



Pharmacy Information System (PhIS) and Clinic Pharmacy System (CPS)

User Manual Manufacturing- Galenical (Work Order)

Version	: 4th Edition
Document ID	: U.MANUAL_GALENICAL_WORK ORDER



PhIS & CPS Project
User Manual – Manufacturing – Galenical
(Work Order)



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Reference ID : U.MANUAL_ GALENICAL_ WORK ORDER-4th Edition

Application reference: PhIS & CPS v1.4.1



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1.0 Introduction

1.1 Overview of PhIS

Pharmacy Information System or better known as PhIS, is a complete and comprehensive system that integrates pharmacy related services geared towards pharmacy excellence. PhIS implementation would transform most of current manual process to electronic system would benefit facility end user in the health care sector.

There are 12 modules to assist services delivery by the health care sector which comprises of:

1. Order Management
2. Inpatient Pharmacy
3. Outpatient Pharmacy
4. Medication Counselling
5. Ward Pharmacy
6. Pharmacy Inventory
7. Manufacturing of Cytotoxic Drug Reconstitution, Parenteral Nutrition, IV Admixture & Eye Drop, Radiopharmaceuticals and Extemporaneous
8. Adverse Drug Reaction & Drug Allergic (ADR & DAC)
9. Clinical Pharmacokinetics Services (TDM)
10. Drug Information & Consumer Education (DICE)
11. Medication Therapy Adherence Clinic (MTAC)
12. Data Mining (PhARM)

1.2 Purpose and Objectives

This user manual outlines the Galenical Work Order sub-module and its key features and functionalities. The primary objective is to guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Patient Registration
- Visit Management
- Manage Duplicate Record
- Cancel Discharge Patient
- Clinical Summary

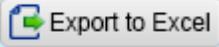
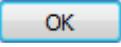
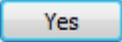
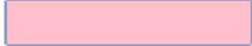
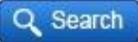
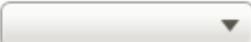
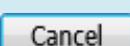
1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Galenical Work Order
- Section 4 : Acronyms

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Close All Open Tabs		Refresh Screen
	Expand Menu		Collapse Menu
	Expand Module		Collapse Module
	Add/Create New Record		Save
	Close Window		Calendar Icon
	Save Transaction		Delete Record
	Export Report From PDF file to Excel file		OK Button
	Yes Button		No Button
	Radio Button	<input type="checkbox"/>	Checkbox
	System Automatic Generate Record No.		Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
	Display Home Tab		Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
	Cancel Button		



Galenical Work Order Module Legend			
Worksheet	View/print worksheet	Label	View/print label
Confirm	To confirm the record	Hold	Hold the Work Order
Production Complete	Process complete	Record Completion	Record complete
Release	Release the Work Order	Release	Release Work Order from quarantine
Reject	Edit Patient Demographic		

Note

- To learn more about Login Information, kindly click [Login Information](#) module for descriptive steps.

3.0 Galenical Work Order

Overview

This Galenical module will be used at the Facility level for the users to manage Galenical preparation based on the Galenical Formulation setup by the “Bahagian Perkhidmatan Farmasi”.

User Group

This module is intended for inventory user at the Pharmacy Store, Sub Store and Unit/Ward.

Functional Diagram

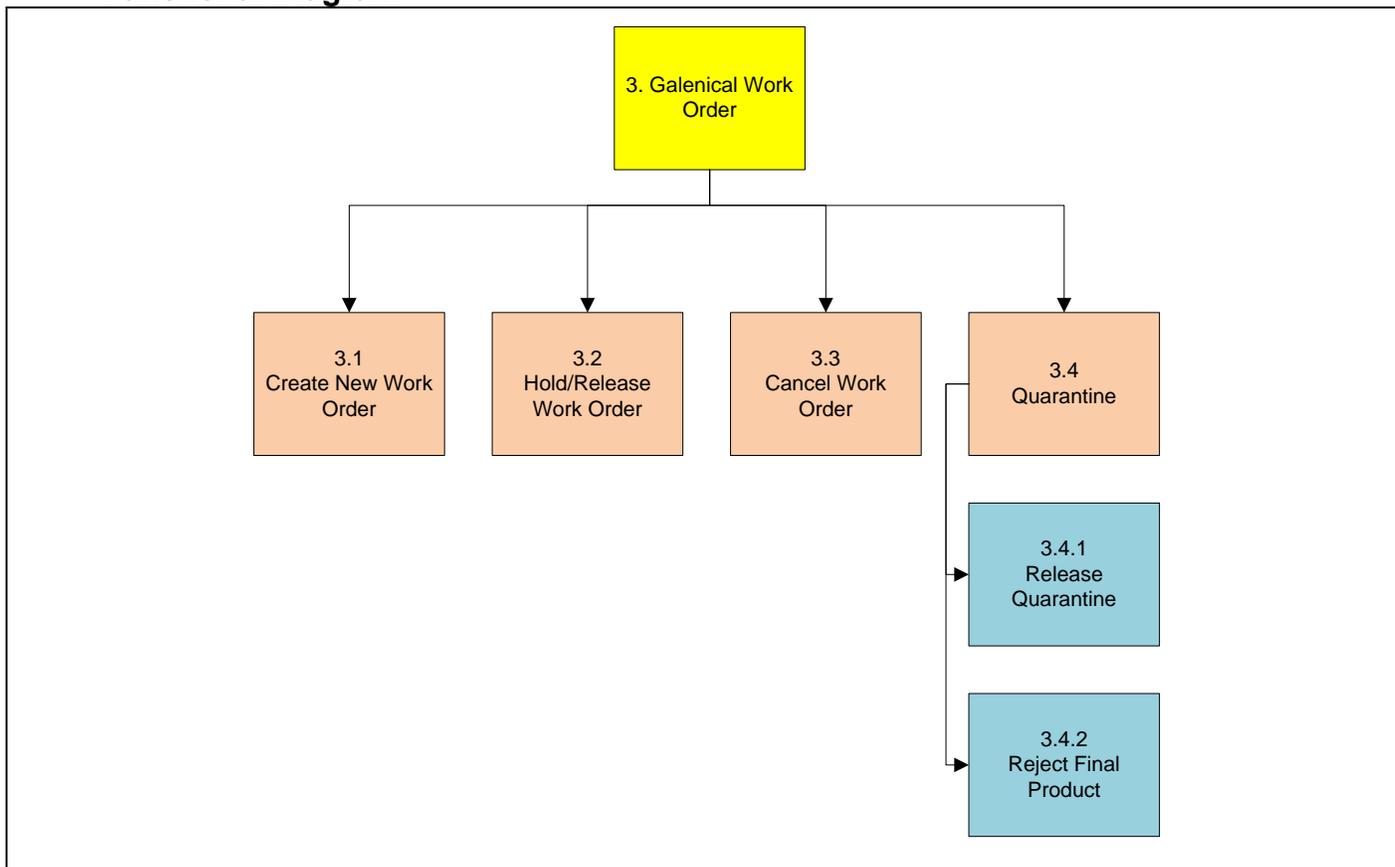


Figure 3.0-1 Functional Diagram



Functional Description

Galenical Work Order comprises of four (4) main functions:

- **Work Order**
This function allows user to view all existing record and create a new record
- **Hold/Release Work Order**
This function is used to hold or release the work order record
- **Cancel Work Order**
This function allows user to cancel any active product
- **Quarantine**
This function is used to quarantine any product which is still in progress

3.1 Create New Galenical Work Order

The galenical work order is referring to the preparations mentions in the process are pharmaceutical products (sterile and non- sterile) that are prepared by pharmacy department in batches (bulk). The preparations includes:

- a. Intravenous preparations
- b. Standard Parenteral Nutrition (Neonates)
- c. Eye/ear Drops preparations
- d. Internal preparations
- e. External preparations

