PHARMACY STOCK MANAGEMENT & EXPIRY PREVENTION CHECKLIST

1. Stock Organization & Tracking

- ♣ Categorize drugs by type (antibiotics, painkillers, etc.) for easy tracking.
- **↓** Label shelves with drug names & expiry dates.
- ♣ Store high-demand items in easily accessible locations.
- ♣ Use a FIFO (First In, First Out) system to avoid expired stock.

2. Inventory Control & Monitoring

- Maintain a daily stock record (manually or with software).
- ♣ Set minimum stock levels and reorder before running out.
- ♣ Track fast-moving & slow-moving drugs separately.
- ♣ Conduct a weekly stock reconciliation to check for discrepancies.

3. Expiry Date Management

- Create an expiry date alert system (use software or a simple notebook).
- ♣ Separate drugs expiring within 3 months for faster sales or returns.
- ♣ Offer discounts on near-expiry drugs to reduce waste.
- Dispose of expired drugs properly (follow NAFDAC or regulatory guidelines).

✓ 4. Supplier & Procurement Best Practices

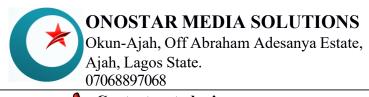
- Work with trusted suppliers to avoid counterfeit drugs.
- ♣ Negotiate bulk purchase discounts for high-demand drugs.
- Always check batch numbers & expiry dates upon delivery.

✓ 5. Sales & Customer Management

- ★ Keep track of best-selling drugs and seasonal trends.
- **♣** Offer a loyalty program for returning customers.
- Lensure all staff are trained on proper inventory handling.

Want an Easier Way to Track Inventory & Expiry Dates?

Dorthpro Pharmacy Software automates all these tasks for you and more! Would you like a **free demo** to see how it works?



Contact us today!