

EPIC TRAINING



**Understand Par, Critical and
Optimum Levels
Quick Start Guide**

HOUSTON
Methodist[®]
LEADING MEDICINE



Table of Contents

Understand Par, Critical and Optimum Levels 4



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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.
Maximum	The maximum amount that can be fit on the shelves or in the bin. If a maximum level is defined, the system orders enough of the item to bring it up to or over the optimum level, but never more than the maximum. If the only package size available would put the level over the maximum, then the purchase order will have a red stop sign indicating that the user must manually select how much to order.