This function is used to create new work order record

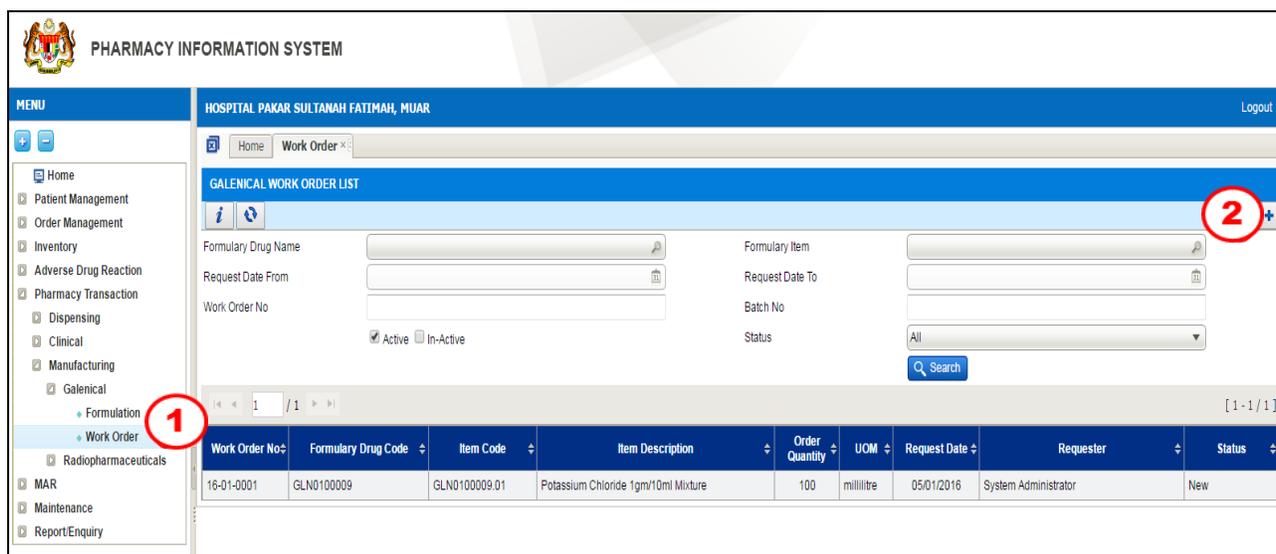


Figure 3.1.-1 Create New Work Order

STEP 1

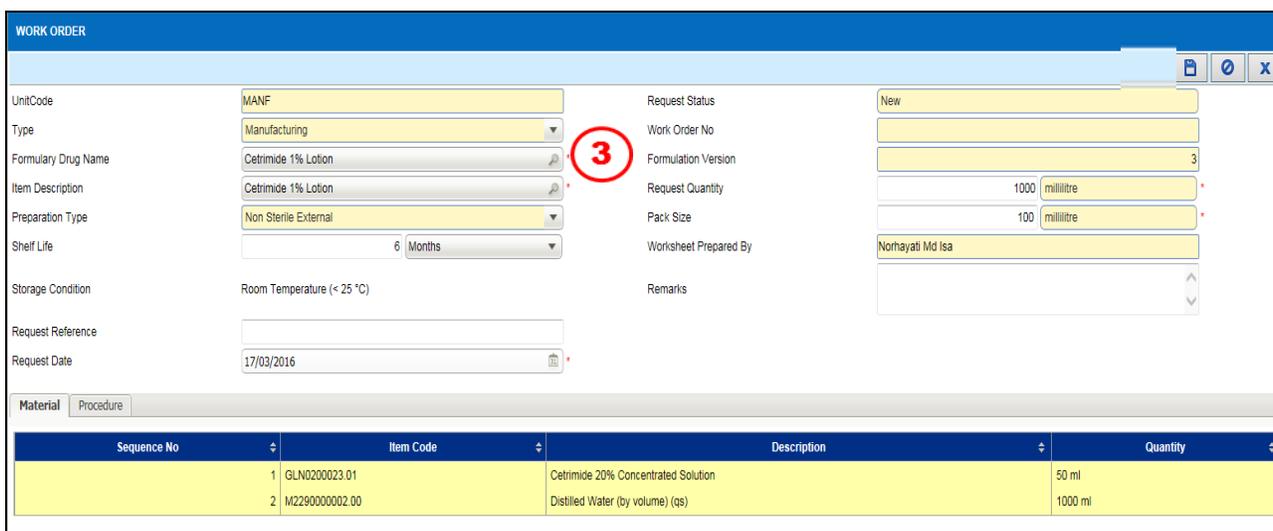
Click on 'Pharmacy Transaction' menu then 'Manufacturing' follows by 'Galenical' then 'Work Order'

STEP 2

Click on the  button

Note

- Work Order screen will be displayed as shown in the Figure 3.1-2.
- Newly created work order **Request Status** will be by default to 'New'.
- **Request by** will be by default to user's login ID
- **Request Date** will be by default to system date/time.



Sequence No	Item Code	Description	Quantity
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml
2	M2290000002.00	Distilled Water (by volume) (qs)	1000 ml

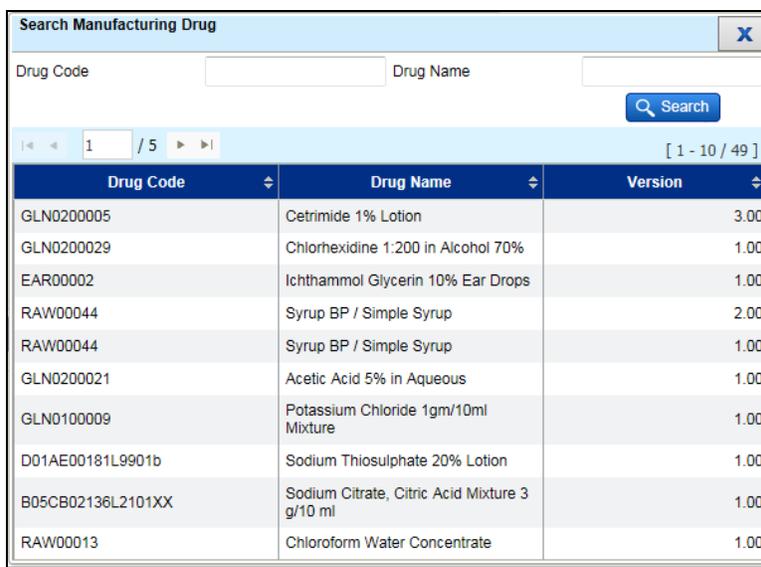
Figure 3.1-2 New Work Order screen

STEP 3

Click on the  button to search for the Formulary Item

Note

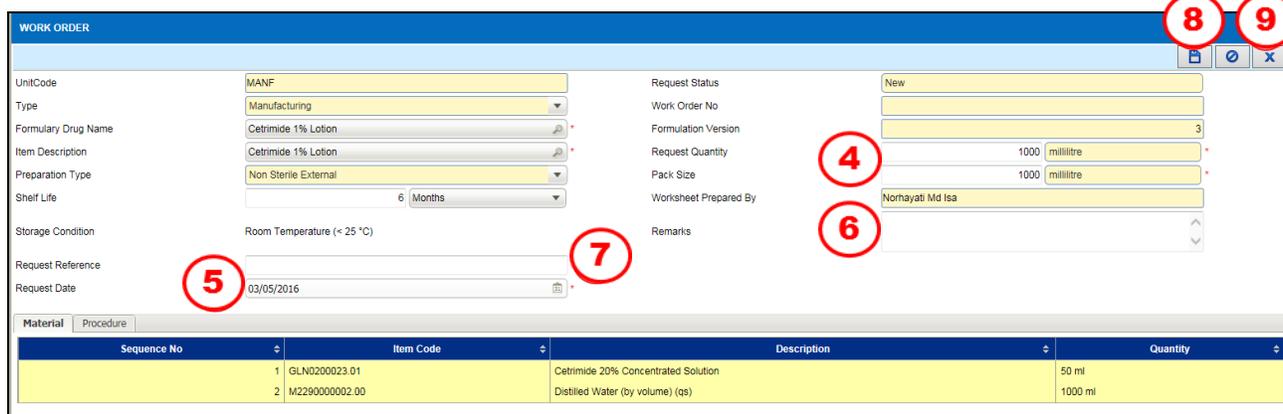
- List of **Formulary Item** will be displayed as shown in Figure 3.1-3.



Drug Code	Drug Name	Version
GLN0200005	Cetrimide 1% Lotion	3.00
GLN0200029	Chlorhexidine 1:200 in Alcohol 70%	1.00
EAR00002	Ichthammol Glycerin 10% Ear Drops	1.00
RAW00044	Syrup BP / Simple Syrup	2.00
RAW00044	Syrup BP / Simple Syrup	1.00
GLN0200021	Acetic Acid 5% in Aqueous	1.00
GLN0100009	Potassium Chloride 1gm/10ml Mixture	1.00
D01AE00181L9901b	Sodium Thiosulphate 20% Lotion	1.00
B05CB02136L2101XX	Sodium Citrate, Citric Acid Mixture 3 g/10 ml	1.00
RAW00013	Chloroform Water Concentrate	1.00

Figure 3.1-3 List of Formulary Item

- Formulary Drug Name, Preparation Type, Shelf Life, Formulation Version, UOM, Pack Size and Storage Condition** will be auto displayed based on the **Formulary Item** selected.



WORK ORDER

UnitCode: MANF
 Type: Manufacturing
 Formulary Drug Name: Cetrimide 1% Lotion
 Item Description: Cetrimide 1% Lotion
 Preparation Type: Non Sterile External
 Shelf Life: 6 Months
 Storage Condition: Room Temperature (< 25 °C)
 Request Reference: [Empty field]
 Request Date: 03/05/2016

Request Status: New
 Work Order No: [Empty field]
 Formulation Version: 3
 Request Quantity: 1000 millilitre
 Pack Size: 1000 millilitre
 Worksheet Prepared By: Norhayati Md Isa
 Remarks: [Empty field]

Sequence No	Item Code	Description	Quantity
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml
2	M2290000002.00	Distilled Water (by volume) (qs)	1000 ml

Figure 3.1-4 New Work Order screen

STEP 4

Change the **Quantity/UOM** and **Pack Size** if required

Note

The **Quantity/UOM** and **Pack Size** are defaulted to the value set by HQ.

STEP 5

Click on the  to change the **Requested Date**

Note

The **Requested Date** is defaulted to current system's date.

STEP 6

Change the **Remarks** if applicable

STEP 7

Enter **Request Reference** if applicable

Note

Click on the 'Procedure' tab to see the process instruction (if any).

