

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

Full Based User Manual Drug Information & Consumer Education (DICE)



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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. This implementation would transform most of the current manual process to electronic system to benefit facility end user in the health care sector.

There are 12 modules to assist service 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 Drug Information & Consumer Education (DICE) module and its key features and functionalities. The primary objective is to guide users through the process of completing PhIS application process.

User will understand the following activities in details:

- To place Enquiry or to record Enquiry Request
- For the Pharmacist to verify and provide response to the enquirer

1.3. Organised Sections

These are the sections within this document:

- Section 1 : Introduction
- Section 2 : Application Standard Features
- Section 3 : Drug Information & Consumer Education (DICE)
- Section 4 : Acronyms
- Section 5 : Links to Clinical Modules

2.0 Application Standard Features

2.1 PhIS Legend

Standard Legend			
	Login to PhIS		Logout from PhIS
	Change Login Password		Reset Login Screen
	Expand Menu		Collapse Menu
	Display Home Tab		Expand Module
	Collapse Module		Close All Open Tabs
	Refresh Screen		Search Record
	Add/Create New Record		Show Help
	Print		Mandatory Field
	Calendar Icon		Search Icon
	Close Window		Radio Button
	Checkbox		Edit Record
	Cancel		Delete Record
	Save		Export and Open Report in Excel Format
	Add Item to the list		Delete Item from the list
	Request for Approval		Cancel the Request
	Approve Transaction		Reject Transaction
	Send for Approval		Dropdown Box
	Automatically Display/Retrieve Box		Empty Text Box



Note

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

2.2 Latest Enhancement and Updates

Latest Functions	Page
Add filter for "Enquiry Receive By", "Verified By", "Responded By" at the searching criteria	7
Change Drug Information printing format	30

3.0 Drug Information & Consumer Education (DICE)

Overview

This module will provide a portal for the hospital community to share and acquire medical related information and advisory knowledge. It also allows user to record enquiries on drug issues and provides information back to the enquirer.

User Group

Doctor/Medical Assistant/Nurse/ Pharmacist. (subject to user assign by the facility)

Functional Diagram

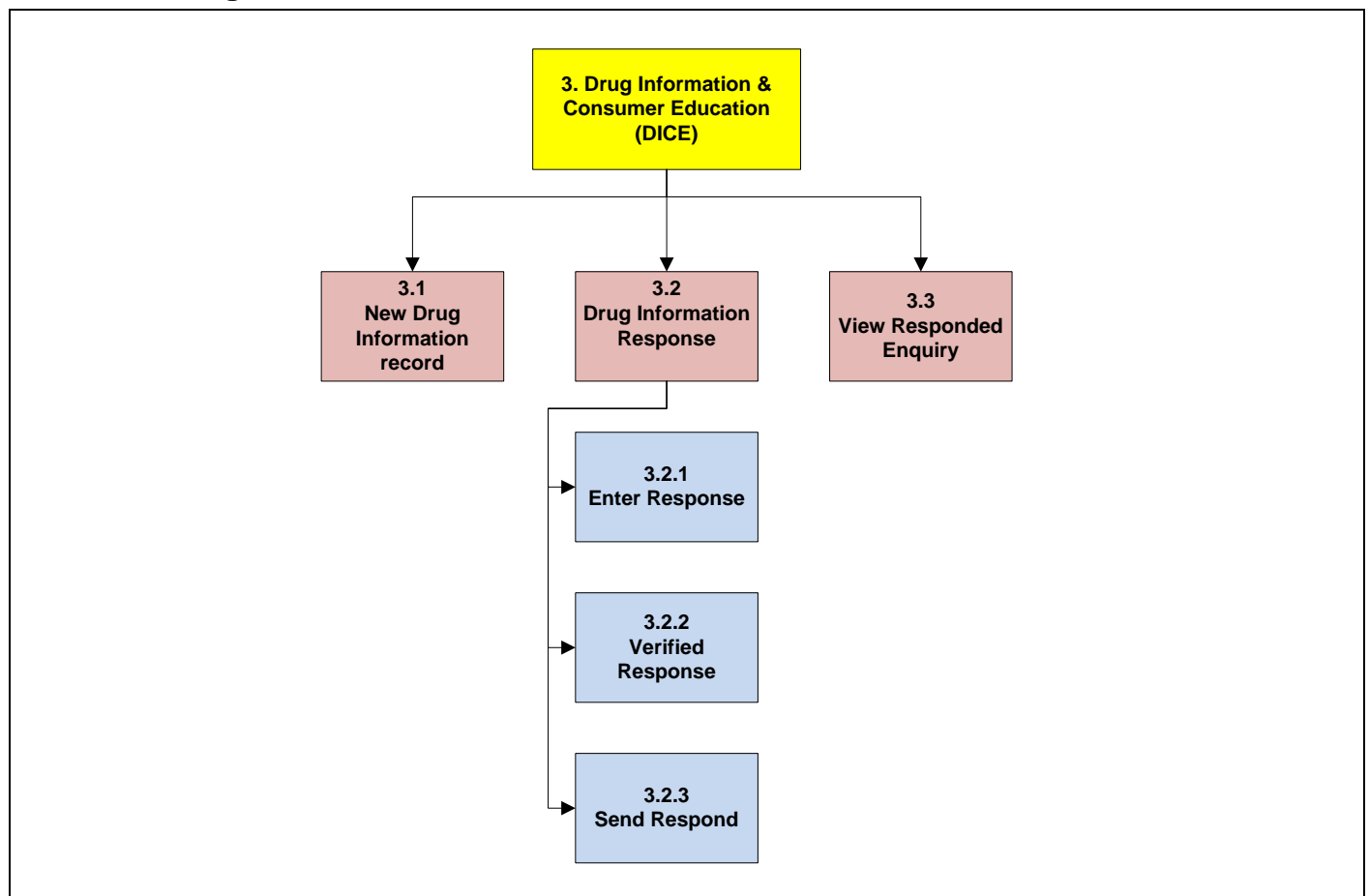


Figure 3.0

Functional Description

Drug Information & Consumer Education (DICE) comprise of three (3) main functions:

- **New Drug Information record**

To log enquiry online from PhIS users or from the public regarding drugs such as therapeutics, adverse effects, pharmacokinetics, interactions, drug identification and availability, drug administration, pharmaceuticals and pharmacy administration.

- **Drug Information Response**

To enter and verify the response towards the enquiries received. All responded enquiries will be pushed to the HQ and to be submitted in KYM website or/and PhIS Portal.

- **View Responded Enquiry**

Enquirer will be able to view the response from the Pharmacist regarding the enquiry made.

3.1 New Drug Information record

This function is used to create a new Drug Information record

3.1.1 Drug Information Listing Page

This function is used to display all the existing Drug Information transaction(s).

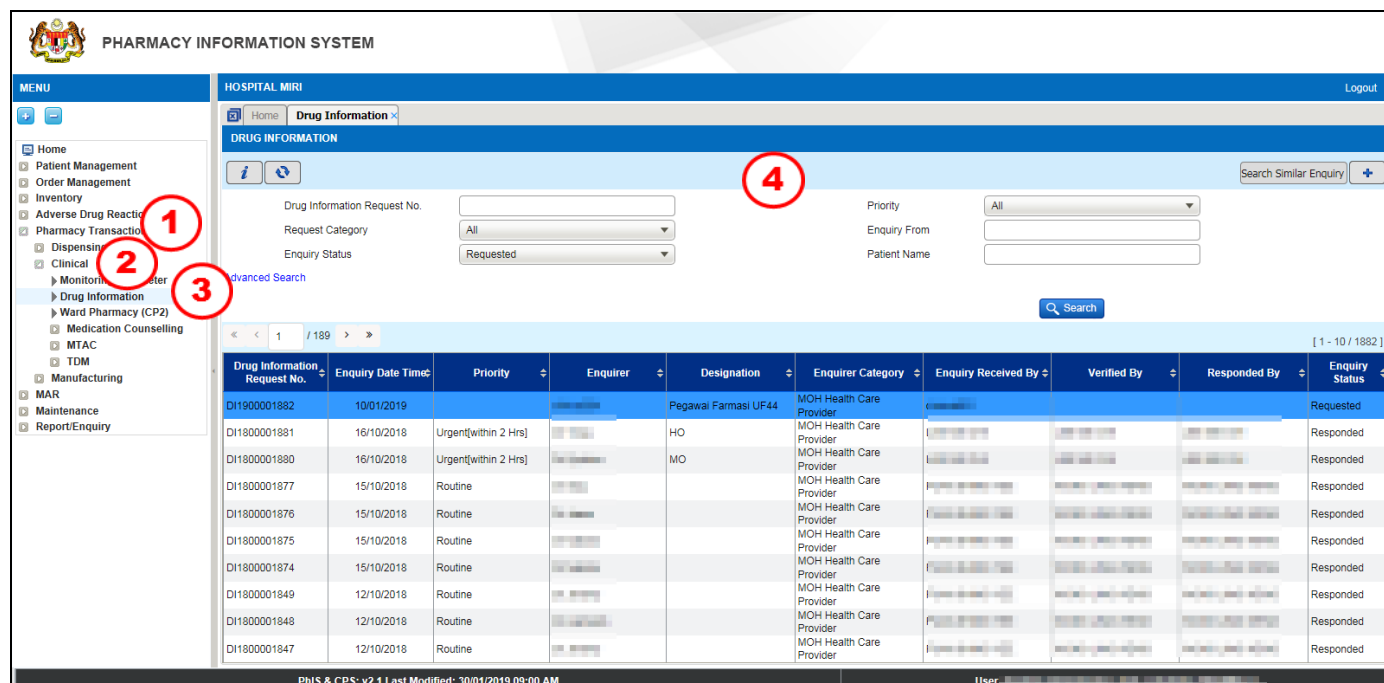


Figure 3.1.1-1 Drug Information Listing Page

Note

- This module will be used by all Healthcare Professional to record new enquiry about Drug Information and seek response from the DI Pharmacist in the facility.
- User is allowed to view a list of Drug Information records on the listing page depending on the user's access rights:
 - Pharmacist – Able to view all Drug Information records logged by users
 - Other user – Only able to view the Drug Information record(s) submitted by themselves

STEP 1

Click on 'Pharmacy Transaction' Menu

STEP 2

Click on 'Clinical'

