

Inventory and dispensing

How your stock counts keep themselves. Deliveries add to them; doses given, prescriptions dispensed and orders handed over take away. Every move is recorded.

Feature manual · For Owners, Managers, Providers, Nurses and MAs, Front desk · aminova.health/university/inventory-and-dispensing

1. WHAT IT IS

Every item on your shelf has one count on the Inventory page. That count is meant to match what you would find if you went and counted the cupboard.

So it changes only when something really moves: a delivery comes in, a dose is given, a prescription is handed over, or an order leaves. Each of those updates the count on its own. You don't have to go back to Inventory and change it by hand.

2. PRODUCTS AND STOCK ARE LINKED

1. On the Products page, a product set to **In-house dispensing** gets its own row on the Inventory page when you save it.
2. The two are tied by the product's **Inventory SKU**. On Inventory, a small link icon beside the SKU shows the tie.
3. Open the item on Inventory to jump to its product. Open the product to see how many are on hand, and **Open in Inventory**.
4. A **Pharmacy-routed** product has no count. The pharmacy holds that stock.

PRODUCT	CATEGORY	STOCK LEVEL	MONTHLY USE	SUPPLIER	SELL PRICE	STATUS
Alcohol Prep Pads PREP-01	Supplement	7 / 80 box	— no usage yet	McKesson	\$0	Low Stock
Anastrozole 0.25mg ANAS-025	Hormone Ancillary	40 / 90 bottle	— no usage yet	Strive Pharmacy	\$49	In Stock
Berberine 500mg BERBERINE-500M	Supplement	9 / 90 bottle	— no usage yet	Fulscript	\$32	Low Stock
Botox BOTOX	Supplement	400 / 100 unit	— no usage yet		\$12	In Stock
BPC-157 250mcg BPC-250	Peptide	9 / 60 vial	— no usage yet	Empower Pharmacy	\$149	Low Stock
CoQ10 200mg COQ10-200MG	Supplement	21 / 90 bottle	— no usage yet	Fulscript	\$38	In Stock
Creatine Monohydrate CREATINE-MONOH	Supplement	40 / 90 bottle	— no usage yet	Fulscript	\$26	In Stock
Dysport DYSPORT	Supplement	900 / 100 unit	— no usage yet		\$4.5	In Stock
HCG 5000IU HCG-5000	Hormone	120 / 100 mL	— no usage yet		\$0	In Stock
Juvederm Ultra XC JUV-DERM-ULTRA-XC	Supplement	14 / 100 syringe	— no usage yet		\$650	In Stock
Kybella KYBELLA	Supplement	8 / 100 vial	— no usage yet		\$600	In Stock
Magnesium Glycinate 400mg MAGNESIUM-GLYC	Supplement	35 / 90 bottle	— no usage yet	Fulscript	\$28	In Stock
Methylated B-Complex METHYLATED-B-C	Supplement	40 / 90 bottle	— no usage yet	Fulscript	\$30	In Stock

Your stock. A link icon beside an SKU means it is tied to a product.

3. HOW STOCK COMES IN

1. Order more with **Reorder** on the item. That makes a purchase order and emails it to the supplier if you have their email. The count doesn't change yet.
2. When the box arrives, press **Receive** on the order and type the lot number and expiry off each carton. Now the count goes up, and the lot is recorded.
3. Stock that arrives another way goes in through **Adjust Stock**, as **Received Shipment**.

