

Pharmacy Daily Closing Checklist

Daily Operations | US

PHARMACY / DEA #	DATE ___ / ___ / ____	CLOSING PHARMACIST (RPH)
------------------	--------------------------	--------------------------

CONTROLLED SUBSTANCES (DEA)

 CII perpetual inventory count balanced
DEA 21 CFR 1304
 CIII-CV spot count completed

 Any discrepancies found No discrepancies Discrepancy — reported to PIC

 Controlled substance log signed

 CII safe locked

Verifying pharmacist (RPh) _____

PRESCRIPTION QUEUE

 All pending Rx dispensed or deferred

 Dispensing errors today reviewed and logged

 Will-call bins reviewed, uncollected returned

 Special orders flagged for next day

 Owing items noted for morning follow-up

 Baskets and prep area cleared

REFRIGERATION & VACCINE STORAGE

Vaccine refrigerator temperature _____ °F 36–46°F

Medication refrigerator temperature _____ °F 36–46°F

 Digital data logger min/max reviewed
CDC Vaccine Storage & Handling requirement
 Fridge doors sealed, alarm active

CASH & SYSTEMS

 Cash register balanced and closed

 Card terminal batch settled

 Cash drop completed

 Pharmacy software backed up / logged out

SECURITY & LOCK-UP

 Pharmacy gate / shutters closed and locked

 Alarm system armed

 All exterior doors locked

 Lights off (except security)

 CCTV system recording

 Notes for morning pharmacist

Notes

Go digital with Miratag

 Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com
This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.


Scan to view

Go digital with Miratag

Skip the paper — fill checklists faster on the Miratag mobile app. Add photos, videos, notes and signatures. Track compliance in real time. Start free at miratag.com

This template is a general-purpose resource, not tailored to any specific jurisdiction. Each organisation must validate compliance with local regulations.



Scan to view