STEP 3

Click on 'Drug Information' sub menu

STEP 4

To search for existing Drug Information transaction, user can search by criteria as follows:

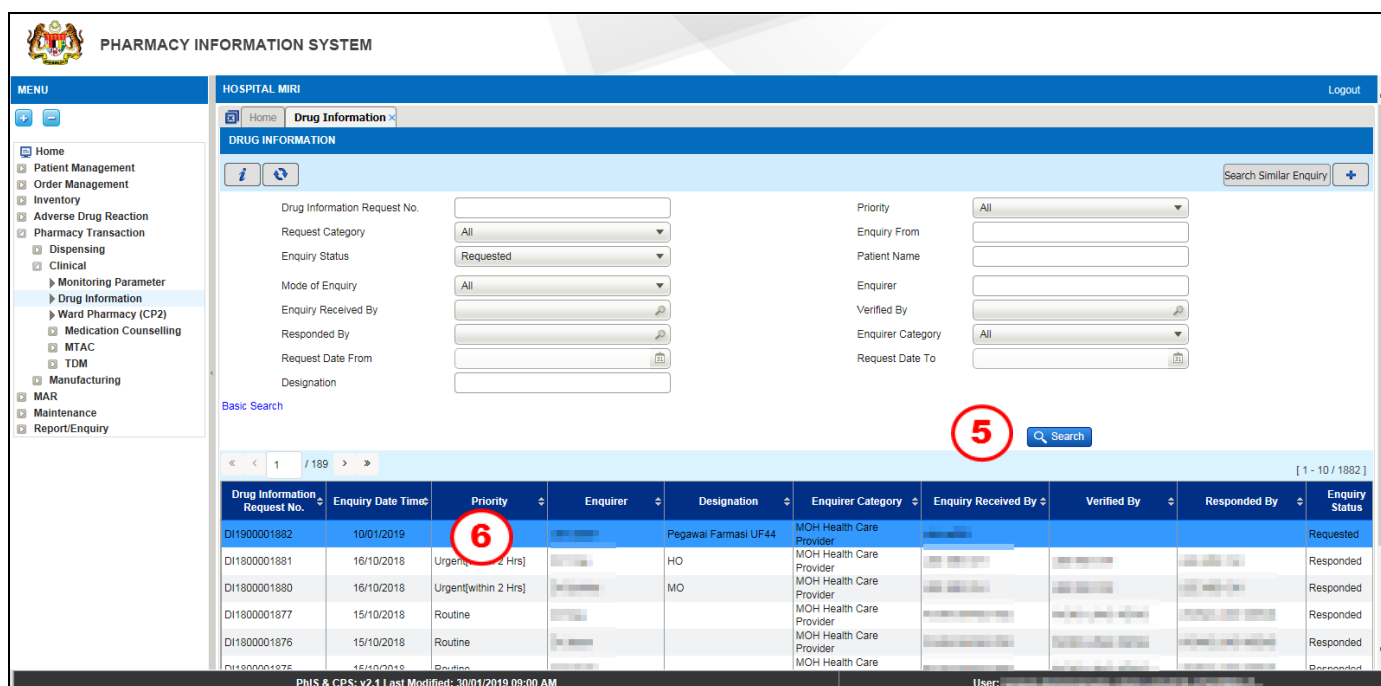
No	Field	Description	Remark
a	Drug Information Request No.	The number is generated when user saves a newly created Drug Information record	Enter partial or full criteria for Drug Information Request No. Filter and search existing records based on the Drug Information Request No.

b	Priority	Select Priority from the drop down menu: <ul style="list-style-type: none"> - All - Medium [within 24 Hours] - Routine - Urgent [within 2 Hours] 	If the Priority is enter in a newly created Drug Information record, user will be able to search using Priority as the criteria
c	Request Category	Select Request Category from the drop down menu: <ul style="list-style-type: none"> - All - Adverse Effect - Contraindication - Dose/Administration - Drug - General Product Information - Indication - Others - Parenteral Nutrition - Pharmaceutical Availability - Pharmaceutical Compatibility - Pharmaceutical Identification - Pharmacokinetic - Poisoning/Overdose 	If the Request Category is enter in a newly created Drug Information record, user will be able to search using Request Category as the criteria
d	Enquiry From	Enter Department/Unit Name or Facility Name	Filter and search existing records based on the Enquiry From
e	Enquiry Status	<ul style="list-style-type: none"> • Select Status from the drop down menu if the logged in user is the Pharmacist: <ul style="list-style-type: none"> - All - Verified - Requested - Responded • Select Status from the drop down menu if the logged in user is other than the Pharmacist: <ul style="list-style-type: none"> - All - Requested - Responded 	Filter and search existing records based on the Enquiry Status
f	Patient Name	Patient's name	Allow to search by patient full name or partial

Table 3.1.1-1

Note

Click on the **Advanced Search** hyperlink for advance search. The system will display additional fields as below:



PHARMACY INFORMATION SYSTEM

HOSPITAL MIRI

DRUG INFORMATION

Search Similar Enquiry +

Drug Information Request No.

Request Category

Enquiry Status

Mode of Enquiry

Enquiry Received By

Responded By

Request Date From

Designation

Priority

Enquiry From

Patient Name

Enquirer

Verified By

Enquirer Category

Request Date To

Basic Search

Search

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Drug Information Request No.	Enquiry Date Time	Priority	Enquirer	Designation	Enquirer Category	Enquiry Received By	Verified By	Responded By	Enquiry Status
DI1900001882	10/01/2019			Pegawai Farmasi UF44	MOH Health Care Provider				Requested
DI1800001881	16/10/2018	Urgent (within 2 Hrs)		HO	MOH Health Care Provider				Responded
DI1800001880	16/10/2018	Urgent (within 2 Hrs)		MO	MOH Health Care Provider				Responded
DI1800001877	15/10/2018	Routine			MOH Health Care Provider				Responded
DI1800001876	15/10/2018	Routine			MOH Health Care Provider				Responded

PhIS & CPS: v2.1.1 Last Modified: 30/01/2019 09:00 AM

User: [Name]

Figure 3.1.1-2 Drug Information Listing Page

No	Field	Description	Remark
a	Enquiry Received By	Search user who received the enquiry	Filter and search existing records based on the Enquiry Received By
b	Responded By	Search user who respond to the enquiry	Filter and search existing records based on the Responded By
c	Verified By	Search user who verify the response	Filter and search existing records based on the Verified By
d	Mode of Enquiry	Select Mode of Enquiry from the drop down menu: <ul style="list-style-type: none"> All Drug Info for educational/counselling E-mail Fax In person Online Telephone Verbal/Walk in 	If the Mode of Enquiry is enter in a newly created Drug Information record, user will be able to search using Mode of Enquiry as the criteria
e	Enquirer	Enter Enquirer Name	Enter a partial or full criteria for Enquirer
f	Request Date From	Start date to be selected from calendar	Filter and search existing records based on the Request Date From
g	Request Date To	End date to be selected from calendar	Filter and search existing records based on the Request Date To
h	Enquirer Category	Select Mode of Enquiry from the drop down menu: <ul style="list-style-type: none"> All MOH Health Care Provider Non MOH Health Care Provider Public 	Filter and search existing records based on the Enquirer Category
i	Designation	Enter Designation	Enter a partial or full criteria for Designation

Table 3.1.1-2

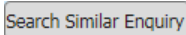
STEP 5

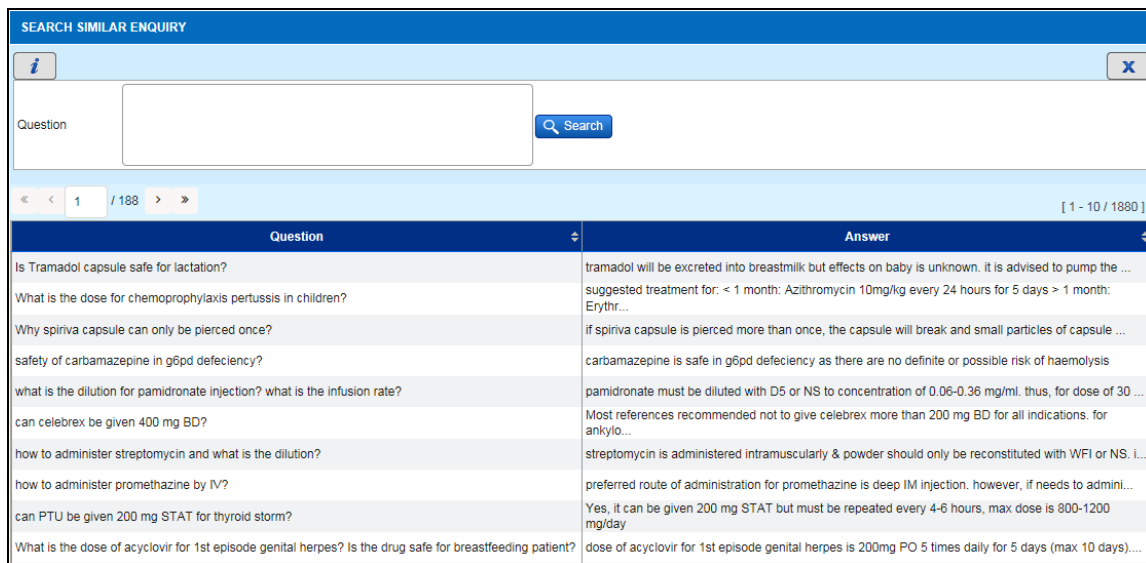
Click on the  button after input of criteria

STEP 6


Double click on the selected record and the details of a Drug Information report in PDF form will be displayed

Note

- This information will be automatically displayed based on the Drug Information record selected:
 - Drug Information Request No.
 - Enquiry Date Time
 - Priority
 - Enquirer
 - Enquiry Received By
 - Verified By
 - Responded By
 - Enquiry Status
- User is allowed to search for similar enquiry by click on the  button and Search Similar Enquiry screen will ne display as Figure 3.1.1-3



SEARCH SIMILAR ENQUIRY

Question 

< 1 / 188 >

Question	Answer
Is Tramadol capsule safe for lactation?	tramadol will be excreted into breastmilk but effects on baby is unknown. It is advised to pump the ...
What is the dose for chemoprophylaxis pertussis in children?	suggested treatment for: < 1 month: Azithromycin 10mg/kg every 24 hours for 5 days > 1 month: Erythr...
Why spiriva capsule can only be pierced once?	if spiriva capsule is pierced more than once, the capsule will break and small particles of capsule ...
safety of carbamazepine in g6pd deficiency?	carbamazepine is safe in g6pd deficiency as there are no definite or possible risk of haemolysis
what is the dilution for pamidronate injection? what is the infusion rate?	pamidronate must be diluted with D5 or NS to concentration of 0.06-0.36 mg/ml. thus, for dose of 30 ...
can celebrex be given 400 mg BD?	Most references recommended not to give celebrex more than 200 mg BD for all indications. for ankylo...
how to administer streptomycin and what is the dilution?	streptomycin is administered intramuscularly & powder should only be reconstituted with WFI or NS. i...
how to administer promethazine by IV?	preferred route of administration for promethazine is deep IM injection. however, if needs to admini...
can PTU be given 200 mg STAT for thyroid storm?	Yes, it can be given 200 mg STAT but must be repeated every 4-6 hours, max dose is 800-1200 mg/day
What is the dose of acyclovir for 1st episode genital herpes? Is the drug safe for breastfeeding patient?	dose of acyclovir for 1st episode genital herpes is 200mg PO 5 times daily for 5 days (max 10 days)....