STEP 8

Click on the  button to save the record

Note

- Alert message will be displayed as per Figure 3.1-5 & Figure 3.1-6 after clicking on  button

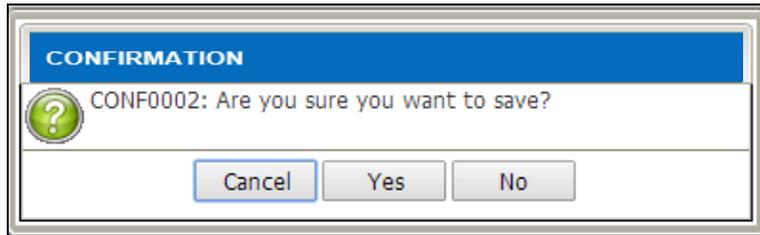
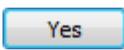


Figure 3.1-5 Save Record Alert Message

Click on the  button.

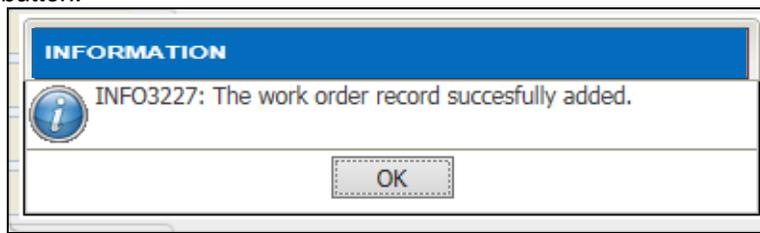
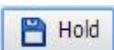


Figure 3.1-6 Save Record Alert Message

- Click on the  button.
- **Work Order No.** will be automatically generated for further reference and the these button will be enabled:

- 
- 
- 
- 

Character	Description	Value
1-2	Current year in 'YY' format	14
3-4	Current month in 'MM' format	05
5-10	Running no	Starting from 000001. This running number will be restarted to 000001 of every new financial year

Table 3.1-2

STEP 9

Click on the  button to exit



WORK ORDER

Hold [Confirm] [Label] [Worksheet] [Print] [Refresh] [Close]

UnitCode: MANF Request Status: New
 Type: Manufacturing Work Order No: 16-05-0001
 Formulary Drug Name: Cetrimide 1% Lotion Formulation Version: 3
 Item Description: Cetrimide 1% Lotion Request Quantity: 1000 millilitre
 Preparation Type: Non Sterile External Pack Size: 1000 millilitre
 Shelf Life: 6 Months Worksheet Prepared By: Norhayati Md Isa
 Storage Condition: Room Temperature (< 25 °C) Remarks:
 Request Reference:
 Request Date: 03/05/2016

Material	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
	1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
	2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml			

Figure 3.1-7 Work Order

STEP 10

Click on the **Allocate Quantity** hyperlink to allocate batch for the work order and Item Batch Details screen will be displayed as per Figure 3.1-7

Note

- Work Order screen will be displayed as shown in the Figure 3.1-7.
- Initial **Allocate Quantity** is automatically generated by the system based on the 'First Expiry First Out' feature.
- **Total Allocation Quantity** is the quantity available of the item in stock.
- **Total Allocated Quantity** displays the material quantity which will be used for the work order.
- In any case which the item is not available, click on the  and select the  option to alternate to another material.
- Item(s) allowed to be alternated will have the same 'Active Ingredient' and 'Strength', and UOM as per original material.

WORK ORDER

Hold [Confirm] [Label] [Worksheet] [Print] [Refresh] [Close]

UnitCode: MANF Request Status: New
 Type: Manufacturing Work Order No: 16-05-0001
 Formulary Drug Name: Cetrimide 1% Lotion Formulation Version: 3
 Item Description: Cetrimide 1% Lotion Request Quantity: 1000 millilitre
 Preparation Type: Non Sterile External Pack Size: 1000 millilitre
 Shelf Life: 6 Months Worksheet Prepared By: Norhayati Md Isa
 Storage Condition: Room Temperature (< 25 °C) Remarks:
 Request Reference:
 Request Date: 03/05/2016

Material	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
	1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
	2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml			

Figure 3.1-8 View/Print Label

STEP 11

Click on the  button and 'Print Label' window will be displayed as shown in the Figure 3.1-9

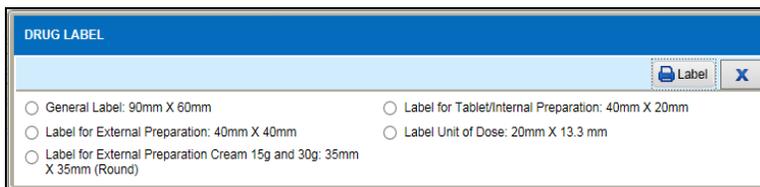


Figure 3.1-9 Non PN Drug Print Label

STEP 12

Choose to print label in Size: 90mm x 60mm or 45mm x 30mm and click on the  button

Note

- Printed Labels in PDF format is as shown in Figure 3.1-10 to Figure 3.1-14.

Hospital Pakar Sultanah Fatimah, Muar	
Cetrimide 1% Lotion	
Qty:	1,000 ml
Batch No:	MANF-160317-6
Date	17/03/2016
Storage:	Room Temperature (< 25 °C)
Worksheet ID:	16-03-0005
Date Exp:	13/09/2016

Figure 3.1-10 Non PN Drug Label '90mm x 60mm'

Cetrimide 1% Lotion	Cetrimide 1% Lotion
Qty : 1,000 ml	Qty : 1,000 ml
Batch No : MANF-160317-6	Batch No : MANF-160317-6
Prep Date 17/03/2016 Exp Date 13/09/2016	Prep Date 17/03/2016 Exp Date 13/09/2016
Hospital Pakar Sultanah Fatimah, Muar	Hospital Pakar Sultanah Fatimah, Muar
Cetrimide 1% Lotion	Cetrimide 1% Lotion
Qty : 1,000 ml	Qty : 1,000 ml
Batch No : MANF-160317-6	Batch No : MANF-160317-6
Prep Date 17/03/2016 Exp Date 13/09/2016	Prep Date 17/03/2016 Exp Date 13/09/2016
Hospital Pakar Sultanah Fatimah, Muar	Hospital Pakar Sultanah Fatimah, Muar

Figure 3.1-11 Non PN Drug Label '45mm x 30mm'

TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Cetrimide 1% Lotion Qty : 1,000 ml Batch No : MANF-160317-6 Prep Date: 17/03/2016 Exp Date: 13/09/2016 Hospital Pakar Sultanah Fatimah, Muar	TIDAK BOLEH DIMINUM NOT TO BE TAKEN Jauhi ubat dari kanak-kanak Cetrimide 1% Lotion Qty : 1,000 ml Batch No : MANF-160317-6 Prep Date: 17/03/2016 Exp Date: 13/09/2016 Hospital Pakar Sultanah Fatimah, Muar
--	--

Figure 3.1-12 Non PN Drug Label '40mm x 40mm'

Cetrimide 1% Lotion BN : MANF-160317-6 Exp 13/09/2016			
Cetrimide 1% Lotion BN : MANF-160317-6 Exp 13/09/2016			
Cetrimide 1% Lotion BN : MANF-160317-6 Exp 13/09/2016			

Figure 3.1-13 Non PN Drug Label '20mm x 13.3mm'

Cetrimide 1% Lotion Qty : 1,000 ml Exp : 13/09/2016 B.No :MANF-160317-6 HPSF	Cetrimide 1% Lotion Qty : 1,000 ml Exp : 13/09/2016 B.No :MANF-160317-6 HPSF
---	---

Figure 3.1-14 Non PN Drug Label '35mm x 35mm'

- If a Formulary is set up as Drug Type = PN in Drug Master, different types of Labels can be printed out as shown in Figure 3.1-15.



Figure 3.1-15 PN Drug Print Label

- Printed Labels in PDF format is as shown in Figure 3.1-16



JABATAN FARMASI, Hospital Raja Permaisuri Bainun, Ipoh		
PARENTERAL NUTRITION (PAEDIATRIC)		
Lipid Standard 1 (28.8kcal, 18ml)		
NAME :	AGE :	
MRN :	WARD :	
Total Volume :		18 ml/bag
Content per bag		
Protein	0 g	
Dextrose	0 g	
Sodium	0 mmol	
Potassium	0 mmol	
Calcium	0 mmol	
Magnesium	0 mmol	
Phosphate	0 mmol	
Chloride	0 mmol	
Acetate	0 mmol	
Trace Element	0 mL	
Calories	28.8 kcal	
Osmolarity	0 mOsm/L	
Date and Time of Administration :		
Infusion Rate	mL/Hrs	
Batch No SS06-130718- 542	Expiry Date 25/07/2013 12:00 AM	Price : RM
Do not use if any visible solid particles, growth or precipitation appears		
Store in refrigerator (2-8 °C). Protect from light (Once open use within 48 hours) Ensure PN Solution is at room temperature before infusion		

Name :		
MRN :	Ward :	
Age :	Gender:	
Birth/Current Body Weight:		
Date Administer :		
Batch No :		
Expiry Date :		
(Please fill up and send back this portion to PN pharmacy)		

Figure 3.1-16 Label: PN Paediatric Soln Std.

- Label will be printed out after selection is confirmed and  button is clicked.

