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

Full Based

User Manual
Cytotoxic Drug Reconstitution (CDR) Dispensing

Version	**: 9th EDITION**
Document ID	**: FB_U. MANUAL_CDR_DISPENSING**

© 2011-2019 Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project

CONFIDENTIAL COPYRIGHTED MATERIAL *– The information includes all concepts, comments, recommendations, and material, contained herein shall remain the property of Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project. No portion of this document shall be disclosed, duplicated or used in whole or in part of any purpose other than the purpose of the Pharmacy Information System & Clinic Pharmacy System (PhIS & CPS) Project execution only*

Reference ID : FB_U. MANUAL_CDR_DISPENSING-9th EDITION

Application reference: PhIS & CPS v2.0

Table of Contents

1.0 Introduction 1
1.1 Overview of PhIS 1
1.2 Purpose and Objectives 1
1.3 Organised Sections 1
2.0 Application Standard Features 2
2.1 PhIS Legend 2
2.2 Latest Enhancement and Updates 4
3.0 Cytotoxic Drug Reconstitution (CDR) Dispensing 5
Overview 5
User Group 5
Functional Diagram 5
Functional Description 6
3.1 Cytotoxic Drug Reconstitution (CDR) Verification 7
3.1.1 Verify CDR Order 7
3.1.2 Intervention CDR Order 12
3.1.3 Hold/Resume CDR Order 16
3.2 CDR Preparation 20
3.3 CDR Dispensing 33
3.4 Release/Discard Batch 38
4.0 Acronyms 41
5.0 Links to Clinical Modules 41

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 Cytotoxic Drug Reconstitution (CDR) Dispensing sub-module and its key features and functionalities. The primary objective is to help guide user through the process of completing PhIS application process.

User will understand the following activities in details:

- Cytotoxic Drug Reconstitution (CDR) Verification Visit Management
- Verify CDR Order
- Intervention CDR Order
- Hold/Resume CDR Order

1.3 Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Cytotoxic Drug Reconstitution (CDR) Dispensing
- Section 4 : Acronyms
- Section 5 : Link to Clinical Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
LOGIN	Login to PhIS	Logout	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 to Excel	Export Report From PDF file to Excel file	OK	OK Button
Yes	Yes Button	No	No Button
	Radio Button		Checkbox
SPUB56565698	System Automatic Generate Record No.	HPSF00093856	Automatically Display/Retrieve Box
	Reset Login Screen		Show Help
Home	Display Home Tab	Search	Search Record
	Cancel		Dropdown Box
	Search Icon	*	Mandatory Field
	Edit Record		Empty Text Box
Cancel	Cancel Button		

Module Legend			
Update	Update Record	Verify	Verify Prescription
History	View History	Hold	Hold Order
Resume	Resume Order	Worksheet	Print Worksheet
Label	Print Label	Prepare	Prepare Drug
Dispense	Dispense Drug	Search History	View History
Release	Release Batch	Discard	Discard Batch

Note

To learn more about Login Information, kindly click Login Information module for descriptive steps.

2.2 Latest Enhancement and Updates

Latest Functions	Page
Label updated	27
Preparation by CSTD	25
Updated new landing screen	7, 20,30

3.0 Cytotoxic Drug Reconstitution (CDR) Dispensing

Overview

The Cytotoxic Drug Reconstitution (CDR) Dispensing module aims to implement safe, organised, and efficient drug-dispensing systems essential for controlling costs and assuring that the medical prescription is safely followed as requested within the relevant deadline. An appropriate dispensing system is important for the prevention or reduction of medication errors by helping to minimize dispensing error opportunities in a pharmacy. At present there are various types of dispensing systems for medical prescriptions within a hospital.

User Group

This module is intended for Specialist, Doctor, Medical Officer, Medical Assistant and Authorised Pharmacist

(subject to user assign by the facility)

Functional Diagram

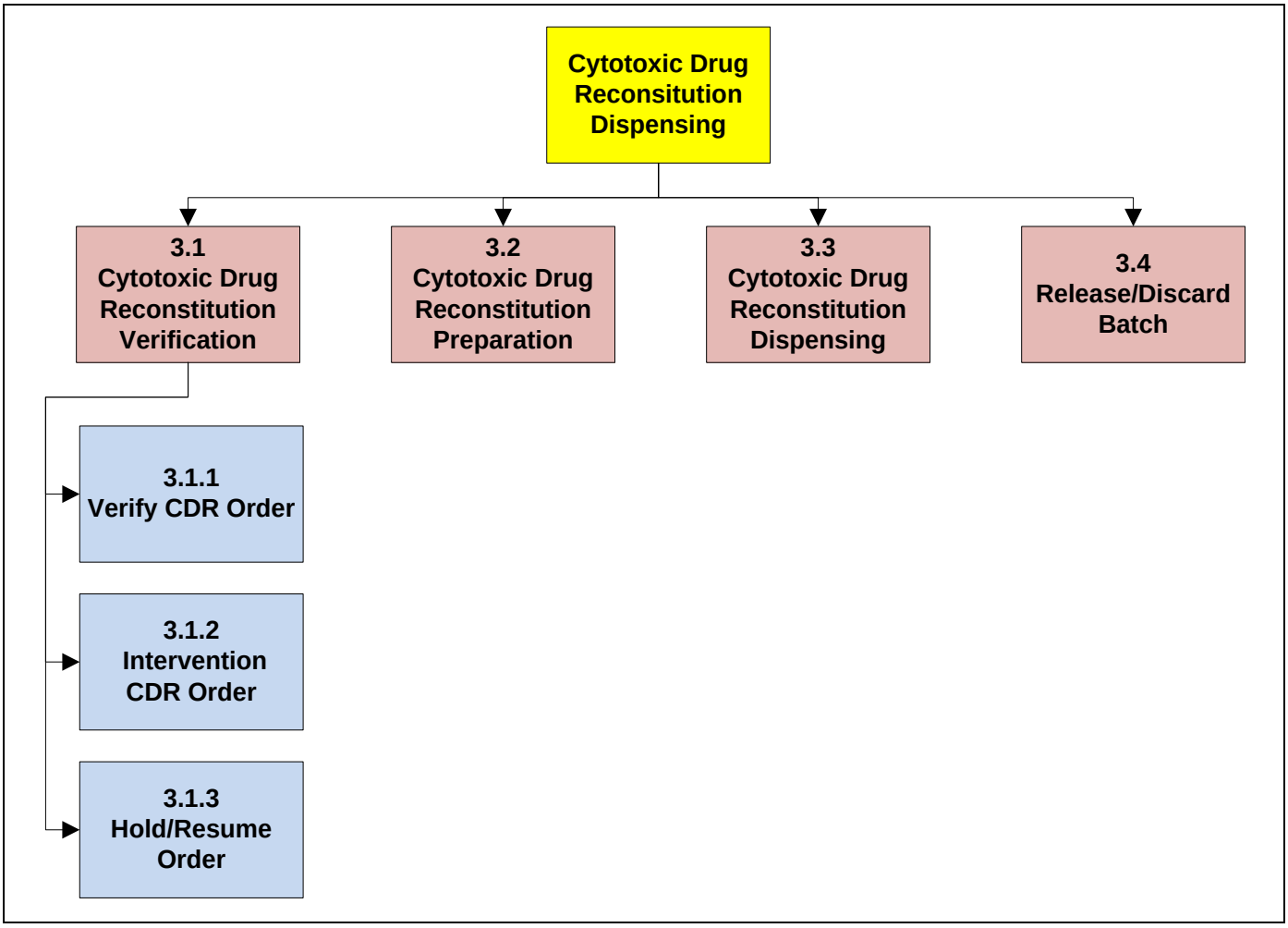


Table 3.0-1

Functional Description

Cytotoxic Drug Reconstitution (CDR) dispensing comprises of four (4) main functions:

- **Verification**

  Verification is for pharmacist to verify the prescriptions received from order management. This process is mandatory for all prescriptions receive before the user can proceed with dispensing preparation.

- **Preparation**

  The prescription and the drug preparation are made in the system that is integrated with the inventory system. Users access system data directly with no need to send files or manual drug labeling.

- **Dispensing**

  The prescription and the dispensing report are made in the system that is integrated with the inventory system.

- **Release/Discard Batch**

  The Release function: allows user to return the allocated quantity of the CDR preparation back into the drug inventory list.

  The Discard function: allows user to dispose the CDR product that has been prepared.

3.1 Cytotoxic Drug Reconstitution (CDR) Verification

Verification is for pharmacist to verify the prescriptions received from order management. At this stage, user has the option to do intervention and to hold/resume order.

3.1.1 Verify CDR Order

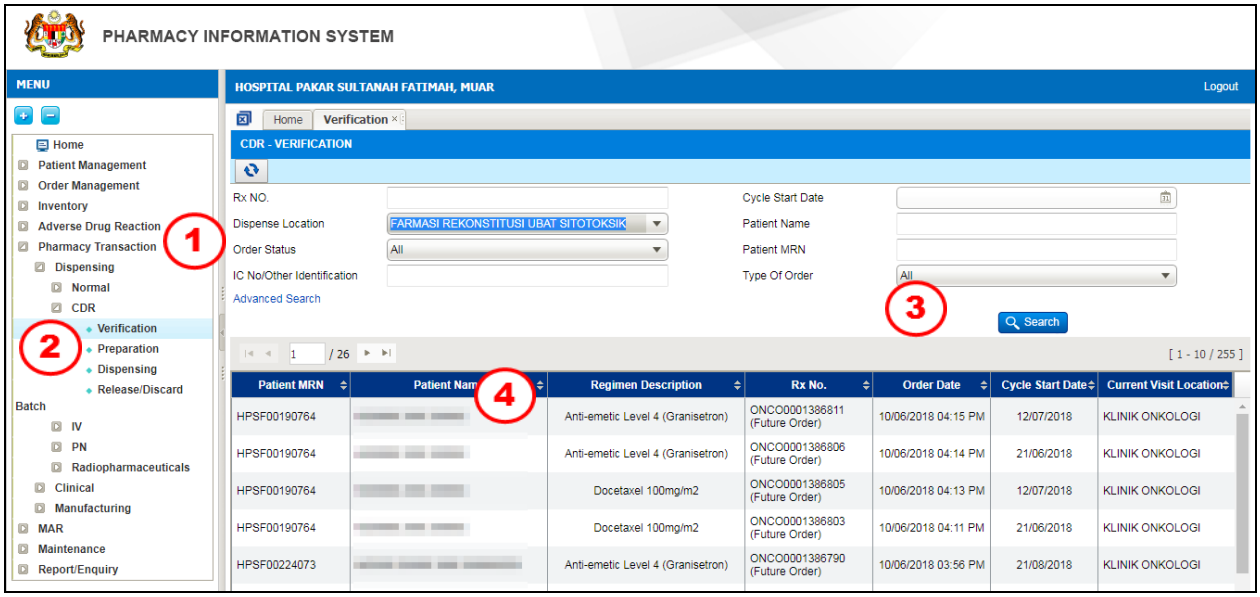


Figure 3.1.1-1 CDR Verification Listing Page

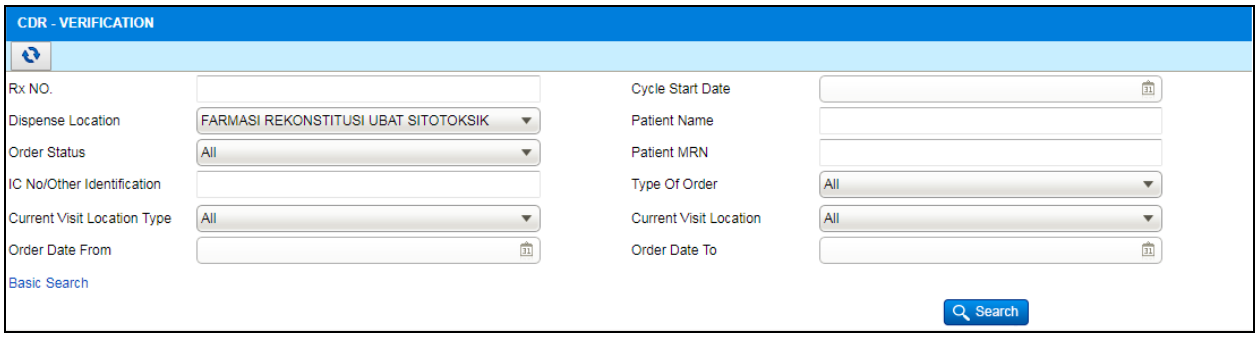


Figure 3.1.1-2 Advance Search

STEP 1
Click on 'Pharmacy Transaction ' menu followed by "Dispensing" sub menu and select 'CDR'

STEP 2
Click on the 'Verification' function

Note
Search patient records by below criteria:-

Basic Search			
No	**Field**	**Description**	**Remark**
a	Rx NO	Prescription number	Able to filter and search patient name by prescription number
b	Dispense Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Order Status	Search by:	Able to filter and search patient name by

		- All - Discharge Medications - New Orders - Outsourced Orders	order status
d	Patient Name	Patient Name	Allow to search by fully or partially entered patient name
e	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either in full or partially: *Example: HPSF00001234 or "1234"*
f	Cycle start date	Cycle start date	Select from the date dropdown box
g	IC Number/Other Identification	Patients Identification number	Able to filter using patients identification number
h	Type of Order	Type of Order	To select from dropdown box option: • Approved • Future
Advance Search			
a	Current Visit Location Type	Search by: - All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient name by order location type
b	Current Visit Location	Current visit Location	Able to filter and search patient name by visit location
c	Order Date From	Order confirmed date	Allow to search by start date of order created
d	Order Date To	Order confirmed date	Allow to search by selected duration of order created

Table 3.1.1-1

STEP 3

Click on Search button

to search for patient

Note

Search result of patient record list will display:

- *Patient MRN*
- *Patient Name*
- *Rx No*
- *Order Date*
- *Current Visit Location*

STEP 4

Double click on the selected patient and the CDR Verification screen will be displayed as shown in Figure 3.1.1-3

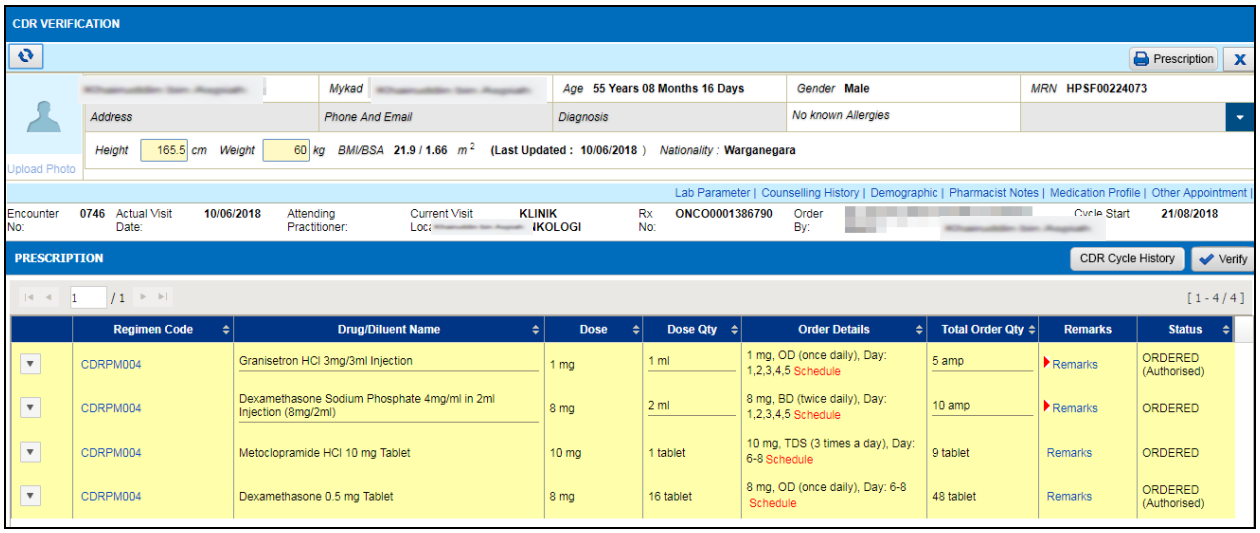


Figure 3.1.1-3 CDR Verification

Note

- *User can print prescription in verification screen.*
- *Click on the **Regimen Code** hyperlink to view Regimen Details.*

