm.	DR-172
5460	POTASSIUM CHLORIDE	500 Gm.	DR-73
5470	POTASSIUM CITRATE	1 KG.	DR-74
5480	POTASSIUM IODINE	500 Gm.	DR-75
5490	POTASSIUM PERMANGNATE	100 Gm.	DR-170
5500	PROFLAVIN	10 Gm.	DR-173
5510	SALICYLIC ACID	500 Gm.	DR-180
5520	SAVLON HOSPITAL CONCENTRATE	5 L.	DW-265
5530	SILVER NITRATE	100 Gm.	DR-182
5540	SILVER NITRATE STICKS	EACH	DR-182
5550	SODA LIME	2.27 KG	
5560	SODA LIME	4.5 KG	
5570	SODIUM AMINO SALICYLATE (PAS)	1 KG	DR-80
5580	SODIUM BICARBONATE	50 KG	DR-81
5590	SODIUM CHLORIDE	1 KG	DR-82
5600	SODIUM NITRATE TABLETS, 1 Gm.	100's	T-156
5610	SODIUM SALICYLATE	500 Gm.	DR-84
5620	SODIUM THIOSULPHATE	500 Gm.	DR-185
5630	SOFT PARAFFIN	1 KG.	DW-266
5640	SOFT PARAFFIN	50 KG.	
5650	STARCH	500 Gm.	DR-181
5660	SULFACETAMIDE SODIUM	500 Gm.	DR-183
5670	SULFUR, PRECIPITATED	500 Gm.	
5680	SULPHURIC ACID	1 L.	DW-170
5690	SULPHURIC ACID	2.5 L.	DW-170
5700	TALC POWDER	500 Gm.	DR-190
5710	ZINC OXIDE	1 KG.	DR-200

USE AND THEN DELETE (DISCONTINUED)

NEW INDEX #	DESCRIPTION	UNIT-OF ISSUE	OLD CODE NO.
9010	ACACIA	500 Gm.	DR-1
9020	AMMONIUM BICARBONATE	500 Gm.	DR-2
9030	AMMONIUM CHLORIDE	500 Gm.	DR-3
9040	ANISE WATER CONCENTRATED	1 L.	DR-110
9050	ANTISCABIES OINTMENT	1000 Gm.	DW-201A
9060	BETAMETHASONE WITH CLIOQUINOL CREAM	TUBE	DW-207
9070	BORIC ACID	500 Gm.	DW-102
9080	BURN OINTMENT	1000 Gm.	DW-400
9090	CETOSTEARYL ALCOHOL	1 KG.	DR-110
9100	CETRIMIDE SOLUTION, 40%	2 L.	DW-9
9110	CHLORAL HYDRATE	500 Gm.	DR-15
9120	CHLOROCRESOL	500 Gm.	DR-113
9130	CHLOROFORM	500 Gm.	DR-111
9131	CHLOROFORM	2 L.	
9140	COAL TAR SOLUTION	500 ml.	DW-210
9150	DEXAMETHASONE OINTMENT, 5 Gm.	TUBE	DW-117
9160	EPHEDRINE HCl POWDER	100 Gm.	DR-28
9170	FUNGUS INFECTION OINTMENT, 1 oz.	TUBE	DW-29
9180	HYDROGEN PEROXIDE	500 ml.	DW-230
9190	IPECACUANNA TINCTURE	2 L.	DW-179
9200	IZAL	1 gallon	DW-236
9210	KAOLIN LIGHT	1 KG.	DR-54
9220	LIDOCANIUM POWDER	500 Gm.	DR-139
9230	LIQUORICE LIQUID EXTRACT	2 L.	DW-141
9240	MAGNESIUM CARBONATE LIGHT	500 Gm.	DR-60
9250	MAGNESIUM TRISILICATE	1 KG.	DR-62
9260	MERCURY (METAL)		DR-160
9270	OXMEL OF SQUILL	2 L.	DW-156
9280	POWDER FOR WOUNDS	1 KG.	DR-174
9290	QUILLAIR LIQUID EXTRACT	500 ml.	DW-165
9300	SODIUM CITRATE	500 Gm.	DR-83
9310	TOLU SOLUTION	2 L.	DW-176



0010

Acetazolamide  
Tablets  
250mg

1000's

INDEX NO.		UNIT-OF-ISSUE											
DESCRIPTION													
VENDOR 1													
2													
3													
4													
USAGE	JAN	FEB	MARCH	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
YEAR													
YEAR													
YEAR													
YEAR													
YEAR													
AVERAGE MONTHLY ISSUE QUANTITY & DATE ESTABLISHED													
DATE ORDERED	VENDOR	ORDER NO.	QUANTITY ORD   REC		EXPECTED DATE OF DELIVERY	DATE OF RECEIPTS	EXPIRATION DATE OF RECEIPTS	UNIT PRICE					

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K P 11000

1 2 3 4 5 6 7 8 9 10 11 12 JANY FEBY MARC APRL MAY- JUNE JULY AUGT SEPT OCTR NOVR DEGR

110 210 310 410 510 610 710  
▲ TYPYST PLEASE NOTE - THIS SCALE CORRESPONDS TO TYPEWRITER (PICA) SCALE. START ALL TYPING AT SAME POINT ON SCALE. FOLD BACK OR REMOVE STUB AFTER TYPING.

**KARDEX**

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← TO LOCK INSERT IN POSITION INSERT SLITS IN BOTTOM DIE CUTS OF PCKET →

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PROCEDURES FOR INSTRUCTING HEALTH CENTERS AND COMMUNITY HEALTH NURSES:  
THE REQUISITIONING OF DRUG SUPPLIES FROM CENTRAL MEDICAL STORES.