[1 - 10 / 1880]

Figure 3.1.1-3 Search Similar Enquiry

Note

Enter Question then click on the  button and similar enquiry will be display

3.1.2 Record and Submit Enquiry

Enquiry can be received from the patient, public or other medical staff from the facility who do not have access to PhIS. However, any PhIS user will be able to access, record and send the enquiry to the Pharmacist.

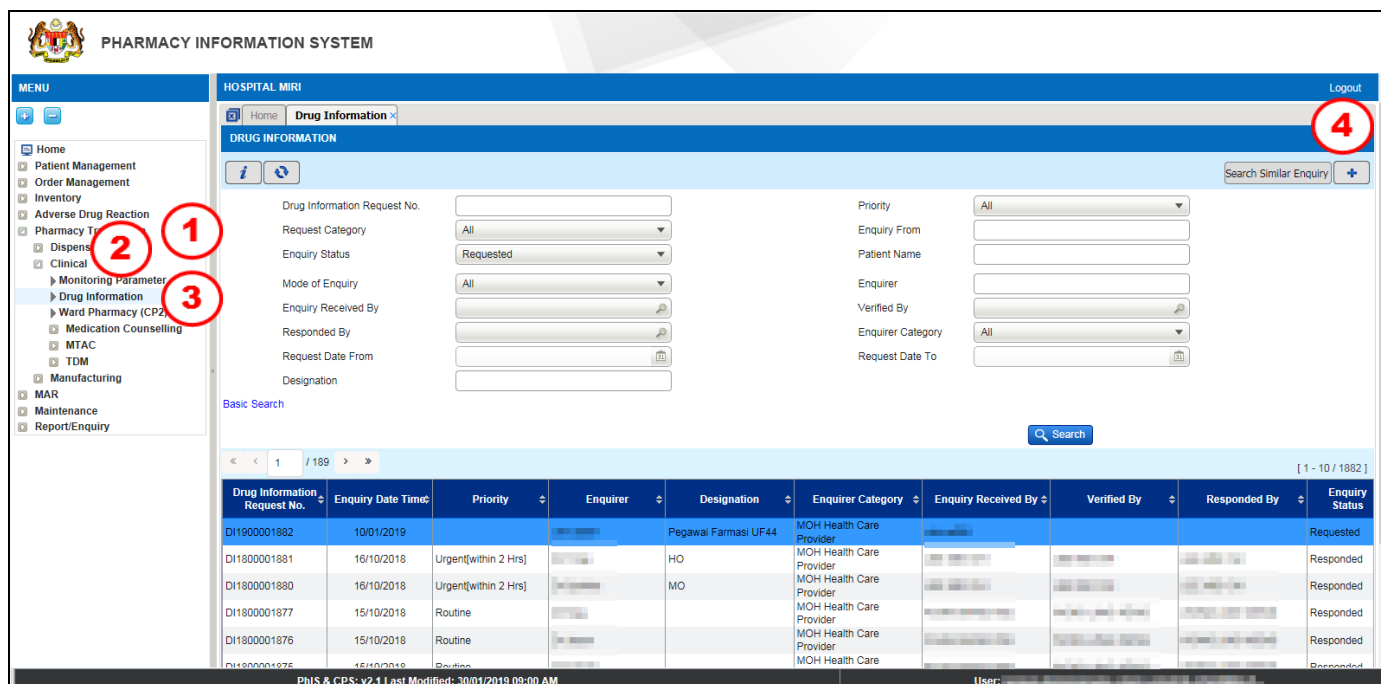


Figure 3.1.2-1 Create New Drug Information

STEP 1

Click on 'Pharmacy Transaction' Menu


STEP 2

Click on 'Clinical'

STEP 3

Click on 'Drug Information' sub menu

STEP 4

Click on the  button and the Drug Information screen will be displayed as shown in Figure 3.1.2-2

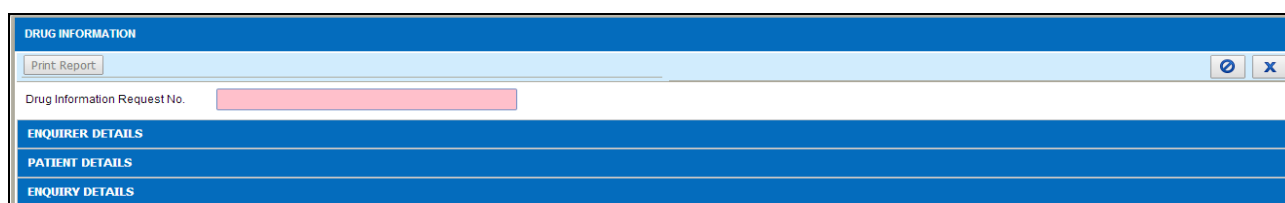


Figure 3.1.2-2 Drug Information

Note

- There are three (3) sections that have to be filled in the Drug Information screen as show in Figure 3.1.2-2:
 - Enquirer Details
 - Patient Details
 - Enquiry Details

a) Enquirer Details section

ENQUIRER DETAILS	
Autofill my profile <input type="checkbox"/>	
Enquirer Name <input type="text"/>	Enquiry From <input type="radio"/> Within facility / Department
Designation <input type="text"/>	<input type="text"/>
Enquirer Category <input type="text" value="-Select-"/>	<input type="radio"/> External facility / Name of Facility
Enquiry Date & Time <input type="text" value="04/10/2019 03:44:33 PM"/>	<input type="text"/>
Enquirer Address <input type="text"/>	Priority <input type="text" value="-Select-"/>
Respond Address <input type="text"/>	Mode Of Enquiry <input type="text" value="-Select-"/>
Phone No <input type="text"/>	Fax No <input type="text"/>
Email <input type="text"/>	

Figure 3.1.2-3 Enquirer Details section

- This section will record the enquirer's details.
- **Enquiry Date & Time** will be defaulted to the system Date and Time and user is allowed to select back dated for 5 days

ENQUIRER DETAILS	
Autofill my profile <input checked="" type="checkbox"/>	
Enquirer Name <input type="text" value="Pegawai Farmasi UF48"/>	Enquiry From <input type="radio"/> Within facility / Department
Designation <input type="text" value="Pegawai Farmasi UF48"/>	<input type="text"/>
Enquirer Category <input type="text" value="MOH Health Care Provider"/>	<input type="radio"/> External facility / Name of Facility
Enquiry Date & Time <input type="text" value="04/10/2019 03:44:33 PM"/>	<input type="text"/>
Enquirer Address <input type="text"/>	Priority <input type="text" value="-Select-"/>
Respond Address <input type="text"/>	Mode Of Enquiry <input type="text" value="-Select-"/>
Phone No <input type="text" value="105"/>	Fax No <input type="text"/>
Email <input type="text" value="farmasihpst@moh.gov.my"/>	

Figure 3.1.2-4 Enquirer Details section

Note

- Check the **Auto Fill My Profile** checkbox. This information will be captured based on the user login ID:
 - Enquirer Name
 - Designation
 - Enquirer Category
 - Enquirer Address
 - Phone No.
 - Email
- Select **MOH Healthcare Provider** if the enquirer is a MOH staff.
- Select **Non MOH Health Care Provider** if the enquirer is not a MOH staff.
- Select **Public** if the enquirer is from the public.

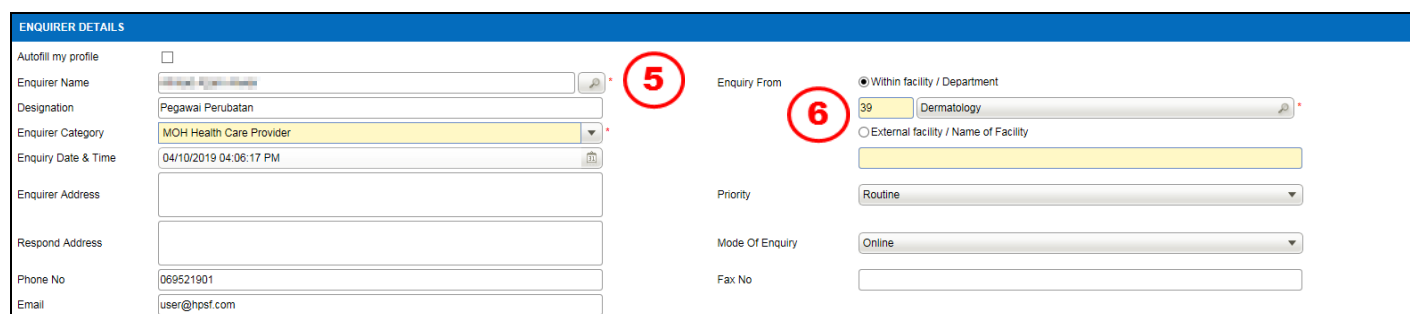


Figure 3.1.2-5 Enquirer Details section

Note

Uncheck the **Auto Fill My Profile** checkbox if the person enquiring and the person who is logged-in to the system are not the same person

STEP 5

Click on the **Enquirer Name**  button to search for user ID

Note

- **Designation , Enquirer Category, Phone and Email** will be auto display based on the user ID information
- if the enquirer is not registered in the system, user need to fill in :
 - a) **Enquirer Name**
 - b) **Designation** (if applicable)
 - c) **Enquirer Category**

STEP 6

Select **Enquiry From** 'Within facility/Department' or 'External Facility/Name of facility' radio button

Note

- If '**Within facility/Department**' radio button is selected, select **Department** name from the dropdown box.
- If '**External Facility/Name of Facility**' radio button is selected, enter the **External Facility/Name of Facility**.