WORK ORDER
13

 Hold

 Confirm
  Label
  Worksheet
 



UnitCode	MANF	Request Status	New
Type	Manufacturing	Work Order No	16-05-0001
Formulary Drug Name	Cetrimide 1% Lotion	Formulation Version	3
Item Description	Cetrimide 1% Lotion	Request Quantity	1000 millilitre
Preparation Type	Non Sterile External	Pack Size	1000 millilitre
Shelf Life	6 Months	Worksheet Prepared By	Norhayati Md Isa
Storage Condition	Room Temperature (< 25 °C)	Remarks	
Request Reference			
Request Date	03/05/2016		

Material	Procedure	Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
		1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
		2	MZ29000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

Figure 3.1-17 View/Print Worksheet

STEP 13

Click on the  button to generate and print the Work Sheet as shown in Figure 3.1-17

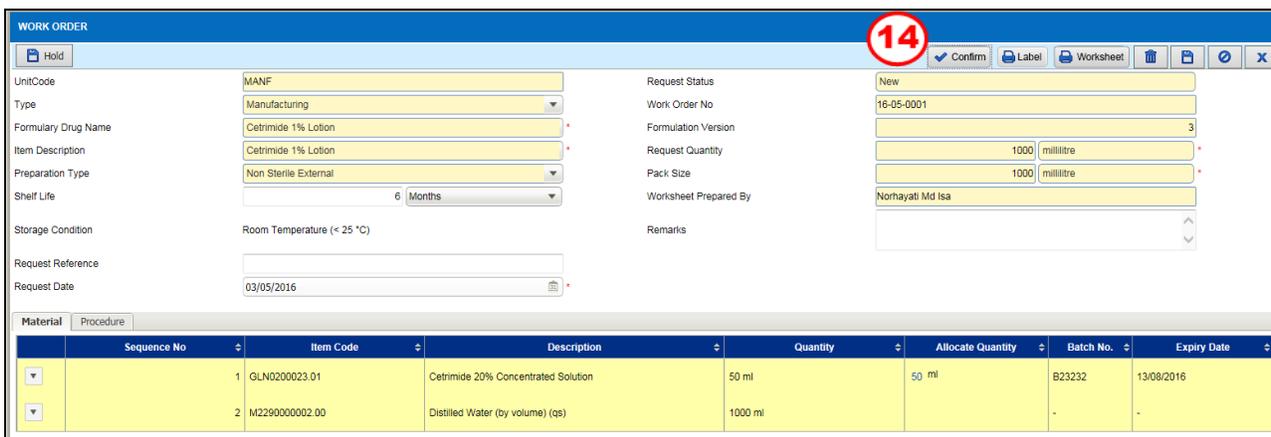


PhIS & CPS Project
 User Manual – Manufacturing – Galenical
 (Work Order)



GALENICAL WORKSHEET (DRAFT)					
MINISTRY OF HEALTH					
Hospital Pakar Sultanah Fatimah, Muar (Training)					
Request Date	: 03/05/2016	Worksheet ID	: 16-05-0001	Request Qty	: 1000 ml
Shelf Life	: 6 Months	Pack Size	: 1000 ml	Qty Prepared	: 0 ml
Preparation Type	: Non Sterile External			Batch No	: MANF-16053-1
Item Description	: Cetrimide 1% Lotion			Expiry Date	: 30/10/2016
Ingredients	Vol. per Qty.	Total	Expiry Date	Batch ID	Allocated
Cetrimide 20% Concentrated Solution	50 ml	50 ml	13/08/2016	B23232	50 ml
Consumables :					
Distilled Water (by volume) (qs)	1000 ml	1000 ml			
Procedure :					
1 Measure out the required amount of concentrated cetrimide 20%					
2 Add sufficient amount of distilled water to the final volume and mix well					
3 Package and label					
Storage : Room Temperature (< 25 °C)			Label :		
Remarks					
Reference:					
Worksheet Prepared By : Norhayati Md Isa		Prepared by :		Approved by :	
Date: 03/05/2016		Date:		Date:	

Figure 3.1-18 Manufacturing Draft Work Sheet



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

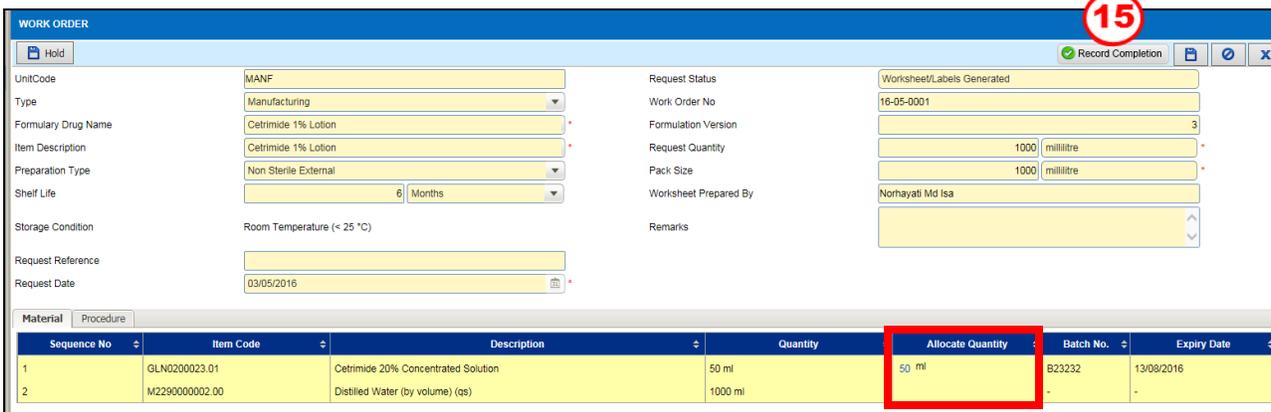
Figure 3.1-19 Confirm Work Order

STEP 14

Click on the  button to confirm the work order

Note

The Status will change to Worksheet/Label Generated.



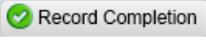
Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

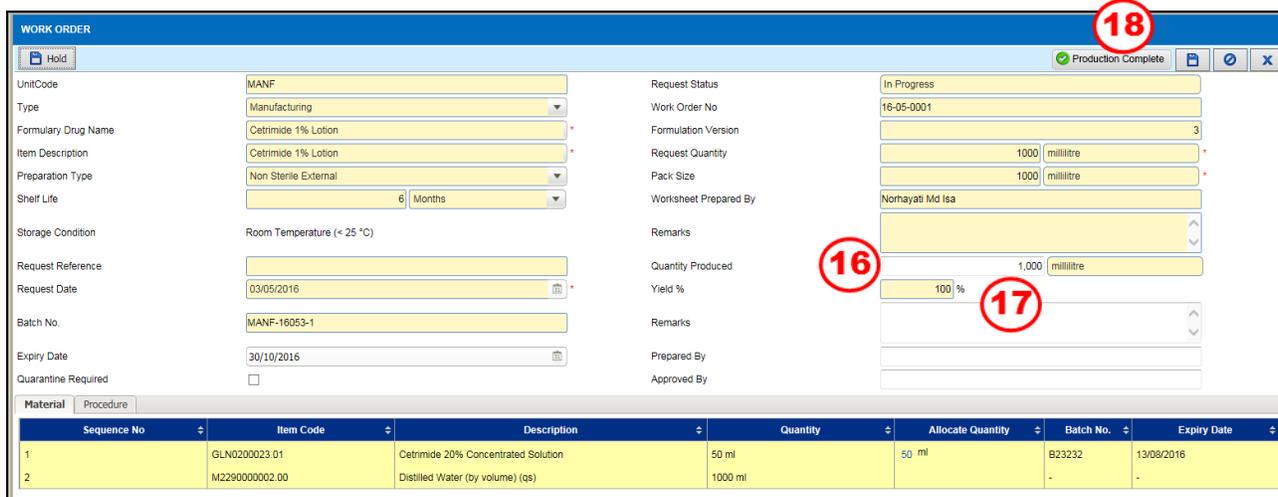
Figure 3.1-20 Record Completion Work Order

STEP 15

Click on the  button to complete the record

Note

- Before clicking  user must allocate the quantity manually and click save.
- Proceed with the product preparation.



WORK ORDER

UnitCode: MANF
Type: Manufacturing
Formulary Drug Name: Cetrimide 1% Lotion
Item Description: Cetrimide 1% Lotion
Preparation Type: Non Sterile External
Shelf Life: 6 Months
Storage Condition: Room Temperature (< 25 °C)
Request Reference:
Request Date: 03/05/2016
Batch No.: MANF-16053-1
Expiry Date: 30/10/2016
Quarantine Required:

Request Status: In Progress
Work Order No: 16-05-0001
Formulation Version: 3
Request Quantity: 1000 millilitre
Pack Size: 1000 millilitre
Worksheet Prepared By: Norhayati Md Isa
Remarks:
Quantity Produced: 1,000 millilitre
Yield %: 100 %
Remarks:
Prepared By:
Approved By:

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/09/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

Figure 3.1-21 Production Complete

STEP 16

Enter the actual **Quantity Produced**

Note

- This step is performed after the product has been made manually.
- Overage value in %, will be auto calculated by this formula:
$$\frac{[(Quantity\ Produced - Quantity)]}{Quantity} \times 100$$

STEP 17

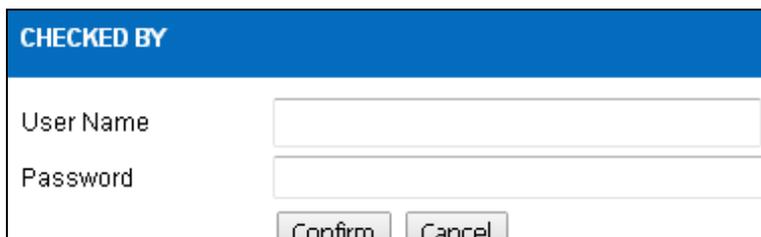
Enter the **Remarks**

STEP 18

Click on the  button

Note

The system will display as Figure 3.1-22



CHECKED BY

User Name:

Password:

Figure 3.1-22 Checked by

Note

Enter the **Username** and **Password** and click on the button to confirm the record.

