

Dispensary

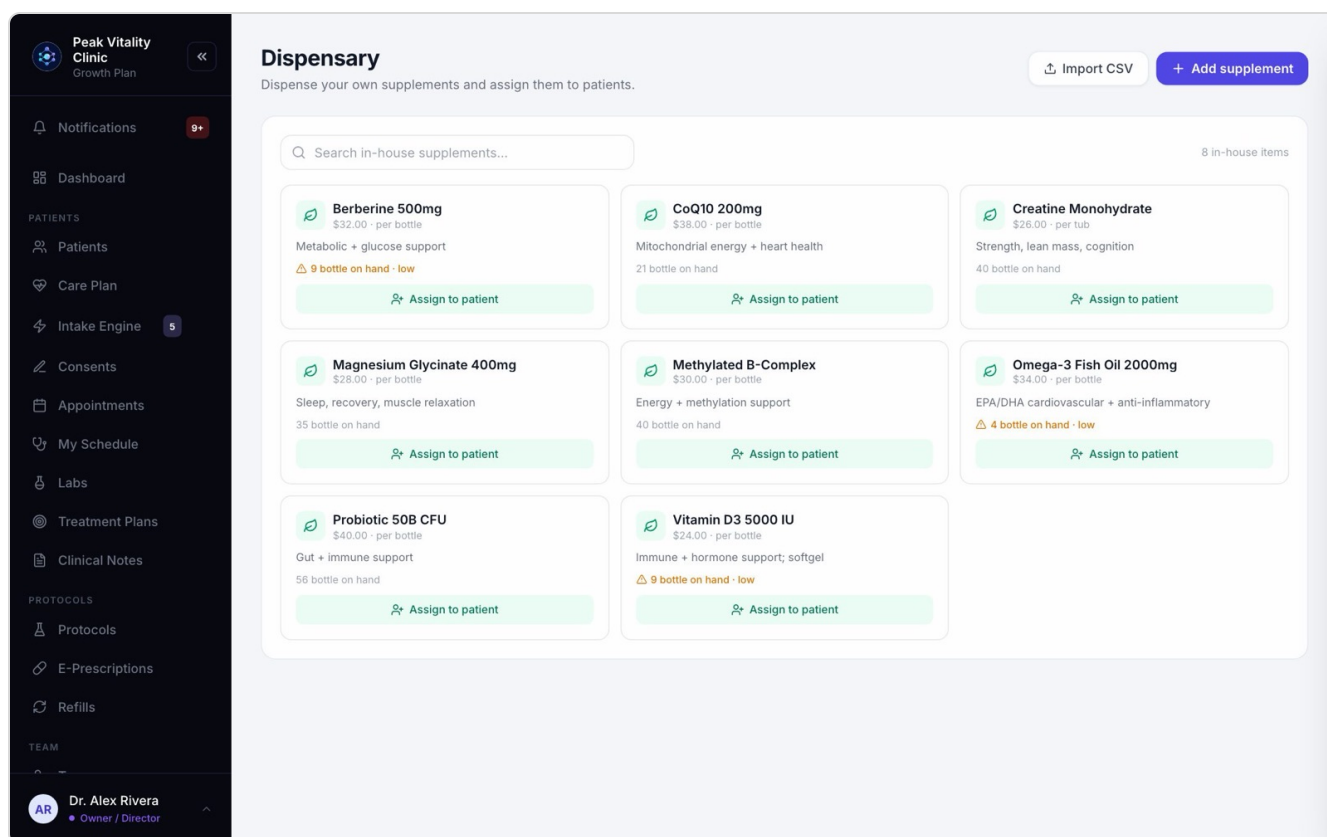
Your clinic's own supplements, and how many are on the shelf. Hand one to a patient, take the payment, and add supplements to the shelf.