OPTIONAL FIELDS – Enquirer Details Section

Select and enter the below optional fields:

- **Designation** – Enter a free text for the enquirer's designation.
- **Enquirer Address** - Enter a free text for the enquirer's address.
- **Respond Address** - Enter a free text for the enquirer's respond address.
- **Fax No.** – Enter Fax No. if the respond is required to be faxed over to the enquirer.
- **Priority** - This is to indicate the urgency for the Pharmacist to respond to the enquiry. Select from the drop down menu:
 - a) Medium [within 24 Hours]
 - b) Routine
 - c) Urgent [within 2 Hours]
- Select **Mode of Enquiry** from the drop down menu:
 - a) Drug Info for educational/counseling
 - b) E-mail
 - c) Fax
 - d) In person
 - e) Online
 - f) Telephone
 - g) Verbal/Walk in

ENQUIRER DETAILS	
Autofill my profile <input type="checkbox"/>	
Enquirer Name <input type="text"/>	Enquiry From <input checked="" type="radio"/> Within facility / Department
Designation <input type="text"/>	<input type="text" value="39"/> Dermatology
Enquirer Category <input type="text" value="MOH Health Care Provider"/>	<input type="radio"/> External facility / Name of Facility
Enquiry Date & Time <input type="text" value="04/10/2019 04:06:17 PM"/>	<input type="text"/>
Enquirer Address <input type="text"/>	Priority <input type="text" value="Routine"/>
Respond Address <input type="text"/>	Mode Of Enquiry <input type="text" value="Online"/>
Phone No <input type="text" value="069521901"/>	Fax No <input type="text"/>
Email <input type="text" value="user@hpsf.com"/>	

Figure 3.1.2-6 Enquirer Details

STEP 7

Enter information into these optional fields:

- Enquirer Address**
- Respond Address**
- Fax No.**

STEP 8

Select **Priority** from the dropdown box

- Medium [within 24 hrs]
- Routine
- Urgent [within 2 hrs]

STEP 9

Select **Mode of Enquiry** from the dropdown box (Optional)

- Drug Info for educational/counseling
- E-mail
- Fax
- In person
- Online
- Telephone
- Verbal/Walk in

b) Patient Details section

PATIENT DETAILS	
MRN <input type="text"/>	Patient Name <input type="text" value="CXXXX XXXXX XX"/>
IC/Passport No <input type="text"/>	Age <input type="text" value="16"/> yrs
Doctor <input type="text"/>	Gender <input type="text" value="M"/>
Additional Details <input type="text"/>	Height <input type="text"/> cm
	Weight <input type="text"/> kg
	BMI <input type="text"/> kg/m ²

Figure 3.1.2-7 Patient Details section

STEP 10

Click on the **MRN**  button to search for Patient

Note

- This section is optional to be filled if the enquiry comes from the patient registered at the facility.
- All fields under the Patient Details section are optional to be selected and entered

OPTIONAL FIELDS – Patient Details Section

Select and enter the below optional fields:

- MRN** – Search for patient's Medical Record Number. **Patient Name, Age, Gender, Height, Weight, BMI, and**

Doctor details will be displayed automatically from the selected MRN (If available)

- Enter **Additional Details** of the patient if applicable.

c) **Enquiry Details section**

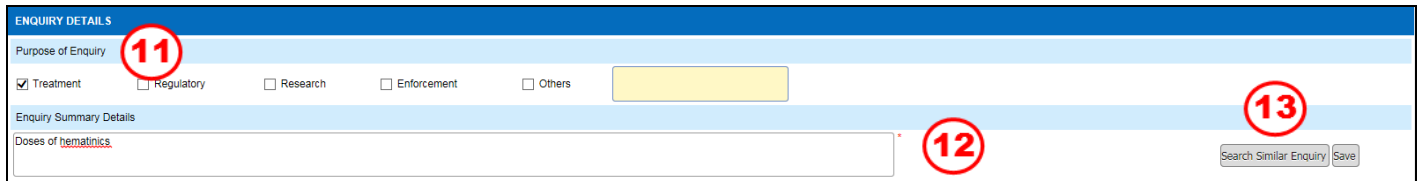


Figure 3.1.2-8 Enquiry Details section

Note

This section indicates information entered by the enquirer

STEP 11

Select the **Purpose of Enquiry** checkbox as appropriate

- Treatment
- Research
- Regulatory
- Enforcement
- Others

Note

- User can select more than one (1) checkbox
- if Purpose of Enquiry selected as Others, field will be enable for user to enter information


STEP 12

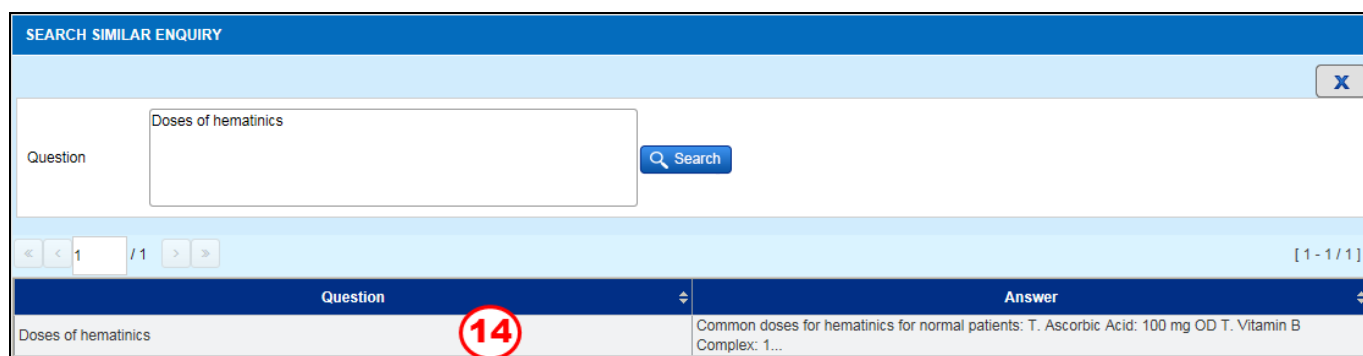
Enter the **Enquiry Summary Details**

STEP 13

Click on the  button to search for similar enquiry asked

Note

- All the similar enquiry(s) will be listed on screen as show in Figure 3.2.1-9
- User can search by entering partial or full criteria and click on the  button. System will list down all the answer(s) related to the searched question.
- If the search is not matched, no results will be displayed as shown in Figure 3.2.1-10



SEARCH SIMILAR ENQUIRY

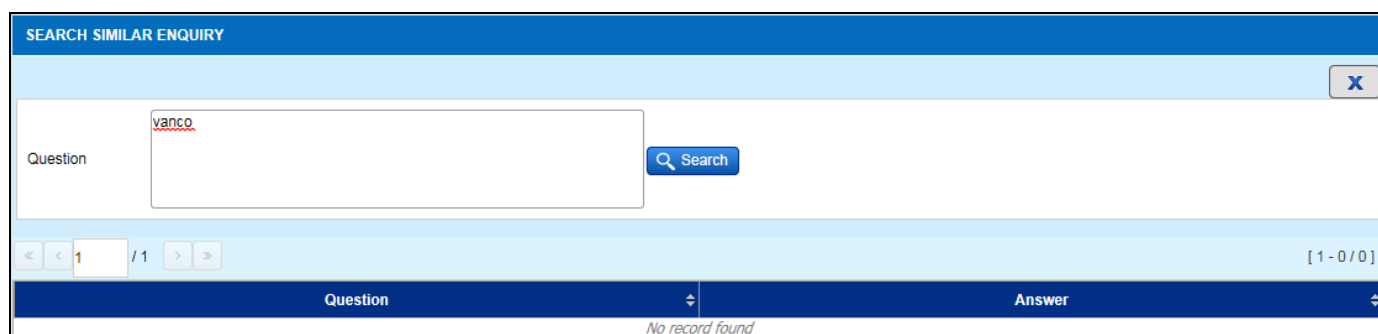
Question: Doses of hematinics

Search

1 / 1 [1 - 1 / 1]

Question	Answer
Doses of hematinics	Common doses for hematinics for normal patients: T. Ascorbic Acid: 100 mg OD T. Vitamin B Complex: 1...

Figure 3.1.2-9 Search Similar Enquiry



SEARCH SIMILAR ENQUIRY

Question: vanco

Search

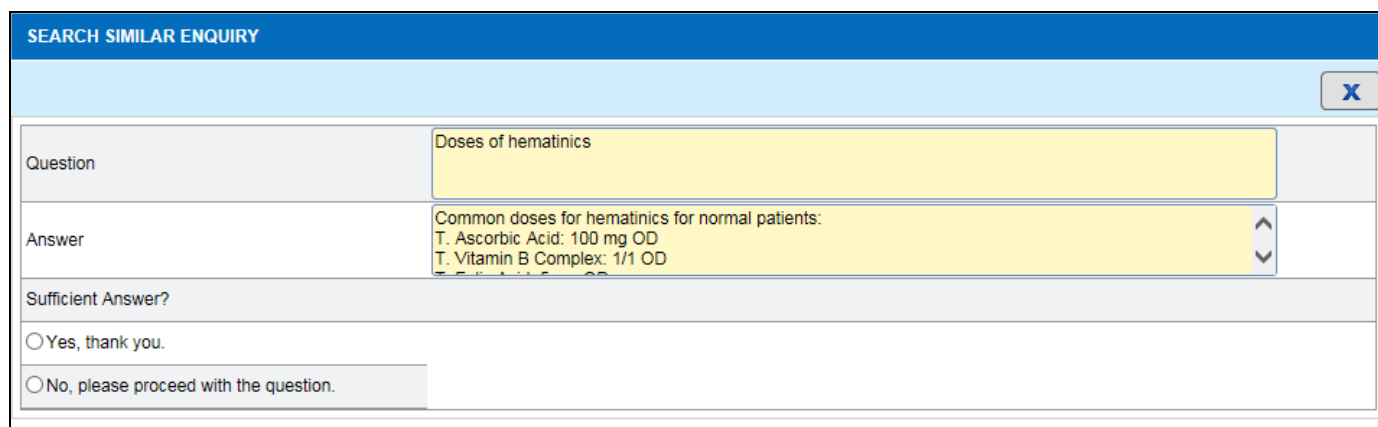
1 / 1 [1 - 0 / 0]

No record found

Figure 3.1.2-10 No Similar Enquiry found

STEP 14

Double click on the answer from the Search Similar Enquiry section and new window will display as shown in Figure 3.1.2-11



SEARCH SIMILAR ENQUIRY

Question: Doses of hematinics

Answer: Common doses for hematinics for normal patients:
T. Ascorbic Acid: 100 mg OD
T. Vitamin B Complex: 1/1 OD

Sufficient Answer?

