

Managing Inactive Medications with Remaining Inventory (Ghost Stock)

“Ghost stock” is where medication has been stopped or discontinued on the system, but the stock has not been recorded as “Returned/Destroyed”.

Care regulators expect to see the complete lifecycle of the medication recorded, from receipt, to use, to disposal; so it is important that the disposal is recorded on the system.

To see what ghost stock you have, run the **Home Medication Inventory** report with the “Order Status” set to just “Discontinued” and “Expired”:

The screenshot shows the 'Parameters for Home Medication Inventory' configuration page. The 'e-Reports' menu item is highlighted in red. In the 'Order Status' section, the following options are selected:

- All
- Active
- On Hold
- Discontinued
- Expired
- Cancel

To manage the ghost stock, go to the resident’s Medication Profile, select “Discontinued Orders” and “Ended Order” in the Order Status:

The screenshot shows the Medication Profile for Christopher Prince. The 'Order Status' dropdown is set to 'Discontinued Orders (+1)'. The table below shows medication orders with a 'Stock' column. A red 'X' is over the 'Stock' header, and a 'Ghost' icon is overlaid on the right side of the page.

Action	Order Info	Medication	Instructions	Schedule	Stock	Physician	Status
Manage	Drug Code: 317514 Rx: ATM664 OFON: ATM664 Start Date: 22-01-2020 End Date: 02-09-2020	nna 7.5mg tablets LET (7.5mg)	Take ONE tablet at Night. Route: PO - Oral	MAR	56 ✗	General Doctor	Ended
Manage	Drug Code: 322503 Rx: ATM369 OFON: ATM369 Start Date: 21-01-2020 End Date: 26-11-2020 20:00	deine 30mg tablets LET (30mg)	⚠ High Alert Medication Take ONE FOUR times a day (Warning: This medicine may make you sleepy. If this happens, do not drive or use tools or machines. Do not drink alcohol) Route: PO - Oral	MAR	1 ✗	General Doctor	Ended
Manage	Drug Code: 32082906 Rx: ATM357 OFON: ATM357 Start Date: 21-02-2019 08:00 End Date: 26-02-2019 08:00	Atorvastatin 10mg tablets TABLET (10mg)	Take ONE Daily Route: PO - Oral	MAR	0 ✔	General Doctor	Ended

Tip: you can click on the “Stock” column header to sort the orders smallest to largest, or largest to smallest.

For any discontinued or ended items that have an on-hand figure other than zero, click on “Manage”.

If the on-hand figure is positive, enter this amount into the “Returned/Destroyed” box to record its disposal.

Stock

Received	28.00	Administered	22	On Hand	0.00	Brought from Prior	0.00
Returned/Destroyed	5		1	On Hand Adjustment	0.00	Carried To Next	0.00

If the on-hand figure is negative, edit the on-hand to zero.

To prevent ghost stock going forwards, ensure that staff select “Return/Destroy All Remaining Stock” when they Discontinue or Stop an order:

Confirm Cancel ✕

Please review the On Hand Stock before saving

This will automatically add the on-hand amount to the Returned/Destroyed box.

Choose “Continue Without Managing Stock” if you wish to manage the stock at a later date, for example, seven days after a resident has passed away.

You can run the “Medications Returned/Destroyed” report to view all medications that have been written off as Returned/Destroyed.

This can also be printed to give to your pharmacy or waste contractor (along with the “Medication Wasted” report), if required:

The screenshot shows the 'e-Reports' menu with 'Medications Returned/Destroyed (New)' highlighted. The report parameters are as follows:

Administration Date:	From: 01-07-2025	To: 30-09-2025
Sectors:	Sector: CC:Care Home	
Resident (Leave Blank for All Resident):	Resident: [Search]	
Client Status:	Client Status: Active	
Units And Programs:	Units: <input checked="" type="checkbox"/> All Units, <input checked="" type="checkbox"/> Maple, <input checked="" type="checkbox"/> Cedar, <input checked="" type="checkbox"/> Camrose	
	Programs: <input checked="" type="checkbox"/> All Programs, <input checked="" type="checkbox"/> dementia, <input checked="" type="checkbox"/> nursing, <input checked="" type="checkbox"/> residential	
Order Status:	Status: <input checked="" type="checkbox"/> All, <input checked="" type="checkbox"/> Active, <input checked="" type="checkbox"/> On Hold, <input checked="" type="checkbox"/> Discontinued	