

EPIC TRAINING



Track 340B and General Ledger Quick Start Guide

HOUSTON
Methodist[®]
LEADING MEDICINE



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340B Purchasing

Maintaining an accurate count of your inventory ensures you have the necessary stock on hand, for all fills in your pharmacy, and drives a few purchasing and accounts systems running behind the scenes.

When you dispense an amount of an item, qualifying for 340B purchasing greater than or equal to the amount of 1 package of that item, 1 package of the item is ordered on your 340B contract.

View accumulated amounts by opening up the **inventory item balance** in question:

1. Open the **inventory location** from the **home dashboard**.
2. On the **Inventory Items** tab, double-click to open the desired item.
3. Review the **Accumulated Amounts** section on the **Summary** tab.

When you create a purchase request, items qualifying for 340B dispenses are automatically split into their own purchase request. If an item needs to be purchased from both your standard contract and your 340B contract, the system places the correct amount of the item on both purchase orders.

When you receive your inventory, the standard contract purchase order and 340B contract purchase order remain separate. Be sure to scan the items into the correct purchase order.