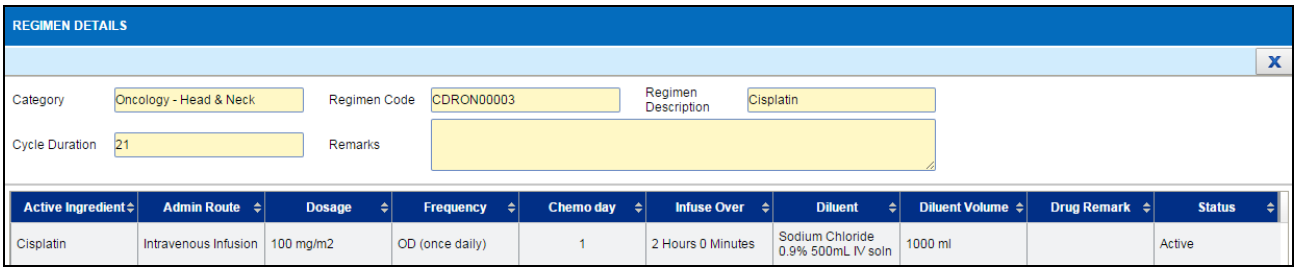


Figure 3.1.1-4 Regimen Details

- *Click on the **Schedule** hyperlink to view Dose Schedule.*

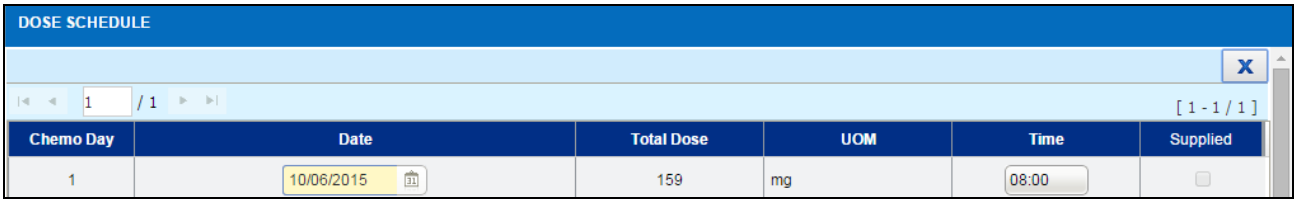


Figure 3.1.1-5 Dose Schedule

- *Click on the **Remarks** hyperlink to enter Pharmacist Remark.*

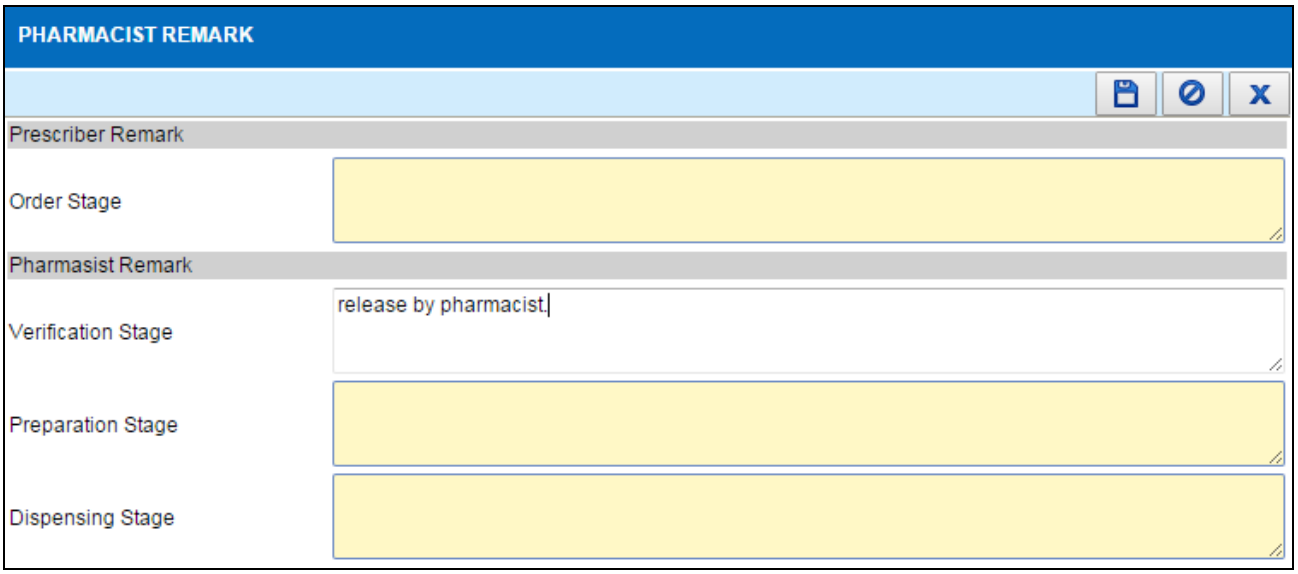
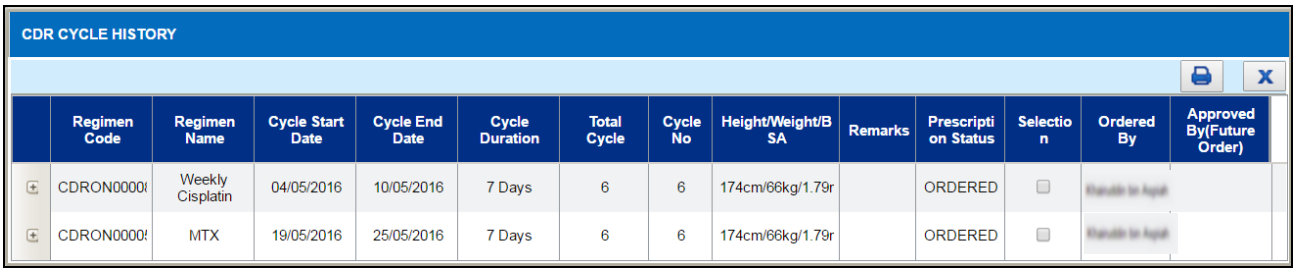


Figure 3.1.1-6 Pharmacist Remark

- *Pharmacist Remark will be mandatory if the drug under the regimen code need to be authorized.*
- *Enter remark on the **Verification Stage** field and click on the button to save the record.*
- *Click on the* CDR Cycle History *button to view CDR Cycle History.*



	Regimen Code	Regimen Name	Cycle Start Date	Cycle End Date	Cycle Duration	Total Cycle	Cycle No	Height/Weight/BSA	Remarks	Prescription Status	Selection	Ordered By	Approved By(Future Order)
	CDRON0000	Weekly Cisplatin	04/05/2016	10/05/2016	7 Days	6	6	174cm/66kg/1.79r		ORDERED			
	CDRON0000	MTX	19/05/2016	25/05/2016	7 Days	6	6	174cm/66kg/1.79r		ORDERED			

Figure 3.1.1-7 CDR Cycle History

- *Click on the button to print CDR Cycle History Report.*

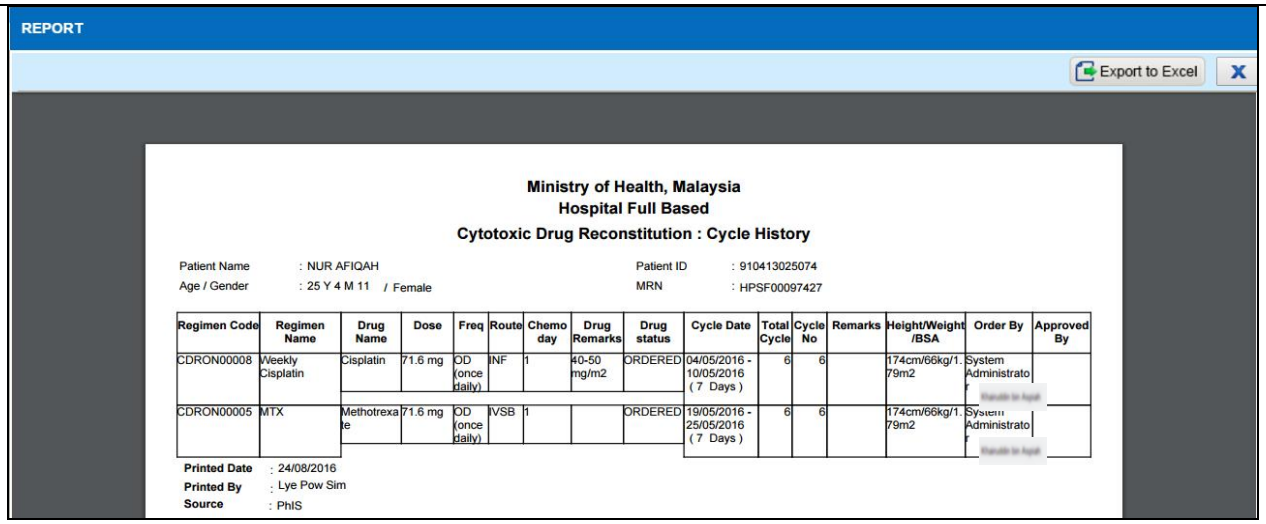


Figure 3.1.1-8 CDR Cycle History Report

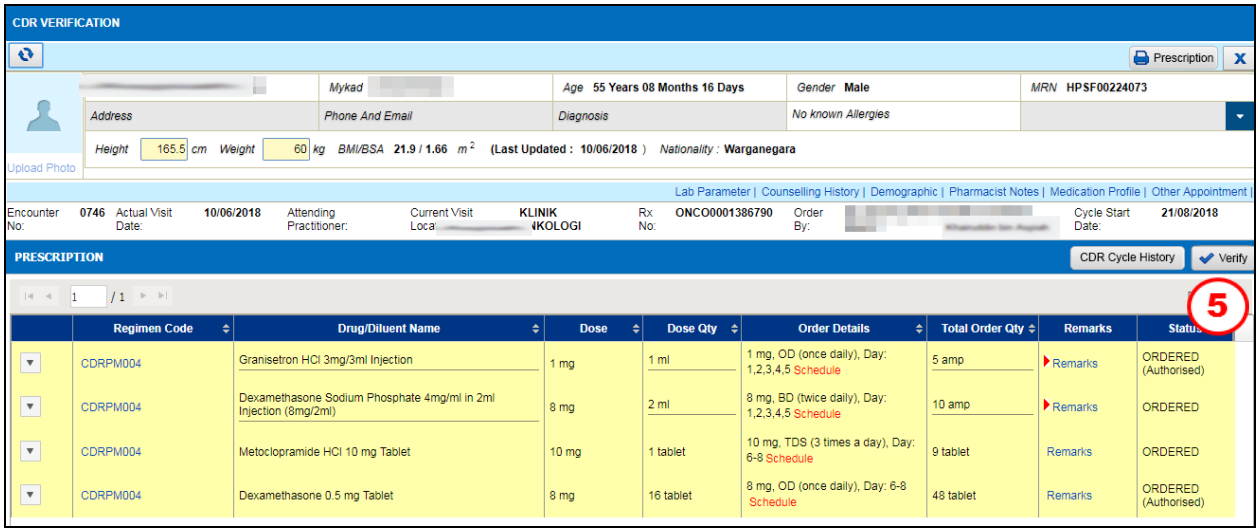


Figure 3.1.1-9 CDR Verification

STEP 5

Click on the [Verify] button to verify the order and alert message will be display as shown in 3.1.1-10

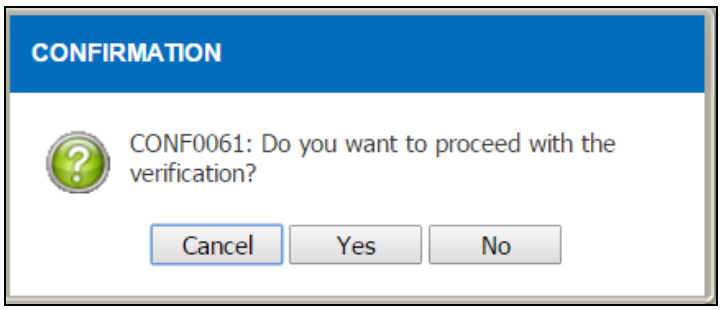


Figure 3.1.1-10 Alert Message

Note

- *Click on the [Yes] button to confirm the verification.*
- *Click on the [No] button to cancel the verification.*
- *Verified order will flow to the preparation stage.*

3.1.2 Intervention CDR Order

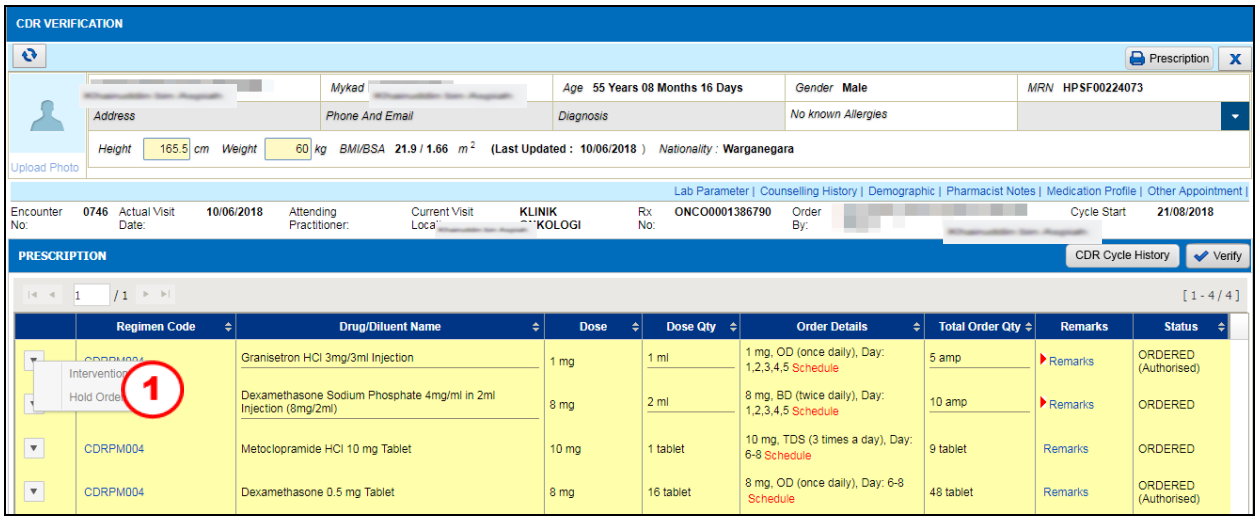


Figure 3.1.2-1 CDR Verification

Note

- *To proceed with Intervention CDR Order, repeat **Step 1** to **4** from section [3.1.1 Verify CDR Order](#).*

