**All Controlled Substances will be returned to External Return Bin**

An External Return Bin allows the Pharmacy Department to electronically track inventory levels of medications that are initially dispensed but not administered and opened or removed from their packaging. Lost or misplaced medications cost facilities thousands of dollars in revenue each year.

Use the following instructions:

Upon selecting a patient you will get the available actions view. Select the **Return** button to proceed.

Select the **medication** being returned.

Find a witness and have them input their **username/password**.
Adjust the quantity if needed. Choose a **Reason** why the med is being returned, then select **EXTERNAL BIN** and click **Done**.

**IMPORTANT:** The **STOCK** button will **NOT** be available anymore for controlled substances and high alert meds.

The External Return Bin looks like this. There is one located in each unit.