



PhIS & CPS

Business Continuity Plan BCP Entry

BCP Introduction

PHIS SERVER

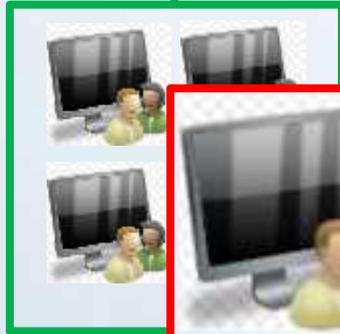


Application

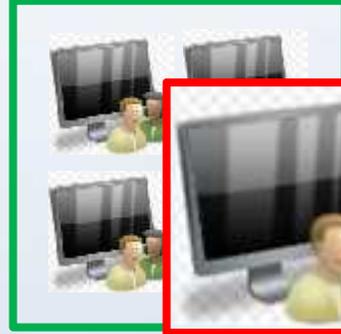
Live Application Database

All transaction with patient related:
Medication Order,
Dispensing, etc.

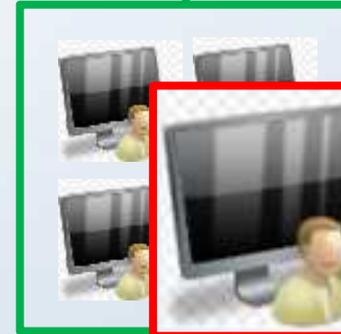
Data sync to BCP workstation in 15 minutes interval



