



# Stock Reports & Internal Controls

————— in Healthcare Practice Management —————

**Cost:** R850 | **2 CEUs** | **Start:** Anytime

**Duration:** 2 Hours | **Online CPD** Short Course

## About Course

This course aims to equip participants with the skills to implement effective reporting and other controls for stock management in the healthcare practice, ensuring profitability, oversight, and accountability.

## Course Structure

### MODULE 1: INTERNAL CONTROLS

- Internal controls introduction
- Roles and responsibilities
- Terminology

### MODULE 2: DAILY INTERNAL CONTROLS

- Daily internal controls summary
- Item management
- Stock orders
- Stock usage
- Purchases and sales
- Adjustments: broken stock
- Transfers
- Daily reports
- Cycle count
- Daily backups

### MODULE 3: WEEKLY INTERNAL CONTROLS

- Weekly internal controls summary
- Item management
- Cycle count
- Stock updates
- Return stock
- Backorders
- Weekly reports
- Weekly backups

### MODULE 4: MONTHLY INTERNAL CONTROLS

- Monthly internal controls summary
- Reconciliation
- Maintenance
- Cycle counts
- Adjustments: expired stock
- Monthly reports
- Monthly backups

### MODULE 5: QUARTERLY INTERNAL CONTROLS

- Quarterly internal controls: stock-take
- Quarterly reports
- Quarterly backups

### MODULE 6: YEARLY INTERNAL CONTROLS

- Yearly internal controls summary
- Yearly full stock-take
- Yearly reports
- Year-end and yearly backups

### MODULE 7: STOCK REPORTS REVISION

- Reports revision summary
- The stock item info report
- The stock movement per detail report
- The stock movement per period report
- The stock report writer
- The stock usage report



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## WHAT YOU WILL LEARN IN OUR COURSES

Our courses target healthcare professionals and support staff seeking a comprehensive understanding of fundamental healthcare practice management principles and their practical application. The acquired knowledge and techniques are applicable for refining management and leadership skills, positioning individuals for advancement within their practices.

## LEARNING APPROACH

Each course is organised into manageable modules and lessons. Engage with downloadable and online materials, featuring a variety of interactive content and infographics.

## ABOUT GOODX ONLINE COURSES

GoodX Online Courses offers a dynamic and accessible platform catering to the educational needs of healthcare practitioners and support staff. This platform stands out by providing the flexibility to learn at any time and from anywhere, accommodating the busy schedules of healthcare professionals and health workers.

Courses focus on vital aspects of modern healthcare management, with a particular emphasis on paperless automation, optimisation and compliance. GoodX Online Courses aim to equip participants with the knowledge and skills needed to navigate the evolving landscape of the healthcare industry efficiently.

Founded by Dr. Dirkie Wolvaardt in 1985, GoodX has become a market leader in South Africa, developing software for healthcare practice management. Years of experience, consistent research, and frequent software updates have contributed to creating a trusted software package used by healthcare professionals across the world. Throughout our journey, GoodX has acquired extensive industry expertise spanning various disciplines and practices, both large and small, which we share through our comprehensive courses.

## TECHNICAL REQUIREMENTS

### Basic Requirements

To complete this program, you'll need a current email account and access to a computer and the internet, along with a PDF Reader.

### Browser Requirements

While not mandatory, we recommend using Google Chrome for the best accessibility to course material. Your preferred browser must be configured to allow pop-ups.

## ABOUT THE CERTIFICATE

Receive official recognition for your knowledge with a certificate of completion from GoodX Online Courses. Set yourself apart as a professional capable of leading operations and transforming healthcare service delivery.

Assessment is based on an online quiz. To receive your digital certificate, **you must meet the outlined** course requirements. Professionals registered with the HPCSA acquire **Ethical CEU points**.

Upon successful completion, your digital certificate will be issued to your **online profile**.