☐ Yes, thank you.

☐ No, please proceed with the question.

Figure 3.1.2-11 Similar Enquiry existed

Note

- If 'Yes' option is selected from the radio button for the field **Sufficient Answer?** The Drug Information screen will be closed and the user will be redirected to the Listing Page.
- If 'No' option is selected from the radio button for the field **Sufficient Answer?** The user will be redirected back to the Drug Information screen to submit the enquiry for response from the Pharmacist.

ENQUIRY DETAILS

Purpose of Enquiry

☒ Treatment
 ☐ Regulatory
 ☐ Research
 ☐ Enforcement
 ☐ Others

Enquiry Summary Details


Doses of hematinics

Search Similar Enquiry

Save


Figure 3.1.2-12 Enquiry Details section

STEP 15

Click on the  button to send the enquiry for response to the pharmacist

Note

- **Drug Information Request No** will be generated automatically for future reference.
- The enquiry **Status** will change to 'Requested' as shown in Figure 3.1.2-14
- Record with Status as 'Requested' cannot be opened if the Pharmacist does not verify the record. However, the report in PDF is available to be viewed/printed.



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home

Drug Information

Home

Patient Management

Order Management

Inventory

Adverse Drug Reaction

Pharmacy Transaction

Dispensing

Clinical

Lab Parameter

Drug Information

Medication Counselling

MTAC

TDM

Ward Pharmacy (CP2)

Manufacturing

MAR

Maintenance

Report/Enquiry

Drug Information Request No.

DI1700002386

Request Category

All

Enquiry Status

Requested

Mode of Enquiry

All

Enquiry Received By

Responded By

Request Date From

Priority

All

Enquiry From

Patient Name

Enquirer

Verified By

Request Date To

Basic Search

Search

1 / 1

[1 - 1 / 1]

Drug Information Request No.	Enquiry Date Time	Priority	Enquirer	Enquiry Received By	Verified By	Responded By	Enquiry Status
DI1700002386	11/07/2017	Medium[within 24 Hrs]	Dr				Requested

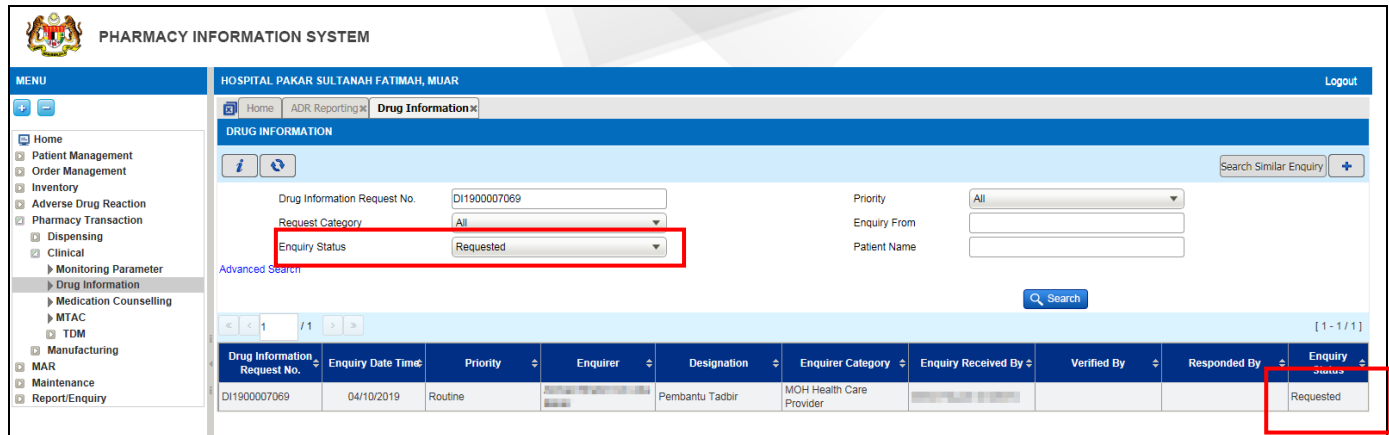
Figure 3.1.2-14 Enquiry Status = Requested

3.2 Drug Information Response

The Pharmacist will be able to see all the details entered by the enquirer with an additional section: Response Details

3.2.1 Enter Response

The DI Pharmacist/Assistant Pharmacist will be responsible to receive enquiries



PHARMACY INFORMATION SYSTEM

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Logout

Home | ADR Reporting | **Drug Information**

DRUG INFORMATION

Drug Information Request No. DI1900007069

Request Category: All

Enquiry Status: Requested

Priority: All

Enquiry From:

Patient Name:

Advanced Search

Search

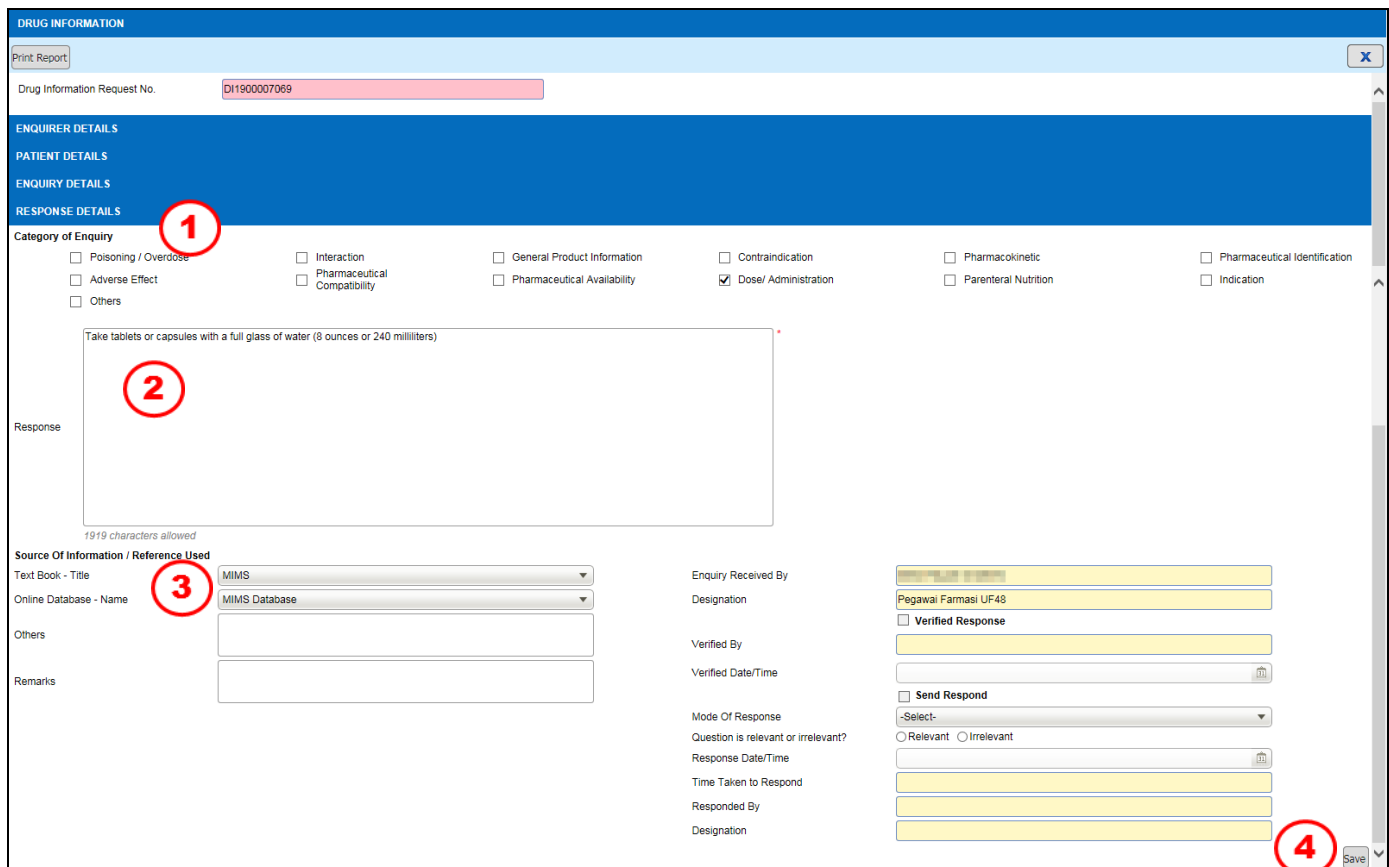
[1 - 1 / 1]

Drug Information Request No.	Enquiry Date Time	Priority	Enquirer	Designation	Enquirer Category	Enquiry Received By	Verified By	Responded By	Enquiry Status
DI1900007069	04/10/2019	Routine		Pembantu Tadbir	MOH Health Care Provider				Requested

Figure 3.2.1-1 Enquiry Status = Requested

Note

Refer to section 3.1.1 Drug Information Listing Page to search for the 'Requested' Drug Information record.