Page manual · For Nurses and MAs, Front desk, Providers, Owners, Managers · aminova.health/university/dispensary

1. THE PAGE AT A GLANCE

The Dispensary is the supplements your clinic keeps on its own shelf and hands to patients. Each one is a tile with its price and how many are on hand.

Above the shelf are a search box and, for people who manage the shelf, **Import CSV** and **Add supplement**.

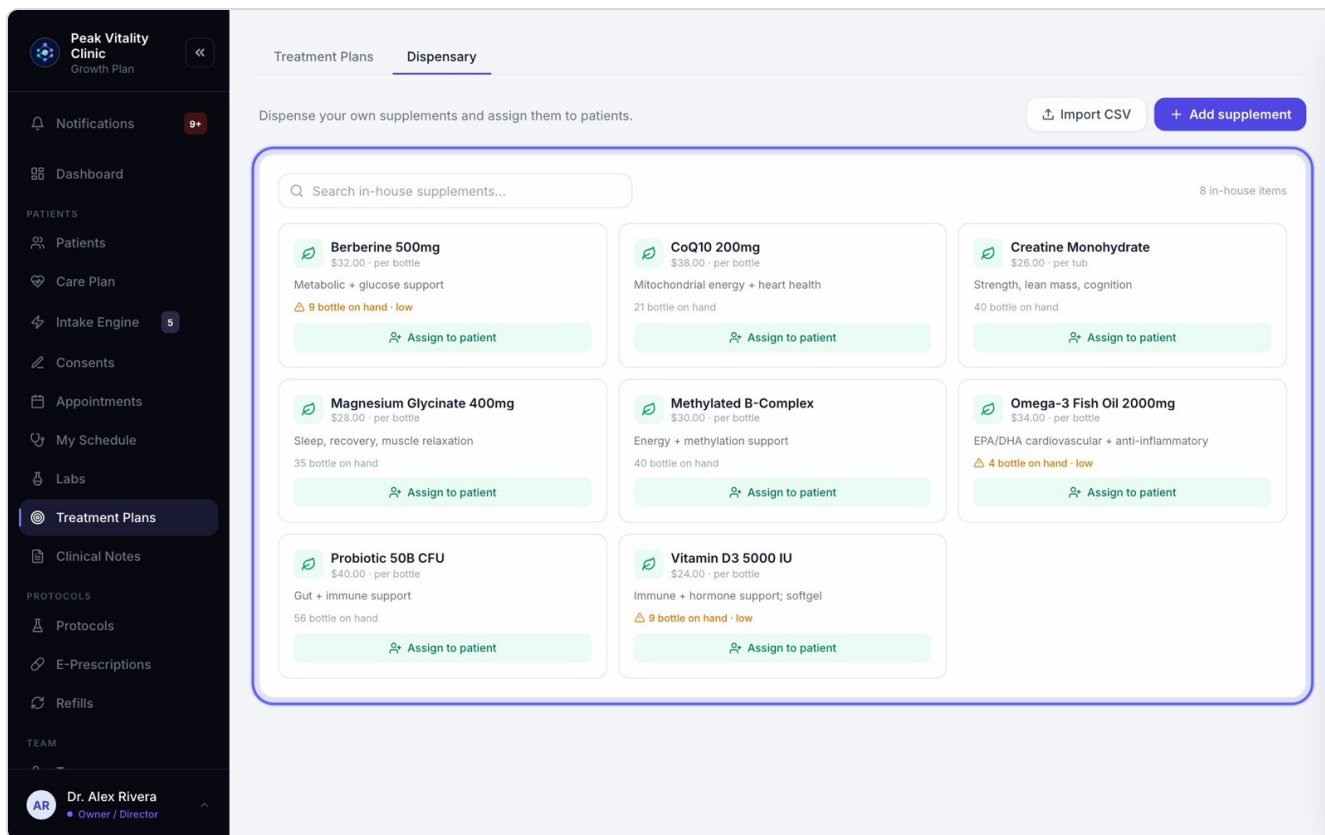


The Dispensary: your supplements, one tile each.

