MEDICATION SUPPLY PLANNING CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Copy your expected quantity from the existing prescription or written supply record.

STEP 2 Enter your observed amount on hand using the same unit.

STEP 3 Review any gap with the pharmacist; never change the dosing schedule based on this worksheet.

STEP 4 Which fact or document still needs checking?

MEDICATION SUPPLY PLANNING CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

MEDICINE LABEL / INITIALS	EXPECTED QUANTITY (USER-ENTERED)	QUANTITY ON HAND	COUNT DATE	PHARMACY FOLLOW-UP OR SOURCE

Outstanding question or record to confirm

MEDICATION SUPPLY PLANNING CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Copy your expected quantity from the existing prescription or written supply record.

Concrete next action

Owner / due

ACTION 2 Enter your observed amount on hand using the same unit.

Concrete next action

Owner / due

ACTION 3 Review any gap with the pharmacist; never change the dosing schedule based on this worksheet.

Concrete next action

Owner / due

IMPORTANT CONTEXT

No medication advice, refill authority or dosing calculation is provided. Verify medication details with a licensed clinician or pharmacist.

- [ ] Source checked
- [ ] Next action assigned