



# NON-MEDICATION RESOURCE LOG

INCOMING				
Item Received				
Date Received	Lot # If available (One per form)	Expiration Date If available	Quantity Received	Receiving Staff Printed Name
				<b>Signature</b>

Outgoing					
#	Date Given	Quantity Out	Location of Distribution	Issuing Staff Printed Name	Total Quantity on Hand (Balance)
				Signature	
1					
2					
3					
4					
5					
6					
7					
8					



# NON-MEDICATION RESOURCE LOG

<b>Outgoing, Continued</b>					
#	Date Given	Quantity Out	Location of Distribution	Issuing Staff Printed Name	Total Quantity on Hand (Balance)
				Signature	
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

# NON-MEDICATION RESOURCE LOG INSTRUCTIONS

The Department of Behavioral Health (DBH) is committed to providing necessary resources to the clients we serve. All non-medication resources shall be recorded in and recorded out by authorized DBH staff.

## Completion Instructions: *Incoming*

- *Packing slips shall be checked for accuracy and/or discrepancies and reconciled with the actual item received.*
- *A new log should be created for each new delivery.*
- *All deliveries shall be recorded on the Non-Medication Resource Log(s) prior to being placed in the storage cabinets or refrigerators.*
- *This log is not to be used for medication tracking.*

Step	Action
1	Enter the name of the item received.
2	Enter the date item is received in the clinic.
3	Enter the lot number of item received, if applicable. Only one lot number per form.
4	Enter the expiration date located on the box and verify it with the packing slip, if applicable.
5	Enter the quantity received.
6	Print and sign your name.

## Completion Instructions: *Outgoing*

- *This section is completed at the time of administering (or dispensing) resources to a DBH client.*
- *Only record outgoing items for the same lot number or shipment logged in the Incoming table.*
- *First In, First Out – Use older items (items received first) before opening/using more recent items to ensure items are used before the expiration date.*

Step	Action
1	Enter the date the item is dispensed.
2	Enter the quantity of the item dispensed.
3	Print and sign your name.
4	<p><u>Total Quantity on Hand</u> is a running balance of the physical stock that is in storage. It is similar to a checking account register's balance.</p> <p><b>First item dispensed:</b> Take the total from <u>Quantity In</u> (Incoming section) and subtract total from <u>Quantity Out</u> (Outgoing section), then enter new amount in <u>Total Quantity on Hand</u> (Outgoing section).</p> <p><b>Additional items dispensed:</b> Take balance from <u>Total Quantity on Hand</u> (Outgoing section) and subtract total just entered in <u>Quantity Out</u> (Outgoing section), then enter new amount in <u>Total Quantity on Hand</u> (Outgoing section).</p>