Pyxis Weekly Inventory Maintenance Sheet

Nursing Unit:_____ Date:_____

In order to minimize the possibility of discrepancies going unrecognized for lengthy periods of time, a complete inventory of all controlled substances should be performed on the Pyxis machine weekly. An inventory is performed by selecting Inventory from the Procedure Menu. Each drawer should then be selected, one at a time.

_____ _____

Inventory Completed By (Please Print) Signature

_____ _____

Witness to Inventory (Please Print) Signature

_____

Nurse Manager or designee (Signature)

Please list all discrepancies found during the inventory by medication name and quantity. Indicate how the discrepancy was addressed in the action taken column. If the discrepancy could not be resolved it must be reported to the pharmacy.

Discrepancy	Action Taken

Attach the print out slip from the Pyxis machine and send to Pharmacy Pyxis Mgr. MC-2205.