2. WHERE YOU FIND IT

Medical assistants and the front desk have **Dispensary** in the sidebar.

Owners, managers, physicians and nurses open it as the **Dispensary** tab on Treatment Plans instead. It is the same screen. The billing role doesn't dispense.



For clinical staff, the Dispensary is a tab on Treatment Plans.

3. YOUR SHELF

1. Each tile shows the supplement's name, its price per unit, and a short description.
2. Under that is how many are on hand. It turns amber when stock is low, and red at **Out of stock**. It also warns about a lot that is expiring or expired.
3. **Not inventory-tracked** means the supplement isn't linked to your Inventory, so there is no count to show.

Peak Vitality Clinic

Growth Plan

Notifications

9+

Dashboard

HTS

Patients

Care Plan

Intake Engine

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Consents

Appointments

My Schedule

Labs

Treatment Plans

Clinical Notes

SCOLS

Protocols

E-Prescriptions

Refills

Dr. Alex Rivera

Owner / Director

Dispensary

Dispense your own supplements and assign them to patients.

Import CSV

Add supplement

Search in-house supplements...

8 in-house items

Berberine 500mg

\$32.00 · per bottle

Metabolic + glucose support

9 bottle on hand · low

Assign to patient

CoQ10 200mg

\$38.00 · per bottle

Mitochondrial energy + heart health

21 bottle on hand

Assign to patient

Creatine Monohydrate

\$26.00 · per tub

Strength, lean mass, cognition

40 bottle on hand

Assign to patient

Magnesium Glycinate 400mg

\$28.00 · per bottle

Sleep, recovery, muscle relaxation

35 bottle on hand

Assign to patient

Methylated B-Complex

\$30.00 · per bottle

Energy + methylation support

40 bottle on hand

Assign to patient