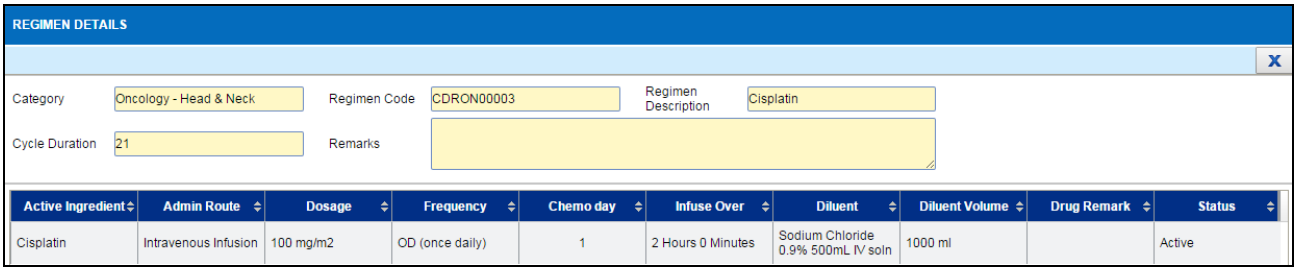


Figure 3.1.2-2 Regimen Details

- *Click on the **Schedule** hyperlink to view Dose Schedule.*

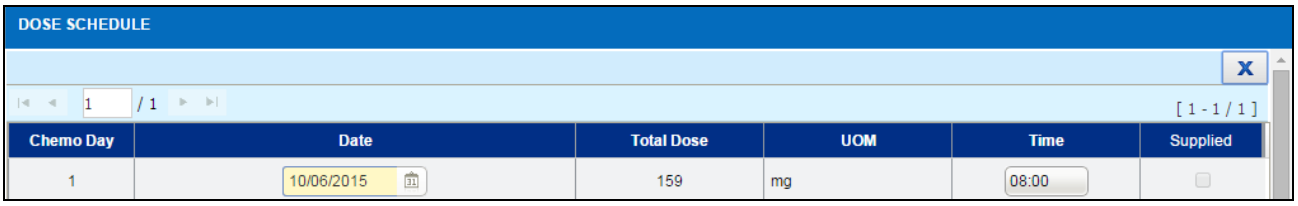


Figure 3.1.2-3 Dose Schedule

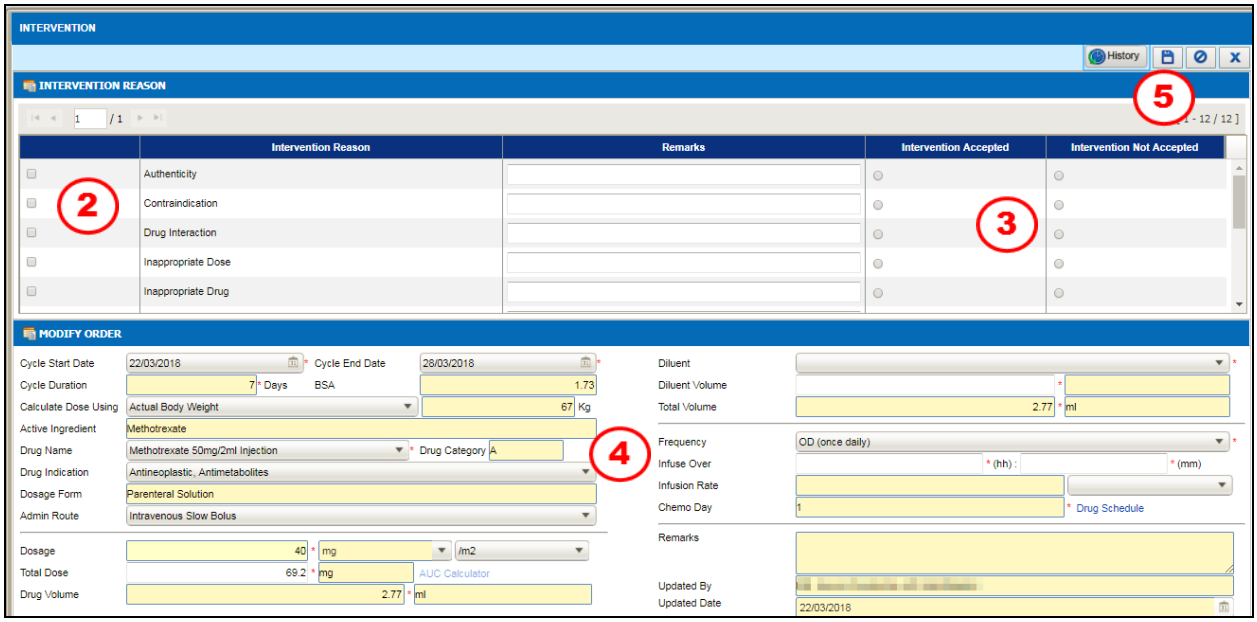


Figure 3.1.2-4 Intervention

STEP 1
Right click on the button and select ***Intervention*** function and the Intervention screen will be displayed as shown in Figure 3.1.2-4

STEP 2
Select ***Intervention Reason*** from *Intervention Reason* column:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

STEP 3
Select ***Intervention Status*** radio button

Note
Pharmacist will select ***Accepted*** *after confirming status with prescriber.*

STEP 4
Modify order details

Note
Field that can be edited are as below:

- *Cycle Start Date*
- *Cycle End Date*
- *Calculate Dose Using*
- *Drug Name*
- *Drug Indication*
- *Admin Route*

- *Diluent*
- *Diluent Volume*
- *Frequency*
- *Infuse Over*

STEP 5

Click on the button to save the record and alert message will be displayed as shown in Figure 3.1.2-5

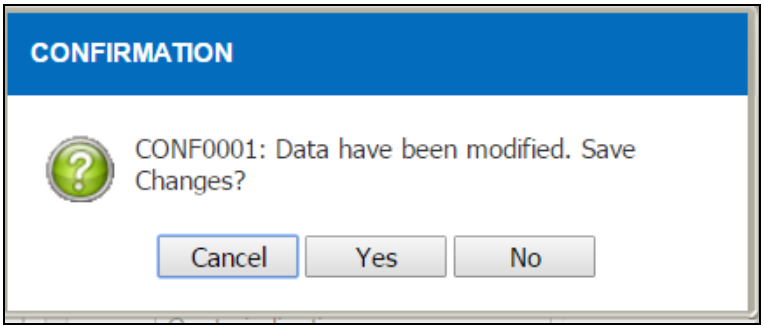
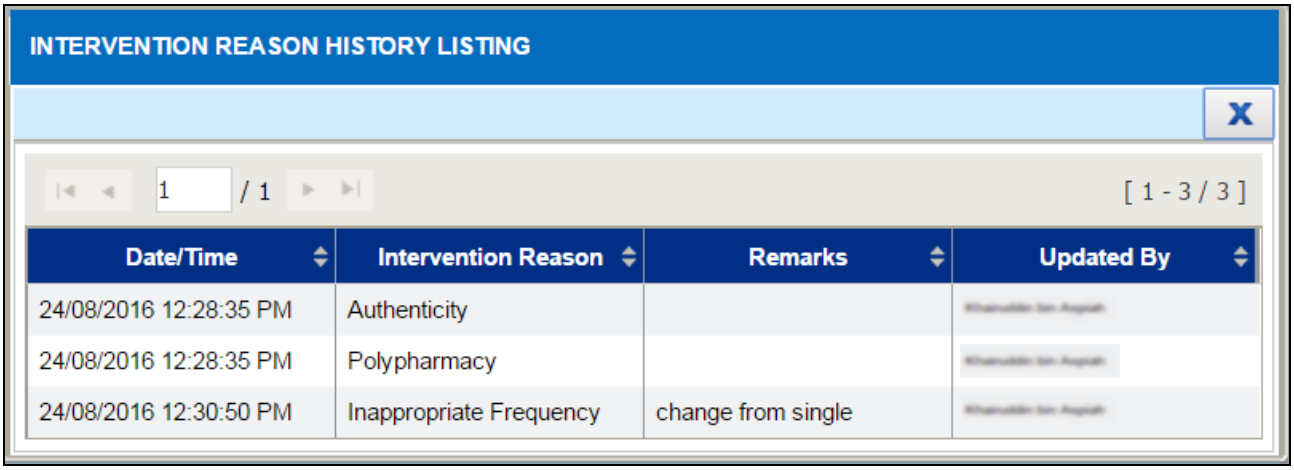


Figure 3.1.2-5 Alert Message

Note

- *Click on the* Yes *button to confirm saving.*
- *To view the intervention history, user is allowed to click on the* History *button.*



Date/Time	Intervention Reason	Remarks	Updated By
24/08/2016 12:28:35 PM	Authenticity		[illegible]
24/08/2016 12:28:35 PM	Polypharmacy		[illegible]
24/08/2016 12:30:50 PM	Inappropriate Frequency	change from single	[illegible]

Figure 3.1.2-6 Pharmacist Remark

- *After intervention is made, Order Details column will change to a hyperlink as shown in Figure 3.1.2-7, and user is allowed to click to view the original order details.*
- *Order details will be displayed as shown in Figure 3.1.2-8.*

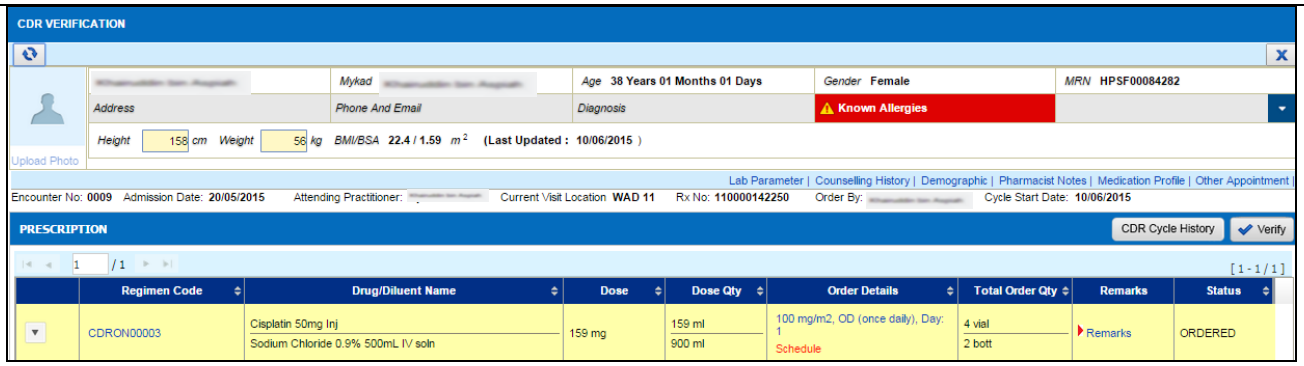


Figure 3.1.2-7 Prescription After Intervention

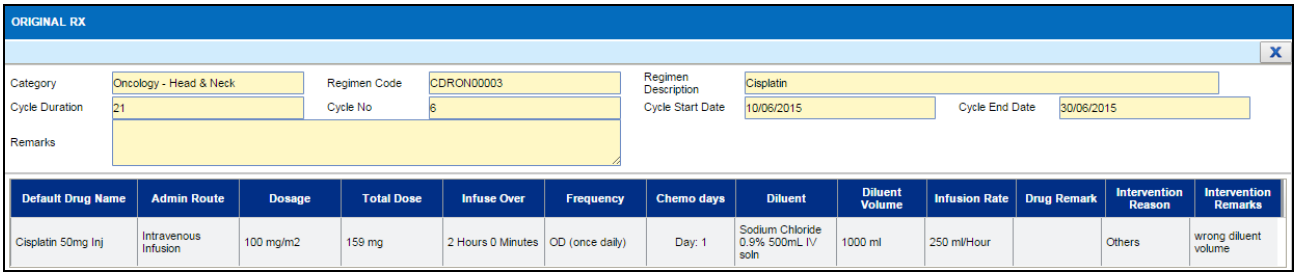


Figure 3.1.2-8 Original Rx

3.1.3 Hold/Resume CDR Order

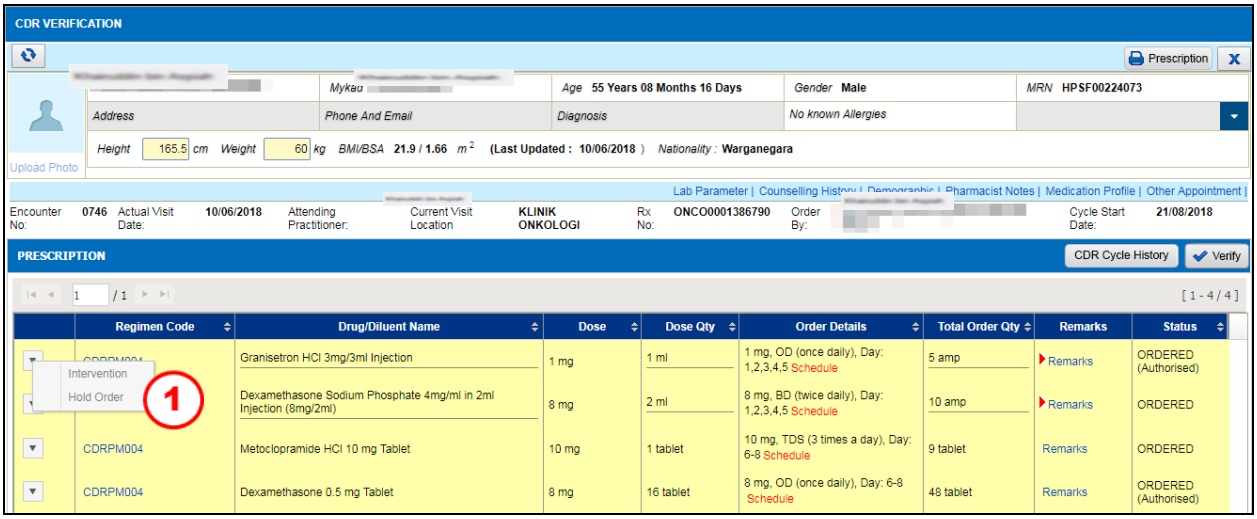


Figure 3.1.3-1 CDR Verification Screen

Note
*To proceed with Hold/Resume CDR Order, repeat **Step 1** to **4** from section 3.1.1 Verify CDR Order.*

Hold Order

STEP 1
Right click on the button and select ***Hold Order*** function and an alert message will be displayed as shown in Figure 3.1.3-2