STEP 19

Enter **Username** and **Password**

STEP 20

Click on the button

Note

- The system will display an alert as Figure 3.1-23 if the Username entered don't have the privilege to complete the work order production.

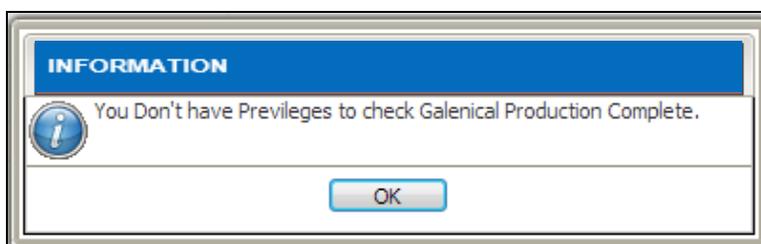


Figure 3.1-23 Alert Message No Privilege to check

- The system will display an alert as Figure 3.1-24 if the Username/Password entered is incorrect.

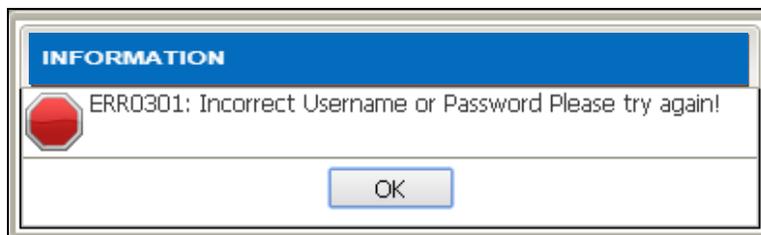


Figure 3.1-24 Alert Message Incorrect Username or Password

- No more editing can be done after button is clicked.

3.2 Hold/Release Work Order

This function allows to hold or release any record with the **Status** as 'New', 'In Progress', 'Quarantine' and 'WorkSheet/Label'.

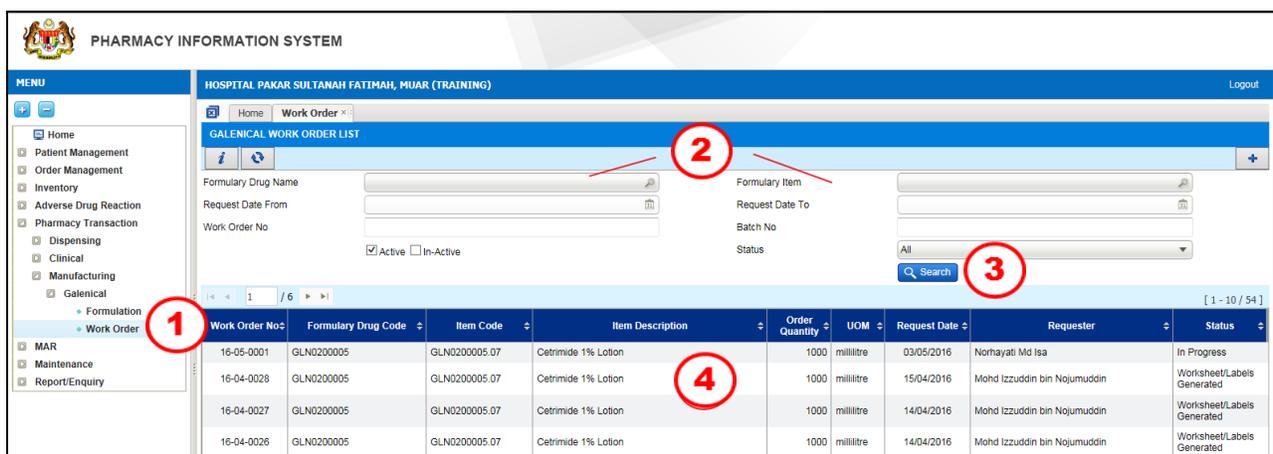


Figure 3.2-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Record' menu follow by 'Galenical' then 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), you may search by criteria as follow:

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order no
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.2-1

STEP 3

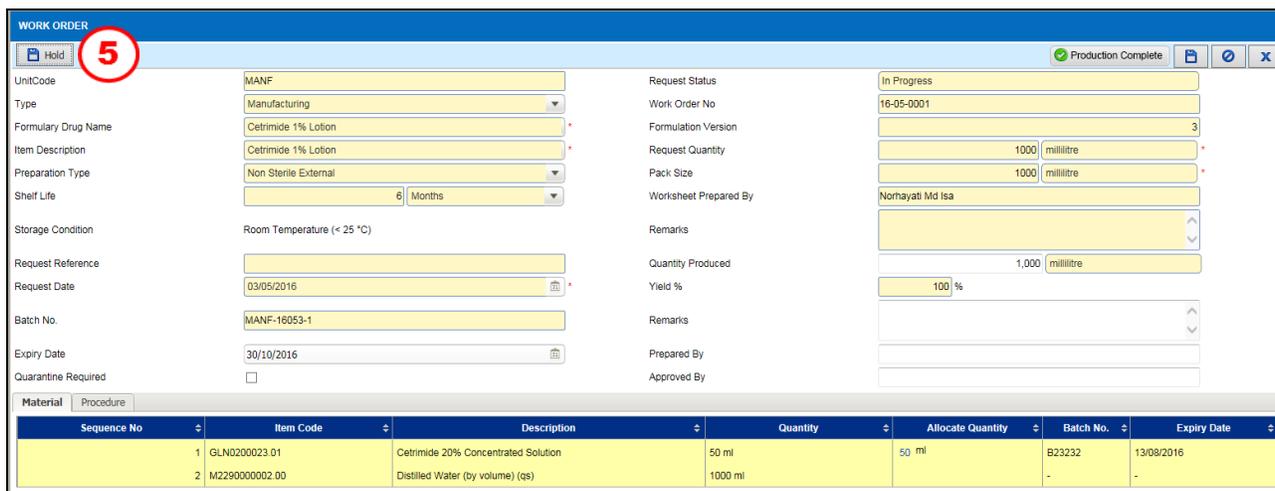
Click on the  button to search the existing record

Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.2-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/09/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

Figure 3.2-2 Hold Work Order

STEP 5

Click on the  button to hold the work order process.

Note

- Alert message will be displayed as per Figure 3.2-3 & Figure 3.2-4.

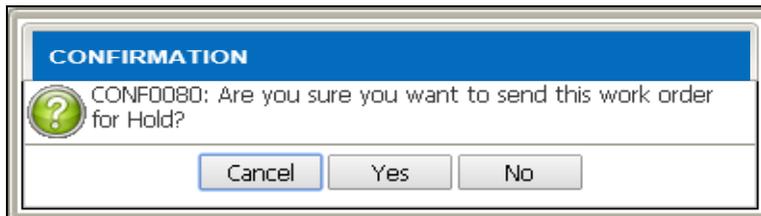
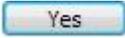


Figure 3.2-3 Alert Message Confirmation

- Click on the  button.

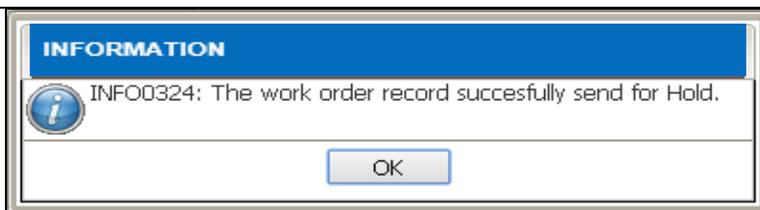
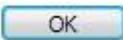
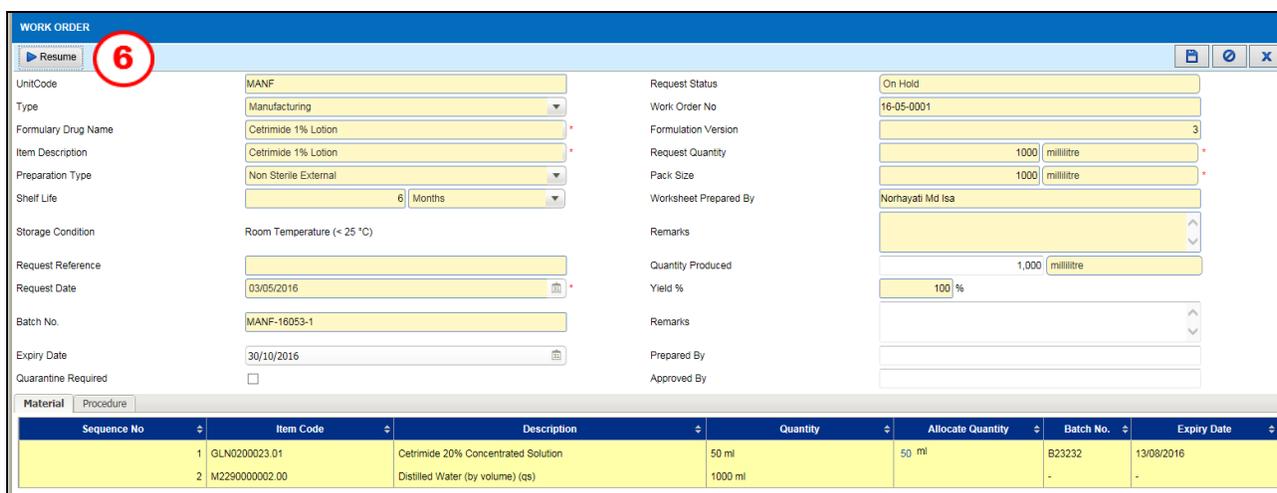


Figure 3.2-4 Alert Message Record Successfully Send for Hold

- Click on the  button.
- The **Request Status** will be changed to **On Hold**.