PHARMACY OP/IP

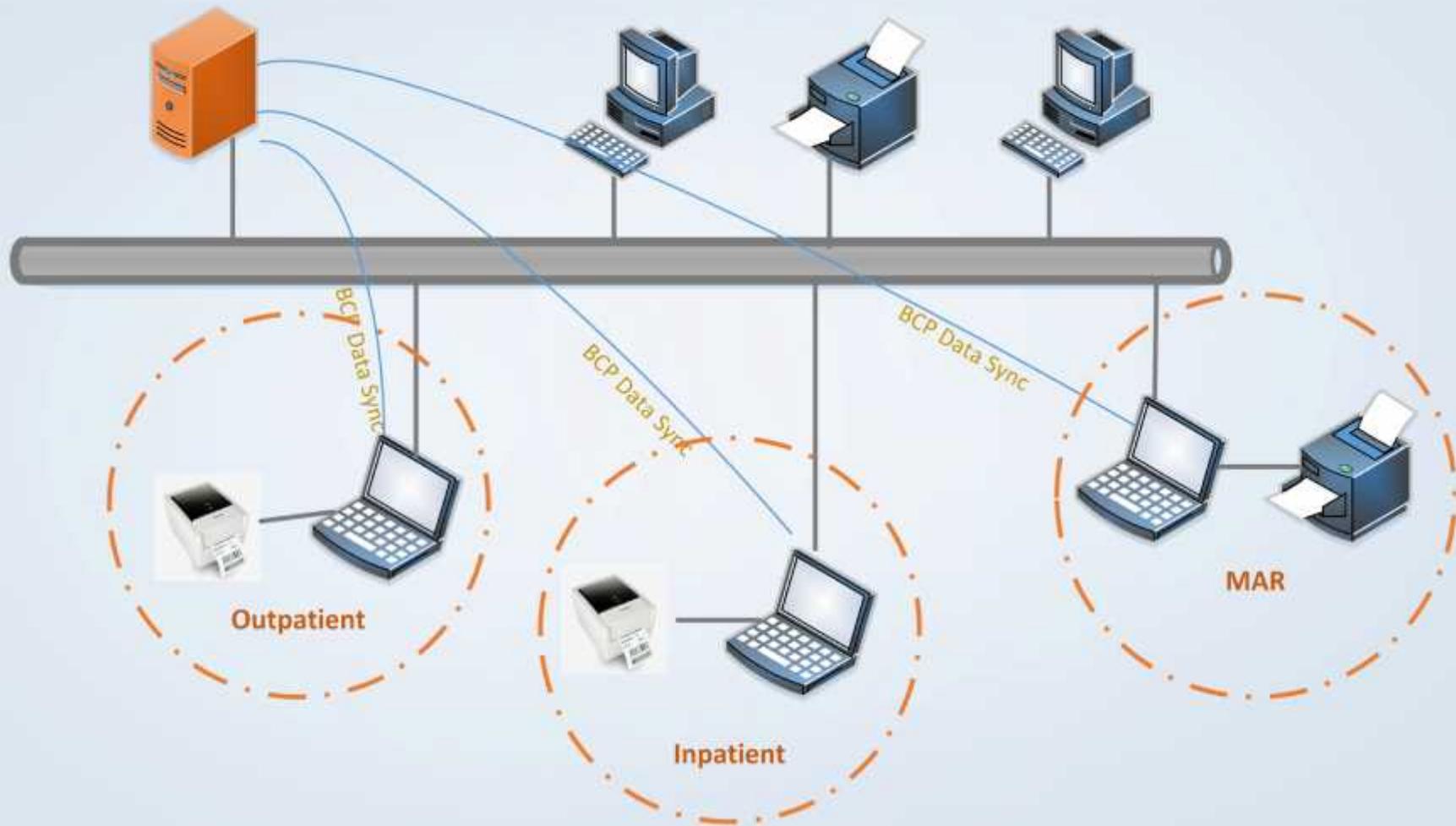


PHARMACY SATELLITE



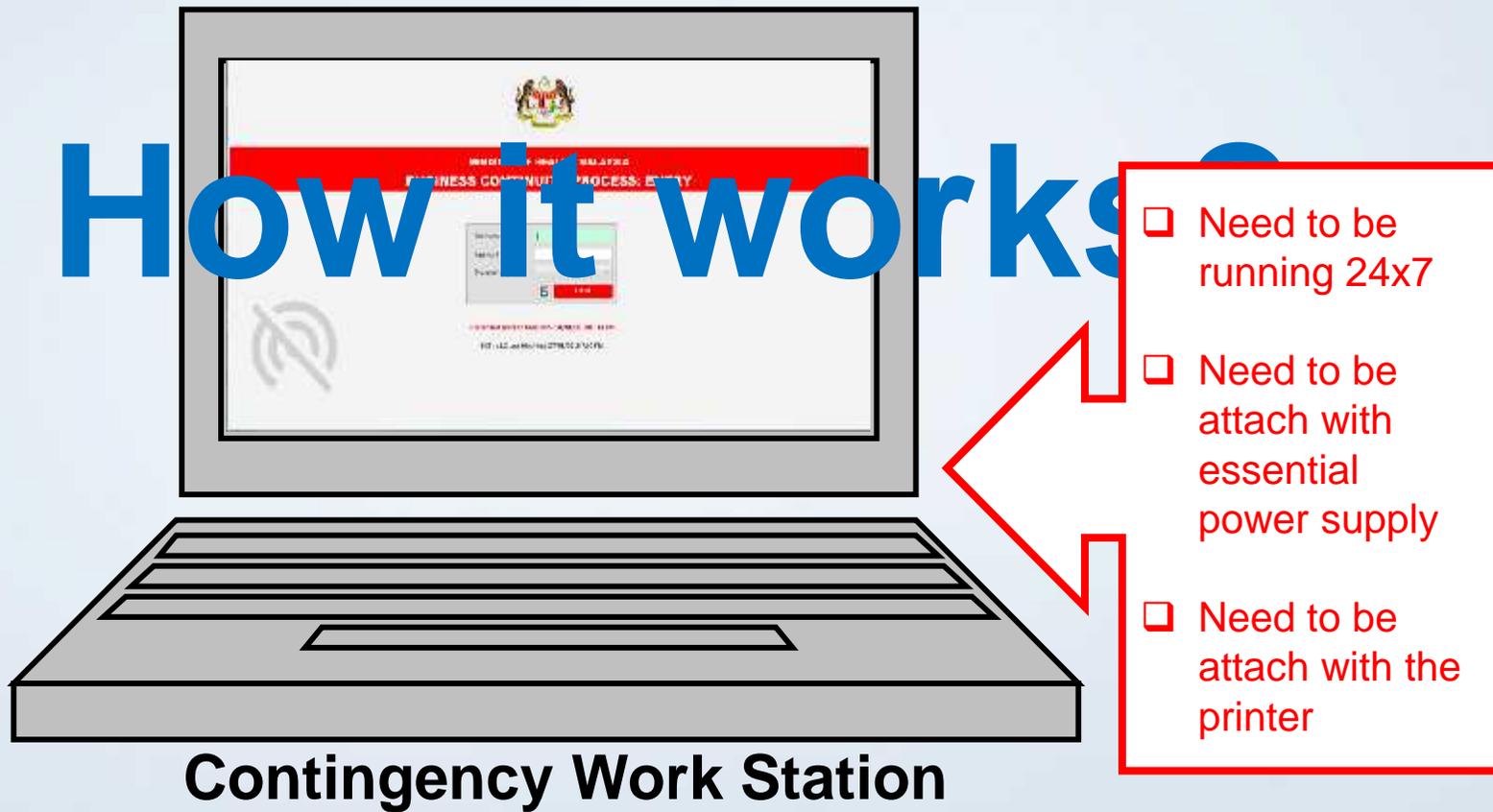
OTHER LOCATION

BCP Introduction

