**Example of a clinic order form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EXAMPLE OF | | **DISTRICT CLINIC ORDER FORM for routine drugs and supplies** | | | | | | | | | | |
| *DATE* | |  | | | | | | | | | | |
| *HEALTH FACILITY* | |  | | | | | | | | | | |
| *PERSON IN CHARGE* | |  | | | | | | | | | | |
| Category | Item | | | Unit | Quantity used | | | | | | Stock on shelf | Qty requested |
| Mth1 | | Mth2 | | Mth3 | |
| 00 | Bag Plastic for Dispensing 90 x 150mm (Box of 1000 Bags) | | | Box |  |  | |  | | |  |  |
| 00 | Label drug (Typewriter plain) (Ministry of Health) (Pack 100) | | | Pack |  |  | |  | | |  |  |
| 00 | Potassium Citrate mixt 20% | | | Bot 200ml |  |  | |  | | |  |  |
| ANALGESICS | | | | | | | | | | | | |
| 01 | Aspirin Tablets 300mg | | | Tab 300mg |  |  | |  | | |  |  |
| 01 | Paracetamol Mixture 120mg/5ml 100ml Bottle | | | Bot 100ml |  |  | |  | | |  |  |
| 01 | Paracetamol Tablets 500mg | | | Tab 500mg |  |  | |  | | |  |  |
| ANTI INFECTIVES | | | | | | | | | | | | |
| 02 | Amoxycillin Suspension 125mg/5ml | | | Bot 100ml |  |  | |  | | |  |  |
| 02 | Cotrimoxazole Suspension 240mg/5ml | | | Bot 100ml |  |  | |  | | |  |  |
| 02 | Cotrimoxazole Tablets 480mg | | | Tab 480mg |  |  | |  | | |  |  |
| 02 | Penicillin Procaine Injection 4 megaunit (Fortified) | | | Amp |  |  | |  | | |  |  |
| 02 | *ADD NEW STI DRUGS HERE* | | |  |  |  | |  | | |  |  |
| DIAGNOSTIC TESTS & RELATED CONSUMABLES | | | | | | | | | | | | |
| 03 | *ADD NEW POC TESTS HERE* | | |  |  |  | |  | | |  |  |
| STANDARD TREATMENT GUIDELINES | | | | | | | | | | | | |
| 04 | Essential Medicines Formulary 2nd Edition | | |  |  |  | |  | | |  |  |
| 04 | Antibiotic Guidelines 2nd Edition | | |  |  |  | |  | | |  |  |
|  | Emergency Drug Guidelines 2nd Edition | | |  |  |  | |  | | |  |  |
| *COMMENTS* | |  |  | | | | | | |  | | |
| *SIGNATURE* | |  | RESPONSIBLE STAFF MEMBER | | | | | | |  | | |