

PROCEDURE FOR FILLING ORDER FORMS

Date: November, 25th 2023

Revision Number:

Date of Review:

Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach on how to fill the Order forms to improve the quality of data reported to Joint Medical Store on a Bi-Monthly Basis

SNo.	PROCEDURE	RESPONSIBLE STAFF
1.0	PREPARATION	
1.1	Retrieve the results of the physical count for the end of month of the first month of the reporting period (refer to the JMS Order and Delivery schedule). Record this value in the column for opening balance at the start of 2 month cycle	Stores In-charge
1.2	Retrieve the quantity received from the stock cards for the different regimens.	Stores In-charge
1.3	Refer to the Dispensing log, and count the quantities of commodity issued to patients.	Stores In-charge
1.4	Refer to the stock cards for any adjustments. Positive is the stock received from other facilities and negative is the stock issued to other facilities or expired. Record in the column of loses /adjustments with clear explanations in the notes column.	Stores In-charge
2.0	DAYS OUT OF STOCK	
2.1	Record the days the facility was out of stock during the two months period.	Stores In-charge
3.0	CALCULATING THE ADJUSTED AMC	
3.1	Add up the consumption for the commodity for preferably 2 months being reported on, multiply by 30 days.	Facility In-charge
3.2	Divide the figure got above by 60 (number of days in 2 months) minus the days the facility was out of stock ADJUSTED AMC = (Consumption*30)/(60-days out of stock)	Stores In-charge
3.3	For the Closing Balance, Conduct a Physical count of stock available at both store and Pharmacy	Stores In-charge
3.4	For the months of stock at the facility, get the total stock on hand for each commodity and divide by the respective Adjusted AMC	Facility In-charge
3.5	Continue with the formulas in the order form for the quantity required Quantity Required = (Adjusted AMC*4) - Closing Balance Note: 4 Represents 4 months (i.e., 2 Months consumption plus an addition buffer stock of 2 months	Facility In-charge
3.6	Include the patient summaries at the last page of the order form Note: This is critical to guide MOH during quantification	Facility In-charge