WORK ORDER

 **6**

UnitCode: MANF
Type: Manufacturing
Formulary Drug Name: Cetrimide 1% Lotion
Item Description: Cetrimide 1% Lotion
Preparation Type: Non Sterile External
Shelf Life: 6 Months
Storage Condition: Room Temperature (< 25 °C)
Request Reference:
Request Date: 03/05/2016
Batch No.: MANF-16053-1
Expiry Date: 30/10/2016
Quarantine Required:

Request Status: On Hold
Work Order No: 16-05-0001
Formulation Version: 3
Request Quantity: 1000 (millilitre)
Pack Size: 1000 (millilitre)
Worksheet Prepared By: Norhayati Md Isa
Remarks:
Quantity Produced: 1,000 (millilitre)
Yield %: 100 %

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/09/2016
2	M2290000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

Figure 3.2-5 Release Work Order

STEP 6

Click on the  button to release the Work Order from hold.

Note

- Alert message will be displayed as shown in Figure 3.2-6 & Figure 3.2-7.

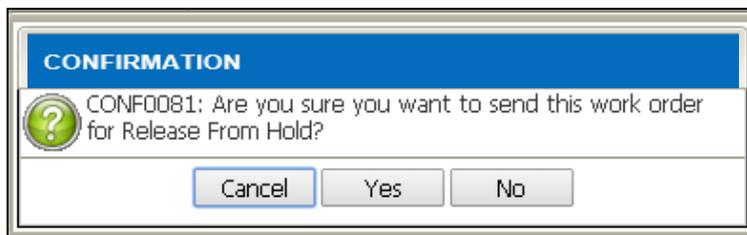


Figure 3.2-6 Alert Message Confirmation

- Click on the  button.

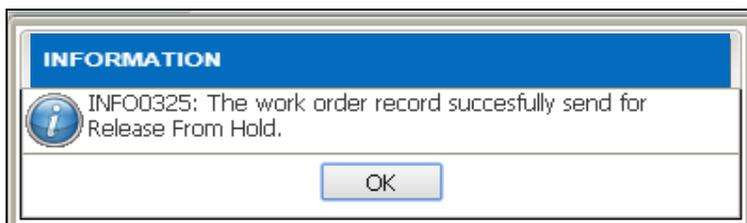
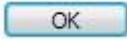


Figure 3.2-7 Alert Message Record Successfully Release from Hold

- Click on the  button.
The **Request Status** will be changed back to In Progress.

3.3 Cancel Work Order

This function is used to cancel an existing work order record

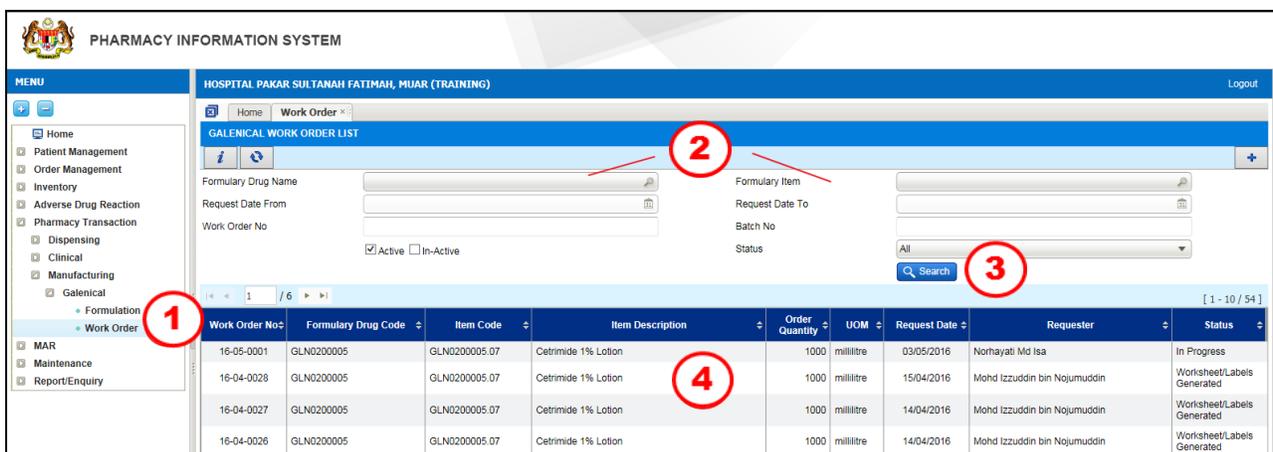


Figure 3.3-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Record' menu follow by 'Galenical' then 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a.	Work Order No	Work Order Number	Display all existing Work Order No.
b.	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c.	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d.	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)

e.	Batch No	Batch Number	By entering the batch number
f.	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.3-1

STEP 3

Click on the  button to search the existing record

Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.3-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed

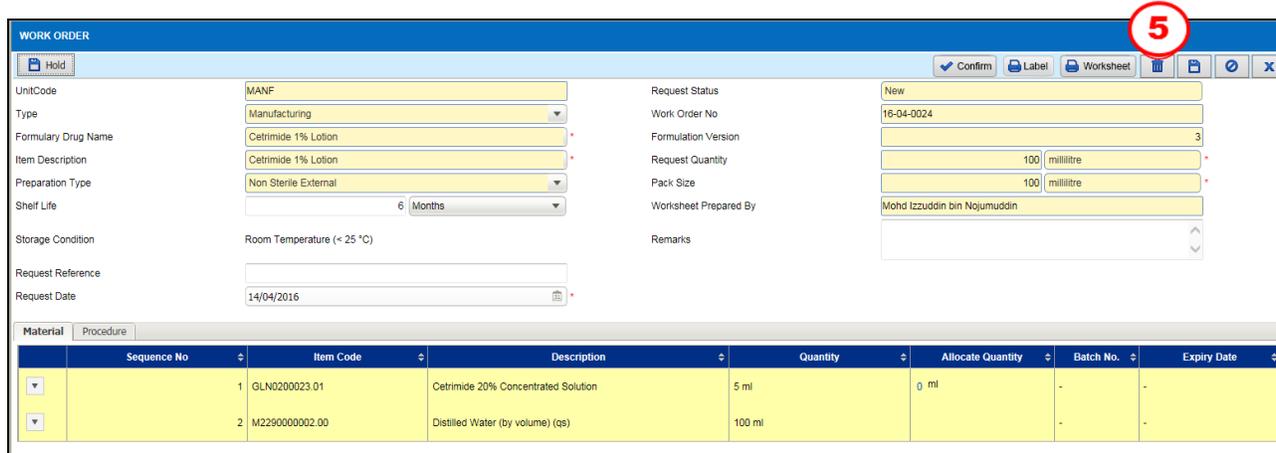


Figure 3.3-2 Cancel Work Order

STEP 5

Click on the  button to 'Cancel' a Work Order

Note

- Alert message will be displayed as per Figure 3.3-3.

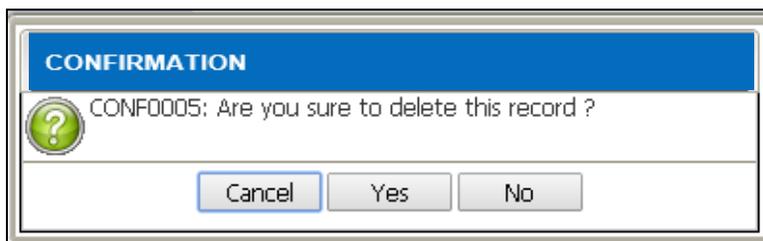
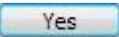


Figure 3.3-3 Alert Message to Delete Record

- Click on the  button.
- The **Request Status** will change to 'Cancelled' and the work order will be deleted from the database.