DRUG INFORMATION

Print Report

Drug Information Request No. DI1900007069

ENQUIRER DETAILS

PATIENT DETAILS

ENQUIRY DETAILS

RESPONSE DETAILS

Category of Enquiry

☐ Poisoning / Overdose

☐ Interaction

☐ General Product Information

☐ Contraindication

☐ Pharmacokinetic

☐ Pharmaceutical Identification

☐ Adverse Effect

☐ Pharmaceutical Compatibility

☐ Pharmaceutical Availability

☒ Dose/ Administration

☐ Parenteral Nutrition

☐ Indication

☐ Others

Take tablets or capsules with a full glass of water (8 ounces or 240 milliliters)

Response

1919 characters allowed

Source Of Information / Reference Used

Text Book - Title: MIMS

Online Database - Name: MIMS Database

Others:

Remarks:

Enquiry Received By: Pegawai Farmasi UF48

Designation: Verified Response

Verified By:

Verified Date/Time:

Mode Of Response: -Select-

Question is relevant or irrelevant? ☐ Relevant ☐ Irrelevant

Response Date/Time:

Time Taken to Respond:

Responded By:

Designation:

Send Response

Save

Figure 3.2.1-2 Response Details

STEP 1

Select at least one of the **Category of Enquiry** checkbox as appropriate. The user can select more than one category.

Note

Alert message as shown in Figure 3.2.1-3 will be prompted if no **Category of Enquiry** check box is selected.

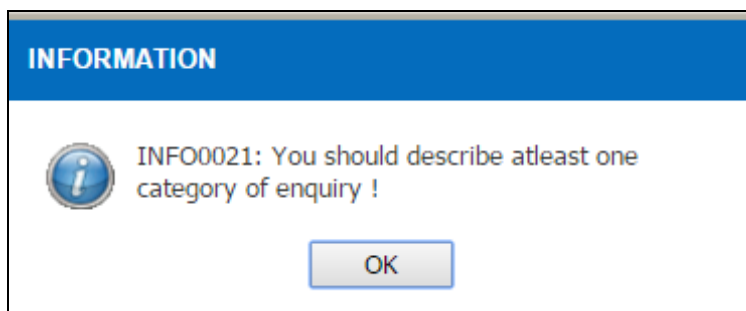


Figure 3.2.1-3 Select at least one Category of Enquiry

STEP 2


Enter the answer/respond for the enquiry received in the **Response field**

STEP 3

Select this optional field:

- a) **Text Book – Title**
- b) **Online Database – Name**
- c) **Other** and **Remarks** Field

STEP 4

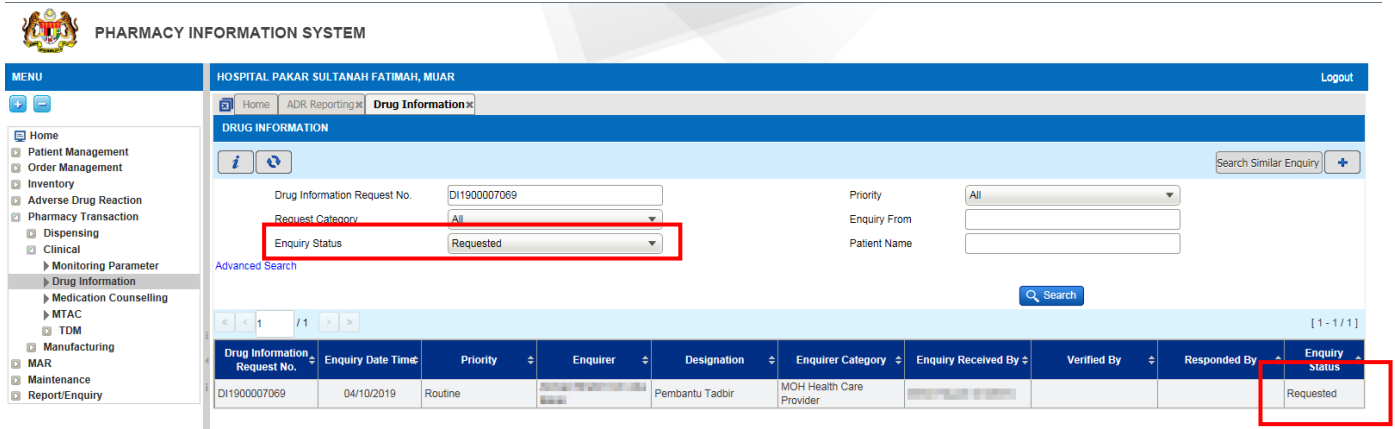
Click on the  button to save the response entered

Note

- Based on the user access granted to a login ID, the 'Response' entered has to be verified before the **Send Respond** check box can be selected.
- The **Status** of the Drug Information record will remain as 'Requested'.
- Records with Status Requested cannot be opened by the enquirer if the Pharmacist does not verify the record. However, the report in PDF format is available for viewing/printing.

3.2.2 Verify Respond

A Drug Information record that has been responded will be sent to the Pharmacist in charge to verify the accuracy of the response.



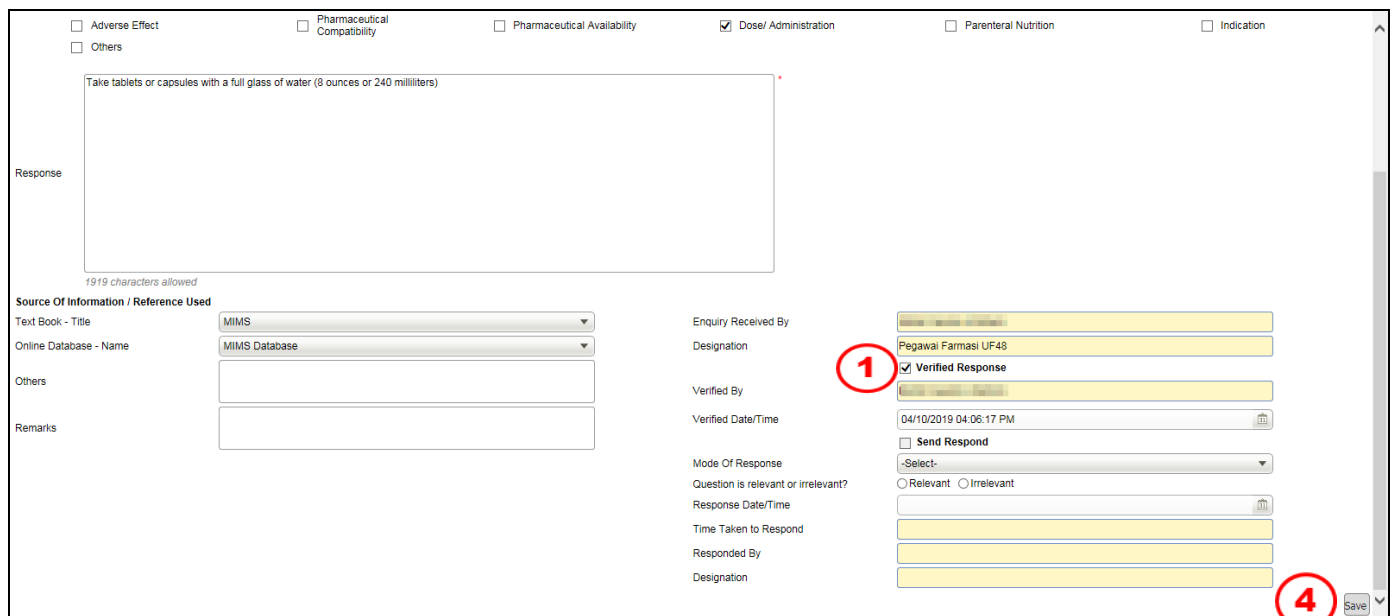
The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The 'DRUG INFORMATION' section is active. The 'Enquiry Status' is set to 'Requested'. The table below shows the details of the enquiry.

Drug Information Request No.	Enquiry Date Time	Priority	Enquirer	Designation	Enquirer Category	Enquiry Received By	Verified By	Responded By	Enquiry Status
DI1900007069	04/10/2019	Routine		Pembantu Tabdir	MCH Health Care Provider				Requested

Figure 3.2.2-1 Enquiry Status = Requested

Note

- Refer to section 3.1.1 Drug Information Listing Page to search for the 'Requested' Drug Information record.
- To function is required to verify the response entered by the previous DI pharmacist.
- The pharmacist is allowed to amend the response entered if required.



The screenshot shows the 'Verify Response' form. The 'Verified Response' checkbox is checked. The 'Send Response' button is highlighted. The form includes fields for 'Source Of Information / Reference Used', 'Enquiry Received By', 'Designation', 'Verified By', 'Verified Date/Time', 'Mode Of Response', 'Question is relevant or irrelevant?', 'Response Date/Time', 'Time Taken to Respond', 'Responded By', and 'Designation'.

Figure 3.2.2-2 Verify Response

STEP 1

Check on the **Verified Response** checkbox to confirm that the Response information entered is sufficient and accurate