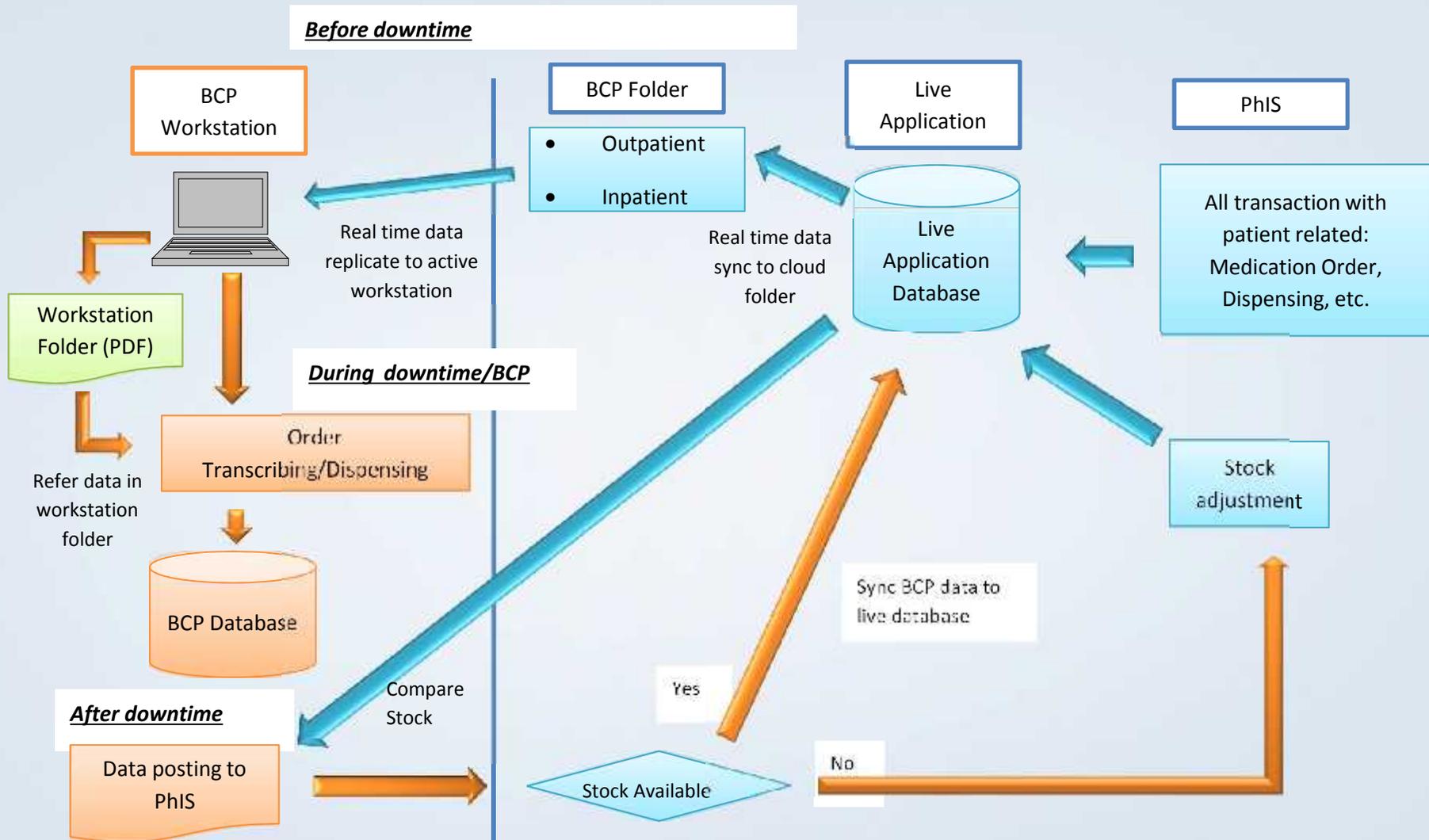


BCP High Process Flow

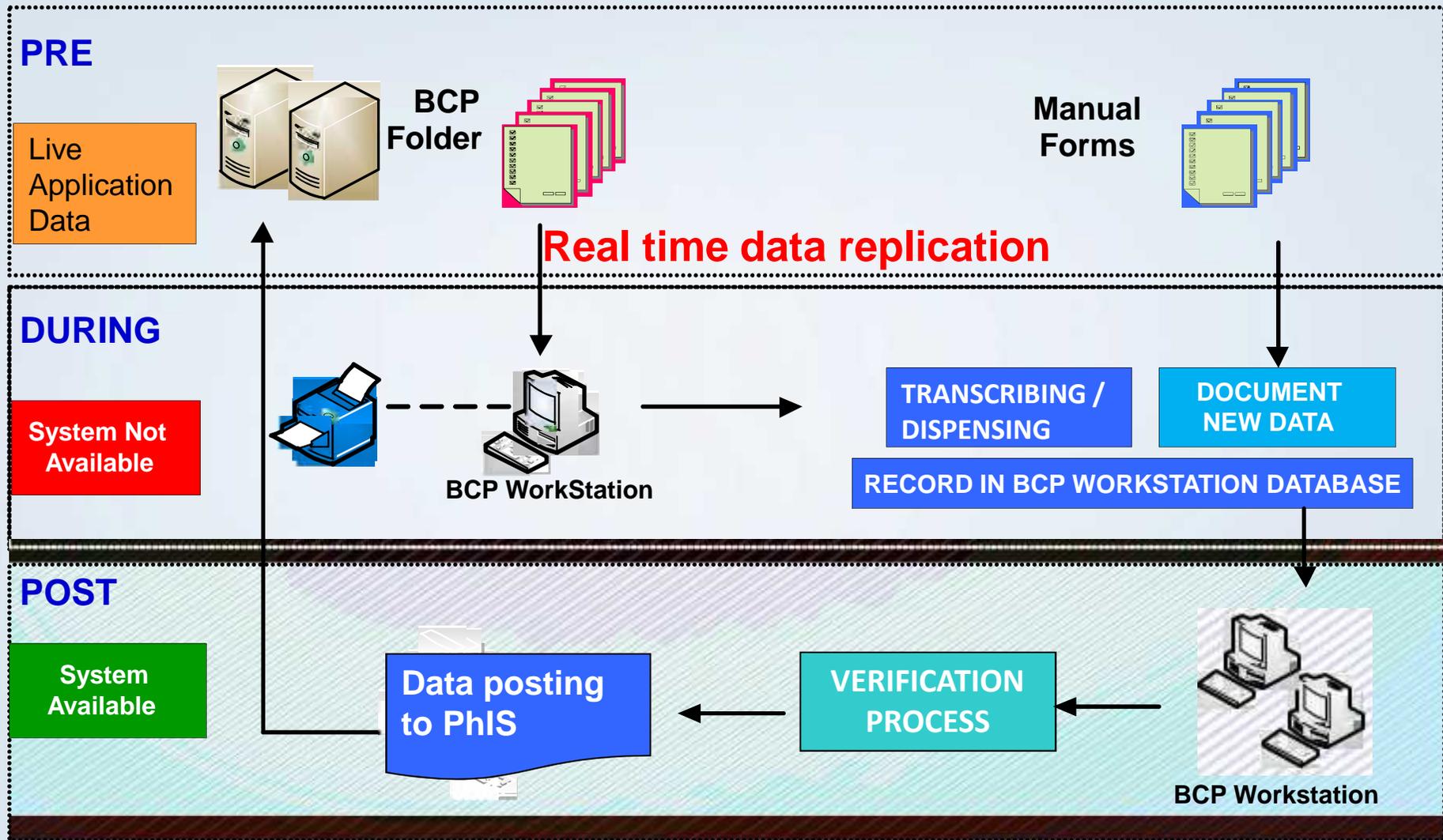
BCP workstation need to install the BCP application & BCP folder.



