[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Controlled substance register

A bound-style register for controlled medicines - every receipt, supply and balance recorded with no gaps.

Register details

Pharmacy	[Pharmacy name and address]
Medicine	[Controlled medicine name and strength]
Form	[e.g. tablets / ampoules / liquid]
Register page	[Page number]

Entries

Date	Received from / supplied to	Prescription / invoice no.	Qty in	Qty out	Balance	Recorded by
[Date]	[Supplier / patient name]	[Number]	[Qty]		[Balance]	[Name]
[Date]	[Supplier / patient name]	[Number]		[Qty]	[Balance]	[Name]
[Date]	[Supplier / patient name]	[Number]		[Qty]	[Balance]	[Name]

Balance checks

Date	Recorded balance	Physical count	Match?	Checked by
[Date]	[Qty]	[Qty]	[Yes / No]	[Name]
[Date]	[Qty]	[Qty]	[Yes / No]	[Name]

[Company name]

Record every movement on the day it happens. Never leave blank lines. Corrections: single line through the error, initial and date - never use correction fluid.