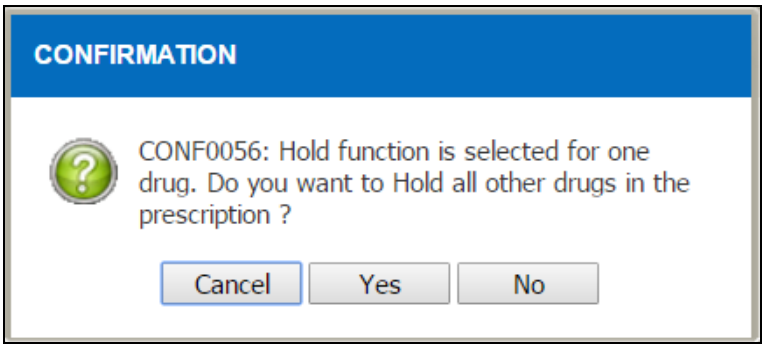


Figure 3.1.3-2 Alert Message

Note

- *Click on the Yes button and system will hold all the drugs in the prescription.*
- *Click on the No button and system will only hold the selected drug.*
- *Hold Order – Pharmacist Remarks window will be displayed after Yes or No button is clicked as shown in Figure 3.1.3-3.*

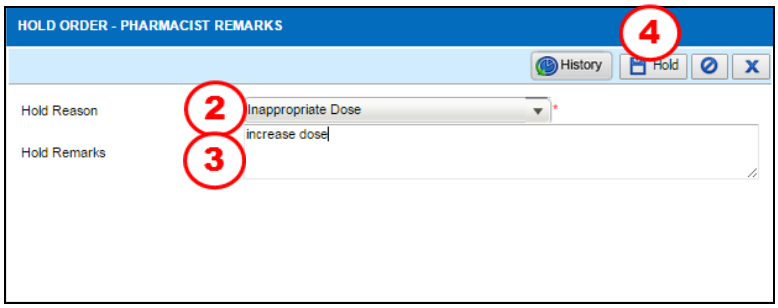


Figure 3.1.3-3 Hold Order – Pharmacist Remarks

STEP 2

Select ***Hold Reason*** from dropdown box:

- Authenticity
- Contraindication
- Drug Interaction
- Inappropriate Dose
- Inappropriate Drug
- Inappropriate Duration
- Inappropriate Frequency
- Incompatibility
- Others
- Polypharmacy
- Suggest to Monitor Vital Signs/Lab Result
- Wrong Patient

STEP 3

Enter ***Hold Remarks*** (if required)

STEP 4

Click on the

button to hold the order and an alert message will be displayed as shown in Figure 3.1.3-4

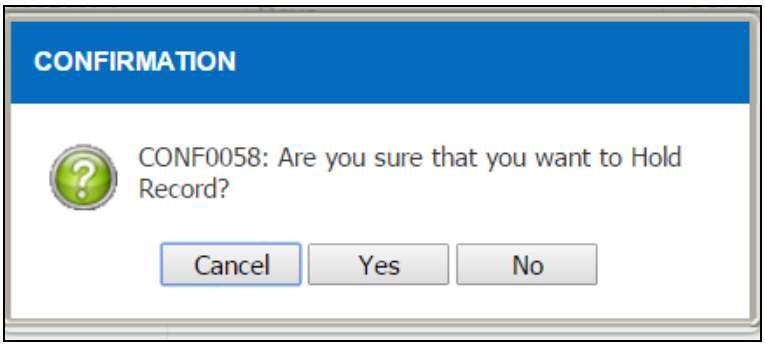
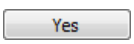


Figure 3.1.3-4 Alert Message

Note

- *Click on the* 

button to confirm the hold record.
- ***Status*** *will change to "Ordered Hold".*

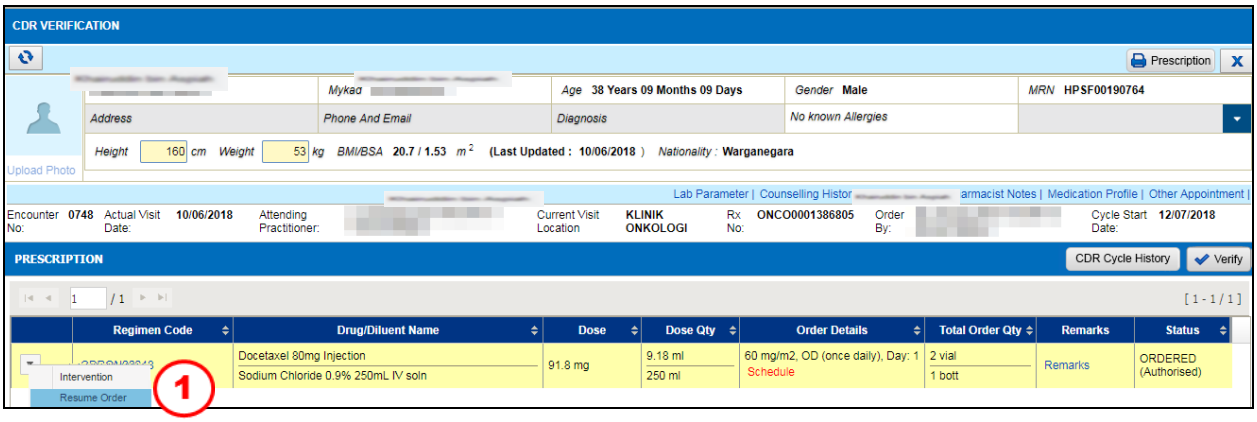


Figure 3.1.3-5 CDR Verification Screen

Resume Order

STEP 1

Right click on the button and select ***Resume Order*** function and alert message will be displayed as shown in Figure 3.1.3-6

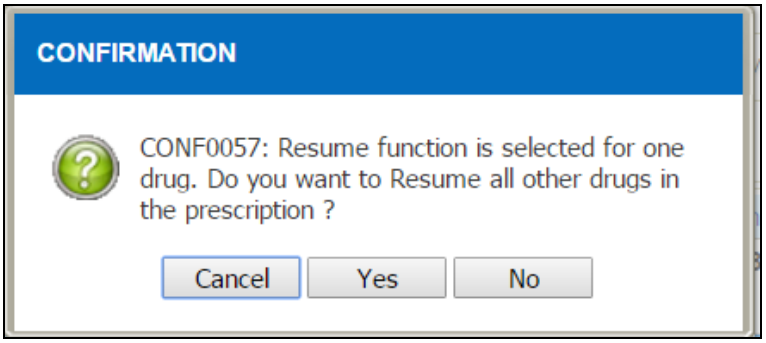


Figure 3.1.3-6 Alert Message

Note

- *Click on the* Yes *button and system will resume all the drugs in the prescription.*
- *Click on the* No *button and system will only resume the selected drug.*
- *Hold Order – Pharmacist Remarks window will be displayed after* Yes *or* No *button is clicked as Figure 3.1.3-7.*

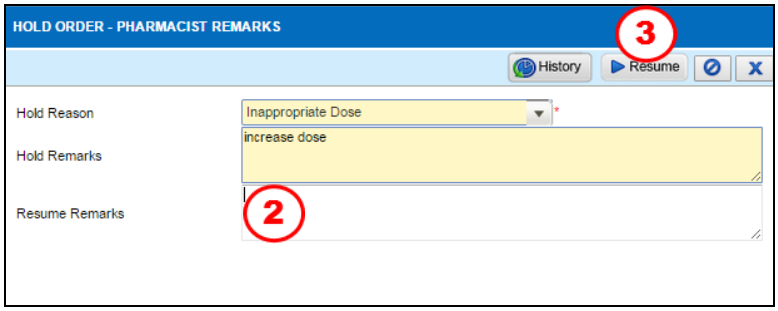


Figure 3.1.3-7 Resume Hold Order

STEP 2
Enter ***Resume Remarks*** (if required)

STEP 3

Click on the Resume button to resume the hold order and an alert message will be displayed as shown in Figure 3.1.3-8

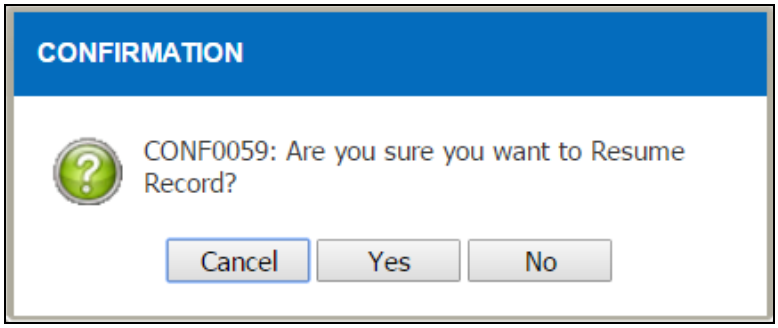


Figure 3.1.3-8 Alert Message

Note

- *Click on the* Yes *button to confirm the Resume Record.*
- ***Status*** *will change to "Ordered".*
- *To view the Hold Reason History Listing as shown in Figure 3.1.3-9, user is allowed to click on the* History *button.*

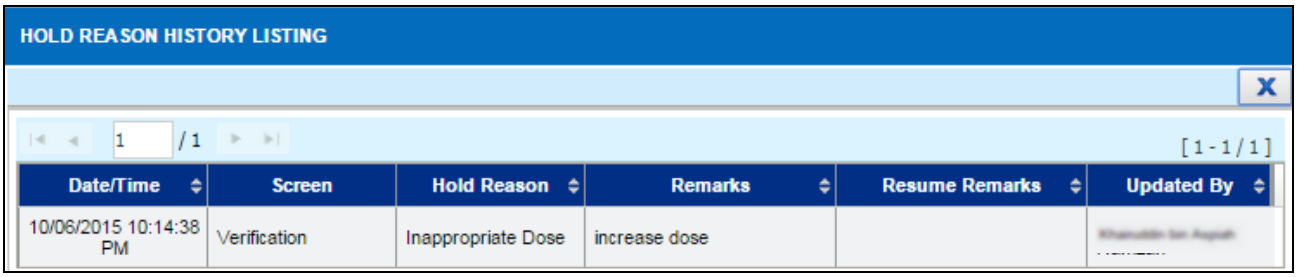


Figure 3.1.3-9 Alert Message

3.2 CDR Preparation

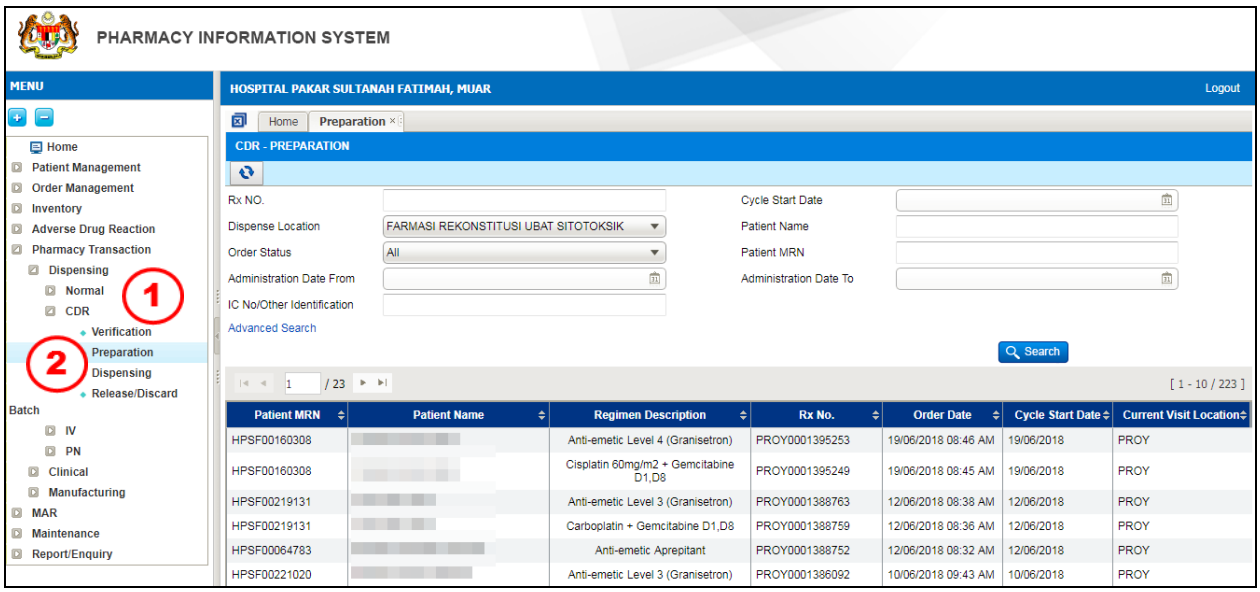


Figure 3.2-1 CDR Preparation Listing Page

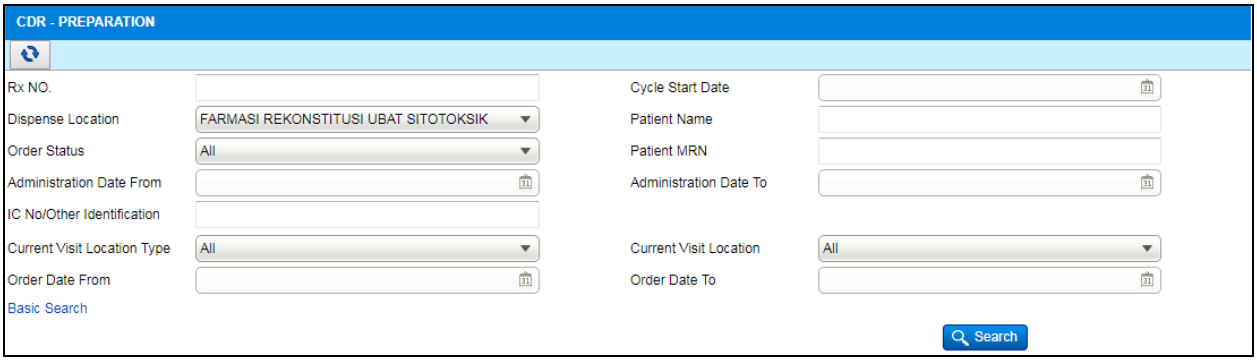


Figure 3.2-2 Advance Search

STEP 1
Click on 'Pharmacy Transaction' menu followed by 'Dispensing' sub menu and select 'CDR'

STEP 2
Click on 'Preparation' function

Note
Search patient record based :-

Basic Search			
No	**Field**	**Description**	**Remark**
a	Rx NO	Prescription number	Able to filter and search patient name by prescription number
b	Dispense Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
C	Order Status	Search by: - All - Verified - Verified Hold - Partial Supply Orders	Able to filter and search patient name by order status
D	Patient Name	Patient Name	Allow to search by full name or partially entered patient name
E	Patient MRN	Patient Medical Record Number	Search option: • Type the MRN either in full or partially: *Example: HPSF00001234 or "1234"*
F	Administration Date From	Administration confirmed date	Allow to search by start date of verification order
G	Administration Date To	Administration confirmed date	Allow to search by selected duration of verification order
f	Cycle start date	Cycle start date	Select from the date dropdown box
g	IC Number/Other Identification	Patients Identification number	Able to filter using patients identification number
Advance Search			
A	Current Visit Location Type	Current Visit Location Type	Search by: - All - Clinic - Day Care - ER - Nursing Unit - Pharmacy
B	Current Visit Location	Current visit Location	Able to filter and search patient name by visit location
C	Order Date From	Order confirmed date from	Allow to search by start date of order created
d	Order Date To	Order confirmed date to	Allow to search by selected duration of order created