BCP High Process Flow



BCP High Process Flow



Criteria of BCP: General

- BCP must be officially declared by authorized personnel in the facility
- Proper BCP Committee must be formed for each facility
- BCP must be in full, no partial BCP is allowed
- Must have a dedicated PC/Notebook to sync and keep the latest update of BCP data. PC/Notebook must always be on with *administrator* access in order for the data sync from PhIS to BCP to process smoothly and updated with latest data.
- Able to have multiple workstations (in one location), however, when posting, to post record one by one to avoid data conflict

Criteria of BCP: Before Downtime

- By default, when PhIS is live, BCP Entry status in Facility Information screen is set as **'INACTIVE'**.
- Data will sync from server to BCP workstation local database in 15 minutes interval.
- Able to view/login into BCP Entry anytime and check the 'Last synched date/time' or search the visit records based on the visit date.
- Able to use BCP Entry application to enter the transaction in offline mode, however unable to do data verification and posting until the BCP Entry status updated to 'Active'

Criteria of BCP: During Downtime

Once server down and BCP is declared by facility BCP Committee, the status will remain as 'Inactive':

- Able to use BCP Entry application to enter the transaction in offline mode, however unable to do BCP data verification and posting until the BCP Entry status updated to 'Active' in PhIS live application

Criteria of BCP: After Downtime

- When system already UP/LIVE, authorized BCP Committee need to set/update the 'Facility Information', BCP Entry status as '**ACTIVE**' before any user access the PhIS web application.
- If any user create the transaction in PhIS before BCP posting done, any data posted from BCP will overwrite the transaction done in PhIS

Once BCP Entry status set as '**ACTIVE**':

- User able to do verification and posting in BCP Entry application
- PhIS web application - able to view and do transaction, however only restricted to inventory related transactions (to top-up stock if necessary) and certain maintenance screens only
- Alert message will display to stop user from accessing patient related transactions

Criteria of BCP: After Downtime

- User able to verify data successfully posted by checking:
 - Patient Management – Clinical Summary
 - Report/Enquiry – Item Movement, Stock Balance by Drug/Non-Drug, Stock Balance by Item
- Once successfully verified and posted, BCP Committee need to set/update the BCP Entry status back to '**INACTIVE**'. This is to enable all users to use PhIS system as usual.