3.4 Quarantine Work Order

In this function, users are allowed to quarantine any record with the **Status** 'In Progress'
This function is used to quarantine an existing work order record

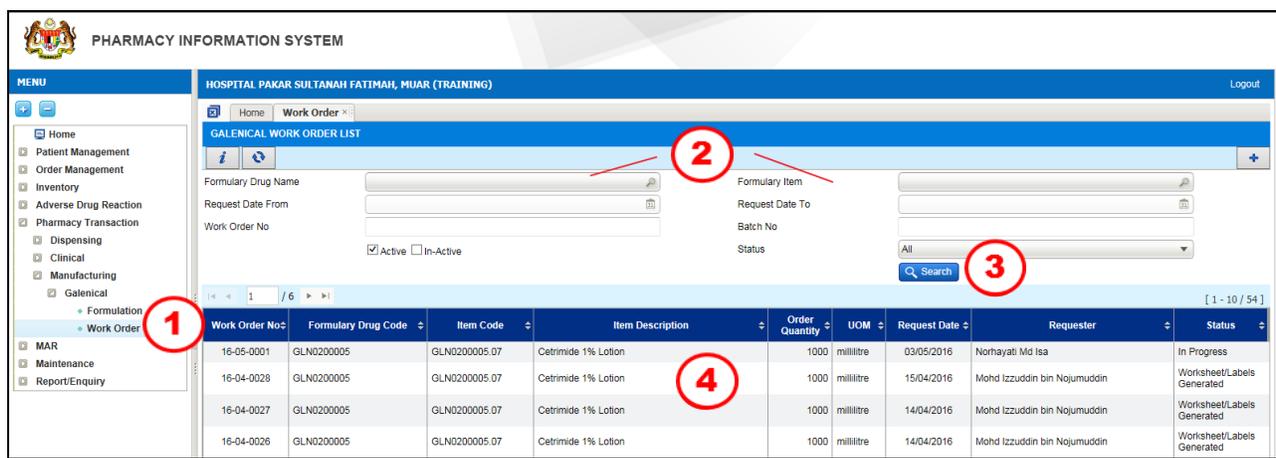


Figure 3.4-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Record' menu follow by 'Galenical' then 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
----	-------	-------------	---------



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a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4-1

STEP 3

Click on the button to search the existing record

Note

List of Record No, displayed will be based on the selected/entered criteria as shown in Figure 3.4-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed

Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN020023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml			

Figure 3.4-2 Galenical Work Order

STEP 5

Select the **Quarantine Required** checkbox to quarantine the final product

STEP 6

Click on the  button to save the record

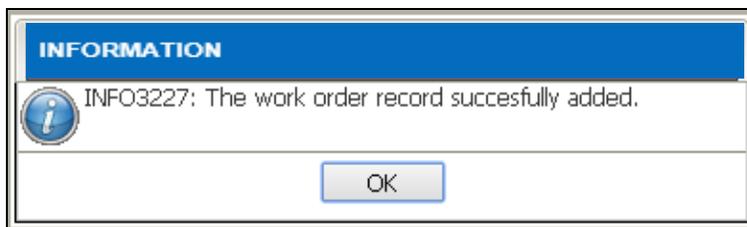


Figure 3.4-3 Alert Message Record Successfully Added

Note

The Request Status will be changed to 'Quarantine'.

3.4.1 Release Work Order from Quarantine

To release the final product from quarantine, perform the steps below

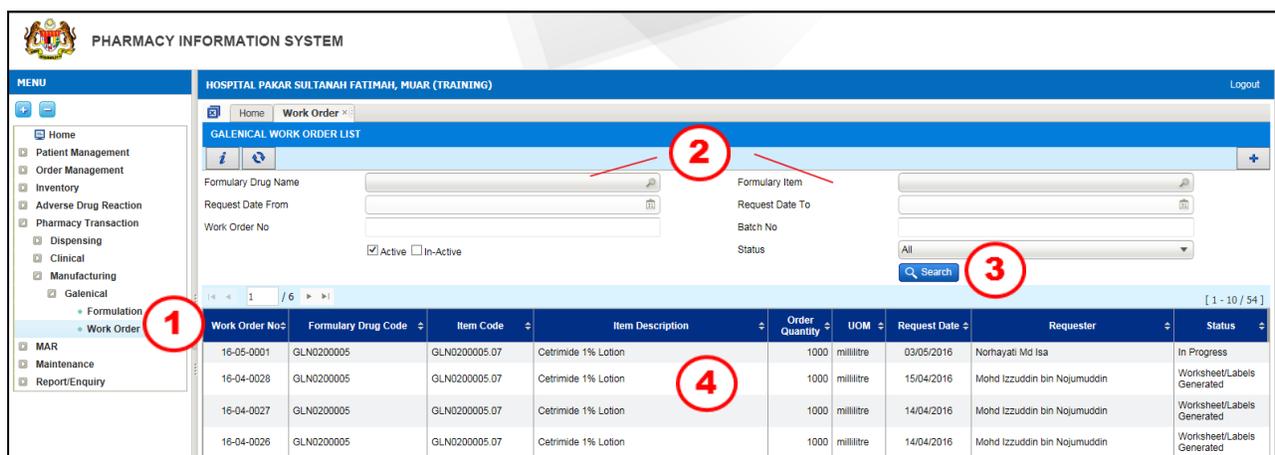


Figure 3.4.1-1 Galenical Work Order Listing Page

STEP 1

Click on the 'Pharmacy Transaction' menu followed by 'Galenical' then 'Work Order'

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used.

No	Field	Description	Remarks
a	Work Order No	Work Order Number	Display all existing Work Order No.
b	Formulary Drug Name	Search formulary item by:	Display all Drug Code and Drug

		- Drug Code - Drug Name	Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.1-1

STEP 3

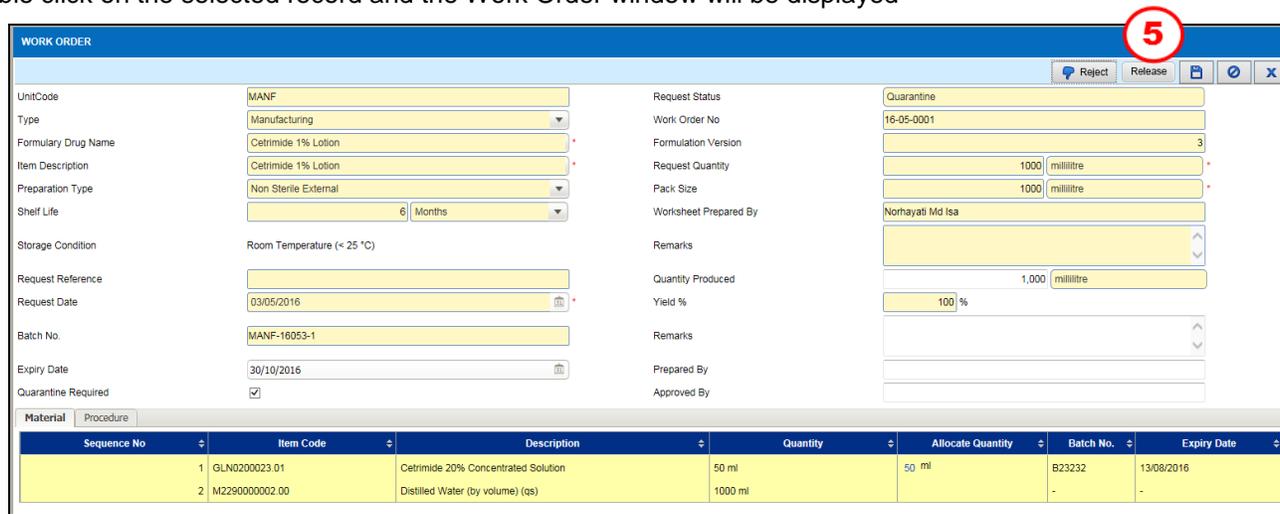
Click on the  button to search the existing record

Note

List of Record no. displayed will be based on the selected/entered criteria as shown in Figure 3.4.1-2.

STEP 4

Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN020023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml			

Figure 3.4.1-3 Work Order Release Quarantine

STEP 5

Click on the  button

Note

- Alert message will be displayed as per Figure 3.4.1-4.

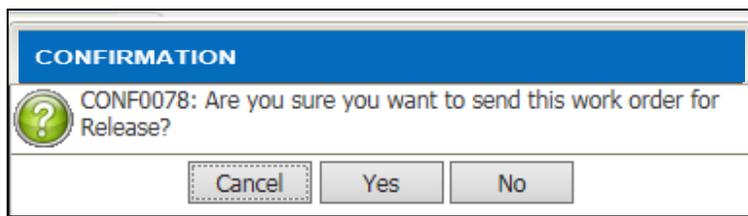


Figure 3.4.1-4 Release Record

- Click on the  button.
- The Request Status will be changed to Released.

3.4.2 Reject Final Product

Any of the product listed under the quarantine stage, can be rejected by the authorized user.
To reject the final product that is in the quarantine stage, perform the steps below

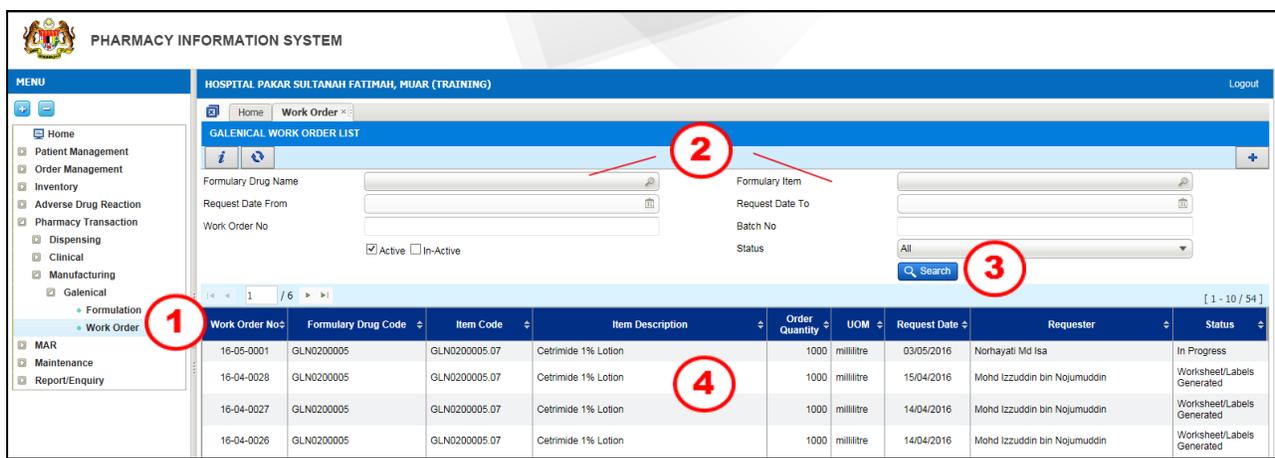


Figure 3.4.2-1 Galenical Work Order Listing Page

STEP 1

Click on 'Pharmacy Transaction' menu followed by 'Galenical' then Work Order

STEP 2

To search for existing Galenical Work Order record(s), these search criteria can be used