Table 3.2-1

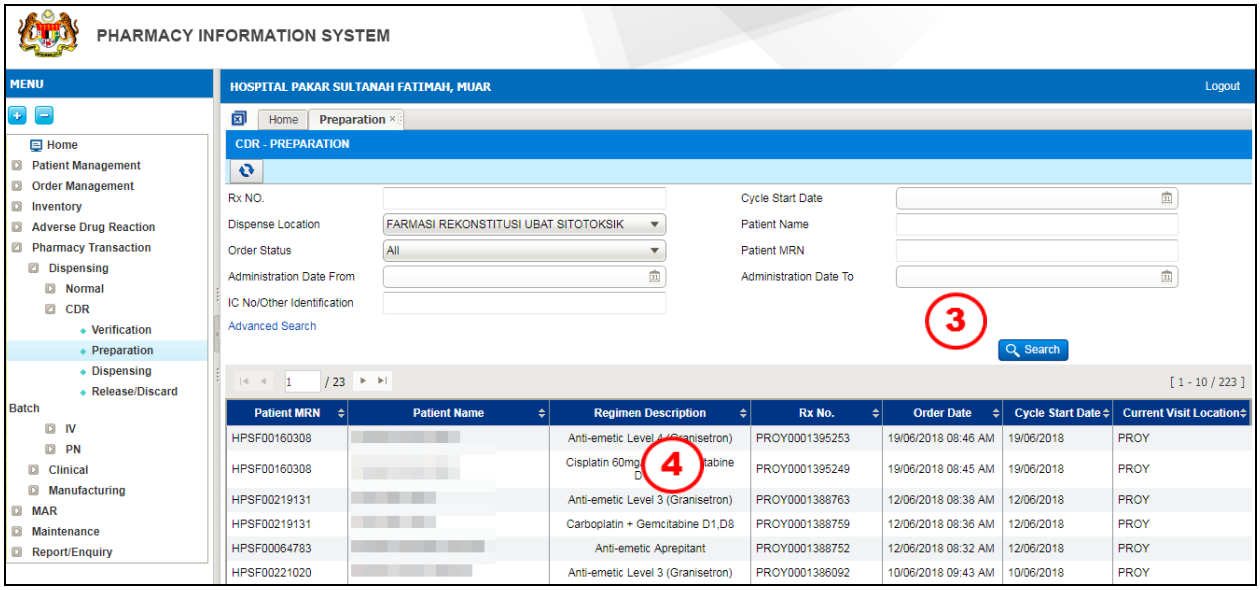


Figure 3.2-3 CDR Preparation Listing Page

STEP 3

Click on Search button

to search for patient

Note

Search results of patient record list will display:

- *Patient MRN*
- *Patient Name*
- *Rx No*
- *Order Date/Time*
- *Current Visit Location*

STEP 4

Double click on record and CDR Preparation screen will be displayed as shown in Figure 3.2-4

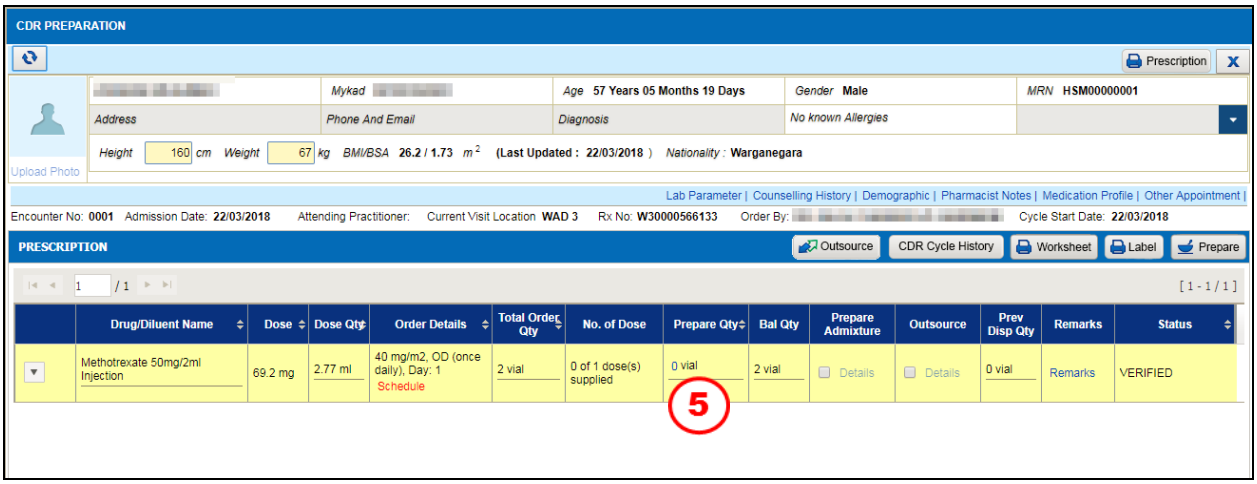


Figure 3.2-4 CDR Preparation

Note
*Click on the **Schedule** hyperlink to view Dose Schedule screen.*

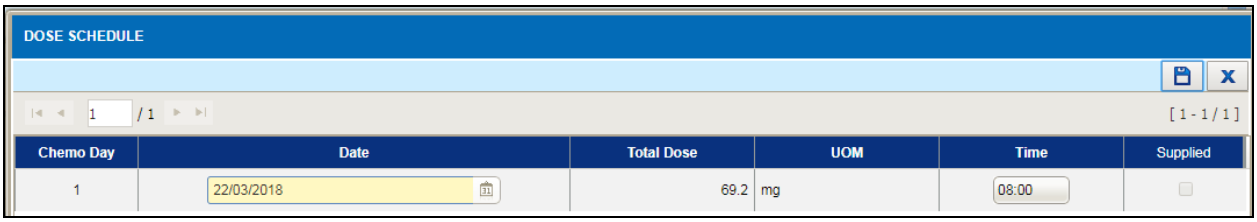


Figure 3.2-5 Dose Schedule

STEP 5
Click on the ***Prepare Qty*** hyperlink and the Item Batch Details window will be displayed for user to allocate quantity

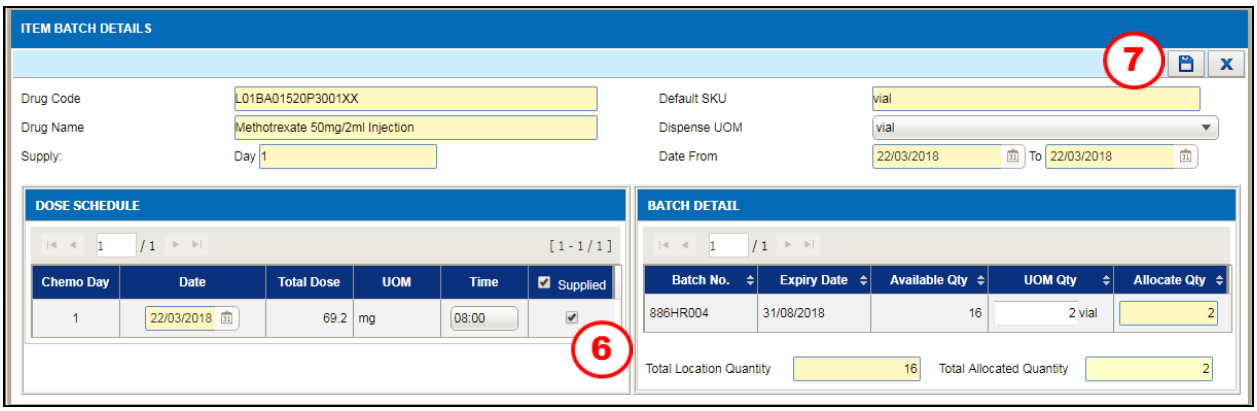


Figure 3.2-6 Item Batch Details

STEP 6
Click on the selected ***Supplied*** ☑ checkbox to select the dose to prepare

STEP 7
Click on the button to save the record

Note
After saving, the Item Batch Screen will be displayed.

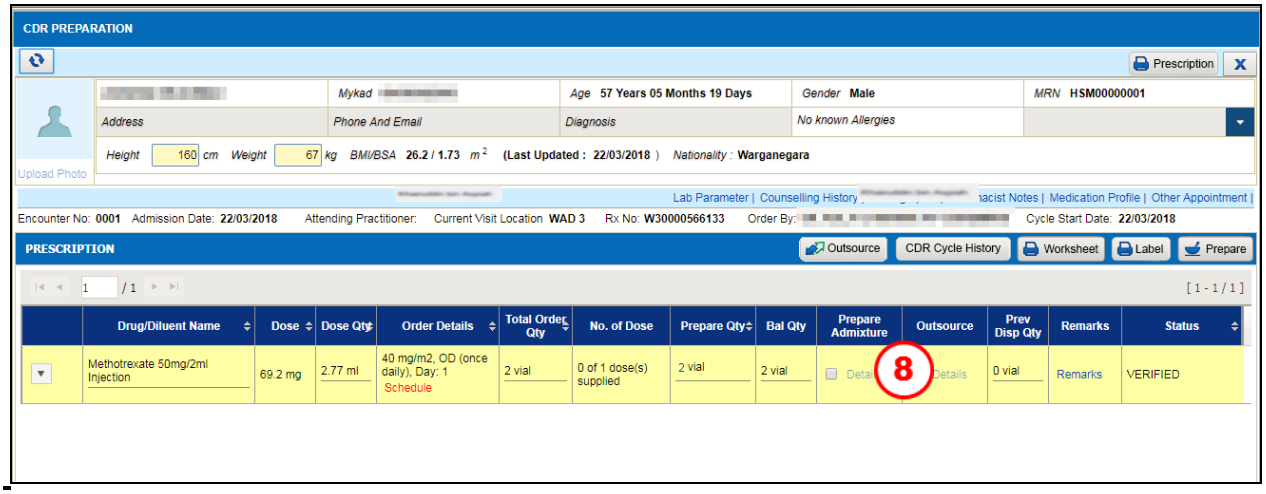


Figure 3.2-7 CDR Preparation

STEP 8
Click on the selected ***Prepared Admixture*** ☑ checkbox to proceed with preparation

Note

- *Prepare Admixture Screen will saved automatically upon clicking the checkbox.*
- *Users are not required to click save and no pop up screen.*
- *User still can edit or add information.*
- *User can click on the **Using CSTD*** ☑ checkbox to to specify preparation using CSTD method.
- *This data capture is for PF 6.4 BI Tools new report purposes.*

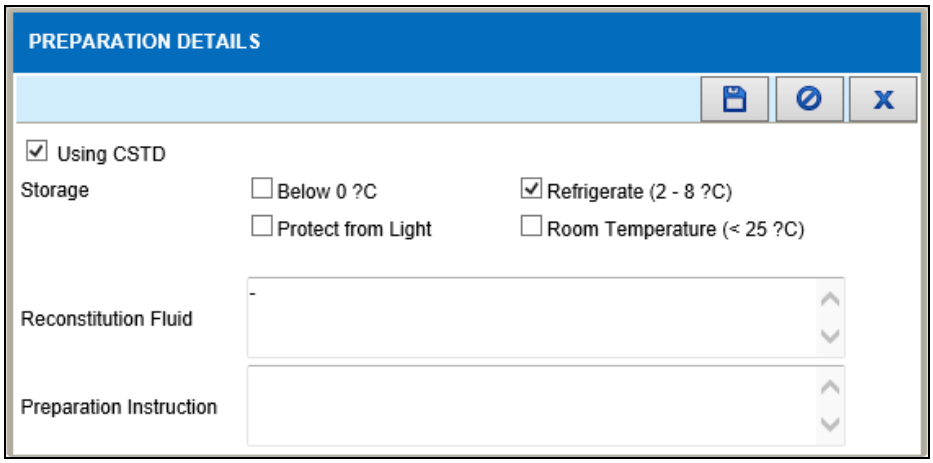
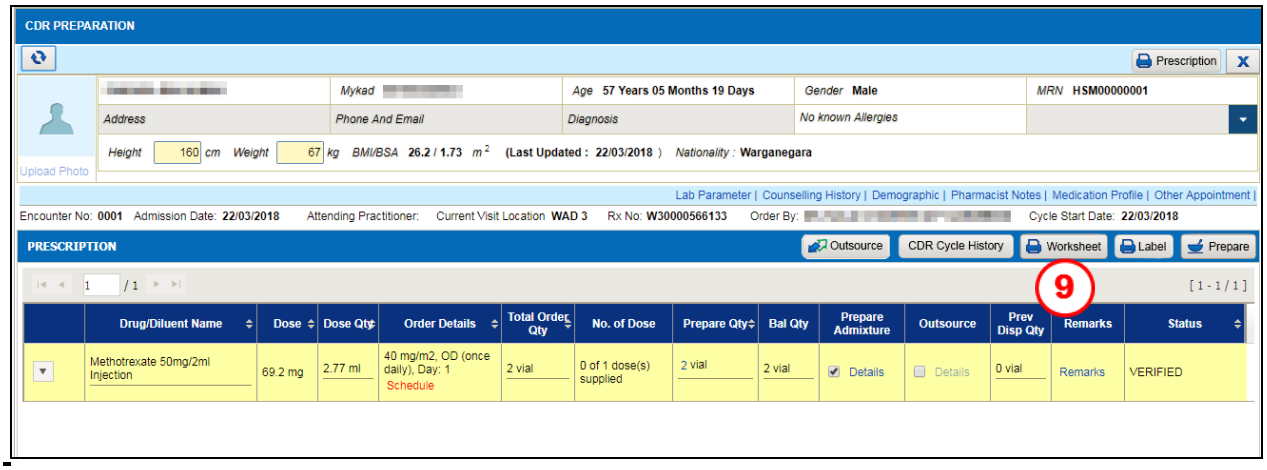