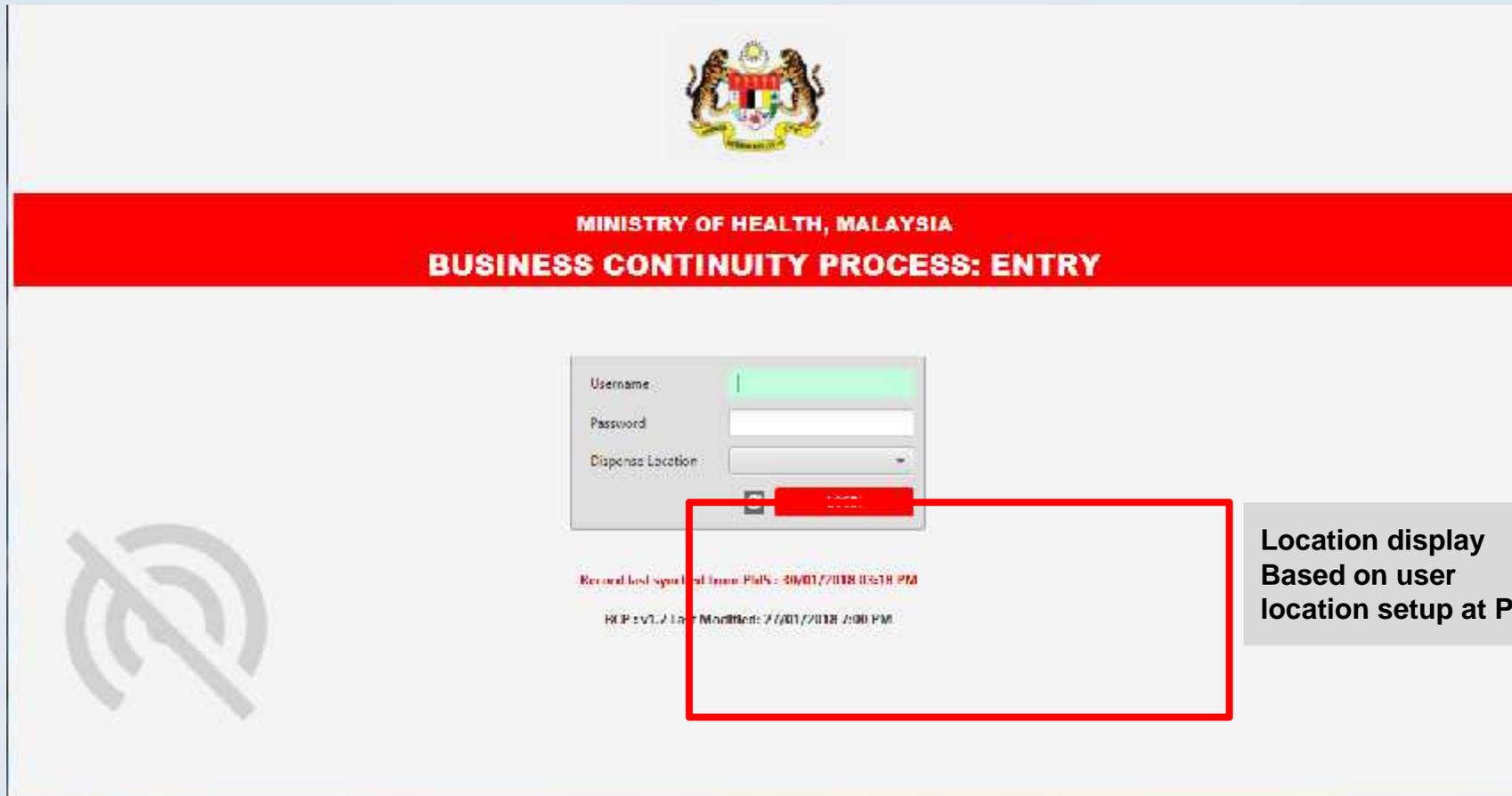
PHIS accessibility during BCP Application status = 'Active'

Menu	Sub Menu	When BCP is Active
Patient Management		Able to access
	Patient Registration	Inaccessible
	Patient Quick Registration	Inaccessible
	Ward Management	Inaccessible
	Visit Management	Inaccessible
	Manage Duplicate Record	Inaccessible
	Cancel Discharge Patient	Inaccessible
	Clinical Summary	Able to access
	Record Retrieval	Inaccessible
Order Management		Inaccessible
Inventory		Able to access
Adverse Drug Reaction		Inaccessible
Pharmacy Transaction		Able to access
	Dispensing	Inaccessible
	Clinical	Inaccessible
	Manufacturing	Able to access
MAR		Inaccessible
Maintenance		Able to access
	Pharmacy	Inaccessible
	Inventory	Able to access
	General	Able to access
	Security	Able to access
	Data Entry	Inaccessible
Report/Enquiry	SYSTEM OVERVIEW	Able to access



BCP Entry Review

BCP Entry – Login Page



The screenshot displays the login interface for the Business Continuity Process (BCP) Entry system. At the top center is the Malaysian national emblem. Below it, a red banner contains the text "MINISTRY OF HEALTH, MALAYSIA" and "BUSINESS CONTINUITY PROCESS: ENTRY". The login form includes fields for "Username", "Password", and "Dispense Location". A red box highlights the "Dispense Location" dropdown menu, which is currently displaying "PhIS". To the right of the form, a grey callout box contains the text "Location display Based on user location setup at PhIS". Below the form, there are two lines of red text: "Record last signed in from PhIS: 30/01/2018 03:18 PM" and "BCP v1.7.1.1 Modified: 27/01/2018 1:00 PM". A large, faint watermark of a Wi-Fi symbol is visible on the left side of the page.

Same username and password as in PhIS. Restricted to users with BCP role only

BCP Entry – Search Patient (sync from PhIS)

MEDI
Records last synced from PhIS: 20/10/2018 10:41:11 AM User: jh...