I. INTRODUCTION.

These procedures should be followed by CMS Senior Officers. They are an outline of requirements that must be accomplished prior to bringing a health center or other requisitioning unit "on line" with the new system.

II. IDENTIFY APPROPRIATE HEALTH CENTER STAFF.

Inquiries should be made in advance as to which staff members at the health centers will be responsible for ordering drug supplies.

III. PREPARATION OF ISSUE DOCUMENTS.

CMS should prepare a requisition file under the name of the health unit. Prior requisition experience can be reviewed by checking CMS records. Stock levels should be noted on a prepared Standard Requisition/Issue Note for the unit to be visited.

IV. HEALTH UNIT VISIT.

Appropriate staff should be sought out. After a preliminary introduction explaining the philosophy of the new system, the current storage area should be inspected.

CMS staff should carry several boxes which are now to be filled with deteriorated items (unusable) expired preparations and long standing unused items. Unapproved stock should also be removed. Those items on the Standard Requisition/Issue Note should remain and the shelf arrangement should coincide with the order shown on the Standard Requisition Issue Note for Health Centers, or Village Health Workers as the case may be.

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V. EXPLANATION OF THE STANDARD R/I NOTE.

A detailed explanation and review should be given regarding the completion of the Standard Requisition/Issue Note. Stock level determinations should be reviewed in particular.

VI. ORDER SCHEDULE ADOPTION.

A prepared Standard R/I Note is to be left at the station and instructions given as to when it is to be submitted and what record keeping will be required. This ordering cycle should be posted at CMS.

VII. ITEMS RETURNED TO CMS.

A receipt may be given to the health center for those items returned to CMS. Unusable items are to be properly destroyed. Usable items will be returned to CMS storage.

INSTRUCTIONS FOR USE OF THE CMS STANDARD REQUISITION/ISSUE NOTE BY HEALTH UNITS.

This is a review of the new CMS Standard Requisition/Issue (R/I) Note.

This is a new document which will be used when ordering drug supplies from Central Medical Stores.

All standard items which have been approved for use at health units are pre-printed in alphabetical order on the Standard R/I Note. They have been categorized according to the follow listings.

- a) Oral Preparations.
- b) Miscellaneous Preparations, which should be stored away from excessive heat when possible.
- c) Injectables.
- d) Externals & Compounding Agents.
- e) Discontinued (use & delete) Items. These items will not be available when current CMS supplies are exhausted.

It is possible that you will use only a selection of these items at your health unit. You do not have to stock each item if you are not using them routinely.

There is space after each section for items which are not in the preprinted listing. If exceptions have been made at your health unit and you are allowed to order items not listed on the preprinted Standard R/I Note, you may write them in under the appropriate category using your copy of the CMS Drug Vocabulary. Normally, if a medical officer is assigned to your health unit to order items not on the Standard R/I Note, it is required that the signature of a medical officer be added next to the item description.

The CMS Standard R/I Note serves several purposes. It will present a record of stock on hand and of the rate of consumption of all stock items. It should

make it easier to order since you do NOT have to write out the name of each item. Based on population, disease patterns and budgetary limitations, CMS will determine a stock level which should be maintained at your unit. This document will eventually help you to maintain adequate supplies without running out of essential stock items. Finally, it should make you aware of the cost of medications being used as it may be important information in the future.

When this form is initiated at your health unit, you will no longer receive quarterly allotments but will be able to place an order for supplies every 2 months. This will be based on an ordering schedule set up by CMS. Your order should be sent to CMS 2 weeks before your scheduled delivery.

All standard R/I Notes must be completed properly. Improper orders such as on hand quantity not completed will be returned for completion and resubmission to CMS. These delays can be avoided by proper attention and accuracy. Here are some simple directions for you on how you can use this new ordering system.

1. It is planned that CMS Staff will be able to explain the system to you personally. In case this does not occur, the first step will be to arrange your storage cupboard or shelves according to the listing on the Standard R/I Pages or CMS Vocabulary. This will make ordering much easier for you.
2. You will note on the Standard R/I Note the Listing SL; this stands for Stock Level.

The Stock Level (SL) is equal to two (2) times the estimated stock consumption between 2 orders, or in your case 2 months. For example, if you think you use 4 tins of Chloroquine Tablets 1000's in 2 months,

then your Stock Level would be  $2 \times 4 = 8$  tins.

Note: In the course of time it will be necessary to adjust stock level up to down.

3. It is best to fill out these forms when you will not be disturbed or interrupted. When you are preparing your order, count the number of units of issue for each stock item. This is the container size listed on the Standard R/I Note. Enter this amount in the space marked OH, which means On Hand.

For example, you count 3 tins of Chloroquine Tablets 1000's. Place a 3 in the box marked OH.

4. The next step is to calculate the amount to be ordered. This is done by subtracting the amount on hand (OH) from the Stock Level (SL).

For example, as above  $8 - 3 = 5$  tins to be ordered.

This amount is then entered into the space marked ORD (order).

In other words, you always order the difference between the Stock Level and the On Hand Quantity.

5. The next step is to send the entire set of Standard R/I Notes back to CMS. This should be done 2 weeks before your order is due.
6. When your order is received at your health unit, it will be accompanied by the 2 copies of the original Standard R/I Note. You will note that the first copy will contain unit costs and the Total order cost. You should save this copy. The second copy is to be signed and returned to CMS to verify receipt of the supplies. Verification may be made by circling the box marked ISS (Issued Amount); you may want to check with CMS if this is not the same as the ordered quantity.
7. Emergency Issues will be very limited. The Combined R/I Note should be used for this purpose.

8. You will receive a new Standard R/I Note when you receive your supplies.