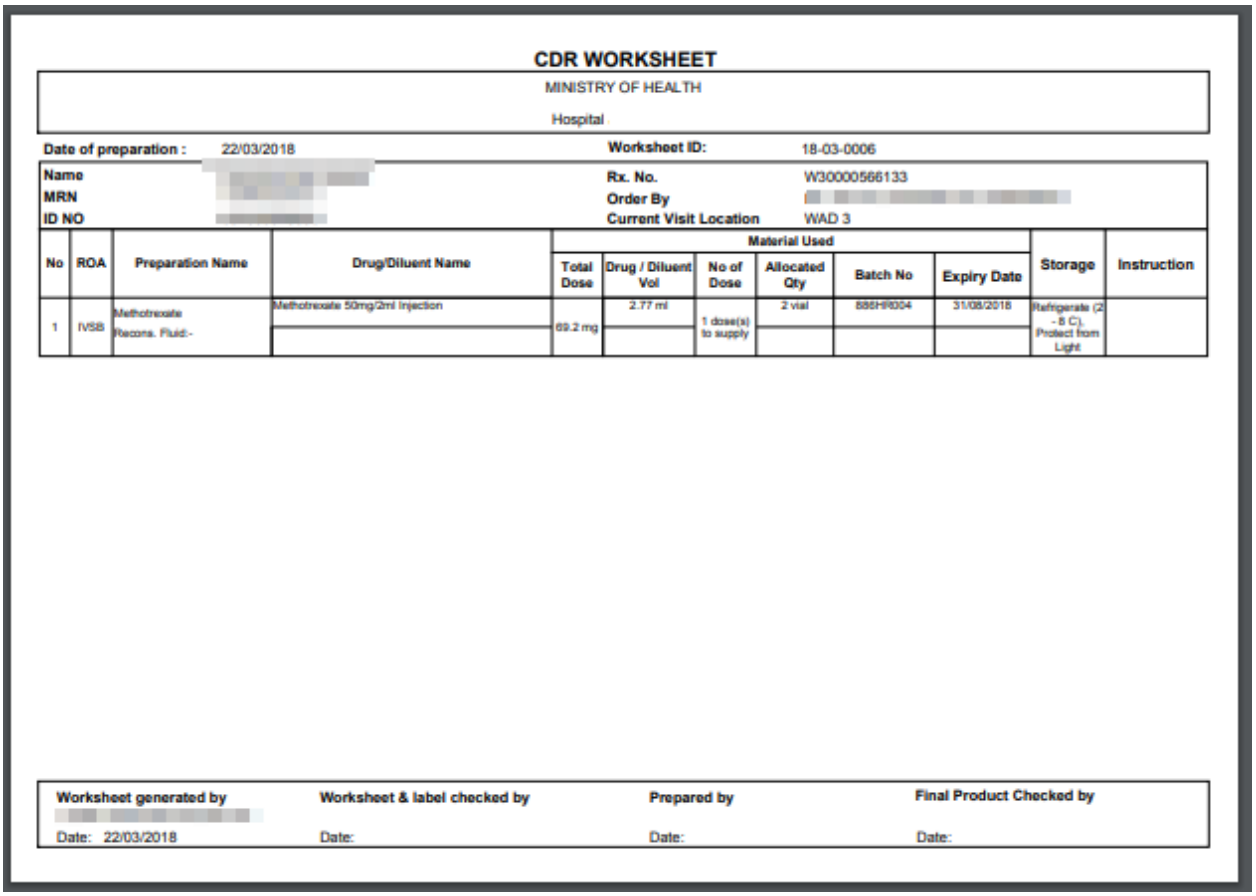
Figure 3.2-8 Preparation Details



. **Figure 3.2-9 Generate Worksheet**

STEP 9

Click on the button to view and print record as shown in Figure 3.2-10



CDR WORKSHEET

MINISTRY OF HEALTH

Hospital

Date of preparation : 22/03/2018 **Worksheet ID:** 18-03-0006

Name **Rx. No.** W30000566133
MRN **Order By**
ID NO **Current Visit Location** WAD 3

No	ROA	Preparation Name	Drug/Diluent Name	Material Used						Storage	Instruction
				Total Dose	Drug / Diluent Vol	No of Dose	Allocated Qty	Batch No	Expiry Date		
1	IVSB	Methotrexate Recons. Fluid:-	Methotrexate 50mg/2ml Injection	69.2 mg	2.77 ml	1 dose(s) to supply	2 vial	886HR004	31/08/2018	Refrigerate (2 - 8 C). Protect from Light	

Worksheet generated by	Worksheet & label checked by	Prepared by	Final Product Checked by
Date: 22/03/2018	Date:	Date:	Date:

Figure 3.2-10 CDR Worksheet

Note

- *Click on the **Details** hyperlink and the Preparation Details window will display Prepare Admixture Details as shown in Figure 3.2-9.*

- *Click on the **Remarks** hyperlink and Pharmacist Remarks will be displayed as shown in Figure 3.2-11.*

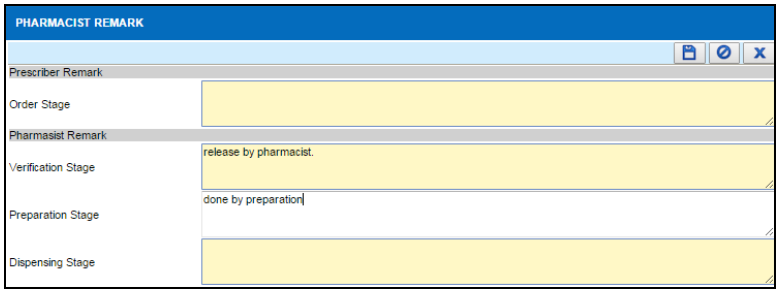


Figure 3.2-11 Pharmacist Remark

- *Enter remarks on the **Preparation Stage** field.*

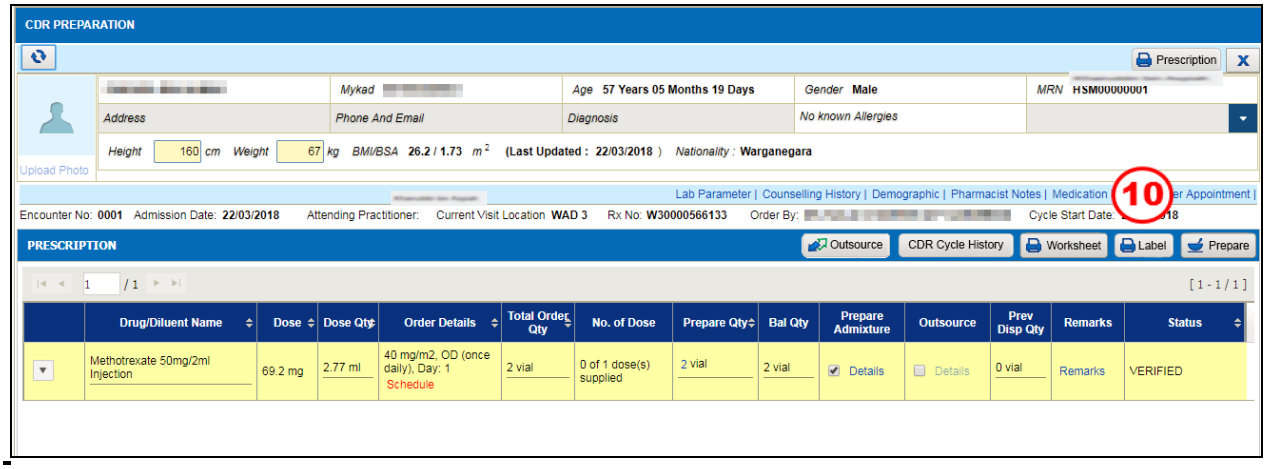


Figure 3.2-12 Edit Label

STEP 10

Click on the button and CDR Edit Label screen will be displayed as shown in Figure 3.2-13

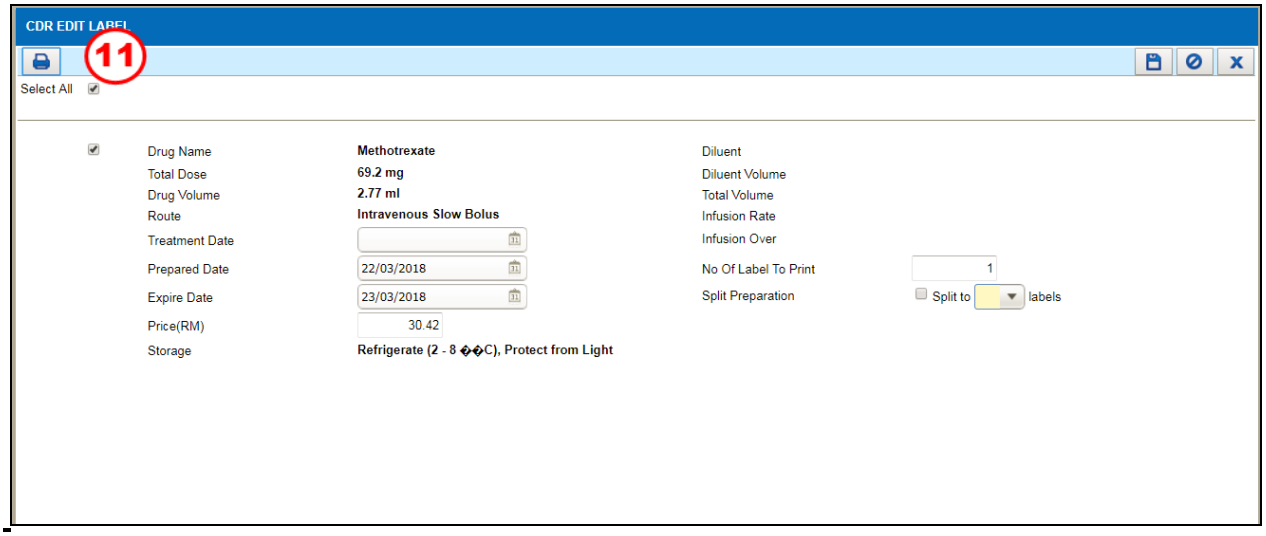
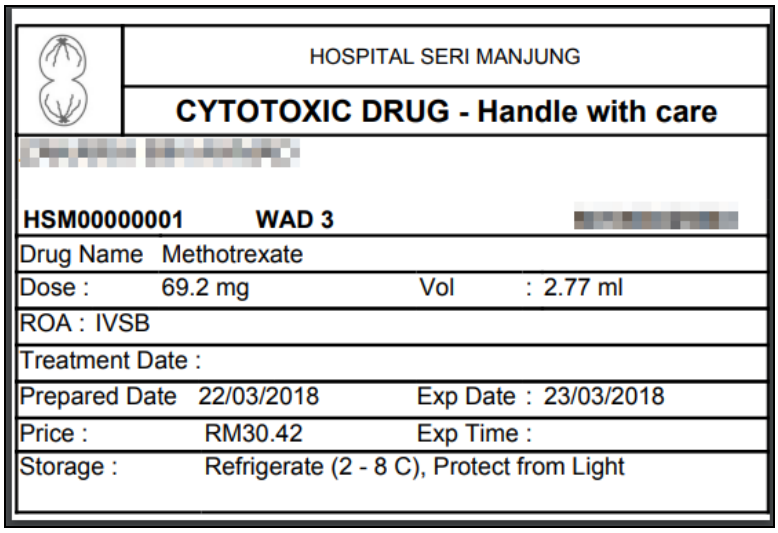


Figure 3.2-13 CDR Edit Label

STEP 11

Click on the button to print drug label as shown in Figure 3.2-14



HOSPITAL SERI MANJUNG

CYTOTOXIC DRUG - Handle with care

HSM00000001 **WAD 3**

Drug Name	Methotrexate		
Dose :	69.2 mg	Vol	: 2.77 ml
ROA : IVSB			
Treatment Date :			
Prepared Date	22/03/2018	Exp Date :	23/03/2018
Price :	RM30.42	Exp Time :	
Storage :	Refrigerate (2 - 8 C), Protect from Light		

Figure 3.2-14 CDR Drug Label

Note

- *Select all checkbox to print all drug labels in the selected prescription.*
- *Select Split Preparation: Split to 2, 3, 4 or 5 labels as shown in Figure 3.2-15.*
- *Click on the button to print drug label as shown in Figure 3.2-15.*

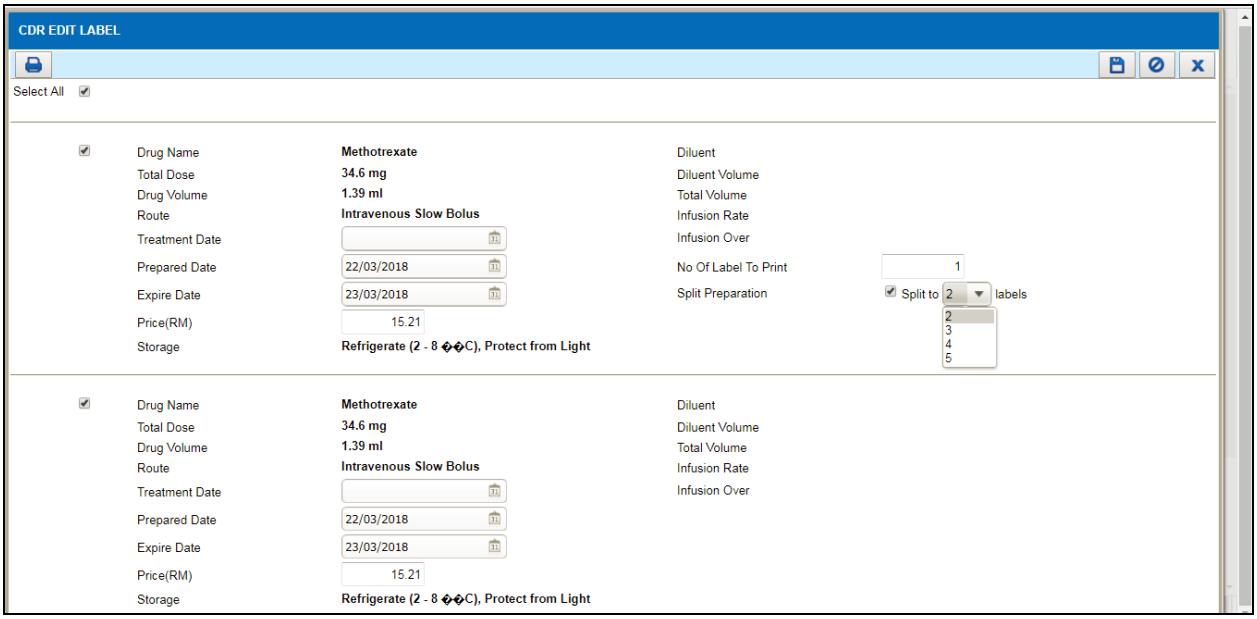
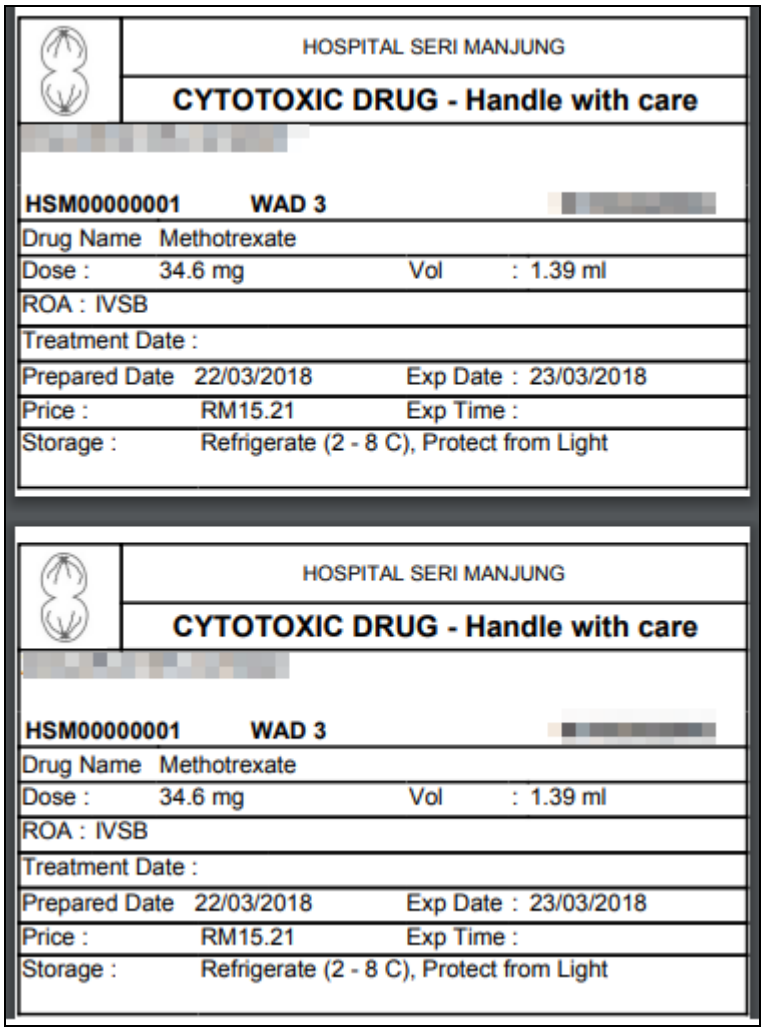


Figure 3.2-15 CDR Edit Label



HOSPITAL SERI MANJUNG

CYTOTOXIC DRUG - Handle with care

HSM00000001 **WAD 3**

Drug Name Methotrexate

Dose : 34.6 mg Vol : 1.39 ml

ROA : IVSB

Treatment Date :

Prepared Date 22/03/2018 Exp Date : 23/03/2018

Price : RM15.21 Exp Time :

Storage : Refrigerate (2 - 8 C), Protect from Light

HOSPITAL SERI MANJUNG

CYTOTOXIC DRUG - Handle with care

HSM00000001 **WAD 3**

Drug Name Methotrexate

Dose : 34.6 mg Vol : 1.39 ml

ROA : IVSB

Treatment Date :

Prepared Date 22/03/2018 Exp Date : 23/03/2018

Price : RM15.21 Exp Time :

Storage : Refrigerate (2 - 8 C), Protect from Light

Figure 3.2-16 CDR Drug Label

HOSPITAL KULIM

TESTING

HKLM00067194 Ward 3 -Medical (Male) 650213355698

39 mg **Oral**
Daily
Take after meal
Take medicine as directed by pharmacist
Do not stop this medicine abruptly.