BCP ENTRY

SEARCH / NEW PATIENT REGISTRATION

Patient ID: Mykad	Date of Birth:	Visit Date:	Visit Location: -SELECT-	Search	Clear
Patient Name: AS A77	Gender: -SELECT-	Visit Type: Outpatient	Department: -SELECT-	Register	

PATIENT LIST
View Deleted Record

Action	ID Type	Patient ID	Patient MRN	Patient Name	Gender	Patient DOB	Visit Date	Visit Type	Visit Location	Department	Patient Discharge
<input checked="" type="checkbox"/>	Mykad	46002	00003820	AS A77 RIN	Male	03/02/1946	14/01/2018	Outpatient	KLINIK OPTAL MOLOGI	Ophthalmology	
<input checked="" type="checkbox"/>	Mykad	170126	00017309	AS A772 RIN	Male	18/07/1967	29/10/2007	Outpatient	KLINIK PAKAR PERUBATAN	General Medicine	
<input checked="" type="checkbox"/>	Mykad	870401	00014798	RINI AS A77	Female	05/05/1987	02/01/2018	Outpatient	KLINIK PAKAR CIKAR	Otorhinolaryngology	
<input checked="" type="checkbox"/>	Mykad	740010	00024865	AS A77 RIN	Male	10/09/1974	02/01/2018	Outpatient	KLINIK PAKAR PSIKIATRI	Psychiatric and M...	

PRESCRIPTION DETAILS

BCP Entry – Add New Patient

The screenshot displays the 'BCP ENTRY' software interface for 'SEARCH / NEW PATIENT REGISTRATION'. It features a search bar with fields for Patient ID, Patient Name, Date of Birth, Visit Date, Visit Location, Visit Type, and Department. A 'Register' button is visible. Below the search bar is a 'PATIENT LIST' table with columns for Gender, Patient ID, DOB, Visit Date, Visit Type, Visit Location, Department, and Patient Discharge. A callout box highlights the 'Action' column, which contains icons for edit, delete, and sync. A red box highlights the 'BCP' icon in the action column, with an arrow pointing to the text 'Patient created in BCP Entry'. Another red box highlights the 'Sync' icon, with an arrow pointing to the text 'Patient data sync from PhIS'.

Gender	Patient ID	DOB	Visit Date	Visit Type	Visit Location	Department	Patient Discharge
					KLINIK PAKAR PERUBATAN	Genera - Medicine	
					KLINIK PAKAR PERUBATAN	Genera - Medicine	
					KLINIK PAKAR PERUBATAN	Genera - Medicine	
Male		22/05/1967	30/01/2018	Outpatient	KLINIK PAKAR PERUBATAN	Genera - Medicine	
Female		11/02/1966	30/01/2018	Inpatient	FARMASI PESAKIT DALA...	Genera - Medicine	

BCP Entry – View/Edit Prescription (sync from PhIS)

The screenshot displays the BCP ENTRY application interface. At the top, there is a navigation bar with a 'MENU' button and the application title 'BCP ENTRY'. Below this is a search section titled 'SEARCH / NEW PATIENT REGISTRATION'. A red box highlights the search input fields, which include 'Patient ID' (with a dropdown menu), 'Patient Name' (containing 'AB AZIZ'), and a 'Search Patient' button. To the right of the search fields are additional filters for 'Visit Location' and 'Department', along with 'Search' and 'Clear' buttons. Below the search section is a 'PATIENT LIST' table with columns for Action, ID Type, Patient ID, Patient MRN, Patient Name, Gender, Patient DOB, Visit Date, Visit Type, Visit Location, Department, and Patient Discharge. A red box highlights the table area with the text 'Select Patient Record'. Below the patient list is a 'PRESCRIPTION DETAILS' section. This section shows patient information (Patient ID: MYKAD-530201, Patient Name: AB AZIZ BIN), Dispense Location (FARMASI PESAKIT DALAM), and Clinic TCA. It also includes fields for Discharge Medication, Original Prescriber, Original Prescription No, and Supply Duration. Below this is a table with columns for Action, Drug Name, Dose, Freq, Order Duration, Order Start Date, Order End Date, Supply Duration, Supply Start Date, and Disp Qty. The bottom part of the screenshot shows a duplicate of the prescription details section.

BCP Entry – View/Edit Prescription (sync from PhIS)

BCP ENTRY

SEARCH / NEW PATIENT REGISTRATION Record last synced from PhIS: 30/01/2018 09:18 PM User: [username]

Patient ID: Date of Birth: Visit Date: Visit Location:
 Patient Name: Gender: Visit Type: Department:

PATIENT LIST

Action	ID Type	Patient ID	Patient MRN	Patient Name	Gender	Patient DOB	Visit Date	Visit Type	Visit Location	Department	Patient Discharge
<input type="checkbox"/> <input type="checkbox"/>	Mykad	530301	00017010	AD AZIZ BIN	Male	01/03/1955	25/12/2017	Inpatient	WAD 1	General Medicine	
<input type="checkbox"/> <input type="checkbox"/>	Mykad	530301	00017010	AD AZIZ BIN	Male	01/03/1955	25/12/2017	Inpatient	WAD 3	General Medicine	
<input type="checkbox"/> <input type="checkbox"/>	Mykad	530301	00017010	AD AZIZ BIN	Male	01/03/1955	29/12/2017	Inpatient	WAD 3	General Medicine	
<input type="checkbox"/> <input type="checkbox"/>	Mykad	530301	00017010	AD AZIZ BIN	Male	01/03/1955	25/12/2017	Inpatient	WAD 3	General Medicine	
<input type="checkbox"/> <input type="checkbox"/>	Mykad	530301	00017010	AD AZIZ BIN	Male	01/03/1955	29/12/2017	Inpatient	WAD 1	General Medicine	Discharged Home

