EPIC TRAINING

**Understand Inventory Request
Status and Levels**
Quick Start Guide

HOUSTON
Methodist®
LEADING MEDICINE

Table of Contents

Understand Inventory Request Status and Levels

Understanding inventory request status

The system splits inventory requests into multiple requests as needed. For example, there might be a separate request for each supplier, or one for controlled medications and another for non-controlled medications.

The status of each request appears on the **Outgoing Requests** tab.

Status	What it means
Submitted	The request has been created but hasn't been sent.
Submitted - Pending Approval	The request has been sent to Morris & Dickson for review.
Submitted - Waiting for Supplier	The request has been sent to the supplier.
Submitted - Accepted by Supplier	The supplier is processing the request.

Understand par, critical, and optimum levels

On the **Inventory Items** tab, you can see the various levels for each inventory item, along with the amounts that are currently in stock and currently on order.

Level	Definition
Par	The level at which stock should be reordered. When the balance falls below par, it's time to order more of the item.
Critical	The minimum amount to have on hand. When the balance falls below critical, you're at risk of running out of stock before the next shipment arrives. At this level, low inventory warnings appear in the **Inventory activity**, on the **Inventory dashboard** and in the prescription filling process in **Willow Ambulatory**.
Optimum	The ideal amount to have on hand. If an optimum level is defined for an item, the system orders enough of the item to bring the balance to this level. Otherwise, the system orders enough of the item to bring the balance to the par level.