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E-Prescriptions

Refills

Dr. Alex Rivera

Owner / Director

Vitamin D3 5000 IU

VITAMIN-D3-500

Supplement

9 / 90 bottle

no usage yet

Fulscript

\$24

Low Stock

Xeomin

XEOMIN

Supplement

300 / 100 unit

no usage yet

\$11

In Stock

Purchase Orders

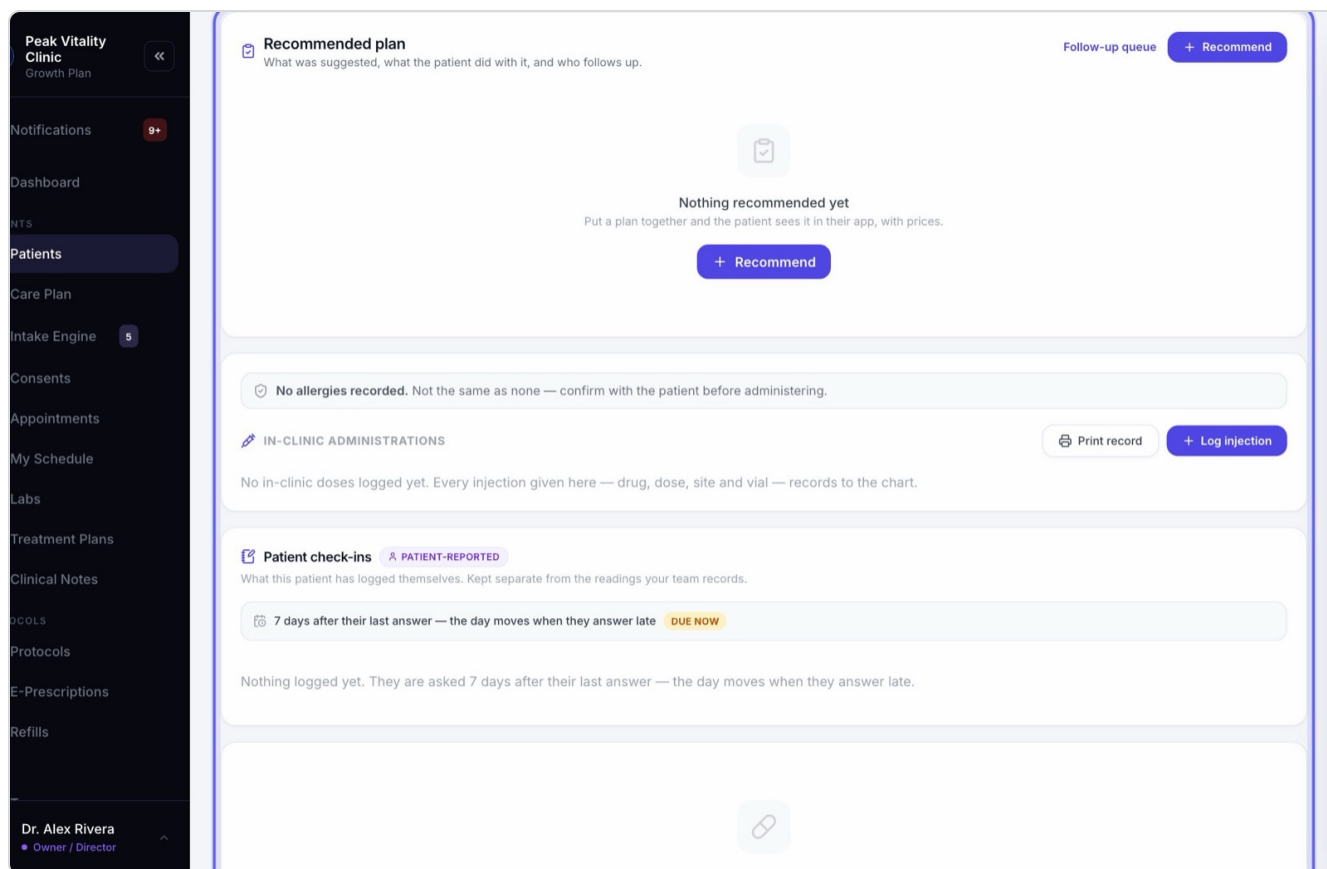
Stock changes only when a PO is received

PO #	SUPPLIER	ITEMS	TOTAL	STATUS			
PO-2026-0043	Olympia Pharmacy	Alcohol Prep Pads xundefi...	\$2,036.00	Draft	FedEx	Tracking #	Track Receive Cancel
PO-2026-0042	Fulscript	Vitamin B12 1mg/mL xundefi...	\$1,468.00	Ordered	FedEx	Tracking #	Track Receive Cancel
PO-2026-0041	Empower Pharmacy	NAD+ 100mg/mL xundefined, Syringes 23G ...	\$2,920.00	Received Received Aug 4, 2026			

Purchase orders. Stock goes up only when one is received.

4. A DOSE GIVEN IN THE CLINIC

1. On the patient's chart, open the **Protocol** tab and find **In-clinic administrations**.
2. Press **Log injection** and pick the medication. Items you stock are listed first.
3. The vial that expires first is picked for you under **Lot**.
4. Type how much was **Drawn**, then press **Log it**. That amount comes off the item and off that lot.



The Protocol tab, where every dose given in the clinic is logged.

5. AN AESTHETIC SESSION

On the chart's **Aesthetics** tab, you mark each injection on the face map. When you save the session, the product used comes off your stock, and the invoice is drafted.

Only products marked **Aesthetic injectable** on the Products page are offered there.

6. A PRESCRIPTION YOU HAND OVER

1. When writing a prescription, set **Destination** to **Dispense in-house**. Nothing is sent to a pharmacy.
2. On e-Prescriptions, the **To dispense** filter lists every one waiting to be handed over.
3. Open it and press **Dispense from stock**. It shows the item on your shelf, how many are left, and its lots.
4. Press **Dispense and record**. The count goes down, the dispensing is recorded, and you can print the label.