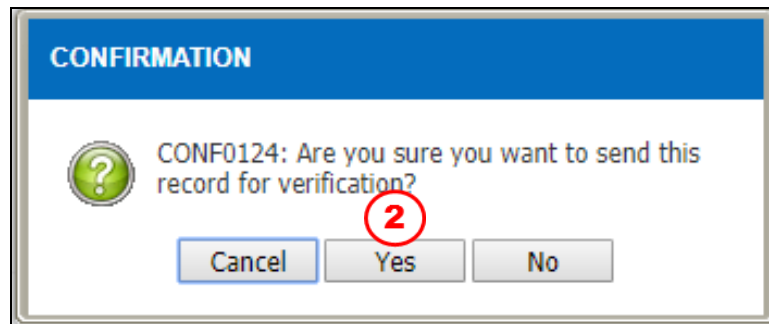


Figure 3.2.2-3 Confirmation Alert Message

STEP 2

Click on the  button to confirm the verification

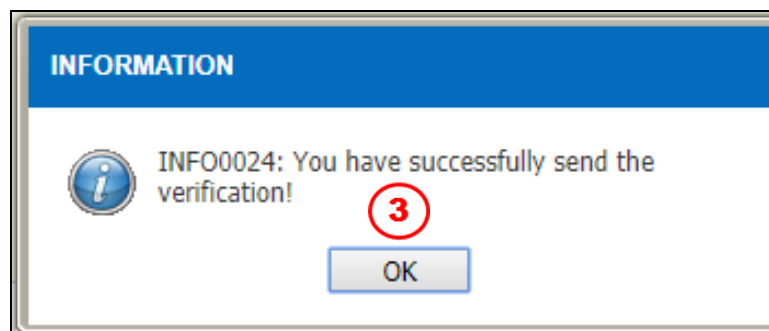


Figure 3.2.2-4 Information Alert Message

STEP 3

Click on the  button

Note

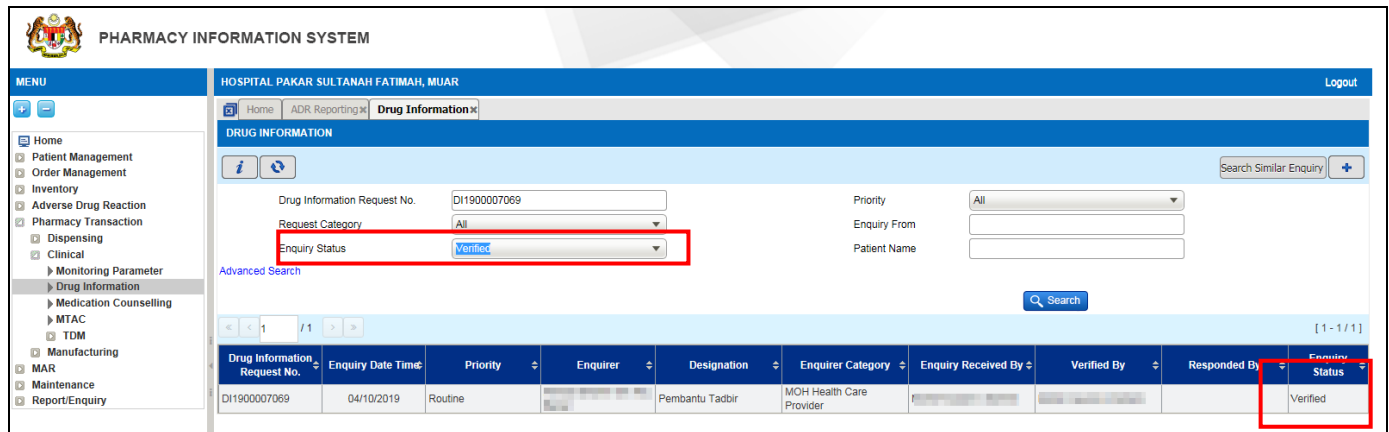
- System will record the **Verified By** based on from the user's Login ID.
- **Verified Date/Time** defaults to the system Date/Time and user is allowed to select back dated for 5 days

STEP 4

Click on the  button to save the record

3.2.3 Send Respond

This function is used to send the feedback to the enquirer after the Drug Information record has been verified.

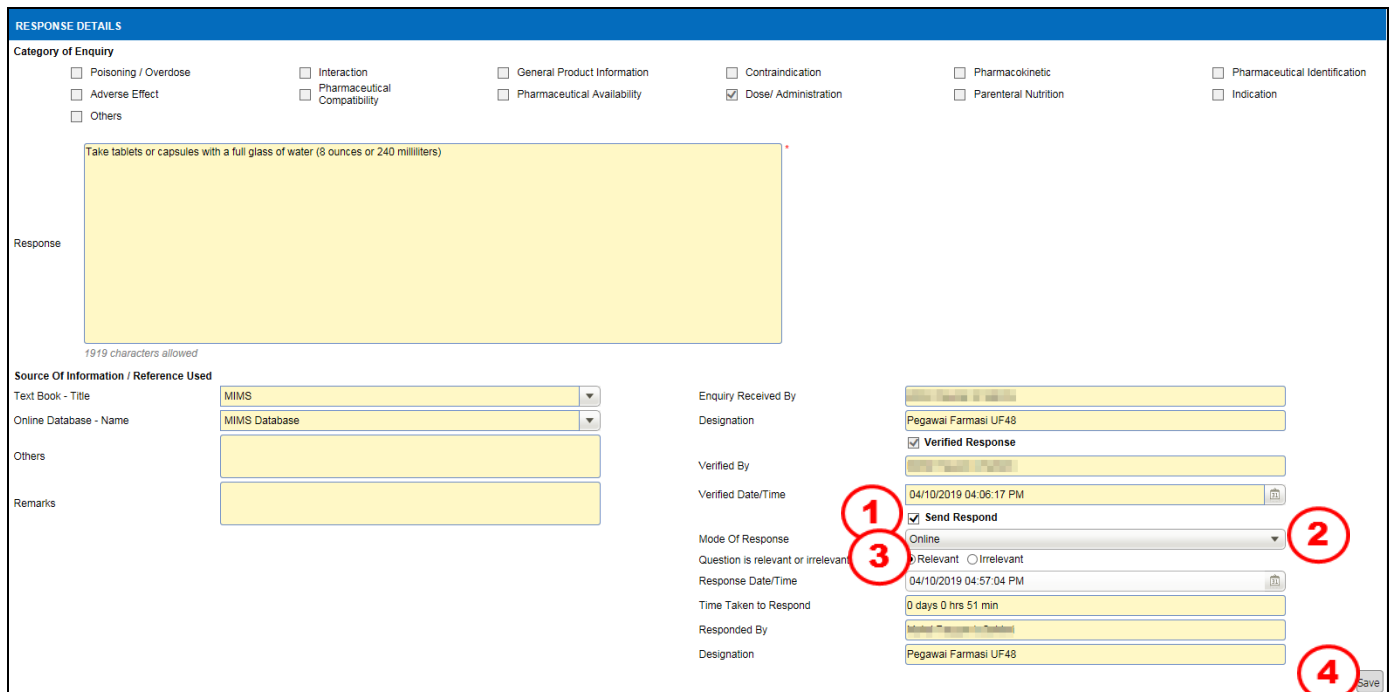


The screenshot shows the 'PHARMACY INFORMATION SYSTEM' interface for 'HOSPITAL PAKAR SULTANAH FATIMAH, MUAR'. The 'Drug Information' section is active. A table lists drug information requests, with the first entry (Request No. DI190007069) highlighted. The 'Enquiry Status' for this entry is 'Verified', which is circled in red. The table columns include: Drug Information Request No., Enquiry Date Time, Priority, Enquirer, Designation, Enquirer Category, Enquiry Received By, Verified By, Responded By, and Enquiry Status.

Figure 3.2.3-1 Enquiry Status = Verified

Note

- Refer to section 3.1.1 Drug Information Listing Page to search for the 'Verified' Drug Information record.
- This function is required to send the verified response to the enquirer and to submit the enquiry to HQ.



The screenshot shows the 'RESPONSE DETAILS' form. The 'Category of Enquiry' section includes checkboxes for various categories, with 'Dose/ Administration' checked. The 'Response' text area contains the instruction: 'Take tablets or capsules with a full glass of water (8 ounces or 240 milliliters)'. The 'Source Of Information / Reference Used' section includes fields for 'Text Book - Title' (MIMS) and 'Online Database - Name' (MIMS Database). The 'Enquiry Received By' section includes fields for 'Designation' (Pegawai Farmasi UF48), 'Verified By' (Pegawai Farmasi UF48), and 'Verified Date/Time' (04/10/2019 04:06:17 PM). The 'Mode Of Response' section includes a dropdown menu set to 'Online'. The 'Question is relevant or irrelevant?' section includes radio buttons for 'Relevant' (selected) and 'Irrelevant'. The 'Response Date/Time' field is set to 04/10/2019 04:57:04 PM. The 'Time Taken to Respond' field is set to 0 days 0 hrs 51 min. The 'Responded By' field is set to Pegawai Farmasi UF48. The 'Send Respond' checkbox is checked. The form is numbered 1 through 4, indicating the steps to follow.

Figure 3.2.3-2 Send Respond

STEP 1

Select the **Send Respond** check box.

STEP 2

Select from the **Mode of Response** drop down box (Optional).

STEP 3

Select **Relevant** option from the **Question is relevant or irrelevant?**

Note

- **Response Date/Time** will be defaulted to showing the system Date/Time and user is allowed to select back dated for 5 days. It is editable and used to it will be calculating the '**Time Taken to Respond**'.
- The '**Responded By**' and the '**Designation**' will be recorded based on the user's Login ID.

STEP 4

Click on the  button to save the record.

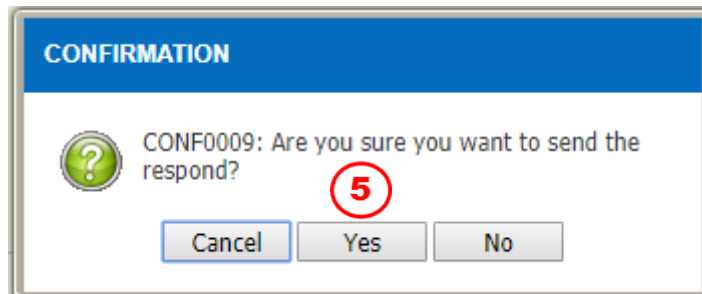


Figure 3.2.3-3 Confirmation Alert Message

STEP 5

Click on the  button to send the respond

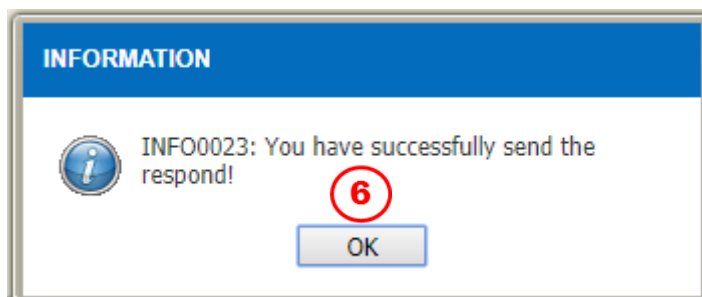
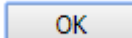


Figure 3.2.3-4 Confirmation Alert Message

STEP 6

Click on the  button

Note

- The **Enquiry Status** will change to 'Responded'.
- 'Responded' Drug Information records will be submitted to HQ. HQ will be decided whether to publish the enquiry to Know Your Medicine (KYM) Portal and/or PhIS Portal.
- Know Your Medicine Portal can be will be accessed by the public. However, the PhIS Portal is only accessible by the PhIS Users.