Omega-3 Fish Oil 2000mg

\$34.00 · per bottle

EPA/DHA cardiovascular + anti-inflammatory

4 bottle on hand · low

Assign to patient

Probiotic 50B CFU

\$40.00 · per bottle

Gut + immune support

56 bottle on hand

Assign to patient

Vitamin D3 5000 IU

\$24.00 · per bottle

Immune + hormone support; softgel

9 bottle on hand · low

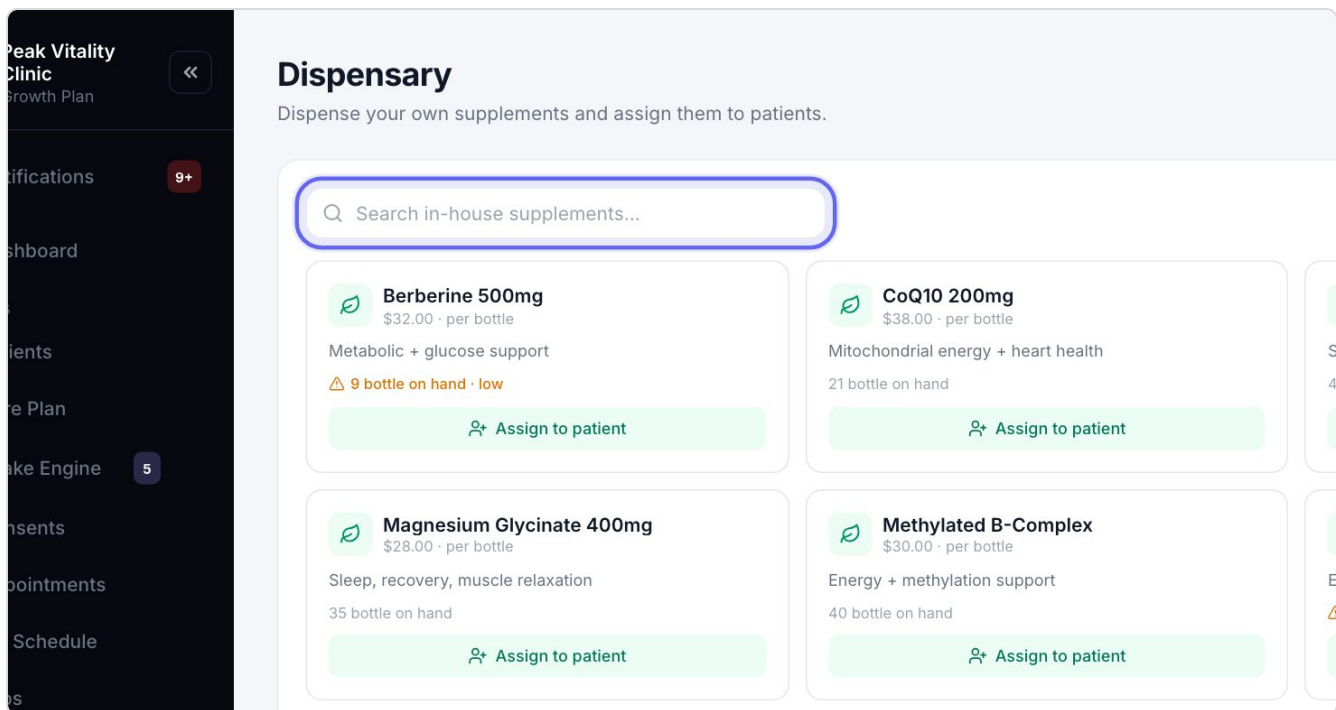
Assign to patient

Every supplement you stock, and how many are on hand.

Tip. An empty shelf means no products are tagged as supplements yet. Add them here, or on the Products page.

4. FIND ONE FAST

Type part of a name in the search box. The shelf shows only the supplements that match.



Type part of a name to find it on the shelf.

5. HAND ONE TO A PATIENT

1. Click **Assign to patient** on the supplement's tile.
2. Under **Patient**, search for the patient and pick them. If they have a visit today, it shows under their name.
3. Fill in the **Dose**, how many **Weeks** (leave it blank for ongoing), the **Qty** you are handing over, and how many days it **Lasts**.
4. Under **When to take**, pick **Morning**, **Midday**, **Evening** or **Bedtime**, and **With food** if it applies. You can also add instructions, like what to expect.
5. Choose **Pick up** or **Ship**, then press **Dispense supplement**.

6. TAKE THE PAYMENT

1. Tick **Charge card on file** to charge a card the patient has saved.
2. Or tick **Send to the terminal**. The patient taps or inserts their card at the counter.
3. The main button then says what it will charge. After a charge, you can print or email a receipt.
4. If your role can't take payments, the screen says so. It can be charged at checkout instead.

Tip. A practice patient is never charged.

