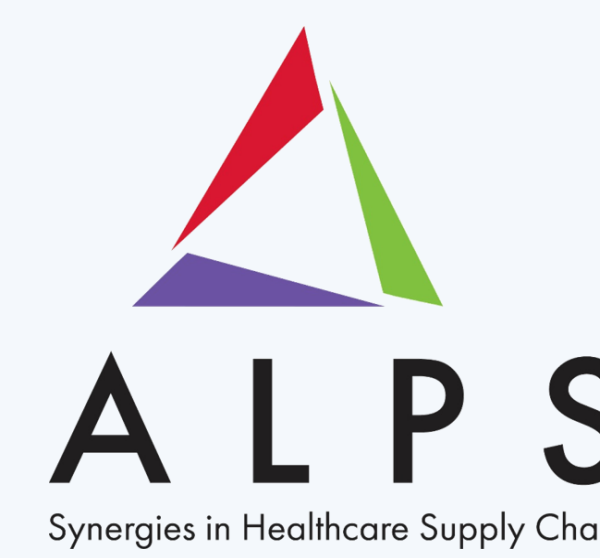




**Singapore Healthcare
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IMPROVE THE EFFICIENCY OF STOCKTAKE BY ELIMINATING THE USE OF GREEN TAGS

Siti Nurulhuda Bte Sheikh Salim, Karen Oh Kar Hong,
Ng Hui Ting, ALPS-SKH Pharma



Sengkang
General Hospital
SingHealth

Introduction

Stocktake is carried out annually by the pharmacy department and usually involves the procurement of a large quantity of green tag cards from finance/MMD. These green tag cards are being used during the stocktake to record the counted quantity of each pharmaceutical drug.

However, staff will require to fill up each individual green tag with the drug name, location code and date of count manually, followed by placing each tag on the respective drug location before the start of stocktake. This preparation work requires at least 2 weeks to complete which is rather time consuming. Thereafter, the green tags will be removed but cannot be reused.

Objectives

- To simplified workflow for annual stock take.
- Reduce wastage in cost, time and manpower.

Methodology

Proposed solutions to save the cost and time involved but not compromising the stocktake accuracy:

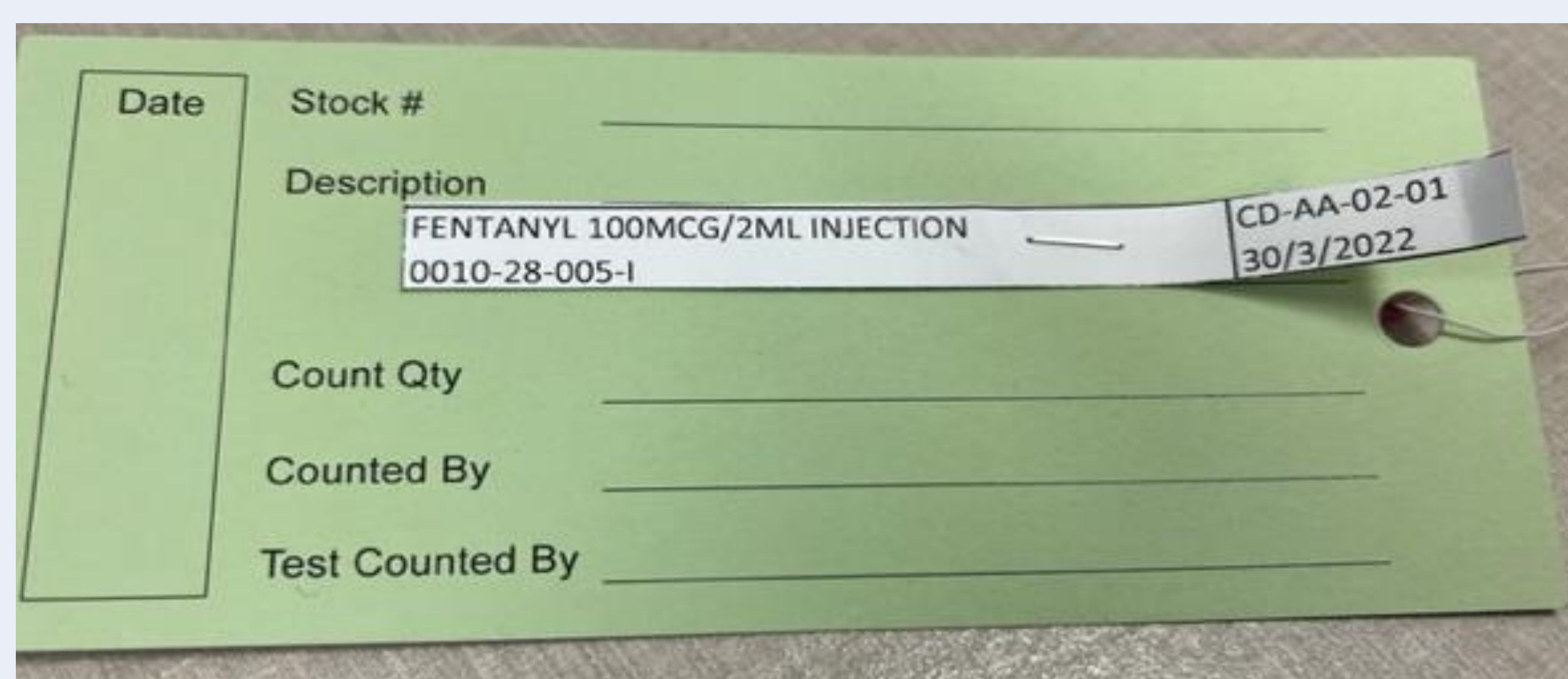
Create stocktake ID and
**generate count sheet from
new warehouse management
system (WMS)**

Assign
team to
count by
location

Counting team to
record count and
sign on the count
sheet by respective
location.

Counting team to
**put up the red tag
on the product to
mark counting done**

Previous Process



- At least 1300 pieces procured annually.
- Manually print item code, description, location and date.

Current Process (New)



- System generated count sheet.
- Reusable red tag

Results

- Time can be better utilised to focus on daily operations or other areas of stocktake preparations.
- Cost savings from using the coloured tags which can be reused for subsequent stocktake.
- Less tedious for pharmacy store to execute the stocktake, hence more efficient.

Conclusion

Overall, these solutions have resulted in cost savings and time required to execute the stocktake. Moving forward, Pharmacy store will continue to explore further to achieve a more organised and efficient stocktake.