No	Field	Description	Remarks
----	-------	-------------	---------



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a	Work Order No	Work Order Number	Display all existing Work Order No
b	Formulary Drug Name	Search formulary item by: - Drug Code - Drug Name	Display all Drug Code and Drug Name
c	Request Date From	Start date for the slow moving record	Format field (dd/mm/yy)
d	Request Date To	End date for the slow moving record	Format field (dd/mm/yy)
e	Batch No	Batch Number	By entering the batch number
f	Status	Search by: - Completed - In Progress - New - On Hold - Quarantine - Rejected - Released - Worksheet/Labels Generated	Allow to filter and search record(s)

Table 3.4.2-1

STEP 3

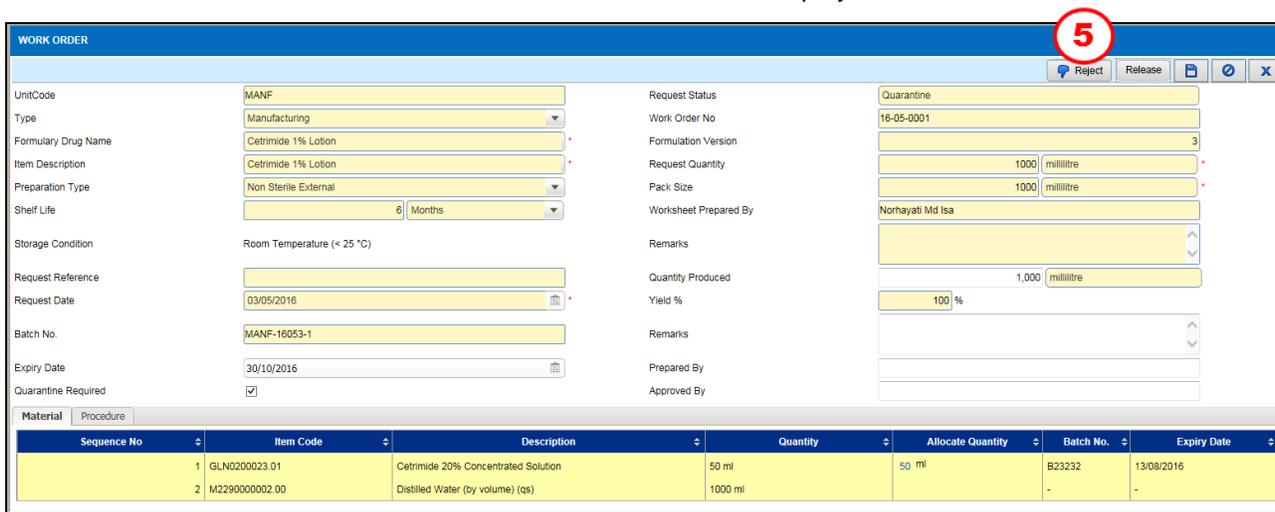
Click on the  button to search the existing record

Note

List of Record No. displayed will be based on the selected/entered criteria as shown in Figure 3.4.2-1.

STEP 4

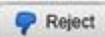
Double click on the selected record and the Work Order window will be displayed



Sequence No	Item Code	Description	Quantity	Allocate Quantity	Batch No.	Expiry Date
1	GLN0200023.01	Cetrimide 20% Concentrated Solution	50 ml	50 ml	B23232	13/08/2016
2	M229000002.00	Distilled Water (by volume) (qs)	1000 ml		-	-

Figure 3.4.2-2 Work Order Reject Final Product

STEP 5

Click on the  button

Note

- Alert message will be displayed as per Figure 3.4.2-3.

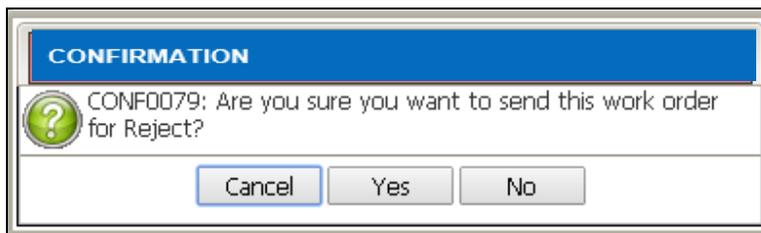


Figure 3.4.2-3 Alert Message to Reject record

- Click on the  button

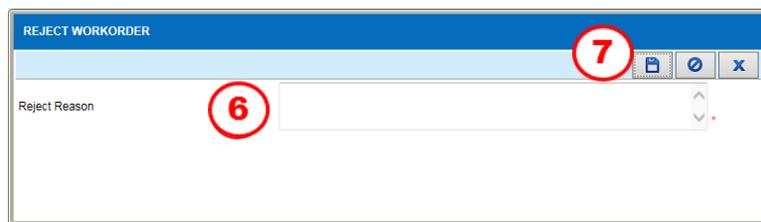


Figure 3.4.2-4 Reject Work Order

STEP 6

Enter **Reject Reason**

STEP 7

Click on the  to save the **Reject Reason**

Note

- Alert message will be displayed as per Figure 3.4.2-5.

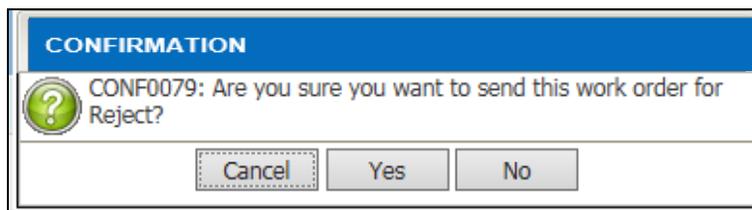
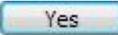


Figure 3.4.2-5 Save Record

- Click on the  button.

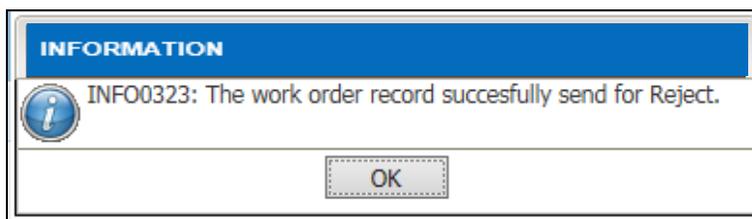


Figure 3.4.2-6 Confirm Save

- Click on the  button.
- Reject Work Order screen will be displayed as per Figure 3.4.2-7.

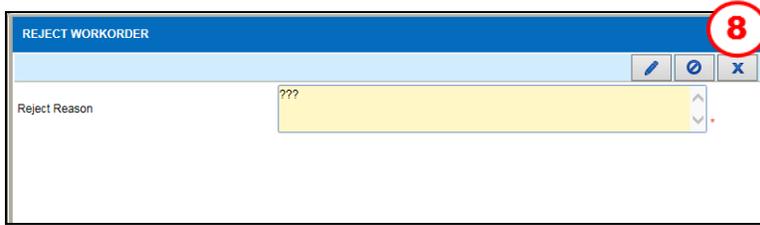


Figure 3.4.2-7

STEP 8

Click on the  button to return to the Work Order screen

Note

The **Request Status** will be changes to 'Rejected' and no more editing is allowed in rejected record.

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
KKM	Kementerian Kesihatan Malaysia
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
PKU	Packaging Keeping Unit
SKU	Store Keeping Unit

5.0 Links to Clinical Modules

No	Module	PDF Links	No	Module	PDF Links
1	Inpatient	Click Here	12	CDR Dispensing	Click Here
2	CDR Order	Click Here	13	Methadone Dispensing	Click Here



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3	<i>TDM Order</i>	<u>Click Here</u>	14	<i>PN Dispensing</i>	<u>Click Here</u>
4	<i>PN Order</i>	<u>Click Here</u>	15	<i>Order Management</i>	<u>Click Here</u>
5	<i>IV Order</i>	<u>Click Here</u>	16	<i>Patient Management</i>	<u>Click Here</u>
6	<i>Prepacking</i>	<u>Click Here</u>	17	<i>Radiopharma</i>	<u>Click Here</u>
7	<i>Galenical</i>	<u>Click Here</u>	18	<i>Outpatient</i>	<u>Click Here</u>
8	<i>MTAC</i>	<u>Click Here</u>	19	<i>Special Drug Request</i>	<u>Click Here</u>
9	<i>ADR & DAC</i>	<u>Click Here</u>	20	<i>MAR</i>	<u>Click Here</u>
10	<i>Medication Counselling</i>	<u>Click Here</u>	21	<i>DICE</i>	<u>Click Here</u>
11	<i>Ward Pharmacy</i>	<u>Click Here</u>	22		