7. WHAT HAPPENS NEXT

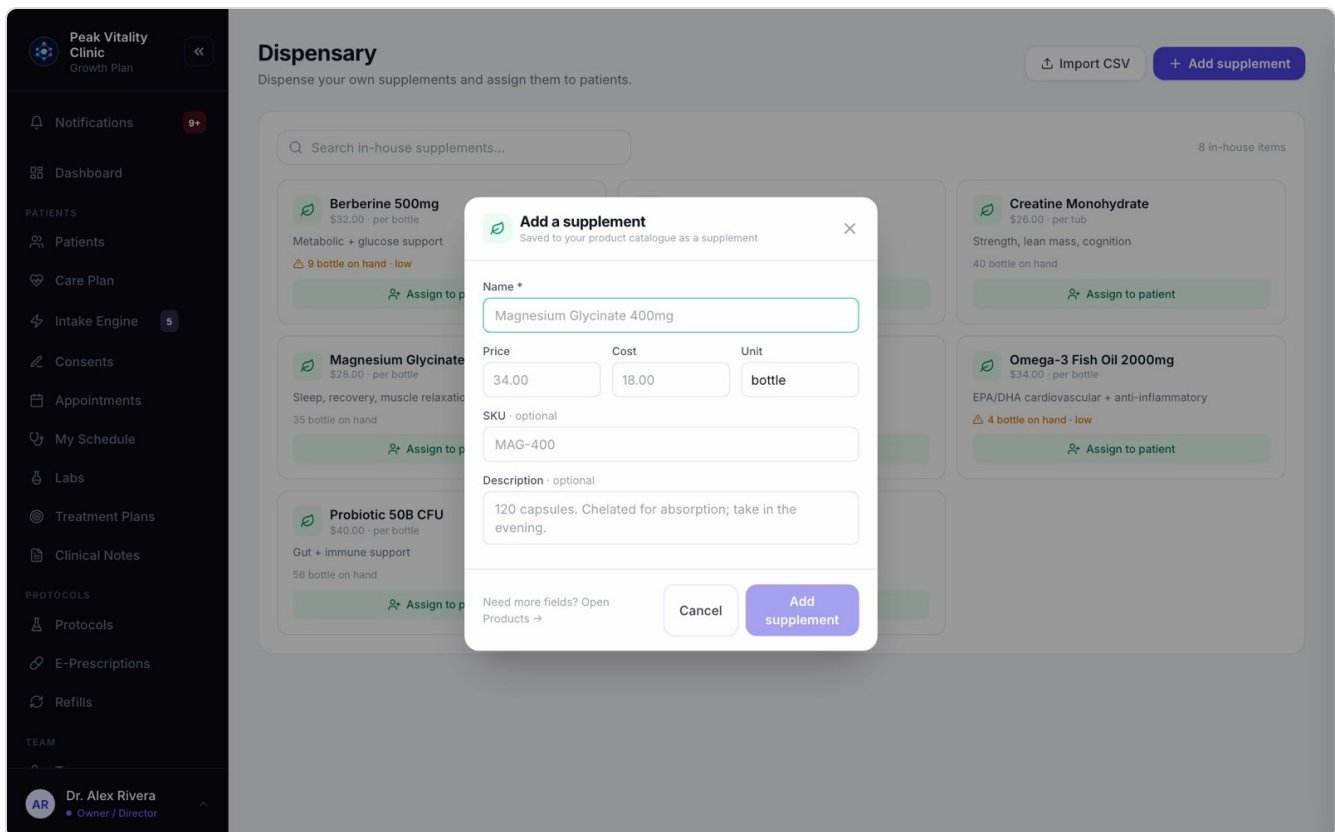
1. The supplement goes on the patient's plan, with your dose and times, and shows in their app. If their plan hasn't been shared with them yet, the screen tells you it won't show until it is.
2. It is logged as an order. **Ship** puts it on the shipping board with the address on file.

3. With **Lasts** set, a reorder shows in the refills queue that many days later, and the patient can ask for it from their app.

Tip. Stock is a guide, not a stop. If you hand over more than the count says you have, you are warned first, but you can still go ahead.

8. ADD A SUPPLEMENT

1. Click **Add supplement**.
2. Fill in the **Name**, the **Price** patients pay, your **Cost**, and the **Unit**, like bottle. With a price and a cost, it shows your margin.
3. Add the SKU, the code your Inventory uses for it, so the tile can show how many are on hand. A description is optional.
4. Press **Add supplement**. It is saved to your product list as a supplement, and goes straight onto the shelf.



