

# Guideline To Fill Indent

- It is very essential to mention the actual requirement of medicines in the Indent Form otherwise it will adversely affect the essential services to the IPs.
- The consumption of medicine may be influenced by many factors. The aim to study these factors is that consumption of medicine should be according to the actual need. There should neither be wastage nor restriction in prescribing the medicines to the needed patient. These factors are summarized in the table below.

	Factors which may increase consumption	Factors which may decrease consumption
1	Number of IPs increased	Number of IPs decreased
2	Specialist facility available	No specialist facility
3	Good result of medicine	Poor result of medicine
4	Low cost of medicine.	High cost of medicine.
5	Medicine easily available	Medicine not available
6	Outbreak of disease	Control of disease
7	Medicine available from this centre only	Medicine available from other centre also
8	Lax prescription	Restricted prescription
9	Doctors do not know that the other medicine of this category is available	Doctors do not know that this medicine is available in this category
10	Malpractice/ overprescription	Lack of knowledge of medicine/ underprescription

- Before filling the required quantity you should find out the presence or absence of these factors in the previous years. The positive factors may be allowed and negative factors should be checked. If the positive/negative factors were present in previous years then find out the status of these factors for next year and decide the quantity of required medicine for next year accordingly.
- After taking into consideration the factors mentioned above calculate the quantity of medicine required for next year. While calculating the required quantity of medicine the shelf life of medicine should be taken into consideration. If shelf life of medicine < 1year send the requirement for particular regular patients and calculation should be very sharp.
- There may be error in calculating the required quantity of medicine for next year & to avoid this read carefully the followings illustrations.

**Illustrations 1:**

If consumption of medicine A is 5000 & 7000 for the complete year 2015 and 2016 with the remaining balance 2500 on 31.12.16.

Average consumption for one complete year will be

$$(5000 + 7000) / 2 = 6000$$

Requirement for 4 months will be  $(6000/12)*4 = 2000$

Balance in excess of 4 months requirement  $2500 - 2000 = 500$

Requirement for next complete year

$$6000 - 500 = 5500$$

**Illustrations 2:**

If regularly needed medicine B was available in the month of January, February and December but was not available in the remaining months of 2015 and its consumption in 2015 is 1000 while in the year 2016 it was available throughout the year and its consumption in the year 2016 is 2400 with the remaining balance 500 on 31.12.16.

Here select the consumption of medicine for the complete year 2016 instead of taking the average of previous years

Now find out 4 months requirement *i.e.*  $(2400/12) * 4 = 800$

As the available balance *i.e.* 500 is less than the 4 months requirement *i.e.* 800 so the balanced quantity need not be deducted.

Requirement for next complete year will be 2400

**Illustrations 3:**

If regularly needed medicine C was not available in the year 2015 at all and was available in the months of January, February and December 2016 and its consumption in 2016 is 1200 with the remaining balance 200 on 31.12.16.

Here consumption of 3 months should not be taken for one complete year and calculate the expected consumption for one complete year *i.e.*  $(1200/3) * 12 = 4800$

Now find out 4 months requirement *i.e.*  $(4800/12) * 4 = 1600$

As the available balance *i.e.* 200 is less than the 4 months requirement *i.e.* 1600 so the balanced quantity need not be deducted.

Requirement for next complete year will be 4800

**Illustrations 4:**

If consumption of regularly needed medicine D is nil in your record then it is possible that medicine was allowed to purchase. So find out in what period how much quantity was allowed to purchase. If medicine D was allowed to purchase to 10 patients in last 2 months in the quantity of 15 to each patient then two months requirement will be  $15 \times 10 = 150$  and expected consumption for one complete year will be  $(150/2) \times 12 = 900$ . Requirement for next complete year will be 900

**Illustrations 5:**

If consumption of medicine E is nil in your record and medicine was also not allowed to purchase then it is possible that this medicine is not needed for your dispensary /hospital OR the doctors are not aware of the use of this medicine. So ask the concerned specialist/doctor if this medicine is needed or not. For your help brief description of use/category of medicines is also given in the Indent Form. If it is decided that this medicine is needed then decide the requirement for next complete year on the basis of number of patients related with this medicine.

Further if it is decided to take the medicine E which is new for your dispensary /hospital then it may decrease the consumption of previously used medicine so the requirement of previously used medicine should be decreased accordingly.

- It is expected that all incharges / superintendents should take interest and their staff should cooperate with them in this matter
- It is suggested to call a meeting of the staff related with this matter(i.e. doctors, nursing staff issuing the medicine, store keeper and ministerial staff dealing with reimbursement of medical bills of IPs) and fill the required quantity of medicines as exactly as possible.
- Minutes of the meeting should be kept in office record.
- While sending the requirement of medicines it is mandatory to certify on forwarding letter that :'Meeting of staff related with this matter was called to decide the type and quantity of medicines required for this dispensary/hospital.'