PRESCRIPTION DETAILS

Patient ID: MYKAD-530301 Patient Name: AD AZIZ BIN Dispense Location: FARMASI PESAKIT DALAM

Discharge Medication Original Prescriber: DR. [name] Original Prescription No: WAD30000513110

Action	Drug Name	Dose	Freq	Order Duration	Order Start Date	Order End Date	Supply Duration	Supply Start Date	Disp Qty
<input type="checkbox"/> <input type="checkbox"/>	Betahistine Dihydrochloride	24 mg	OD (once daily)	06 7 Days	29/01/2018 12:22 PM	05/02/2018 12:22 PM	7	30/01/2018 03:45 PM	7
<input type="checkbox"/> <input type="checkbox"/>	Prednisolone 5 mg Tablet	5 mg	OD (once daily)	07 7 Days	29/01/2018 12:25 PM	05/02/2018 12:25 PM	7	30/01/2018 03:45 PM	7
<input type="checkbox"/> <input type="checkbox"/>	Cloxacilin 500mg Capsule	500 mg	QID (4 times a day)	08 7 Days	29/01/2018 12:23 PM	05/02/2018 12:23 PM	7	30/01/2018 03:45 PM	28
<input type="checkbox"/> <input type="checkbox"/>	Valsartan 160 mg Tablet	160 mg	BD (twice daily)	09 7 Days	29/01/2018 12:27 PM	05/02/2018 12:27 PM	7	30/01/2018 03:45 PM	14

Patient ID: MYKAD-530301 Patient Name: AD AZIZ BIN Dispense Location: FARMASI PESAKIT DALAM Clinic ICR:

Discharge Medication Original Prescriber: Original Prescription No: Supply Duration: 1 days Label In Local Language:

Action	Drug Name	Dose	Freq	Order Duration	Order Start Date	Order End Date	Supply Duration	Supply Start Date	Disp Qty
<input type="checkbox"/> <input type="checkbox"/>									

BCP Entry – Record Prescription (new patient)

BCP ENTRY

SEARCH / NEW PATIENT REGISTRATION Record last synced from PHIS : 30/01/2018 03:18 PM User: [username]

Patient ID: Mykad Date of Birth: Visit Date: Visit Location: -SELBU-
 Patient Name: Gender: SELECT Visit Type: SELECT Department: SELECT

PATIENT LIST

Action	ID Type	Patient ID	Patient MRN	Patient Name	Gender	Patient DOB	Visit Date	Visit Type	Visit Location	Department	Patient Discharge
	Mykad	890707145877		MAMUNAH BINTI HARITH	Male	07/07/1989	02/02/2018	Outpatient	KLINIK PAKAR PERUBATAN	General Medicine	
	Mykad	890505			Female	06/05/1989	02/02/2018	Outpatient	KLINIK PAKAR PERUBATAN	General Medicine	
	Mykad	911115			Female	15/11/1991	02/02/2018	Outpatient	KLINIK PAKAR PERUBATAN	General Medicine	
	Mykad	870522			Male	22/05/1987	30/01/2018	Outpatient	KLINIK PAKAR PERUBATAN	General Medicine	
	Mykad	880211			Female	11/02/1986	30/01/2018	Inpatient	FARMASI PESAKIT DAJANG	General Medicine	

Select Patient record

PRESCRIPTION DETAILS

Patient ID: MYKAD: 890707145877 Patient Name: MAMUNAH BINTI HARITH Dispense Location: FARMASI PESAKIT DAJANG
 Discharge Medication Original Prescriber: DR MO Original Prescription No: RX00

Action	Drug Name	Dose	Freq	Order Duration	Order Start Date	Order End Date	Supply Duration	Supply Start Date	Disp Qty
	Paracetamol 500 mg Tablet	1000 mg	TDS PRN	30 Days	02/02/2018 02:35 PM	04/02/2018 02:35 PM	30	02/02/2018 02:35 PM	180
	Metformin HCl 500 mg Tabl	500 mg	BD (twice daily)	30 Days	02/02/2018 02:36 PM	04/02/2018 02:36 PM	30	02/02/2018 02:36 PM	60
	Prednisolone 5 mg Tablet	5 mg	OD (once daily)	30 Days	02/02/2018 02:36 PM	04/02/2018 02:36 PM	30	02/02/2018 02:36 PM	30
	Betamethasone Valerate 1... 1 cap		BD (twice daily)	30 Days	02/02/2018 02:36 PM	04/02/2018 02:36 PM	30	02/02/2018 02:36 PM	30

Save record

Patient ID: MYKAD: 890707145877 Patient Name: MAMUNAH BINTI HARITH Dispense Location: FARMASI PESAKIT DAJANG (L...
 Discharge Medication Original Prescriber: Original Prescription No: Supply Duration: 1 days Label in Local Language

Action	Drug Name	Dose	Freq	Order Duration	Order Start Date	Order End Date	Supply Duration	Supply Start Date	Disp Qty
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BCP Entry – Verification & Posting

- Entry
- Verification & Posting
- Stock Summary Report
- Medication Chart
- Logout