Prednisolone 5mg Tab
Corticosteroid (Systemic) Plain
Cycle Start Date: 11/11/2016 39 tablet RM5.85
Chemo Day: 1,2,3,4,5

Controlled Medicine 11/11/2016

Figure 3.2-17 CDR Normal Drug Label Sample

HOSPITAL KULIM

CYTOTOXIC DRUG - Handle with care

TESTING

HKLM00067194 Ward 3 -Medical 650213355698

Drug name Vincristine ROA : IVB
Dose : 1.09 mg Vol :1.09 ml
IV Fluid : Sodium Chloride 0.9% 100mL IV soln
Inf. Rate : 400 ml/Hour Inf. Over : 0 hr 15 m Vol : 100 ml
Treatment Date 11/11/2016 Total Vol 101.09 ml
Prepared Date : 11/11/2016 Exp Date 12/11/2016
Price : RM69.50 Exp Time :
Storage : Refrigerate (2 - 8 C)

Figure 3.2-18 CDR Infusion Drug Label Sample

HOSPITAL KULIM

CYTOTOXIC DRUG - Handle with care

TESTING

HKLM00067194 Ward 3 -Medical 650213355698

Drug Name Cyclophosphamide
Dose : 585 mg Vol : 29.25 ml
ROA : INF
Treatment Date :
Prepared Date 11/11/2016 Exp Date : 12/11/2016
Price : RM42.50 Exp Time :
Storage : Refrigerate (2 - 8 C)

Figure 3.2-18 CDR Bolus Drug Label Sample

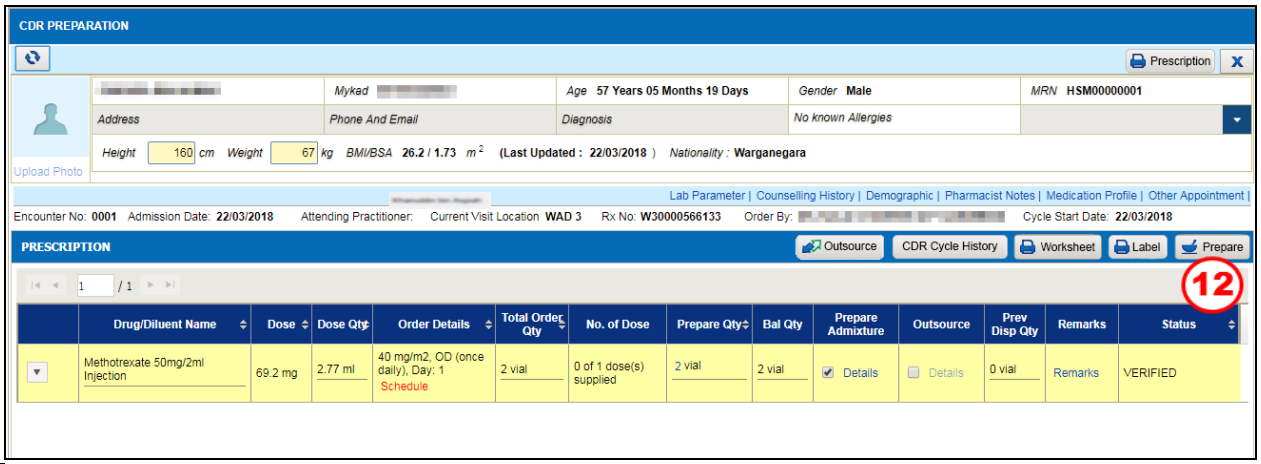


Figure 3.2-19 CDR Preparation

STEP 12

Click on the Prepare button to proceed with preparation and an alert message will be displayed as shown in Figure 3.2-20

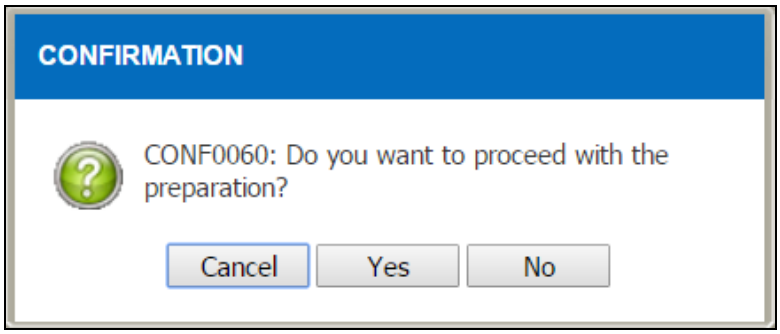


Figure 3.2-20 Alert Message

Note

- *Click on the* Yes *button to proceed with the preparation.*
- *Click on the* No *button to cancel preparation.*

3.3 CDR Dispensing

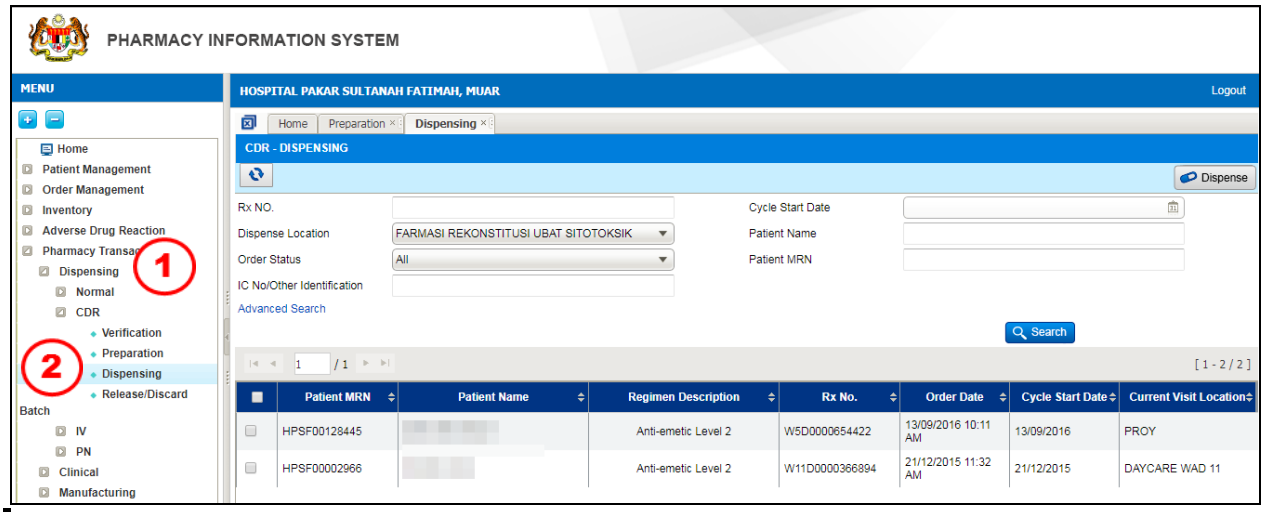


Figure 3.3-1 CDR Dispensing Listing Page

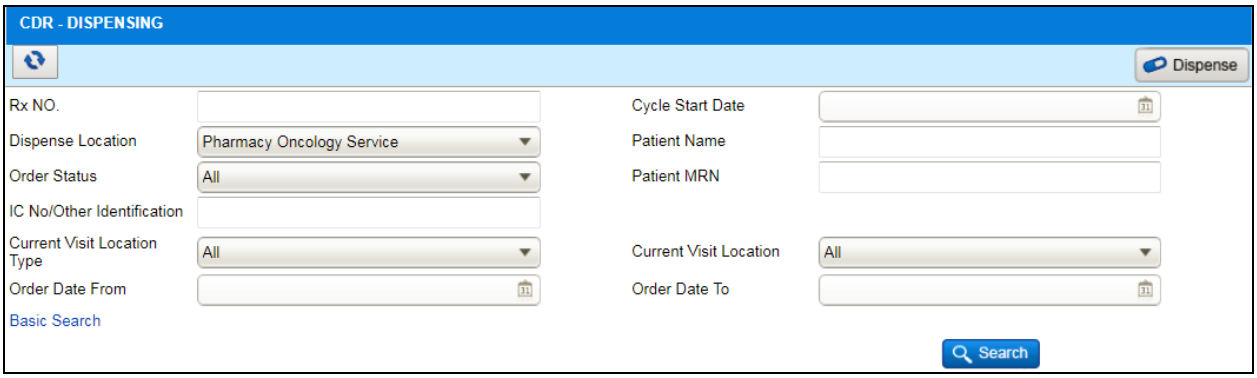


Figure 3.3-2 Advance Search

STEP 1
Click on 'Pharmacy Transaction' menu followed by 'Dispensing' sub menu and select 'CDR'

STEP 2
Click on 'Dispensing' function

Note
Search patient records by below criteria:-

Basic Search			
No	**Field**	**Description**	**Remark**
a	Rx NO	Prescription number	Able to filter and search patient name by prescription number
b	Dispense Location	Dispensing location. (It will list down all active location)	Able to filter and search patient name by dispensing location
c	Order Status	Search by: - All - Prepared - Prepared hold	Able to filter and search patient name by order status
d	Patient Name	Patient Name	Allow to search by full or partially entered patient name
e	Patient MRN	Patient Medical Record Number	Search option:

			• Type the MRN either in full or partially: *Example: HPSF00001234 or "1234"*
f	Cycle start date	Cycle start date	Select from the date dropdown box
g	IC Number/Other Identification	Patients Identification number	Able to filter using patients identification number
Advance Search			
a	Current Visit Location Type	Search by: - All - Clinic - Day Care - ER - Nursing Unit - Pharmacy	Able to filter and search patient name by order location type
b	Current Visit Location	Current visit Location	Able to filter and search patient name by visit location
c	Order Date From	Order confirmed date	Allow to search by start date of order created
d	Order Date To	Order confirmed date	Allow to search by selected duration of order created

Table 3.3-1

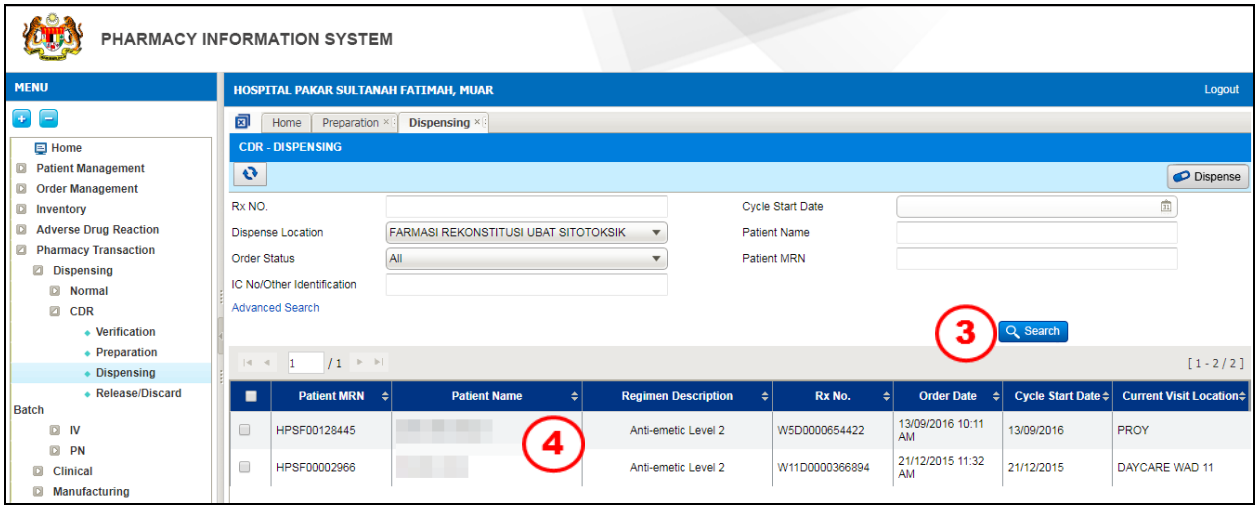


Figure 3.3-3 CDR Dispensing Listing Page

STEP 3

Click on Search button to search for patient

Note

- *Search result of patient record list will display:*
  - *Patient MRN*
  - *Patient Name*
  - *Regimen details*
  - *Rx No*
  - *Order Date*
  - *Cycle start date*
  - *Current Visit Location*

- *User have the option to dispense the medication by:*

- *Dispense individual order*
- *Dispense multiple patient order*

Dispense Individual Order:
To dispense an individual order, perform the steps below:

STEP 4
Double click on the selected patient and CDR Dispensing screen will be displayed as shown in Figure 3.3-4