DRUG INFORMATION

Print Report

☐ Learning / Overview
 ☐ Interaction
 ☐ General Product Information
 ☐ Contraindication
 ☐ Pharmacokinetic
 ☐ Pharmacological Mechanism

☐ Adverse Effect
 ☐ Pharmaceutical Compatibility
 ☐ Pharmaceutical Availability
 ☒ Dose/ Administration
 ☐ Parenteral Nutrition
 ☐ Indication

☐ Others

Take tablets or capsules with a full glass of water (8 ounces or 240 milliliters)

Response

1919 characters allowed

Source Of Information / Reference Used

Text Book - Title:

Online Database - Name:

Others:

Remarks:

Enquiry Received By

Designation:

Verified By:

Verified Date/Time:

Mode Of Response:

Question is relevant or irrelevant?: ☒ Relevant ☐ Irrelevant

Response Date/Time:

Time Taken to Respond:

Responded By:

Designation:

Send As Email

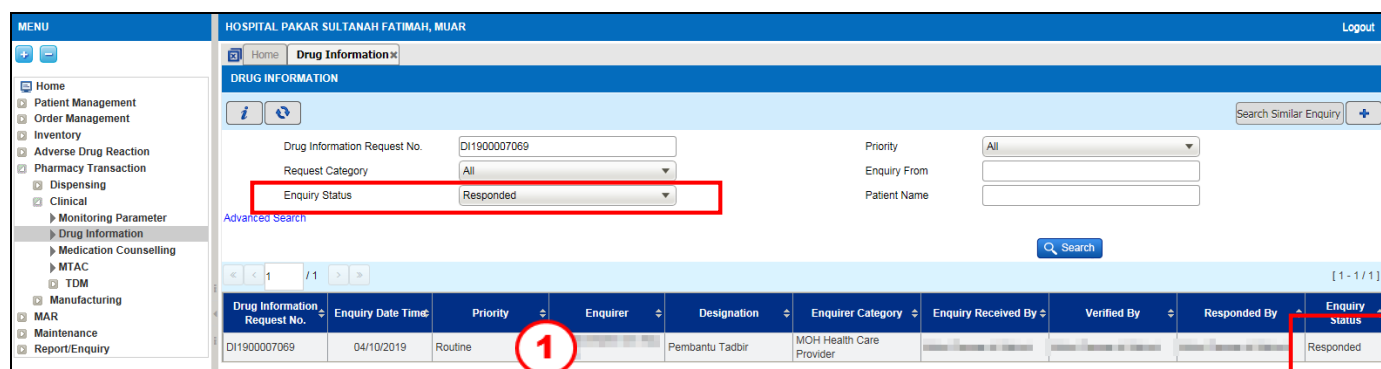
Figure 3.2.3-5 Send as Email

Note

- Click on the [Send As Email](#) hyperlink to send an email to the enquirer via Microsoft Outlook as per Figure 3.2.3-5
- Microsoft Outlook and Adobe Reader will be required for this function,

3.3 View Responded Enquiry

This function is used by the enquirer to view the answer responded by the Pharmacist.



Drug Information Request No.	Enquiry Date Time	Priority	Enquirer	Designation	Enquirer Category	Enquiry Received By	Verified By	Responded By	Enquiry Status
DI1900007069	04/10/2019	Routine		Pembantu Tadbir	MOH Health Care Provider				Responded

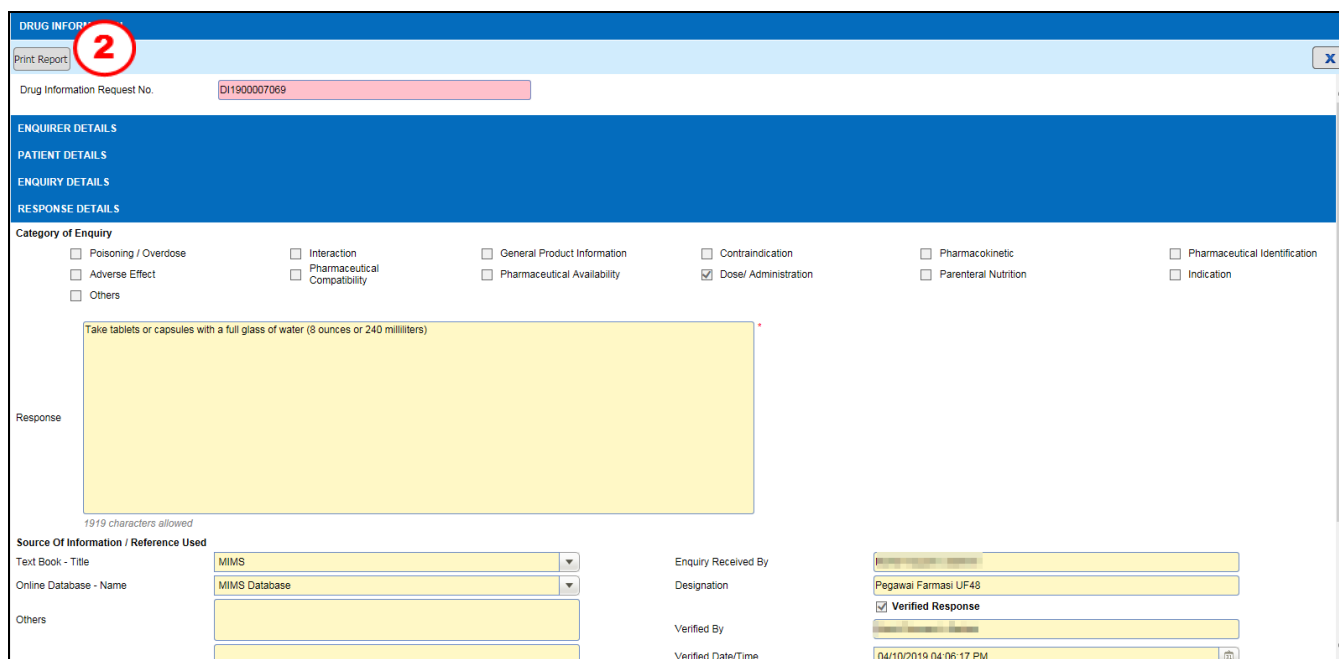
Figure 3.3-1 Enquiry Status = Responded

Note

- When a drug information record status is Responded, enquirer will be able to view the response provided in the PDF form.
- Refer to section 3.1.1 Drug Information Listing Page to search for the 'Responded' Drug Information record.

STEP 1

Double click on the record with status 'Responded' to view the response



Category of Enquiry

☐ Poisoning / Overdose ☐ Interaction ☐ General Product Information ☐ Contraindication ☐ Pharmacokinetic ☐ Pharmaceutical Identification

☐ Adverse Effect ☐ Pharmaceutical Compatibility ☐ Pharmaceutical Availability ☒ Dose/ Administration ☐ Parenteral Nutrition ☐ Indication

☐ Others

Response

Take tablets or capsules with a full glass of water (8 ounces or 240 milliliters)

1919 characters allowed

Source Of Information / Reference Used

Text Book - Title: MIMS

Online Database - Name: MIMS Database

Others:

Enquiry Received By: Pegawai Farmasi UF48

Designation: Verified Response

Verified By:

Verified Date/Time: 04/10/2019 04:06:17 PM

Figure 3.3-2 Print Report

STEP 2

Click on the button to print the enquiry report.

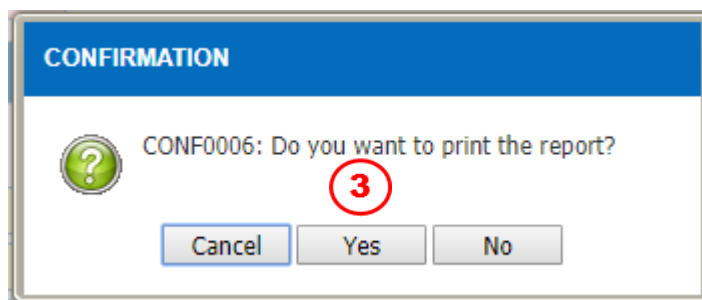
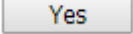


Figure 3.3-3 Confirmation Alert Message

STEP 3

Click on the  button to confirm

Note

- Response in PDF format will be displayed as shown in Figure 3.3-4.
- The response entered and verified by the Pharmacist can be viewed in the Enquiry Response (Answer) field.

Ministry of Health, Malaysia
DRUG INFORMATION - ENQUIRY RESPONSE

HOSPITAL PAKAR SULTANAH FATIMAH, MUAR

Jalan Salleh, 84000, Muar, Johor.

069521901

Drug Information request no: DI1900007069

A. ENQUIRER DETAILS	
Date of Reply/Response	Enquirer Name / Designation / Contact Details
04/10/2019	/Pembantu Tadbir/0169214549
Enquirer Category : MOH Health Care Provider	
Enquiry From :	
1) Within Facility Department	: General Medicine
2) External facility / Name of	:
Patient Name : CXXXX XXXXX XX	IC/Passport No :

B. CATEGORY OF ENQUIRY					
Poisoning / Overdose	General Product Information	Contraindication	Pharmacokinetic	Adverse Effect	
Drug	Indication	Pharmaceutical Identification	Pharmaceutical Compatibility	✓	Dose/ Administration
Pharmaceutical Availability	Parenteral Nutrition	Others			

C. MODE OF RESPONSE					
Drug Info	Email	Fax	In Person	✓	Online
					Telephone

D. SOURCE OF INFORMATION / REFERENCE USED					
BNF	Harrison	Lexicomp	✓	MIMS	
Martindale	Lexicomp Database	✓	MIMS Database	Martindale Database	

E. ENQUIRY SUMMARY (QUESTION) & ENQUIRY RESPONSE (ANSWER)	(Question is Relevant)
Question : Doses of hematinics	
Answer : Take tablets or capsules with a full glass of water (8 ounces or 240 milliliters)	

Received By :	Designation : Pegawai Farmasi UF48
Verified By :	Verified Date/ Time : 04/10/2019 04:06:17 PM
Response By :	Response Date/ Time : 04/10/2019 04:57:04 PM

Figure 3.3-4 Drug Information – Enquiry Report

4.0 Acronyms

Abbreviation	Definition
MOH	Ministry of Health
PhIS	Pharmacy Information System
CPS	Clinical Pharmacy System
DICE	Drug Information and Consumer Education
MRN	Medical Record Number

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	Radiopharmaceutical	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		