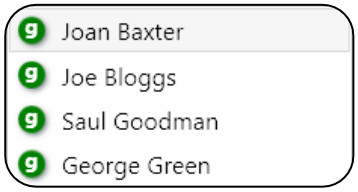
Stock Control – Stock Order Form

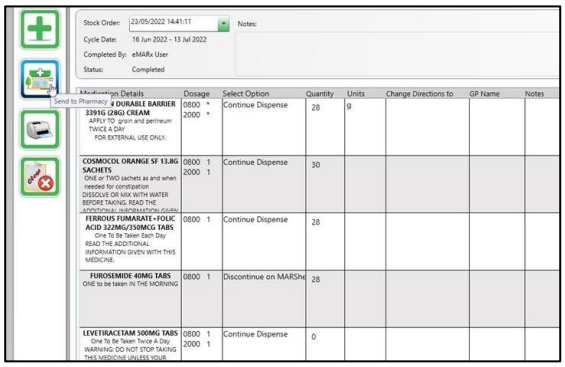
Note: Some care homes will be able to send an order form directly to the pharmacy **

Go to Stock Control.



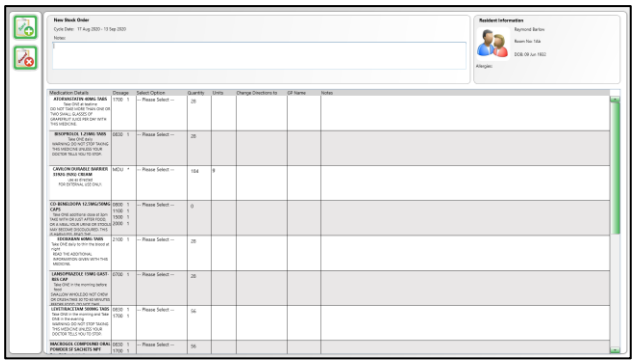
Select the desired Service User from the list on the right-hand side of the page.

Select the **Stock Order Icon.**



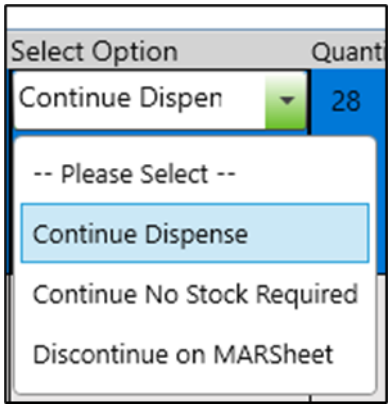
Any existing orders will be available from the drop-down list to print.

** If applicable you can click on the send to pharmacy icon **



To create a new order form, select the plus sign.

The **Stock Order Window** will appear with a list of all **Checked-In** medications for the selected service user.



For each medication under the **Select Option column** use the drop-down to choose if the medication is to be continued, if no stock is required or the medication is to be discontinued.

If additional stock is required enter any accompanying notes.

If changes are required to directions enter these under the appropriate columns.

Click Save.