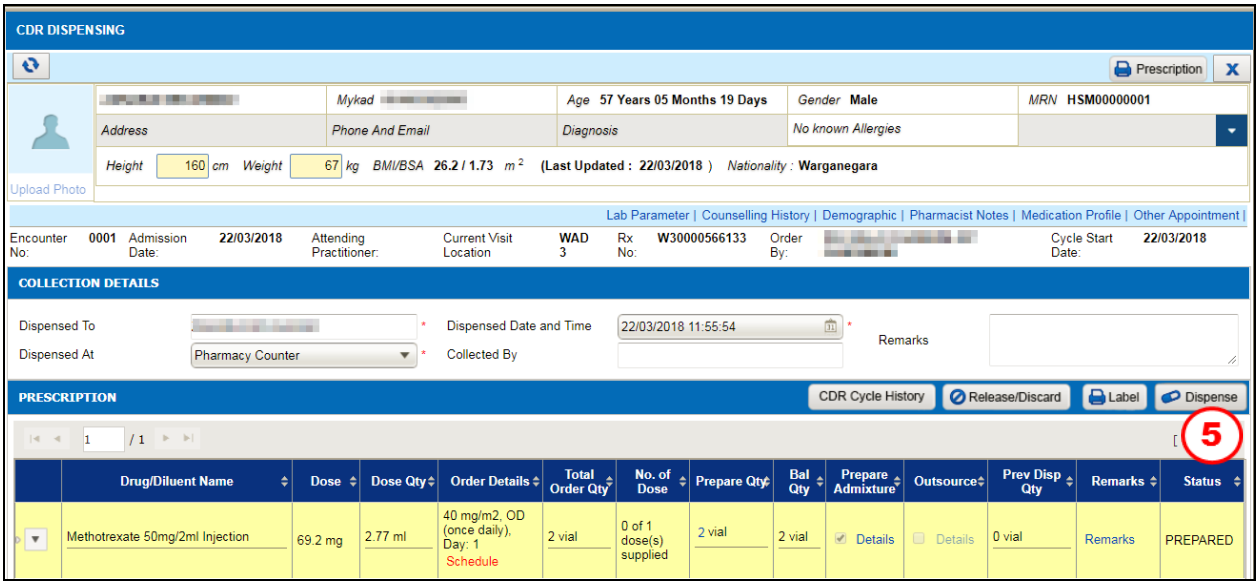


Figure 3.3-4 CDR Dispensing

STEP 5
Click on the Dispense button to dispense the medication and ***Collection Details*** window will be displayed as shown in Figure 3.3-5

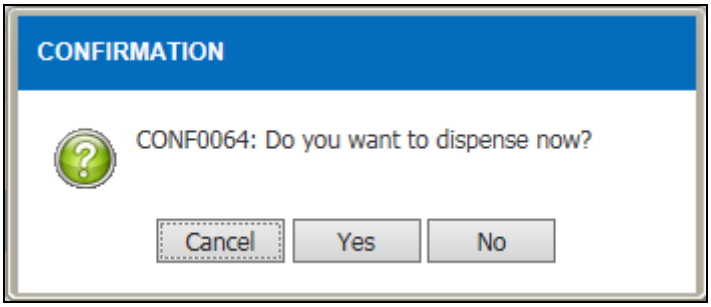


Figure 3.3-5 Alert Message

Note

- *Click on the* Yes *button to confirm the dispensing.*
- *Click on the* No *button to cancel the dispensing.*

Dispense Multiple Patient Order:

To dispense a multiple patient order, perform the steps below:

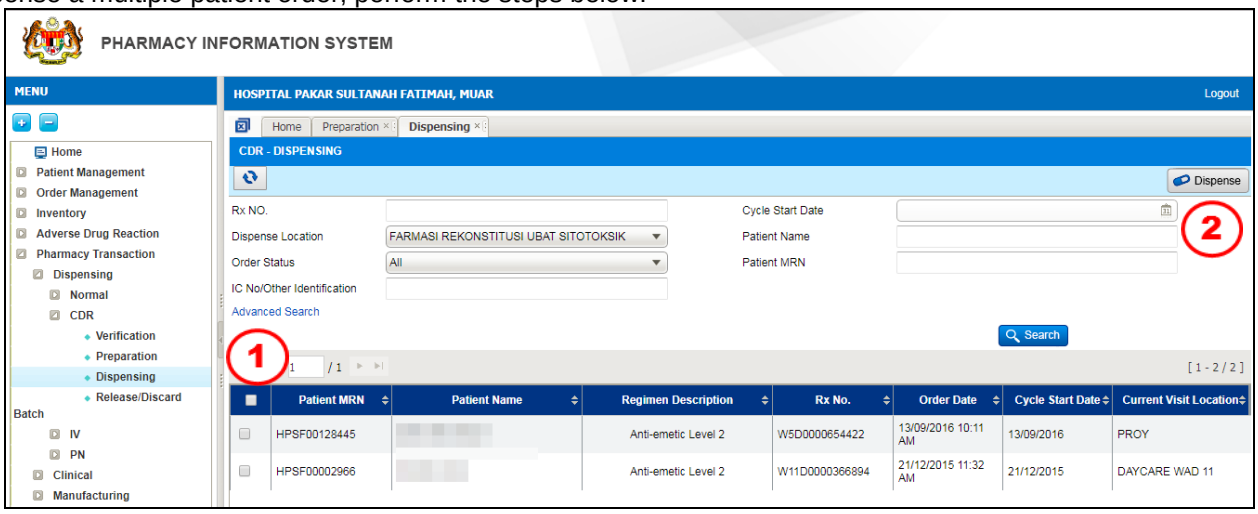


Figure 3.3-6 CDR Dispensing Listing Page

STEP 1

Click on the selected ☑ Patient MRN checkbox from the patient list

STEP 2

Click on the Dispense button to dispense the medication

Note

Allocated stocks are based on dispensing location instead of login location selected by user.

3.4 Release/Discard Batch

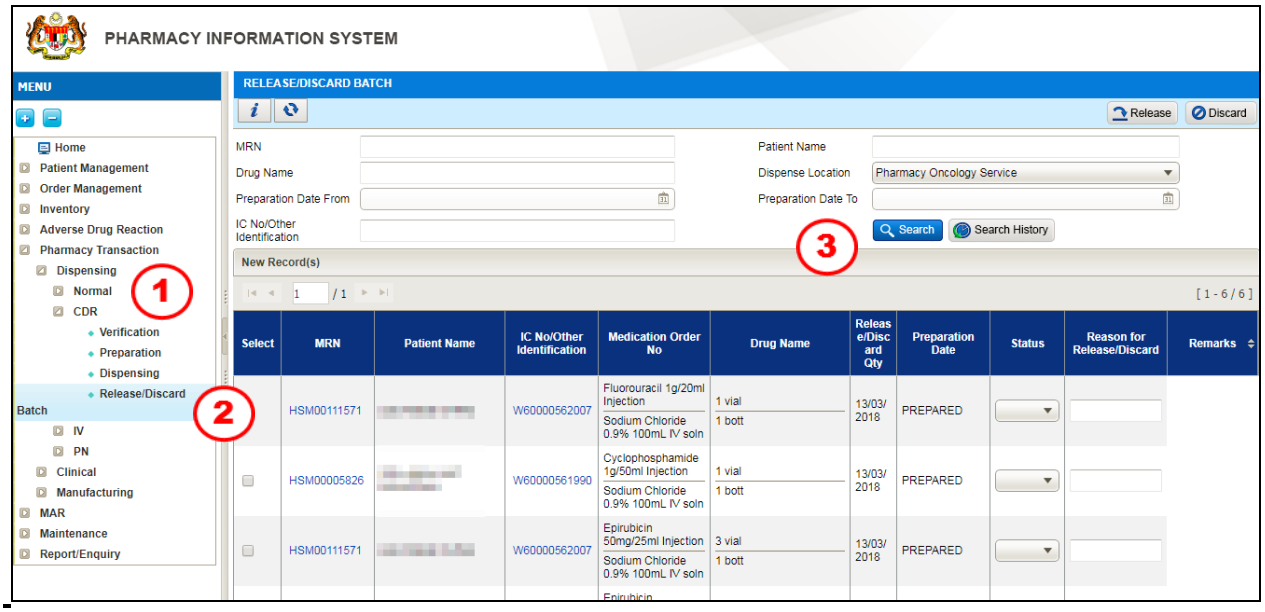


Figure 3.4-1 Release/Discard Batch Listing Page

STEP 1
Click on 'Pharmacy Transaction' menu followed by 'Dispensing' sub menu and select 'CDR'

STEP 2
Click on 'Release/Discard Batch' function

Note
Search patient records by below criteria:-

No	Field	Description	Remark
A	MRN	Patient Medical Record Number	Search option: • Type the MRN either in full or partially: *Example: HPSF00001234 or "1234"*
B	Patient Name	Patient Name	Allow to search by full or partial patient name
C	Drug Name	Drug Name	Allow to search by full or partial drug name
D	Dispense Location	Dispensing location. (It will list down all active locations)	Able to filter and search patient name by dispensing location
E	IC Number/Other Identification	Patients Identification number	Able to filter using patients identification number

Table 3.4-1

STEP 3
Click on the

button to search for patient

Note
- *Search results of patient record list will display:*
  - *MRN*
  - *Patient Name*
  - *Drug Name*
  - *Medication Order No*
  - *Preparation Date*

- *IC number*
- *Prepared Qty*
- *Status*
- *Reason for Release/Discard*
- *Remarks*

- *Click on the **MRN** hyperlink to view Medication Profile for the selected patient.*

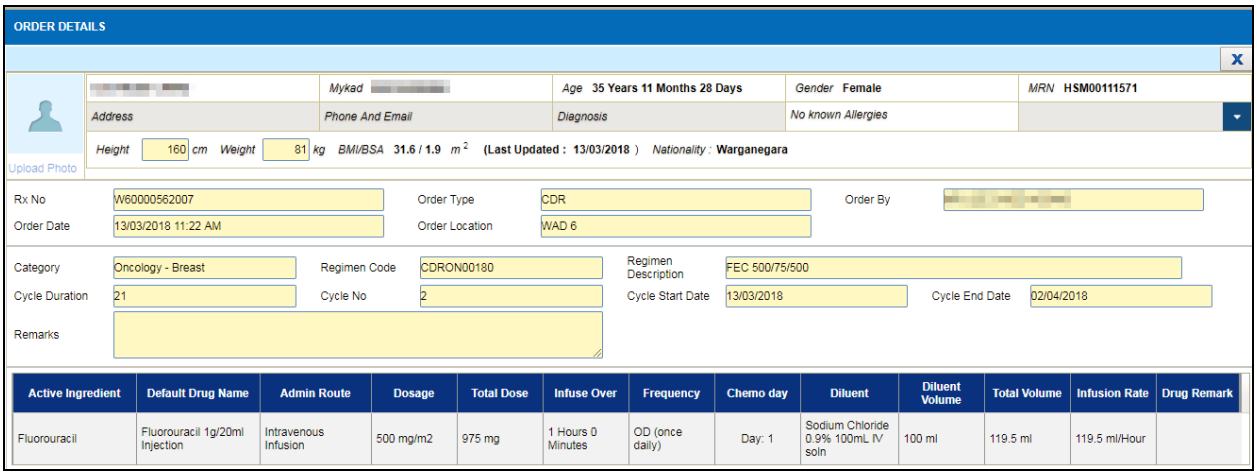


Figure 3.4-2 Medication Profile

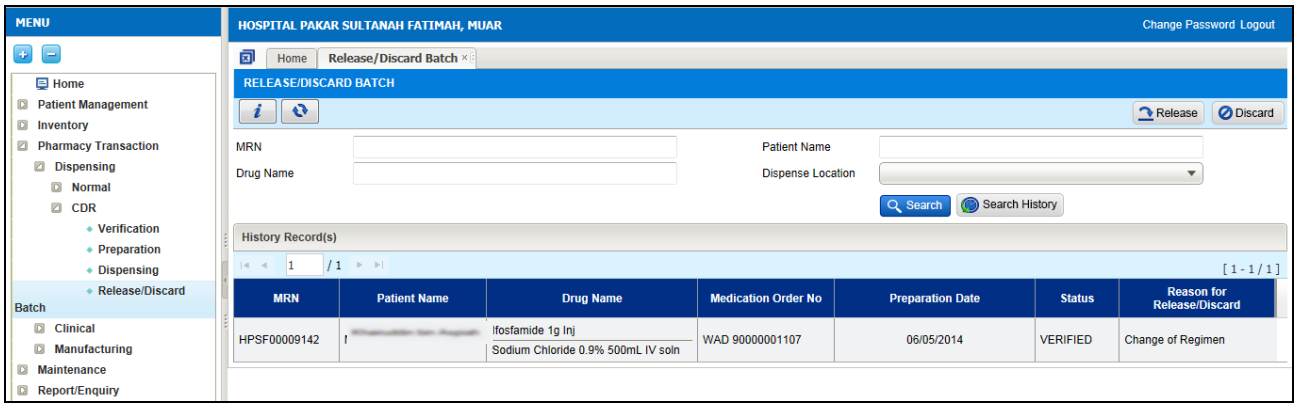


Figure 3.4-4 Release/Discard Batch History

- *Click on the*

button to view release/discard history.

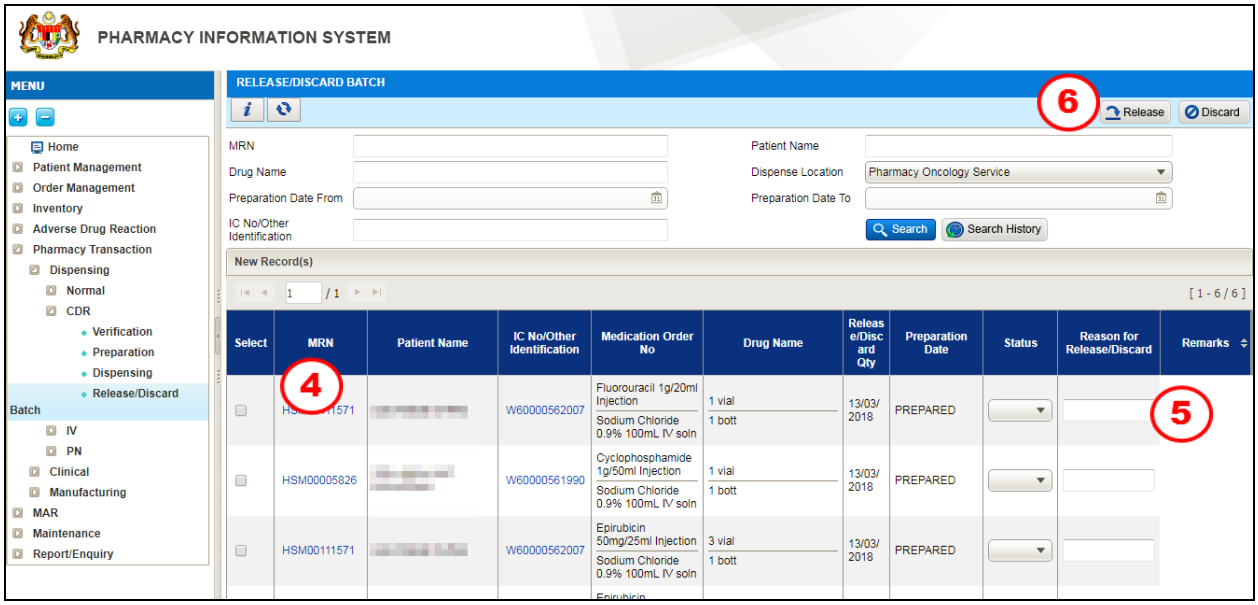


Figure 3.4-5 Release/Discard Batch Listing Page

STEP 4
Click on the selected drug ☑ checkbox

STEP 5
Select ***Reason for Discard*** from dropdown box

- Change of Regimen
- Faulty Product
- Intervention
- Patient Refused
- Uncollected
- Wrong Allocation

STEP 6
Click on the Release button to proceed release

Click on the Discard button to proceed discard

4.0 Acronyms

Abbreviation	Definition
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
MOH	Ministry Of Health
HQ	Headquarters
CDR	Cytotoxic Drug Reconstitution

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