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Pharmacy Billing Inventory and Prescription-System Simulation

Experiment 11 - Practical Notes

Name: _____ Roll no.: _____ Date: _____

Aim

To observe a digital pharmacy workflow using fictional records.

Principle

Digital systems connect stock, transactions and records. Accurate batch, expiry and unit handling matter. A simulated workflow demonstrates data skills without authorising real dispensing.

Requirements

- Demonstration system or spreadsheet with fictional items, batches and transactions.
- Roles for entry, checking and audit; no live pharmacy credentials.

Procedure

1. Map workflow

Identify where items, batches, quantities, expiry and transactions are entered.

2. Enter stock

Add a fictional receipt with verified units and batch details. Keep expired/quarantined stock separate from available stock.

3. Simulate issue

Use the approved practice transaction and check permitted quantities. Consider first-expiry-first-out among suitable available batches.

4. Create bill

Calculate quantity × unit price and check the total. Apply any tax/discount only as explicitly defined in the fictional exercise.

5. Record correction

Demonstrate an authorised reversal/correction and retain an audit trail rather than silently deleting the history.

6. Reconcile

Compare opening plus receipts minus issues with closing stock and review discrepancies. Explain where a responsible professional authorises clinical decisions.

Fundamentals of Computer Operations

Observations and Record

Transaction	Quantity / batch	Result / audit check
Receipt	_____	_____
Issue / fictional bill	_____	_____
Correction / reconciliation	_____	_____

Worked Example

The numbers below are illustrative; enter your own observations in the record.

- Opening 20 packs + receipt 5 - issue 4 gives closing 21 packs. If 2 packs are separately quarantined, available stock is 19 packs, subject to the stated system's categories.

Result

Save the completed practice work with a clear name, reopen it to verify the result and record the checks performed. Submit only through the instructor-approved destination.

Precautions

- Use dummy academic data and a dedicated practice folder; do not edit production pharmacy records or use real patient information.
- Check the actual application/version and local settings. Menu names and formula separators can vary between programs.
- Keep an editable copy and verify the saved/exported file rather than relying only on the on-screen appearance.

Viva Questions and Answers

1. What does FEFO mean?

First expiry, first out among suitable available stock.

2. Why retain an audit trail?

It records who changed what and supports review.

3. Can a software record replace professional verification?

No. Authorised clinical and operational checks remain necessary.

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