Tip. Owners, managers, physicians, nurses and medical assistants can dispense. A controlled substance can be dispensed by owners, managers, physicians and nurses only.

7. SUPPLEMENTS FROM THE DISPENSARY

1. On the Dispensary, **Assign to patient** puts the supplement on their plan and makes an order.
2. Choose **Pick up** or **Ship**.
3. The stock comes off when the order is handed over: **Mark collected** for a pickup, or **Mark Shipped** for a shipment.

Peak Vitality Clinic
Growth Plan

Dispensary
Dispense your own supplements and assign them to patients.

Import CSV Add supplement

Search in-house supplements...

8 in-house items

Supplement	Price	Description	Stock Status	Action
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

Dr. Alex Rivera
Owner / Director

The dispensary shelf, with how many of each are on hand.

8. ORDERS, RETURNS AND CANCELS

1. Every order is on **Products** → **Orders**.
2. An in-house item on an order comes off your stock once, when the order is marked shipped, collected or delivered.
3. **Mark Returned** or **Cancel Order** on one that already came off puts the stock back.

Peak Vitality Clinic
Growth Plan

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Refills

TEAM

Dr. Alex Rivera
Owner / Director

Catalog Orders

Export

New Order

TOTAL ORDERS 24

PENDING 3

IN TRANSIT 6

DELIVERED 6

Search patient, compound, order ID...

All Pending Processing Shipped Delivered On Hold Cancelled Returned

All Orders (15)

ORDER	PATIENT	ITEMS	DATE	AMOUNT	PHARMACY	STATUS
ORD-1020	GM Giselle Moore	Tirzepatide 5 mg x 3	Jun 23, 2026	\$499	Empower Pharmacy TRK0000158180	Shipped
ORD-1021	MA Marcus Allen	BPC-157 250 mcg x 1	Jun 22, 2026	\$149	Tailor Made Compounding	Processing
ORD-1001	RS Richard Scott	Semaglutide 2.5 mg x 2	Jun 22, 2026	\$399	Tailor Made Compounding	Processing
ORD-1002	EW Emmett White	Tirzepatide 5 mg x 3	Jun 21, 2026	\$499	Olympia Pharmacy TRK0000015838	Shipped
ORD-1022	EM Elliot Martinez	Sermorelin 0.3 mg x 2	Jun 21, 2026	\$179	Olympia Pharmacy	Delivered
ORD-1023	KR Karen Robinson	NAD+ 100 mg/mL x 3	Jun 20, 2026	\$199	Hallandale Pharmacy	On Hold

Orders. Stock leaves when an order is shipped or collected.

9. STOCK A PLAN HAS PROMISED

When a treatment plan with in-house items is approved, those items are reserved for that patient. The count doesn't change, because the stock is still on the shelf.

On Inventory, the row shows a purple **reserved** tag. Hold your mouse over it to see how many are still free to promise. When the item is given or handed over, its reservation is let go.

10. WHICH LOT IS USED

When a dose is logged or a prescription is dispensed, the lot that expires first is picked for you. Expired lots are not offered for a patient. When stock is thrown away, expired lots are used up first.

Each item's **Lots / Batches** shows what is left in each lot. If a recall comes, you can see which lots you have.

11. CONTROLLED SUBSTANCES

An item with a DEA schedule has a **Controlled-Substance Ledger** on the Inventory page. Every dose, dispense, waste and delivery of it is written there with the new balance.

Its count can't be typed in. Anything else goes through **Dispense / Waste**, which asks who did it, and a witness for waste.

12. WHEN IT RUNS LOW

- 1. An item at or below its reorder point turns **Low Stock**. At half of it, **Critical**.
- 2. **Needs Reorder** at the top of Inventory counts what is critical or out.
- 3. **Monthly Use** and the days left come from what really moved, so they get more exact as you use Aminova.

Peak Vitality
Clinic
Growth Plan

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Track medications, peptides, and supplies

ExportSuppliersAdd Item

2 expired, 2 expiring soon — BPC-157 250mcg (9 expired), NAD+ 100mg/mL (expired), Sermorelin 0.3mg (18d), Tirzepatide 5mg (43d)

NEEDS REORDER4

LOW STOCK4

EXPIRING / EXPIRED4

TOTAL SKUS30

INVENTORY VALUE\$48,799.5

Search by name or SKU...

All Categories

ManageAllIn StockLow StockCriticalOut Of StockShow archived

ItemsTracking 2

PRODUCT	CATEGORY	STOCK LEVEL	MONTHLY USE	SUPPLIER	SELL PRICE	STATUS
Alcohol Prep Pads PREP-01	Supplement	7 / 80 box	no usage yet	McKesson	\$0	Low Stock

What needs reordering, what is low, and what is expiring.

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