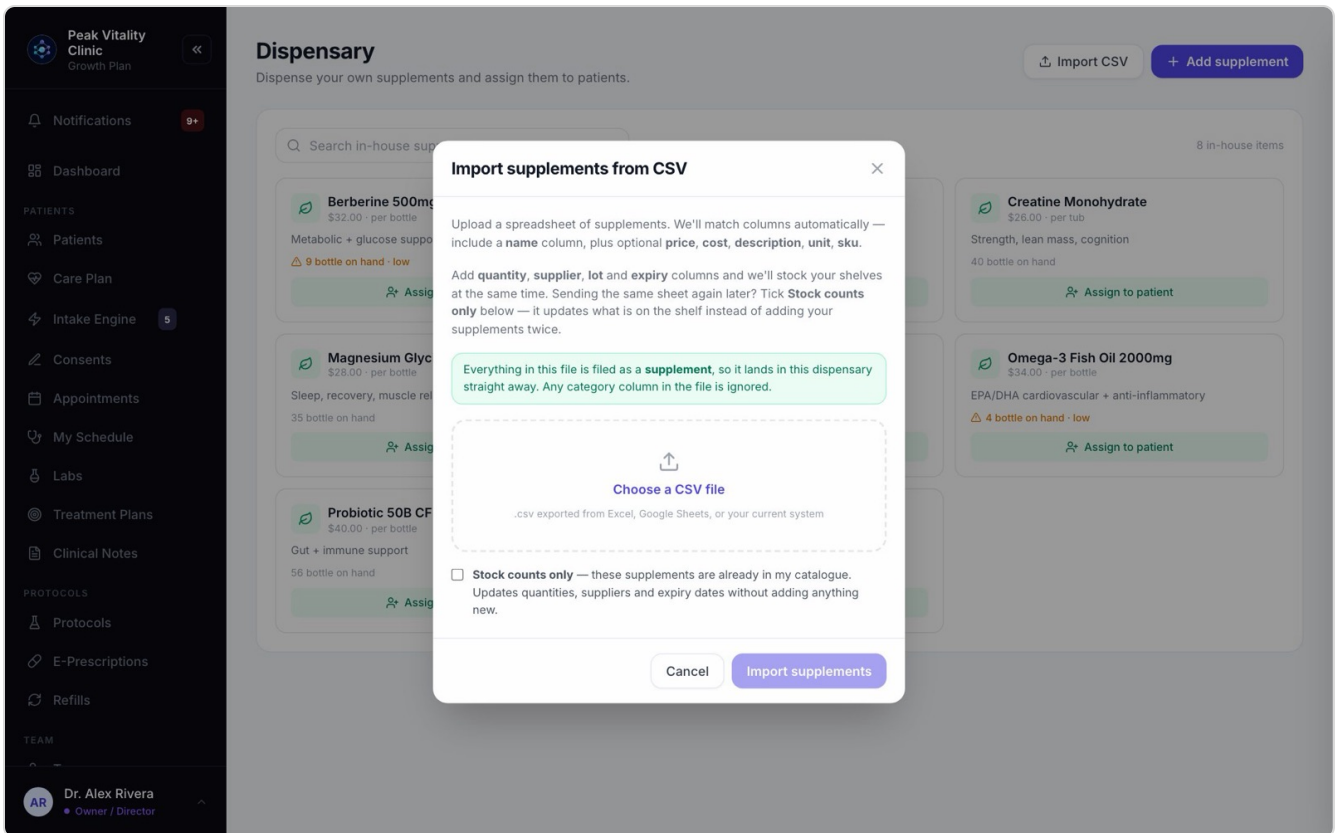
Add a supplement: a name, a price, and the unit you sell it by.

Tip. Owners, managers and physicians can add to the shelf. Everyone else who dispenses sees the shelf without these buttons.

9. ADD MANY AT ONCE

1. Click **Import CSV**.

2. Use a spreadsheet with a name column. Price, cost, description, unit and SKU columns are optional.
3. Add quantity, supplier, lot and expiry columns to stock the shelf at the same time.
4. Press **Choose a CSV file**, check the preview, and import. Everything in the file is filed as a supplement.
5. Sending the same sheet again later to update counts? Tick **Stock counts only**, so nothing is added twice.



Import a whole list of supplements from a spreadsheet.