ACTION & POSTING

PATIENT LIST

Record last synched from PhIS: 20/01/2018 05:18 PM

Patient Name	Gender	Patient DOB	Visit Date	Visit Type	Visit Location	Department	Patient Discharge	Verification Status
IZIZ BEN ABDUL...	Male	01/05/1998	26/12/2017	Inpatient	WARD 3	General Medicine		✔ Successfully Verifie
IRIH HAZMI RI...	Male	22/06/1987	30/07/2018	Outpatient	KLINIK PAKAR P...	General Medicine		✔ Successfully Verific

Stock Summary Report

Verification data log

Verification status

PRESCRIPTION DETAILS

Freq	Order Duration	Order Start Date	Order End Date	Supply Duration	Supply Start Date	Disp Qty	Bal Qty	Order Qty	SKU UOM	Route	Ward Stock	Own Med	Transact/Disp Remark	Verification Status
OD (once daily)	7 Days	29/01/2018 14:22 PM	01/02/2018 14:22 PM	7	30/01/2018 04:1...	7	7	7	Tablet	Oral				✔ Successfully Verified
OD (once daily)	7 Days	29/01/2018 12:25 PM	05/02/2018 12:25 PM	7	30/01/2018 04:1...	7	7	7	tablet	Oral				✔ Successfully Verified
QID (4 times a day)	7 Days	29/01/2018 14:22 PM	01/02/2018 14:22 PM	7	30/01/2018 04:1...	28	28	28	capsu	Oral				✔ Successfully Verified
BD (twice daily)	7 Days	29/01/2018 12:27 PM	05/02/2018 12:27 PM	7	30/01/2018 04:1...	14	14	14	tablet	Oral				✔ Successfully Verified
OD (once daily)	7 Days	29/01/2018 14:22 PM	01/02/2018 14:22 PM	7	30/01/2018 03:4...	7	7	7	tablet	Oral				✔ Successfully Verified
OD (once daily)	7 Days	29/01/2018 12:25 PM	05/02/2018 12:25 PM	7	30/01/2018 03:4...	7	7	7	tablet	Oral				✔ Successfully Verified
QID (4 times a day)	7 Days	29/01/2018 14:22 PM	01/02/2018 14:22 PM	7	30/01/2018 03:4...	28	28	28	capsu	Oral				✔ Successfully Verified
BD (twice daily)	7 Days	29/01/2018 12:27 PM	05/02/2018 12:27 PM	7	30/01/2018 03:4...	14	14	14	tablet	Oral				✔ Successfully Verified
IDS PRN	30 Days	30/01/2018 03:54 PM	01/03/2018 03:54 PM	30	30/01/2018 03:5...	280	0	180	tablet	Oral				❌ Stock Not Available in
OD (once daily)	30 Days	30/01/2018 03:53 PM	01/03/2018 03:53 PM	30	30/01/2018 03:5...	30	0	30	tablet	Oral				✔ Successfully Verified
BD (twice daily)	30 Days	30/01/2018 03:54 PM	01/03/2018 03:54 PM	30	30/01/2018 03:5...	60	0	60	tablet	Oral				✔ Successfully Verified

BCP Entry – Stock Summary Report

BCP STOCK SUMMARY

Record last updated from: PhIS - 20/01/2012 09:18 PM User: pharmacist2

Dispense Location: FARMASI PESAKIT DALAM (FILLING) Stock Available? Yes No Search Print

Dispense Location	Total Dispensed during BCP			Available Stock in PhIS (*Online Data Only)			
	Drug Name	SKI	Total Dispensed Qty	Total Qty Available	Item Code	Item Desc.	Qty Available
FARMASI PESAKIT DALAM (FILLING)	Betahistine Dihydrochloride 20mg Tablet	tablet	7	24	HD7040111011003A001	Betahistine Dihydrochloride 20mg Tablet	14
FARMASI PESAKIT DALAM (FILLING)	Cloxacillin 500mg Capsule	capsule	28	102	IMC0057001002-20	Cloxacillin 500mg Capsule	0
					IMC00570010020005	Cloxacillin 500mg Capsule	102
FARMASI PESAKIT DALAM (FILLING)	Prednisolone 5 mg Tablet	tablet	7	010	023015 01	Prednisolone 5mg Tab	0
					HD2180600011002-1	Prednisolone 5mg Tab	0
					HD2180600011002-20	Prednisolone 5mg Tab	100
FARMASI PESAKIT DALAM (FILLING)	Valkarion 160 mg Tablet	tablet	14	0			0

If there is no stock in PhIS, user need to add the stock first in PhIS then perform verification again

Able to view total stock required accumulated for each drug

BCP Entry – Verification & Posting

BCP VERIFICATION & POSTING

Refresh Verify

DATA VERIFICATION LOG
Duplicate Patient -
Stuck Not available -

PATIENT LIST Record last synced from PHIS: 20/01/2018 09:18 PM User: pharmacist2

Artisan	ID Type	Patient ID	Patient Name	Gender	Patient DOB	Visit Date	Visit Type	Visit Location	Department	Patient Discharge	Verification Status
No search criteria											

POST DATA & END BCP

PRESCRIPTION DETAILS

All the data will be cleared after successfully post to PhIS

Thank You